

## SKAGIT COUNCIL OF GOVERNMENTS TECHNICAL ADVISORY COMMITTEE MEETING

April 1, 2021 – 1:30 p.m.

[GoToMeeting](#)

Dial In: 1 (877) 309-2073

Access Code: 376-740-589

### AGENDA

1. Call to Order and Roll Call
2. [March 4, 2021 Technical Advisory Committee Meeting Minutes](#)
3. [Obligation Authority Gap Strategies](#) – *Mark Hamilton*
4. [Unified Planning Work Program for State Fiscal Year 2022](#) – *Mark Hamilton*
5. 2021 Regional Project Selection Evaluation Process – *Mark Hamilton*
6. Federal Community Project Funding Requests – *Kevin Murphy*
7. Roundtable and Open Topic Discussion
8. Next Meeting: May 6, 2021, 1:30 p.m., [GoToMeeting](#)
9. Adjourned

Please contact [Mark Hamilton](#) at (360) 416-7876 if there are any other items that need to be brought up for discussion.

[Meeting Packet](#)

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## TECHNICAL ADVISORY COMMITTEE MEMBERSHIP AND VOTES

### VOTING MEMBERS

Anacortes.....	1
Burlington .....	1
Mount Vernon .....	1
Sedro-Woolley .....	1
Skagit County .....	3
Skagit Transit.....	1
WSDOT.....	1
Ports .....	1
• Port of Anacortes	
• Port of Skagit	
Towns.....	1
• Concrete	
• Hamilton	
• La Conner	
• Lyman	
Tribes .....	1
• Samish Indian Nation	
• Swinomish Indian Tribal Community	

### NON-VOTING MEMBERS

Skagit PUD

## QUORUM REQUIREMENT

A quorum consists of half the total votes (5), with Skagit County consisting of one seat toward the quorum calculation. Formal recommendations to the Transportation Policy Board can only be made when a quorum is present.

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# SKAGIT COUNCIL OF GOVERNMENTS TECHNICAL ADVISORY COMMITTEE MEETING MINUTES

Thursday, March 4, 2021  
GoToMeeting Remote Meeting

## AGENCIES REPRESENTED

- City of Anacortes..... Tim Hohmann
- City of Mount Vernon ..... Bill Bullock
- City of Sedro-Woolley ..... Mark Freiberger
- Samish Indian Nation..... David Strich
- Skagit County ..... Forrest Jones
- Skagit PUD..... Chris Shaff
- Skagit Transit..... Brad Windler
- Town of La Conner ..... Scott Thomas
- Washington State Department of Transportation (WSDOT)..... John Shambaugh

## STAFF PRESENT

- Kevin Murphy ..... Executive Director
- Mark Hamilton..... Senior Transportation Planner
- Katie Bunge..... Associate Planner

## OTHERS PRESENT

Two members of the public attended the meeting.

1. Call to Order: 1:31 p.m.

Roll Call: Roll was taken with a quorum present.

2. Approval of February 4, 2021 Technical Advisory Committee (Committee) Meeting Minutes:

Mr. Hohmann moved approval of the February 4, 2021 Technical Advisory Committee Meeting Minutes as presented, and Mr. Bullock seconded the motion. The motion carried unanimously.

3. March Amendment to Regional Transportation Improvement Program: Mr. Hamilton presented one proposed amendment submitted during the March 2021 amendment cycle for the Regional Transportation Improvement Program (RTIP):

- Washington State Department of Transportation
  - SR 20/Deception and Canoe Pass Bridges – Soil Abatement

Mr. Hamilton explained that the RTIP amendment would add the project to the RTIP. The project was identified by WSDOT because of the State Route 20/Deception Pass and Canoe Pass bridges painting work. Funding for the soil abatement project comes from the federal National Highway Performance Program and matching funds.

Mr. Windler moved to recommend the March Regional Transportation Improvement Program amendment as presented, and Mr. Hohmann seconded the motion. The motion carried unanimously.

4. Skagit 2045 Regional Transportation Plan: Mr. Hamilton said that SCOG is required to adopt the Skagit 2045 Regional Transportation Plan (Plan) no later than March 2021 to remain in compliance with federal regulations. The Plan will come before the Transportation Policy Board later this month. A public comment period was held, and ended on February 5. All comments received were included in a public comment tracker, along with staff responses and proposed Plan revisions where applicable. A strikethrough-underline version of the Plan is included in the Committee meeting packet. Revisions to the draft Plan included updating maps and some graphics, narrative revisions and formatting. Changes also include correcting project tables as well as some minor changes to two of the appendices in the Plan.

Mr. Bullock moved to recommend adoption of the Skagit 2045 Regional Transportation Plan to the Transportation Policy Board as presented, and Mr. Jones seconded the motion. The motion carried unanimously.

5. Quarterly Obligation Report: Mr. Hamilton told the Committee that for the 2021 year, SCOG has a regional obligation authority (OA) target of approximately \$1.9 million. Of that target, over \$1 million has already been obligated, since obligations are tracked over the course of the federal fiscal year and Skagit County obligated funds for the Josh Wilson Road Phase 1 project in December 2020. Over \$800,000 remains to be obligated by the end of the federal fiscal year to achieve the regional OA target.
6. 2021 Obligation Authority Plan: Mr. Hamilton presented the 2021 Obligation Authority Plan, which was approved by the Transportation Policy Board at their October 2020 meeting and is revised by SCOG staff as necessary. To date, two agencies have submitted extension requests for projects included in the 2021 OA Plan. There are three other projects in the 2021 OA Plan, in addition to the SCOG Admin 2018–2021 project, and any extension request for these three projects must be submitted to SCOG staff by March 24. Mr. Hamilton noted that Cody Hart had indicated previously to him that the Town of Concrete was likely to submit an extension request for their project.

Project sponsors with projects in the 2021 OA plan gave updates on their projects. Mr. Freiburger stated that although Sedro-Woolley's SR20/SR9N – Township Intersection Improvements project is nearly ready to obligate funding, the city will likely request extensions for both projects in the 2021 OA Plan. Mr. Hamilton noted that this would likely mean that SCOG will employ gap strategies from the RTIP procedures at the April Committee meeting. He encouraged project sponsors to attend next month's Committee meeting and be prepared to commit to moving projects forward to fill any OA gap.

7. 2021 Regional Project Selection Evaluation Process: Mr. Hamilton said that a project selection process is included in SCOG's unified planning work program this year. Funding from the Surface Transportation Block Grant (STBG) and Transportation Alternatives (TA) programs is allocated to SCOG, and SCOG selects projects to receive this funding. Total funding available for this project selection is estimated to be approximately \$3.47 million.

Staff recommends combining funding from the STBG program and TA into one project selection, along with Highway Infrastructure Program (HIP) funds, if there is an HIP allocation available to SCOG this year for project selection. SCOG staff is waiting to find out from WSDOT Local Programs

Division staff if an HIP allocation will be available to SCOG for project selection, and expects to receive more information soon. If project selection is not combined with STBG and TA funding, SCOG would only select TA projects.

Funding is available for Urban areas, Rural areas and any area (Urban or Rural) within the Skagit region. In reviewing existing programmed funds, SCOG staff determined that around \$2.8 million of STBG funds were available for project selection. Of these funds, an estimated minimum of \$790,000 of Rural projects need to be selected. There is no minimum that must be selected for Urban projects. For TA funds, an estimated \$660,000 is available which may go to Urban or Rural projects.

Mr. Hamilton noted that historically, the Transportation Policy Board has chosen to set aside 10% of available STBG funds for non-roadway projects. This may or may not continue, and is at the discretion of the Board. There is no federal nor state requirement to set aside funding in this way – it is a regional decision. The SCOG staff recommendation for the project selection criteria is to increase relative weights for Safety and Maintenance and Preservation. Bonus points are also included for those project sponsors who delivered projects early under the RTIP OA procedures gap strategies #1 and #2. Projects will again be selected for a contingency list during this project selection.

Committee members discussed various aspects of the project selection evaluation process. Committee members supported combining the STBG and TA project selections into one process. For the 10% non-roadway set-aside, some members supported keeping the 10% non-roadway set-aside practice, while some members supported reducing the set-aside amount to 5% of the available STBG funding, and other suggested eliminating entirely since TA funds would also be available in the combined project selection and can fund similar projects as the set aside. Regarding the relative weights for Safety and Maintenance and Preservation, Committee members concurred with the staff recommendation to increase the weights for these two criteria categories from the 2019 project selection.

Committee members discussed the award of bonus points for project sponsors who moved projects forward in 2019 through the RTIP OA procedures gap strategies #1 and #2. Some Committee members said that 10 points was too generous, given how projects scored in the last project selection, and supported reducing the bonus points awarded from 10 points to 5 points. Other members suggested that moving projects forward last year and helping the Skagit region meet the 2020 OA target deserved more weight, and supported awarding 10 bonus points to those project sponsors.

For the contingency list, the Committee recommended that a new contingency list be created in 2021 with the ability for project sponsors to resubmit projects if so desired. The new contingency list could be composed of projects included on the list in 2019, and new projects this year.

A summary of Committee recommendations on this agenda item follows:

- Combined Project Selection – Recommendation to combine Surface Transportation Block Grant and Transportation Alternatives project selection processes into one process. Include Highway Infrastructure Program funds if they become available for project selection.
- Non-Roadway Funding Set Aside – No recommendation on this subject. Committee members supported either doing away with this set aside since TA funds similar projects, or having a 5% or 10% set aside for non-roadway projects.

- Criteria and Weights – Recommendation to provide maximum points for each project as follows:
    - Safety: 25 points
    - Economic Vitality: 15 points
    - Mobility: 15 points
    - Preservation & Maintenance: 15 points
    - Regional Nature: 10 points
    - Project Funding & Readiness: 10 points
    - Technical Advisory Committee Priority: 10 points
  - Bonus Points – No recommendation on this subject. Committee members supported either an additional 5 or 10 points for project sponsors that moved projects forward in 2020 through RTIP OA gap strategies #1 and #2. Organizations eligible for bonus points are Anacortes, Mount Vernon and Samish Indian Nation.
  - Contingency List – Recommendation to create a new contingency list in 2021, with project sponsors able to resubmit projects that were on the 2019 list.
8. Roundtable and Open Topic Discussion: Technical Advisory Committee members gave updates on their current projects. Mr. Murphy noted that local agencies across Washington state were far behind in hitting their portion of the statewide OA target for this federal fiscal year.
9. Next Meeting: April 1, 2021
10. Adjourned: 3:07 p.m.

Attest:

\_\_\_\_\_  
Kevin Murphy  
Skagit Council of Governments

Date \_\_\_\_\_

## ACTION ITEM – OBLIGATION AUTHORITY GAP STRATEGIES

### Document History

MEETING	DATE	TYPE OF ITEM	STAFF CONTACT	PHONE
Technical Advisory Committee	04/01/2021	Implement Gap Strategies	<a href="#">Mark Hamilton</a>	(360) 416-7876

### ACTION

Skagit Council of Governments (SCOG) staff will work with project sponsors to implement gap strategies on April 1, 2021 consistent with the [Regional Transportation Improvement Program Procedures: Obligation Authority Process](#), adopted by the Transportation Policy Board on October 21, 2020.

### DISCUSSION

Five extension requests have been received and approved by SCOG. These project phases now have until December 31, 2021 to obligate federal funding and no longer need to obligate by April 1, 2021. Due to these extensions, SCOG now has a regional obligation authority gap. The gap is the difference between the regional obligation authority target and expected obligations prior to the end of the federal fiscal year. Regional obligation categories and amounts are included in the following table.

REGIONAL OBLIGATION CATEGORY	AMOUNT
Expected regional obligations by end of federal fiscal year (\$1,057,552 already obligated)	\$1,225,093
Regional obligation authority target	\$1,882,500
Regional obligation authority gap (expected obligations minus target)	-\$657,407

Expected obligations, obligation authority target and extensions are included in the [2021 Obligation Authority Plan](#). The plan was adopted by the Transportation Policy board on October 21, 2020 and has been revised with each extension. The most recent revision occurred on March 5, 2021.

### FILLING THE GAP

Strategies #1-3 will be implemented at the April 1, 2021 Technical Advisory Committee meeting. The procedures for how the strategies will be implemented are included in the adopted obligation authority process.

If Strategy #4 becomes necessary to fill the obligation authority gap, it will be implemented following the Technical Advisory Committee meeting.

# REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM PROCEDURES

Adopted by the SCOG Transportation Policy Board on October 21, 2020

## OBLIGATION AUTHORITY PROCESS

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Every year, SCOG prepares an obligation authority plan. The purpose of the plan is to provide project tracking information and communicate expected 2021 obligations and dates to partners, including implementing agencies and the Washington State Department of Transportation. At a minimum, the obligation authority plan includes all projects selected to receive SCOG regionally managed Federal Highway Administration funds that are programmed in 2021.

### GOALS

There are two goals of the obligation authority plan. These goals are as follows:

1. Agencies in the Skagit region deliver no less than the regional obligation authority target by the end of every federal fiscal year; and
2. The obligation authority target is met by August 1 every year, positioning the Skagit region for additional obligation authority, if the Washington State Department of Transportation determines that redistributed obligation authority can be utilized in Washington state that year.

### EXTENSION REQUESTS

Projects programmed in 2021 must obligate federal funding by April 1, 2021. If an agency is unable to obligate by that date, an extension request must be received by SCOG staff by March 24, 2021. If no extension request is received for a project, and it does not obligate by April 1, 2021, it will be deprogrammed by deletion from the RTIP by SCOG staff. A project phase may only be granted one extension request.

The SCOG Admin project must obligate federal funding by August 1, 2021. This project cannot obligate until May/June at the earliest each year due to federal and state requirements of Unified Planning Work Program adoption. SCOG Admin projects are ineligible for extension requests.

### GAP STRATEGIES

In any given year, up to four gap strategies may be utilized to assist with meeting the SCOG regional obligation authority target. If the target will be met without need of the strategies, they will not be used that year.

If the regional obligation authority target will not be met by April 1, 2021 (excluding the SCOG Admin project), the following gap strategies will be undertaken in order:

#### STRATEGY #1: ADVANCING 2022–2024 FISCALLY CONSTRAINED PROJECTS

Agency representatives with projects programmed in years 2022–2024 will be asked if their agency is willing and able to advance their project at the April 1, 2021 Technical Advisory Committee meeting. The TAC representative must be in a responsible position to commit the agency to advancing the project. The project phase should obligate federal funding by August 1, 2021. If the project phase has not obligated federal funding by the end of the federal fiscal year, it will be deprogrammed by deletion from the RTIP by SCOG staff on October 1, 2021.

Agencies with projects in year 2022 will have first priority, year 2023 will have second priority and year 2024 will have third priority.

SCOG will provide a formal letter addressed to the responsible official by April 16, 2021 documenting the commitment to advance their project from 2022–2024 and obligate federal funding prior to the end of the federal fiscal year. The letter will also go to the agency’s Transportation Policy Board member(s).

Any agency that commits to advancing a project using Strategy #1, and obligates funding for that project prior to August 1, will be eligible for bonus points in SCOG’s next project selection process. Agencies that utilize Strategy #1, and obligate funding from August 1 through the end of the federal fiscal year for that project, are not eligible for these bonus points. The additional points will be determined by the Transportation Policy Board during the next project selection process.

If Strategy #1 does not close the obligation authority gap completely, Strategy #2 will be utilized.

### STRATEGY #2: ADVANCING 2025 –2026 ILLUSTRATIVE PROJECTS

Agency representatives with projects programmed in years 2025–2026 will be asked if their agency is willing and able to advance their project at the April 1, 2021 Technical Advisory Committee meeting. The TAC representative must be in a responsible position to commit the agency to advancing the project. The project phase should obligate federal funding by August 1, 2021. If the project phase has not obligated federal funding by the end of the federal fiscal year, it will be deprogrammed by deletion from the RTIP by SCOG staff on October 1, 2021.

Agencies with projects in year 2025 will have first priority and year 2026 will have second priority.

SCOG will provide a formal letter addressed to the responsible official by April 16, 2021 documenting the commitment to advance their project from 2025–2026 and obligate federal funding prior to the end of the federal fiscal year. The letter will also go to the agency’s Transportation Policy Board member(s).

This strategy also requires an RTIP amendment, following the RTIP amendment process to add a project to the fiscally constrained RTIP. The agency is responsible for submitting the project to SCOG through Secure Access Washington for the May 2021 amendment cycle.

Any agency that commits to advancing a project using Strategy #2, and obligates funding for that project prior to August 1, will be eligible for bonus points in SCOG’s next project selection process. Agencies that utilize Strategy #2, and obligate funding from August 1 through the end of the federal fiscal year for that project, are not eligible for these bonus points. The additional points will be determined by the Transportation Policy Board during the next project selection process.

If Strategy #2 does not close the obligation authority gap completely, Strategy #3 will be utilized.

### STRATEGY #3: ADVANCING CONTINGENCY LIST PROJECTS

Agencies with projects on the July 17, 2019 prioritized contingency list will be asked if they are willing and able to advance their project at the April 1, 2021 Technical Advisory Committee meeting. The TAC representative must be in a responsible position to commit the agency to advancing the project. The project phase should obligate federal funding by August 1, 2021. If the project phase has not obligated federal funding by the end of the federal fiscal year, it will be deprogrammed by deletion from the RTIP by SCOG staff on October 1, 2021. The project will not go back onto the prioritized contingency list after deletion from the RTIP, but can compete again for funding through a future SCOG project selection process.

SCOG will provide a formal letter addressed to the responsible official by April 16, 2021 documenting the commitment to advance the contingency list project and obligate federal funding prior to the end of the federal fiscal year. The letter will also go to the agency’s Transportation Policy Board member(s).

This strategy also requires an RTIP amendment, following the RTIP amendment process to add a project to the fiscally constrained RTIP. The agency is responsible for submitting the project to SCOG through Secure Access Washington for the May 2021 amendment cycle.

If Strategy #3 does not close the obligation authority gap completely, Strategy #4 will be utilized.

### STRATEGY #4: ADDING TO PAST FEDERAL PROJECT AWARDS

This strategy will be utilized, if necessary, following the April 1, 2021 TAC meeting. First, SCOG staff will calculate the obligation authority gap remaining after Strategy #3 is utilized. Second, SCOG staff will identify active projects

using the most recently available information from WSDOT Local Programs Division, and reach out to agency representatives with active projects that have obligated funds, for a phase awarded SCOG FHWA funds, to inquire if the project could reasonably utilize an increase in the existing federal award amount and obligate the additional award by the end of the federal fiscal year.

As part of this strategy, SCOG staff are guided by the following principles: (1) maintain Urban vs. Rural split in funding; (2) start with SCOG's most recent Surface Transportation Block Grant Program project selection (2019) to identify active projects that can fill the obligation authority gap; (3) work backward through past project selections if projects selected in 2019 cannot completely close the obligation authority gap (e.g. 2017, 2015, 2013); (3) equitably increase federal awards by a formula that includes, at a minimum, the amount of the past SCOG award for the phase and any current inactivity of the phase.

SCOG will provide a formal letter addressed to the responsible official by April 16, 2021 documenting the additional federal award with the stipulation that obligation of additional federal funding should occur prior to August 1, 2021. If the project phase has not obligated federal funding by the end of the federal fiscal year, the additional award will be withdrawn on October 1, 2021. The letter will also go to the agency's Transportation Policy Board member(s).

This strategy only applies to projects that have already been competitively selected by SCOG for federal award. No new projects, or phases of projects, will be considered for adding to past federal awards.

## APPEALS

Any appeal of a project deprogramming decision must be appealed directly to the Transportation Policy Board. Appeals must be received by the first Tuesday of the month by SCOG staff, to include the appeal with the Transportation Policy Board packet that goes out on the second Wednesday of the month. Transportation Policy Board meetings occur on the third Wednesday of each month. Any appeal would be considered at this third Wednesday meeting.

Implementing agencies are required to present their appeal directly to the Transportation Policy Board. If the Transportation Policy Board decides to reprogram a project, it must follow the typical RTIP amendment process, which includes a public comment period, TAC review, TPB action, WSDOT action and final action by FHWA and FTA on STIP amendment approvals. The timeline from agency appeal submission to reprogramming in the STIP will typically take three months or more.

Along with the appeal presented by the implementing agency, SCOG staff will present a fiscal analysis of the reprogramming decision on the RTIP. The first four years of the RTIP must be fiscally constrained by year, under federal law.

# 2021 OBLIGATION AUTHORITY PLAN

The following projects must obligate federal funding by **April 1, 2021**. Projects that do not obligate by April 1, 2021 will be deprogrammed by deletion from the RTIP by SCOG staff.

AGENCY	TITLE	STIP ID	PHASE	FUNDS OBLIGATED	STBG/TA FUNDS
(None)	N/A	N/A	N/A	N/A	N/A

The following project must obligate federal funding by **August 1, 2021**, or it will be deprogrammed by deletion from the RTIP by SCOG staff.

AGENCY	TITLE	STIP ID	PHASE	FUNDS OBLIGATED	STBG/TA FUNDS
SCOG	SCOG Admin 2018-2021 <sup>1</sup>	SCOG 18-21	PL	(Not Yet)	\$167,541

**TOTAL STBG-TA OBLIGATIONS<sup>2</sup>: \$1,057,552**  
**OBLIGATION AUTHORITY TARGET: \$1,882,500**

<sup>1</sup> Project can obligate after May/June SCOG UPWP approval.

<sup>2</sup> Includes \$1,057,552 obligation from December 2020 which counts toward meeting obligation authority target.

## Extensions

The following projects have been granted an extension to obligate federal funding by **December 31, 2021**. These projects will be deprogrammed with expiration of the 2021–2026 RTIP on January 1, 2022.

To be granted an extension, any extension request must be received by SCOG no later than **March 24, 2021**. A project phase may only be granted one extension request.

AGENCY	TITLE	STIP ID	PHASE	FUNDS OBLIGATED	STBG/TA FUNDS
Samish Indian Nation	SR20/Campbell Lake Road - Intersection Improvement	WA-11959	ROW	(Not Yet)	\$86,500
Skagit County	Francis Road Section 1	WA-01171	CN	(Not Yet)	\$45,408
Concrete	School Secondary Access	WA-03707	ROW	(Not Yet)	\$400,000
Sedro-Woolley	SR20/SR9N - Township Intersection Improvements	SW33	CN	(Not Yet)	\$609,825
Sedro-Woolley	SR20/Cascade Trail West Extension Phase 2A, Holtcamp Road to Hodgkin Street	SW42	ROW	(Not Yet)	\$21,193

**TOTAL STBG-TA EXTENSIONS: \$1,162,926**

2021-2026 Surface Transportation Program Block Grant Project Programming

10/14/2020		2021	2022	2023	2024	2025	2026
Allocation		\$1,958,118	\$1,958,118	\$1,958,118	\$1,958,118	\$1,958,118	\$1,958,118
Available		\$1,816,374	\$2,444,025	\$2,622,741	\$2,971,525	\$2,507,066	\$2,061,585
Programmed		\$1,330,467	\$1,779,402	\$1,609,334	\$2,422,577	\$2,403,599	\$

STP(US)		2021	2022	2023	2024	2025	2026
Burlington	SR 20/Skagit Street Signalization Project	\$	\$1,513,750	\$	\$	\$	\$
SCOG	SCOG Admin 2018-2021	\$121,981	\$	\$	\$	\$	\$
Burlington	George Hopper Interchange Improvements, Phase II	\$	\$	\$	\$	\$800,000	\$
SCOG	SCOG Admin 2022-2025	\$	\$146,744	\$146,744	\$146,744	\$146,744	\$
Burlington	SR20 Nonmotorized & Safety Improvements	\$	\$	\$	\$350,000	\$350,000	\$
Mount Vernon	Freeway Drive Improvements (Cameron Way to College Way)	\$	\$	\$568,000	\$1,082,000	\$	\$
Sedro Woolley	John Liner Road, Reed to Township Bicycle/Pedestrian Improvements	\$	\$	\$442,015	\$	\$	\$
Sedro Woolley	SR20/SR9N - Township Intersection Improvements	\$609,825	\$	\$	\$	\$	\$
Sedro Woolley	SR20/Cascade Trail West Extension Phase 2A, Holtcamp Road to Hodgkin Street	\$21,193	\$	\$408,742	\$	\$	\$
		\$752,999	\$1,660,494	\$1,565,501	\$1,578,744	\$1,296,744	\$

STP(R)		2021	2022	2023	2024	2025	2026
SCOG	SCOG Admin 2018-2021	\$45,560	\$	\$	\$	\$	\$
Skagit Co.	Francis Road Section 1	\$45,408	\$	\$	\$	\$	\$
SCOG	SCOG Admin 2022-2025	\$	\$43,833	\$43,833	\$43,833	\$43,833	\$
Concrete	School Secondary Access	\$400,000	\$	\$	\$	\$1,063,022	\$
Samish Nation	SR20/Campbell Lake Road - Intersection Improvement	\$86,500	\$	\$	\$	\$	\$
Skagit Co.	Francis Road Section 3	\$	\$75,075	\$	\$800,000	\$	\$
		\$577,468	\$118,908	\$43,833	\$843,833	\$1,106,855	\$

Note: Years 1-4 may be overprogrammed by 25% of allocation for project delivery purposes. Years 5-6 are not fiscally constrained by year.

2021-2026 Surface Transportation Program Set Aside Project Programming

		2021	2022	2023	2024	2025	2026
	Allocation	\$143,296	\$143,296	\$143,296	\$143,296	\$143,296	\$143,296
	Available	\$67,737	\$211,033	\$214,133	\$153,418	\$296,714	\$440,010
	Programmed	\$	\$140,196	\$204,011	\$	\$	\$

TAP(US)		2021	2022	2023	2024	2025	2026
Burlington	Pease Road Cascade Mall Nonmotorized Connection	\$	\$140,196	\$140,196	\$	\$	\$
		\$	\$140,196	\$140,196	\$	\$	\$

TAP(R)		2021	2022	2023	2024	2025	2026
Concrete	Main Street Pedestrian and Bicycle Rest Area	\$	\$	\$63,815	\$	\$	\$
		\$	\$	\$63,815	\$	\$	\$

10/14/2020

Note: Years 1-4 may be overprogrammed by 25% of allocation for project delivery purposes. Years 5-6 are not fiscally constrained by year.

## APPROVED CONTINGENCY LIST – JULY 17, 2019

### Surface Transportation Block Grant Program and Highway Infrastructure Program

Priority	Applicant	Project Name	Phase	Funding Request
1	Samish Indian Nation	SR 20/Campbell Lake Road Intersection Improvement	CN	\$1,642,600
2	City of Burlington	George Hopper Interchange Improvements Phase II	CN	\$200,000
3	Town of Concrete	Secondary Access Project	CN	\$450,000
4	Skagit County	Francis Road - Section 3	CN	\$200,000
5	Skagit Transit	Bus Stop Surveys	Other	\$65,625
6	Skagit Transit	Design Services for Bus Pullouts along Memorial Highway	PE	\$72,925
<del>7</del>	<del>Skagit Transit</del>	<del>Solar Light Upgrade to Bus Shelters</del>	<del>Other</del>	<del>\$19,463</del>
8	Skagit Transit	Fixed Route Transit Coach	Other	\$393,750
<del>9</del>	<del>Skagit Transit</del>	<del>Digital Signage and Real Time Information</del>	<del>Other</del>	<del>\$105,000</del>
<del>10</del>	<del>Skagit Transit</del>	<del>Bus Stop Amenities</del>	<del>Other</del>	<del>\$56,437</del>
11	Skagit Transit	Design Services Sedro Woolley Transit Stops	PE	\$99,475

Notes:

**Total**    ~~\$3,305,275~~  
                  \$3,124,375

“PE” is preliminary engineering and “CN” is construction.

Projects appearing in strikethrough format are no longer on the Approved Contingency List due to prior obligations for these projects.

## DISCUSSION ITEM – UNIFIED PLANNING WORK PROGRAM FOR STATE FISCAL YEAR 2022

### Document History

MEETING	DATE	TYPE OF ITEM	STAFF CONTACT	PHONE
Technical Advisory Committee	04/01/2021	Discussion	<a href="#">Mark Hamilton</a>	(360) 416-7876

### DISCUSSION

The Skagit Council of Governments (SCOG) is responsible for preparing a unified planning work program (UPWP) that documents the transportation planning work activities and related tasks to be accomplished during state fiscal year 2022 (July 1, 2021 through June 30, 2022). The [draft UPWP](#) identifies planning tasks, their associated costs and applicable funding sources.

SCOG staff will attend a remote meeting with representatives from the Washington State Department of Transportation, Federal Highway Administration and Federal Transit Administration on April 15 to review and discuss the UPWP. Revisions may be made to the UPWP by SCOG staff based on feedback received at the meeting.

SCOG staff anticipates that the Transportation Policy Board will take action on the UPWP at their May meeting. The document must be approved no later than the end of June.

# UNIFIED PLANNING WORK PROGRAM



Adopted by the  
Transportation Policy Board on  
May 19, 2021

State Fiscal Year

**2022**

July 1, 2021 – June 30, 2022

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DRAFT

Preparation of this document was funded by grants from the Federal Highway Administration, Federal Transit Administration, Washington State Department of Transportation and with contributions by SCOG member jurisdictions.

SCOG ensures full compliance with Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act of 1990 by prohibiting discrimination against any person on the basis of race, color, national origin, sex or disabilities in the provision of benefits and services resulting from its federally assisted programs and activities.

For more information, or to obtain a Title VI Complaint Form, contact the Title VI Coordinator, Kevin Murphy, at (360) 416-7871 or visit <http://scog.net/nondiscrimination/>.

Cover photograph courtesy of Andy Porter Photography.

## PLANNING ORGANIZATION OVERVIEW

Authorized by federal law, metropolitan planning organizations (MPOs) exist throughout the United States in all urbanized areas with populations greater than 50,000 people. MPOs plan, program and prioritize federal funding used on transportation projects in metropolitan areas.

The Skagit Council of Governments (SCOG) is the federally designated MPO in Skagit County, Washington, as enabled by federal law [23 USC 134](#) and [49 USC 5303](#). In coordination with the United States Department of Transportation (USDOT), the Washington State Department of Transportation (WSDOT) and stakeholders in the planning area – SCOG leads the development of the region’s long-range regional transportation plan and short-range regional transportation improvement program.

Washington state’s Growth Management Act of 1990 authorized the creation of regional transportation planning organizations (RTPOs). Through its [governance agreement](#), SCOG is designated as the RTPO for Skagit County. Through the RTPO, SCOG convenes cities, towns, counties, transit agencies, tribes, ports, private employers and WSDOT as the Skagit region plans for the future. Examples of RTPO duties include: preparing a regional transportation plan; certifying that countywide planning policies and local transportation elements are consistent with the regional transportation plan; and maintaining a six-year regional transportation improvement program.

For a listing of Transportation Policy Board membership, refer to Appendix A: Board Membership. For a graphical representation of the board and advisory committee structure, refer to Appendix B: SCOG Organizational Structure. For a map of the MPO and RTPO planning area, see Appendix C: MPO & RTPO Planning Area.

## UNIFIED PLANNING WORK PROGRAM OVERVIEW

The unified planning work program (UPWP) documents the transportation planning work activities and related tasks to be accomplished during state fiscal year (SFY) 2022 – July 1, 2021 through June 30, 2022. Work activities included in the UPWP comply with regional policies, goals and objectives. SCOG’s Transportation Policy Board reviews and approves the UPWP. Final approval is then issued by the Federal Highway Administration (FHWA), Federal Transit Administration (FTA) and WSDOT.

This document outlines federal and state planning requirements, then presents a work program of planning activities for SFY 2022 that address the requirements. The work activities in the UPWP are organized into four elements:

- Element 1: Administration;
- Element 2: Multimodal Planning;
- Element 3: Programming & Project Selection; and
- Element 4: Data Collection & Analysis.

MPO and RTPO planning activities are funded by grants from USDOT, WSDOT and dues from local governments. The UPWP is adopted annually and serves as a budget and work program for SCOG’s transportation function.

For a graphical representation of the core work activities identified in the UPWP, refer to Appendix D: Core Programs and Functions.

Appendix E: Planning Projects by Other Agencies, includes planning related projects conducted by other agencies during the timeframe of the UPWP.

Appendix F: Long-term Work Schedule includes long-term work tasks that either begin in this UPWP and continue past the UPWP, or are anticipated for future UPWPs and have not yet begun.

## AMENDING THE UPWP

As staff availability fluctuates and regional priorities change, it may become necessary to amend the UPWP. If it is determined, through discussions with the SCOG Transportation Policy Board, that an amendment is necessary, staff will prepare an updated UPWP. A draft will then be made available to the public, Technical Advisory Committee (TAC), Transportation Policy Board, WSDOT, FHWA and FTA. The Transportation Policy Board will then take action on the amended UPWP. If the amendment is approved, it will then be submitted to WSDOT, FHWA and FTA for final approval.

# FEDERAL AND STATE REQUIREMENTS

## FEDERAL PLANNING FACTORS

Federal planning factors emphasize priorities for transportation planning from a national perspective ([23 USC 134\(h\)](#) and [49 USC 5303\(h\)](#)). The ten factors are as follows:

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

Each of the federal planning factors is addressed through various work activities selected for SFY 2022, as shown below:

UPWP Work Task	Economic Vitality	System Safety	System Security	Accessibility and Mobility	Protect Environment	Integration of System	Efficiency	System Preservation	System Resiliency	Enhance Tourism
1.1 – MPO & RTPO Administration	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
1.2 – UPWP Annual Development and Reporting	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
1.3 – Legislator Contact										
1.4 – Title VI Annual Report				✓	✓					
1.5 – Public Participation Plan Annual Report	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2.1 – Regional Transportation Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2.2 – Statewide Planning Initiatives	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2.3 – Local Transportation Planning	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2.4 – North Sound Transportation Alliance				✓	✓	✓				✓
2.5 – Transportation Element Consistency	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

UPWP Work Task	Economic Vitality	System Safety	System Security	Accessibility and Mobility	Protect Environment	Integration of System	Efficiency	System Preservation	System Resiliency	Enhance Tourism
2.6 – Nondiscrimination Planning				✓	✓					
2.7 – Non-Motorized Transportation Planning	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2.8 – Regional Level of Service Review	✓	✓	✓	✓		✓	✓			
2.9 – Coordinated Public Transit-Human Services Transportation Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2.10 – Intelligent Transportation Systems Architecture	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2.11 – Public Participation Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3.1 – Regional Transportation Improvement Program	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3.2 – Annual Listing of Obligations	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3.3 – Project Selection & Prioritization	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3.4 – List of Regional High Priority Projects	✓	✓	✓	✓	✓	✓				
4.1 – Regional Performance Targets	✓	✓	✓	✓	✓	✓	✓	✓		
4.2 – Travel Demand Model	✓			✓			✓			✓
4.3 – Traffic Counts	✓			✓			✓	✓		
4.4 – Geographic Information Systems	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4.5 – Highway Functional Classification	✓	✓	✓	✓				✓		
4.6 – Household Travel Survey	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4.7 – Population & Employment Estimates	✓			✓		✓	✓			

## FEDERAL EMPHASIS AREAS

The Federal Highway Administration and the Federal Transit Administration have encouraged all metropolitan planning organizations to give priority to transportation performance management. This federal emphasis area is described below.

### TRANSPORTATION PERFORMANCE MANAGEMENT

The Federal Highway Administration and Federal Transit Administration would like MPOs to place an emphasis on the performance-based planning requirements, including developing data and targets, as well as reflecting Performance-Based Planning and Programming and Transportation Performance Management in the Transportation Improvement Program, Metropolitan Transportation Plan, and overall transportation planning process.

## STATE POLICY GOALS

The State of Washington has established policy goals for the planning, operation, performance of and investment in the state’s transportation system ([RCW 47.04.280](#)). Public investments in transportation should support achievement of these policy goals:

1. *Economic Vitality* – To promote and develop transportation systems that stimulate, support, and enhance the movement of people and goods to ensure a prosperous economy;
2. *Preservation* – To maintain, preserve, and extend the life and utility of prior investments in transportation systems and services;
3. *Safety* – To provide for and improve the safety and security of transportation customers and the transportation system;

4. *Mobility* – To improve the predictable movement of goods and people throughout Washington state, including congestion relief and improved freight mobility;
5. *Environment* – To enhance Washington’s quality of life through transportation investments that promote energy conservation, enhance healthy communities, and protect the environment; and
6. *Stewardship* – To continuously improve the quality, effectiveness, and efficiency of the transportation system.

Washington state transportation system policy goals are addressed through various work activities selected for SFY 2022, as shown below:

UPWP Work Task	Economic Vitality	Preservation	Safety	Mobility	Environment	Stewardship
1.1 – MPO & RTPO Administration	✓	✓	✓	✓	✓	✓
1.2 – UPWP Annual Development and Reporting	✓	✓	✓	✓	✓	✓
1.3 – Legislator Contact						
1.4 – Title VI Annual Report				✓	✓	✓
1.5 – Public Participation Plan Annual Report	✓	✓	✓	✓	✓	✓
2.1 – Regional Transportation Plan	✓	✓	✓	✓	✓	✓
2.2 – Statewide Planning Initiatives	✓	✓	✓	✓	✓	✓
2.3 – Local Transportation Planning	✓	✓	✓	✓	✓	✓
2.4 – North Sound Transportation Alliance		✓		✓	✓	✓
2.5 – Transportation Element Consistency	✓	✓	✓	✓	✓	✓
2.6 – Nondiscrimination Planning				✓	✓	✓
2.7 – Non-Motorized Transportation Planning	✓	✓	✓	✓	✓	✓
2.8 – Regional Level of Service Review	✓	✓	✓	✓		✓
2.9 – Coordinated Public Transit-Human Services Transportation Plan	✓	✓	✓	✓	✓	✓
2.10 – Intelligent Transportation Systems Architecture	✓	✓	✓	✓	✓	✓
2.11 – Public Participation Plan	✓	✓	✓	✓	✓	✓
3.1 – Regional Transportation Improvement Program	✓	✓	✓	✓	✓	✓
3.2 – Annual Listing of Obligations	✓	✓	✓	✓	✓	✓
3.3 – Project Selection & Prioritization	✓	✓	✓	✓	✓	✓
3.4 – List of Regional High Priority Projects	✓	✓	✓	✓	✓	✓
4.1 – Regional Performance Targets	✓	✓	✓	✓	✓	✓
4.2 – Travel Demand Model	✓	✓		✓		✓
4.3 – Traffic Counts	✓	✓	✓	✓	✓	✓
4.4 – Geographic Information Systems	✓	✓	✓	✓	✓	✓
4.5 – Highway Functional Classification	✓	✓	✓	✓		✓
4.6 – Household Travel Survey	✓	✓	✓	✓	✓	✓
4.7 – Population & Employment Estimates	✓	✓		✓		✓

Among the primary RTPO duties ([RCW 47.80.023](#)) is preparing a regional transportation plan that is consistent with countywide planning policies and county, city and town comprehensive plans. Other tasks include: preparing a regional transportation improvement program (RTIP); developing a coordinated public transit-human services transportation plan; and reviewing local level of service standards. All of these duties are addressed in work activities

listed in the UPWP. For a graphical representation of some of the work activities identified in the UPWP, refer to Appendix D: Core Programs and Functions.

## STATE EMPHASIS AREAS

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The following emphasis areas have been identified by WSDOT as areas MPOs and RTPOs are requested to dedicate time and/or resources towards during state fiscal year 2022.

### ADMINISTRATIVE

WSDOT is requesting that MPOs and RTPOs consider the following:

- Consider transitioning to a two-year UPWP. Transitioning to a two-year UPWP, beginning July 1, 2021, and future biennia can provide for closer alignment with the biennial budget cycle. It should be noted that federal statutes allow MPOs the option to do one-year UPWPs. Transitioning to a two-year UPWP is simply a recommendation;
- Ensure your website is current and the public is informed on what the MPO/RTPO is working on. The public should be able to find what the organization is currently working on and the issues it is facing. It should also be clear and easy to find policy board and committee membership, meeting dates, agendas, meeting summaries, and important events, etc., on your website; and
- Governing documents should be posted online. Governance documents are public documents and should be easily accessible on the website. These include Interlocal Agreements, bylaws, and policies. This practice also allows peer MPOs and RTPOs to look for good examples to follow when developing their governance documents.

### PLANNING COLLABORATION

WSDOT will be developing multiple statewide plans during SFY 2022. MPOs and RTPOs are requested to set aside resources to collaboratively develop and/or review the plans. Plans and efforts expected to be developed during SFY 2022 include:

- Highway System Plan: MPOs and RTPOs are encouraged to participate in the Highway System Plan steering committee and engage with WSDOT during the development of the plan; and
- Multimodal Investment Strategy: MPOs and RTPOs are invited to engage with WSDOT to explore ways to improve the state's system for making transportation investment decisions and to participate with WSDOT in a process to develop a shared problem statement, establish a vision, and identify principles for collaboration.

### FEDERAL FUNCTIONAL CLASSIFICATION

All states are required to maintain and update their respective Federal Functional Classification (FFC) network (23 CFR 470). WSDOT encourages all local agencies, MPOs, and RTPOs to periodically review their respective Functional Classification Networks to ensure that system continuity, accessibility, and mobility needs are being met based on the Guidelines for Amending Functional Classification in Washington State. We also suggest reviewing any unbuilt proposed routes that have been on the system for six years or more. If construction for these projects is not reasonably expected to begin within the STIP 4-year timeframe, consider removing them from the network for now.

If the MPO and RTPO member agencies review their FFC network, request additions and corrections as needed, and comment on the viability of legacy proposed unbuilt routes, it will aid WSDOT's efforts leading up to the Urban Boundary Review/Adjustment process resulting from the 2020 Census.

### FINANCIAL ACCOUNTING

MPOs and RTPOs are encouraged to be as complete and transparent as possible in the UPWP budget. The UPWP should clearly identify all fund sources expected to be utilized in the delivery of the work program. In addition to

expected expenditures, fund sources (revenues) should be identified, including any available rollover from the previous year, and account for any applicable matching funds. This will provide MPOs additional flexibility as they are reimbursed from the budgeted amounts.

If consultants will be used to implement portions of the UPWP, MPOs and RTPOs should clearly identify which tasks will be supported by consultants. The funds expected to be used for consultant contracts should also be identified. WSDOT requests that a table of all expected consultant contracts also be included in the UPWP.

The Annual Performance and Expenditure Report should clearly identify funds expended (by source and task) compared to the budgeted amount, including a table that summarizes overall budgeted versus actual expended amounts. Significant differences should be accompanied with an explanation for the difference.

## PUBLIC INVOLVEMENT

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Federal and state laws require MPOs and RTPOs to include provisions in the planning process to ensure the involvement of the public in the preparation of regional plans and programs. The SCOG [Public Participation Plan](#) requires that plans and documents are made available to the public online and at the SCOG office.

## FUNDING SOURCES FOR PLANNING ACTIVITIES

All work, including staff time and consultant activities, listed in the unified planning work program are funded by one or more of the following funding sources.

### FEDERAL HIGHWAY ADMINISTRATION

#### 23 USC SECTION 134 (“PL” OR METROPOLITAN PLANNING FUNDS) AND SECTION 133 (SURFACE TRANSPORTATION BLOCK GRANT PROGRAM) GRANT FUNDS

Section 134 federal planning funds are allocated to MPOs by WSDOT for carrying out the metropolitan transportation planning process. These federal funds can be used for up to 86.5% of a project, with a required 13.5% match typically provided by local government dues.

Section 133, the Surface Transportation Block Grant program (STBG), provides flexible funding that may be used by states and localities for projects to preserve and improve the transportation system consistent with regional priorities. STBG funds are allocated to SCOG through the regional project selection process to support the continuous, cooperative and comprehensive transportation planning process. STBG funds can be used for up to 86.5% of a project with a required match of 13.5%.

Refer to Surface Transportation Block Grant Program Funding Breakdown table for estimated STBG funding for SFY 2022 by project.

### FEDERAL TRANSIT ADMINISTRATION

#### 49 USC SECTION 5303 AND 5310 GRANT FUNDS

Section 5303 funds are federal funds allocated to MPOs by WSDOT for multimodal transportation planning in metropolitan areas. SCOG uses a local match of 13.5% based on an agreement with WSDOT.

WSDOT allocates Section 5310 federal funds to RTPOs to aid development of local coordinated public transit-human services transportation plans. These funds do not have a local match requirement.

### WASHINGTON STATE

#### REGIONAL TRANSPORTATION PLANNING ORGANIZATION GRANT FUNDS

Washington state allocates funds to all regional transportation planning organizations in the state in order to perform the required state planning activities. These funds do not have a local match requirement.

## ACCOMPLISHMENTS FROM 2021 UPWP

SCOG fulfilled the majority of tasks in the [SFY 2021 UPWP](#) with the support of local, state and federal partners. Accomplishments of note follow.

### ACCOMPLISHMENTS

- [Skagit 2045 Regional Transportation Plan](#)
- [SFY 2020 UPWP Annual Performance and Expenditure Report](#)
- [2021–2026 Regional Transportation Improvement Program](#)
- Regional transportation improvement program amendments and administrative modifications
- [2021 Obligation Authority Plan](#)
- [2021 SCOG Operating Budget](#)
- Title VI Update and Accomplishment Report
- [Public Participation Plan annual review](#)
- MPO self-certification process
- Federal functional classification coordination
- [Over 400 traffic counts](#)
- [Regional performance targets for highway safety](#) in coordination with WSDOT – agreeing to plan and program projects to assist with meeting WSDOT statewide targets
- [Regional performance targets for transit safety](#) in coordination with Skagit Transit
- [North Sound Transportation Alliance](#) steering committee participation
- Many statewide planning initiatives
- Transportation element consistency reviews for local comprehensive plans
- [Prioritization of human services transportation projects](#)
- [Invitation to join SCOG for federally recognized Indian tribes](#)
- [List of regional high priority projects](#)
- 2020 SCOG annual report (pending as of March 2021)
- Regional travel demand model update (pending as of March 2021)
- 2020 annual listing of federal obligations (pending as of March 2021)
- Skagit County Walking Trail Guide (pending as of March 2021)
- SFY 2022 UPWP (pending as of March 2021)

## ELEMENT 1: ADMINISTRATION

The Administration work program element focuses on all aspects of agency and personnel management, Transportation Policy Board support, advisory committees support, meeting coordination, budgeting, transportation and land use policy development and review, and annual work program preparation and reporting.

For a cost estimate by work task, refer to the Expenditures by Task table near the end of this document. For a summary of expenditures and revenue by fund type, refer to the Expenditure & Revenue by Fund Type table, which is also near the end of this document.

### WORK TASKS

#### 1.1 MPO & RTPO Administration

**Description:** Manage and administer the unified planning work program, including work program development, schedule, budget, progress and evaluation reports and related documentation. Administration will also include assuring compliance with rules and regulations of funding agencies. Supervise staff and personnel activities. Procure office supplies and furniture. Review and update contracts and agreements. Provide clerical support for general administration and other work program elements. Procure software and hardware, and other technologies and devices as needed. Maintain SCOG's website. Participate at monthly meetings of the Transportation Policy Board, Technical Advisory Committee and other committees as needed. Coordinate and consult with other MPOs and RTPOs on federal, state and regional transportation issues. Prepare 2022 operating budget. Provide continuing education and training opportunities through participation in webinars, conferences and seminars. Prepare the annual self-certification, specifying that MPO functions are being performed in accordance with all applicable requirements. Facilitate public involvement and outreach efforts in accordance with the Title VI Plan and Public Participation Plan. Consult with tribal governments on transportation planning and programming efforts. Engage applicable federally recognized tribal governments in regional governance of SCOG, consistent with [RCW 47.80.050\(2\)](#).

**Responsibilities:** SCOG

**Product:** In October, staff will prepare the 2022 SCOG operating budget. The budget will be adopted prior to calendar year 2022. In October/November, SCOG will submit its self-certification documentation.

**Direct Cost:** Technology-related (hardware, software, etc.) direct costs are expected to total up to \$5,000. Training costs are expected to total up to \$15,000.

#### 1.2 UPWP Annual Preparation and Reporting

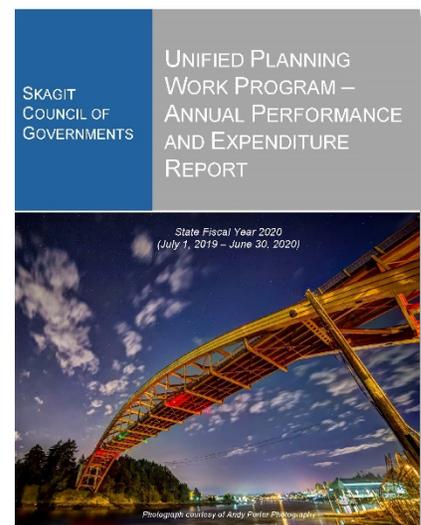
**Description:** Creation of the SFY 2021 UPWP Annual Performance and Expenditure Report per [23 CFR 420.117](#). SCOG will develop the SFY 2023 UPWP in cooperation with WSDOT, Skagit Transit, Federal Highway Administration and Federal Transit Administration.

**Responsibilities:** SCOG (lead), Skagit Transit, WSDOT

**Product:** SCOG will prepare the SFY 2021 Annual UPWP Performance and Expenditure Report in July/August 2021 and the SFY 2022 UPWP in the spring of 2022.

#### 1.3 Legislator Contact

**Description:** Develop and submit Public Disclosure Commission Reports as required. The reports identify all contact with Washington state legislators. All expenses in meeting with federal and state elected and administration officials are paid using local funds. SCOG occasionally visits state legislators in the first or second



month of the Washington state legislature’s regular session. Other contact may occur but it is unknown when this will happen during the UPWP timeframe.

**Responsibilities:** SCOG

**Product:** Quarterly Public Disclosure Commission Reports as necessary.

#### 1.4 Title VI Annual Report

**Description:** Report on Title VI Plan implementation activities through the annual Title VI Update and Accomplishment Report.

**Responsibilities:** SCOG

**Product:** The Title VI Annual Report will be completed by November 2021.

#### 1.5 Public Participation Plan Annual Report

**Description:** Report on Public Participation Plan implementation activities through an annual assessment of public participation at SCOG.

**Responsibilities:** SCOG

**Product:** The Public Participation Plan Annual Report will be completed in June 2021.

## ELEMENT 2: MULTIMODAL PLANNING

The Multimodal Planning work program element focuses on the development, ongoing maintenance and update of the *Skagit 2045 Regional Transportation Plan* – which was adopted March 2021. Additional planning projects are detailed in this section.

For a cost estimate by work task, refer to the Expenditures by Task table, near the end of this document. For a summary of expenditures and revenue by fund type, refer to the Expenditure & Revenue by Fund Type table – also near the end of this document.

### WORK TASKS

#### 2.1 Regional Transportation Plan

**Description:** The Skagit 2045 Regional Transportation Plan (Skagit 2045) – the federal-compliant metropolitan transportation plan and state-compliant regional transportation plan – was adopted in March 2021. An amendment to Skagit 2045 is expected in state fiscal year 2022, as local comprehensive plans are completed in the Skagit region.

**Responsibilities:** SCOG (lead), WSDOT

**Product:** Amendment to Skagit 2045 in SFY 2022.

#### 2.2 Statewide Planning Initiatives

**Description:** Participate in the development and implementation of statewide transportation planning efforts led by WSDOT and the Washington State Transportation Commission, where appropriate. Statewide planning initiatives that SCOG may be involved



with are included in the State Emphasis Areas section of the UPWP. SCOG budgets staff time and other resources every year in the UPWP to participate in these statewide efforts.

**Responsibilities:** WSDOT (lead), SCOG

**Product:** Participation in statewide planning initiatives as needs arise and staffing permits.

### 2.3 Local Transportation Planning

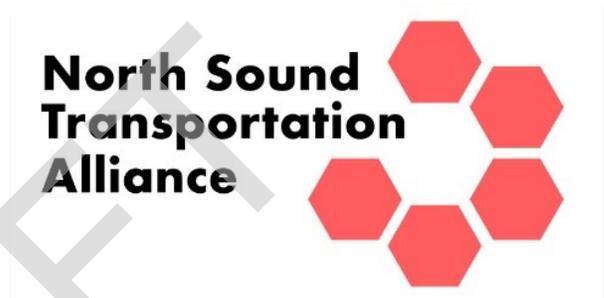
**Description:** Assist local agencies with transportation planning efforts. Refer to Appendix E: Planning Projects by Other Agencies for a description of major planning projects to be conducted by Skagit Transit and WSDOT.

**Responsibilities:** SCOG

**Product:** SCOG will assist with local planning efforts as needed. This is an ongoing work task.

### 2.4 North Sound Transportation Alliance

**Description:** The [\*North Sound Transportation Alliance\*](#) (NSTA, formerly the Farmhouse Gang) is a macro-regional group that focuses on mobility and multimodal issues with stakeholders in Island, San Juan, Snohomish, Skagit and Whatcom counties. The Whatcom Council of Governments provides administration for NSTA, with assistance from SCOG.



**Responsibilities:** Whatcom Council of Governments (lead), SCOG

**Product:** NSTA meeting administration and attendance. Staff support for additional multimodal planning activities that NSTA performs.

### 2.5 Transportation Element Consistency

**Description:** Certify that the transportation element of city/county comprehensive plans and countywide planning policies meet the following requirements:

- a. Reflect the transportation guidelines and principles established in the adopted regional transportation plan and are consistent with other adopted plans;
- b. Conform to the requirements of [RCW 36.70A.070](#); and
- c. Are consistent with Skagit countywide planning policies adopted under [RCW 36.70A.210](#).

**Responsibilities:** SCOG

**Product:** Certification of local transportation elements as necessary.

### 2.6 Nondiscrimination Planning

**Description:** SCOG will review planning, programming and project selections to ensure that SCOG decisions do not have a disproportionate adverse impact on protected populations. SCOG will maintain a Title VI complaint log and implement the adopted Title VI Plan to ensure continued nondiscrimination in SCOG's transportation program. In SFY 2022, SCOG will implement actions from a SFY 2020 SCOG assessment of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, to ensure SCOG's continued compliance with these nondiscrimination statutes.

**Responsibilities:** SCOG

**Product:** Implement actions in SFY 2022 from SFY 2020 assessment of SCOG activities to ensure continued compliance with nondiscrimination statutes.

**2.7 Non-Motorized Transportation Planning**

**Description:** The Non-Motorized Advisory Committee (NMAC) is an advisory committee to the Technical Advisory Committee on non-motorized issues. In the summer/autumn of 2021 the Non-Motorized Advisory Committee will organize the annual bicycle and pedestrian count. The NMAC will also distribute the Skagit County Bike Map and Skagit County Walking Trail Guide during SFY 2022. Other NMAC activities for SFY 2022 will be determined after their calendar year 2022 work program is approved by the TAC.

**Responsibilities:** SCOG

**Product:** Conduct regional bicycle and pedestrian counts in September/October 2021. Distribution of bike maps and walking trial guides. Other non-motorized products consistent with approved NMAC work programs.



**2.8 Regional Level of Service Review**

**Description:** Washington state law requires SCOG to “review level of services methodologies used by cities and counties planning under the Growth Management Act to promote a consistent regional evaluation of transportation facilities and corridors” ([RCW 47.80.023](#)). SCOG will document level of service methodologies used by cities and counties in the region and provide recommendations on how to make them more consistent. SCOG will conduct this review after all local comprehensive plan updates are complete. Delays in local comprehensive plan approvals have caused this work task to be delayed for several years.

**Responsibilities:** SCOG

**Product:** SCOG will produce a report detailing the region’s various level of service methodologies in the first quarter of SFY 2022. Product may be delayed if local comprehensive plans are not completed in the expected timeframe.

**2.9 Coordinated Public Transit-Human Services Transportation Plan**

**Description:** The coordinated public transit-human services transportation plan is updated by SCOG every four years. Preparation of this plan will be coordinated with a prioritization of public transit and human services transportation projects under Element 3: Programming & Project Selection.

**Responsibilities:** SCOG (lead), Consultant

**Product:** The Skagit Coordinated Public Transit-Human Services Transportation Plan will be completed by December 2022.

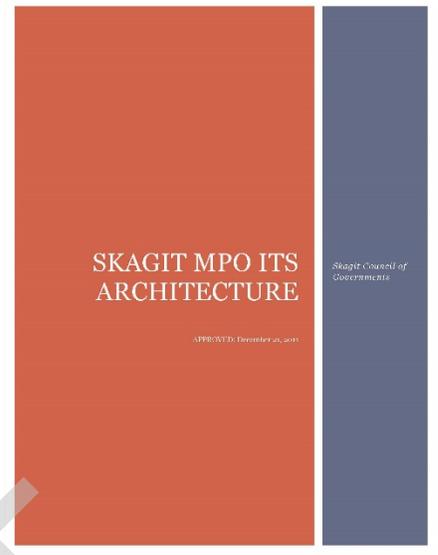
**Direct Cost:** Professional services are estimated at \$20,000 in SFY 2022 for this task.

## 2.10 Intelligent Transportation Systems Architecture

**Description:** Federal regulations require that SCOG develop an intelligent transportation systems architecture to guide the development of intelligent transportation strategies and projects. SCOG adopted the Skagit MPO Intelligent Transportation System Architecture in December 2011. Since then, SCOG has updated its governance agreement and expanded its metropolitan planning area. As such, the intelligent transportation systems architecture should be updated to reflect the new alignment of SCOG's planning area and any existing or planned intelligent transportation systems for the Skagit region.

**Responsibilities:** SCOG

**Product:** The Skagit Intelligent Transportation Systems Architecture will be completed by December 2022.



## 2.11 Public Participation Plan

**Description:** The Public Participation Plan guides engagement activities at SCOG and was last updated in 2017. This 2017 update followed a major update to the plan in 2015, which included an assessment of an earlier public participation plan. Another minor update to the 2017 plan is anticipated in SFY 2022, primarily to address changes with governing bodies, advisory committees and remote meetings.

**Responsibilities:** SCOG

**Product:** The Public Participation Plan will be amended by the third quarter of SFY 2022.

# ELEMENT 3: PROGRAMMING & PROJECT SELECTION

The Programming & Project Selection work program element guides how federally funded and regionally significant transportation projects are selected, prioritized and programmed. The six-year Regional Transportation Improvement Program is updated annually and amended as needed throughout the year. The RTIP is an ongoing process, where funding is programmed to meet regional planning goals as well as federal and state planning emphases. Project selection and prioritization processes typically occur every year.

For a cost estimate by work task, refer to the Expenditures by Task table, near the end of this document. For a summary of expenditures and revenue by fund type, refer to the Expenditure & Revenue by Fund Type table that is also near the end of this document.

## WORK TASKS

### 3.1 Regional Transportation Improvement Program

**Description:** Maintain a fiscally constrained [four-year transportation improvement program](#) – including an additional two-year list of illustrative projects – for regionally significant and federally funded transportation projects.

- a. Prepare the RTIP and transmit applicable projects to WSDOT for inclusion in the Statewide Transportation Improvement Program;
- b. As projects change in funding status or description, prepare amendments to the RTIP in order to program federal funds that become secured or prioritized throughout the year;
- c. Develop RTIP policies and procedures with the goal of programming projects using regionally managed funds (Surface Transportation Program Block Grant and Transportation Alternatives) for all six program years and encouraging timely obligation of federal funds; and

- d. Monitor federal obligations monthly and work with partners to encourage meeting regional obligation authority target.

**Responsibilities:** SCOG

**Product:** The 2022–2027 Regional Transportation Improvement Program will be adopted by SCOG Transportation Policy Board in the fourth quarter of calendar year 2021. SCOG will process [Regional Transportation Improvement Program amendments](#) as needed.

### 3.2 Annual Listing of Obligations

**Description:** Prepare an annual listing of obligated projects, showing Federal Highway Administration and Federal Transit Administration funds obligated in calendar year 2021 for the Skagit region.

**Responsibilities:** SCOG (lead), Skagit Transit, WSDOT

**Product:** Prepare an annual listing of obligated projects by March 2022 and submit to WSDOT.

### 3.3 Project Selection & Prioritization

**Description:** SCOG will have one project prioritization process beginning and one project selection process ending in SFY 2022. The project prioritization process will assign regional priority to projects that will compete in the statewide WSDOT Consolidated Grant Program. Regional priorities will be considered in a statewide evaluation of projects. The project selection process will be for the Surface Transportation Block Grant program and Transportation Alternatives. Through this process, SCOG will select projects for regional funding and program them in the RTIP.

**Responsibilities:** SCOG

**Product:** Select projects for regional STBG and TA funds by the first quarter of SFY 2022. Adopt a regional list of prioritized human services transportation projects by the end of calendar year 2022. All project selection and prioritization decisions will be made by SCOG’s Transportation Policy Board.

### 3.4 List of Regional High Priority Projects

**Description:** SCOG will prepare a list of projects that are regional priorities prior to the 2022 Washington state legislative session. Projects on the list will represent the highest regional priority for state transportation funding.

**Responsibilities:** SCOG

**Product:** Prepare a list of regional high priority projects by December 2021.

## ELEMENT 4: DATA COLLECTION & ANALYSIS

The Data Collection & Analysis work program element focuses on the data SCOG needs for regional transportation planning, programming, project selection and prioritization processes. SCOG maintains databases of regional transportation, employment and housing data. These primarily serve as inputs to the regional travel demand model, but also as a valuable information resource in tracking the performance of the regional transportation system.

SCOG’s regional travel demand model can be used to inform transportation policy decisions. Various funding and project build scenarios can be run in the model to establish a reasonable estimate of what the regional transportation needs will be in the future. The regional transportation plan is based in part on the development of the regional travel demand model. Similarly, member agencies of SCOG utilize the regional model in the development of the transportation elements of their comprehensive plans. In addition to travel demand modeling software, SCOG also utilizes geographic information systems software for cartography and geographic analysis of regional data.

For a cost estimate by work task, refer to the Expenditures by Task table, near the end of this document. For a summary of expenditures and revenue by fund type, refer to the Expenditure & Revenue by Fund Type table, also near the end of this document.

## WORK TASKS

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### 4.1 Regional Performance Targets

**Description:** In cooperation with Skagit Transit and WSDOT, SCOG will continue to develop regional performance targets.

**Responsibilities:** SCOG (lead), WSDOT, Skagit Transit

**Product:** Adopt regional performance targets in SFY 2022. FHWA regional highway safety performance targets are revisited every year by SCOG, and will be adopted by February 2022. Work will begin in SFY 2022 to revisit/revise regional performance targets for Pavement, Bridges, Travel Time Reliability and Freight Movement by October 2022.

### 4.2 Travel Demand Model

**Description:** SCOG completed an update to the regional travel demand model in SFY 2021 to inform the Skagit 2045 Regional Transportation Plan and other transportation planning efforts. The process to update the regional travel demand model began in SFY 2020 with the assistance of a consultant. Work may begin in SFY 2022 to implement model improvements prior to the next regional travel demand model update. Recommendations on model improvement are expected from a consultant in late SFY 2021.

**Responsibilities:** SCOG

**Product:** SCOG may implement regional travel demand model improvements in SFY 2022, pending consultant recommendations in late SFY 2021.

### 4.3 Traffic Counts

**Description:** This task includes a continuation of SCOG's agreement with Skagit County to perform traffic counting services for jurisdictions within Skagit County. Continue to maintain inventory of traffic and vehicle classification counts and travel time studies from all available sources; store data and make available in electronic format. Count bicycle traffic at permanent count locations in Anacortes and Sedro-Woolley.

**Responsibilities:** SCOG, consultant

**Product:** Maintain a library of current traffic counts for Skagit County. Counts will be done throughout the year on both a scheduled and as-needed basis. All counts and other available transportation data will be made available and maintained in an electronic library.

**Direct Cost:** The anticipated cost will be \$32,000 for traffic counts, including a pass-through of \$30,000 for traffic counts and \$2,000 for maintenance of permanent bicycle counters.

### 4.4 Geographic Information Systems

**Description:** Maintain current demographic, roadway infrastructure and other spatial data for mapping and GIS applications. Produce maps and conduct geospatial analysis as necessary to support the work program.

**Responsibilities:** SCOG

**Product:** Provide GIS data and maps as necessary. Continue to increase access to SCOG data through ArcGIS Online and story maps. This is an ongoing work task.

#### 4.5 Highway Functional Classification

**Description:** Update, review and process requests for modifications of the federal highway functional classification system within the region, as necessary. Work with WSDOT to expand federal highway freight designations. Begin preparation for revisiting classifications following the 2020 decennial census, potentially continuing into SFY 2023 and 2024.

**Responsibilities:** WSDOT (lead), SCOG

**Product:** Collaboration with WSDOT on roadway classification issues. This work will be done on an as-needed basis.

#### 4.6 Household Travel Survey

**Description:** The household travel survey studies regional travel behavior and public sentiment for what transportation investments should be made. The project informs the regional travel demand model and provides scientifically valid representation of public preference on regional travel issues. Much of this project had been planned for completion in SFY 2021, but has been postponed into SFY 2022 due to the COVID-19 pandemic and resulting lack of travel.

**Responsibilities:** SCOG, consultant

**Product:** Completed household travel survey by March 2022.

**Direct Cost:** An estimated \$101,200 in Surface Transportation Block Grant program funds will be used for consultant services in SFY 2022.



#### 4.7 Population & Employment Estimates

**Description:** Begin the process to prepare regional estimates of population and employment growth in the Skagit region. Products of this work task will inform local comprehensive plan updates, due in June 2025, and an update to the Skagit 2045 Regional Transportation Plan due in March 2026.

**Responsibilities:** SCOG

**Product:** Request for Proposals/Qualifications issued by the end of SFY 2022 for a consultant contract to prepare population and employment estimates for the Skagit region. SCOG anticipates the consultant contract will begin in SFY 2023.

**EXPENDITURES BY TASK**

SFY 2022 Unified Planning Work Program Proposed Budget			FHWA - PL			FTA - 5303			FTA - 5310	FHWA - STBG			RTPO (State)	Summary			Total	
Element	Number	Description	Total	FHWA (Federal)	Match (Local)	Total	FTA (Federal)	Match (Local)	Total	Total	STBG (Federal)	Match (Local)		Federal	State	Local		
			100.0%	86.5%	13.5%	100.0%	86.5%	13.5%	100%	100.0%	86.5%	13.5%						
Administration	1.1	MPO & RTPO Administration	\$97,200	\$84,100	\$13,100	\$39,200	\$33,900	\$5,300	\$0	\$0	\$0	\$0	\$29,200	\$118,000	\$29,200	\$18,400	\$165,600	
	1.2	UPWP Annual Development and Reporting	\$11,700	\$10,100	\$1,600	\$4,700	\$4,100	\$600	\$0	\$0	\$0	\$0	\$4,000	\$14,200	\$4,000	\$2,200	\$20,400	
	1.3	Legislator Contact	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	1.4	Title VI Annual Report	\$5,000	\$4,300	\$700	\$1,400	\$1,200	\$200	\$0	\$0	\$0	\$0	\$0	\$5,500	\$0	\$900	\$6,400	
	1.5	Public Participation Plan Annual Report	\$3,700	\$3,200	\$500	\$1,600	\$1,400	\$200	\$0	\$0	\$0	\$0	\$0	\$4,600	\$0	\$700	\$5,300	
	<b>Administration Subtotal</b>			<b>\$117,600</b>	<b>\$101,700</b>	<b>\$15,900</b>	<b>\$46,900</b>	<b>\$40,600</b>	<b>\$6,300</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$33,200</b>	<b>\$142,300</b>	<b>\$33,200</b>	<b>\$22,200</b>	<b>\$197,700</b>
Multimodal Planning	2.1	Regional Transportation Plan	\$12,600	\$10,900	\$1,700	\$4,300	\$3,700	\$600	\$0	\$8,000	\$6,900	\$1,100	\$4,200	\$21,500	\$4,200	\$3,400	\$29,100	
	2.2	Statewide Planning Initiatives	\$29,700	\$25,700	\$4,000	\$1,100	\$1,000	\$100	\$0	\$0	\$0	\$0	\$4,400	\$26,700	\$4,400	\$4,100	\$35,200	
	2.3	Local Transportation Planning	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,600	\$0	\$4,600	
	2.4	North Sound Transportation Alliance	\$10,100	\$8,700	\$1,400	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,000	\$8,700	\$3,000	\$1,400	\$13,100
	2.5	Transportation Element Consistency	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,700	\$0	\$4,700	\$4,700	
	2.6	Nondiscrimination Planning	\$15,700	\$13,600	\$2,100	\$7,400	\$6,400	\$1,000	\$0	\$0	\$0	\$0	\$0	\$20,000	\$0	\$3,100	\$23,100	
	2.7	Non-Motorized Transportation Planning	\$16,100	\$13,900	\$2,200	\$2,200	\$1,900	\$300	\$0	\$0	\$0	\$0	\$0	\$1,600	\$15,800	\$1,600	\$2,500	\$19,900
	2.8	Regional Level of Service Review	\$7,200	\$6,200	\$1,000	\$0	\$0	\$0	\$0	\$0	\$3,800	\$3,300	\$500	\$3,100	\$9,500	\$3,100	\$1,500	\$14,100
	2.9	Coordinated Public Transit-Human Services Transportation Plan	\$0	\$0	\$0	\$27,100	\$23,400	\$3,700	\$20,000	\$0	\$0	\$0	\$0	\$0	\$43,400	\$0	\$3,700	\$47,100
	2.10	Intelligent Transportation Systems Architecture	\$10,600	\$9,200	\$1,400	\$3,300	\$2,900	\$400	\$0	\$21,400	\$18,500	\$2,900	\$0	\$30,600	\$0	\$4,700	\$35,300	
	2.11	Public Participation Plan	\$8,900	\$7,700	\$1,200	\$900	\$800	\$100	\$0	\$0	\$0	\$0	\$0	\$8,500	\$0	\$1,300	\$9,800	
<b>Multimodal Planning Subtotal</b>			<b>\$110,900</b>	<b>\$95,900</b>	<b>\$15,000</b>	<b>\$46,300</b>	<b>\$40,100</b>	<b>\$6,200</b>	<b>\$20,000</b>	<b>\$33,200</b>	<b>\$28,700</b>	<b>\$4,500</b>	<b>\$25,600</b>	<b>\$184,700</b>	<b>\$25,600</b>	<b>\$25,700</b>	<b>\$236,000</b>	
Programming & Project Selection	3.1	Regional Transportation Improvement Program	\$12,100	\$10,500	\$1,600	\$4,400	\$3,800	\$600	\$0	\$15,700	\$13,600	\$2,100	\$3,400	\$27,900	\$3,400	\$4,300	\$35,600	
	3.2	Annual Listing of Obligations	\$4,200	\$3,600	\$600	\$1,600	\$1,400	\$200	\$0	\$5,200	\$4,500	\$700	\$0	\$9,500	\$0	\$1,500	\$11,000	
	3.3	Project Selection & Prioritization	\$6,700	\$5,800	\$900	\$15,700	\$13,600	\$2,100	\$0	\$7,700	\$6,700	\$1,000	\$0	\$26,100	\$0	\$4,000	\$30,100	
	3.4	List of Regional High Priority Projects	\$1,100	\$1,000	\$100	\$0	\$0	\$0	\$0	\$5,100	\$4,400	\$700	\$0	\$5,400	\$0	\$800	\$6,200	
<b>Programming &amp; Project Selection Subtotal</b>			<b>\$24,100</b>	<b>\$20,900</b>	<b>\$3,200</b>	<b>\$21,700</b>	<b>\$18,800</b>	<b>\$2,900</b>	<b>\$0</b>	<b>\$33,700</b>	<b>\$29,200</b>	<b>\$4,500</b>	<b>\$3,400</b>	<b>\$68,900</b>	<b>\$3,400</b>	<b>\$10,600</b>	<b>\$82,900</b>	
Data Collection & Analysis	4.1	Regional Performance Targets	\$11,600	\$10,000	\$1,600	\$1,700	\$1,500	\$200	\$0	\$5,400	\$4,700	\$700	\$0	\$16,200	\$0	\$2,500	\$18,700	
	4.2	Travel Demand Model	\$9,500	\$8,200	\$1,300	\$0	\$0	\$0	\$0	\$43,700	\$37,800	\$5,900	\$0	\$46,000	\$0	\$7,200	\$53,200	
	4.3	Traffic Counts	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$38,300	\$33,100	\$5,200	\$0	\$33,100	\$0	\$5,200	\$38,300	
	4.4	Geographic Information Systems	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,600	\$10,900	\$1,700	\$0	\$10,900	\$0	\$1,700	\$12,600	
	4.5	Highway Functional Classification	\$2,300	\$2,000	\$300	\$0	\$0	\$0	\$0	\$16,900	\$14,600	\$2,300	\$0	\$16,600	\$0	\$2,600	\$19,200	
	4.6	Household Travel Survey	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$127,000	\$109,900	\$17,100	\$0	\$109,900	\$0	\$17,100	\$127,000	
	4.7	Population & Employment Forecasts	\$7,900	\$6,800	\$1,100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$9,400	\$6,800	\$9,400	\$1,100	\$17,300
<b>Data Collection &amp; Analysis Subtotal</b>			<b>\$31,300</b>	<b>\$27,000</b>	<b>\$4,300</b>	<b>\$1,700</b>	<b>\$1,500</b>	<b>\$200</b>	<b>\$0</b>	<b>\$243,900</b>	<b>\$211,000</b>	<b>\$32,900</b>	<b>\$9,400</b>	<b>\$239,500</b>	<b>\$9,400</b>	<b>\$37,400</b>	<b>\$286,300</b>	
<b>UPWP Total</b>			<b>\$283,900</b>	<b>\$245,500</b>	<b>\$38,400</b>	<b>\$116,600</b>	<b>\$101,000</b>	<b>\$15,600</b>	<b>\$20,000</b>	<b>\$310,800</b>	<b>\$268,900</b>	<b>\$41,900</b>	<b>\$71,600</b>	<b>\$635,400</b>	<b>\$71,600</b>	<b>\$95,900</b>	<b>\$802,900</b>	

Note: Figures are rounded

## EXPENDITURES & REVENUE BY FUND TYPE

### FEDERAL FUNDS

	Program Fund Source	Element 1: Administration	Element 2: Multimodal Planning	Element 3: Programming & Project Selection	Element 4: Data Collection & Analysis	Est. Total Expenditures	Est. Total Revenue	Est. Carry Forward from 2021	Est. Carry Forward to 2023
<b>SCOG</b>	FHWA PL Federal Funds	\$101,700	\$96,000	\$20,900	\$27,000	<b>\$245,600</b>	\$211,500	\$91,700	<b>\$57,600</b>
	Local Match = 13.5%	\$15,900	\$15,000	\$3,300	\$4,200	\$38,400	\$38,400	N/A	
	FHWA STBG Federal Funds	\$0	\$28,700	\$29,100	\$210,900	<b>\$268,700</b>	\$167,500	\$101,200	<b>\$0</b>
	Local Match = 13.5%	\$0	\$4,500	\$4,500	\$32,900	\$41,900	\$41,900	N/A	
	FTA 5303 Federal Funds	\$40,500	\$40,000	\$18,800	\$1,500	<b>\$100,800</b>	\$52,700	\$53,700	<b>\$5,600</b>
	Local Match = 13.5%	\$6,300	\$6,200	\$2,900	\$200	\$15,600	\$15,600	N/A	
	FTA 5310 Federal Funds	\$0	\$20,000	\$0	\$0	<b>\$20,000</b>	\$40,000	\$0	<b>\$20,000</b>
	<b>Total</b>	<b>\$164,400</b>	<b>\$210,400</b>	<b>\$79,500</b>	<b>\$276,700</b>	<b>\$731,000</b>	<b>\$567,600</b>	<b>\$246,600</b>	<b>\$83,200</b>

Note: Figures are rounded

### STATE FUNDS

	Program Fund Source	Element 1: Administration	Element 2: Multimodal Planning	Element 3: Programming & Project Selection	Element 4: Data Collection & Analysis	Est. Total Expenditures	Est. Total Revenue	Est. Carry Forward from 2021	Est. Carry Forward to 2023
<b>SCOG</b>	RTPO	\$33,200	\$25,600	\$3,400	\$9,400	<b>\$71,600</b>	\$71,600	\$0	N/A
	<b>Total</b>	<b>\$33,200</b>	<b>\$25,600</b>	<b>\$3,400</b>	<b>\$9,400</b>	<b>\$71,600</b>	<b>\$71,600</b>	<b>N/A</b>	<b>N/A</b>

Note: Figures are rounded

## SURFACE TRANSPORTATION BLOCK GRANT FUNDING BREAKDOWN

The following funding table is provided to show how FHWA Surface Transportation Block Grant program funds with local match are estimated to be expended during SFY 2022. The consultant contract began in SFY 2020, continued into SFY 2021 and extends into SFY 2022. SCOG Administration occurs every state fiscal year, with the next one beginning in SFY 2022. Federal funds for the consultant contract have already been obligated through federal authorization, and SCOG anticipates obligation of the SCOG Administration federal funding prior to start of SFY 2022.

	Program Fund Source	Consultant Contract: Household Travel Survey (SFY 2022 est.)	SCOG Admin. (SFY 2022 est.)
<b>SCOG</b>	FHWA STBG (US) Federal Funds	\$101,200	\$167,541
	Local Match = 13.5%	\$15,794	\$26,148
	FHWA STBG (R) Federal Funds	\$0	\$0
	Local Match = 13.5%	\$0	\$0
	<b>Total</b>	<b>\$116,994</b>	<b>\$193,689</b>

Notes: "STBG (US)" is federal Surface Transportation Block Grant program – Urban Small funding; "STBG (R)" is federal Surface Transportation Block Grant program – Rural funding.

## EXPECTED CONSULTANT & AGENCY CONTRACTS

Task	Title	Contract Type	Estimated Cost	Fund Type
<b>2.9</b>	Coordinated Public Transit-Human Services Transportation Plan	Professional Services	\$20,000	FTA 5310
<b>4.3</b>	Traffic Counts	Interlocal	\$30,000	FHWA - STBG
<b>4.6</b>	Household Travel Survey	Professional Services	\$101,200	FHWA – STBG
<b>Total</b>			<b>\$151,200</b>	

Note: Figures are rounded

## CONTACT INFORMATION

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## Appendix A: BOARD MEMBERSHIP

### SKAGIT COUNCIL OF GOVERNMENTS TRANSPORTATION POLICY BOARD

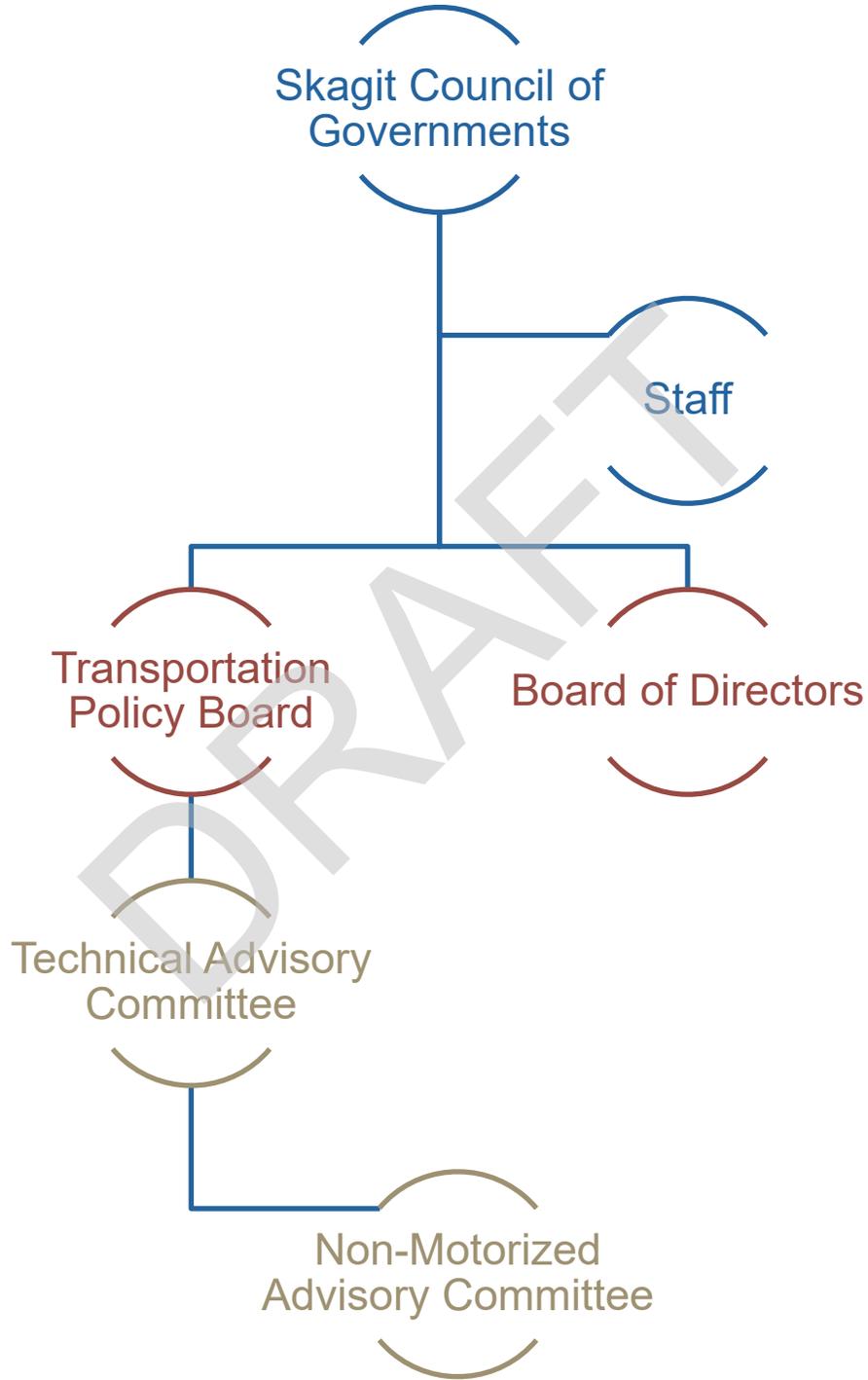
The Transportation Policy Board makes regional transportation decisions for the MPO and RTPO. The responsibilities of the Transportation Policy Board include approval of planning documents and programs as well as establishing regional transportation planning policies.

**TRANSPORTATION POLICY BOARD MEMBER JURISDICTIONS:**

City of Anacortes	Port of Skagit County	Town of Concrete
City of Burlington	Port of Anacortes	Town of Hamilton
City of Mount Vernon	Samish Indian Nation	Town of La Conner
City of Sedro-Woolley	Swinomish Indian Tribal Community	Town of Lyman
Skagit County		WSDOT

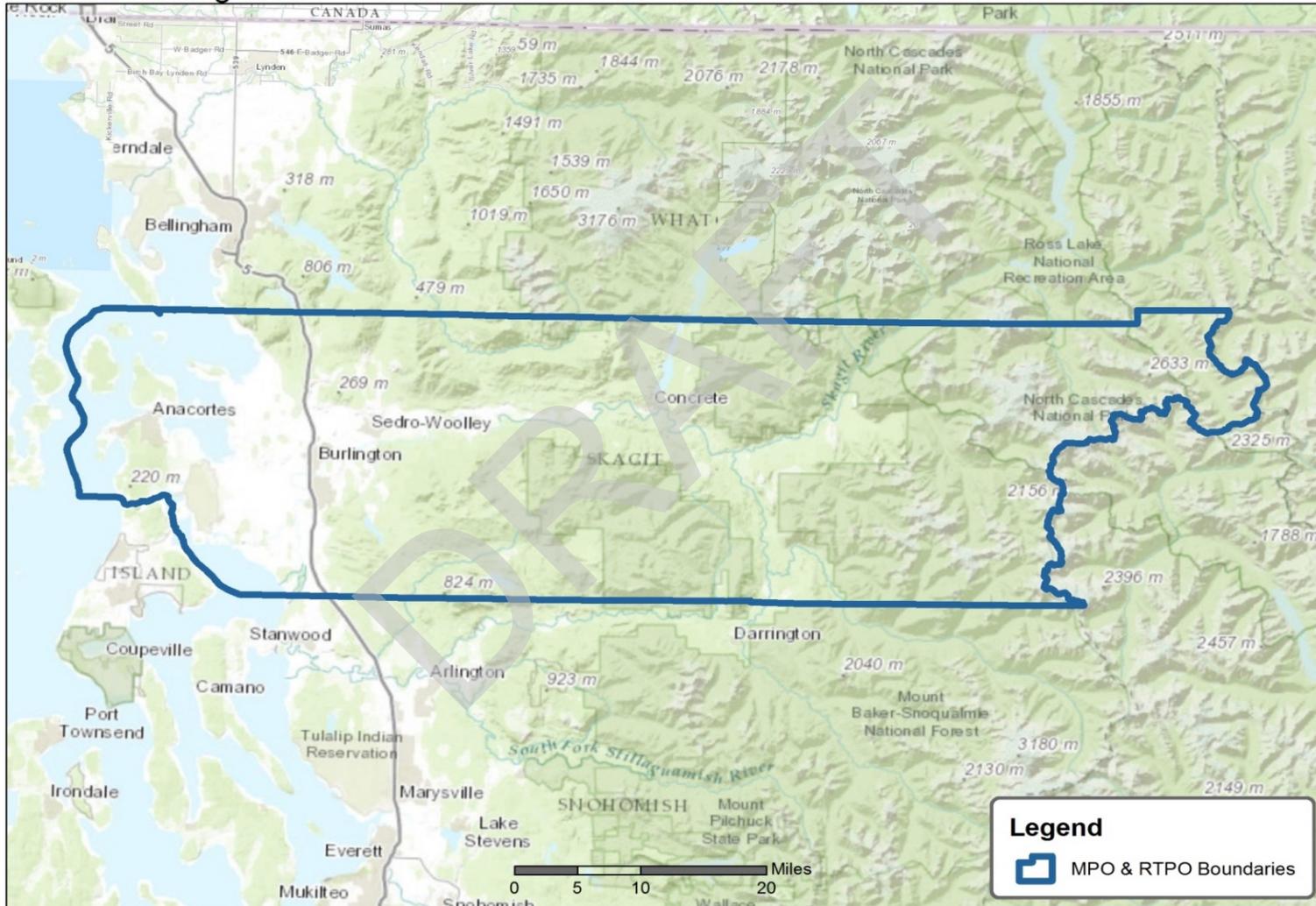
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**Appendix B: ORGANIZATIONAL STRUCTURE**



# Appendix C: MPO & RTPO PLANNING AREA

SCOG Planning Area



## Appendix D: CORE PROGRAMS AND FUNCTIONS

Administration	Multimodal Planning	Programming & Project Selection	Data Collection & Analysis
<ul style="list-style-type: none"> <li>• MPO &amp; RTPO Administration</li> <li>• Training</li> <li>• Annual Budget</li> <li>• Annual Reports</li> <li>• Unified Planning Work Program</li> <li>• Governance</li> </ul>	<ul style="list-style-type: none"> <li>• Regional Transportation Plan</li> <li>• Corridor Studies</li> <li>• Statewide Planning Initiatives</li> <li>• Coordinated Public Transit-Human Services Transportation Plan</li> <li>• Transportation Element Consistency</li> <li>• Regional Level of Service</li> <li>• Nondiscrimination Planning</li> <li>• Intelligent Transportation System Architecture</li> <li>• Participation Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Regional Transportation Improvement Program</li> <li>• Transportation Alternatives Project Selection</li> <li>• Human Services Project Prioritization</li> <li>• Surface Transportation Block Grant Program Project Selection</li> <li>• Highway Infrastructure Program Project Selection</li> <li>• Annual Listing of Obligations</li> </ul>	<ul style="list-style-type: none"> <li>• Travel Demand Model</li> <li>• Traffic Counts</li> <li>• Geographic Information Systems</li> <li>• Highway Functional Classification</li> <li>• Regional Performance Targets</li> </ul>

MPO (Federal)

RTPO (State)

MPO & RTPO

## Appendix E: PLANNING PROJECTS BY OTHER AGENCIES

### SKAGIT TRANSIT

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#### 2021 TRANSIT DEVELOPMENT PLAN

As per [RCW 35.58.2795](#), Skagit Transit updates a six-year Transit Development Plan (TDP) every year for submittal to WSDOT by September 1<sup>st</sup>. The TDP identifies proposed service changes and capital projects over a six-year period and provides the public an opportunity to comment on these planned activities.

*Schedule:* May–August 2021

*Funding:* Local funds

#### I-5 COUNTY CONNECTOR DEMAND MANAGEMENT

The County Connector service that is currently provided in NW Washington will need to adapt to growth in the region. Skagit Transit, as part of the North Sound Transportation Alliance, which is a collective of public and private agencies serving the five counties of NW Washington, will conduct a consultant led study of intercountry travel on public transportation in our region. This study would look at expected growth in usage and make recommendations related to service levels and infrastructure necessary to meet the anticipated demand.

*Schedule:* Calendar year 2021–2022

*Funding:* WSDOT funds

### WSDOT

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#### I-5 OPERATIONS & DEMAND MANAGEMENT STUDY

Washington's transportation system is evolving and growing; and to meet that need WSDOT will initiate a study assessment on Interstate 5 through Mount Vernon and the Burlington area to identify what is working well and what actions are needed to address the growing demands on the transportation system. Strategies and solutions will first consider measures that improve and enhance the operating capacity of the system through the deployment of intelligent transportation systems and demand management options to meet near and long-term needs.

*Schedule:* Calendar year 2020–2021

*Funding:* WSDOT funds

#### TRANSPORTATION NETWORK PRIORITY ALIGNMENT

Working with our partners, WSDOT will work towards identifying important network connection improvements to state's highways in Skagit County. The proposed effort will identify priority intersections and with our partners for inclusion within the transportation element and capital facility plans of local comprehensive plans to address access and economic vitality in the county. The evaluation will consider growth policies, land use characteristics and travel patterns.

*Schedule:* Calendar year 2020–2021

*Funding:* WSDOT funds

SR 20 FISH PASSAGE & HABITAT IMPROVEMENT STUDY

Northwest Region/Mount Baker Area is producing a corridor study to facilitate the delivery of the fish passage delivery program in Northwest Region. Fish passage barrier projects are developed and coordinated with the community, public agencies, tribal governments, and other stakeholders in compliance with agency policies, procedures, and practices. WSDOT will develop a corridor plan, which will result in the removal of barriers to salmon and improve habitat on the SR 20 corridor.

*Schedule:* Calendar year 2021–2022

*Funding:* WSDOT funds

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## Appendix F: LONG-TERM WORK SCHEDULE

### STATE FISCAL YEAR 2023–2026 WORK SCHEDULE

Several work tasks are anticipated past the one-year timeframe of the UPWP. Work tasks that appear on every UPWP are excluded. Some of the work tasks begin in SFY 2022 and carryover into future work programs while others begin after SFY 2022. The long-term work schedule is not intended to be a comprehensive list of all future work tasks. Work tasks anticipated from SFY 2023–2026 are included in the following table.

Work Task	Description	Consultant Contract	State Fiscal Year			
			2023	2024	2025	2026
Assessment of RTPO Certification Program	Some elements of the RTPO certification program are over 20 years old and were generated when the Skagit region was a sub-RTPO. This work task includes an in-depth review of the RTPO certification program that SCOG conducts. Potential changes in the Growth Management Act over the next couple years may impact this work task.		Complete			
Assessment of Regional Travel Demand Model	This work task will be informed by the outcome of the Household Travel Survey, which will be completed in calendar year 2021. A thorough review of SCOG's existing regional travel demand model will be conducted. Recommendations may include changes to the model.	✓	Begin	Complete		
Population & Employment Forecasts	Forecasts will be generated following OFM forecast schedule and requirements for local comprehensive plans. Cities, towns and counties may utilize these forecasts in their comprehensive plan processes. Forecasts will also inform the next update to the metropolitan-regional transportation plan, and the next scheduled update in 2026.	✓	Begin	Complete		
Regional Transportation Resiliency Study	A study to inform how SCOG may implement a resilience focus in its plans and programs. This study would seek to understand natural hazard risk and exposure in the Skagit region, as well as pilot analysis methods for future use.	✓	Begin	Complete		
Major Update to Skagit 2045 Regional Transportation Plan	An update to the metropolitan-regional plan is completed every five years. This is anticipated to be a major update to the plan. The tentative completion date is March 2026.	✓			Begin	Complete