

RESOLUTION
of the BOARD OF DIRECTORS of the
SPOKANE REGIONAL TRANSPORTATION COUNCIL
R-23-16

**AUTHORIZING THE EXECUTION OF THE MPO/RTPO AGREEMENT
AND ADOPTING THE STATE FISCAL YEARS 2024-2025
UNIFIED PLANNING WORK PROGRAM**

WHEREAS, the Spokane Regional Transportation Council Board (SRTC Board) of Directors serves as the Metropolitan Planning Organization (MPO) for the Spokane Metropolitan Planning Area (SMPA) and as the Regional Transportation Planning Organization (RTPO) for Spokane County; and

WHEREAS, the SRTC Board is the governing body of SRTC and responsible for agency policy decisions when establishing the agency's work program;

WHEREAS, the Unified Planning Work Program (UPWP) is the work scope and budget for the MPO/RTPO planning activities funded by the Metropolitan/Regional Transportation Planning Organization Agreement.

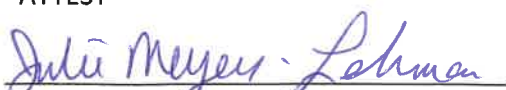
NOW, THEREFORE BE IT RESOLVED, that the SRTC Board authorizes the Executive Director to execute the **METROPOLITAN/REGIONAL TRANSPORTATION PLANNING ORGANIZATION AGREEMENT**.

NOW, THEREFORE BE IT RESOLVED, that the SRTC Board adopts the **SFY 2024-2025 UNIFIED PLANNING WORK PROGRAM**.

ADOPTED: June 8, 2023


Betsy Wilkerson, Council Member, City of Spokane
Chair, SRTC Board of Directors

ATTEST


Julie Meyers-Lehman, SRTC
Clerk of the Board



**Washington State
Department of Transportation**

Metropolitan/Regional Transportation Planning Organization Agreement		Term of Agreement	
		Start Date	End Date
Agreement No. GCB 3866	CFDA No 20.205 & 20.505	7/1/2023	6/30/2025
Lead Planning Agency Spokane Regional Transportation Council 421 W. Riverside Avenue, Suite 500 Spokane, WA 99201		Metropolitan Planning Organization/Regional Transportation Planning Organization Spokane Regional Transportation Council	
		County(ies) included in the MPO/RTPO Spokane	

This Agreement, is entered into on the Start Date under Term of Agreement above, regardless of the date of signature execution, between the Washington State Department of Transportation “WSDOT”, acting by and through its Director, Multimodal Planning and Data Division and the Tribal and Regional Integrated Planning office, hereinafter called the “STATE,” and the above named Metropolitan Planning Organization/Regional Transportation Planning Organization, hereinafter called the “MPO/RTPO,” collectively referred to as “Parties” and individually as “Party,” “MPO,” and “RTPO.”

Recitals

1. The above-named county(ies) has (have) created a RTPO in accordance with the requirements set forth in RCW 47.80.020;
2. The above-named county(ies) includes an urbanized area(s) with a population in excess of fifty thousand individuals, for which a MPO has been designated for each urbanized area pursuant to 23 U.S.C. § 134;
3. Federal funding is authorized under 49 U.S.C. Ch. 53 and 23 U.S.C.; and,
4. The STATE has available funds, which have been allocated to it by: (a) the United States Department of Transportation, hereinafter called “USDOT,” (b) the Federal Highway Administration, hereinafter called “FHWA”; (c) the Federal Transit Administration, hereinafter called “FTA; (d) State RTPO funds; and/ or (e) funds from other federal or state agencies, which can be used to facilitate urban and regional transportation planning.

NOW THEREFORE, pursuant to RCW 39.34 and RCW 47.80, the above recitals that are incorporated herein as fully set forth below, and in consideration of the terms, conditions, and promises contained herein, and/or attached hereto as Exhibits, and by this reference made a part of this Agreement, it is mutually agreed as follows:

1 Work Scope and Budget

- 1.1 The work scope and budget for the MPO/RTPO planning activities funded by this Agreement shall be documented annually (or biennially with an annual review) in a Unified Planning Work Program hereinafter called “UPWP”. The UPWPs are kept on file in WSDOT Headquarters,

Tribal and Regional Integrated Planning office.

- 1.2 UPWP Guidance is developed jointly by the State, FHWA, FTA, and the MPOs/RTPOs by December 31 each year will serve as a resource for developing the UPWPs. The UPWP Guidance includes key emphasis areas for work tasks to accomplish UPWP purposes.
- 1.3 The STATE will inform the MPO/RTPO of expected allocations of FHWA Metropolitan Planning funds (PL funds) and FTA Section 5303 funds, STATE RTPO funds and any other STATE-administered funds that are available to MPO/RTPOs by December 31 each year for the following State fiscal year, which is defined as July 1 to June 30 for all MPOs except the Lewis-Clark Valley Metropolitan Planning Organization (LCVMPO), which is October 1 to September 30. The STATE will inform the MPO/RTPO of expected allocations of State RTPO funds that are available to MPO/RTPOs by December 31 of even-numbered years for the following biennium. The MPO/RTPO will then prepare a draft UPWP and submit the draft to the STATE by the specific dates listed in the UPWP Guidance for MPO/RTPOs (UPWP Guidance).

The final UPWP shall be adopted by the MPO/RTPO and submitted to the STATE for approval prior to June 15, preceding the start of each subject state fiscal year (or biennium). The STATE shall notify the MPO/RTPO, in writing, of its approval of the UPWP for the subject fiscal year by June 30 of each year, unless otherwise noted in the UPWP Guidance. However, the MPO/RTPO may prepare a two-year UPWP if it desires. Written amendments to the UPWP may be required in order to authorize expenditures of all federal and state funding. Changes to the federal surface transportation act may also necessitate amendments to UPWPs approved by the MPO/RTPO Policy Board, FHWA and FTA.

- 1.4 The UPWP shall document all transportation and related planning activities for the ensuing state fiscal year, July 1 to June 30, unless otherwise noted in the UPWP Guidance. As per 23 C.F.R. 450.308(c), each MPO/RTPO, in cooperation with the STATE and public transportation operator(s), shall develop a UPWP that includes a discussion of the planning priorities facing the MPO/RTPO. The UPWP shall identify work proposed for the next one- or two-year period by major activity and task (including, but not limited to, activities that address the planning factors in 23 C.F.R. pt. 450.306(b), in sufficient detail to indicate whether the MPO/RTPO, STATE, public transportation operator(s), local government, consultant(s), or other identified Party, will perform the work, the schedule for completing the work, the resulting products, the proposed funding by activity/task, and a summary of the total amounts and sources of federal and matching funds.

Required local matching funds shall be itemized separately. Under no circumstances shall the MPO/ RTPO required match amount be less than the required 13.5 percent match for FHWA funds unless authorized to use toll credits. The match for FTA 49 U.S.C. § 5303 funds will be 20 percent, or as low as 13.5 percent when consolidated with FHWA 23 U.S.C. § 134 funds, as determined by the FTA, STATE, and MPO/RTPO, unless authorized to use toll credits.

The MPO/RTPO shall perform the approved work tasks within the approved budget during the subject state fiscal year.

- 1.5 Should the Parties decide it is mutually beneficial for the STATE to perform specific work tasks identified in the UPWP, the Parties agree that the STATE may retain actual costs as documented in writing and approved by the MPO/RTPO.
- 1.6 The MPO/RTPO agrees to use at least 2.5% of its FHWA PL funds on specified planning activities to increase safe and accessible options for multiple travel modes for people of all ages and abilities, in accordance with 23 U.S.C 134.

2 Planning Standards and Guidelines

- 2.1 The MPO/RTPO shall comply with the most current Planning Standards and Guidelines developed by the STATE for the RTPO, RCW 47.80, and any amendments made thereto. In addition, the MPO must comply with 23 C.F.R. pt. 450, Subpart C, and 49 C.F.R. pt. 613, Subpart A - Metropolitan Transportation Planning and Programming.

3 Payment

- 3.1 The STATE agrees to reimburse the MPO/RTPO's actual direct and related indirect costs of work approved as part of the UPWP. The maximum amount that the STATE shall reimburse the MPO/RTPO shall not exceed the total amount identified in funding authorization letters provided by the STATE, less any amounts retained by the STATE to cover costs for all agreed upon work performed by the STATE. All costs must be consistent with the federal cost principles contained in 2 C.F.R. pt. 200, or as modified or amended.
- 3.2 All indirect costs will be consistent with the federal de minimus rate found in 2 C.F.R. pt. 200 or based on a cost allocation plan or indirect cost rate proposal that is approved by the MPO/RTPO Policy Board annually and maintained on file by the MPO/RTPO for audit purposes. If indirect costs are based on an approved cost allocation plan, the MPO/RTPO will provide a copy to TRIP annually, or when updated.
- 3.3 The MPO/RTPO may submit requests to the STATE for reimbursement of funds as they are expended on UPWP activities at any time, but not more frequently than one (1) such request every month. Such requests for reimbursement shall document the amount of funds that have been expended during the UPWP period, as well as for the current billing period. The request for reimbursement shall contain sufficient detail to inform the STATE, FHWA, FTA, and any other entities providing funding for the work as to the progress on each work element contained in the UPWP. Requests for reimbursement should be submitted to TRIPFiscal@wsdot.wa.gov. The STATE shall review and approve each request for payment and shall reimburse the MPO/RTPOs no later than fifteen (15) business days after the date of receipt by the STATE.

4 Reports

- 4.1 The MPO/RTPO shall communicate with the STATE from time to time, or as often as required by the STATE, during the term of this Agreement to keep the STATE up to date about the progress of the work being performed as described in the UPWP. The STATE reserves the right to request interim written progress reports during the fiscal year, if the MPO/RTPO's monthly billing report is deemed insufficient in detail, the MPO/RTPO undergoes major structural changes, or there are changes to the MPO/RTPO's core organizational functions/activities. The interim reports are due to the STATE within twenty-one (21) calendar days of being notified in writing by the STATE. The interim reports shall include a summary of work progress during the course of the fiscal year, costs incurred in accordance with the approved UPWP and budget, and progress to date, including any problems or work delays. The STATE may delay reimbursement of billings if the requested interim reports are not submitted as specified.
- 4.2 On or before September 30 of every calendar year, unless otherwise noted in the UPWP Guidance, after the conclusion of each state fiscal year, the MPO/RTPO shall prepare and submit to the STATE a performance and expenditure report for the prior state fiscal year. MPOs are required, as a subrecipient of the STATE, to contribute to the annual performance and expenditure report prepared by the STATE and provided to the FHWA and FTA pursuant

to 23 C.F.R. pt. 420.117(b)(1). This final report shall summarize work accomplished under the UPWP, costs incurred by work element, and identify any carryover of funds. Each annual performance and expenditure report must contain at a minimum:

- a. Comparison of actual performance with established goals;
 - b. Progress in meeting schedules;
 - c. Status of expenditures in a format compatible with the work program, including a comparison of budgeted (approved) amounts and actual costs incurred;
 - d. Cost overruns or underruns;
 - e. Approved work program revisions; and
 - f. Other pertinent supporting data.
- 4.3 Reports as described in this section and other documentation or correspondence related to this Agreement should be sent via email to WSDOT's Tribal and Regional Integrated Planning Office at trpo@wsdot.wa.gov.

5 Assignment of Work Items

- 5.1 The work items may be accomplished by joint effort between the staff of the MPO/RTPO, the STATE, public transportation operator(s), and/or local government agencies. Such assignments will be clearly listed in the UPWP and be in compliance with 23 C.F.R. § 450.318.

6 Project Records

- 6.1 The MPO/RTPO shall establish and maintain books, records, documents, and other evidence and accounting procedures and practice, sufficient to reflect properly all direct and indirect costs of whatever nature incurred and anticipated to be incurred for the performance of this Agreement. To facilitate the administration of the MPO/RTPO, separate accounts shall be established and maintained within the MPO/RTPO's existing accounting system or an independent accounting system may be set up for all eligible costs. Costs in excess of the latest approved budget, or attributable to actions which have not received the written approval of the STATE, shall not be eligible for reimbursement. All costs charged to the MPO/RTPO, including any approved services contributed by the MPO/RTPO or others, shall be supported by executed payrolls, time records, invoices, contracts, or vouchers evidencing in proper detail the nature and propriety of the charges as the STATE deems appropriate.

7 Audits, Inspection, and Retention of Records

- 7.1 The STATE, the USDOT, FTA, FHWA, the State Auditor, the Inspector General, and/or any of their representatives, shall have full access to and the right to examine, during normal business hours and as often as they deem necessary, all MPO/RTPO records, paper and electronic, with respect to all matters covered by this Agreement. Such entities and their representatives shall be permitted to audit, examine, and make excerpts or transcripts from such records and to make copies of all contracts, invoices, materials, payrolls, and other matters covered by this Agreement. All documents, papers, accounting records, and other material pertaining to costs incurred in connection with this Agreement shall be retained by the MPO/RTPO for six (6) years from the date of final payment to facilitate any audits or inspections.
- 7.2 Furthermore, if any litigation, claim, or audit arising out of, in connection with, or related to this Agreement is initiated before the expiration of the six-year period, the cost records and accounts shall be retained until such litigation, claim, or audit is completed.
- 7.3 All MPOs/RTPOs are subject to audits by the State Auditor's Office. MPO/RTPOs that expend

Seven Hundred Fifty Thousand Dollars (\$750,000) or more during the MPO/RTPO's fiscal year in federal awards must have a single audit or program specific audit in accordance with 2 C.F.R. pt. 200 (Subpart F- Audit Requirements).

8 Modifications

- 8.1 Either Party may request changes to the provisions of this Agreement and to the UPWP that will be developed. Changes to the work scope and budget changes shall be made by written amendment to the UPWP by the MPO/RTPO and approved in writing by the STATE, FHWA, and FTA. Other changes to this Agreement which are mutually agreed upon shall be incorporated as written amendments to this Agreement. No variation or alteration of the terms of this Agreement shall be valid unless made in writing and signed by authorized representatives of the Parties hereto.

9 Termination

- 9.1 This Agreement expires on the End Date under Term of Agreement above. If it is determined to be in the best interests of the STATE, the STATE may terminate this Agreement upon giving thirty (30) calendar days' notice in writing to the MPO/RTPO. If this Agreement is terminated prior to fulfillment of the terms stated herein, the MPO/RTPO shall be reimbursed only for actual expenses and non-cancelable obligations, both direct and indirect, incurred to the date of termination as determined by the STATE. The STATE will work with the MPO/RTPO to determine what obligations are non-cancelable.

10 Travel

- 10.1 Current state travel rates shall apply to all in-state and out-of-state travel for which reimbursement is claimed during the term of this Agreement. Reimbursement of travel expenses is limited to travel necessary for the completion of the UPWP tasks. All travel by RTPOs using state funds is subject to state travel rules as outlined in the State Administrative & Accounting Manual (SAAM). All travel by the MPO/RTPOs using federal funds is subject to federal rules and regulations as outlined in 2 C.F.R. pt. 200. In addition, all travel by the MPO/RTPOs using federal funds must be in compliance with its own internal policies, those of the fiscal agent, or the State's policies, whichever is more restrictive.

11 Subcontracting and Equipment

- 11.1 The MPO/RTPO shall not assign, sublet, or transfer any of the work provided for under this Agreement without prior written approval from the STATE. The Tribal and Regional Integrated Planning Office in WSDOT's Multimodal Planning and Data Division shall have fourteen (14) calendar days to review and approve any MPO/RTPO consultant agreements prior to execution. The basis of review for proposed consultant agreements will be to ensure that the necessary terms and requirements have been incorporated into the agreement. The MPO/RTPO shall comply with all current federal and state laws and regulations governing the selection and employment of consultants. Subcontracts for consultant services must contain all the required provisions of this Agreement to the extent applicable.
- 11.2 If any equipment is purchased under this Agreement, it shall be listed in the UPWP. All equipment must be purchased, managed, and disposed of in accordance with all current federal and state laws and regulations, and the nondiscrimination provisions of Section 17 of this Agreement. The procurement of all equipment must be used for the sole purpose of urban and regional transportation planning activities. Requests related to this provision shall be emailed to trpo@wsdot.wa.gov.

11.3 Debarment and Suspension. The MPO/RTPO agrees to comply with the requirements of Executive Orders Numbers 12549 and 12689, "Debarment and Suspension," and Office of Management and Budget (OMB) regulations on Debarment and Suspension at 2 C.F.R. pt. 180 and 2 C.F.R. pt. 200. The MPO/RTPO is prohibited from contracting with, or making sub awards to, parties that are suspended or debarred, or whose principals are suspended or debarred. Covered transactions include procurement contracts for goods and services equal to, or in excess of, \$25,000, and all non-procurement transactions (e.g., awards to subrecipients). MPO/RTPOs receiving individual awards for \$25,000 or more and all subrecipients must certify that the organization and its principals are not suspended or debarred. The MPO/RTPO agrees to, and assures that its subrecipients, lessees, third party contractors, and other participants at any tier of the Project will search the Excluded Parties Listing System records at www.sam.gov before entering into any third party sub-agreement, lease, third party contract, or other arrangement in connection with the Project, and will include a similar term or condition in each of its Lower Tier Covered Transactions.

12 Purchases

- 12.1 The MPO/RTPO shall make purchases of any equipment, material, incidental goods, or supplies, pursuant to this Agreement through procurement procedures approved in advance by the STATE and consistent with the following provisions:
- 12.2 General Procurement Requirements. The MPO/RTPO shall comply with the procurement procedures identified in FTA Procurement Circular 4220.1F, "Third Party Contracting Guidance," and any revision or replacement thereof; and applicable federal regulations or requirements identified in 2 C.F.R. pt. 200, "Uniform Administrative Requirements," and any amendments thereof, which by this reference are incorporated herein; any reference therein to "grantee" shall mean the MPO/RTPO or consultant.
- 12.3 Preference for United States Products and Services. To the extent applicable, the MPO/RTPO agrees to comply with the following requirements:
- a. Buy America. The MPO/RTPO shall comply with 49 U.S.C. § 5323(j) and 49 C.F.R. pt. 661, and any implementing guidance the USDOT may issue.
 - b. Cargo Preference - Use of United States Flag Vessels. The MPO/RTPO agrees to comply with U.S. Maritime Administration regulations "Cargo Preference - U.S. Flag Vessels" 46 C.F.R. pt. 381 to the extent those regulations apply to the MPO/RTPO's work.
 - c. Fly America: The MPO/RTPO understands and agrees that the Federal Government will not participate in the costs of international air transportation of any person involved in or property acquired for the MPO/RTPO unless that air transportation is provided by U.S. flag air carriers to the extent service by U.S. flag air carriers is available, in accordance with the International Air Transportation Fair Competitive Practices Act of 1974, as amended, 49 U.S.C. § 40118, and with U.S. GSA regulations, "Use of United States Flag Air Carriers," 41 C.F.R. pts.301-10.131-143.
- 12.4 Geographic Restrictions. The MPO/RTPO agrees to refrain from using any State or local geographic preference, except those expressly mandated or encouraged by federal statute or as permitted by USDOT.
- 12.5 Government Orders. In case any lawful government authority shall make any order with respect to this Agreement, equipment, or any part thereof, or the parties hereto, or either of them, the MPO/RTPO or the consultant(s) shall cooperate with the STATE in carrying out such

order and will arrange its operation and business so as to enable the STATE to comply with the terms of the order.

13 Incorporation of Federal Terms

- 13.1 Purchasing. This Agreement's provisions include, in part, certain Standard Terms and Conditions required by the USDOT, whether or not expressly set forth in this Agreement's provisions. All contractual provisions required by the FTA, as set forth in FTA Procurement Circular 4220.1F, are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Agreement. The MPO/RTPO or the consultant(s) shall not perform any act, fail to perform any act, or refuse to comply with any STATE request, which would cause the STATE to be in violation of any USDOT term or condition.
- 13.2 Federal Changes. The MPO/RTPO shall, at all times, comply with all applicable FTA regulations, policies, procedures, and directives including, but not limited to, those listed directly or by reference in the Agreement as they may be amended or promulgated from time to time by the FTA during the term of this Agreement. The MPO/RTPO or consultant's(s') failure to so comply, shall constitute a material breach of this Agreement.

14 No Obligation by the Federal Government

- 14.1 The STATE and the MPO/RTPO acknowledge and agree that, notwithstanding any concurrence by the Federal Government in, or approval of, the solicitation or award of this Agreement, absent the express written consent by the Federal Government, the Federal Government is not a party to this Agreement and shall not be subject to any obligations or liabilities to the MPO/RTPO, the consultant(s), or any other party (whether or not a party to this Agreement) pertaining to any matter resulting from this Agreement.
- 14.2 No contract between the MPO/RTPO and its consultant(s) shall create any obligation or liability of the STATE with regard to this Agreement without the STATE's specific written consent, notwithstanding its concurrence in, or approval of, the award of any contract, subcontract, or the solicitations thereof. The MPO/RTPO hereby agrees to include this provision in all contracts it enters into for the employment of any individuals, procurement of any materials, or the performance of any work to be accomplished under this Agreement. The MPO/RTPO agrees to require its consultant(s) to also include this provision in contracts entered into by any consultant, including consultant agreements, if any, with subcontractors.

15 Personal Liability of Public Officers

- 15.1 No officer or employee of the STATE shall be personally liable for any acts or failure to act in connection with this Agreement, it being understood that in such matters they are acting solely as agents of the STATE.

16 Ethics

- 16.1 Code of Ethics. The MPO/RTPO agrees to maintain a written code or standard of conduct that shall govern the performance of its officers, employees, board members, or agents engaged in the award and administration of contracts supported by federal assistance. The code or standard shall provide that MPO/RTPO officers, employees, board members, or agents may neither solicit nor accept gratuities, favors, or anything of monetary value from present or potential contractors or subrecipients. The MPO/RTPO may set minimum rules where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value. The code or standard shall prohibit MPO/RTPO officers, employees, board members, or agents from using their positions for a purpose that constitutes or presents the appearance of

personal or organizational conflict of interest or personal gain. As permitted by state or local laws or regulations, such codes or standards shall include penalties, sanctions, or other disciplinary actions for violations by MPO/RTPO officers, employees, board members, agents, or by subcontractors, subrecipients, or their agents.

- 16.2 Personal Conflict of Interest. MPO/RTPO codes or standards shall prohibit MPO/RTPO employees, officers, board members, or agents from participating in the selection, award, or administration of a contract supported by federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when any of the parties set forth below has a financial or other interest in the firm or entity selected for award:
- a. The employee, officer, board member, or agent of the MPO/RTPO;
 - b. Any member of the immediate family, including any partner, of MPO/RTPO employees, officers,
 - c. board members, or agents; and
 - d. An organization that employs, or is about to employ, any of the above.
- 16.3 Organizational Conflict of Interest. The MPO/RTPO code or standard of conduct must include procedures for identifying and preventing real and apparent organizational conflicts of interests. An organizational conflict of interest exists when the nature of the work to be performed under a proposed third-party contract may, without some restrictions on future activities, result in an unfair competitive advantage to the third-party contractor or impair its objectivity in performing the contract work.
- 16.4 Bonus or Commission. The MPO/RTPO affirms that it has not paid, and agrees not to pay, any bonus or commission to obtain approval of its application for federal financial assistance.
- 16.5 Relationship with Employees and Officers of the STATE. The MPO/RTPO shall not extend any loan, gratuity, or gift of money in any form whatsoever to any employee or officer of the STATE, nor shall the MPO/RTPO rent or purchase any equipment and materials from any employee or officer of the STATE.
- 16.6 Restrictions on Lobbying. The MPO/RTPO agrees to:
- a. Refrain from using federal or state assistance funds to support lobbying;
 - b. Comply, and assure compliance by each subcontractor at any tier and each subrecipient at any tier, with applicable requirements of USDOT regulations, "New Restrictions on Lobbying," 49 C.F.R. pt. 20, modified as necessary by 31 U.S.C. § 1352; and
 - c. Comply with federal statutory provisions to the extent applicable prohibiting the use of federal assistance funds for activities designed to influence Congress or a State legislature on legislation or appropriations, as specified in 49 C.F.R. pt. 20.
- 16.7 Employee Political Activity. To the extent applicable, the MPO/RTPO agrees to comply with the provisions of the Hatch Act of 1939, 5 U.S.C. §§ 1501 through 1508 and 7324 through 7326, and Office of Personnel Management regulations, "Political Activity of State or Local Officers or Employees," 5 C.F.R. pt. 151. The Hatch Act of 1939 limits the political activities of state and local agencies and their officers and employees, whose principal employment activities are financed in whole or in part with federal funds including a loan, grant, or cooperative agreement. Nevertheless, in accordance with 23 U.S.C. § 142(g), the Hatch Act of 1939 does not apply to a nonsupervisory employee of a transit system (or of any other agency or entity performing related functions) receiving FTA assistance to whom the Hatch Act of 1939 does not otherwise apply.
- 16.8 False or Fraudulent Statements or Claims. The MPO/RTPO acknowledges and agrees that the

Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. § 3801 et seq., and USDOT regulations, Program Fraud Civil Remedies, 49 C.F.R. pt. 31, apply to its activities. Accordingly, by executing this Agreement the MPO/RTPO certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, or it may make in connection with the administration of the MPO/RTPO covered by this Agreement. In addition to other penalties that WSDOT reserves the right to impose on the MPO/RTPO, the MPO/RTPO also acknowledges that if it makes a false, fictitious, or fraudulent claim, statement, submission, or certification to WSDOT or the Federal Government, WSDOT and the Federal Government, each, reserves the right to impose the penalties of the Fraud Civil Remedies Act of 1986, as amended, on the MPO/RTPO to the extent either deems appropriate.

17 Civil Rights

- 17.1 The MPO/RTPO shall comply with all applicable civil rights statutes and implementing regulations including, but not limited to the provisions in this section.
- 17.2 Nondiscrimination in Federal Transit Programs. The MPO/RTPO agrees to comply, and assures compliance by each third-party contractor at any tier, with the provisions of 49 U.S.C. § 5332, which prohibits discrimination on the basis of race, color, religion, national origin, sex, disability, or age, and prohibits discrimination in employment or business opportunity.
- 17.3 Nondiscrimination—Title VI of the Civil Rights Act. The MPO/RTPO agrees to comply, and assures compliance by each third party contractor at any tier, with all requirements, prohibiting discrimination on the basis of race, color, or national origin, pursuant to Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000d; and USDOT regulations, “Nondiscrimination in Federally Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act,” 49 C.F.R. pt. 21, and any implementing requirements FTA may issue. Except to the extent FTA determines otherwise in writing, the MPO/RTPO also agrees to follow all applicable provisions of the most recent edition of FTA Circular 4702.1B, “Title VI Requirements and Guidelines for Federal Transit Administration Recipients,” to the extent consistent with applicable federal laws, regulations, and guidance; and U.S. Department of Justice (DOJ), “Guidelines for the Enforcement of Title VI, Civil Rights Act of 1964,” 28 C.F.R. pt. 50.3, and any other applicable federal guidance that may be issued.
- 17.4 Equal Employment Opportunity. The MPO/RTPO agrees to comply, and assures compliance by each third-party contractor at any tier, with all requirements of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e, and 49 U.S.C. § 5332, and any implementing requirements FTA may issue. These Equal Employment Opportunity (EEO) requirements include, but are not limited to, the following:
 - a. The MPO/RTPO agrees that it will not discriminate against any employee or applicant for employment because of race, color, religion, national origin, sex, disability, or age. The MPO/RTPO agrees to take affirmative action to ensure that applicants are employed and that employees are treated equally during employment, without regard to their race, color, religion, national origin, sex, disability, or age. Such action shall include, but not be limited to, employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The MPO/RTPO shall also comply with any implementing requirements USDOT may issue.
 - b. If the MPO/RTPO is required to submit and obtain Federal Government approval of its EEO program, that EEO program approved by the Federal Government is incorporated by reference and made part of this Agreement. Failure by the MPO/RTPO or the consultant(s) to carry out the terms of that EEO program shall be treated as a violation of this Agreement. Upon notification to the MPO/RTPO or the consultant(s) of its failure to

carry out the approved EEO program, the Federal Government may impose such remedies as it considers appropriate, including termination of federal financial assistance, or other measures that may affect the MPO/RTPO's eligibility to obtain future federal financial assistance for transportation projects.

- 17.5 Nondiscrimination on the Basis of Sex. The MPO/RTPO agrees to comply with Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. § 1681 et seq., with USDOT regulations "Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance," 49 C.F.R. pt. 25, and with any implementing directives that the USDOT or the FTA may promulgate, which prohibit discrimination on the basis of sex.
- 17.6 Nondiscrimination on the Basis of Age. The MPO/RTPO agrees to comply with applicable requirements of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6101 et seq., and implementing regulations, which prohibits discrimination on the basis of age.
- 17.7 Access Requirements for Persons with Disabilities. The MPO/RTPO agrees to comply with all applicable requirements of Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794, which prohibits discrimination on the basis of handicap; with the Americans with Disabilities Act of 1990 (ADA), as amended, 42 U.S.C. § 12101 et seq., which requires the provision of accessible facilities and services; and with the federal regulations, including any amendments thereto following:
 - a. USDOT regulations, "Transportation Services for Individuals with Disabilities (ADA)," 49 C.F.R. pt. 37;
 - b. USDOT regulations, "Nondiscrimination on the Basis of Disability in Programs and Activities Receiving Federal Financial Assistance," 49 C.F.R. pt. 27;
 - c. Joint U.S. Architectural and Transportation Barriers Compliance Board U.S. DOT regulations, Americans with Disabilities Act (ADA) Accessibility Specifications for Transportation Vehicles, 36 C.F.R. pt. 1192 and 49 C.F.R. pt. 38;
 - d. U.S. DOJ regulations, "Nondiscrimination on the Basis of Disability in State and Local Government Services," 28 C.F.R. pt. 35;
 - e. U.S. DOJ regulations, "Nondiscrimination on the Basis of Disability by Public Accommodations and in Commercial Facilities," 28 C.F.R. pt. 36;
 - f. U.S. General Services Administration (GSA) regulations, "Uniform Federal Accessibility Standards," 41 C.F.R. Appendix to Subpart 101-19.6;
 - g. U.S. Equal Employment Opportunity Commission, "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 C.F.R. pt. 1630;
 - h. U.S. Federal Communications Commission regulations, "Telecommunications Relay Services and Related Customer Premises Equipment for Persons with Disabilities," 47 C.F.R. pt. 64, Subpart F;
 - i. FTA regulations, "Transportation for Elderly and Handicapped Persons," 49 C.F.R. pt. 609; and
 - j. Any other nondiscrimination statute(s) that may apply.
- 17.8 Drug or Alcohol Abuse. Confidentiality and Other Civil Rights Protections. The MPO/RTPO agrees to comply with the confidentiality and other civil rights provisions of the Drug Abuse Office and Treatment Act of 1972, as amended, 21 U.S.C. § 1101 et seq.; with the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment, and Rehabilitation Act of 1970, as amended, 42 U.S.C. § 4541 et seq.; and comply with the Public Health Service Act,

as amended, 42 U.S.C. §§ 290dd through 290dd- 2, and any amendments to these laws. MPO/RTPO understands the requirements of confidentiality concerning persons covered and/or receiving services and/or treatment regarding alcohol and drug abuse, as defined in the aforementioned acts as applicable, including any civil and criminal penalties for not complying with the requirements of confidentiality and that failure to comply with such requirements may result in termination of this Agreement.

- 17.9 Access to Services for Persons with Limited English Proficiency. The MPO/RTPO agrees to comply with applicable federal guidance issues in compliance with Executive Order No. 13166, "Improving Access to Services for Persons with Limited English Proficiency," August 11, 2000.
- 17.10 Environmental Justice. The MPO/RTPO agrees to comply with the policies of Executive Order No. 12898, "Federal Actions to Address Environmental Justice in Minority populations and Low-Income Populations," 42 U.S.C. § 4321; DOT Order 5610.2(a), "Department of Transportation Actions to address Environmental Justice in Minority Populations and Low-Income Populations," 62 Fed. Reg. 18377 (Apr. 14, 1997) et seq.; and the most recent and applicable edition of FTA Circular 4703.1, "Environmental Justice Policy Guidance for Federal Transit Administration Recipients," August 15, 2012, except to the extent that the Federal Government determines otherwise in writing.
- 17.11 Other Nondiscrimination Statutes. The MPO/RTPO agrees to comply with all applicable requirements of any other nondiscrimination statute(s) that may apply.

18 Participation of Disadvantaged Business Enterprises

- 18.1 The MPO/RTPO agrees to monitor Disadvantaged Business Enterprise program requirements and seek to actively achieve WSDOT Disadvantaged Business Enterprise goals.

19 General State and Federal Compliance

- 19.1 The MPO/RTPO agrees to, and shall provide for such methods of administration that are found by the U.S. Secretary of Transportation, or the official to whom the Secretary delegates specific authority, to give reasonable guarantee that it, and other recipients, sub grantees, contractors, subcontractors, transferees, successors in interest, and other participants of federal financial assistance under such program, will comply with all requirements imposed by, or pursuant to the federal acts, regulations, and this assurance in Sections 17 and 18 above. The MPO/RTPO agrees to comply with the provisions of 2 C.F.R. pt. 200. The MPO/RTPO agrees to comply with the laws of the United States and State of Washington. Any report or procedure developed by the MPO/RTPO pursuant to this Agreement shall become public property and shall not be subject to copyright. The MPO/RTPO agrees that the United States, any agency thereof, the U.S. Secretary of Transportation and any of the Secretary's designees, have not only the right to monitor the compliance of the MPO/RTPO with the provisions of this assurance, but also have the right to seek judicial enforcement with regard to any matter arising under federal acts, federal regulations, and this assurance. It is understood by the MPO/RTPO that this assurance obligates the MPO/RTPO for the period during which federal assistance is extended.

20 Legal Relations

- 20.1 Each Party to this Agreement will protect, defend, indemnify, and save harmless the other Party, its officers, officials, employees, and agents, while acting within the scope of their employment as such, from any and all costs, claims, judgments, and/or awards of damages (both to persons and property), arising out of, or in any way resulting from, each Party's negligent acts or omissions with respect to the provisions of this Agreement. Neither Party will be required to indemnify, defend, or save harmless the other Party if the claim, suit, or action

for injuries, death, or damages (both to persons and property) is caused by the sole negligence of the other Party. Where such claims, suits, or actions result from the concurrent negligence of the Parties, their agents, officials or employees, and/or involve those actions covered by RCW 4.24.115, the indemnity provisions provided herein will be valid and enforceable only to the extent of the negligence of the indemnifying Party, its agents, officials or employees.

20.2 Further, the MPO/RTPO specifically assumes potential liability for actions brought by RTPO/MPO's own employees or agents against the STATE and, solely for the purpose of this indemnification and defense, the MPO/RTPO specifically waives any immunity under State industrial insurance laws, Title 51 RCW. The provisions of this Section 21 shall survive the termination of this Agreement.

21 Interest of Members of or Delegates to Congress

21.1 No member or delegate to the Congress of the United States shall be admitted to any share or part of this Agreement, or to any benefit arising therefrom.

22 Prohibited Interest

22.1 No member, officer, or employee of the MPO/RTPO during his or her tenure in office or employment, or one year thereafter, shall have any interest, direct, or indirect, in this Agreement or the proceeds thereof.

23 Independent Contractor

23.1 The MPO/RTPO shall be deemed an independent contractor for all purposes and the employees of the MPO/RTPO or any of its contractors, subcontractors and the employees thereof, shall not in any manner be deemed to be employees of the STATE.

24 Liability

24.1 No liability shall attach to the STATE by reasons of entering this Agreement except as expressly provided herein.

25 Severability

25.1 If any covenant or provision in this Agreement shall be adjudged void, such adjudication shall not affect the validity, obligation, or performance of any other covenant or provision which in itself is valid, if such remainder would then continue to conform to the terms and requirements of applicable law and this Agreement.

26 Disclosure of Agency Records

26.1 The MPO/RTPO understands and agrees that the Freedom of Information Act (FOIA), 5 U.S.C. § 552, and the Public Records Act, RCW 42.56 apply to the information and documents, both paper and electronic, submitted to the STATE, FTA, and U.S. DOT. The MPO/RTPO should therefore be aware that all applications and materials submitted will become agency records and are subject to public release through individual FOIA or State public disclosure requests.

27 Unique Identity Identifier

27.1 The MPO/RTPO shall, in accordance with 2 C.F.R. pt. 25, obtain a unique entity identifier required for System for Award Management registration to uniquely identify business entities.

28 Authority to Sign

28.1 The undersigned acknowledges that they are authorized to execute this Agreement and bind their respective agencies to the obligations set forth herein.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date signed last by the Parties below.

METROPOLITAN PLANNING ORGANIZATION/ REGIONAL TRANSPORTATION PLANNING ORGANIZATION	WASHINGTON STATE DEPARTMENT OF TRANSPORTATION
Signed: 	Signed:
Printed Name: Lois Bollenback	Printed Name: Norene Pen
Title: SRTC Executive Director	Title: Acting Director, Multimodal Planning and Data Division
Date: <i>6/13/2023</i>	Date:



UNIFIED PLANNING WORK PROGRAM

State Fiscal Years 2024-2025

07.01.2023 - 06.30.2025

SRTC

SPOKANE REGIONAL
TRANSPORTATION
COUNCIL

421 W RIVERSIDE AVE, SUITE 500 • SPOKANE, WA 99201 • 509.343.6370 • WWW.SRTC.ORG

Adopted 06.08.2023

NOTICE TO THE PUBLIC OF RIGHTS UNDER TITLE VI

Spokane Regional Transportation Council is committed to non-discrimination in accordance with Title VI of the Civil Rights Act. No person shall, on the grounds of race, color, national origin, gender, gender identity and expression, sexual orientation, age, religion, veteran status, familial or marital status, medical condition, or disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity.

For more information contact SRTC's Title VI & ADA Coordinator Michael Redlinger by calling 509.343.6370 or emailing mredlinger@srtc.org, or visit the SRTC Title VI and Environmental Justice page at: <https://www.srtc.org/about-srtc/title-vi-ej-ada/>.

Any person who believes his/her/their Title VI protected has been violated may file a complaint with SRTC. For additional information regarding Title VI complain procedures and/or information regarding our non-discrimination obligations, please contact SRTC Title VI Coordinator Michael Redlinger at mredlinger@srtc.org, calling (509)343-6370 or go to our website: <https://www.srtc.org/about-srtc/title-vi-ej-ada/>.

AMERICANS WITH DISABILITIES (ADA) ACT INFORMATION

This material can be made available in an alternate format by emailing SRTC Title VI & ADA Coordinator Michael Redlinger at mredlinger@srtc.org or by calling (509)343-6370. Persons with hearing impairment may make a request by calling the Washington State Relay at 711. Para obtener más información, póngase en contacto a (509) 343-6370 o contact.srtc@srtc.org.

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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). SRTC maintains three important transportation planning designations:

METROPOLITAN PLANNING ORGANIZATION (MPO)

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. Specifically, 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.

TRANSPORTATION MANAGEMENT AREA (TMA)

Urbanized areas over 200,000 in population are designated by federal legislation ((23 U.S.C. 134(k)(1)(A) and 49 U.S.C. 5303(k)(1)(A)) 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. Those responsibilities require public transportation representation on the SRTC Board, a regionally coordinated Congestion Management Process, and authority for Transportation Improvement Program (TIP) project selection. The Federal Transit Administration (FTA) and the Federal Highway Administration (FHWA) must jointly certify the TMA every four years.

REGIONAL TRANSPORTATION PLANNING ORGANIZATION (RTPO)

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.

PURPOSE OF UPWP

The purpose of a Unified Planning Work Program (UPWP) is to identify and align all federally funded transportation planning activities to be conducted in the metropolitan planning area during a one or two-year period. The UPWP defines the planning activities that will be undertaken by SRTC over a 2-year period along with the associated financial resources that will be available to support our planning efforts. In this case, the UPWP covers a period from July 1, 2023 through June 30, 2025.

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.

AGENCY ORGANIZATION AND PROCESS

SRTC is organized through an interlocal agreement. As shown on page 43, 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 20 voting members and two non-voting members. Pursuant to RCW 47.80.040, area members of the Washington State House of Representatives and Senate are considered ex-officio board members of SRTC.

The TTC is composed of 21 professionals from various local, regional, and state agencies and Tribes. The TTC provides technical input and helps ensure 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 UPWP.

The TAC is composed of 14 community members from an array of geographic areas, modal and policy expertise, agencies, and constituent groups. A key responsibility of the TAC is to advise the Board on policy issues associated with plans, programs, and activities conducted by SRTC. The TAC is also intended to promote agency transparency while providing a forum for the public involvement in SRTC's overall transportation planning program.

In developing the SFY 2024-2025 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 and this trend is expected to continue. The Infrastructure Investment and Jobs Act (IIJA) Public Law 117-58, also known as the “Bipartisan Infrastructure Law” (BIL), was signed into law on November 15, 2021. The IIJA is the largest long-term investment in our infrastructure and economy in our Nation’s history. The IIJA replaces the Fixing America’s Surface Transportation (FAST) Act. It provides \$550 billion over fiscal years 2022 through 2026 in new Federal investment in infrastructure, including roads, bridges, and mass transit, as well as water infrastructure, resilience, and broadband.

In SFY 2024-2025, SRTC will continue to work on several key activities related to IIJA performance-based planning requirements. Performance-based planning has enhanced SRTC’s long-range planning and project selection processes. The IIJA performance-based planning requirements are an extension of the FAST Act (and before that 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 SRTC has balanced implementing performance-based planning requirements with other MPO requirements in our work activities. In striking this balance, SRTC has fully adopted and met the core MPO and RTPO planning functions and now is taking on key efforts to start furthering the accomplishment of statewide performance targets through education, coordination data acquisition and technical work.

The recent acquisition of a Federal Safe Streets and Roads for All discretionary grant is a welcomed resource for SRTC to develop an Action Plan to conduct planning activities and develop strategies in support of achieving the statewide safety performance target, Target Zero. This activity is reflected in SRTC’s SFY 2024-2025 UPWP. Additionally, in updating the new metropolitan/regional transportation plan, Horizon 2045, SRTC has identified several other emerging planning issues to be addressed in the SFY 2024-2025 UPWP and subsequent years. These include continuing to implement performance-based planning, aligning and supporting WSDOT’s practical solutions framework, supporting equity and climate change planning activities and understanding linkages between land use and transportation decisions.

FEDERAL PLANNING FACTORS AND STATE POLICY GOALS

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 the safety of the transportation system for all travelers;
- Increase the security of the transportation system for all travelers;
- 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 2024-2025 UPWP reflects these federal priorities and direction through specific work activities.

The SFY 2024-2025 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 2024-2025 UPWP incorporates the Guiding Principles, Policies, and Strategies established in the Horizon 2045 Metropolitan and Regional Transportation Plan (MTP and RTP) and the 2023-2026 TIP, which were both developed within the framework of current federal and state planning requirements.

COORDINATION WITH ADJACENT MPOS AND RTPOS

In 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). 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. All UPWP documents are forwarded to adjacent RTPOs for review.

SFY 2022-2023 UPWP

KEY ACCOMPLISHMENTS

The SFY 2024-2025 UPWP identifies key accomplishments from the prior UPWP (SFY 2022-2023) by Task number.

TASK 1 PROGRAM ADMINISTRATION AND COORDINATION

- Hired an Executive Director and created new Deputy Executive Director position.
- Submitted MPO self-certification to WSDOT in 2021 and 2022.
- Conducted monthly meetings of SRTC Board of Directors, Transportation Technical Committee, and Transportation Advisory Committee. Purchased and installed the necessary audio/video equipment to host all meetings in a hybrid in-person/online format.
- Coordinated with Tribal Councils of the Kalispel Tribe of Indians and Spokane Tribe of Indians in development of Memorandums of Agreement with SRTC, resulting in seats for each Tribe on the SRTC Board of Directors
- Facilitated Board committee meetings for the recruitment of the Major Employer Representative and Rail/Freight Representative Board positions.
- Recruited applicants for a new slate of 14 Transportation Advisory Council members.
- Updated bylaws for the Transportation Technical Committee and Transportation Advisory Committee.
- Updated the Board's Rules of Procedure and established by Resolution the Administrative Committee.
- Developed the 2022 and 2023 Unified List of Regional Transportation Priorities, which included Legislative Priority Statements and supporting project information sheets.
- Participated in Washington MPO Coordination Committee, Washington State Transportation Commission meeting.
- Participated in Spokane Regional Transportation Management Center Board and Committees.
- Participated in regional activities including: the Intermountain West MPO Directors meetings and the Amtrak Long-Distance Planning Study Stakeholder Group.
- Completed successful audits by the Washington State Auditor's Office in 2021 and 2022, which contained no findings.
- Developed Budgets and Indirect Cost Plans for calendar years 2022 and 2023.
- Ongoing management of agency financials including billing, invoicing, and budget tracking.
- Completed SFY 2022-2023 UPWP.
- Completed SFY 2021 and 2022 UPWP Annual Performance & Expenditure Reports.
- In collaboration with SRTC's contracted IT service provider, migrated agency servers from physical units to cloud-based servers.
- Began process for recruitment and hiring of the new Community Engagement Program Coordinator position.

TASK 2 PUBLIC AND STAKEHOLDER PARTICIPATION AND COORDINATION

- Increased social media presence; SRTC now has 1,751 Twitter followers, 569 Facebook followers, 530 LinkedIn followers, and in 2022 opened an NextDoor account posting to the Spokane City feed.
- SRTC staffed informational booths at the following community events; Spokane Bike Swap & Expo, Spokane Summer Parkways, Felts Field Neighbor Day, Juneteenth Celebration, and Unity in the Community.
- Convened an Equity Planning Work Group consisting of TAC and Board members. Through a series of meetings, the group developed the Equity Planning Framework.
- Updated the SRTC Title VI and Limited English Proficiency Plan.
- As part of outreach for the MTP update, staff distributed a transportation-based survey via social media and staff presented to multiple organizations throughout the area; received 626 responses.
- Contracted with a public engagement consultant as part of the MTP update. The consultant's work resulted in meetings with groups and individuals that are members of or work directly with historically excluded populations to understand the unique transportation-related challenges of these communities.
- Coordinated the development of a professionally produced short promotional video about SRTC and Horizon 2045, which was shared and distributed across multiple platforms.
- Conducted public outreach activities for the Coordinated Public Transit-Human Services Transportation Plan update. Activities included distribution of a survey via email blasts, agency newsletters, and social media, presentations to community groups and organizations, presentations to citizen committees at SRTC and STA and tabling at community events.
- Completed public outreach and coordination for the I-90/US 195 Transportation Study
- With consultant support, began to develop scripts to automate the land quantity analysis and land use allocation procedures. Began to develop a visualizer to make the data more useable.
- In coordination with Spokane Transit Authority, Spokane Public Libraries, Avista Utilities, and Washington Department of Commerce, SRTC hosted a community event to celebrate the launch of the implementation of the Electric Vehicle Charging Infrastructure grant of which SRTC is the grantee.
- Hosted two off-site panel discussion events with guest speakers and industry professionals. The Board, committees, and the public were invited to attend.
- Held two virtual open houses for the draft 2022-2025 and 2023-2026 Transportation Improvement Programs.
- SRTC developed and launched an Electric Vehicle Grant Project information webpage hosted on the SRTC website.
- Coordinated with local chambers of commerce and public development authorities on various planning activities.

TASK 3 DATA MANAGEMENT AND SYSTEMS ANALYSIS

- As part of the DATA Project, revised TAZ geographies to better align with Census Bureau data

products. Revised travel demand model network. Selected technology and developed design concept for the data hub element.

- Published adopted land use forecast maps.
- Acquired, updated, and maintained demographic, socioeconomic, land use, and transportation data in geospatial and other formats in support of transportation planning as appropriate. Collaborated with member agencies in data and analysis sharing as needed.
- Finalized work on the 2021 regionwide residential building permit data.
- Provided GIS data, mapping, and GIS support to member jurisdictions; produced GIS data for 2023-2025 and 2023-2026 Transportation Improvement Program projects
- Expanded the use of ArcGIS Online interactive mapping and data capabilities to provide partner agencies and the public transportation relevant maps and data.
- Continued refinement of the ETS AGOL web maps.
- Collected, cleaned, and geocoded traffic count data.
- Conducted the Spokane Regional Transportation Study, which collected surveys from 1,953 households in the planning area regarding demographic composition, typical travel behavior and individual travel data.
- Provided model data and modeling support to member agencies for several projects, studies, and other planning efforts. Final 2019 base model and final 2045 build model provided to model users.
- Conducted data management, analysis, and visualization work to support the development of the Unified List of Regional Transportation Priorities, MTP update, and Coordinated Public Transit-Human Services Transportation Plan updates.
- Completed an update to the regional bicycle network data.
- With consultant support, began to develop scripts to automate the land quality analysis and land use allocation procedures. Started development of a visualizer to make land use data more useable.
- Staff attended 2021 and 2022 ESRI User Conference, Washington State Data Center annual meeting, [add more]
- Finalized the 2019 base and 2045 baseline models.
- Developed a land use allocation tool to help automate updates to land use forecasts.
- GIS analysis, mapping and visualization to support the development of regional priority freight projects lists submitted to FMSIB and WSDOT in response to the NHFP call for projects.

TASK 4 METROPOLITAN TRANSPORTATION PLAN & GENERAL LONG RANGE TRANSPORTATION PLANNING

- Completed an update to the MTP, Horizon 2045. This included updates to Regional Priority Networks, Freight Profile, Public Participation Plan, Financial Assessment, and the Regional Transportation Needs Forecast. The update also included new planning work around equity, with a specific analysis of indicators of potential disadvantage. Update of the horizon year land use forecast was developed using a more refined approach.
- Developed the SRTC Systems Performance Report and actively participated in statewide Performance Management Technical Teams and Framework Team.

- Collaborated with Spokane Transit Authority for review of Section 5310 grant application submittals and recommended project awards.
- Developed the Regional Priority Freight Projects List for NHFP funding consideration and regional freight priorities in support of FMSIB's statewide freight investments prioritization.
- Participated quarterly in the air quality interagency consultation process with FHWA, FTA and EPA and held Air Quality Transportation Conformity meeting with WSDOT, FHWA, and FTA for both the MTP and the TIP.
- Using the expertise of a performance management working group for input, the SRTC Board approved the support of WSDOT performance targets for PM2 and PM3 federal rules 23 CFR 490 and developed project selection criteria to support statewide performance targets.
- Produced the 2022 Transportation Discussion Series, monthly presentations of MTP-related topics to the Board and committees. Video recordings of the presentations were posted to SRTC's YouTube channel.
- Participated in many WSDOT project meetings such as WSDOT Highway Systems Plan, WSDOT technical working group supporting the update to critical urban/rural freight corridors, WSDOT VMT reduction committee, WSDOT Investment Strategies Work Group, WSDOT NSC/I-90 IJR technical committee, and others.
- Published regional priority networks to featured online maps.
- Ongoing federal compliance and review of subrecipient agreements for the Electrification Grant. In partnership with Avista Utilities, SRTC successfully conducted Tribal consultation for planned EV charging sites. EV experience education centers were designed and installed and two Spokane Public Libraries.

TASK 5 TRANSPORTATION IMPROVEMENT PROGRAM

- Developed the 2022-2025 and 2023-2026 TIP. Produced web maps with 2022-2025 TIP and 2023-2026 TIP projects.
- Developed the 2022 and 2023 TIP Guidebooks and 2021 and 2022 TIP Project Obligation Reports.
- Maintained current TIP with amendments and/or administrative modifications processed monthly and uploaded on ArcGIS Online.
- To monitor reaching the yearly federal obligation target, staff coordinated monthly TIP Working Group meetings to coordinate the project obligation schedule and identify challenges. This included monthly review of project obligation reports and obligation authority tracking, monthly updates to TIP program fiscal constraints, and troubleshooting project delays/scope changes with member agency staff and WSDOT Local Programs, as needed. Monthly coordination with WSDOT staff and sharing obligation target updates to the Board and committees.
- Assisted WSDOT in identifying and funding construction cost overruns for TIP projects in an effort to meet statewide obligation targets.
- Conducted air quality conformity reviews on the 2022-2025 TIP, the 2023-2026 TIP and TIP amendments.
- Ongoing assistance to member agency staff with project information entry into Secure Access Washington.

- Concluded the 2021 Preservation Call for Projects; the projects awards list was approved by the Board in August 2021.
- Released the 2024-2026 Call for Projects in April 2022 for STBG, STBG Set-Aside, CMAQ, HIP, and CHIP-CRRSSA funding. A program of project awards was approved by the Board in July 2022.
- Presented information to the Board and committees regarding the new opportunity for MPOs to utilize toll credits toward a project sponsor's local match requirement. The Board adopted a Toll Credits policy in May 2022 for inclusion in the 2023 TIP Guidebook
- Submitted annual CMAQ and TAP reports.
- Ongoing development of the Electrification Grant which included finalized contracts with the Department of Commerce and Avista. Completed a compliance review with Section 106 of the National Historic Preservation Act. Complied with the RCW 27.44 consultation process which included desktop analysis and cultural review of proposed electric vehicle charging sites. Developed a public facing Electric Vehicle Experience Center at Shadle Park and Central libraries. Coordinated with agencies involved in the grant process and began developing sub-receipt contracts.
- Staff participated on the City of Spokane Valley's Street Sustainability Committee.

TASK 6 CONGESTION MANAGEMENT PROCESS

- Provided data, data analysis, mapping, and other GIS support to member agencies as necessary.
- Regularly participated in Spokane Regional Transportation Management Center (SRTMC) Operations Board meetings.
- Collaborated with SRTMC staff to develop ITS priorities for 2022 funding opportunities. Evaluated SRTMC funding history and priority projects. Participated in discussions regarding SRTMC staffing and funding.
- As part of the MTP update, corridor strategies identified through the US 195/I-90 Study were incorporated into the MTP.
- Beta tested the FHWA (VOLPE) CMAQ toolkit.

TASK 7 PLANNING CONSULTATION AND STUDIES

- Completed the Division Street Corridor Study, known as DivisionConnects, in Summer 2022. Phase 1 of the study identified the locally preferred alternative for bus rapid transit. Phase 2 identified supportive active transportation projects and land use opportunities throughout the Division Street corridor. The Phase 2 report included land use node information sheets, recommended active transportation projects, updated travel demand modeling, and summaries of public engagement activities.
- Completed the US 195/I-90 Study. The final report was approved by the SRTC Board in December 2021. The study, which began in late 2019, was a multi-modal and multi-jurisdictional effort to address safety, operations, access and infrastructure issues in the study area and developed strategies to mitigate the issues using a practical solutions approach.
- Completed an update of the Coordinated Public Transit-Human Services Transportation Plan. This work included coordination with STA and other agency partners and stakeholders, considerable public engagement, distribution of a public input survey, and presentations to the SRTC and STA

Boards and committees.

- Staff participated in various plan/study technical advisory committees, such as the West Plains Transportation Network Plan, TMP Technical Advisory Team, Spokane Transit Authority (STA) I-90 Valley Corridor Development Plan, review of consultant team submittals for Division BRT Preliminary Engineering, Spokane TOD Framework study technical team, Clean Energy Working Group, WSDOT NSC/I-90 IJR and others.
- Continued coordination with WSDOT regarding integration of the US 2 Study efforts.

TASK 8 RTPO FUNCTIONS

- Reviewed and certificated that local updates and amendments to comprehensive plans are consistent with SRTC's Plan Review and Certification Process Instruction Manual.
- Provided GIS, data support, and mapping services to member agencies as needed.
- Reviewed development applications, SEPA checklists, traffic impact analyses, and trip generation letters.
- Participated in quarterly MPO/RTPO/WSDOT coordination meetings and in statewide discussion regarding MPO/RTPO funding distribution.
- Participated in various regional and statewide committee activities including: City of Spokane Valley's Streets Sustainability Committee, Washington State Transportation Commission meeting, Commercial Aviation Coordinating Commission, Spokane Good Roads Association, WSDOT/MPO/RTPO Coordinating Committee, WSDOT Investment Strategies Committee, Growth Management Act Steering Committee, Regional Transportation Coalition, and others.
- Executive Director was appointed to the Joint Transportation Commission Working Group as the RTPO representative to discuss and recommend Federal Funding splits to the state Legislature.
- Met with representatives of the Kalispel Tribe of Indians and Spokane Tribe of Indians.
- Met with other state RTPO representatives to discuss roles, best practices, and activities.
- Facilitated ranking process for local public transportation applications submitted to WSDOT's Consolidated Grant Program.
- Participated on the Planning Technical Advisory Committee to draft proposed revisions to the Countywide Planning Policies and on Spokane County's land capacity analysis working group.

SFY 2024-2025

UPWP TASKS OVERVIEW

The SFY 2024-2025 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 and rural transportation planning activities.

The tasks and subtasks to be accomplished and developed under the SFY 2024-2025 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 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 2024-2025 UPWP Tasks and Subtasks

Task	MPO	RTPO	Task	MPO	RTPO
Task 1: Program Administration & Coordination			Task 2: Public & Stakeholder Participation & Coordination		
1.1 Program Management & Support	•	•	2.1 Public Coordination & Outreach	•	•
1.2 Certifications, Agreements, Work Program	•	•	2.2 Stakeholder Coordination	•	•
1.3 Coordination with State/Federal Legislators	•	•	2.3 Title VI & Environmental Justice	•	•
1.4 Professional Development & Training	•		2.4 Website and Social Media Management	•	•
Task 3: Data Management & Systems Analysis			Task 4: Metropolitan Transportation Plan & General Long Range Transportation Planning		
3.1 Data & Software Management	•	•	4.1 Long Range Transportation Planning	•	•
3.2 GIS & Spatial Analysis	•	•	4.2 Equity Planning	•	•
3.3 Data Visualization & Cartography	•	•	4.3 Climate Change & Resiliency	•	•
3.4 Socioeconomic Data Collection/Forecasting	•	•	4.4 Agency Support & Coordination	•	•
3.5 Systems Analysis & Data Application	•		4.5 Active & Public Transportation	•	•
3.6 Air Quality & Transportation Conformity	•				
Task 5: Transportation Improvement Program			Task 6: Congestion Management Process		
5.1 TIP Development & Maintenance	•	•	6.1 CMP Activities	•	
5.2 Coordination & Tracking Projects	•	•	6.2 SRTMC Support/TSMO	•	
Task 7: Planning Consultation & Studies			Task 8: RTPO Planning Activities		
7.1 General Planning Support/Coordination	•		8.1 General RTPO Activities		•
7.2 Regional Transportation Priorities	•		8.2 Comp Plan and CWPP Certification Update		•
7.3 Safety	•	•			

An overview for each task and subtask identified in Table 1 is provided beginning on page 16. Major milestones and products for each task are identified next. Following this are the detailed subtasks and the ongoing tasks that are conducted throughout the entire planning period. Next are unfunded planning activities and the responsibility for each task. Budget information follows, including federal, state, and local transportation planning estimated revenues and expenditures and a comparison to the last UPWP budget for reference purposes.

FEDERAL AND STATE AREAS OF EMPHASIS

Federal and state emphasis areas are identified by FHWA and WSDOT and provided to MPO's/RTPO's to be included in their planning efforts. These emphasis areas are woven into many of the activities undertaken by SRTC and are reflected in the UPWP. In the SFY 2024-2025 UPWP, the primary tasks pertaining to the federal emphasis areas are listed below:

TACKLING THE CLIMATE CRISIS

- Tasks 4.3 Climate Change and Resiliency and 4.5 Active and Public Transportation

EQUITY AND JUSTICE 40 IN TRANSPORTATION PLANNING

- Tasks 2.3 Title VI & Environmental Justice and 4.2 Equity Planning

COMPLETE STREETS

- Tasks 5.1 TIP Development and Maintenance and 5.2 Coordinate and Tracking Projects

PUBLIC INVOLVEMENT

- Tasks 2.1 Public Coordination and Outreach and 2.4 Webpage and Social Media Management

STRATEGIC HIGHWAY NETWORK COORDINATION

- Tasks 4.1 Long Range Transportation Planning and 4.4 Agency Support and Coordination

FEDERAL LAND MANAGEMENT AGENCY COORDINATION

- Tasks 2.2 Stakeholder Coordination and 4.4 Agency Support and Coordination

PLANNING AND ENVIRONMENTAL LINKAGES

- Tasks 3.6 Air Quality and Transportation Conformity and 4.3 Climate Change and Resiliency

DATA IN TRANSPORTATION PLANNING

- Tasks 3.2 GIS and Spatial Analysis, 3.3 Data Visualization and Cartography, 3.4 Socioeconomic Data Collection and Forecasting, and 3.5 Systems Analysis and Data Application

The state emphasis areas and associated UPWP tasks are listed below:

UPDATE RTPO DUTIES

- Tasks 8.1 General RTPO Activities and 8.2 Comprehensive Plan and County Wide Planning Policies Certification Process Update

MAKE PUBLIC DOCUMENTS ACCESSIBLE

- Tasks 2.1 Public Coordination and Outreach and 2.4 Webpage and Social Media Management

MAKE PLANNING PROCESSES MORE INCLUSIVE TO MEMBERS OF HISTORICALLY UNDERREPRESENTED GROUPS

- Tasks 2.3 Title VI & Environmental Justice and 4.2 Equity Planning

STATEWIDE CARBON REDUCTION STRATEGY

- Tasks 3.6 Air Quality and Transportation Conformity and 4.3 Climate Change and Resiliency

DEDICATE RESOURCES TO SEVERAL PLANNING AND IMPLEMENTATION EFFORTS

- Tasks 2.1 Public Coordination and Outreach, 2.2 Stakeholder Coordination, 4.4 Agency Support and Coordination, 4.5 Active and Public Transportation, and 8.1 General RTPO Activities

BE PREPARED TO ADDRESS FEDERAL GREENHOUSE GAS REDUCTION TARGET SETTING REGULATIONS

- Tasks 3.6 Air Quality and Transportation Conformity and 4.3 Climate Change and Resiliency

COORDINATE WITH WSDOT IN THE REVIEW AND SUPPORT OF THE LOCAL AGENCY COMPREHENSIVE PLAN TRANSPORTATION ELEMENTS

- Task 8.2 Comprehensive Plan and County Wide Planning Policies Certification Process Update

ADDRESS DEMAND MANAGEMENT AND BUILD OR ENHANCE TRANSPORTATION EFFICIENT COMMUNITIES THROUGH COORDINATED LAND USE DECISION MAKING

- Tasks 4.1 Long Range Transportation Planning, 6.1 CMP Activities, 6.2 Spokane Regional Transportation Management Center (SRTMC) support/TSMO, 8.1 General RTPO Activities, and 8.2 Comprehensive Plan and County Wide Planning Policies Certification Process Update

DESIGNATE ROADWAYS THAT ARE AT THE PERIPHERY OF THE NEW GEOGRAPHIES AS EITHER URBAN OR RURAL

- Task 3.2 GIS and Spatial Analysis

TASK 1

PROGRAM ADMINISTRATION AND COORDINATION

TASK 1 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.

TASK 1 MAJOR MILESTONES AND PRODUCTS

- Complete required Transportation Management Area (TMA) Certification review process in collaboration with WSDOT Tribal and Regional Integrated Planning, FHWA and FTA. (August 2023 and January 2024)
- Develop an annual budget and associated work plan (and successfully complete annual audits October 2023 and 2024).
- Update key administrative documents including the Employee Handbook, Continuity of Operations Plan, Procurement Manual, and the Strategic Plan (October 2024).
- Review progress to date on existing MOA (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 2023)
- Develop the Annual UPWP Performance and Expenditure Report as required by federal regulations. (September 2023 and September 2024)
- Review of 2024-2025 UPWP for modifications (February 2024 and February 2025)
- Prepare the SFY 2026-2027 UPWP. Review and update the associated funding agreement as necessary. (February 2025)
- Conduct outreach with state and federal legislators regarding the Unified List of Regional Transportation Priorities (January-February 2024 and 2025)

SUB-TASK 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/Continuous Activities

- Administer the metropolitan transportation planning process that complies with applicable federal and state regulations.
- Coordinate meetings and provide support to the Board of Directors, Transportation Technical Committee, Transportation Advisory Committee.

- Coordinate with federal, state, local agencies, Tribes, and other partners regarding regional transportation issues, plans, studies, funding, and implementation programs.
- Coordinate and consult with WSDOT, STA, member agencies, Tribal governments, other MPOs, other RTPOs, and other local agencies and planning partners.
- Develop and monitor program activities, interagency agreements, the annual SRTC budget, and the annual Indirect Cost Plan.
- Conduct financial planning and management, including the administration of planning grants.
- Purchase office equipment, supplies, computer hardware, and software.
- Manage and submit reports on agency fiscal status.
- Develop and administer agency policies and procedures.
- Managing staff and providing agency leadership.

SUB-TASK 1.2

CERTIFICATION, AGREEMENTS, AND WORK PROGRAM

This subtask includes completing federal and state certifications, developing, and reviewing agreements with agencies and stakeholders, and the development and maintenance of the UPWP.

CERTIFICATIONS

The Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) conduct a joint site certification review of the Spokane metropolitan area’s transportation planning process every four years. This Transportation Planning Certification Review is required by federal regulations for metropolitan areas that exceed a population of 200,000 and have been designated as a Transportation Management Area (TMA). In late 2023, SRTC will work with WSDOT, FHWA and FTA to complete our upcoming review. The last review was completed in January 2020. SRTC develops self-certification documentation in between the four-year cycle.

Ongoing/Continuous Activities

- Implement recommendations from the January 2020 Federal Transportation Planning Certification Review Final Report.

MPO AGREEMENTS

In 2021, the SRTC Board approved a new Interlocal Agreement (ILA) relating to the formation and operation of SRTC which defines the governance structure and cooperative process for carrying out the metropolitan transportation planning process. The 2021 ILA outlines a maximum 21 voting-member Board including Tribal representation.

The 2013 MOA between SRTC, WSDOT, and Spokane Transit Administration (STA) is currently being reviewed and will be modified if any changes are needed as noted in the milestones above.

UNIFIED PLANNING WORK PROGRAM

SRTC will develop and maintain the SFY 2024-2025 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. SRTC staff

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

Ongoing/Continuous Activities

- Maintain the SFY 2024-2025 UPWP, which identifies transportation planning activities to be undertaken in the SMPA using federal, state, and local funds.
- Periodically update the Board of Directors on progress in implementing the SFY 2024-2025 UPWP. As needed, submit UPWP amendments to the Board for approval and forward to FHWA and FTA.

SUB-TASK 1.3

COORDINATION WITH STATE AND FEDERAL LEGISLATORS

SRTC provides information about the status of transportation plans and programs, regional transportation project priorities, and legislative priorities 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 2024-2025, the Executive Director, Deputy Executive Director or senior staff 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 2024 and January 2025)
- Regional Washington DC Fly-In (April 2024 and April 2025)

Ongoing/Continuous Activities

- Monitor federal and state legislative issues and actions.
- Review anti-lobbying rules and regulations.
- Provide information regarding regional transportation projects and Board approved priority projects and policies.

SUB-TASK 1.4

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), National Association of Regional Councils (NARC) and Women’s Transportation Seminar (WTS).

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).

Ongoing/Continuous Activities

- Complete various professional development and training by 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.

TASK 1 UNFUNDED ACTIVITES

- None

TASK 1 RESPONSIBILITIES

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

TASK 1 SUMMARY OF REVENUES AND EXPENDITURES

Revenues		Expenditures	
FHWA-PL	\$ 476,000	Salaries & Benefits	\$ 528,693
FTA-5303	\$ 70,257	Overhead	\$ 203,530
FHWA-STBG-Metro Planning	\$ 170,000	Direct Costs	\$ 70,000
RTPO	\$ 45,000	Consultants	\$ 30,000
Local	\$ 70,966		
	TOTAL	TOTAL	\$ 832,223

Budget Comparison		FTE Staffing Comparison	
SFY 2024-2025	\$ 832,223	SFY 2024-2025	1.53
SFY 2022-2023	\$ 842,540	SFY 2022-2023	1.85
SFY 2020-2021	\$ 756,170	SFY 2020-2021	1.59

TASK 2

PUBLIC AND STAKEHOLDER PARTICIPATION AND COORDINATION

TASK 2 OVERVIEW

SRTC creates proactive opportunities for public and stakeholder involvement, participation, and consultation to support planning and programming activities. This is a core MPO and RTPO function. A robust and ongoing public, government and stakeholder participation and coordination process is a vital component of a successful metropolitan transportation planning process. SRTC supports public coordination and outreach, stakeholder coordination, Title VI and Environmental Justice and online presence to fulfill this objective. Key provisions in the Public Participation Plan (PPP) provides 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.

TASK 2 MAJOR MILESTONES AND PRODUCTS

- Evaluate the Public Participation Plan for updates. (January 2025)
- Develop a proactive communication strategy of regularly scheduled messaging. (December 2023)
- Implement key recommendations of the Equity Planning Framework, including the establishment of an equity advisory group and refinement of project-level equity assessment. (June 2024)
- Maintain the social equity mapping tool, including updating data, language and messaging as needed. (June 2025)
- Update the agency's Title VI Plan. (December 2023)
- Update the SRTC Website to improve user experience and elevate engagement tools. (December 2024)
- Deliver a user-friendly interactive webpage for the Metropolitan Transportation Plan update with the assistance of a consultant. (July 2023)

SUB-TASK 2.1

PUBLIC COORDINATION AND OUTREACH

In accordance with applicable federal requirements and adopted public participation procedures, SRTC provides the public with opportunities to participate in the metropolitan planning process. SRTC does this by providing information on specific issues through a variety of channels, as well as providing opportunities to engage in the process at multiple points. SRTC has developed a Public Participation Plan (PPP) to identify specific stakeholders, methods used to engage them, and channels to disseminate project-specific or plan-specific information to them. The return to traditional in-person outreach remains tentative considering COVID-19.

In general, the outreach methods employed by SRTC include:

- Roundtables, focus groups, and stakeholder interviews on regional transportation issues and priorities.

- Presentations to diverse groups of various sizes and interest areas, with specific attention to Title VI and populations with transportation barriers.
- Open houses and public meetings, both in-person and online, to inform the public about major SRTC activities and projects.
- Participation in open houses, public meetings, and events hosted by other jurisdictions and agencies.
- Surveys.
- Social media sites including Facebook, Twitter, LinkedIn, and NextDoor.
- Press releases to local media.
- SRTC presence at community events.
- Email distribution lists, 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.

Ongoing/Continuous Activities

- Maintain contact databases.
- Coordinate with staff to produce newsletter, brochure a, infographics, and other outreach materials.
- Coordinate with staff to develop outreach strategies for planning projects.
- Hold open houses and public meetings to engage and receive feedback.
- Provide alternate communication methods for those without internet.
- Apply enhanced outreach efforts to traditionally underserved populations for information gathering and project engagement.
- Implement the Public Participation Plan.

SUB-TASK 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.

Ongoing/Continuous Activities

- Communicate and coordinate with local Native American Tribes.
- 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. Utilize stakeholder and focus groups during agency transportation sub-area, and other, studies.
- Include staff from other agencies on SRTC committees and sub-committees and working groups. Facilitate and encourage information-sharing between member agencies.
- Evaluate outreach and public feedback for integration into planning activities. Document how feedback is used in processes, documents, and strategies.

SUBTASK 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.

Ongoing/Continuous Activities

- 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.
- Include people interested in transportation options for the populations listed above as members of the Transportation Advisory Committee.
- Work with the SRTC Board to charter and maintain an equity advisory group to provide input on SRTC's outreach and equity planning practices.
- Update the Title VI Plan and Environmental Justice information in planning documents as needed.
- Produce the Annual Title VI Report, which includes outreach tracking for the prior year (due by November 1 of each year).

SUBTASK 2.4

WEBPAGE AND SOCIAL MEDIA MANAGEMENT

SRTC maintains an informative and easy-to-use website which is updated multiple times per week. It contains SRTC plans, projects, governing documents, ArcGIS maps, and other reference documents as well as a calendar of upcoming meetings, public comment periods and other agency activities. Board and committee meeting packets and call for projects are posted to the website along with links to other helpful transportation resources in the community. SRTC also maintains and updates social media accounts in Facebook, LinkedIn, and Twitter to share information on transportation issues and to increase awareness of SRTC.

Ongoing/Continuous Activities

- Update the website as needed for upcoming meetings and events, reference documents, contact information, etc.
- Post meeting notices, public comment opportunities, national/regional transportation articles of interest, construction notices, etc. on Facebook, Twitter, and LinkedIn.

TASK 2 UNFUNDED ACTIVITIES

- Procure MPO level public polling software such as Metro Quest or comparable.
- Additional public outreach consultant services.

TASK 2 RESPONSIBILITIES

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

TASK 2 SUMMARY OF REVENUES AND EXPENDITURES

Revenues		Expenditures	
FHWA-PL	\$ 268,000	Salaries & Benefits	\$ 391,342
FTA-5303	\$ 22,000	Overhead	\$ 138,433
FHWA-STBG-Metro Planning	\$ 177,825	Direct Costs	\$ 14,200
RTPO	\$ 35,000	Consultants	-
Local	\$ 41,150		
	TOTAL	TOTAL	\$ 543,975
	\$ 543,975		
Budget Comparison		FTE Staffing Comparison	
SFY 2024-2025	\$ 543,975	SFY 2024-2025	1.45
SFY 2022-2023	\$ 156,895	SFY 2022-2023	.43
SFY 2020-2021	\$ 177,744	SFY 2020-2021	.43

TASK 3

DATA MANAGEMENT AND SYSTEMS ANALYSIS

TASK 3 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 applied to the planning process 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. SRTC will be developing a formalized data program that includes many of the subtasks below. The program will standardize data processes,

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.

TASK 3 MAJOR MILESTONES AND PRODUCTS

- Update regional building permit database. (April 2024 and April 2025)
- Update and refresh maps and other data visualizations for the MTP. (June 2025)
- Update of base and forecast year models using new land use to coincide with MTP update. (December 2024)
- Update data tables used in Social Equity Mapping Tool as new Census and ACS data tables are made available. (December 2024)
- Update SRTC's paper bicycle map and print copies for distribution. (June 2025)
- Implement the SRTC Board adopted Data Application for Transportation Analysis (DATA) design plan. This plan includes several critical investments in data acquisition and tool development. Investments include a household travel survey, travel demand model improvements, passive data, updated traffic counts, land use management system, and an online data hub. (December 2023)
- Develop (March 2024) and implement a data program with the goal of organizing all of SRTC's continuous data acquisition, cleaning, analysis and reporting tasks under a single documented program. Subtasks within the program could include the following:
 - Organize technical documentation into a single document
 - Condense task schedules into a single (two year) Gantt chart
 - Develop standard data request procedure and architecture
 - Build additional data products into online data hub
 - Make recommendations for data improvements and necessary budget allocations

SUB-TASK 3.1

DATA AND SOFTWARE MANAGEMENT

Data and software management includes maintaining a variety of datasets used to support regional planning and technical analysis work. It also involves administering and updating SRTC's data analysis and visualization software, as needed. This task supports the MTP, TIP, CMP, and other tasks detailed in the work program.

Ongoing/Continuous Activities

- Acquire, update, and maintain various tabular, database, and geospatial datasets.
- Update and maintain datasets on SRTC's ArcGIS Online portal.
- Collaborate with other agencies to update and share data products and analyses.
- Assess data management process, catalog data sources, develop data architecture plan and recommendations.
- Research new developments in GIS and information technology for analysis and public dissemination of data and plans.
- Administer, update, and review data and visualization software.

SUB-TASK 3.2

GIS AND SPATIAL ANALYSIS

GIS and spatial analysis involve using a variety of tools to analyze geospatial data in support of SRTC and its member agencies' planning efforts. It also includes preparing detailed methodologies, metadata, and other documentation for ongoing technical analysis projects and programs. This task supports the MTP, TIP, CMP, and other tasks detailed in the work program.

Ongoing/Continuous Activities

- Collect and evaluate existing geospatial data.
- Create new geospatial datasets.
- Research and develop spatial data analysis methods to support SRTC planning work.
- Utilize GIS and other tools to process and analyze geospatial data.
- Prepare methodologies, metadata, and other documentation for SRTC's geospatial datasets and technical analysis projects.
- Provide GIS and other technical assistance to member agencies.
- Respond to data and analysis requests.

SUB-TASK 3.3

DATA VISUALIZATION AND CARTOGRAPHY

Data visualization and cartography focuses on providing information to the public and decision-makers by applying design and visualization techniques to explain the results of technical analyses in a clear and accessible manner. This includes preparing maps, charts, graphs, tables, and other visualizations for both internal and external audiences. This task supports the MTP, TIP, CMP, and other tasks detailed in the work program.

Ongoing/Continuous Activities

- Produce high-quality maps and other data visualizations to support SRTC planning and analysis work.
- Prepare map and data visualization templates, where possible, to increase efficiency and consistency.
- Research best practices and techniques in data visualization and cartographic design to enhance the clarity and accessibility of SRTC’s planning products.
- Update existing maps and data visualizations, as needed.
- Develop and maintain interactive maps and applications on ArcGIS Online.

SUB-TASK 3.4

SOCIOECONOMIC DATA COLLECTION AND FORECASTING

Socioeconomic data collection and forecasting involves the development and maintenance of SRTC’s land use forecast. This includes compiling data from various sources to create base year datasets, monitoring regional growth and development trends, maintaining scripts to process raw data, and using these inputs to develop population and employment forecasts.

Ongoing/Continuous Activities

- Review and evaluate regional growth and development trends.
- Acquire, update, and maintain various socioeconomic and land use datasets pertaining to employment, growth and development, demographics, and land capacity.
- Review and update land use forecast methodology, as needed, to ensure consistency with local agency planning efforts.

SUB-TASK 3.5

SYSTEMS ANALYSIS AND DATA APPLICATION

Systems analysis includes a variety of tools that apply relevant data to help understand how people and goods might travel the system in the future. Diverse data application allows SRTC to consider a variety of possible future impacts which could affect system performance.

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

The travel demand model is used to understand the current and future condition of the regional transportation system. SRTC staff is responsible for maintaining the 2022/2050 regional travel demand model set and related technical tools. This sub-task may involve consultant assistance to develop or employ economic analysis tools for the evaluation of transportation projects.

Ongoing/Continuous Activities

- Maintenance of the 2022 base year model and 2050 forecast year model. Model maintenance includes making any updates or corrections to the transportation network or input files. Revisions will be incorporated in the next model update.

- Complete model data requests for member agencies and/or public, as needed. (Note: Significant modeling requests or analysis are considered under Task 7 Planning Consultation and Studies.)
- As part of an ongoing project, existing planning tools will be updated, and new tools will be developed.

SUB-TASK 3.6

AIR QUALITY AND TRANSPORTATION CONFORMITY

Activities under this task focus on planning efforts to 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. In SFY 2024-2025 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.

Ongoing/Continuous Activities

- Conduct Air Quality Conformity determinations for the MTP, TIP, and TIP amendments.
- Complete project-level air quality analysis for CO and PM₁₀ as required in the CO Maintenance Plan and PM₁₀ Limited Maintenance Plan.
- 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.
- Monitor federal and state legislation and activities related to climate change and NAAQS of criteria pollutants that have current or future impacts to the Spokane Metropolitan Planning Area (SMPA).
- Initiate Air Quality Interagency Consultation Process as needed.

TASK 3 UNFUNDED ACTIVITIES

- Ongoing cross-sectional household travel survey.
- Develop a continuous traffic count collection program.
- Develop a regional system for consistently assessing pavement conditions, including potential software requirements.

TASK 3 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. Tasks in 3.5 related to the DATA project are being executed with consultant assistance pursuant to an existing Local Agency Agreement.

TASK 3 SUMMARY OF REVENUES AND EXPENDITURES

Revenues

FHWA-PL	\$ 338,750
FTA-5303	\$ 95,300
FHWA-STBG-Metro Planning	\$ 225,000
FHWA-STBG-DATA	\$ 80,000
RTPO	\$ 45,000
Local	\$ 109,895
TOTAL	\$ 893,945

Expenditures

Salaries & Benefits	\$ 482,355
Overhead	\$ 185,124
Direct Costs	\$ 64,000
Consultants	\$ 162,466
TOTAL	\$ 893,945

Budget Comparison

SFY 2024-2025	\$ 893,945
SFY 2022-2023	\$ 1,714,397
SFY 2020-2021	\$ 993,848

FTE Staffing Comparison

SFY 2024-2025	2.21
SFY 2022-2023	2.21
SFY 2020-2021	1.35

TASK 4

METROPOLITAN TRANSPORTATION PLANNING & GENERAL LONG-RANGE TRANSPORTATION PLANNING

TASK 4 OVERVIEW

The MTP is a core MPO and RTPPO requirement with updates occurring at least every four years, per federal planning regulations, and amendments occurring as warranted through coordination with member agencies. Task 4 includes the development of the MTP and a variety of implementation strategies. SRTC will be updating its current MTP and scoping potential future update work tasks during SFY2024-2025. Task 4 focuses on all modes of transportation.

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

SRTC staff serves as lead in coordination with member agencies, STA, and WSDOT. SRTC specifically coordinates with STA on transit issues related to long-range planning, studies, technical assistance, and federal funding processes. In addition to the data application tasks detailed in Task 3, SRTC participates in WSDOT's Coordinating Committee which provides opportunity for intergovernmental coordination for freight planning and the update to the Highways Systems Plan.

TASK 4 MAJOR MILESTONES AND PRODUCTS

- As part of the MTP Needs Analysis conduct a Smart Mobility Assessment to adequately prepare for emerging technology, mobility solutions and clean energy opportunities. (January 2024-November 2024)
- As part of the MTP Needs Analysis evaluate the resiliency of the regional transportation system to recover from extreme events. (September 2023-July 2024)
- Coordinate findings of SRTC needs analyses (Congestion Management Process, Regional Safety Action Plan, Smart Mobility Assessment, System Resiliency) for inclusion in the MTP update. Utilize the analysis outputs to characterize system-wide needs. (November 2024)
- Conduct review of multimodal system needs for air, rail, and freight. (September 2024)
- Review Horizon 2045 Guiding Principles and Strategies and refresh as needed. (January 2024)
- Assess and update Regional Priority Networks (vehicular, freight, bicycle, transit) for inclusion in the MTP update. (January 2025)
- Refine methodology used to identify and evaluate Regional Activity Centers. This includes updating SRTC's Regional Activity Centers map and other related data products, as well as analyzing their transportation needs. (June 2024)
- Support community awareness and education by conducting a clean transportation demonstration event. (September 2023)
- Explore updates to regional bike network classifications consistent with LTS and other new information, as appropriate. (October 2024)
- Set performance targets for safety (PM1) in accordance with the federal requirement. (March 2024 and 2025)
- Coordinate with and support STA in their long-range plan update, Connect 2035 (July 2023-July 2024).

SUB-TASK 4.1

LONG RANGE TRANSPORTATION PLANNING

Provide regionally coordinated long-range transportation planning to support core MPO and RTPO federal and state requirements including the MTP/Regional Transportation Plan. SRTC is preparing an update to Horizon 2045.

As the forum for cooperative transportation planning and decision-making, the MPO is responsible for this task to ensure a comprehensive, holistic look at the needs of the future. Key elements may include policy and technical work related to freight, transit, transportation demand management, transportation system management and operations, active transportation, maintenance and preservation, resiliency, performance management, social equity, emerging technologies, environmental mitigation, and financial planning.

Ongoing/Continuous Activities

- Track federal notices of proposed rulemaking as they pertain to transportation planning.
- Update the SRTC website in support of the Horizon 2045 update.
- Coordinate performance management data and targets with WSDOT as required by the FAST Act.
- Coordinate public and stakeholder participation activities for long-range planning as specified in Task 2.
- Update and enhance the system performance report.
- Align and integrate analytics to monitor and report on long-range policy objectives.
- Work with stakeholders to identify and analyze existing issues and future needs on the Regional Freight Priority Network.
- Coordinate with federal, state, and local partners to develop and track the regional freight priorities.
- Coordinate and provide technical assistance to support state and local partners in updates to the Freight and Goods Transportation System (FGTS).
- Coordinate with WSDOT and local agency partners in the 2020 Census Urban Area Boundary Adjustment Process.

SUB-TASK 4.2

EQUITY PLANNING

Equity in transportation planning refers to accessible and affordable transportation for everyone in the region. Transportation equity considerations focus on the disparate benefits and burdens of transportation investments on different socioeconomic populations, as well as outcomes that repair inequities from past transportation planning decisions. Equity planning seeks to; achieve a fair distribution of transportation resources, access to transportation, benefits, costs, programs and services based upon differences in income, ability race and ethnicity, and other factors which can affect transportation choices or vulnerability to negative impacts.

Ongoing/Continuous Activities

- Track the latest available social equity and environmental justice-related data sources.
- Monitor equity planning initiatives and regulatory requirements.
- Participate in City of Spokane Equity Map Work Group

SUB-TASK 4.3

CLIMATE CHANGE AND RESILIENCY

Climate change risks have implications to local economies, the environment, health and equity and the ability of governments to provide services. Transportation infrastructure is heavily exposed to climate impacts such as changes in precipitation and snowpack, flooding, size and duration of wildfires, and potential power failures. Well-planned adaptation measures can protect infrastructure, economic performance, and quality of life.

Sustainable transportation planning requires planners to analyze the transportation system holistically to include mode choice, infrastructure, and operations and how they relate to the environment, economy, and society. Sustainable transportation is the capacity to support mobility for current generations with the least impact to the environment as to not impair the needs of future generations.

Sustainable transportation systems are physically resilient to climate impacts, provide options in case one mode is disrupted by a climate shock, and reduce greenhouse gas emissions. There are a variety of ways in which a more resilient transportation system can be built, some through interventions that enhance its qualities of robustness and redundancy.

Ongoing/Continuous Activities

- Monitor new technology trends in connected and autonomous vehicles and electric vehicles.
- Coordinate with stakeholders and partners on the Spokane Regional Transportation Electrification grant project and the impact it may have on long-range planning efforts.
- Work with our federal, state, and local partners to understand climate change issues and associated resiliency planning.
- Facilitate the Regional Clean Transportation Coalition and coordinate projects with grant opportunities.
- Coordinate with stakeholders on future needs and locations for transportation electrification infrastructure.

SUB-TASK 4.4

AGENCY SUPPORT AND COORDINATION

SRTC is federally required to engage in performance management in coordination with WSDOT and STA. A significant amount of coordination work and support will occur under this sub-task. SRTC will set performance targets for safety (PM1) in accordance with the federal requirement.

Ongoing/Continuous Activities

- Participate and coordinate in WSDOT performance management target-setting work groups and other related working groups such as Target Zero.
- Coordinate with WSDOT and local agencies regarding asset management plans.
- Assist with Practical Solutions and the Washington Transportation Plan as requested.
- Participation on WSDOT project teams for Highway Systems Plan, corridor projects, WSDOT modal plans development, State Freight Plan update and FGTS update.

SUB-TASK 4.5

ACTIVE AND PUBLIC TRANSPORTATION

SRTC efforts in multimodal transportation include planning for improvements in active and public transportation. This task includes activities that support the Regional Bicycle Priority Network and the Regional Transit Priority Network as well as technical analysis and coordination with stakeholders at STA and throughout the region. An effective multimodal system provides safe and convenient choices for cyclists, pedestrians, and transit riders.

This task also focuses on working with STA on the Coordinated Public Transit-Human Services Transportation Plan (CPT-HSTP). This involves full updates to the Plan every four years, consistent with federal requirements, and review of regional needs during WSDOT's biennial Consolidated Grant Program call for projects. Staff regularly coordinate with stakeholders involved in the CPT-HSTP.

Ongoing/Continuous Activities

- Planning activities to increase safe and accessible options for multiple travel modes for people of all ages and abilities.
- Track implementation of strategies and projects in the Coordinated Public Transit-Human Services Transportation Plan and refresh plan as needed.
- Coordination of network connections for cyclists, pedestrians, and transit routes.
- Technical support on related committees and studies, including transit-oriented development planning along major transit corridors.

TASK 4 UNFUNDED ACTIVITIES

- Establish a regional methodology for forecasting operations, maintenance, and preservation activities.
- Conduct before and after studies of transportation projects in Spokane County.

TASK 4 RESPONSIBILITIES

SRTC staff serves as lead in coordination with member agencies, STA, and WSDOT. Consultant services will be utilized for the MTP update.

TASK 4 SUMMARY OF REVENUES AND EXPENDITURES

Revenues		Expenditures	
FHWA-PL	\$ 568,794	Salaries & Benefits	\$ 518,920
FTA-5303	\$ 181,318	Overhead	\$ 197,353
FHWA-STBG-Metro Planning	\$ 220,000	Direct Costs	-
RTPO	\$ 6,312	Consultants	\$ 440,000
Local	\$ 179,849		
TOTAL	\$ 1,156,273	TOTAL	\$ 1,156,273

Budget Comparison		FTE Staffing Comparison	
SFY 2024-2025	\$ 1,156,273	SFY 2024-2025	1.78
SFY 2022-2023	\$ 551,375	SFY 2022-2023	1.64
SFY 2020-2021	\$ 842,624	SFY 2020-2021	2.05

TASK 5

TRANSPORTATION IMPROVEMENT PROGRAM

TASK 5 OVERVIEW

As an MPO, SRTC is responsible for developing, maintaining, and tracking implementation of a 4-year Transportation Improvement Program (TIP) under 49 U.S.C. 5303(j). The TIP is developed in cooperation with local agencies, transit and state partners. This 4-year program includes all federally funded and regionally significant projects of all types, such as bicycle and pedestrian projects, safety projects, and transportation demand management projects. SRTC develops policies and procedures to implement a criteria-based project selection funding process, while ensuring projects are consistent with local and regional plans and policies. Additionally, SRTC works to improve project tracking mechanisms, public understanding of projects details and changes, obligation target strategies, 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.

Ongoing duties related to the TIP include maintenance of the current 4-year TIP program, tracking obligation targets and timelines, maintaining a fiscally constrained program, processing amendments and administrative modifications, approving scope changes to projects, implementing a public process, and develop TIP related materials to present to SRTC Board and Committees. SRTC develops and executes TIP related policies described in the TIP Guidebook, approved by the SRTC Board annually. SRTC staff serves as lead in coordination with member agencies, STA, and WSDOT.

TASK 5 MAJOR MILESTONES AND PRODUCTS

- Develop and approve the 2024-2027 TIP in accordance with federal and state regulations and the policies set forth in the *2022 TIP Guidebook*. (October 2023)
- Develop and approve the 2025-2028 TIP in accordance with federal and state regulations and the policies set forth in the most recent TIP Guidebook. (October 2024)
- Develop and approve the *2024 TIP Guidebook* 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 2023)
- Develop and approve the *2025 TIP Guidebook* 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 2024)
- Complete annual TAP and *CMAQ Reports*. (January 2024 and January 2025)
- Complete *FFY 2023 Project Obligation Report* in compliance with federal regulations. (March 2024)
- Complete *FFY 2024 Project Obligation Report* in compliance with federal regulations. (March 2025)
- Develop and complete a call for projects for SRTC-managed federal funds. (January-July 2025)
- Develop a TIP project tracking database (July 2024)

SUB-TASK 5.1

TIP DEVELOPMENT AND MAINTENANCE

SRTC contacts members to gather input on new and existing projects and programs that have secured funding. Projects with secured funding which are regionally significant and/or federally funded are compiled into the six –year regional TIP. SRTC then ensures regional TIP policies are met, the program is fiscally constraint by year and proceeds with public outreach. The SRTC Board reviews this information, considers public feedback, and ultimately approves the regional TIP which is then submitted to the State TIP process (STIP).

Ongoing/Continuous Activities

- Track project status (pre- and post-obligation) of Title 23 and Title 49, Chapter 53 federal funds in accordance with the current TIP Policies and Procedures Guidebook.
- Coordinate Tribal participation in the TIP process.
- Conducts public engagement and communicates with SRTC Board of Directors, and Committees on the development of the 4-year TIP.
- Utilize and maintain the TIP project tracking database. Continue to track regionally significant and federally funded projects.

SUB-TASK 5.2

COORDINATION AND TRACKING OF PROJECTS

Activities under this task focus on delivering the TIP program and meeting federal funding obligation targets and fostering the development of upcoming project priorities. SRTC will work collaboratively with member agencies to coordinate and deliver projects in a timely manner to increase funding competitiveness for additional obligation authority for regional priority transportation projects. SRTC also provides technical assistance for scope changes, grant writing and letters of concurrence.

Ongoing/Continuous Activities

- Hold monthly check-in meetings with partner agencies to maintain accurate project delivery information and troubleshoot delivery challenges.
- Coordinate upcoming calls for projects and disseminate information to our partner agencies.
- Provide letters of concurrence with regional plans for member agencies.
- Supply assistance with grant applications and communications on behalf of members to other funding agencies as requested for projects consistent with MTP.
- Provide updates to the public, SRTC Board of Directors, and Committees on the annual obligation target, amendments to the TIP, TIP Guidebook updates, Calls for Projects, and redistribution of funds through the Contingency Funding Process.

TASK 5 UNFUNDED ACTIVITIES

- Develop a more robust TIP database to improve tracking of regional transportation expenditures and expand to a collaborative effort with WSDOT.

TASK 5 RESPONSIBILITIES

SRTC staff serves as lead in coordination with member agencies, STA, and WSDOT. A consultant may be contracted to develop the TIP database.

TASK 5 SUMMARY OF REVENUES AND EXPENDITURES

Revenues		Expenditures	
FHWA-PL	\$ 133,750	Salaries & Benefits	\$ 235,140
FTA-5303	\$ 95,000	Overhead	\$ 94,305
FHWA-STBG-Metro Planning	\$ 99,642	Direct Costs	\$ 2,000
RTPO	\$ 8,000	Consultants	\$ 50,000
Local	\$ 45,053		
	TOTAL	TOTAL	\$ 381,445
Budget Comparison		FTE Staffing Comparison	
SFY2024-2025	\$ 381,445	SFY2024-2025	1.02
SFY 2022-2023	\$ 389,064	SFY 2022-2023	1.06
SFY 2020-2021	\$ 377,312	SFY 2020-2021	2.05

TASK 6

CONGESTION MANAGEMENT PROCESS

TASK 6 OVERVIEW

The Congestion Management Process is a core transportation management area 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 (i.e., system level prioritization) to the development of individual projects (i.e., project level prioritization). 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.

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

As part of the MPO planning process, SRTC is required to continuously monitor and improve the CMP. Three major SRTC led planning studies will inform future CMP with potential new data source, analytics, and corridors strategies.

TASK 6 MAJOR MILESTONES AND PRODUCTS

- Update the CMP using new data and analytics. (December 2023)

TASK 6 ONGOING/CONTINUOUS ACTIVITIES

- Review Roadway Capacity Justification Reports for including in the MTP or TIP as needed.
- Collaborate and provide support of travel demand strategies through support of the Spokane Regional Transportation Management Center.
- Participate on the Spokane Regional Transportation Management Center Executive Board and Operations Board.
- Provide support in updating the Regional ITS Architecture Plan.

SUB-TASK

6.1 CMP ACTIVITIES

SRTC is undertaking an update to the CMP to incorporate recent planning work, apply new data sources and analytics, and refresh existing CMP data and strategies. This effort will be informed by a multi-jurisdictional working group that will meet periodically throughout 2023 to inform the CMP's various tasks.

SUB-TASK

6.2 SRTMC SUPPORT

SRTC is a member of the SRTMC Executive Committee and Operations Board and will continue to be involved

and provide support to its efforts to monitor, evaluate, and manage the transportation network to increase efficiency and improve safety.

TASK 6 UNFUNDED ACTIVITIES

- None

TASK 6 RESPONSIBILITIES

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

TASK 6 SUMMARY OF REVENUES AND EXPENDITURES

Revenues		Expenditures	
FHWA-PL	-	Salaries & Benefits	\$ 59,635
FTA-5303	\$ 71,386	Overhead	\$ 23,323
FHWA-STBG-Metro Planning	-	Direct Costs	-
RTPO	-	Consultants	-
Local	\$ 11,572		
TOTAL	\$ 82,958	TOTAL	\$ 82,958
Budget Comparison		FTE Staffing Comparison	
SFY 2024-2025	\$ 82,958	SFY 2024-2025	.21
SFY 2022-2023	\$ 96,546	SFY 2022-2023	.25
SFY 2020-2021	\$ 24,520	SFY 2020-2021	.06

TASK 7

PLANNING COORDINATION & STUDIES

TASK 7 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. SRTC may also serve as a supporting or lead agency for planning consultation, studies, or developing and maintaining inventories. SRTC may collect and provide data, interpret data, perform analysis, or participate 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.

TASK 7 MAJOR MILESTONES AND PRODUCTS

- Deliver regional safety action plan. (May 2024)
- Update the Unified List of Regional Transportation Priorities and annual priority statements (September 2023 and 2024)

SUB-TASK 7.1

GENERAL PLANNING SUPPORT AND COORDINATION

SRTC staff lead and participate in regional transportation planning efforts including safety plans, sub area studies, corridor plans, and other similar efforts. This subtask encapsulates those efforts unless specified under another subtask. This subtask may also include on call services from a general planning consultant.

Ongoing/Continuous Activities

- Participate on plan and study technical or advisory committees as requested.
- Incorporate outcomes of studies and plans into the next MTP, TIP, CMP, and other MPO planning activities, as applicable.
- Continue planning consultation with all local jurisdictions.
- Provide existing traffic count and travel forecast data for specific planning efforts including subarea, corridor, and other studies and plans.
- Depending on availability, coordinate with member agencies to conduct special projects, plans, or

studies.

- Ongoing coordination with Avista and other partners on the implementation of the Electrification of Transportation Systems (ETS) grant, develop and initiate sub recipient contracts and site host agreements, continue to promote awareness, provide education regarding ETS grant and general EV information.

SUB-TASK 7.2

REGIONAL TRANSPORTATION PRIORITIES

SRTC collaborates with key stakeholders and its member agencies to identify the region’s transportation priorities. This includes updating the SRTC Unified List of Regional Transportation Priorities, which outlines critical investments aimed at improving the performance of the regional transportation system. The list includes a variety of project types that are evaluated and prioritized based on several criteria areas relating to the guiding principles identified in Horizon 2045. Additionally, SRTC develops annual priority statements to communicate key issues to help advance regional transportation.

Ongoing/Continuous Activities

- Coordinate with local agencies to collect up-to-date information on transportation projects identified as regional priorities.
- Update the SRTC Unified List of Regional Transportation Priorities and annual priority statements.
- Develop informational materials on SRTC’s regional transportation priorities.

SUB-TASK 7.3

SAFETY

SRTC is developing a comprehensive regional safety action plan to reduce fatal and serious injury crashes. Primary study tasks will be conducted with consultant team assistance with management by SRTC. The plan will engage stakeholders including community members, law enforcement, design engineers, historically disadvantaged communities, etc. Potential tasks include:

- Analysis of both passive and active data sources to quantify crash location, cause, severity, etc.
- Review of ITS architecture to identify opportunities to leverage technology to prevent fatal and serious injury crashes.
- Engage with communities to understand challenges of vulnerable road users.
- Engage with the Washington Traffic Safety Commission and Spokane County Target Zero Task Force to coordinate solutions to mitigate behavior related causes.
- Identification and prioritization of safety improvements that are associated with fatal and serious injury crash reduction.

TASK 7 UNFUNDED ACTIVITIES

- Interstate 90 joint planning activity

TASK 7 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. A consultant will be contracted to assist in the development of the

regional safety action plan. Also, a planning consultant may be contracted to provide general on-call planning assistance.

TASK 7 SUMMARY OF REVENUES AND EXPENDITURES

Revenues

FHWA-PL	\$ 83,315
FTA-5303	\$ 100,000
FHWA-STBG-Metro Planning	\$ 107,533
FHWA-SS4A	\$ 400,000
WA Dept of Commerce	\$ 2,500,000
Local	\$ 147,847
TOTAL	\$ 3,338,695

Expenditures

Salaries & Benefits	\$ 288,056
Overhead	\$ 110,639
Direct Costs	-
Consultants	\$ 2,940,000
TOTAL	\$ 3,338,695

Budget Comparison

SFY 2024-2025	\$ 3,338,695
SFY 2022-2023	\$ 714,204
SFY 2020-2021	\$ 1,341,735

FTE Staffing Comparison

SFY 2024-2025	.91
SFY 2022-2023	.75
SFY 2020-2021	1.55

TASK 8

REGIONAL TRANSPORTATION PLANNING ORGANIZATION FUNCTIONS

TASK 8 OVERVIEW

SRTC is the state designated RTPO for Spokane County. As the RTPO, SRTC staff serves as lead for this task. 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 MPOs (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 that fulfill state requirements for RTPO related tasks.

TASK 8 MAJOR MILESTONES AND PRODUCTS

- Review changes to Spokane County's land capacity analysis methodology to determine if land use forecasts need to be modified in accordance with RCW 47.80.023(2); modify as necessary. (January 2024)
- Convene working group of member agency planning staff to review and potentially revise Comprehensive Plan Certification procedures. (January 2024)

SUB-TASK 8.1

GENERAL RTPO ACTIVITIES

SRTC's general RTPO duties include providing technical assistance to local jurisdictions in the required periodic updates to comprehensive plans. 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 Countywide Planning Policies (CPP) update certification criteria.

Ongoing/Continuous Activities

- Review and certify local updates and amendments to comprehensive plans and the CPP consistent with SRTC's Plan Review and Certification Process Instruction Manual.
- Participation and support for the Growth Management Steering Committee of Elected Officials (SCEO) and the Planning Technical Advisory Committee (PTAC) and subcommittees.
- Small town coordination.
- Updates and/or amendments to the Regional Transportation Plan (RTP) Horizon 2045.
- Process Federal Functional Classification (FFC) applications.
- Facilitate the prioritization of projects for the WSDOT Consolidated Grant Program.
- Coordinate with Tribal governments on the development of their regional transportation plans and programs, as needed.
- Convene regional discussions about transportation related impacts of growth in the region. Coordinate conversations regarding tradeoffs to development approaches to strategically maximize transportation

funding.

- Coordinate with state and local agencies to ensure consistency between SRTC forecasts and local planning efforts.
- Monitor newly enacted housing legislation for potential impacts to assumptions in Regional Transportation Plan.
- Research on RTPO funding to determine actual need.

SUB-TASK 8.2

COMPREHENSIVE PLAN AND COUNTYWIDE PLANNING POLICIES CERTIFICATION PROCESS UPDATE

SRTC will undertake a review and potential update to the Comprehensive Plan and CPP Certification Process. This may include updates to the certification manual for consistency with Horizon 2045 and revisions to the level of service (LOS) methodology. The review is anticipated to begin in January 2024 in coordination with member agencies and jurisdictions. Any updates will be completed in advance of the next required periodic comprehensive plan updates.

TASK 8 UNFUNDED ACTIVITIES

- Procurement of data to support the comprehensive plan certification process, particularly the LOS analysis.

TASK 8 RESPONSIBILITIES

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

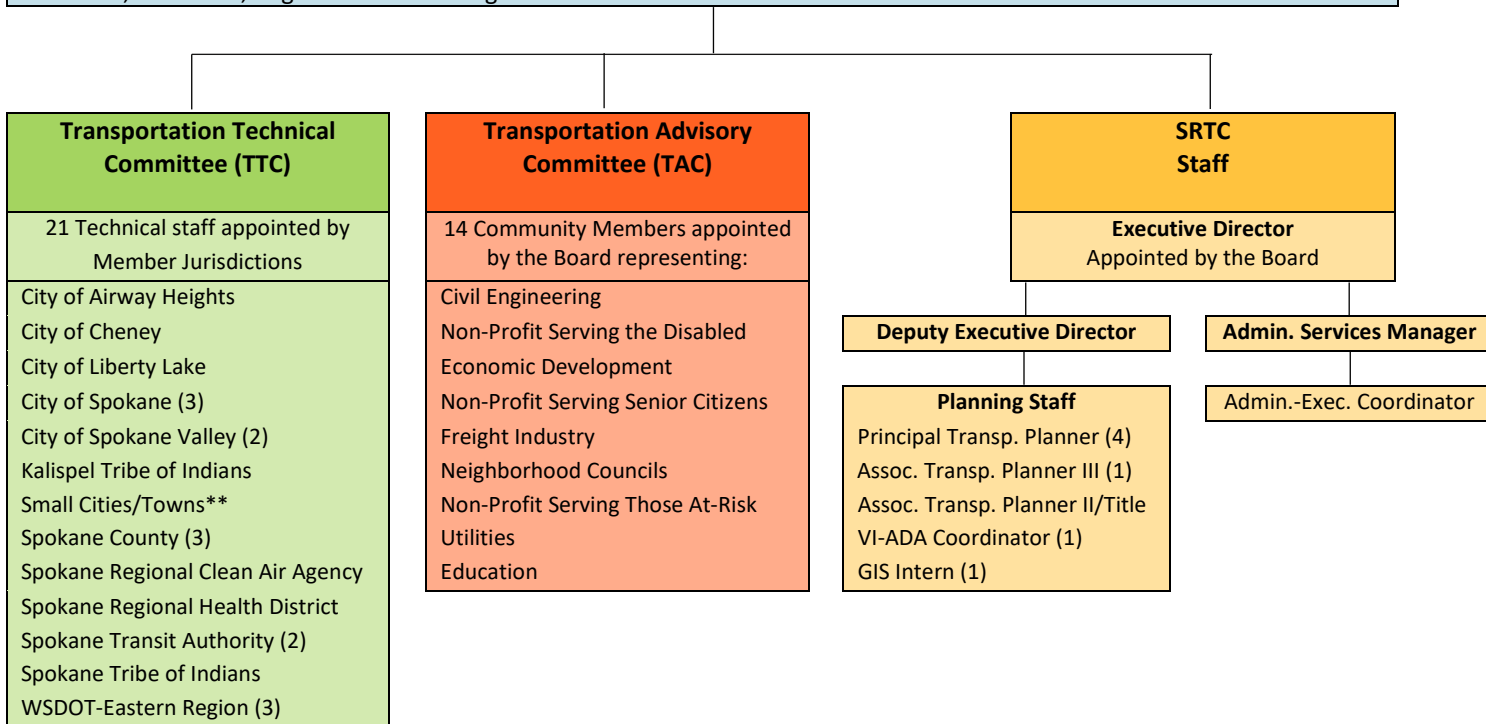
TASK 8 SUMMARY OF REVENUES AND EXPENDITURES

Revenues		Expenditures	
FHWA-PL	-	Salaries & Benefits	\$ 125,278
FTA-5303	-	Overhead	\$ 48,714
FHWA-STBG-Metro Planning	-	Direct Costs	-
RTPO	\$ 149,990	Consultants	-
Local	\$ 24,002		
	TOTAL	TOTAL	\$ 173,992

Budget comparison		FTE Staffing Comparison	
SFY 2024-2025	\$ 173,992	SFY 2024-2025	.41
SFY 2022-2023	\$ 134,897	SFY 2022-2023	.31
SFY 2020-2021	\$ 183,976	SFY 2020-2021	.52

2023 ORGANIZATIONAL CHART

BOARD OF DIRECTORS		
VOTING MEMBERS		
City of Airway Heights	City of Spokane (2)	Spokane County (2)
City of Cheney	City of Spokane Valley (2)	Small Towns Representative*
City of Deer Park	Kalispel Tribe of Indians	Spokane Transit Authority
City of Medical Lake	Major Employer Representative	Spokane Tribe of Indians
City of Millwood	Rail/Freight Representative	WSDOT Eastern Region
		WA State Transportation Commission
EX-OFFICIO MEMBERS		
TTC Chair, TAC Chair, Regional WA State Legislators		



*Town of Fairfield, Latah, Rockford, Spangle & Waverly

** Towns listed above plus cities of Deer Park, Medical Lake & Millwood



SPOKANE REGIONAL TRANSPORTATION COUNCIL

2023 Board of Directors

Our Mission

To develop plans and programs that coordinate transportation planning in the Spokane region.

Our Values

Regional Leadership • Collaboration • Accountability • Innovation
Transparency • Inclusiveness • Integrity



Betsy Wilkerson
Chair
City of Spokane
Council Member



Al French
Vice Chair
Spokane County
Commissioner



Jennifer Morton
City of Airway Heights
Council Member



Paul Schmidt
City of Cheney
Council Member



Dee Cragun
City of Deer Park
Council Member



Mayor Cris Kaminskas
City of Liberty Lake



Mayor Terri Cooper
City of Medical Lake



Mayor Kevin Freeman
City of Millwood



Zach Zappone
City of Spokane
Council Member



Mayor Pam Haley
City of Spokane Valley



Rod Higgins
City of Spokane Valley
Council Member



Mary Kuney
Spokane County
Commissioner



Sev Jones
Kalispel Tribe of Indians



Tiger Peone
Spokane Tribe of Indians
Council Member



E. Susan Meyer
Spokane Transit Authority



Mike Frucci
WSDOT—Eastern Region



Kelly Fukai
WA State Transportation
Commission



Doug Yost
Major Employer
Representative



Matt Ewers
Rail/Freight
Representative



Micki Harnois
Small Towns
Representative
Town of Rockford
Council Member



Kim Zentz
SRTC Transportation
Advisory Committee
Chair
(ex-officio)



Charlene Kay
SRTC Transportation
Technical Committee
Chair
(ex-officio)

APPENDIX A

SFY 2024-2025 BUDGET INFORMATION

REVENUE FORECAST

FHWA-PL (includes \$223,633 prior year carryover)	1,868,609
FTA-5303 (includes \$76,487 prior year carryover)	635,261
FHWA-STBG-Metro Planning	1,000,000
FHWA-STBG-D.A.T.A.	80,000
FHWA Safety – Safe Streets and Roads for All	400,000
WA Dept of Commerce - ETS	2,500,000
RTPO	289,302
Local	630,334
Total	7,403,506

EXPENDITURE FORECAST BY REVENUE SOURCE AND TASK

Task	FHWA	FTA	STBG	RTPO/Dpt Commerce	Local	Total
1. Program Administration & Coordination	476,000	70,257	170,000	45,000	70,966	832,223
2. Public/Stakeholder Participation & Coordination	268,000	22,000	177,825	35,000	41,150	543,975
3. Data management & Systems Analysis	338,750	95,300	305,000	45,000	109,895	893,945
4. Metropolitan Transportation Plan (MTP)	568,794	181,318	220,000	6,312	179,849	1,156,273
5. Transportation Improvement Program (TIP)	133,750	95,000	99,642	8,000	45,053	381,445
6. Congestion Management Process (CMP)	-	71,386	-	-	11,572	82,958
7. Planning Consultation & Studies	483,315	100,000	107,533	2,500,000	147,847	3,338,695
8. RTPO Planning Functions	-	-	-	149,990	24,002	173,992
Total	2,268,609	635,261	1,080,000	2,789,302	630,334	7,403,506

EXPENDITURE FORECAST BY ACTIVITY

Task	Personnel & Indirect Expenses	Education Series & Training	Equipment & Software	Consultant & Data Collection	Total
1. Program Administration & Coordination	732,223	70,000	-	30,000	832,223
2. Public/Stakeholder Participation & Coordination	529,775	12,200	2,000	-	543,975
3. Data management & Systems Analysis	667,479	3,000	61,000	162,466	893,945
4. Metropolitan Transportation Plan (MTP)	716,273	-	-	440,000	1,156,273
5. Transportation Improvement Program (TIP)	329,445	-	2,000	50,000	381,445
6. Congestion Management Process (CMP)	82,958	-	-	-	82,958
7. Planning Consultation & Studies	398,695	-	-	2,940,000	3,338,695
8. RTPO Planning Functions	173,992	-	-	-	173,992
Total	3,630,840	85,200	65,000	3,622,466	7,403,506

APPENDIX A-1

EXPENDITURE FORECAST BY SUB-TASK ACTIVITY





Task	Personnel & Indirect Expenses	Education Series & Training	Equipment & Software	Consultants & Data Collection	TOTAL
1. Program Administration & Coordination					832,223
<i>Administration Sub-tasks 1.1-1.4 & 1.6</i>	611,146			30,000	641,146
<i>Training 1.5</i>	121,077	70,000			191,077
2. Public/Stakeholder Participation & Education					543,975
<i>Public Coordination & Outreach 2.1</i>	213,975		2,000		215,975
<i>Stakeholder Coordination 2.2</i>	117,366	10,000			127,366
<i>Title VI & Environmental Justice 2.3</i>	43,655	2,200			45,855
<i>Website and Social Media 2.4</i>	154,778				154,778
3. Data Management & Systems Analysis					893,945
<i>Data & Software Management 3.1</i>	197,220		50,000		247,220
<i>GIS & Spatial Analysis 3.2</i>	109,787	3,000			112,787
<i>Data Visualization & Cartography 3.3</i>	100,388		3,000	32,466	135,854
<i>Socioeconomic Data Collection & Forecasting 3.4</i>	63,092			50,000	113,092
<i>Systems Analysis & Data Application 3.5</i>	187,982		8,000	80,000	275,982
<i>Air Quality & Transportation Conformity 3.6</i>	9,010				9,010
4. Metropolitan Transportation Plan (MTP)					1,156,273
<i>Long Range Transportation Planning 4.1</i>	411,491			310,000	721,491
<i>Equity Planning 4.2</i>	53,216				53,216
<i>Climate Change/Resiliency 4.3</i>	81,578			130,000	211,578
<i>Agency Support & Coordination 4.4</i>	81,490				81,490
<i>Active & Public Transportation 4.5</i>	88,498				88,498
5. Transportation Improvement Program (TIP)					381,445
<i>TIP Development & Maintenance 5.1</i>	159,115		2,000		161,115
<i>Coordination and Project Tracking 5.2</i>	170,330			50,000	220,330
6. Congestion Management Process (CMP)					82,958
<i>CMP Activities 6.1</i>	64,888				64,888
<i>Spokane Regional Transp. Mgt. Center Support 6.2</i>	18,070				18,070
7. Planning Consultation & Studies					3,38,695
<i>General Planning Support & Coordination 7.1</i>	246,488			2,500,000	2,746,488
<i>Regional Transportation Priorities 7.2</i>	61,138				61,138
<i>Safety 7.3</i>	91,069			440,000	531,069
8. RTPO Planning Functions					173,992
<i>General RTPO Activities 8.1</i>	140,496				140,496
<i>Countywide planning policies certification process 8.2</i>	33,496				33,496
Total	3,630,840	85,200	65,000	3,622,466	7,403,506

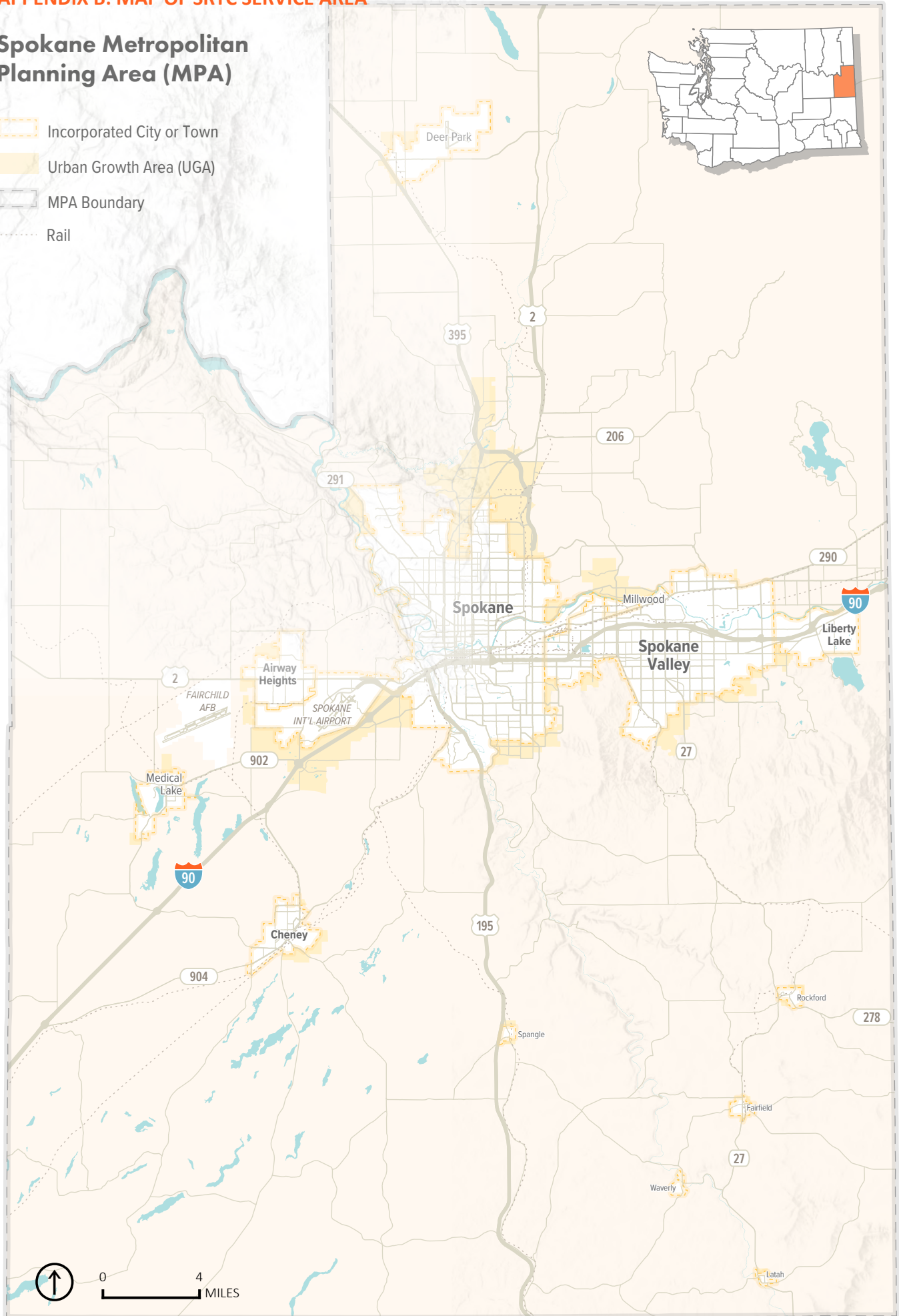
APPENDIX A-2: ESTIMATED FTE BY SUB-TASK

TASK	Principal Planner	Dep Exec Director	Principal Planner	Associate Planner	Principal Planner	Associate Planner	Principal Planner	Executive Director	Outreach Coordinator	Intern	TOTAL
1. Program Administration & Coordination											
Administration Sub-Tasks 1.1-1.4 & 1.6	0.05	0.37	0.11	-	0.11	0.05	0.03	0.48	0.03	-	1.23
Training 1.5	0.05	0.02	0.02	0.03	0.05	0.02	0.05	0.03	0.03	-	0.31
2. Public/Stakeholder Participation & Education											
Public Coordination & Outreach 2.1	0.01	0.05	0.02	0.02	0.01	-	0.01	0.05	0.40	-	0.56
Stakeholder Coordination 2.2	0.01	0.07	0.03	0.03	0.01	0.05	0.02	0.04	0.04	-	0.29
Title VI & Environmental Justice 2.3	-	-	-	-	-	0.15	-	0.01	0.01	-	0.16
Website and Social Media 2.4	-	-	-	-	-	-	-	0.02	0.42	-	0.07
3. Data Management & Systems Analysis											
Data & Software Management 3.1	0.10	-	0.05	-	0.05	0.19	-	-	-	0.50	0.89
GIS & Spatial Analysis 3.2	0.15	-	0.01	-	0.01	0.19	-	-	-	-	0.36
Data Visualization & Cartography 3.3	0.20	-	-	-	0.03	0.08	-	-	-	-	0.30
Socioeconomic Data Collection & Forecasting 3.4	0.10	-	-	-	0.04	0.05	-	-	-	-	0.19
Systems Analysis & Data Application 3.5	0.01	0.01	-	-	0.13	-	0.27	0.03	-	-	0.45
Air Quality & Transportation Conformity 3.6	-	-	-	-	-	-	0.02	-	-	-	0.02
4. Metropolitan Transportation Plan (MTP)											
Long Range Transportation Planning 4.1	0.15	0.09	0.25	0.02	0.15	0.08	0.18	0.07	0.04	-	1.01
Equity Planning 4.2	-	0.02	0.01	-	-	0.13	-	0.01	-	-	0.17
Climate Change/Resiliency 4.3	-	0.02	0.13	0.05	-	-	-	0.01	-	-	0.20
Agency Support & Coordination 4.4	0.02	0.04	0.05	-	-	-	0.05	0.03	-	-	0.18
Active & Public Transportation 4.5	-	0.02	0.18	-	-	-	-	0.01	-	-	0.20
5. Transportation Improvement Program (TIP)											
TIP Development & Maintenance 5.1	-	0.05	0.01	0.40	-	0.03	-	0.02	-	-	0.50
Coordination and Project Tracking 5.2	-	0.08	-	0.40	-	-	-	0.03	-	-	0.51
6. Congestion Management Process (CMP)											
CMP Activities 6.1	0.15	0.01	-	-	-	-	-	0.01	-	-	0.17
Spokane Regional Transp. Mgt. Center Support	-	0.02	-	-	-	-	-	0.02	-	-	0.03
7. Planning Consultation & Studies											
General Planning Support & Coordination 7.1	-	0.05	0.11	-	0.10	-	0.27	0.04	0.01	-	0.58
Regional Transportation Priorities 7.2	-	0.04	0.01	-	0.05	-	-	0.03	-	-	0.12
Safety 7.3	-	0.02	0.01	-	0.15	-	-	0.02	0.01	-	0.20
8. RTPO Planning Functions											
General RTPO Activities 8.1	-	-	0.03	0.06	0.13	-	0.04	0.07	0.01	-	0.32
Countywide planning policies certif. process 8.2	-	0.01	-	-	-	-	0.08	-	-	-	0.08
Total	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.50	9.50
											FTE
1. Program Administration & Coordination	0.10	0.39	0.13	0.03	0.16	0.07	0.08	0.51	0.07	-	1.53
2. Public/Stakeholder Participation & Education	0.02	0.12	0.04	0.05	0.02	0.20	0.03	0.11	0.86	-	1.45
3. Data Management & Systems Analysis	0.56	0.02	0.06	-	0.25	0.51	0.29	0.08	-	0.5	2.21
4. Metropolitan Transportation Plan (MTP)	0.17	0.19	0.61	0.07	0.15	0.21	0.23	0.12	0.05	-	1.78
5. Transportation Improvement Program (TIP)	-	0.13	0.01	0.80	-	0.03	-	0.05	-	-	1.02
6. Congestion Management Process (CMP)	0.15	0.03	-	-	-	-	-	0.02	-	-	0.21
7. Planning Consultation & Studies	-	0.11	0.13	-	0.30	-	0.27	0.09	0.02	-	0.91
8. RTPO Planning Functions	-	0.01	0.03	0.06	0.13	-	0.11	0.07	0.01	-	0.41
FTE	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.50	9.50

APPENDIX B: MAP OF SRTC SERVICE AREA

Spokane Metropolitan Planning Area (MPA)

-  Incorporated City or Town
-  Urban Growth Area (UGA)
-  MPA Boundary
-  Rail



APPENDIX C

SRTC July 1, 2023 - June 30, 2025 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 Authority 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, Program of Projects, Service Improvement Program, and Capital Improvement Program.

Expected Outcomes/Products

The development of the 2025 -2030 and 2026-2031 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), Program of Projects, Capital Improvement Program, the Service Improvement Program, and the Transit Asset Management Plan. The TDP 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 public outreach.

Schedule

2024-2029 TDP: December 2022 – September 2023

2025-2030 TDP: December 2023 – September 2024

2026-2031 TDP: December 2024 – September 2025

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 submit the Transit Asset Management Plan to SRTC 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 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 2023-December 2025

Source of Funds/Budget

Local

Title VI Planning and Systems Analysis

Title VI of the Civil Rights Act of 1964 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

Division Street BRT Preliminary Engineering and Environmental Scoping

The next step to follow the Division High Performance Transit Study.

Expected Outcomes/Products

Develop the Division Line BRT preliminary engineering and design components: refinement of the locally preferred alternative, reasonable range of total project cost, draft service plan, anticipated environmental review requirements (NEPA scoping), and preliminary implementation schedule. These elements will be necessary in order to enter into the project development phase of a Small Starts project under the FTA Capital Investment Grant (CIG) program.

Schedule

May 2021 – October 2023

Source of Funds/Budget

Local

Division Street BRT Project Development

Expected Outcomes/Products

Building on the Division Street BRT Preliminary Engineering and Environmental Scoping, enter into the project development phase of a Small Starts project under the FTA Capital Investment Grant (CIG) program.

Schedule

Fall/Winter 2023 - 2026

Source of Funds/Budget

Local/State/Federal

STA Facilities Master Plan Update

The STA Facilities Master Plan will be a major update and follow-up to the 2015 Administrative & Maintenance Facility Master Plan completed in January 2015. The goal of the master plan is to develop a plan for growth and in consideration of board direction related to transitioning to a zero-emission fleet.

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

TBD

Funding

Local

5-Mile Park & Ride Mobility Hub Study

In the 2017 Update to *Connect Spokane*, STA added language regarding the development of mobility hubs at existing and future park and ride lots. 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 and sustainable funding streams.

Schedule

April 2023 – May 2024

Funding

Local

Connect Spokane Update, Phase II

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 will review the existing plan, trends, and industry best practices with internal and external stakeholders and the general public. Revisions will be drafted as needed to address any identified course corrections, updated community goals, new opportunities, and challenges. The revisions will then be reviewed by stakeholders and the general public, followed by a public hearing and ultimately adoption by the STA Board of Directors.

Schedule

July 2023 – April 2024

Source of Funds/Budget

Local

STA Connect 2035, Phase II

Spokane Transit is developing a multi-year strategic plan that advances urban and regional mobility, integrates public transportation into existing and future development, and furthers STA's vision to be a source of pride for the region. Development of the plan comes as STA nears completion of the most significant investments within its current ten-year plan, *STA Moving Forward*.

Expected Outcomes/Products

STA intends for the new strategic plan to address emerging technologies, trends, and opportunities with 2035 as the planning horizon year. In addition, the effort will include a comprehensive public and stakeholder involvement effort which will continue through all stages of the planning process with the objective of informing development of deliverables, while also increasing community buy-in.

Schedule

January 2023 – December 2024

Source of Funds/Budget

Local

Division Street Bus Rapid Transit (BRT) Corridor Land Use and Infrastructure Plan

STA, in conjunction with the City of Spokane and Spokane County applied for a Federal Transit Administration (FTA) Transit Oriented Development (TOD) grant to build on the collaborative work started with the DivisionConnects project, which provided the basis for the Locally Preferred Alternative (LPA) for the BRT alignment, as well as began initial land use analysis.

Expected Outcomes/Products

Spokane County and the City of Spokane propose to jointly develop a Division Street BRT Transit-oriented Development (TOD) Corridor Land Use and Infrastructure Plan. As jurisdictions responsible for land use planning and regulation, the City and the County are positioning the Division Street Corridor for greater inclusion, housing and transportation equity, and improved economic vitality. The plan will help the County and City successfully meet the needs of each station and maintain continuity of the Division Street corridor, while celebrating the unique character of each neighborhood. Effectively, the resulting plan will be a sub-area plan to the City's comprehensive plan, with an emphasis on how fixed guideway transit, including Business Access and Transit (BAT) lanes, can improve the community. The plan will include corridor development policies and station development plans for the full corridor and will include both a proposed timeline and recommended financing strategies and will set the stage for revised TOD-focused zoning codes and resolutions.

Schedule

Q2 2023 – Q2 2025

Funding

Federal

Placeholder for

APPENDIX D

State Planning & Research Work Program led by WSDOT-Eastern Region
