

SKAGIT COUNCIL OF GOVERNMENTS TRANSPORTATION POLICY BOARD MEETING

April 19, 2023 – 9:00 a.m.

In Person: [Burlington City Council Chambers](#), 833 South Spruce Street, Burlington, WA 98233

Remote: [GoToMeeting](#)

Dial In: 1 (866) 899-4679

Access Code: 987-530-549

AGENDA

1. Call to Order and Roll Call
2. Written Public Comments – *Mark Hamilton*
3. Consent Agenda
 - a. Approval of [March 15, 2023 Transportation Policy Board Meeting Minutes](#)
4. Action Items
 - a. [April Regional Transportation Improvement Program Amendments](#) – *Mark Hamilton*
 - b. [2023 Regional Project Selection Evaluation Process](#) – *Mark Hamilton*
 - c. [2023–2026 Title VI Plan](#) – *Grant Johnson*
5. Discussion Items
 - a. [Regional Performance Targets for Pavement, Bridges, Travel Time and Freight Reliability](#) – *Grant Johnson*
 - b. [Unified Planning Work Program for State Fiscal Year 2024](#) – *Mark Hamilton*
6. Chair’s Report
7. Executive Director’s Report
8. Roundtable and Open Topic Discussion
9. Next Meeting: May 17, 2023, 9:00 a.m., [Burlington City Council Chambers and GoToMeeting](#)
10. Adjourned

Information Items:

[April 6, 2023 Technical Advisory Committee Meeting Minutes](#)

[2022 Annual Listing of Obligations](#)

[2023 Obligation Authority Plan](#)

[Skagit Transit Letter of Support](#)

[Monthly Financial Update](#)

[Meeting Packet](#)

TRANSPORTATION POLICY BOARD OFFICERS

Chairman Tom Wooten..... Chair

Commissioner Ron Wesen Vice-Chair

TRANSPORTATION POLICY BOARD MEMBERSHIP AND VOTES

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

- NON-VOTING MEMBERS**
- Major Employer Representative
 - Skagit PUD
 - State Representatives
 - State Senators

QUORUM REQUIREMENT

A quorum consists of a simple majority (6) of the total votes (11), provided there is at least one Skagit County representative present.

Title VI Notice to the Public: The Skagit Council of Governments fully complies with Title VI of the federal Civil Rights Act of 1964 and related statutes, and does not discriminate on the basis of race, color or national origin. For more information, or to obtain a Title VI Complaint Form, visit SCOG’s website at <http://scog.net/about/nondiscrimination/>.

Aviso resumido del Título VI al público: El Consejo de gobiernos de Skagit cumple plenamente con el Título VI de la Ley federal de derechos civiles de 1964 y los estatutos relacionados, y no discrimina por motivos de raza, color u origen nacional. Para mayor información, o para obtener un Formulario de queja del Título VI, visite el sitio web del SCOG en <http://scog.net/about/nondiscrimination/>.

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SKAGIT COUNCIL OF GOVERNMENTS TRANSPORTATION POLICY BOARD MEETING MINUTES

March 15, 2023

Burlington City Council Chambers and GoToMeeting

MEMBERS PRESENT

Chairman Tom Wooten, Samish Indian Nation, Chair; Commissioner Ron Wesen, Skagit County, Vice-Chair; Mayor Jill Boudreau, City of Mount Vernon; Commissioner Peter Browning, Skagit County; Chris Damitio, Washington State Department of Transportation (WSDOT); Mayor Ramon Hayes, Town of La Conner; Commissioner Lisa Janicki, Skagit County; Mayor Julia Johnson, City of Sedro-Woolley; Commissioner Joe Lindquist, Skagit PUD; Mayor Matt Miller, City of Anacortes; Mayor Marla Reed, Town of Concrete; Commissioner Jon Ronngren, Port of Anacortes; and Mayor Steve Sexton, City of Burlington.

STAFF PRESENT

Kevin Murphy, Executive Director; Debbie Carter, Executive Assistant and Clerk of the Board; Mark Hamilton, Senior Transportation Planner; and Grant Johnson, Associate Planner.

OTHERS PRESENT

Brian Dempsey and Marv Pulst, City of Burlington.

AGENDA

1. Call to Order: Chairman Wooten called the meeting to order at 9:00 a.m.

Roll Call: Roll was taken with a quorum present.

2. Written Public Comments: Mr. Hamilton stated that a public comment period for the meeting was held from March 8-14, and that no comments were received during that timeframe.
3. Consent Agenda
 - a. Approval of February 15, 2023 Transportation Policy Board Meeting Minutes: Commissioner Wesen moved to approve the February 15, 2023 meeting minutes, and Mayor Johnson seconded the motion. The motion carried unanimously.
4. Action Items
 - a. March Regional Transportation Improvement Program Amendments: Mr. Hamilton provided the staff presentation for this agenda item. Seven requests were received to amend the 2023-2028 Regional Transportation Improvement Program (RTIP). Skagit Council of Governments (SCOG) staff and Technical Advisory Committee recommend approval of the following RTIP amendments: Mount Vernon, Riverside Drive Improvements 1 and 2, and 30th Street Improvements - 1; Sedro-Woolley, John Liner Road, Reed to Township Bicycle/Pedestrian

Improvements; Skagit Council of Governments, SCOG Admin 2022-2025; Skagit County, Skagit River Marblemount Bridge; and WSDOT, SR 9/Lake Creek Bridge – Replacement.

Mr. Hamilton concluded his staff presentation by stating that project data sheets for the RTIP amendment are included in the meeting packet, the proposed amendments maintain fiscal constraint by year for 2023–2026 as required, and SCOG staff and Technical Advisory Committee recommend approval of all proposed amendments.

Commissioner Browning moved to approve the March Regional Transportation Improvement Program Amendments as presented, and Commissioner Janicki seconded the motion. The motion carried unanimously.

- b. Appeal to Reprogram Project Phase in Regional Transportation Improvement Program: Mr. Hamilton provided an overview of this agenda item – noting the process for an appeal and SCOG staff responsibilities for a fiscal constraint analysis. Mr. Hamilton verified that the RTIP would remain fiscally constrained for 2023–2026 if the appeal is approved by the Transportation Policy Board. Mr. Pulst began his presentation on behalf of the City of Burlington, referencing a letter dated March 3, 2023 to the Transportation Policy Board. Mr. Pulst referred to Burlington being awarded funding from Surface Transportation Block Grant Program, in the amount of \$1,513,750 in June 2017, to construct a traffic signal at the intersection of State Route 20 and Skagit Street. This project was programmed for 2022, but was deprogrammed in 2023 because progress did not meet expected milestones. Mr. Pulst said these hurdles have now been cleared and a full design package is ready to submit to WSDOT’s Local Programs for construction approval.

Commissioner Browning moved to approve Burlington’s appeal to reprogram the SR20/Skagit Street Signalization Project construction phase in the RTIP for 2023, with \$1,513,750 in federal Surface Transportation Block Grant Program funding. Mayor Johnson seconded the motion and it carried unanimously.

- c. 2023 Regional Project Selection Evaluation Process: Mr. Hamilton provided the staff presentation for this agenda item. He mentioned that one of the tasks in SCOG’s unified planning work program for the current state fiscal year is to conduct a regional selection of projects to receive federal funds from the three following sources: Surface Transportation Block Grant Program, Transportation Alternatives set-aside and Carbon Reduction Program. SCOG staff estimates that \$8.41 million will be available through this call for projects. Mr. Hamilton went over several recommendations made by the Technical Advisory Committee to the Transportation Policy Board as part of the project evaluation process.

Mayor Boudreau moved to reduce Economic Vitality from 15 to 10 points, and increase Project Funding & Readiness from 10 to 15 points, resulting in an adjustment of 5 points for each of these two criteria categories in the evaluation process. Commissioner Janicki seconded the motion and it carried unanimously.

Commissioner Browning moved to release the 2023 Regional Project Selection Evaluation Process for public comment, including the revision approved by the Transportation Policy Board via the previous motion. Mayor Boudreau seconded the motion and it carried unanimously.

- d. Professional Services Agreement Execution: Mr. Hamilton provided the staff presentation for this agenda item. He said that a request for proposals was issued on January 13 for growth

projections and allocation services. Notice of the proposal was published in the Skagit Valley Herald on January 17 and 24. The notice also appeared on SCOG’s website from January 13 through February 10 – the due date for proposals. Three consultants submitted proposals by the deadline: 1. A/R360 Consultants, LLC and Geodetic Analysis, LLC; Amarach Planning Services; and Community Attributes, Inc. A selection committee composed of staffs from Skagit County and SCOG reviewed the proposals. The committee recommended to SCOG’s Executive Director to select Community Attributes, Inc. for the professional services agreement. The Executive Director concurred with this recommendation.

Commissioner Janicki moved to authorize the Executive Director, Kevin Murphy, to execute a professional services agreement for growth projections and allocations services with Community Attributes, Inc. Mayor Sexton seconded the motion and it carried unanimously.

5. Chair’s Report: The Chair did not have anything to report.
6. Executive Director’s Report: The Executive Director did not have anything to report.
7. Roundtable and Open Topic Discussion: Commissioner Janicki mentioned an upcoming meeting about a State Route 20 culvert project near Concrete that WSDOT is leading.
8. Next Meeting: The next meeting is April 19, 2023, at 9:00 a.m., in the Burlington City Council Chambers and GoToMeeting.
9. Adjourned: Chairman Wooten adjourned the meeting at 9:57 a.m.

Information Items: The Board was provided the March 2, 2023 Technical Advisory Committee Meeting Minutes; Sedro-Woolley Letter of Support; Skagit Transit Letters of Support, and Monthly Financial Update.

Approved,

Kevin Murphy, Executive Director
Skagit Council of Governments

Date: _____

Chairman Tom Wooten, Samish Indian Nation
Transportation Policy Board Chair
Skagit Council of Governments

Date: _____

ACTION ITEM 4.A. – APRIL REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM AMENDMENTS

Document History

MEETING	DATE	TYPE OF ITEM	STAFF CONTACT	PHONE
Technical Advisory Committee	04/06/2023	Review and Recommendation	Mark Hamilton	(360) 416-7876
Transportation Policy Board	04/19/2023	Action	Mark Hamilton	(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) amendments:

- Burlington
 - SR 20/Skagit Street Signalization Project: this amendment adds this project, which was most recently programmed in 2022, back to the RTIP. The Transportation Policy Board approved an appeal to reprogram this project on March 15, 2023, with \$1,513,750 in federal Surface Transportation Block Grant program funds to the construction phase. \$236,250 in matching funds are also included in the amendment.
- Skagit Transit
 - Purchase of Replacement Vanpool Vehicles: this amendment adds this project, which was programmed in 2020, back to the RTIP. \$8,891 remains from a federal Buses and Bus Facilities Formula Program grant Skagit Transit received from the Washington State Department of Transportation in 2020, and Skagit Transit intends to program these funds to this project to address cost escalation. \$2,223 is included in matching funds. The Federal Transit Administration authorized \$89,872 in federal funds for this project in 2020, with a \$22,468 match.

FISCAL CONSTRAINT

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

PUBLIC PARTICIPATION

A public comment period began on March 30 and ended on April 12.

Agency Burlington

Project Title SR 20/Skagit Street Signalization Project

Description Install traffic signal for intersection and pedestrian/bicycle improvement project. Including; overlay, pavement repair, channelization, sidewalk, curb & gutter, signing, stormwater, and lighting upgrades.

Road Name SR 20

Begin Termini Skagit Street

End Termini SR 20

Total Project Length 0.25

Improvement Type Safety

Functional Class Other Principal Arterial

Environmental Type Categorical Exclusion

Priority Number 8

Amendment Number

Amendment Date

Total Project Cost \$1,921,250



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

STIP ID WA-03951

WSDOT PIN

Federal Aid Number 0020(187)

SCOG ID

Agency ID

Hearing Date 7/28/2022

Adoption Date 7/28/2022

Resolution Number 14-2022

Phase Obligation Schedule

Phase	Phase Start	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total	Date Programmed
CN	2023	STBG(UM)	\$1,513,750		\$0	\$236,250	\$1,750,000	4/19/2023
Total			\$1,513,750		\$0	\$236,250	\$1,750,000	

Agency Skagit Transit

Project Title Purchase of Replacement Vanpool Vehicles

Description Purchase of up to three (3) vanpool vehicles to replace aging vehicles in Skagit Transit's vanpool program. The project will assist in maintaining the success of the vanpool program which helps to reduce traffic congestion and greenhouse gas emissions by providing an alternative to single occupancy commute travel.

Road Name N/A

Begin Termini N/A

End Termini N/A

Total Project Length 0.00

Improvement Type Transit

Functional Class No Functional Classification

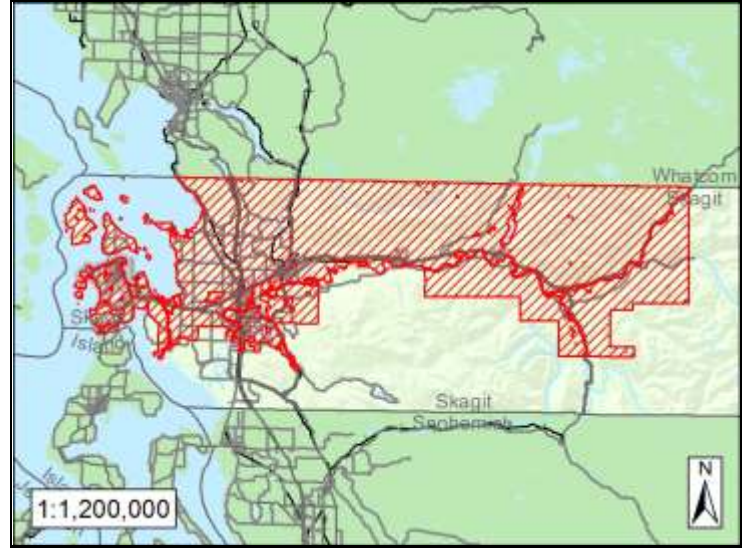
Environmental Type Categorical Exclusion

Priority Number 1

Amendment Number

Amendment Date

Total Project Cost \$123,454



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

STIP ID WA-12689

WSDOT PIN

Federal Aid Number

SCOG ID

Agency ID

Hearing Date 8/17/2022

Adoption Date 8/17/2022

Resolution Number 2022-11

Phase Obligation Schedule

Phase	Phase Start	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total	Date Programmed
ALL	2023	5339	\$8,891		\$0	\$2,223	\$11,114	4/19/2023
Total			\$8,891		\$0	\$2,223	\$11,114	

Financial Feasibility Table

Funding Program	Carryover	2023			2024			2025			2026			4-Year Allocation	4-Year Programmed	4-Year Difference
		Estimated Allocation	Available	Programmed	Estimated Allocation	Available	Programmed	Estimated Allocation	Available	Programmed	Estimated Allocation	Available	Programmed			
Regionally Managed Federal Funds	\$1,403	\$1,979	\$3,382	\$2,870	\$1,979	\$2,492	\$1,453	\$1,979	\$3,018	\$2,044	\$1,979	\$2,954	\$2,085	\$9,320	\$8,451	\$869
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
Other Federal Funds & State Funds	\$0	\$126,902	\$126,902	\$126,902	\$57,333	\$57,333	\$57,333	\$59,713	\$59,713	\$59,713	\$29,087	\$29,087	\$29,087	\$273,035	\$273,035	\$0
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	\$0	\$0	\$0	\$638	\$638	\$638	\$0	\$0	\$0	\$0	\$0	\$0	\$638	\$638	\$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
Matching Funds	\$0	\$19,048	\$19,048	\$19,048	\$5,282	\$5,282	\$5,282	\$4,277	\$4,277	\$4,277	\$4,964	\$4,964	\$4,964	\$33,571	\$33,571	\$0
Local	\$0	\$19,048	\$19,048	\$19,048	\$5,282	\$5,282	\$5,282	\$4,277	\$4,277	\$4,277	\$4,964	\$4,964	\$4,964	\$33,571	\$33,571	\$0
Total	\$1,403	\$147,929	\$149,332	\$148,819	\$64,595	\$65,107	\$64,068	\$65,969	\$67,008	\$66,034	\$36,030	\$37,005	\$36,136	\$315,926	\$315,057	\$869

ACTION ITEM 4.B. – 2023 REGIONAL PROJECT SELECTION EVALUATION PROCESS

Document History

Meeting	Date	Type of Item	Staff Contact	Phone
Technical Advisory Committee	12/01/2022	Discussion	Mark Hamilton	(360) 416-7876
Transportation Policy Board	01/18/2023	Discussion	Mark Hamilton	(360) 416-7876
Technical Advisory Committee	03/02/2023	Review and Recommendation	Mark Hamilton	(360) 416-7876
Transportation Policy Board	03/15/2023	Release for Public Comment	Mark Hamilton	(360) 416-7876
Transportation Policy Board	04/19/2023	Approve Evaluation Process	Mark Hamilton	(360) 416-7876

RECOMMENDED ACTION

Skagit Council of Governments (SCOG) staff and Technical Advisory Committee recommend approval of the proposed [Regional Project Selection Evaluation Process](#).

DISCUSSION

One of the tasks in the Skagit Council of Governments unified planning work program for this state fiscal year is to conduct a regional selection of projects to receive federal funds from the Surface Transportation Block Grant Program (STBG), Transportation Alternatives (TA) set-aside and Carbon Reduction Program (CR). SCOG staff, Technical Advisory Committee and Non-Motorized Advisory Committee have discussed this task over the past several months as the process is being developed to select projects for funding. A selection of projects to receive funding under these programs is a decision made by the Transportation Policy Board, and is expected later this year.

SCOG staff estimates that **\$8.41 million** will be available through this call for projects, which includes estimates of funds available for the 2023 project selection derived using past allocations and obligations for the Skagit region. Future anticipated allocations through the Surface Transportation Block Grant Program (2028 & 2029), Transportation Alternatives (2024–2029) and Carbon Reduction Program (2024–2028) are estimated to be available. The Federal Highway Administration has fact sheets on their website which provide overviews of these federal funding programs:

- [Surface Transportation Block Grant Program](#);
- [Transportation Alternatives](#); and
- [Carbon Reduction Program](#).

After transportation projects are selected by the Transportation Policy Board, they will be programmed in the 2024–2029 Regional Transportation Improvement Program – anticipated for adoption in October 2023 by the Transportation Policy Board. All actions made relating to project evaluation, project selection and programming of projects are made by the Transportation Policy Board. There may be opportunities

to program projects in the current Regional Transportation Improvement Program, though fiscal constraint by year needs to be maintained for each of the first four years, 2023–2026.

STBG, TA and CR funds are available to projects in the following categories:

- “Urban Medium Area” funding for areas with minimum 50,000 population but less than 200,000, which is three of the four cities (Burlington, Mount Vernon, Sedro-Woolley) and some surrounding unincorporated areas;
- “Urban Small Area” funds for areas with minimum 5,000 population but less than 50,000, which is Anacortes and some surrounding unincorporated areas;
- “Rural Area” funding for areas with fewer than 5,000 population, which is the four towns (Concrete, Hamilton, La Conner, Lyman) and most unincorporated areas; and
- “Any Area” funding that can be used in any of the urban or rural areas.

Prior to issuing a call for projects, SCOG must prepare and approve a regional project evaluation process. The evaluation process is prepared with advice from the Technical Advisory Committee and is approved by the Transportation Policy Board.

There must be a minimum of two public comment periods prior to project selection as described on Page 19 of SCOG’s [Public Participation Plan](#): (1) on the proposed regional project evaluation process; and (2) on the proposed project selection. In addition, projects go through separate local and tribal processes with the regional public participation process supplementing outreach done and input received at those other levels.

Project selection is a work activity included on pages 16–17 of the current [Unified Planning Work Program](#) for SCOG.

ADDITIONAL CONSIDERATIONS

Following are some considerations discussed about the project selection evaluation process by SCOG staff and advisory committees:

- **Cost Estimates**
Project application cost estimates was a point of disagreement among project sponsors and others during the 2021 project selection. SCOG staff presented on this subject in January 2023 to the Transportation Policy Board, and was directed to not require cost estimates prepared by a Professional Engineer with project applications. Subsequently, application materials have been revised from “Professional Engineer’s Estimate (if applicable)”, which was what appeared on application materials in 2021, to “Cost Estimate” for 2023 project application materials. No instructions are included in application materials on cost estimating, and SCOG staff will not be evaluating the accuracy of any cost estimates submitted with project application materials. Other elements of project cost will be evaluated by SCOG staff as is done in each project selection, including funding sources, funding requests, matching funds and private funding. Project sponsors are free to submit cost estimates prepared by a Professional Engineer if they so choose, but it is not a SCOG requirement that cost estimates be prepared by a Professional Engineer as part of the 2023 project selection process.

Recommendation:

The Technical Advisory Committee did not have a recommendation on this subject.

- **Non-Roadway Funding Set-aside**

The Transportation Policy Board has historically set aside 10% of STBG funding for non-roadway projects, though this percentage was revised to 5% in 2021. SCOG staff expects that this practice will be revisited this year, with the Board determining whether or not to continue this practice. This 5% is not a federal nor state requirement, but has been a regional decision in past project selections using STBG funds. Examples of eligible non-roadway projects in the 2023 selection included: transit capital projects; ferry boats and terminals; and safe routes to school programs.

With the new Carbon Reduction Program also funding similar projects at approximately \$300,000 per year for the region, the Transportation Policy Board may consider whether or not they desire to continue setting aside funds in this manner for non-roadway projects.

Recommendation:

The Technical Advisory Committee recommends continuing the practice of setting aside a minimum 5% of STBG funding to non-roadway projects.

- **Criteria and Weights**

There are seven categories of criteria and weights from the 2021 project selection process. SCOG staff and advisory committees have been discussing the seven categories and the continuation of criteria and weights, or potential revision for 2023.

Recommendation:

The Technical Advisory Committee recommends providing maximum points for each project as follows, which do not differ from the 2021 project selection process:

- Safety: 25 points
- Economic Vitality: 15 points
- Mobility: 15 points
- Preservation & Maintenance: 15 points
- Regional Nature: 10 points
- Project Funding & Readiness: 10 points
- Technical Advisory Committee Priority: 10 points

Total: 100 points¹

- **Bonus Points**

There are bonus points available under Regional Transportation Improvement Program obligation authority procedures, with one jurisdiction eligible for additional project selection points based on 2021 & 2022 project delivery – assisting SCOG meet our regional obligation authority target by volunteering to move a project forward early, and delivering by obligating federal funding. During the 2021 project selection process, Anacortes, Mount Vernon and Samish

¹ The Transportation Policy Board modified points for the criteria categories at the March 15, 2023 meeting. Economic Vitality was decreased from 15 to 10 points, and Project Funding & Readiness increased from 10 to 15 points.

Indian Nation were eligible and were awarded bonus points. Mount Vernon is the only eligible organization to receive bonus points for the 2023 project selection process.

Recommendation:

The Technical Advisory Committee recommends continuing with the practice that was utilized in the 2021 project selection, awarding 5 bonus points to any project sponsor utilizing gap strategy #1 or 2 and delivering on obligating federal funds before the Regional Transportation Improvement Program obligation authority deadline.

- **Contingency List**

The contingency list created during the 2021 project selection was heavily relied upon to help meet the obligation authority target in 2022. Though no substantive changes are proposed for 2023, emphasis is placed by SCOG staff on submitting more projects for the contingency list at varying funding levels. For example, seven of eight projects on the contingency list moved forward and obligated funds in 2022. This left only one project available to advance from the contingency list in 2023 – limiting the potential effectiveness of the list this year. Additionally, 2021 funding requests for the contingency list range from \$42,000–\$411,000; including a variety of projects with higher dollar values may benefit the region in the future depending upon the size of the obligation authority gap, which is unknown until after each calendar year begins.

Though no changes are proposed for how the contingency list is created, SCOG staff encourages project sponsors to submit more projects for the contingency list with higher funding requests, to assist with filling large obligation authority gaps if necessary.

Recommendation:

The Technical Advisory Committee recommends creating a new contingency list in 2023, following the same process that was used during the 2021 project selection.

- **Combined Project Selection Process**

A reason for combining project selection for the Surface Transportation Block Grant Program, Transportation Alternatives set-aside and Carbon Reduction Program is administrative efficiency: undertaking one project selection for all funds SCOG has regional authority over instead of separate project selections based on funding type. As the Carbon Reduction Program is new as of late 2021, this would be the first time SCOG selects for these federal funds and includes it in the combined selection process. SCOG combined the selection of projects for STBG and TA funds for the first time in 2021; prior to that year, projects were selected through separate selection processes for each federal funding source.

Recommendation:

The Technical Advisory Committee recommends combining selection for the three federal funding sources into one process in 2023.

- **Parallel Prioritization Process for Transportation Alternatives Set-Aside Projects**

The federal Infrastructure Investment and Jobs Act, enacted in November 2021, imposed new requirements on projects selected to receive Transportation Alternatives set-aside funds. Statewide guidance from the Washington State Department of Transportation suggests that SCOG utilize the Washington State Department of Health's Washington Tracking Network

program to assist with prioritizing projects for TA funds. There is not guidance about how the prioritization should occur, only the tool to utilize.

Recommendation:

The Technical Advisory Committee recommends using the seven Socioeconomic Factors from the [Washington Tracking Network](#) webmap for projects that are eligible for TA funds. Score projects from 7 (lowest) to 70 (highest) based on their location, and maintain results separately from project application scores (i.e. approved criteria and weights).

- **Source of Federal Funds**

Assuming that SCOG continues with a combined project selection process, there are three federal funding sources for which projects may be eligible. In past project selection processes, SCOG has not included the federal funding sources on application forms for applicants to indicate eligibility for their projects.

Recommendation:

The Technical Advisory Committee recommends including an area on application forms where applicants are provided the option of identifying which federal funding source the project is eligible for: Surface Transportation Block Grant Program; Transportation Alternatives set-aside; and/or Carbon Reduction Program funding.

OTHER RESOURCES

SCOG staff prepared an [overview document](#) that describes regional project selection and programming processes. Frequently asked questions are included at the end of the document.

PUBLIC PARTICIPATION

There must be a minimum of two public comment periods prior to project selection as described on Page 19 of SCOG's [Public Participation Plan](#): (1) on the proposed regional project evaluation process; and (2) on the proposed project selection. In addition, projects go through separate local processes with the regional public participation process supplementing outreach completed and input received at the local level.

The Transportation Policy Board released the proposed evaluation process for public review and comment at the March 15 meeting. A public comment period was held from March 17-29, with a notice of public comment period published in the Skagit Valley Herald on March 21 and 28, and on the SCOG website for the entirety of the comment period. No comments were received.

REGIONAL CALL FOR PROJECTS

SURFACE TRANSPORTATION BLOCK GRANT PROGRAM

TRANSPORTATION ALTERNATIVES SET-ASIDE

CARBON REDUCTION PROGRAM

The Skagit Council of Governments (SCOG) Transportation Policy Board will select projects for funding in the Skagit region at their meeting in July 2023. The funding decision will select projects for Surface Transportation Block Grant Program (STBG), an STBG set-aside called Transportation Alternatives Set-Aside (TA) and Carbon Reduction Program (CR) federal funds. For this project selection, each project will be evaluated based on approved criteria and weights.

The Skagit Council of Governments, as the metropolitan planning organization (MPO) for Skagit County, has been given the authority by Washington state to select projects for funding using these sources of federal funds. The Washington State Department of Transportation (WSDOT) has a summary of these funding sources on their website, along with the funding formula used statewide to allocate funds and the role of MPOs in the process. Following are links to each WSDOT webpage for these funding programs:

- [Surface Transportation Block Grant Program](#)
- [Transportation Alternatives Set-Aside](#)
- [Carbon Reduction Program](#) (Federal Highway Administration link; WSDOT webpage pending)

SCOG last selected projects for federal funding in 2021. At that time, the Transportation Policy Board selected projects for \$3.2 million in funding through STBG and TA, with additional projects totaling \$1.5 million selected for the contingency list. There was no selection for CR, as the program was not created until late 2021.

FUNDING AVAILABILITY

Funding levels to the Skagit region change year to year as federal allocations change, projects obligate or deobligate funds, and projects are deprogrammed. Future funding available is estimated with every project selection process at SCOG, with project-selection decisions based on these estimates. Selection decisions are contingent upon federal authorizations and appropriations.

Estimates of funds available for the 2023 project selection are derived using past allocations and obligations for the Skagit region. Future anticipated allocations through the Surface Transportation Block Grant Program (2028–2029), Transportation Alternatives Set-Aside (2024–2029) and Carbon Reduction Program (2024–2028) are estimated to be available through the Call for Projects. Programming projects after selection is expected to align with the ranges of years for each program identified in this paragraph, though may be adjusted to other years in SCOG’s Regional Transportation Improvement Program if practicable.

SURFACE TRANSPORTATION BLOCK GRANT PROGRAM

For Surface Transportation Block Grant Program funding, a total of \$5.50 million should be selected for projects. A minimum of \$2,090,000 should be selected in the Urban Medium Area, a minimum of \$570,000 should be selected in the Urban Small Area, and a minimum of \$640,000 should be selected in the Rural

Area. \$2,200,000 may be selected in any area (urban areas or Rural Area). Thresholds for all urban and rural areas are estimated based on anticipated funding that must be used in these geographies, per federal requirements.

Estimated Surface Transportation Block Grant Program funding available through the Call for Projects is included in the following table.

Urban Medium Area (minimum)	Urban Small Area (minimum)	Rural Area (minimum)	Any Area (Urban Areas or Rural Area)	Total Available
\$2,090,000	\$570,000	\$640,000	\$2,200,000	\$5,500,000

TRANSPORTATION ALTERNATIVES SET-ASIDE

For Transportation Alternatives Set-Aside funding, a total of \$1.42 million should be selected for projects. A minimum of \$300,000 should be selected in the Urban Medium Area, a minimum of \$0 should be selected in the Urban Small Area, and a minimum of \$440,000 should be selected in the Rural Area. \$680,000 may be selected in any area (urban areas or Rural Area). Thresholds for all urban and rural areas are estimated based on anticipated funding that must be used in these geographies, per federal requirements.

Estimated Transportation Alternatives Set-Aside funding available through the Call for Projects is included in the following table.

Urban Medium Area (minimum)	Urban Small Area (minimum)	Rural Area (minimum)	Any Area (Urban Areas or Rural Area)	Total Available
\$300,000	\$0	\$440,000	\$680,000	\$1,420,000

CARBON REDUCTION PROGRAM

For Carbon Reduction Program funding, a total of \$1.49 million should be selected for projects. A minimum of \$560,000 should be selected in the Urban Medium Area, a minimum of \$380,000 should be selected in the Urban Small Area, and a minimum of \$550,000 should be selected in the Rural Area. Unlike STBG and TA, there is no Any Area funding that can be used in any urban or rural areas. Thresholds for all urban and rural areas are estimated based on anticipated funding that must be used in these geographies, per federal requirements.

Estimated Carbon Reduction Program funding available through the Call for Projects is included in the following table.

Urban Medium Area (minimum)	Urban Small Area (minimum)	Rural Area (minimum)	Total Available
\$560,000	\$380,000	\$550,000	\$1,490,000

NON-ROADWAY FUNDING SET-ASIDE

At the discretion of the Transportation Policy Board, a minimum of 5% of STBG funding is anticipated to be set-aside for non-roadway projects. Examples of eligible non-roadway projects include: transit

capital projects; ferry boats and terminals; and safe routes to school programs. A complete list of eligible STBG projects, including non-roadway projects, is located at [23 USC 133\(b\)](#).

This set-aside is not specific to any one mode of transportation and is intended to ensure a minimum level of funding to projects that may not otherwise be competitive with roadway projects due to the criteria and weights used in the evaluation process. Non-roadway projects may also be eligible for funding through Transportation Alternatives Set-Aside and/or Carbon Reduction Program if they meet eligibility requirements of these other funding sources.

There is no federal nor state requirement that funds be reserved in this way for non-roadway projects. The 5% set-aside is a regional decision consistent with past project selection processes at SCOG to set aside funding in this manner.

FEDERAL FUNCTIONAL CLASSIFICATION AND CRITICAL RURAL FREIGHT CORRIDORS

Most roadway projects can only be funded using STBG funds if the roadway has a federal functional classification. Projects on roads classified as Rural Minor Collectors or local roads can only receive up to 15% of the Rural Area funding (\$96,000) and Urban Small Area funding (\$85,500) per the special rule at [23 USC 133\(g\)](#), and [Critical Rural Freight Corridors](#) designated under [23 USC 167\(e\)](#) also qualify.

Transportation Alternatives and Carbon Reduction Program projects do not require federal functional classification.

APPLICATION FORMS

Application forms include project details for each project that will be considered for funding. Each project being submitted requires a separate application form. There is no limit to how many forms applicants submit to SCOG.

- [Project Application Form](#)
- [Contingency List Project Application Form](#)
- [Project Endorsement Form](#) (required for every project)

TIMEFRAME TO SUBMIT

Applications will be accepted by SCOG from April 21–May 12. Any incomplete applications will be flagged by SCOG staff and applicants will be notified as soon as possible of any required materials not submitted. May 26 is the final deadline to submit any application materials to complete application packets.

HOW TO SUBMIT

Application materials must be submitted to Mark Hamilton at SCOG, by email only, at markh@scog.net. Paper application materials will not be accepted. All applicants will receive confirmation of materials received via email.

PROJECT EVALUATION CRITERIA & WEIGHTS

Projects submitted will be evaluated from May 15–24. Project evaluations will be based on approved criteria and weights. These criteria and weights were approved by the Transportation Policy Board at their April 19 meeting.

The categories for the evaluation criteria, and their associated points, are listed below:

- Economic Vitality – **10 points**
- Safety – **25 points**
- Mobility – **15 points**
- Regional Nature – **10 points**
- Project Funding & Readiness – **15 points**
- Preservation & Maintenance – **15 points**
- Technical Advisory Committee Priority – **10 points**

TOTAL: **100 POINTS**
BONUS¹: **+5 POINTS**

Evaluation criteria, and points available per criterion, are included in the Project Application Form. Technical Advisory Committee members are not permitted to evaluate any project from the government they represent. The final action of selecting projects for funding will be taken by the Transportation Policy Board at their July 19 meeting.

CONTINGENCY LIST

A contingency list of projects will be prepared for projects that can easily move forward if the Skagit region is expected to fall short of its annual obligation target. Inclusion of any project on the contingency list does not guarantee the project will be funded. Projects on the contingency list must be able to obligate funding quickly, often in less than six weeks. Sponsors of contingency list projects may also submit the proposed project as part of the general Call for Projects.

Contingency list submissions will be prioritized according to the following criteria:

- What is the regional issue the project will address?
- What is the desired outcome from the project?
- Does the project address an issue identified in the Skagit 2045 Regional Transportation Plan?
- What is the project's expected level of regional impact?
- Can the project reasonably obligate funding in six weeks if necessary?

Projects proposed for the contingency list will be distributed to the Technical Advisory Committee for evaluation. A prioritized contingency list, with rank-ordered projects, will be recommended to the

¹ Bonus applies to project sponsors that utilized SCOG Obligation Authority Procedures in 2021 or 2022, strategies #1 or #2, by moving projects forward and obligating federal funds by August 1 of the respective calendar year.

Transportation Policy Board for consideration. Technical Advisory Committee members are not permitted to evaluate any project from their own organization.

QUESTIONS

Any questions about the Call for Projects should be submitted in writing to Mark Hamilton at markh@scog.net. Written questions received, if any, will be posted to the SCOG website with staff responses.

SCHEDULE

February 28, 2023:.....	Non-Motorized Advisory Committee recommendations (if any) to Technical Advisory Committee on evaluation process
March 2, 2023:.....	Technical Advisory Committee recommends evaluation process, including evaluation criteria and weights, to Transportation Policy Board
March 15, 2023:.....	Transportation Policy Board discusses Technical Advisory Committee recommendation on proposed evaluation process and releases evaluation process for public review and comment
March 17-29, 2023:.....	Tentative public comment period on proposed evaluation process
April 19, 2023:.....	Transportation Policy Board approves evaluation process, after consideration of any public comments received
April 21-May 12, 2023:.....	Applications submitted to SCOG
May 15-24, 2023:.....	Evaluation of applications
May 23, 2023:.....	Project presentations to Technical Advisory Committee from project sponsors
May 24, 2023:.....	Project evaluations due to SCOG from Technical Advisory Committee
May 30, 2023:.....	Non-Motorized Advisory Committee recommendations (if any) to Technical Advisory Committee on project selection
June 1, 2023:.....	Technical Advisory Committee recommends project selection to Transportation Policy Board

- June 21, 2023: Transportation Policy Board discusses Technical Advisory Committee recommendation on proposed project selection and releases project selection for public review and comment

- June 23–July 5, 2023: Tentative public comment period on recommended project selection from Technical Advisory Committee

- July 19, 2023: Transportation Policy Board makes project-selection decision, after consideration of any public comments received

DRAFT

ACTION ITEM 4.c. – RELEASE PROPOSED UPDATE TO TITLE VI PLAN FOR PUBLIC COMMENT

Document History

MEETING	DATE	TYPE OF ITEM	STAFF CONTACT	PHONE
Transportation Policy Board	01/18/2023	Discussion	Grant Johnson	(360) 416-6678
Transportation Policy Board	04/19/2023	Action (Release)	Grant Johnson	(360) 416-6678

RECOMMENDED ACTION

Skagit Council of Governments (SCOG) staff recommends that the Transportation Policy Board release the proposed update to SCOG's [Title VI Plan](#) for public comment.

DISCUSSION

The Title VI Plan is the central component of SCOG's nondiscrimination program. Through the plan, SCOG commits to ensuring that no person is excluded from participation in SCOG's transportation program or denied benefits of services on the basis of race, color, sex or national origin. The plan is a federal requirement tied to the receipt of federal funds and stems from Title VI of the federal Civil Rights Act of 1964.

SCOG receives Federal Highway Administration and Federal Transit Administration funds through the Washington State Department of Transportation (WSDOT). Because SCOG receives federal funds, Title VI requirements apply to SCOG's entire transportation program. WSDOT has oversight responsibility for ensuring nondiscrimination at SCOG, and SCOG staff has been coordinating with WSDOT staffs at the Office of Equal Opportunity, Public Transportation Division and Multimodal Planning Division on this update. Per FHWA regulations, SCOG must update the Title VI Plan every three years; the current Title VI Plan expires in 2023.

KEY UPDATES

The proposed 2023 update contains several substantive changes and clarifications in addition to the items that are routinely updated every three years. Additionally, related documents, including Title VI Complaint Forms, 2020-2023 Environmental Justice Assessment of SCOG Federally Funded Projects and the 2023 Skagit County Demographic Profile, have been updated to match state guidelines or to comply with Federal Title VI and Environmental Justice requirements. The following updates have been made to the 2023 Title VI Plan and related documents.

TITLE VI PLAN

- Updates to the Title VI Complaint Procedure and Title VI Complaint Forms to match WSDOT complaint records retention policy;
- Updates to Board and Committee Meetings section to reflect hybrid meetings and to clarify where most in-person meetings are held;

- Clarified that the Skagit Demographic Profile and Environmental Justice & Title VI Assessment of STBG & TA Projects Selected for SCOG Federal Funds in Skagit County are updated every three years, and added both documents as appendices;
- Defined the term “Vital Documents” and gave examples;
- Reports on the last three years of community outreach related to SCOG’s transportation program;
- Reports on self-identified race and ethnicity information for the ad hoc transit-related committee at SCOG created in 2022;
- Updates hyperlinks throughout the document, including to the plans adopted by SCOG over the past three years;
- Updates SCOG’s Language Access Plan with explanatory language and a new four-factor analysis based on recent data; and
- Includes an appendix of public involvement conducted during the Title VI Plan update.

2023 SKAGIT COUNTY REGIONAL DEMOGRAPHIC PROFILE

- Updates the 2020 Skagit County Demographic Profile with analysis conducted from the 2017-2021 American Community Survey 5-year estimates and 2020 Decennial Census.

The updated 2023 Skagit County Regional Demographic Profile will be used as a basis for future Environmental Justice analyses in SCOG plan updates and programs.

2020-2023 ENVIRONMENTAL JUSTICE & TITLE VI ASSESSMENT OF STBG & TA PROJECTS SELECTED FOR SCOG FEDERAL FUNDS IN SKAGIT COUNTY

- Updates the 2017-2020 Environmental Justice Assessment of STBG & TA Projects Awarded SCOG Federal Funds in Skagit County, including new projects selected for award between April 2020 and April 2023.
- Includes a transit-specific Title VI analysis to meet FTA Title VI requirements.

The 2020-2023 Environmental Justice & Title VI Assessment of STBG & TA Projects found that SCOG project selections and funding have not disparately impacted identified Environmental Justice communities.

PUBLIC PARTICIPATION

As part of the Title VI Plan update, staff conducted a focus group in March 2023 with stakeholders who served or represented identified Title VI and Environmental Justice populations. Comments received during the focus group were compiled in Appendix 2: Public Involvement within the Title VI Plan.

SCOG will issue a minimum two-week public comment period on the draft Title VI Plan following the April 19, 2023 Transportation Policy Board meeting. Public comments will be compiled and included in the meeting packet for the May 17, 2023 meeting.

DISCUSSION ITEM 5.A. – 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	Grant Johnson	(360) 416-6678
Transportation Policy Board	04/19/2023	Discussion	Grant Johnson	(360) 416-6678

DISCUSSION

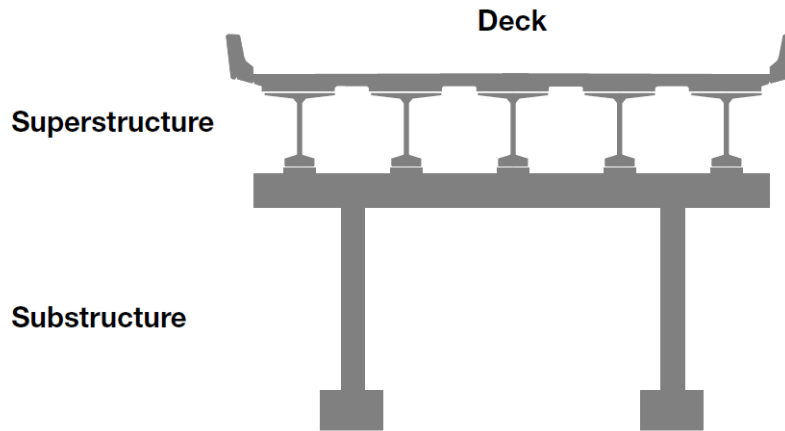
Since 2018, the Skagit Council of Governments has agreed to plan and program projects in the Skagit region so that they contribute toward the accomplishment of statewide Transportation Performance Management (TPM) targets for the National Highway System (NHS). WSDOT, in collaboration with Metropolitan 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 21st 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 conditions¹

	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 ²) (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 (80th percentile) to normal travel times (50th 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.

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

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.

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

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](#).

NEXT STEPS

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.



DISCUSSION ITEM 5.B. – 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	Mark Hamilton	(360) 416-7876
Transportation Policy Board	04/19/2023	Discussion	Mark Hamilton	(360) 416-7876

DISCUSSION

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

SCOG staff will attend a remote meeting with representatives from the Washington State Department of Transportation, Federal Highway Administration and Federal Transit Administration on April 13 to review and discuss the UPWP. Revisions may be made to the UPWP by SCOG staff based on feedback received at the meeting.

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

UNIFIED PLANNING WORK PROGRAM

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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DRAFT

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

The Skagit Council of Governments fully complies with Title VI of the federal Civil Rights Act of 1964 and related statutes, and does not discriminate on the basis of race, color or national origin. For more information, or to obtain a Title VI Complaint Form, visit SCOG's website at <http://scog.net/about/nondiscrimination/>.

Cover photograph courtesy of Andy Porter Photography.

PLANNING ORGANIZATION OVERVIEW

Authorized by federal law, metropolitan planning organizations (MPOs) exist throughout the United States in all 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.

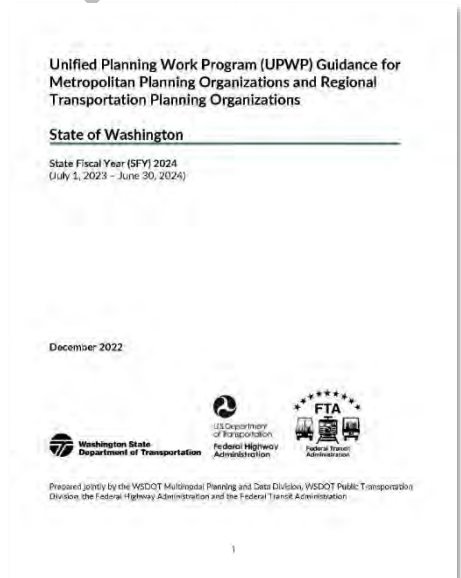
STATE PLANNING EMPHASIS AREAS

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

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 RTP 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

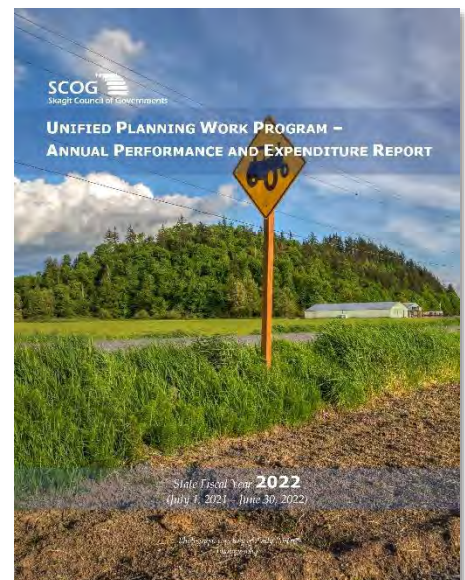
Description: Creation of the SFY 2023 UPWP Annual Performance and Expenditure Report per [23 CFR 420.117](#). SCOG will prepare the SFY 2025 UPWP in cooperation with the Federal Highway Administration, Federal Transit Administration, Skagit Transit and WSDOT.

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.

DRAFT

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.

DRAFT

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

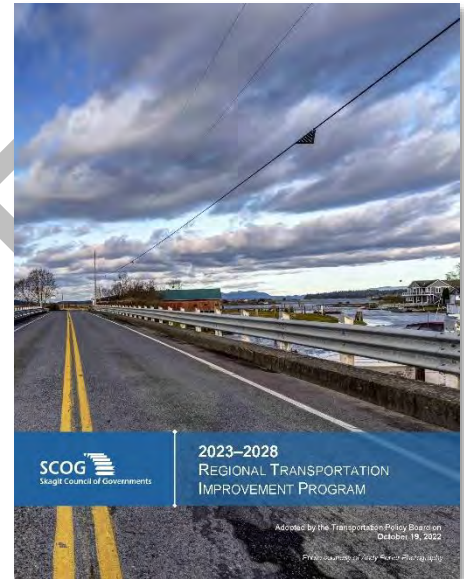
3.1 Regional Transportation Improvement Program

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.



DRAFT

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
	Subtotal		\$84,400	\$73,100	\$11,300	\$37,300	\$32,300	\$5,000	\$0	\$45,800	\$39,600	\$6,200	\$15,300	\$145,000	\$15,300	\$22,500	\$182,800
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
	Subtotal		\$41,400	\$35,800	\$5,600	\$14,200	\$12,200	\$2,000	\$0	\$144,300	\$124,800	\$19,500	\$38,900	\$172,800	\$38,900	\$27,100	\$238,800
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
	Subtotal		\$19,200	\$16,600	\$2,600	\$9,700	\$8,400	\$1,300	\$0	\$47,000	\$40,700	\$6,300	\$9,900	\$65,700	\$9,900	\$10,200	\$85,800
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
	Subtotal		\$91,400	\$79,100	\$12,300	\$9,500	\$8,300	\$1,200	\$0	\$105,600	\$91,400	\$14,200	\$7,900	\$178,800	\$7,900	\$27,700	\$214,400
	Total		\$236,400	\$204,600	\$31,800	\$70,700	\$61,200	\$9,500	\$0	\$342,700	\$296,500	\$46,200	\$72,000	\$562,300	\$72,000	\$87,500	\$721,800

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	\$0
	Total	\$167,600	\$199,700	\$76,000	\$206,300	\$649,600	\$660,300	\$352,500	\$363,200

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
	Total	\$15,300	\$38,400	\$10,000	\$7,900	\$71,600	\$143,300	\$0	\$71,700

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.)
SCOG	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
	Total	\$301,938	\$40,462

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.

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
			Total	\$85,000

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CONTACT INFORMATION

For more information or to request a copy of this document, please contact:

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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:

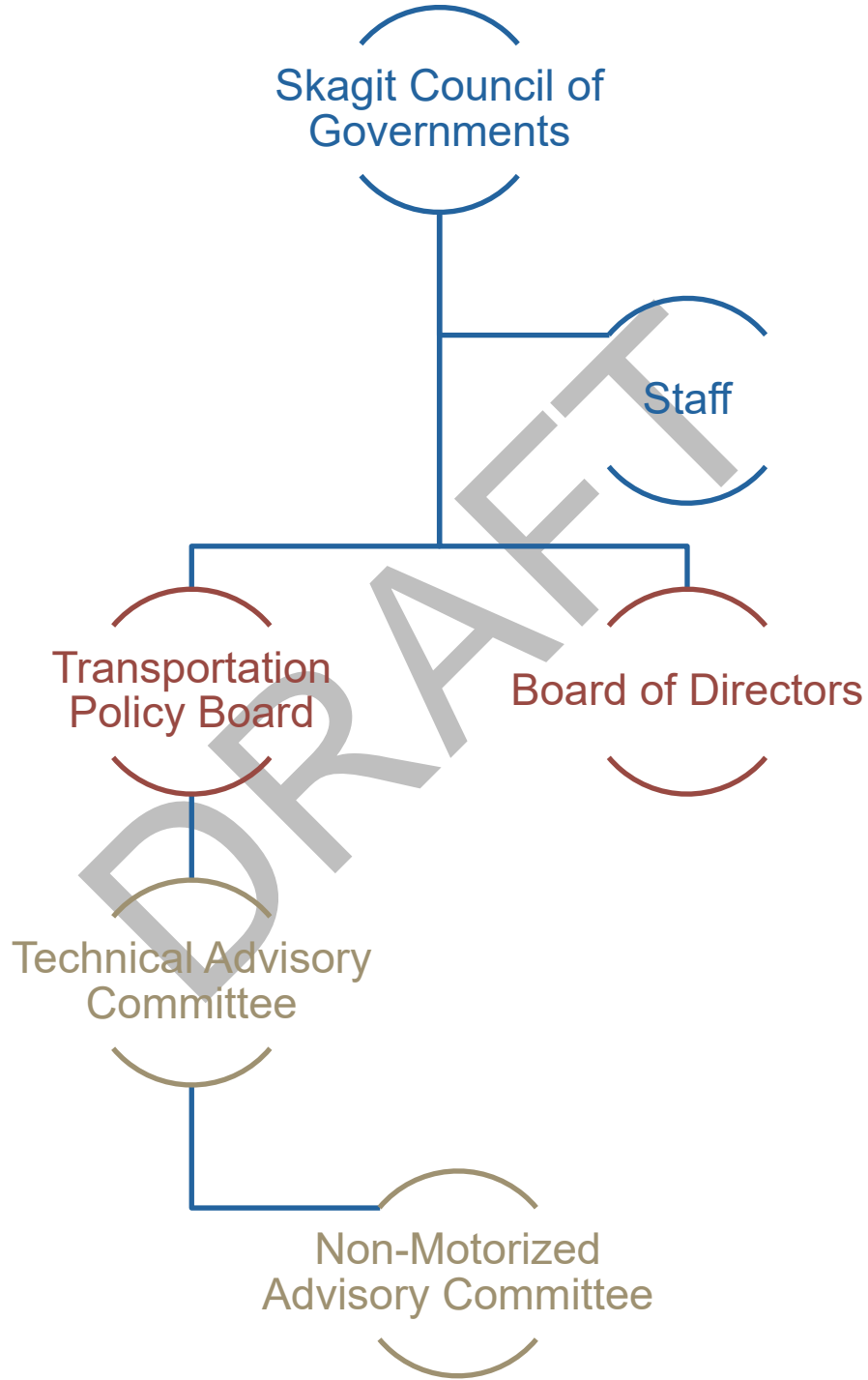
City of Anacortes	Port of Skagit	Town of Hamilton
City of Burlington	Samish Indian Nation	Town of La Conner
City of Mount Vernon	Skagit County	Town of Lyman
City of Sedro-Woolley	Swinomish Indian Tribal Community	Washington State Department of Transportation
Port of Anacortes	Town of Concrete	

NON-VOTING MEMBERS OF TRANSPORTATION POLICY BOARD:

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

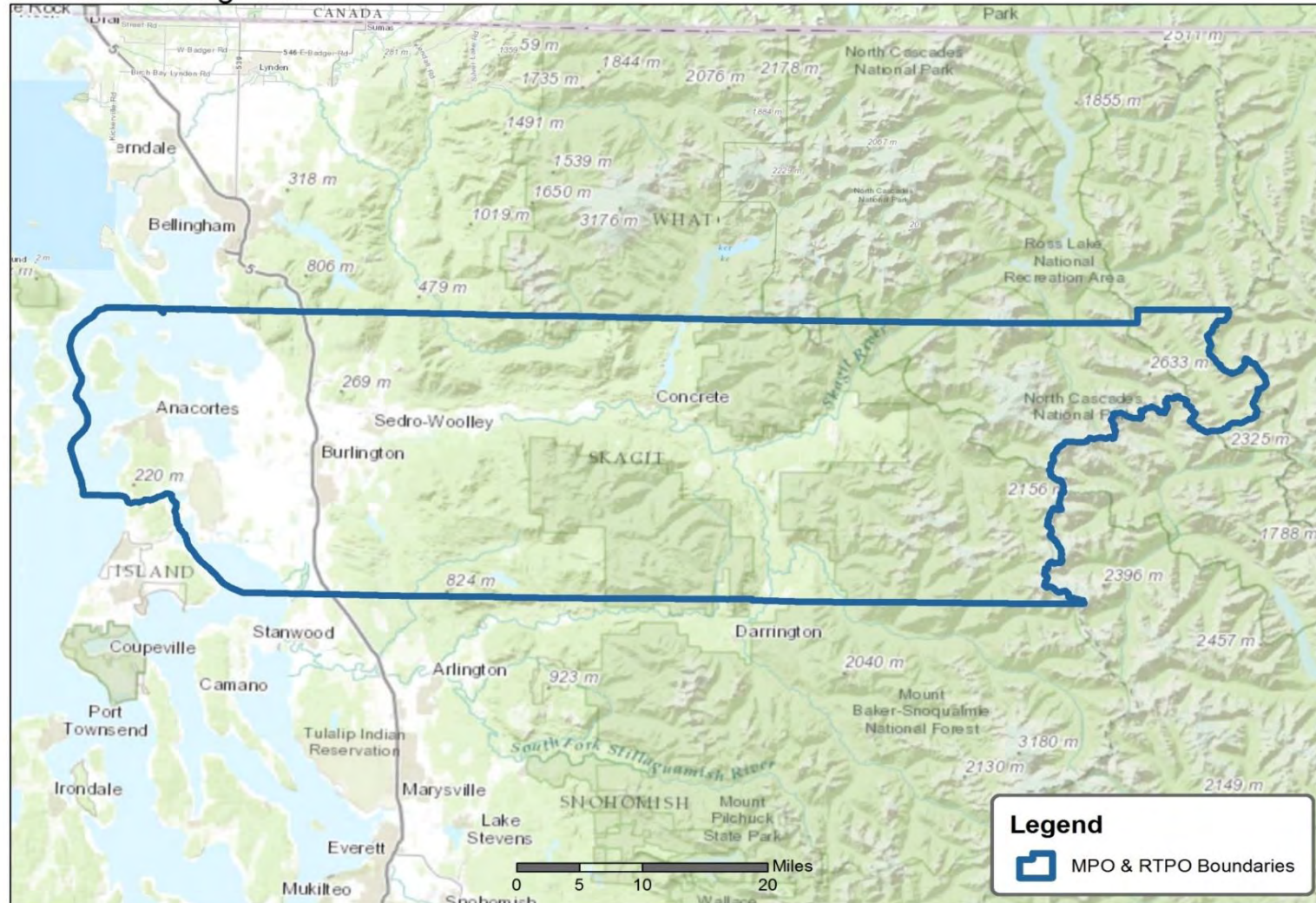
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Appendix B: ORGANIZATIONAL STRUCTURE

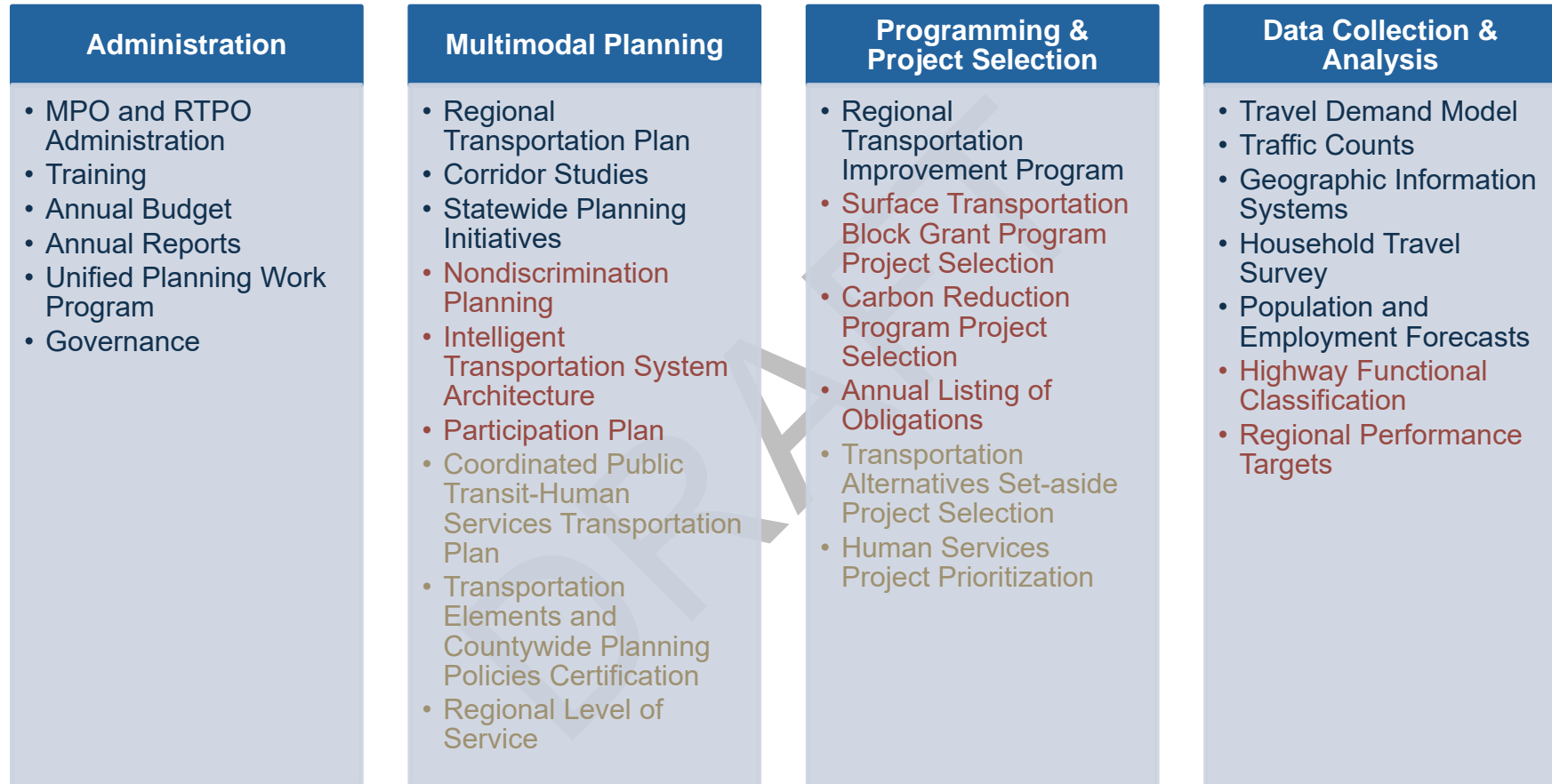


Appendix C: MPO & RTPO PLANNING AREA

SCOG Planning Area



Appendix D: CORE PROGRAMS AND FUNCTIONS



MPO (Federal)

RTPO (State)

MPO & RTPO

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 1st. 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

WASHINGTON STATE DEPARTMENT OF TRANSPORTATION

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

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: _____

2022 Annual Listing of Federal Obligations

2022 ANNUAL LISTING OF FEDERAL OBLIGATIONS



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The Skagit Council of Governments is the designated metropolitan planning organization and regional transportation planning organization for the Skagit region.

INTRODUCTION

The 2022 Annual Listing of Federal Obligations lists the projects in the Skagit region that obligated federal transportation funds last year from the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA). Developed in partnership with Skagit Transit and the Washington State Department of Transportation (WSDOT), this document demonstrates the coordination between Skagit Council of Governments (SCOG) member agencies to implement regional transportation priorities.

REQUIREMENTS

Federal regulations ([23 CFR 450.334](#)) require that SCOG publish a list of all projects in the Skagit region that obligated funding from FHWA or FTA during the last program year. In Washington state, the program year is the same as the calendar year. Federal law also requires the 2022 Annual Listing of Federal Obligations be published no later than 90 days after the year ends. SCOG works cooperatively with WSDOT and Skagit Transit to meet these federal requirements each year.

The list of obligated projects must include sufficient descriptions of each project (type of work, project termini, total length, etc.). The list must also include: the amount of obligated funding for each project in 2022; the amount of federal funding requested in the 2022 Regional Transportation Improvement Program for projects that obligated funding; and the amount of federal funding available for future program years.

The annual listing is published on SCOG's website by the end of March each year with paper copies available upon request.

OTHER PURPOSES

Another purpose of the 2022 Annual Listing of Federal Obligations is to evaluate the Skagit region's effectiveness at implementing regional transportation projects. By tracking the funds obligated during the previous program year, SCOG can monitor its success delivering projects in their planned timeframes.

OBLIGATION

Obligation is defined as the federal government's legal commitment to pay the federal share of a project's cost. For Federal Transit Administration projects, obligation occurs when the FTA grant is awarded. For Federal Highway Administration projects, obligation occurs when a project agreement is executed and the State/grantee requests that the funds be obligated.

REGIONAL TRANSPORTATION PLANNING AND PROGRAMMING

SCOG facilitates a continuous, cooperative and comprehensive multimodal transportation planning process through its regional transportation planning efforts. Regional transportation priorities are identified through the development of the long-range regional transportation plan. Medium-range regional transportation priorities are identified in the six-year regional transportation improvement program.

REGIONAL TRANSPORTATION PLAN

SCOG's long-range regional transportation plan is the strategic framework for meeting the Skagit region's existing and future transportation needs. The [Skagit 2045 Regional Transportation Plan](#) (Skagit 2045) identifies the region's transportation goals through 2045. Transportation priorities include maintaining existing roadways and enhancing the transportation network through regionally significant projects.

Projects identified in Skagit 2045 are developed through the comprehensive planning process of cities, towns, Indian tribes, Skagit Transit and Skagit County. Skagit 2045 is also consistent with federal and state requirements, serving as a link between local planning efforts and the statewide [Washington Transportation Plan](#).

As projects in Skagit 2045 draw closer to implementation, they are often programmed in SCOG’s medium-range program of projects – the [2023–2028 Regional Transportation Improvement Program](#).

REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM

The 2023–2028 Regional Transportation Improvement Program (RTIP) includes projects with secured federal transportation funding, as well as projects that are regionally significant. Projects included in the program are expected to obligate funding within its six-year timeframe.

Projects included in the first year of the RTIP are expected to obligate their secured federal funding during the current program year. Within 90 days of that program year’s end date, each obligated project should be included in the annual listing of federal obligations for that year.

Occasionally, project obligations do not occur in the year in which they are programmed. Projects that are committed to obligating funds in the current year and fail to do so may be sanctioned. Additionally, projects programmed in the second to fourth years of the RTIP can occasionally obligate funding in the current program year. SCOG coordinates a regional process every year to monitor obligations as they occur, and ensure that the Skagit region is delivering projects to help meet the regional portion of the statewide obligation authority target.

Projects in the first four years of the RTIP are forwarded to WSDOT to be included in the [Statewide Transportation Improvement Program](#). To obligate federal funding, a project from the Skagit region must first be programmed in the RTIP, and then the Statewide Transportation Improvement Program. Federal authorizations occur only after regional and statewide programming requirements are met.

ANNUAL LISTING OF FEDERAL OBLIGATIONS

The 2022 Annual Listing of Federal Obligations – displayed in **Table 1** – includes all the projects in the Skagit region that obligated relevant

federal funds in 2022. The table includes the total programmed¹ amount of federal funding for each obligated project in the 2022–2027 Regional Transportation Improvement Program. Obligations are included for each project phase that received federal authorization last year. Many projects have additional phases that will obligate federal funding in future years. The listing also records the funding available to complete the project unless the amount obligated exceeded the programmed amount. These overages are displayed as “Over Obligated” in the table.

Obligations reported by WSDOT for programmatic projects (e.g. Asphalt/Chip Seal Preservation and Concrete Roadway Preservation) are combined together into their respective programs. These programmatic expenditures are often referred to as “buckets” of funding for these types of projects.

For any projects with “FTA Transfer” in the title, the date of obligation is reported as the date the transfer of funds between the Federal Highway Administration and Federal Transit Administration was approved. This method of reporting is consistent with how obligation authority is tracked in the Skagit region and statewide.

¹ Only includes Available and Committed funds programmed in RTIP and STIP per 23 CFR 450.104 Definitions (i.e. “Secured” funds in RTIP). Other reasonably anticipated funds are not included in Table 1 (i.e. “Planned” funds in RTIP).

TABLE 1: 2022 ANNUAL LISTING OF FEDERAL OBLIGATIONS

Agency	Project	STIP ID	Federal Project #	Type of Work	Begin	End	Length (in miles)	Obligation Date	Phase	2022-2027 RTIP Federal Programming (Project)	2022 Federal Obligations	Federal Funding Remaining (Project)	Fund Type
Anacortes	R Avenue Long Term Improvements	T-1301	6239(002)	Safety	SR 20 Spur	22nd Street	1.00	8/16/2022	PE	\$0	\$66,361	Over Obligated	STBG(USS)
Burlington	Pease Road Cascade Mall Nonmotorized Connection	WA-07782	7323(004)	Non-Motorized	Cascade Mall Drive	Pease Road	0.15	9/12/2022	CN	\$296,084	\$470,000	Over Obligated	STP(S), TA(UM)
Mount Vernon	15th Street Sidewalk Improvements	WA-13502	7285(001)	Non-Motorized	Broad Street	Division Street	0.32	9/16/2022	PE	\$42,000	\$42,000	\$0	STP(US)
Mount Vernon	30th Street Improvements - 1	WA-13504	7339(001)	Maintenance & Preservation	Paul Place	College Way	0.27	8/15/2022	PE	\$373,000	\$372,988	\$12	STP(US)
Mount Vernon	Freeway Drive Improvements (Cameron Way to College Way)	T-97-07	7333(001)	Mobility	Cameron Way	College Way	0.65	8/22/2022	CN	\$0	\$292,813	Over Obligated	STP(S)
Mount Vernon	Minor Intersection Enhancements	WA-14464	000S(648)	Safety	Various	Various	0.00	12/19/2022	CN	\$67,800	\$68,500	Over Obligated	HSIP
Mount Vernon	Riverside Drive Improvements - 1	WA-13503	7323(006)	Maintenance & Preservation	Cedar Street	College Way	0.56	8/15/2022	PE	\$411,000	\$411,000	\$0	STP(US)
Mount Vernon	Riverside Drive Improvements - 2	WA-13533	7323(007)	Maintenance & Preservation	College Way	Skagit River Bridge	0.56	8/19/2022	PE	\$348,000	\$348,000	\$0	STP(US)
SCOG	Regional Transportation Resilience Improvement Plan	WA-13485	PD23(012)	Other	N/A	N/A	0.00	7/7/2022	PL	\$129,750	\$129,750	\$0	STP(US)
SCOG	SCOG Admin 2022-2025	SCOG 22-25	PD23(001)	Other	N/A	N/A	0.00	7/7/2022	PL	\$571,731	\$190,577	\$381,154	STP(R)
Sedro-Woolley	John Liner Road, Reed to Township Bicycle/Pedestrian Improvements	SW08A	7390(002)	Non-Motorized	Reed Street	SR9/Township Street	0.37	9/16/2022	PE	\$500,835	\$58,820	\$442,015	STBG(UM)
Sedro-Woolley	SR20/Cascade Trail West Extension Phase 2A, Holtcamp Road to Hodgkin Street	SW42	0020(200)	Non-Motorized	MP 63.64 Holtcamp Road	MP 64.21 Hodgkin Street	0.57	9/16/2022	RW	\$429,935	\$21,193	\$408,742	STP(US)
Sedro-Woolley	SR20/SR9N - Township Intersection Improvements	SW33	0020(199)	Mobility	MP 66.08	MP 66.18	0.10	9/7/2022	CN	\$0	\$354,317	Over Obligated	STP(S), STP(US)
Skagit County	Active Warning Signs (Install Active Warning Signs)	WA-10727	000S(515)	Safety	Various	Various	0.10	5/3/2022	CN	\$90,000	\$40,946	\$49,054	HSIP
Skagit County	Barrier Protection	WA-14041	000S(625)	Safety	Various	Various	0.90	5/11/2022	PE	\$656,000	\$141,000	\$515,000	HSIP
Skagit County	Bay View-Edison Joe Leary Slough Bridge (Deck Overlay)	WA-09548	L291(002)	Maintenance & Preservation	5.80	5.82	0.02	6/29/2022	PE	\$487,400	\$54,760	\$432,640	BR
Skagit County	Francis Road Section 3	WA-01192	F294(002)	Mobility	2.87	3.85	0.98	9/8/2022	PE	\$1,625,075	\$381,197	\$1,243,878	HSIP, STBG(R)
Skagit County	Guemes Island Ferry Parking Lot Improvements and Passenger Shelter	WA-13327	2029(058)	Transit & Ferries	N/A	N/A	0.00	7/22/2022	PE	\$899,907	\$262,277	\$637,630	FBP
Skagit County	Illuminate Channelized Intersections	WA-12500	000S(579)	Safety	Various	Various	0.00	4/28/2022	CN	\$65,000	\$98,676	Over Obligated	HSIP
Skagit County	Lane Departure Reduction, Intersection Awareness, Signage & Delineation Improvements	WA-14029	000S(620)	Safety	Various	Various	27.04	4/11/2022	PE	\$855,000	\$183,000	\$672,000	HSIP
Skagit County	Prairie Road Guidance Improvements	WA-12501	T292(002)	Safety	0.00	7.79	7.79	4/25/2022, 8/4/2022	PE, CN	\$57,000	\$141,921	Over Obligated	HSIP

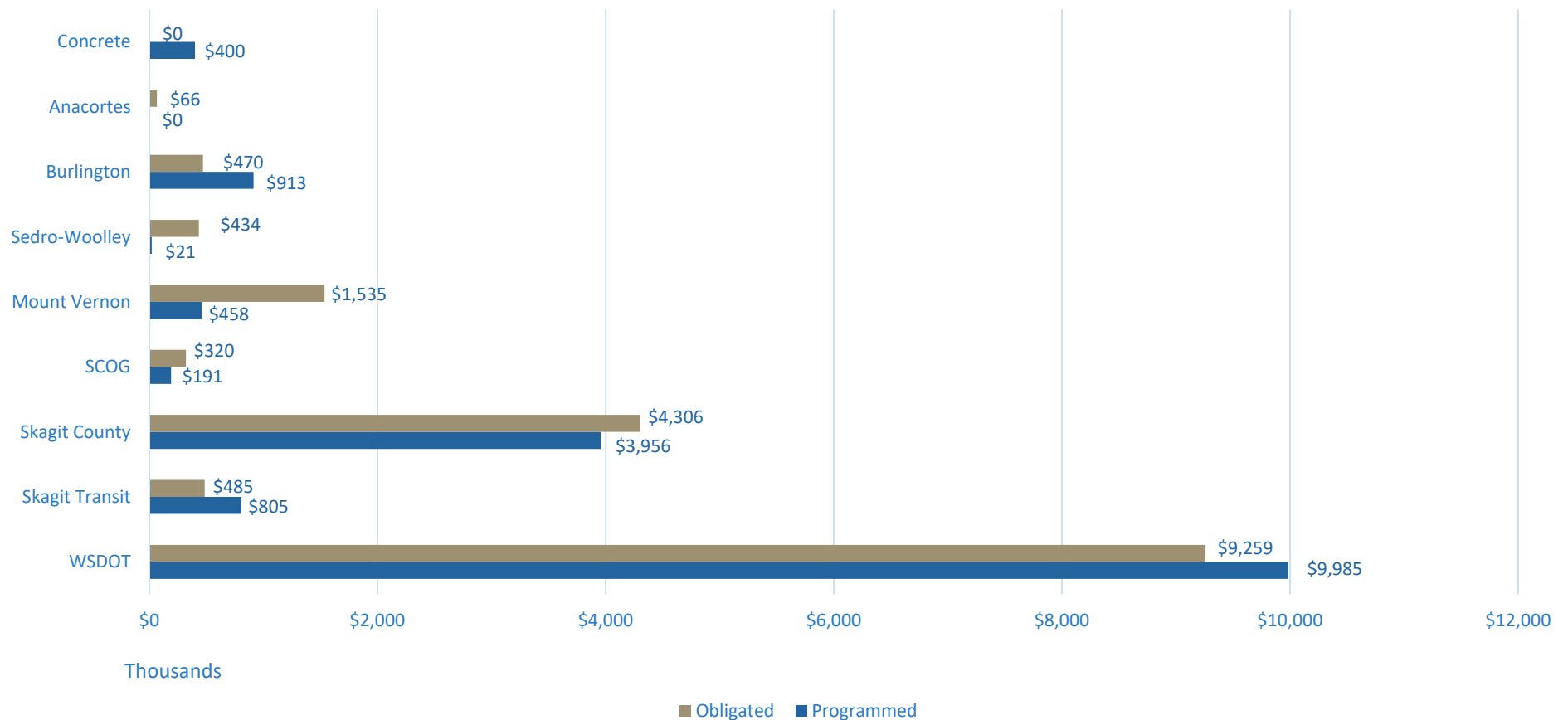
Agency	Project	STIP ID	Federal Project #	Type of Work	Begin	End	Length (in miles)	Obligation Date	Phase	2022-2027 RTIP Federal Programming (Project)	2022 Federal Obligations	Federal Funding Remaining (Project)	Fund Type
Skagit County	Upper Finney Creek Bridge (Seismic Retrofit)	WA-08577	2029(057)	Mobility	4.60	4.70	0.10	4/4/2022, 8/4/2022	PE, CN	\$2,567,990	\$2,972,716	Over Obligated	BR, STP(BR)
Skagit County	Samish River Bridge Repair (Old Hwy 99 N)	WA-01224	M291(007)	Maintenance & Preservation	MP 4.39	MP 4.41	0.02	1/26/2022	PE	\$0	\$22,202	Over Obligated	BHS
Skagit County	Friday Creek Bridge Repair (Old Hwy 99)	WA-07235	M291(008)	Maintenance & Preservation	MP 6.00	MP 6.10	0.10	2/23/2022	CN	\$0	\$7,133	Over Obligated	BHS
Skagit Transit	FTA Transfer: Bus Stop Amenities	WA-13988	WA-2022-070	Transit & Ferries	N/A	N/A	0.00	2/11/2022, 7/28/2022	CN	\$68,062	\$68,062	\$0	STP(US)
Skagit Transit	FTA Transfer: Bus Stop Surveys	WA-14249	WA-2022-070	Transit & Ferries	N/A	N/A	0.00	7/28/2022	PE	\$66,300	\$66,300	\$0	STP(US)
Skagit Transit	FTA Transfer: Design Services for Transit Island Canopy at March's Point Park and Ride	WA-14247	WA-2022-070	Transit & Ferries	N/A	N/A	0.00	7/28/2022	PE	\$164,900	\$164,900	\$0	STP(US)
Skagit Transit	FTA Transfer: Design Services for Transit Pullouts along Memorial Highway	WA-14248	WA-2022-070	Transit & Ferries	MP 0.0	MP 4.7	4.7	7/28/2022	PE	\$73,100	\$73,100	\$0	STP(US)
Skagit Transit	Skagit Transit's Maintenance Operations and Administration Facility Phase 1	WA-11566	WA-2019-078	Transit & Ferries	N/A	N/A	0.00	11/25/2022	CN	\$112,310	\$112,310	\$0	5339
WSDOT	Asphalt/Chip Seal Preservation Skagit Council of Governments SCOG	WA-08601	N/A	Maintenance & Preservation	Various	Various	Various	2/10/2022, 3/7/2022, 4/6/2022, 5/23/2022, 6/15/2022, 6/29/2022	PE, CN	\$5,061,579	\$5,730,961	Over Obligated	NHPP, STP(S)
WSDOT	I-5/Skagit River Bridge - Bridge Painting	WA-13916	0055(256)	Other	I-5 MP 228.25	I-5 MP 228.47	0.22	8/15/2022	PE	\$12,604,638	\$1,243,163	\$11,361,475	NHPP
WSDOT	I-5/Southbound Samish River - Bridge Deck Overlay	WA-11016	0055(253)	Maintenance & Preservation	MP 234.04	MP 234.08	0.04	1/4/2022	PE, CN	\$1,353,582	\$338,650	\$1,014,932	IM, NHPP
WSDOT	SR 20 Spur/Commercial Ave to Anacortes Ferry Terminal - ADA Compliance	WA-08334	0020(185)	Safety	MP 51.92	MP 54.79	2.87	2/10/2022	CN	\$0	\$34	Over Obligated	NHPP
WSDOT	SR 20 Spur/R Avenue Vicinity - ADA Compliance	WA-07783	0020(185)	Safety	MP 50.45	MP 50.49	0.04	2/10/2022	CN	\$0	\$3	Over Obligated	NHPP
WSDOT	SR 20/Burlington to Sedro-Woolley - Corridor Improvements	WA-12458	0020(207)	Safety	SR 20 MP 61.32	SR 20 MP 63.06	1.74	6/15/2022	PE	\$8,520,264	\$933,944	\$7,586,320	HSIP
WSDOT	SR 20/Deception and Canoe Pass Bridges - Soil Abatement	WA-13368	0020(209)	Environmental	SR 20 MP 41.81	SR 20 MP 42.14	0.33	9/13/2022	PE	\$1,118,769	\$55,083	\$1,063,686	NHPP
WSDOT	SR 20/Deception Pass & Canoe Pass Bridges - Special Bridge Repair	WA-09834	0020(194)	Maintenance & Preservation	MP 41.61	MP 42.34	0.73	2/4/2022	CN	\$0	\$105,442	Over Obligated	NHPP
WSDOT	SR 536/Skagit River Bridge - Painting	WA-14366	0055(256)	Other	SR 536 MP 4.72	SR 536 MP 4.84	0.12	9/12/2022, 12/15/2022	PE	\$6,799,135	\$851,688	\$5,947,447	STP(S)
Total											\$16,875,786		

SUMMARY OF FEDERALLY FUNDED PROJECTS

Figure 1 compares project obligations with programming for each jurisdiction that obligated relevant federal funding in 2022. For the most part, projects obligated precisely the amount programmed or have funding remaining to obligate in future years.

The 2022 Annual Listing of Federal Obligations does not account for all funds used for transportation purposes in the Skagit region. State, tribal and local agency funds are not included in the annual listing. These funds often provide match to federal funds or are used to fund other transportation priorities of these governments.

FIGURE 1: 2022 PROJECT PROGRAMMING AND OBLIGATIONS²



² Chart only includes 2022 obligations, not deobligations.

FIGURE 2: 2022 OBLIGATIONS BY PROJECT TYPE³

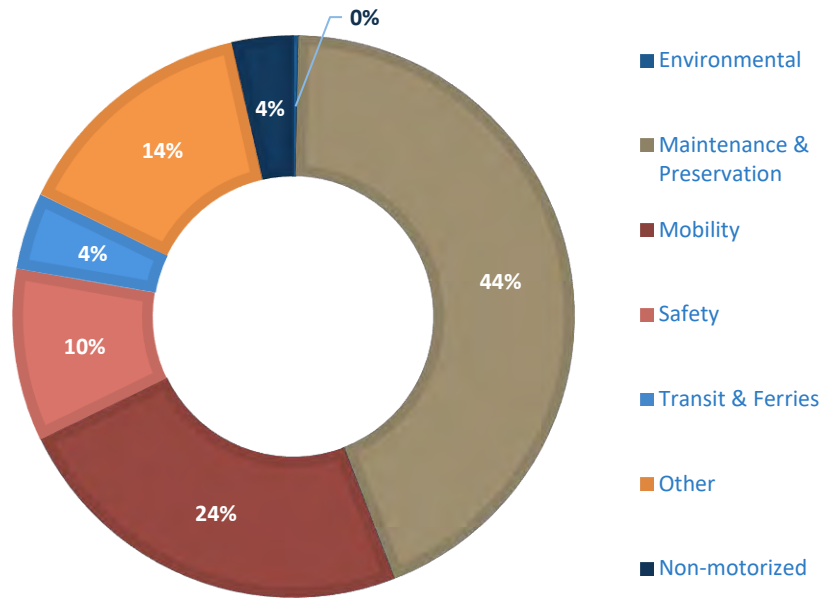


Figure 2 shows 2022 obligations by project classifications created by SCOG. Local transportation funds, predominantly used for maintenance and preservation of the transportation system, are mostly not included in the 2022 Annual Listing of Federal Obligations. If these funds were included, the chart would portray a higher proportion of funds allocated to maintenance and preservation purposes.

Forty-four percent of relevant federal funds, obligated in the Skagit region in 2022, went toward maintenance and preservation projects. Approximately \$5.7 million in this category went to WSDOT asphalt/chip seal projects, primarily on State Route 20.

Mobility projects accounted for 24% of obligations in 2022. The largest project in this category is the Upper Finney Creek Bridge (Seismic Retrofit) project which obligated nearly \$3 million in 2022, which is classified as a Mobility project due to added capacity the project adds to the bridge.

Other projects accounted for 14% of obligations in 2022. One project in this category is the I-5/Skagit River Bridge – Bridge Painting project, which obligated over \$1.2 million in 2022 to begin preliminary engineering.

PROJECT DELIVERY

Approximately \$16.1 million⁴ in relevant federal funds were obligated for transportation projects in the Skagit region in 2022. The amount obligated during a program year can differ from the amount programmed due to project delays, administrative challenges and additional project awards that obligate funding but have not been programmed.

In 2022, SCOG member agencies obligated over \$2.6 million in regionally managed federal Surface Transportation Block Grant Program and Transportation Alternatives Set-aside funding. The largest federal obligation of these regionally managed funds was \$411,000 for a Mount Vernon maintenance and preservation project.

DEOBLIGATION OF FEDERAL FUNDS

When projects are completed, they typically go through a closure procedure. Deobligation of federal funding occurs if all the federal funds obligated for the project were not necessary to complete the project. Deobligation may also occur if the project is unlikely to progress toward completion or if funding has been obtained from another source and a project sponsor chooses to defederalize a project. **Table 2** lists the deobligations for projects using federal funds that occurred in the Skagit region during 2022.

³ Chart only includes 2022 obligations, not deobligations.

⁴ This figure includes total 2022 obligations and deobligations.

When federal funds are deobligated, they are returned to the awarding agency to be reallocated for future transportation projects. Federal funds returned from the Federal Highway Administration or Federal Transit Administration are not guaranteed to be reprogrammed for other Skagit region projects.

Regionally managed funds - federal Surface Transportation Block Grant Program, Transportation Alternatives Set-aside and Carbon Reduction Program funds - are returned to SCOG when deobligated. SCOG can then reprogram the funds for other regional transportation priorities that are competitively selected through SCOG project-selection processes.

TABLE 2: 2022 DEOBLIGATIONS

Agency	Project	STIP ID	Federal Project #	Type of Work	Begin	End	Length (in miles)	Obligation Date	Phase	2022 Federal Deobligations	Fund Type
Skagit County	Install/Upgrade Guardrail with Reflectors	WA-12547	000S(578)	Safety	Various	Various	1.38	5/19/2022	PE, CN	-\$163,608	HSIP
Skagit County	Guardrail (Installation / Upgrade Various Locations)	WA-10726	000S(514)	Safety	MP 2.74/5.82	MP 2.90/6.22	0.56	11/8/2022	PE, CN	-\$148,289	HSIP
Skagit County	Friday Creek Bridge Repair (Old Hwy 99)	WA-07235	M291(008)	Maintenance & Preservation	MP 6.00	MP 6.10	0.10	2/23/2022	CN	-\$7,133	BHS
Skagit County	Samish River Bridge Repair (Old Hwy 99 N)	WA-01224	M291(007)	Maintenance & Preservation	MP 4.39	MP 4.41	0.02	1/26/2022	PE	-\$22,202	BHS
SCOG	Household Travel Survey	WA-11060	2029(053)	Other	N/A	N/A	0.00	10/18/2022	PL	-\$13,752	STP(US)
Burlington	Intersection Modification at Cherry St and Fairhaven Ave	WA-02441	7308(002)	Maintenance & Preservation	Cherry Street	Fairhaven Avenue	0.20	9/22/2022	PE	-\$42	STP(US)
WSDOT	SR 530/Sauk-Suiattle Confluence - Chronic Environmental Deficiency Retrofit	WA-07780	0530(030)	Environmental	MP 55.68	MP 55.91	0.23	4/11/2022	PE, CN	-\$224,094	STP(S)
WSDOT	SR 9/Tributary to Lake McMurray and Norway Park Creek - Fish Passage	WA-11597	0009(079)	Environmental	MP 39.96	MP 41.19	1.23	3/11/2022	PE	-\$120,046	STP(S)
WSDOT	I-5/SB Samish River - Bridge Deck Overlay	WA-11016	0055(253)	Maintenance & Preservation	MP 234.04	MP 234.08	0.04	5/2/2022	PE	-\$48,354	IM
Total										-\$747,520	

2023 OBLIGATION AUTHORITY PLAN

The following projects¹ 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 ²	SCOG 22-25	PL	(Not Yet)	\$261,176

The following projects must obligate federal funding by **September 30, 2023**, or they will be deprogrammed by deletion from the RTIP by SCOG staff. 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 OBLIGATIONS³: \$557,053
OBLIGATION AUTHORITY TARGET: \$1,678,048

¹ 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. An RTIP amendment will be processed to reflect the change in programming.

² 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.

³ Includes \$400,000 STBG obligation authorized by FHWA on January 4, 2023, which was included on 2022–2027 RTIP. Includes \$1,709,823 STBG deobligation authorized by FHWA on February 24, 2023.

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

March 10, 2023

U.S. Senator Maria Cantwell
511 Hart Senate Office Building
Washington, D.C. 20510

Re: Support for Skagit Transit's Maintenance Operations and Administration Facility Project

Dear Senator Cantwell:

I am writing in support of Skagit Transit's \$5 million request for their Maintenance Operations and Administration Facility project. The project will replace the current facility which serves as Skagit County's only public transportation base of operations. A new facility is vital to maintain current levels of transit service and prepare the agency for Skagit County's transportation needs of the future. Skagit Transit services benefit Skagit County's low-income, youth, senior, veteran and disabled populations - providing safe, reliable transportation services to education opportunities, employment and other vital services that make for a better quality of life.

Skagit Transit serves Skagit County's four major population centers: Mount Vernon, Sedro-Woolley, Burlington and Anacortes. Their services also link Skagit County with Bellingham and Everett through their network of direct, expedient commuter bus operations - providing low-cost regional transportation to university students and employees commuting beyond Skagit County's borders.

The Skagit Council of Governments has identified the Maintenance Operations and Administration Facility project as a high-priority regionally significant project, with the project included in both the Skagit 2045 Regional Transportation Plan and 2022 regional list of high-priority transportation projects. The project is shovel ready and addresses barriers with the current facility by eliminating constraints in space for staff and equipment, removing the transit fleet from the Skagit River floodplain and maintaining a state of good repair.

The Skagit Council of Governments fully supports Skagit Transit services and recognizes the need for this vital facility, which will enable the transit system to support long-term growth and future transportation needs in Northwest Washington.

Sincerely,

DocuSigned by:

711DD13472BE409...

Kevin Murphy
Executive Director
Skagit Council of Governments

Dates		Total Funding Available	FHWA (13.5%)	STBG (13.5%)	FTA (13.5%)	FTA 5310 HSTP	RTPO	STP HHTS (13.5%)	Resilience Improvement Project (13.5%)
06/30/2022 Carryforward		\$ 336,465	\$ 168,214	\$ -	\$ 56,313	\$ 33,100	\$ 60,039	\$ 18,800	\$ -
STBG	Jul 1, 2022 to Jun 30, 2023	320,327	-	190,577	-	-	-	-	129,750
FHWA	Oct 1, 2022 to Dec 16, 2022	55,186	55,186	-	-	-	-	-	-
FHWA	Dec 17, 2022 to Sep 30, 2023	206,410	206,410	-	-	-	-	-	-
		-	-	-	-	-	-	-	-
Authorized		\$ 918,388	\$ 429,810	\$ 190,577	\$ 56,313	\$ 33,100	\$ 60,039	\$ 18,800	\$ 129,750
Expenditures									
July 2022		\$ 69,528	\$ 17,702	\$ 12,859	\$ 15,492	\$ 12,237	\$ 6,190	\$ 5,048	\$ -
August		40,829	9,682	12,896	9,052	6,941	2,258	-	-
September		55,264	15,242	14,809	11,497	8,820	4,898	-	-
October		52,334	13,819	20,938	11,382	-	5,778	-	416
November		47,651	19,498	18,669	4,440	-	4,780	-	264
December		48,382	11,684	23,667	4,122	5,003	3,906	-	-
January 2023		47,245	11,560	25,449	58	-	9,767	-	411
February		42,706	10,159	22,431	261	-	9,855	-	-
March		-	-	-	-	-	-	-	-
April		-	-	-	-	-	-	-	-
May		-	-	-	-	-	-	-	-
June		-	-	-	-	-	-	-	-
Expenditures to Date		\$ 403,941	\$ 109,346	\$ 151,719	\$ 56,305	\$ 33,001	\$ 47,432	\$ 5,048	\$ 1,091
Balances		\$ 514,448	\$ 320,464	\$ 38,858	\$ 9	\$ 99	\$ 12,607	\$ 13,752	\$ 128,659