

## SKAGIT COUNCIL OF GOVERNMENTS TECHNICAL ADVISORY COMMITTEE MEETING

May 4, 2023 – 1:30 p.m.

[GoToMeeting](#)

Dial In: 1 (866) 899-4679

Access Code: 665-463-029

### AGENDA

1. Call to Order and Roll Call
2. [April 6, 2023 Technical Advisory Committee Meeting Minutes](#)
3. [May Regional Transportation Improvement Program Amendment](#) – *Mark Hamilton*
4. [Unified Planning Work Program for State Fiscal Year 2024](#) – *Mark Hamilton*
5. [Regional Performance Targets for Pavement, Bridges, Travel Time and Freight Reliability](#) – *Grant Johnson*
6. I-5 Skagit Transportation Study – *John Shambaugh, WSDOT*
7. [Quarterly Obligation Report](#) – *Mark Hamilton*
8. [2023 Obligation Authority Plan](#) – *Mark Hamilton*
9. Redistributed Obligation Authority List of Projects – *Mark Hamilton*
10. In-person Project Presentations at Skagit Station by Project Sponsors on May 23, 2023 – *Mark Hamilton*
11. Roundtable and Open Topic Discussion
12. Next Meeting: June 1, 2023, 1:30 p.m.
13. 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](#)

## 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

April 6, 2023  
GoToMeeting Remote Meeting

## AGENCIES REPRESENTED

- City of Anacortes.....Henry Hash, Steve Lange
- City of Mount Vernon ..... Bill Bullock
- City of Sedro-Woolley ..... Mark Freiberger
- Samish Indian Nation..... Jon Barrett
- Skagit County ..... Grace Kane, Forrest Jones
- Port of Anacortes.....John Dumas
- Skagit Transit..... Marcy Smith
- Washington State Department of Transportation ..... John Shambaugh, Mehrdad Moini

## STAFF PRESENT

- Skagit Council of Governments ..... Kevin Murphy, Mark Hamilton, Grant Johnson

## OTHERS PRESENT

No one else was present at the meeting.

## AGENDA

1. Call to Order: 1:32 p.m.  
  
Roll Call: Roll was taken with a quorum present.
2. March 2, 2023 Technical Advisory Committee Meeting Minutes: Mr. Bullock moved to approve the March 2, 2023 Technical Advisory Committee meeting minutes, and Mr. Barrett seconded the motion. The motion carried unanimously.
3. April Regional Transportation Improvement Program Amendments: Mr. Hamilton presented this agenda item. He explained that two proposed Regional Transportation Improvement Program (RTIP) amendments were submitted for April: one by the City of Burlington and one by Skagit Transit. He stated that the City of Burlington’s SR 20/Skagit Street Signalization Project had an approved appeal by the Transportation Policy Board in March, and that this amendment is to add the project back to the RTIP. He explained that the project was originally programmed in 2022, but the construction phase did not receive federal authorization last year and was deprogrammed this year. Mr. Hamilton said that Skagit Transit’s Purchase of Replacement Vanpool Vehicles project is to add the project back to the RTIP because there are remaining Federal Transit Administration funds that

Skagit Transit already received and intends to move to this project, which requires that the project be reprogrammed in the RTIP before the additional project funding can receive federal authorization.

Mr. Freiburger motioned to recommend approval of the April Regional Transportation Improvement Program Amendments to the Transportation Policy Board, as presented. Mr. Lange seconded the motion and it carried unanimously.

4. Unified Planning Work Program for State Fiscal Year 2024: Mr. Hamilton presented this agenda item. He explained that this is a required document that SCOG puts together every year, and that the next state fiscal year begins on July 1. He then gave an overview of the Unified Planning Work Program (UPWP) creation and review process, and briefed key portions of the UPWP to committee members. A key area of emphasis was the breakdown of what funds are received, and to which UPWP elements and work tasks funds are dedicated. He stated that the Transportation policy Board is expected to act on the UPWP in May and that it would be coming back to the committee next month for a recommendation.

Committee members did not provide any feedback on this agenda item.

5. 2023 Obligation Authority Plan: This agenda item was presented by Mr. Hamilton. He stated that at the last committee meeting it was briefed that there was a substantial gap in obligation authority for the year and that no projects had moved forward via gap strategies #1-3. SCOG staff moved ahead with Gap Strategy #4 and looked at projects that had previously been awarded SCOG funding through the project selection process that may have need for additional funding, consistent with adopted procedures in the RTIP related to obligation authority. Eligible project sponsors were contacted, and many projects were identified for additional funding. Project sponsors are being encouraged to obligate the funding by July 1, 2023 if possible because SCOG could be eligible for additional funding if the regional obligation authority target is met by that date. Mr. Hamilton acknowledged it would be challenging to meet the target by July 1 given the size of the regional obligation authority gap, but encouraged early obligation none the less.

Mr. Bullock asked if the gap strategy policy could be changed in the RTIP to allow contingency list projects to be eligible for additional funds under Gap Strategy #4. Mr. Hamilton stated that SCOG staff have discussed this possibility and expect this may become a change to the RTIP next year, to expand projects eligible for additional funding by considering contingency list projects as well as projects that have received funding through the Transportation Alternatives set-aside and the Carbon Reduction Program, both of which were ineligible this year.

6. Redistributed Obligation Authority List of Projects: Mr. Hamilton presented this agenda item. He stated that SCOG may want to create a list of projects that could make use of redistributed obligation authority funds, as SCOG did in 2022. SCOG just used Gap Strategy #4 to give additional contingent funding to many projects, so the current list of projects is likely very small that would qualify for redistributed obligation authority. Staff proposes putting a list together if the Skagit region will clearly meet the regional obligation authority target by July 1, which appears unlikely at this point due primarily to a \$1.7 million deobligation received in February. He then spoke with project sponsors about the likelihood of projects in the 2023 Obligation Authority Plan obligating funding prior to July 1. Project sponsors at the meeting provided updates on their projects. Of the projects on the list of Extensions and Appeals, only the R Avenue Long Term Improvements and Tommy Thompson Trail Trestle and Causeway Replacement projects are likely to receive federal authorization prior to

July 1, according to project sponsors in attendance at the meeting. All Extensions and Appeals projects have until the end of calendar year 2023 to obligate federal funding, consistent with adopted RTIP procedures.

Mr. Murphy reminded committee members that redistributed obligation authority is new money for the Skagit region, unlike the money that had been distributed via Gap Strategy #4, so delivering projects on time and meeting that regional obligation authority target by July 1 could bring new funds into the region.

- 7. Regional Performance Targets for Pavement, Bridges, Travel time and Freight Reliability: This agenda item was presented by Mr. Johnson. He stated that the Skagit region is required to set performance targets for pavement, bridges, travel time and freight reliability, and the last time SCOG had gone through this process was in 2018. On December 16, 2022 the Washington State Department of Transportation set new performance targets for these subjects, and now the Skagit region has 180 days from that date to set its own targets. He explained that there are two courses of action, which are: (1) to set quantifiable targets for the Skagit region; or (2) to agree to plan and program projects in the Skagit region to contribute toward the accomplishment of statewide performance targets. He then went on to give an overview of each type of performance target, including calendar year 2022 data for each target and supporting regional inventories. He stated that SCOG staff created a webmap for the bridge and pavement condition targets, which is linked in the meeting documents and on SCOG’s website homepage.

Committee members did not provide any feedback on this agenda item.

- 8. In-person Project Presentations by Project Sponsors on May 23, 2023: Mr. Hamilton reminded committee members that applicants for the regional project selection process will be giving in-person presentations of their projects on May 23, 2023. The location of the meeting is still to be determined but will be at either the SCOG offices or the Skagit Station meeting room. He stated that information will be distributed to committee members once the location is determined.
- 9. Roundtable and Open Topic Discussion: Technical Advisory Committee members provided project updates for their jurisdictions.
- 10. Next Meeting: May 4, 2023, 1:30 p.m.
- 11. Adjourned: 2:53 p.m.

Attest:

\_\_\_\_\_  
Mark Hamilton, Senior Transportation Planner  
Skagit Council of Governments

Date: \_\_\_\_\_

## ACTION ITEM X.X. – MAY REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM AMENDMENT

### Document History

MEETING	DATE	TYPE OF ITEM	STAFF CONTACT	PHONE
Technical Advisory Committee	05/04/2023	Review and Recommendation	<a href="#">Mark Hamilton</a>	(360) 416-7876
Transportation Policy Board	05/17/2023	Action	<a href="#">Mark Hamilton</a>	(360) 416-7876

### RECOMMENDED ACTION

Skagit Council of Governments (SCOG) staff and Technical Advisory Committee recommend approval of the following Regional Transportation Improvement Program (RTIP) amendment:

- Skagit County
  - Guemes Island Ferry Operating Costs: this amendment adds this project to the RTIP. The project utilizes \$350,740 in Ferry Boat Program funds from the Federal Highway Administration, with a \$148,413 match. These federal funds are formula funds received by Skagit County for the Guemes Island Ferry.

### FISCAL CONSTRAINT

The Regional Transportation Improvement Program is fiscally constrained in the 2023–2026 program years.

### PUBLIC PARTICIPATION

A public comment period began on April 27 and ended on May 5.

**Agency** Skagit Co.

**Project Title** Guemes Island Ferry Operating Costs

**Description** Guemes Ferry Operating Cost.



**Road Name** N/A

**Begin Termini** N/A

**End Termini** N/A

**Total Project Length**

**Improvement Type** Ferry Boats

**Functional Class** No Functional Classification

**Environmental Type** Categorical Exclusion

**Priority Number** 1

**Amendment Number**

**Amendment Date**

**Total Project Cost** \$499,153

**Regionally Significant**  **Right-of-Way Required**

**STIP ID** WA-15048

**WSDOT PIN**

**Federal Aid Number**

**SCOG ID**

**Agency ID**

**Hearing Date** 4/25/2023

**Adoption Date** 4/25/2023

**Resolution Number** R20230072

Phase Obligation Schedule

Phase	Phase Start	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total	Date Programmed
ALL	2023	FBP	\$350,740		\$0	\$148,413	\$499,153	5/17/2023
<b>Total</b>			<b>\$350,740</b>		<b>\$0</b>	<b>\$148,413</b>	<b>\$499,153</b>	



## Financial Feasibility Table

Funding Program	Carryover	2023			2024			2025			2026			4-Year Allocation	4-Year Programmed	4-Year Difference
		Estimated Allocation	Available	Pro-programmed	Estimated Allocation	Available	Pro-programmed	Estimated Allocation	Available	Pro-programmed	Estimated Allocation	Available	Pro-programmed			
<b>Regionally Managed Federal Funds</b>	<b>\$1,403</b>	<b>\$1,979</b>	<b>\$3,382</b>	<b>\$2,870</b>	<b>\$1,979</b>	<b>\$2,492</b>	<b>\$1,453</b>	<b>\$1,979</b>	<b>\$3,018</b>	<b>\$2,044</b>	<b>\$1,979</b>	<b>\$2,954</b>	<b>\$2,085</b>	<b>\$9,320</b>	<b>\$8,451</b>	<b>\$869</b>
STBG	\$1,358	\$1,741	\$3,099	\$2,709	\$1,741	\$2,131	\$1,412	\$1,741	\$2,461	\$1,822	\$1,741	\$2,380	\$2,085	\$8,323	\$8,028	\$295
TA	\$44	\$238	\$283	\$161	\$238	\$360	\$41	\$238	\$557	\$222	\$238	\$573	\$0	\$997	\$424	\$573

<b>Other Federal Funds &amp; State Funds</b>	<b>\$0</b>	<b>\$127,253</b>	<b>\$127,253</b>	<b>\$127,253</b>	<b>\$57,333</b>	<b>\$57,333</b>	<b>\$57,333</b>	<b>\$59,713</b>	<b>\$59,713</b>	<b>\$59,713</b>	<b>\$29,087</b>	<b>\$29,087</b>	<b>\$29,087</b>	<b>\$273,386</b>	<b>\$273,386</b>	<b>\$0</b>
5307	\$0	\$5,494	\$5,494	\$5,494	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$15,994	\$15,994	\$0
5339	\$0	\$113	\$113	\$113	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$113	\$113	\$0
BR	\$0	\$5,677	\$5,677	\$5,677	\$1,490	\$1,490	\$1,490	\$14,874	\$14,874	\$14,874	\$4,612	\$4,612	\$4,612	\$26,654	\$26,654	\$0
DEMO	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,740	\$1,740	\$1,740	\$1,740	\$1,740	\$0
FBP	\$0	\$351	\$351	\$351	\$638	\$638	\$638	\$0	\$0	\$0	\$0	\$0	\$0	\$988	\$988	\$0
FTA Discretionary	\$0	\$2,500	\$2,500	\$2,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,500	\$2,500	\$0
HSIP	\$0	\$1,550	\$1,550	\$1,550	\$8,775	\$8,775	\$8,775	\$0	\$0	\$0	\$0	\$0	\$0	\$10,325	\$10,325	\$0
NHFP	\$0	\$2,415	\$2,415	\$2,415	\$1,754	\$1,754	\$1,754	\$389	\$389	\$389	\$4,506	\$4,506	\$4,506	\$9,064	\$9,064	\$0
NHPP	\$0	\$239	\$239	\$239	\$12,158	\$12,158	\$12,158	\$5,064	\$5,064	\$5,064	\$8,112	\$8,112	\$8,112	\$25,572	\$25,572	\$0
PROTECT	\$0	\$5,449	\$5,449	\$5,449	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,449	\$5,449	\$0
STBG(S)	\$0	\$2,005	\$2,005	\$2,005	\$6,412	\$6,412	\$6,412	\$18,240	\$18,240	\$18,240	\$108	\$108	\$108	\$26,764	\$26,764	\$0
TTP	\$0	\$49	\$49	\$49	\$0	\$0	\$0	\$0	\$0	\$0	\$1,155	\$1,155	\$1,155	\$1,204	\$1,204	\$0
CRAB	\$0	\$839	\$839	\$839	\$7,821	\$7,821	\$7,821	\$0	\$0	\$0	\$0	\$0	\$0	\$8,660	\$8,660	\$0
CSRF	\$0	\$78,708	\$78,708	\$78,708	\$12,724	\$12,724	\$12,724	\$16,809	\$16,809	\$16,809	\$4,667	\$4,667	\$4,667	\$112,908	\$112,908	\$0
CWA	\$0	\$201	\$201	\$201	\$121	\$121	\$121	\$160	\$160	\$160	\$50	\$50	\$50	\$531	\$531	\$0
MAW	\$0	\$14,000	\$14,000	\$14,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$14,000	\$14,000	\$0
MVA	\$0	\$4,580	\$4,580	\$4,580	\$1,941	\$1,941	\$1,941	\$678	\$678	\$678	\$242	\$242	\$242	\$7,440	\$7,440	\$0
Other	\$0	\$3,085	\$3,085	\$3,085	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,085	\$3,085	\$0
TIB	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$395	\$395	\$395	\$395	\$395	\$0

<b>Matching Funds</b>	<b>\$0</b>	<b>\$19,196</b>	<b>\$19,196</b>	<b>\$19,196</b>	<b>\$5,282</b>	<b>\$5,282</b>	<b>\$5,282</b>	<b>\$4,277</b>	<b>\$4,277</b>	<b>\$4,277</b>	<b>\$4,964</b>	<b>\$4,964</b>	<b>\$4,964</b>	<b>\$33,719</b>	<b>\$33,719</b>	<b>\$0</b>
Local	\$0	\$19,196	\$19,196	\$19,196	\$5,282	\$5,282	\$5,282	\$4,277	\$4,277	\$4,277	\$4,964	\$4,964	\$4,964	\$33,719	\$33,719	\$0

<b>Total</b>	<b>\$1,403</b>	<b>\$148,428</b>	<b>\$149,831</b>	<b>\$149,319</b>	<b>\$64,595</b>	<b>\$65,107</b>	<b>\$64,068</b>	<b>\$65,969</b>	<b>\$67,008</b>	<b>\$66,034</b>	<b>\$36,030</b>	<b>\$37,005</b>	<b>\$36,136</b>	<b>\$316,425</b>	<b>\$315,556</b>	<b>\$869</b>
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# ACTION ITEM X.X. – RESOLUTION 2023-XX TO ADOPT UNIFIED PLANNING WORK PROGRAM FOR STATE FISCAL YEAR 2024

## Document History

MEETING	DATE	TYPE OF ITEM	STAFF CONTACT	PHONE
Technical Advisory Committee	04/06/2023	Discussion	<a href="#">Mark Hamilton</a>	(360) 416-7876
Transportation Policy Board	04/19/2023	Discussion	<a href="#">Mark Hamilton</a>	(360) 416-7876
Technical Advisory Committee	05/04/2023	Recommendation	<a href="#">Mark Hamilton</a>	(360) 416-7876
Transportation Policy Board	05/17/2023	Action	<a href="#">Mark Hamilton</a>	(360) 416-7876

## RECOMMENDED ACTION

Skagit Council of Governments (SCOG) staff and Technical Advisory Committee recommend approving Resolution 2023-XX to adopt the state fiscal year 2024 [Unified Planning Work Program](#) (UPWP).

## DISCUSSION

SCOG is responsible for preparing a UPWP that documents the transportation planning work activities and related tasks to be accomplished during state fiscal year 2024 (July 1, 2023 through June 30, 2024). The UPWP identifies planning work tasks, their associated costs and applicable funding sources.

A remote meeting with representatives from the Federal Highway Administration, Federal Transit Administration, Washington State Department of Transportation and SCOG was held on April 13 to review and discuss the draft UPWP. Revisions were made to the draft UPWP by SCOG staff following the meeting. Revisions appear in strikethrough-underline format, with additions underlined in red (“[additions](#)”) and deletions struck in red (“~~deletions~~”).

SCOG staff anticipates that the Transportation Policy Board will take action on the UPWP at the May 17 meeting. The document must be approved no later than the end of June.



# UNIFIED PLANNING WORK PROGRAM

State Fiscal Year

**2024**

July 1, 2023 – June 30, 2024

**DRAFT**

*Adopted by the Transportation Policy Board on May 17, 2023*



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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.

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### PLANNING ORGANIZATION OVERVIEW

Authorized by federal law, metropolitan planning organizations (MPOs) exist throughout the United States in all urban areas with populations greater than 50,000 people. MPOs plan, program and prioritize federal funding used on transportation projects in metropolitan planning 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](#). SCOG leads the development of the region's long-range regional transportation plan and short-range regional transportation improvement program in coordination with the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Washington State Department of Transportation (WSDOT) and stakeholders in the Skagit region.

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. As an RTPO, SCOG convenes cities, towns, Skagit County, Skagit Public Utility District, Skagit Transit, 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) 2024 – July 1, 2023 through June 30, 2024. Work activities included in the UPWP comply with regional policies, goals and objectives. SCOG's Transportation Policy Board reviews and approves the UPWP, with final approval issued by FHWA, FTA and WSDOT.

This document outlines federal and state planning requirements, then presents a work program of planning activities for SFY 2024 that address the requirements and regional priorities. 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 FHWA, FTA, WSDOT and dues from local and tribal 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 projects conducted by other agencies within the Skagit region during the timeframe of the UPWP. Projects in this appendix are typically led by Skagit Transit, the regional public transportation operator and WSDOT, but may be from other agencies in the metropolitan planning area.

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, ~~FHWA, FTA~~ and WSDOT. The Transportation Policy Board will then act on the amended UPWP. If the amendment is approved, it will then be submitted to ~~FHWA, FTA and~~ WSDOT for final approval.

DRAFT

# FEDERAL AND STATE REQUIREMENTS

## FEDERAL PLANNING FACTORS

Federal planning factors emphasize priorities for transportation planning through a process that is continuing, co-operative and comprehensive ([23 USC 134\(h\)](#) and [49 USC 5303\(h\)](#)). The ten factors provide for consideration of projects and strategies that will:

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, housing, 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 tasks selected for SFY 2024, as shown in the following table.

Unified Planning Work Program Work Task	Economic Vitality	System Safety	System Security	Accessibility and Mobility	Environment, Energy, Quality of Life and Consistency	Integration of System	Efficiency	System Preservation	System Resiliency	Enhance Tourism
1.1 – MPO and RTPO Administration	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
1.2 – Unified Planning Work Program	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
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 – Nondiscrimination Planning				✓	✓					
2.6 – Nonmotorized Transportation Planning	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2.7 – Infrastructure Investment and Jobs Act	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2.8 – Public Participation Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2.9 – Regional Level of Service Review	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Unified Planning Work Program Work Task	Economic Vitality	System Safety	System Security	Accessibility and Mobility	Environment, Energy, Quality of Life and Consistency	Integration of System	Efficiency	System Preservation	System Resiliency	Enhance Tourism
2.10 – Transportation Elements and Countywide Planning Policies	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2.11 – Certification Program Assessment	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2.12 – Regional Transportation Resilience Improvement 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 – Growth Projections and Allocations	✓			✓		✓	✓			
4.8 – Urban Area Boundaries	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

## FEDERAL PLANNING EMPHASIS AREAS

The Federal Highway Administration and the Federal Transit Administration jointly issued updated federal planning emphasis areas in 2021. SCOG is asked to identify tasks in the SFY 2024 UPWP that address the following federal planning emphasis areas:

- Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future;
- Equity and Justice40 in Transportation Planning;
- Complete Streets;
- Public Involvement;
- Strategic Highway Network/U.S. Department of Defense Coordination;
- Federal Land Management Agency Coordination;
- Planning and Environment Linkages; and
- Data in Transportation Planning.

Federal planning emphasis areas are detailed in a [December 30, 2021 letter](#) from FHWA and FTA.

## 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. **Preservation** – To maintain, preserve, and extend the life and utility of prior investments in transportation systems and services, including the state ferry system;



2. **Safety** – To provide for and improve the safety and security of transportation customers and the transportation system;
3. **Stewardship** – To continuously improve the quality, effectiveness, resilience and efficiency of 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. **Economic Vitality** – To promote and develop transportation systems that stimulate, support, and enhance the movement of people and goods to ensure a prosperous economy; and
6. **Environment** – To enhance Washington’s quality of life through transportation investments that promote energy conservation, enhance healthy communities, and protect the environment.

Revisions were made to the policy goals in 2021 emphasizing that **Preservation** and **Safety** are priorities.

Washington state transportation system policy goals are addressed through various work activities selected for SFY 2024, as shown in the following table.

Unified Planning Work Program Work Task	Preservation	Safety	Stewardship	Mobility	Economic Vitality	Environment
1.1 – MPO and RTPO Administration	✓	✓	✓	✓	✓	✓
1.2 – Unified Planning Work Program	✓	✓	✓	✓	✓	✓
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 – Nondiscrimination Planning			✓	✓		✓
2.6 – Nonmotorized Transportation Planning	✓	✓	✓	✓	✓	✓
2.7 – Infrastructure Investment and Jobs Act	✓	✓	✓	✓	✓	✓
2.8 – Public Participation Plan	✓	✓	✓	✓	✓	✓
2.9 – Regional Level of Service Review	✓	✓	✓	✓	✓	
2.10 – Transportation Elements and Countywide Planning Policies	✓	✓	✓	✓	✓	
2.11 – Certification Program Assessment	✓	✓	✓	✓	✓	✓
2.12 – Regional Transportation Resilience Improvement Plan	✓	✓	✓	✓	✓	✓
3.1 – Regional Transportation Improvement Program	✓	✓	✓	✓	✓	✓
3.2 – Annual Listing of Obligations	✓	✓	✓	✓	✓	✓
3.3 – Project Selection and 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	✓	✓	✓	✓	✓	✓

Unified Planning Work Program Work Task	Preservation	Safety	Stewardship	Mobility	Economic Vitality	Environment
4.7 – Growth Projections and Allocations	✓		✓	✓	✓	
4.8 – Urban Area Boundaries	✓	✓	✓	✓	✓	

Among RTPO duties ([RCW 47.80.023](#)) is preparing a regional transportation plan that is consistent with countywide planning policies and county, tribal, 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.

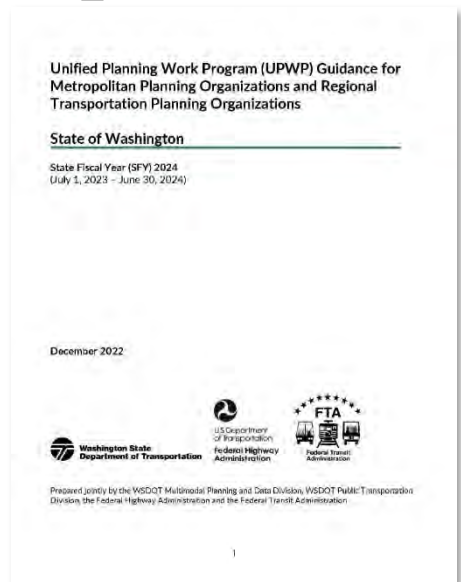
## STATE PLANNING EMPHASIS AREAS

The following state planning 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 2024.

### ADMINISTRATIVE

WSDOT requests that MPOs and RTPOs consider the following:

- Update RTPO Duties:** The Tribal and Regional Integrated Planning Office looks forward to continuing the effort to assess, analyze, and potentially adjust the duties of RTPOs as found in RCW 47.80. We want to work closely with RTPOs to make sure that we are all aligned on what is expected of RTPOs as well as identify areas where RTPOs can more effectively enhance regional transportation planning.
- Make Public Documents Accessible:** Governing documents should be posted online. Governance documents are public documents and should be easily accessible on the MPO/RTPO 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.
- Make Planning Processes More Inclusive:** WSDOT is committed to combatting racism and is working to enhance diversity, equity, and inclusion efforts. We encourage MPOs and RTPOs to look for ways to make their planning processes more inclusive to members of historically underrepresented groups. Let us know how WSDOT can support your organization in these efforts.



### PLANNING COLLABORATION

WSDOT will be developing multiple statewide plans during SFY 2024. 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 2024 include:

- Statewide Carbon Reduction Strategy:** WSDOT will continue to coordinate with MPOs and RTPOs as it develops the statewide carbon reduction strategy into SFY 2024. The document will identify areas where WSDOT and its partners can work to reduce carbon emissions as well as provide a framework for the use of Carbon Reduction Program funding.

- **Multimodal Planning and Data Division Planning Activities:** WSDOT will be focusing on implementation of the Highway System Plan during the 23-25 biennium, public engagement for the legislatively directed performance-based project evaluation model, and an update of the statewide multimodal transportation plan. MPOs and RTPOs are requested to dedicate resources to coordinate on these efforts during the 23-25 biennium.
- **Public Transportation Division Planning Activities:** WSDOT's Public Transportation Division will be working on the State Transportation Demand Management Plan, the State Commute Trip Reduction Plan, and local Commute Trip Reduction plans, all of which will inform the development of the Statewide Public Transportation Plan. MPOs and RTPOs are encouraged to dedicate some resources to coordinate and collaborate with WSDOT's Public Transportation Division as they work on these efforts.
- **Greenhouse Gas Reduction Regulations:** The current administration is eager to implement federal greenhouse gas reduction target setting regulations. We encourage MPOs to work with WSDOT to be prepared to address the regulations if they are implemented.
- **Comprehensive Plan Updates:** Many cities and counties in Washington are ramping up efforts to update their comprehensive plans. WSDOT encourages MPOs and RTPOs to coordinate with WSDOT region planning offices in the review and support of the local agency comprehensive plan transportation elements. [WSDOT has developed a resource page for this effort.](#)
- **Land Use and Transportation:** WSDOT is also working to address the connection between land use and transportation. We encourage MPOs and RTPOs to engage in processes that address demand management and build or enhance transportation efficient communities through coordinated land use decision making.

## URBAN AREAS UPDATE

In SFY 2024 WSDOT will continue to work with MPOs, RTPOs, and FHWA to smooth urban area boundaries and revisit functional classification. With new designations of urban area boundaries, we will need to designate roadways that are at the periphery of the new geographies as either urban or rural. This work is expected to be completed in SFY 2023 but it may carry over into SFY 2024. Please reserve some resources to work with WSDOT as necessary.

## FINANCIAL ACCOUNTING

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.

If an MPO or RTPO anticipates utilizing STBG funds for planning efforts, please include a table in your UPWP that indicates expected STBG obligations and what they will be used for.

## 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. SCOG's [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 through one or more of the following funding sources.

Funding tables, including all funding sources supporting the UPWP, are located near the end of this document. For cost estimates by UPWP work task, refer to the [Expenditures by Task](#) table. For a summary of expenditures and revenue by fund type, refer to the [Expenditures & Revenue by Fund Type](#) table.

### FEDERAL HIGHWAY ADMINISTRATION

#### 23 USC SECTION 133 AND SECTION 134 GRANT FUNDS

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 the [Surface Transportation Block Grant Funding Breakdown](#) table in the UPWP for estimated STBG funding for SFY 2024 by project.

Section 134 federal planning funds, often referred to as “PL” 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.

### 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 planning 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 to perform required state planning activities. These funds do not have a local match requirement.

## 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.

### WORK TASKS

#### 1.1 MPO and 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 2024 operating budget. Provide continuing education and training opportunities through participation in webinars, conferences and seminars. Draft letters of support for transportation projects consistent with applicable policies, plans and programs. 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 2024 SCOG operating budget. The budget will be adopted prior to calendar year 2024. In October/November 2023, SCOG will submit its self-certification documentation.

**Direct Cost:** Technology-related (hardware, software, etc.) direct costs are expected to total up to \$8,900. Travel and training costs are expected to total up to \$25,000.

#### 1.2 Unified Planning Work Program

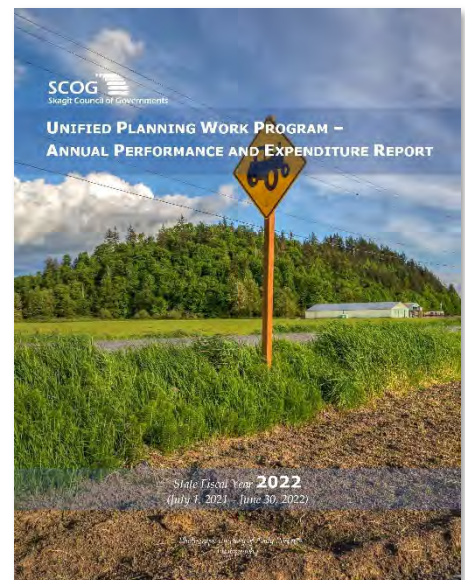
**Description:** Creation of the SFY 2023 UPWP Annual Performance and Expenditure Report per [23 CFR 420.117](#). SCOG will prepare the SFY 2025 UPWP in cooperation with the Federal Highway Administration, Federal Transit Administration, Skagit Transit and WSDOT.

**Responsibilities:** SCOG (lead), Federal Highway Administration, Federal Transit Administration, Skagit Transit, WSDOT

**Product:** SCOG will prepare the SFY 2023 Annual UPWP Performance and Expenditure Report in August/September 2023, and the SFY 2025 UPWP in spring 2024.

#### 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 Accomplishments and Goals Report.

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

**Product:** The Title VI annual report will be completed by November 2023.

#### 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 2024.

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## ELEMENT 2: MULTIMODAL PLANNING

The Multimodal Planning work program element includes regional planning efforts expected in SFY 2024. Many of the plans identified in this element are responsibilities of MPOs and RTPOs, as required by federal law and state law. Additional planning projects and coordination efforts are documented as well.

### 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. Skagit 2045 was amended in July 2022 to improve consistency with local and tribal long-range plans and transportation improvement programs. Another amendment to Skagit 2045 is expected in state fiscal year 2024, as local comprehensive plans are completed in the Skagit region.

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

**Product:** Amendment to Skagit 2045 in SFY 2024.



#### 2.2 Statewide Planning Initiatives

**Description:** Participate in the development and implementation of statewide transportation planning efforts led by WSDOT, and other state agencies, boards and commissions. Anticipated statewide planning initiatives that SCOG may be involved with are included in the State Planning 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 within the Skagit region.

**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 known as 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 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. SCOG will continue implementation of activities from the [Americans with Disabilities Act \(ADA\) Self-evaluation and Program Access Plan](#) completed in SFY 2023. SCOG will also continue implementation of activities from an upcoming Title VI Plan update, with adoption expected in May 2023. The next major updates to the Title VI Plan and ADA Self-evaluation and Program Access Plan are expected to occur in calendar year 2026.

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

**Product:** Conduct ongoing nondiscrimination activities at SCOG during SFY 2024.

## 2.6 Nonmotorized Transportation Planning

**Description:** The Non-Motorized Advisory Committee (NMAC) is an advisory committee to the Technical Advisory Committee on non-motorized issues. The NMAC will be reviewing and recommending updated NMAC bylaws to the Technical Advisory Committee during SFY 2024. Assistance will be provided by the NMAC during SFY 2024 to SCOG member organizations and volunteer groups to improve nonmotorized transportation and safety. Other NMAC activities for SFY 2024 will be determined after their calendar year 2024 work program is approved by the TAC.

**Responsibilities:** SCOG

**Product:** Update to NMAC bylaws and assistance with improving nonmotorized transportation and safety during SFY 2024.

## 2.7 Infrastructure Investment and Jobs Act

**Description:** The federal Infrastructure Investment and Jobs Act was signed into law on November 15, 2021. Many new features of this surface transportation law affect SCOG, specifically the MPO duties that SCOG performs and the federal funding that SCOG receives. The Code of Federal Regulations should be updated during the timeframe of the SFY 2024 UPWP with regulations implementing the new law. SCOG will participate in processes related to implementing the new law and begin to address changes to MPO duties that the new law requires. Implementation activities may occur at the national, statewide and local levels.

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

**Product:** Participation in implementation activities related to the Infrastructure Investment and Jobs Act in SFY 2024 at the national, statewide and local levels.

## 2.8 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 2024, primarily to address changes with governing bodies, advisory committees, remote meetings and new Infrastructure Investment and Jobs Act requirements. The plan update will follow changes in the Code of Federal Regulations, expected in SFY 2024.

**Responsibilities:** SCOG

**Product:** The Public Participation Plan will be amended by June 2024, pending new regulations implementing the Infrastructure Investment and Jobs Act.

## 2.9 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.

**Responsibilities:** SCOG

**Product:** SCOG will produce a report detailing the region’s various level of service methodologies in the first quarter of SFY 2024.

## 2.10 Transportation Elements and Countywide Planning Policies

**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 comprehensive plan transportation elements and countywide planning policies as necessary.

## 2.11 Certification Program Assessment

**Description:** Some elements of the regional transportation planning organization certification program are over 20 years old and were generated when Skagit County was part of the Skagit-Island Regional Transportation Planning Organization. This work task includes an in-depth review of the RTPO certification program that SCOG conducts.

**Responsibilities:** SCOG

**Product:** An assessment of the RTPO certification program will be completed by June 2024.

## 2.12 Regional Transportation Resilience Improvement Plan

**Description:** SCOG will prepare a plan to inform how SCOG may implement a resilience focus in its planning activities and investments. This plan will consider natural hazard risk and exposure on the surface transportation system in the Skagit region, as well as pilot analysis methods for future use. The federal Infrastructure Investment and Jobs Act provides for metropolitan planning organizations, such as SCOG, to optionally prepare a resilience improvement plan as part of the new Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation Program (PROTECT). New rules are expected in the Code of Federal Regulations to implement PROTECT in SFY 2024, and SCOG may expand the scope of the Regional Transportation Resilience Improvement Plan to address these new federal regulations. Additionally, a notice of funding opportunity for PROTECT discretionary funds should be published in spring 2023 by FHWA, and SCOG may consider pursuing additional funding through this program to expand the scope of the project.

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

**Product:** Work on this plan began in SFY 2023, with completion expected in SFY 2025.

**Direct Cost:** An estimated \$35,000 of STBG (US) funds will be used for professional services in SFY 2024 for this work task.

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## 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.

### WORK TASKS

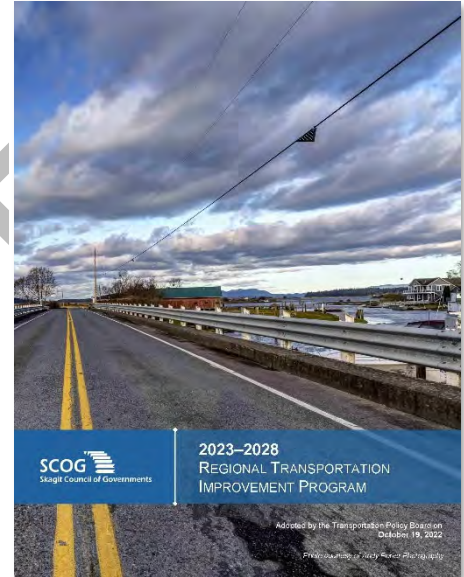
#### 3.1 Regional Transportation Improvement Program

**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 require revision, prepare amendments and administrative modifications to the RTIP to program federal funds that become secured or prioritized throughout the year;
- c. Develop RTIP policies and procedures with a goal of programming projects using regionally managed funds – Surface Transportation Block Grant Program, Transportation Alternatives Set-aside and Carbon Reduction Program – for all six program years;
- d. Encourage timely obligation of federal funds; and
- e. Monitor federal obligations monthly and work with partners to encourage meeting regional obligation authority target.

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

**Product:** The 2024–2029 Regional Transportation Improvement Program will be adopted by SCOG's Transportation Policy Board in October 2023. SCOG will process Regional Transportation Improvement Program amendments and administrative modifications 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 2023 for the Skagit region.

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

**Product:** Prepare an annual listing of obligated projects by March 2024 and submit to WSDOT.

#### 3.3 Project Selection and Prioritization

**Description:** SCOG will have one project selection process concluding in SFY 2024 and one project prioritization process beginning. SCOG's project selection process is for Surface Transportation Block Grant Program, Transportation Alternatives Set-aside and Carbon Reduction Program funding. Through this process, SCOG selects projects for regional funding, and later programs selected projects in the RTIP. SCOG's 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, with WSDOT making project selection decisions – selecting which projects receive funding across Washington.

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

**Product:** Select projects for federal Surface Transportation Block Grant Program, Transportation Alternatives Set-aside and Carbon Reduction Program funding by July 2023. Begin process to prepare a regional list of prioritized human services transportation projects in spring 2024, with the process concluding in SFY 2025.

### 3.4 List of Regional High Priority Projects

**Description:** SCOG will prepare a list of projects that are regional priorities prior to the 2024 Washington state legislative session. Projects on the list will represent the highest regional priorities for state transportation funding.

**Responsibilities:** SCOG

**Product:** Prepare a list of regional high priority projects by December 2023.



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## 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 performance of the regional transportation system. SCOG member organizations rely upon these data maintained by SCOG.

### WORK TASKS

#### 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 2024. FHWA regional highway safety performance targets are revisited every year by SCOG, and will be adopted by February 2024. Other regional performance targets may be revisited by SCOG in SFY 2024 if necessary.

#### 4.2 Travel Demand Model

**Description:** SCOG most recently 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 regional travel demand model is utilized by SCOG on an as-needed basis. Model updates in SFY 2024 may include outputs from a household travel survey that was completed in SFY 2022. Coordination may occur with other MPOs on travel demand modeling during SFY 2024. SCOG staff are updating traffic analysis zones for the regional travel demand model in SFY 2023, and though the work should be completed prior to SFY 2024, it may wrap up in July/August 2024.

**Responsibilities:** SCOG

**Product:** SCOG may implement regional travel demand model improvements in SFY 2024, following consultant recommendations from SFY 2021 and a completed household travel survey in SFY 2022. Conduct analyses using the regional travel demand model as necessary. Provide the model and model documentation upon request to local, regional and statewide partners. Complete update to traffic analysis zones the first quarter of SFY 2024 if work is not complete by the end of SFY 2023.

#### 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. Post process and analyze traffic-count data as necessary.

**Responsibilities:** SCOG (lead), 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:** An estimated \$31,000 of FHWA – PL funds will be used for traffic counts in SFY 2024, including a pass-through of \$30,000 for traffic counts and \$1,000 for maintenance of permanent bicycle counters.



#### 4.4 Geographic Information Systems

**Description:** Maintain current demographic, roadway infrastructure and other spatial data for GIS applications. Produce maps and conduct geospatial analysis as necessary to support the work program. Maintain GIS data through ArcGIS Online and make available through SCOG’s website.

**Responsibilities:** SCOG

**Product:** Provide GIS data and maps as necessary. Conduct geospatial analysis, including geocoding of employment data used for the regional travel demand model and other purposes. Continue to increase access to SCOG data through ArcGIS Online and story maps.

#### 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. Revisit classifications following the 2020 decennial census, potentially continuing into SFY 2025, consistent with a state planning emphasis area suggesting that MPOs review unbuilt proposed routes that have been on the system for six or more years. This work product will be coordinated with work task 4.8, and the resulting adjustments to urban areas which impact how facilities are classified (i.e. urban vs. rural). Timing follows the final rulemaking process of U.S. Census Bureau for urban area boundaries, which concluded in December 2022 with designation of urban areas.

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

**Product:** Collaboration with WSDOT on roadway classification issues. Highway functional classifications updated in the Skagit region in SFY 2024, consistent with changes to urban areas.

#### 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. The household travel survey was completed in SFY 2022 after several delays due to travel impacts associated with the COVID-19 pandemic. Work products for SFY 2024 using household travel survey data will be prepared on an as-needed basis.



**Skagit** Travel Survey  
*Encuesta de Viajes de Skagit*

**Responsibilities:** SCOG

**Product:** Conduct analysis of household travel survey data as needed. Integrate survey data with regional travel demand model in SFY 2024. Develop/refine tools for analyzing household travel survey data in SFY 2024.

#### 4.7 Growth Projections and Allocations

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

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

**Product:** Final projections and allocations of population, housing and employment prepared in SFY 2024. Horizon for products will extend to 2045 for local comprehensive plans and 2050 for the regional transportation plan.



**Direct Cost:** An estimated \$20,000 of FHWA – PL funds will be used for professional services in SFY 2024 for this work task. An additional \$10,000 for consultant services will support the population and employment forecasts project in SFY 2024, with funding provided through the Growth Management Act support work program – a program administered by SCOG separate from the UPWP, and funded through dues from local governments in Skagit County.

#### 4.8 Urban Area Boundaries

**Description:** The U.S. Census Bureau published new urban area boundaries in December 2022, using data from the 2020 decennial census. The term “Urbanized Area” is no longer used by the U.S. Census Bureau to define some urban areas and the Mount Vernon, WA Urbanized Area is now known as the “Mount Vernon, WA Urban Area” and maintains a population of greater than 50,000, which is consistent with the 2000 and 2010 decennial censuses for what was the Mount Vernon, WA Urbanized Area. SCOG will go through a process in SFY to adjust urban areas, which also includes the Anacortes, WA Urban Area. Due to changes in federal criteria, there is no longer an urban area in La Conner.

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

**Product:** Adjustments to the boundaries of two urban areas in SFY 2024, consistent with statewide guidance prepared by WSDOT in cooperation with FHWA.

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## EXPENDITURES BY TASK

Element	Work Task #	Work Task Title	FHWA - PL			FTA - 5303			FTA - 5310	FHWA - STBG			RTPO	Summary			Total
			Total 100.0%	Federal 86.5%	Local 13.5%	Total 100.0%	Federal 86.5%	Local 13.5%	Total 100%	Total 100.0%	Federal 86.5%	Local 13.5%	State 100.0%	Federal	State	Local	
Administration	1.1	MPO and RTPO Administration	\$67,400	\$58,300	\$9,100	\$25,200	\$21,800	\$3,400	\$0	\$45,800	\$39,600	\$6,200	\$11,500	\$119,700	\$11,500	\$18,700	\$149,900
	1.2	Unified Planning Work Program	\$9,100	\$7,900	\$1,200	\$6,200	\$5,400	\$800	\$0	\$0	\$0	\$0	\$3,800	\$13,300	\$3,800	\$2,000	\$19,100
	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	\$4,700	\$4,100	\$600	\$3,500	\$3,000	\$500	\$0	\$0	\$0	\$0	\$0	\$7,100	\$0	\$1,100	\$8,200
	1.5	Public Participation Plan Annual Report	\$3,200	\$2,800	\$400	\$2,400	\$2,100	\$300	\$0	\$0	\$0	\$0	\$0	\$4,900	\$0	\$700	\$5,600
	<b>Subtotal</b>		<b>\$84,400</b>	<b>\$73,100</b>	<b>\$11,300</b>	<b>\$37,300</b>	<b>\$32,300</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$45,800</b>	<b>\$39,600</b>	<b>\$6,200</b>	<b>\$15,300</b>	<b>\$145,000</b>	<b>\$15,300</b>	<b>\$22,500</b>	<b>\$182,800</b>
Multimodal Planning	2.1	Regional Transportation Plan	\$4,900	\$4,200	\$700	\$3,700	\$3,200	\$500	\$0	\$14,700	\$12,700	\$2,000	\$5,300	\$20,100	\$5,300	\$3,200	\$28,600
	2.2	Statewide Planning Initiatives	\$9,200	\$8,000	\$1,200	\$0	\$0	\$0	\$0	\$25,000	\$21,600	\$3,400	\$5,700	\$29,600	\$5,700	\$4,600	\$39,900
	2.3	Local Transportation Planning	\$900	\$800	\$100	\$0	\$0	\$0	\$0	\$2,400	\$2,100	\$300	\$2,100	\$2,900	\$2,100	\$400	\$5,400
	2.4	North Sound Transportation Alliance	\$6,100	\$5,300	\$800	\$0	\$0	\$0	\$0	\$1,900	\$1,600	\$300	\$3,600	\$6,900	\$3,600	\$1,100	\$11,600
	2.5	Nondiscrimination Planning	\$5,700	\$4,900	\$800	\$3,800	\$3,300	\$500	\$0	\$2,300	\$2,000	\$300	\$0	\$10,200	\$0	\$1,600	\$11,800
	2.6	Nonmotorized Transportation Planning	\$4,200	\$3,600	\$600	\$2,000	\$1,700	\$300	\$0	\$8,900	\$7,700	\$1,200	\$400	\$13,000	\$400	\$2,100	\$15,500
	2.7	Infrastructure Investment and Jobs Act	\$3,600	\$3,100	\$500	\$1,900	\$1,600	\$300	\$0	\$5,000	\$4,300	\$700	\$0	\$9,000	\$0	\$1,500	\$10,500
	2.8	Public Participation Plan	\$6,800	\$5,900	\$900	\$2,800	\$2,400	\$400	\$0	\$4,600	\$4,000	\$600	\$0	\$12,300	\$0	\$1,900	\$14,200
	2.9	Regional Level of Service Review	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000	\$900	\$100	\$6,400	\$900	\$6,400	\$100	\$7,400
	2.10	Transportation Elements and Countywide Planning Policies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,500	\$1,300	\$200	\$7,700	\$1,300	\$7,700	\$200	\$9,200
	2.11	Certification Program Assessment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,500	\$1,300	\$200	\$7,700	\$1,300	\$7,700	\$200	\$9,200
	2.12	Regional Transportation Resilience Improvement Plan	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$75,500	\$65,300	\$10,200	\$0	\$65,300	\$0	\$10,200	\$75,500
	<b>Subtotal</b>		<b>\$41,400</b>	<b>\$35,800</b>	<b>\$5,600</b>	<b>\$14,200</b>	<b>\$12,200</b>	<b>\$2,000</b>	<b>\$0</b>	<b>\$144,300</b>	<b>\$124,800</b>	<b>\$19,500</b>	<b>\$38,900</b>	<b>\$172,800</b>	<b>\$38,900</b>	<b>\$27,100</b>	<b>\$238,800</b>
Programming & Project Selection	3.1	Regional Transportation Improvement Program	\$8,300	\$7,200	\$1,100	\$3,900	\$3,400	\$500	\$0	\$28,200	\$24,400	\$3,800	\$7,000	\$35,000	\$7,000	\$5,400	\$47,400
	3.2	Annual Listing of Obligations	\$3,000	\$2,600	\$400	\$2,500	\$2,200	\$300	\$0	\$4,600	\$4,000	\$600	\$0	\$8,800	\$0	\$1,300	\$10,100
	3.3	Project Selection and Prioritization	\$5,600	\$4,800	\$800	\$2,800	\$2,400	\$400	\$0	\$8,300	\$7,200	\$1,100	\$2,900	\$14,400	\$2,900	\$2,300	\$19,600
	3.4	List of Regional High Priority Projects	\$2,300	\$2,000	\$300	\$500	\$400	\$100	\$0	\$5,900	\$5,100	\$800	\$0	\$7,500	\$0	\$1,200	\$8,700
	<b>Subtotal</b>		<b>\$19,200</b>	<b>\$16,600</b>	<b>\$2,600</b>	<b>\$9,700</b>	<b>\$8,400</b>	<b>\$1,300</b>	<b>\$0</b>	<b>\$47,000</b>	<b>\$40,700</b>	<b>\$6,300</b>	<b>\$9,900</b>	<b>\$65,700</b>	<b>\$9,900</b>	<b>\$10,200</b>	<b>\$85,800</b>
Data Collection & Analysis	4.1	Regional Performance Targets	\$4,700	\$4,100	\$600	\$3,000	\$2,600	\$400	\$0	\$4,900	\$4,200	\$700	\$0	\$10,900	\$0	\$1,700	\$12,600
	4.2	Travel Demand Model	\$4,900	\$4,200	\$700	\$0	\$0	\$0	\$0	\$22,000	\$19,000	\$3,000	\$0	\$23,200	\$0	\$3,700	\$26,900
	4.3	Traffic Counts	\$35,200	\$30,400	\$4,800	\$0	\$0	\$0	\$0	\$9,100	\$7,900	\$1,200	\$0	\$38,300	\$0	\$6,000	\$44,300
	4.4	Geographic Information Systems	\$1,100	\$1,000	\$100	\$0	\$0	\$0	\$0	\$16,600	\$14,400	\$2,200	\$0	\$15,400	\$0	\$2,300	\$17,700
	4.5	Highway Functional Classification	\$3,200	\$2,800	\$400	\$0	\$0	\$0	\$0	\$9,200	\$8,000	\$1,200	\$0	\$10,800	\$0	\$1,600	\$12,400
	4.6	Household Travel Survey	\$5,500	\$4,800	\$700	\$1,500	\$1,300	\$200	\$0	\$11,600	\$10,000	\$1,600	\$0	\$16,100	\$0	\$2,500	\$18,600
	4.7	Growth Projections and Allocations	\$33,400	\$28,900	\$4,500	\$2,500	\$2,200	\$300	\$0	\$26,100	\$22,600	\$3,500	\$7,900	\$53,700	\$7,900	\$8,300	\$69,900
	4.8	Urban Area Boundaries	\$3,400	\$2,900	\$500	\$2,500	\$2,200	\$300	\$0	\$6,100	\$5,300	\$800	\$0	\$10,400	\$0	\$1,600	\$12,000
	<b>Subtotal</b>		<b>\$91,400</b>	<b>\$79,100</b>	<b>\$12,300</b>	<b>\$9,500</b>	<b>\$8,300</b>	<b>\$1,200</b>	<b>\$0</b>	<b>\$105,600</b>	<b>\$91,400</b>	<b>\$14,200</b>	<b>\$7,900</b>	<b>\$178,800</b>	<b>\$7,900</b>	<b>\$27,700</b>	<b>\$214,400</b>
	<b>Total</b>		<b>\$236,400</b>	<b>\$204,600</b>	<b>\$31,800</b>	<b>\$70,700</b>	<b>\$61,200</b>	<b>\$9,500</b>	<b>\$0</b>	<b>\$342,700</b>	<b>\$296,500</b>	<b>\$46,200</b>	<b>\$72,000</b>	<b>\$562,300</b>	<b>\$72,000</b>	<b>\$87,500</b>	<b>\$721,800</b>

Note: Figures rounded to nearest hundred

## 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 2023	Est. Carry Forward to 2025
SCOG	FHWA PL Federal Funds	\$73,100	\$35,600	\$16,600	\$79,100	\$204,400	\$196,200	\$224,300	\$216,100
	Local Match = 13.5%	\$11,400	\$5,600	\$2,600	\$12,300	\$31,900	\$31,900	N/A	
	FHWA STBG Federal Funds	\$39,600	\$124,800	\$40,700	\$91,200	\$296,300	\$261,200	\$127,900	\$92,800
	Local Match = 13.5%	\$6,200	\$19,500	\$6,400	\$14,200	\$46,300	\$46,300	N/A	
	FTA 5303 Federal Funds	\$32,300	\$12,300	\$8,400	\$8,200	\$61,200	\$115,200	\$300	\$54,300
	Local Match = 13.5%	\$5,000	\$1,900	\$1,300	\$1,300	\$9,500	\$9,500	N/A	
FTA 5310 Federal Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	<b>Total</b>	<b>\$167,600</b>	<b>\$199,700</b>	<b>\$76,000</b>	<b>\$206,300</b>	<b>\$649,600</b>	<b>\$660,300</b>	<b>\$352,500</b>	<b>\$363,200</b>

Note: Figures rounded to nearest hundred

### 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 2023	Est. Carry Forward to 2025
SCOG	RTPO	\$15,300	\$38,400	\$10,000	\$7,900	\$71,600	\$143,300	\$0	\$71,700
	<b>Total</b>	<b>\$15,300</b>	<b>\$38,400</b>	<b>\$10,000</b>	<b>\$7,900</b>	<b>\$71,600</b>	<b>\$143,300</b>	<b>\$0</b>	<b>\$71,700</b>

Note: Figures rounded to nearest hundred

## SURFACE TRANSPORTATION BLOCK GRANT FUNDING BREAKDOWN

The following funding table is provided to show estimated Federal Highway Administration Surface Transportation Block Grant Program funds with local match during SFY 2024.

SCOG Administration occurs every state fiscal year, with the next year of funding beginning in SFY 2024. SCOG anticipates obligation of the SCOG Administration federal funding prior to start of SFY 2024. These STBG funds provide revenue to support work tasks in the SFY 2024 UPWP, as illustrated in the [Expenditures by Task](#) table. The consultant contract is expected to begin in SFY 2024 and continue into SFY 2025 for the Regional Transportation Resilience Improvement Plan. Federal funds were authorized in SFY 2023 for the Regional Transportation Resilience Improvement Plan.

	Program Fund Source	SCOG Admin. (SFY 2024 est.)	Consultant Contract: Regional Transportation Resilience Improvement Plan (SFY 2024 est.)
<b>SCOG</b>	FHWA STBG (US) Federal Funds	\$0	\$35,000
	Local Match = 13.5%	\$0	\$5,462
	FHWA STBG (UM) Federal Funds	\$261,176	\$0
	Local Match = 13.5%	\$40,762	\$0
	<b>Total</b>	<b>\$301,938</b>	<b>\$40,462</b>

Notes: "STBG (US)" is federal Surface Transportation Block Grant Program – Urban Small funding; "STBG (UM)" is federal Surface Transportation Block Grant Program – Urban Medium funding.

### REDISTRIBUTED OBLIGATION AUTHORITY

Washington state has a statewide process to request and receive redistributed obligation authority, which is made available nationwide by FHWA every federal fiscal year. In Washington state, requests for redistributed obligation authority are made to WSDOT through coordinated regional processes, which is administered by SCOG in the Skagit region. Authorizations of redistributed obligation authority occur at the end of each federal fiscal year, typically in September before the federal fiscal year ends on September 30.

If SCOG requests and receives redistributed obligation for use in SFY 2024 for SCOG Admin., the amount requested and received shall not exceed an additional \$261,176 in federal funds with \$40,762 local match for SCOG Admin. – potentially doubling federal funding and local match for SFY 2024. If received by SCOG, redistributed obligation authority would be used for work tasks identified in the UPWP, and the UPWP may require amendment after additional funding is authorized by FHWA to ensure the funding is adequately accounted for in the work program.

Any redistributed obligation authority received by SCOG, or other agencies in the Skagit region, neither reduces nor increases the FHWA federal funds WSDOT allocates annually for transportation projects. Most recently updated in May 2022, the Local Agency Federal OA Policy dictates the statewide process for redistributed obligation authority that the WSDOT Local Programs Division manages.

## EXPECTED CONSULTANT & AGENCY AGREEMENTS

Agreements expected between SCOG and other parties related to SFY 2024 UPWP work tasks are included in the following table. Descriptions of the work tasks are included in their respective UPWP elements. Estimated costs are for SFY 2024 only.

Work Task #	Work Task Title	Agreement Type	Fund Type	Estimated Cost
2.12	Regional Transportation Resilience Improvement Plan	Professional Services	STBG (US)	\$35,000
4.3	Traffic Counts	Interlocal	FHWA – PL	\$30,000
4.7	Growth Projections and Allocations	Professional Services	FHWA – PL	\$20,000
			<b>Total</b>	<b>\$85,000</b>

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## CONTACT INFORMATION

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## Appendix A: BOARD MEMBERSHIP

The Skagit Council of Governments Transportation Policy Board has the authority to make regional transportation decisions for the MPO and RTPO. The responsibilities of the Transportation Policy Board include approving planning documents and programs, selecting projects for funding, as well as establishing regional transportation planning policies.

**VOTING MEMBERS OF TRANSPORTATION POLICY BOARD:**

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

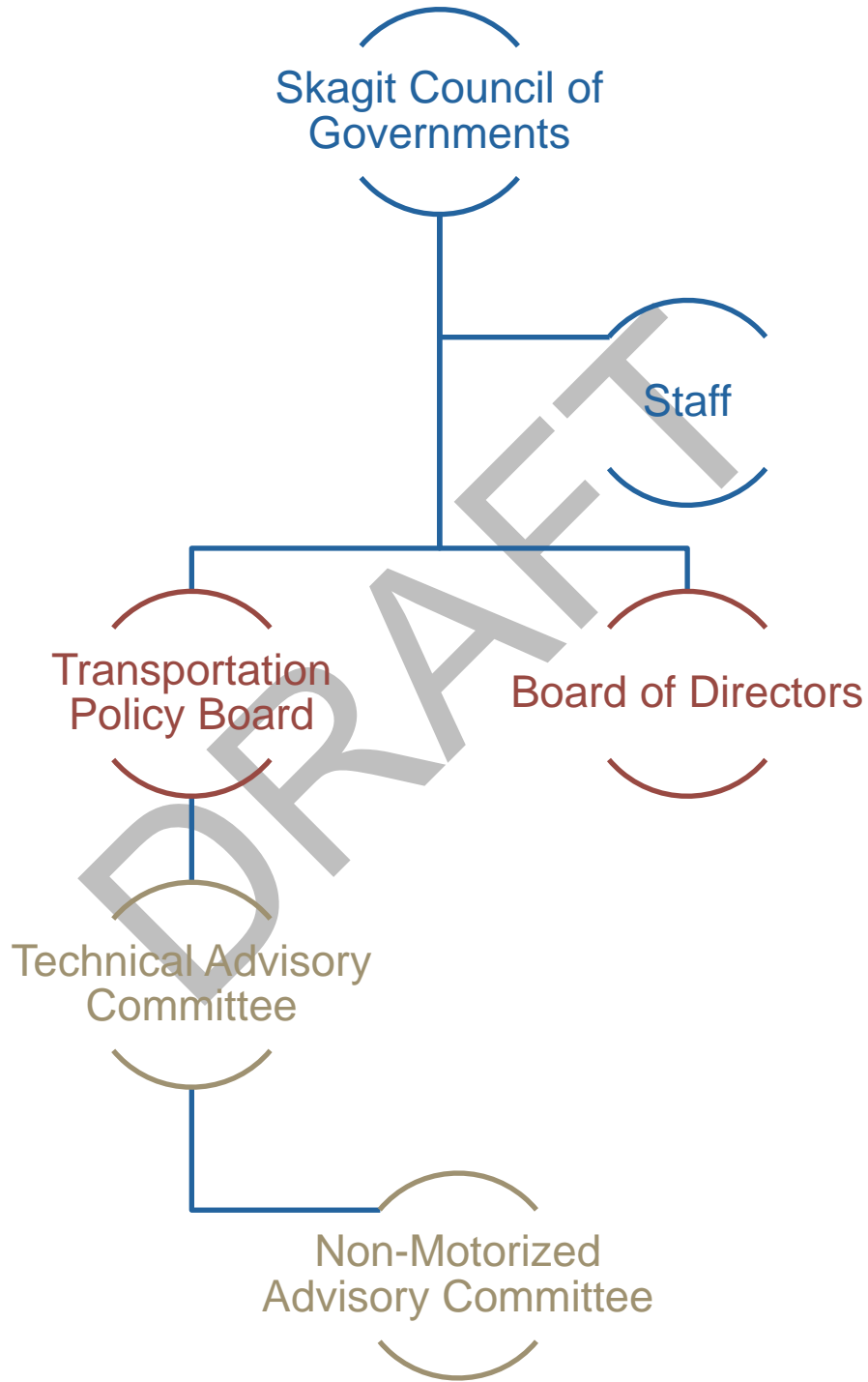
**NON-VOTING MEMBERS OF TRANSPORTATION POLICY BOARD:**

- Major Employer Representative
- Skagit Public Utility District
- Washington State Legislative Delegation (Districts 10, 39, 40)

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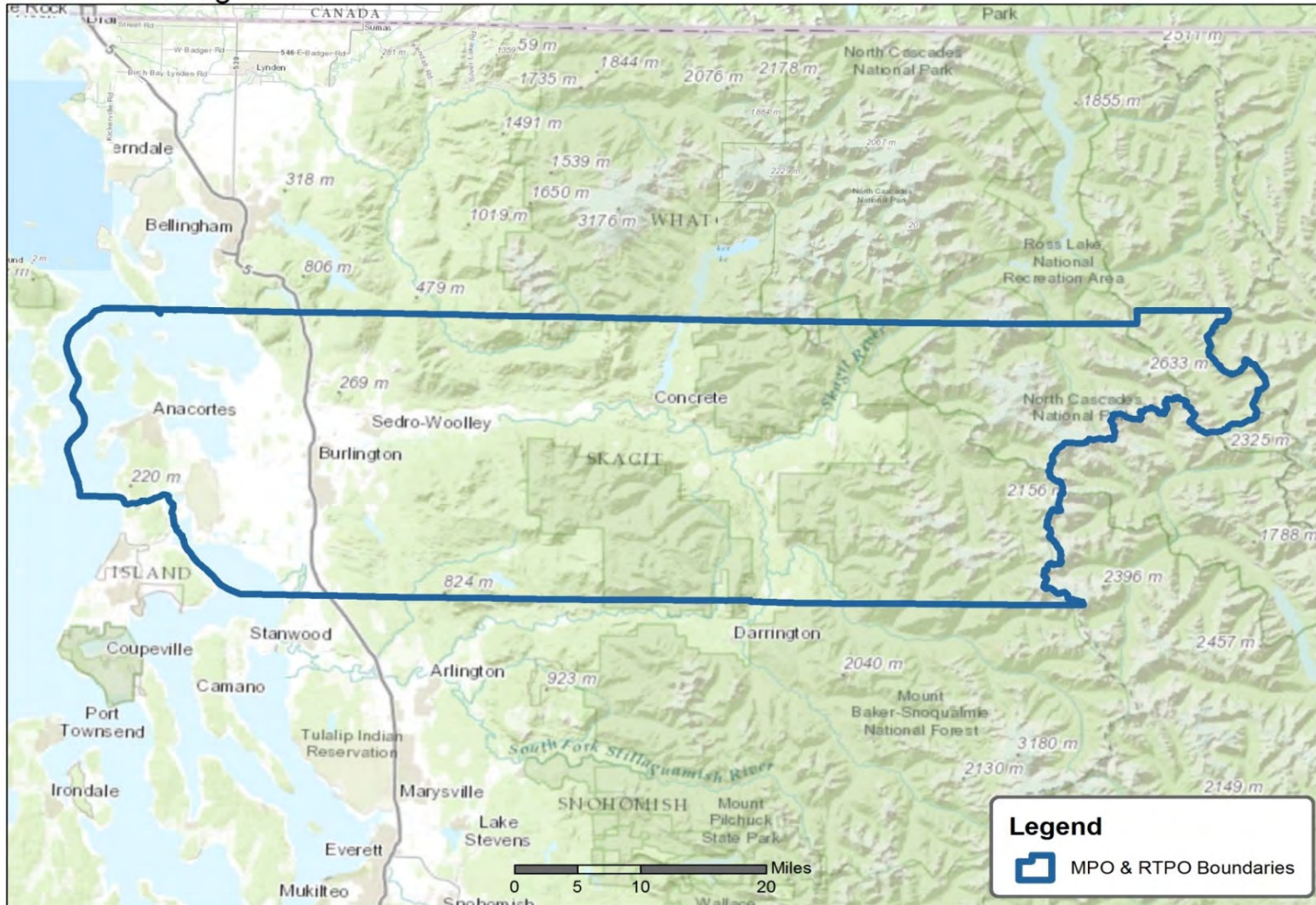


**Appendix B: ORGANIZATIONAL STRUCTURE**

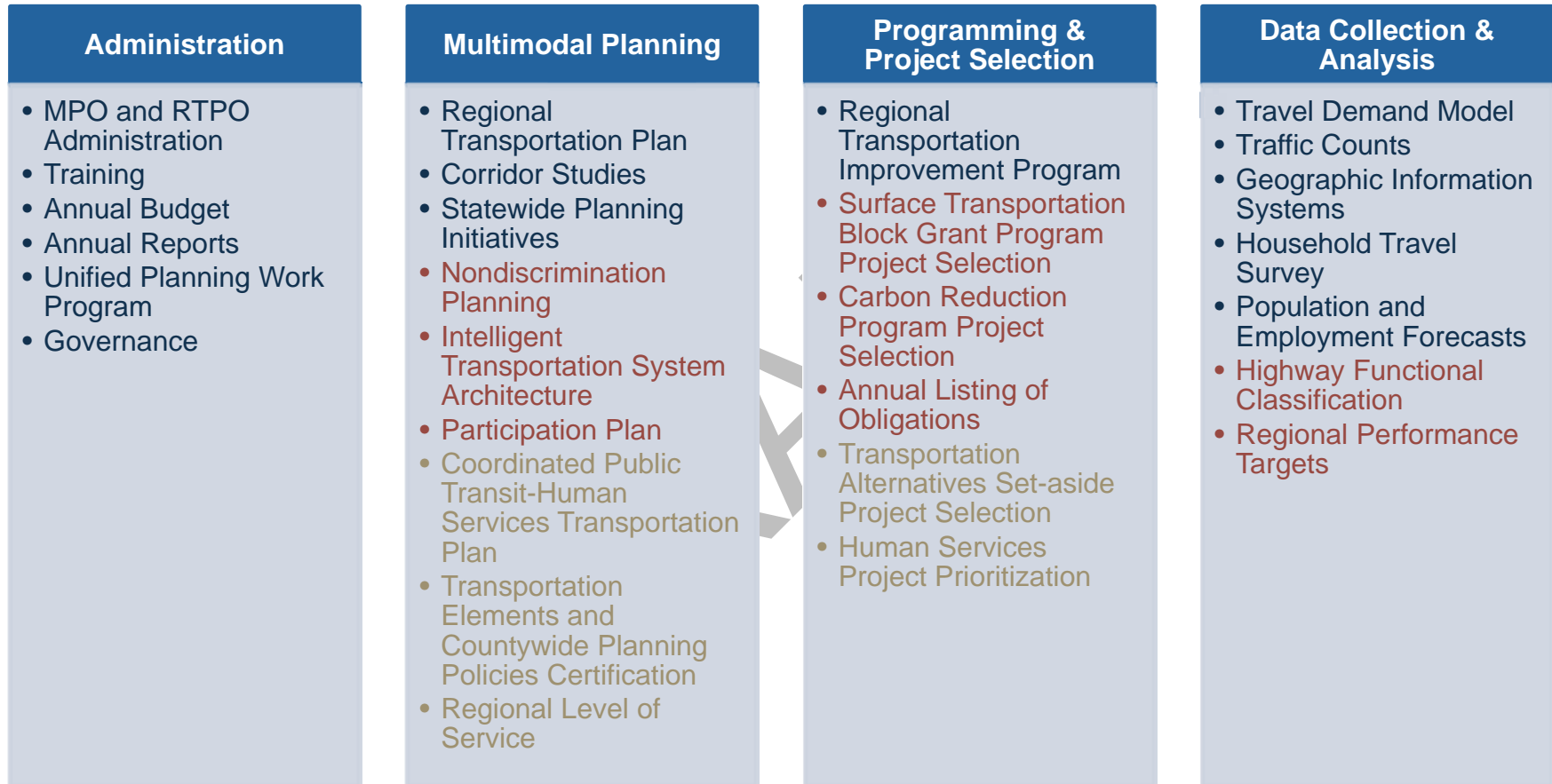


# Appendix C: MPO & RTPO PLANNING AREA

SCOG Planning Area



## Appendix D: CORE PROGRAMS AND FUNCTIONS



MPO (Federal)

RTPPO (State)

MPO & RTPPO

## Appendix E: PLANNING PROJECTS BY OTHER AGENCIES

### SKAGIT TRANSIT

#### 2023 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 2023

*Funding:* Local funds

#### ZERO EMISSIONS FLEET TRANSITION PLAN

The Federal Transit Administration is requiring any agency that is submitting a grant under the 5339 Buses and Bus Facilities Program to purchase zero emissions vehicles, or infrastructure to support zero emissions vehicles, to submit a transition plan with their application. This transition plan is an update to Skagit Transit's previous plan, and it will provide an overview for the purchase, implementation and use of any vehicles or infrastructure purchased by the agency that are classified as zero emission. Skagit Transit will be submitting to this program in support of the construction of their new Maintenance, Operations, and Administrative facility project.

*Schedule:* January–June 2023

*Funding:* Local funds

#### 2023 STRATEGIC PLAN

Skagit Transit will be engaging in a Strategic Planning process in 2023. The goal of this process is to help the agency chart a path forward with its services as it emerges from the pandemic. This will include a public outreach process that includes a rider satisfaction survey.

*Schedule:* April–November 2023

*Funding:* Local funds

#### NW WASHINGTON REGIONAL TRANSIT STUDY

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. Skagit Transit will serve as the lead agency for this project.

*Schedule:* Calendar years 2023–2024

*Funding:* WSDOT funds

#### MICROTRANSIT STUDY

Skagit Transit is seeking funding to develop an operational plan for deploying microtransit services in western Skagit County. Fidalgo Island is home to Indian tribes and possesses some challenging geography that makes traditional fixed-route service difficult to provide. Northwest Skagit County is a large agricultural area that uses migrant agricultural workers. Some workers live in urban areas and need access to rural worksites. Some workers

live in employer-provided housing in rural areas and need to access services available in the urban area. The flexible nature of microtransit enables it to provide service for a variety of populations such as seniors aging in place, low income and migrant workers. This plan would be crafted to allow Skagit Transit to replicate it in other areas of Skagit County as needed.

*Schedule:* Calendar years 2023–2024

*Funding:* FTA Areas of Persistent Poverty Program funds

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## WASHINGTON STATE DEPARTMENT OF TRANSPORTATION

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### I-5 OPERATIONS & DEMAND MANAGEMENT STUDY

The Washington state transportation system is evolving and growing; and to meet that need WSDOT has initiated a two-part study to identify solution alternatives to address mobility and safety issues identified during the 2021 Interstate 5 Baseline Transportation Analysis. The study will focus on an area located within the Mount Vernon and Burlington urban area, between Old Highway 99 at Exit 224 and Cook Road at Exit 232. Solutions will first consider measures that improve and enhance the operating capacity of the interstate system through the deployment of intelligent transportation systems, and second demand management strategies to help remove unnecessary trips on I-5 by enhancing opportunities for transit, biking, walking and other activities to meet near- and long-term regional objectives.

*Schedule:* Calendar year 2022–2024

*Funding:* WSDOT funds

### SAN JUAN WALK-ON RIDER STUDY

A consultant study to identify and recommend cost-effective strategies to maximize walk-on passenger ridership of the Anacortes – San Juan ferry routes. The study must also identify available public funding sources to support these strategies. Reducing the need for passengers to bring their cars on the ferries will increase the capacity of each ferry run to transport more people.

*Schedule:* Complete by January 2024

*Funding:* \$300,000 from the Puget Sound ferry operations account



## Appendix F: LONG-TERM WORK SCHEDULE

### STATE FISCAL YEAR 2025–2028 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 2024 and carryover into future work programs while others begin after SFY 2024. The long-term work schedule is not intended to be a comprehensive list of all future work tasks.

Work tasks anticipated from SFY 2025–2028 are included in the following table.

Work Task	Description	Consultant Contract	State Fiscal Year			
			2025	2026	2027	2028
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		
Regional Carbon Reduction Strategy	A strategy for carbon reduction in the Skagit region following federal requirements, consistent with the Infrastructure Investment and Jobs Act. This strategy would follow the WSDOT statewide carbon reduction strategy, which is due in November 2023.	✓	Begin	Complete		
Assessment of Regional Travel Demand Model	This work task will be informed by the outcome of the Household Travel Survey, which was completed in SFY 2022. A thorough review of SCOG's existing regional travel demand model will be conducted. Recommendations may include changes to the model.	✓		Begin	Complete	
Intelligent Transportation Systems Architecture	Federal regulations require that SCOG develop an intelligent transportation systems architecture to guide the development of intelligent transportation strategies and projects. SCOG adopted the <i>Skagit MPO Intelligent Transportation System Architecture</i> 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.	✓			Begin	Complete

## **ACTION ITEM X.X. – RESOLUTION 2023-XX TO SET REGIONAL PERFORMANCE TARGETS FOR PAVEMENT, BRIDGES, TRAVEL TIME AND FREIGHT RELIABILITY**

### Document History

MEETING	DATE	TYPE OF ITEM	STAFF CONTACT	PHONE
Technical Advisory Committee	04/06/2023	Discussion	<a href="#">Grant Johnson</a>	(360) 416-6678
Transportation Policy Board	04/19/2023	Discussion	<a href="#">Grant Johnson</a>	(360) 416-6678
Technical Advisory Committee	05/05/2023	Recommendation	<a href="#">Grant Johnson</a>	(360) 416-6678
Transportation Policy Board	05/17/2023	Action	<a href="#">Grant Johnson</a>	(360) 416-6678

### **ACTION**

Skagit Council of Governments (SCOG) staff and Technical Advisory Committee recommend adoption of Resolution 2023-XX – agreeing to plan and program projects in the Skagit metropolitan planning area to contribute toward the accomplishment of WSDOT statewide performance targets for pavement, bridges, travel time and freight reliability.

### **DISCUSSION**

Since 2018, the Skagit Council of Governments has agreed to plan and program projects in the Skagit region so that they contribute toward the accomplishment of statewide Transportation Performance Management (TPM) targets for the National Highway System (NHS). WSDOT, in collaboration with Metropolitan Planning Organizations (MPO), finalized its four-year performance management targets for pavement and bridge condition (PM2), and highway system performance, freight reliability and Congestion Mitigation and Air Quality (PM3) on December 16, 2022. SCOG is required to adopt regional performance targets, with the exception of Congestion Mitigation and Air Quality (CMAQ), no later than June 14, 2023, which is 180 days after the adoption of statewide targets. SCOG is not required to set CMAQ targets due to the Skagit region meeting air quality standards. The last scheduled Transportation Policy Board meeting prior to that date is May 17, 2023.

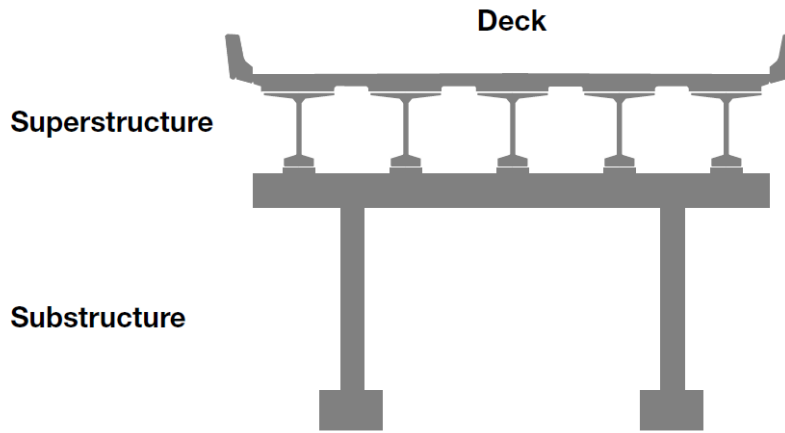
SCOG is continuing the process of setting performance targets for the region’s transportation system. Metropolitan planning organizations (MPOs), such as SCOG, have been implementing a performance-based approach to transportation decision-making over the past few years that was introduced through the 2012 Moving Ahead for Progress in the 21<sup>st</sup> Century federal transportation law. Many of the final rules implementing the new framework went into effect in 2016 with related responsibilities starting for MPOs in 2017.

### **BRIDGES**

Bridge condition is rated for the deck, superstructure, substructure and culvert. Overall condition is either “Good”, “Fair”, or “Poor”. A graphic showing the anatomy of bridges is below.



### Anatomy of a bridge



Graphic courtesy of WSDOT

The most recently available condition of bridges in the Skagit region that are part of the National Highway System is included in this [2023 bridge inventory](#). WSDOT collects the data on bridge condition and has provided it to SCOG. This [WSDOT bridge folio](#) provides more information. This [web map](#) shows the condition of bridges on the National Highway System within the Skagit region.

## PAVEMENT

Pavement condition is rated for roughness, cracking, rutting, and faulting. As with bridges, overall condition is either “Good”, “Fair”, or “Poor”. Definitions for these pavement conditions are included below in the following graphic.

### Definitions and criteria for good, fair and poor conditions<sup>1</sup>

	Asphalt	Concrete	Good	Fair	Poor
International Roughness Index (IRI) (inches/mile)	✓	✓	< 95	95 - 170	> 170
Cracking (%)	✓	✓	< 5	CRCP: 5 - 10 Jointed: 5-15 Asphalt: 5-20	> 10 > 15 > 20
Rutting (inches)	✓		< 0.20	0.20 - 0.40	> 0.40
Faulting (inches)		✓	< 0.10	0.10 - 0.15	> 0.15
Present Serviceability Rating (PSR <sup>2</sup> ) (0.0-5.0 value)	✓	✓	<4.0	2.0-4.0	<2.0

Data source: Federal Highway Administration.

Note: **1** To be poor, at least two criteria must be poor. To be good, all three criteria must be good, everything else is fair. **2** PSR is a composite of cracking and rutting and may only be used on routes with posted speed limits under 40 mph.

*Graphic courtesy of WSDOT*

The most recently available condition of pavement in the Skagit region that is part of the National Highway System is included in this [2023 pavement inventory](#). WSDOT collects the data on pavement condition and has provided it to SCOG. This [WSDOT pavement folio](#) provides more information. This [web map](#) shows the condition of pavement on the National Highway System within the Skagit region.

## TRAVEL TIME RELIABILITY

The reliability of travel time is measured on Interstate 5 and on other routes that are part of the National Highway System. “Reliable” is defined as the ratio of longer travel times (80<sup>th</sup> percentile) to normal travel times (50<sup>th</sup> percentile). The two measures for travel time reliability are:

1. Percent of person-miles traveled on the Interstate that are reliable; and
2. Percent of person-miles traveled on the non-Interstate National Highway System that are reliable.

Travel time reliability is described in the following graphic.

<b>Level of Travel Time Reliability (LOTTR)</b>	<b>Ratio of longer travel times (80th percentile) to normal travel times (50th percentile)</b>
	<b>NPMRDS data, 15-minute segments during morning peak, mid-day, evening peak, and weekends</b>
	<b>Percent person-miles (required occupancy input)</b>

*Graphic courtesy of WSDOT*

These measures use person-miles traveled and not vehicle-miles traveled to account for the number of people using each facility and not the number of vehicles. This [WSDOT travel time and freight reliability folio](#) provides more information.

The inventory of current travel time reliability is made available to SCOG through the National Performance Management Research Data Set. Data is collected from a variety of sources including cell phones, vehicles and portable navigation devices. Year-to-date data for travel time reliability is available in this [2023 travel time reliability inventory](#).

## FREIGHT RELIABILITY

The reliability of truck travel time is measured only on Interstate 5. The measure uses an index which is described below in the following graphic.

<b>Interstate Truck Travel Time Reliability Index (TTTR)</b>	<b>Five time periods/NPMRDS segment: Weekday morning peak, mid-day, evening peak; weekend days; and overnight (all days)</b>
	<b>TTTR metric: 95th percentile divided by normal travel times (50th percentile)</b>
	<b>TTTR measure: sum (each segment length times the maximum TTTR metric over five time periods) divided by total interstate length</b>

*Graphic courtesy of WSDOT*

The inventory of current truck time reliability is made available to SCOG through the National Performance Management Research Data Set. Data is collected in five minute intervals from a variety of sources including cell phones, vehicles and portable navigation devices. Year-to-date data for travel time reliability is available in this [2023 freight reliability inventory](#).

## TARGET SETTING OPTIONS

For bridge, pavement, travel time and freight reliability regional performance targets, SCOG may choose to either:

1. Set quantifiable targets for the Skagit region; or
2. Agree to plan and program projects in the Skagit region to contribute toward the accomplishment of WSDOT statewide performance targets.

SCOG has authority over the regional transportation plan and regional transportation improvement program, but little authority over which projects in the Skagit region are selected for funding. SCOG does have regional award authority over a portion of federal funds for the Surface Transportation Block Grant Program. The Washington State Department of Transportation maintains award authority over the vast majority of federal and state funds that come into the Skagit region for transportation projects.

Due to the lack of regional control over funding decisions for the majority of federal and state funds awarded in the Skagit region, SCOG staff recommends not setting quantifiable targets for any of these performance categories and instead agreeing to plan and program projects to contribute toward accomplishment of statewide targets. This continued approach is consistent with the Transportation Policy Board action on regional performance targets in October of 2018.

## QUARTERLY OBLIGATION REPORT

### 2<sup>ND</sup> QUARTER FEDERAL FISCAL YEAR 2023

As of March 31, 2023, the Skagit region obligated \$-1,358,286 in Surface Transportation Block Grant Program (STBG) funding, \$-2,636 in Transportation Alternatives Set-aside (TA) funding and \$0 in Carbon Reduction Program (CR) funding for federal fiscal year (FFY) 2023. SCOG's obligation authority target for FFY 2023 is \$1,678,048. This target can be met by obligating federal funds from STBG, TA and CR.

An obligation summary is below:

- Obligation authority target for FFY 2023: \$1,678,048
- Total obligated in FFY 2023: \$-1,360,921
- Remainder to obligate in FFY 2023: \$3,036,334
- Total expected FFY 2023 obligations<sup>1</sup>: \$504,285

Contact [Mark Hamilton](#) if you have any questions on this report.

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<sup>1</sup> Per 2023 Obligation Authority Plan last revised April 27, 2023. Includes all FFY 2023 obligations, deobligations and expected obligations.

# 2023 SCOG Year to Date Obligations

-\$1,360,921

<b>STBG(R)</b>				<b>\$400.000</b>
<i>Agency</i>	<i>Project Title</i>	<i>Obligated</i>	<i>Date</i>	
Concrete	School Secondary Access	\$400,000	1/4/2023	
<b>STP(R)</b>				<b>\$</b>
<i>Agency</i>	<i>Project Title</i>	<i>Obligated</i>	<i>Date</i>	
Skagit Co.	Josh Wilson Road, Phase 1	\$654	2/23/2023	
Skagit Co.	Josh Wilson Road, Phase 1	(\$654)	2/23/2023	
<b>STP(US)</b>				<b>-\$1.758.286</b>
<i>Agency</i>	<i>Project Title</i>	<i>Obligated</i>	<i>Date</i>	
Burlington	George Hopper Interchange Improvements, Phase I	(\$1,709,823)	2/24/2023	
Burlington	George Hopper Interchange Improvements, Phase II	(\$34,710)	3/24/2023	
Mount Vernon	College Way (SR 538) @ I-5	\$127,514	3/15/2023	
Mount Vernon	College Way (SR 538) @ I-5	(\$127,514)	3/15/2023	
SCOG	Household Travel Survey	(\$13,752)	10/18/2022	
<b>TAP(US)</b>				<b>-\$2.636</b>
<i>Agency</i>	<i>Project Title</i>	<i>Obligated</i>	<i>Date</i>	
Mount Vernon	Kulshan Trail Safety Lighting Project	(\$2,427)	3/8/2023	
Mount Vernon	Kulshan Trail Safety Lighting Project	(\$209)	3/8/2023	

# 2023 OBLIGATION AUTHORITY PLAN

The following projects<sup>1</sup> had to obligate federal funding before **March 1, 2023**. If the projects did not obligate by March 1, 2023, they would have been deprogrammed by deletion from the RTIP by SCOG staff. No projects were deprogrammed.

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 before **August 1, 2023**, 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 2022-2025 <sup>2</sup>	SCOG 22-25	PL	(Not Yet)	\$261,176

The following projects must obligate federal funding by **September 30, 2023**, or contingent funding will be withdrawn for the projects on **October 1, 2023**. Project sponsors are encouraged to obligate federal funding before **July 1, 2023**.

AGENCY	TITLE	STIP ID	PHASE	FUNDS OBLIGATED	STBG/TA FUNDS
City of Anacortes	R Avenue Long Term Improvements	T-1301	PE	(Not Yet)	\$176,460
City of Anacortes	Ship Harbor Blvd and SR 20 Spur Intersection	ANAC T-140	PE	(Not Yet)	\$21,631
City of Anacortes	Ship Harbor Blvd and SR 20 Spur Intersection	ANAC T-140	CN	(Not Yet)	\$368,019
City of Burlington	SR 20/Skagit Street Signalization Project	WA-03951	PE	(Not Yet)	\$200,000
City of Mount Vernon	Riverside Drive Improvements – 2	WA-13533	PE	(Not Yet)	\$259,500
City of Sedro-Woolley	SR 20/SR 9 - Township Intersection Improvements	SW33	PE	(Not Yet)	\$53,856
City of Sedro-Woolley	SR 20/SR 9 - Township Intersection Improvements	SW33	CN	(Not Yet)	\$71,421
City of Sedro-Woolley	SR 20/Cascade Trail West Extension Phase 2A, Holtcamp Road to Hodgkin	SW42	RW	(Not Yet)	\$51,900
City of Sedro-Woolley	John Liner Road – Reed to Township Bicycle/Pedestrian Improvements	SW08A	PE	(Not Yet)	\$102,913
Skagit County	Francis Road – Section 3	WA-01192	PE	(Not Yet)	\$300,000

**TOTAL EXPECTED STBG-TA OBLIGATIONS<sup>3</sup>: \$504,285**  
**OBLIGATION AUTHORITY TARGET: \$1,678,048**

<sup>1</sup> The John Liner Road, Reed to Township Bicycle/Pedestrian Improvements project’s construction phase is removed from the 2023 Obligation Authority Plan. A lower-than-expected STBG allocation to SCOG for federal fiscal year 2023, which was received on February 6, 2023, put the RTIP out of fiscal constraint by year, and Sedro-Woolley staff agreed to move the project phase out of the 2023–2026 STIP, so the \$442,015 is not included in the 2023–2026 STBG programming. It is anticipated the project phase will be reprogrammed to 2024 with the 2024–2029 RTIP.

<sup>2</sup> A lower-than-expected STBG allocation for federal fiscal year 2023 reduced funding for this project phase from \$319,595 to \$261,176, which is 15% of the regional STBG allocation. Adjusting funding for this project is consistent with RTIP Policy 13 SCOG Administration Funding.

<sup>3</sup> Includes \$400,000 STBG obligation authorized by FHWA on January 4, 2023, which was included on 2022–2027 RTIP. Includes \$1,762,591 in STBG and TA deobligations authorized by FHWA this federal fiscal year.

## Extensions

The following projects have been granted an extension to obligate federal funding by **December 31, 2023**. These projects will be deprogrammed with expiration of the 2023–2028 RTIP on January 1, 2024.

To be granted an extension, any extension request must have been received by SCOG no later than **February 22, 2023**. A project phase may only be granted one extension request.

AGENCY	TITLE	STIP ID	PHASE	FUNDS OBLIGATED	STBG/TA FUNDS
Skagit County	Francis Road Section 3	WA-01192	RW	(Not Yet)	\$75,075
Samish Indian Nation	Tommy Thompson Trail Trestle and Causeway Replacement	WA-13974	PL	(Not Yet)	\$160,650
Anacortes	R Avenue Long Term Improvements	T-1301	CN	(Not Yet)	\$859,087

**TOTAL STBG-TA EXTENSIONS: \$1,094,812**

## Appeals

The Transportation Policy Board approved an appeal to reprogram a project phase in the 2023–2028 RTIP. The following project phase must obligate federal funding by **December 31, 2023**. This project will be deprogrammed with expiration of the 2023–2028 RTIP on January 1, 2024.

A project phase may only be appealed once to the Transportation Policy Board.

AGENCY	TITLE	STIP ID	PHASE	FUNDS OBLIGATED	STBG/TA FUNDS
City of Burlington	SR 20/Skagit Street Signalization Project	WA-03951	CN	(Not Yet)	\$1,513,750

**TOTAL STBG-TA APPEALS: \$1,513,750**