

State Fiscal Year

2021

July 1, 2020 – June 30, 2021

UNIFIED PLANNING WORK PROGRAM



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

Adopted by the SCOG
Transportation Policy Board on
May 20, 2020

CONTENTS

Introduction	1
Federal and State Requirements.....	2
Funding Sources for Planning Activities.....	6
Accomplishments from 2020 UPWP	7
Element 1: Administration.....	8
Element 2: Multimodal Planning.....	9
Element 3: Programming & Project Selection	11
Element 4: Data Collection & Analysis	13
Expenditures by Task	16
Expenditures & Revenue by Fund Type.....	17
Surface Transportation Block Grant Program Funding Breakdown	18
Expected Consultant & Agency Contracts	19
Contact Information	19
Appendix A: Board Membership	i
Appendix B: SCOG Organizational Structure	ii
Appendix C: MPO & RTPPO Planning Area.....	iii
Appendix D: Core Programs and Functions.....	iv
Appendix E: Planning Projects by Other Agencies	v
Appendix F: Long-term Work Schedule	vii

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

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

Cover photograph courtesy of Andy Porter Photography.

PLANNING ORGANIZATION OVERVIEW

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

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

Washington state’s Growth Management Act of 1990 authorized the creation of regional transportation planning organizations (RTPOs). Through its [governance agreement](#), SCOG is designated as the RTPO for Skagit County. Through the RTPO, SCOG convenes cities, towns, counties, transit agencies, tribes, ports, private employers and WSDOT to plan for the region. 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) 2021 – July 1, 2020 through June 30, 2021. Work activities included in the UPWP comply with regional policies, goals and objectives. SCOG’s Transportation Policy Board reviews and approves the UPWP. Final approval is then issued by the Federal Highway Administration (FHWA), Federal Transit Administration (FTA) and WSDOT.

This document outlines federal and state planning requirements, then presents a work program of planning activities for SFY 2021 that address the requirements. The work activities in the UPWP are organized into four program elements:

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

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

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

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

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

AMENDING THE UPWP

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

FEDERAL AND STATE REQUIREMENTS

FEDERAL PLANNING FACTORS

The Fixing America’s Surface Transportation (FAST) Act includes federal planning factors that emphasize priorities for transportation planning from a national perspective. The ten factors are as follows:

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

Each of the federal planning factors is addressed through various work activities selected for SFY 2021, as shown below:

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

UPWP Work Task	Economic Vitality	System Safety	System Security	Accessibility and Mobility	Protect Environment	Integration of System	Efficiency	System Preservation	System Resiliency	Enhance Tourism
2.6 – Nondiscrimination Planning				✓	✓					
2.7 – Non-Motorized Transportation Planning	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2.8 – Regional Level of Service Review	✓	✓	✓	✓		✓	✓			
2.9 – Road Map to Washington’s Future	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
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 – 2020 Decennial Census	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

FEDERAL EMPHASIS AREAS

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

TRANSPORTATION PERFORMANCE MANAGEMENT

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

STATE POLICY GOALS

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

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

5. *Environment* – To enhance Washington’s quality of life through transportation investments that promote energy conservation, enhance healthy communities, and protect the environment; and
6. *Stewardship* – To continuously improve the quality, effectiveness, and efficiency of the transportation system.

Washington state transportation system policy goals are addressed through various work activities selected for SFY 2021, as shown below:

UPWP Work Task	Economic Vitality	Preservation	Safety	Mobility	Environment	Stewardship
1.1 – MPO & RTPO Administration	✓	✓	✓	✓	✓	✓
1.2 - UPWP Annual Development and Reporting	✓	✓	✓	✓	✓	✓
1.3 – Legislator Contact						
1.4 – Title VI Annual Report				✓	✓	✓
1.5 – Public Participation Plan Annual Report	✓	✓	✓	✓	✓	✓
2.1 – Regional Transportation Plan	✓	✓	✓	✓	✓	✓
2.2 – Statewide Planning Initiatives	✓	✓	✓	✓	✓	✓
2.3 – Local Transportation Planning	✓	✓	✓	✓	✓	✓
2.4 – North Sound Transportation Alliance		✓		✓	✓	✓
2.5 – Transportation Element Consistency	✓	✓	✓	✓	✓	✓
2.6 – Nondiscrimination Planning				✓	✓	✓
2.7 – Non-Motorized Transportation Planning	✓	✓	✓	✓	✓	✓
2.8 – Regional Level of Service Review	✓	✓	✓	✓		✓
2.9 – Road Map to Washington’s Future	✓	✓	✓	✓	✓	✓
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 – 2020 Decennial Census	✓	✓	✓	✓	✓	✓

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

STATE EMPHASIS AREAS

The following emphasis areas have been identified by WSDOT as areas SCOG is requested to set aside resources to collaboratively develop and/or review the plans. Plans and efforts expected to be developed during SFY 2021 include:

- Highway System Plan: MPOs and RTPOs are encouraged to participate in the Highway System Plan steering committee and engage with WSDOT during the development of the plan;
- Multimodal Investment Strategy: MPOs and RTPOs are invited to engage with WSDOT to explore ways to improve the state's system for making transportation investment decisions and to participate with WSDOT in a process to develop a shared problem statement, establish a vision, and identify principles for collaboration;
- Statewide Human Services Transportation Plan: The Public Transportation Division anticipates wrapping up the update to the Statewide Human Services Transportation plan in SFY 2021. RTPOs are encouraged to engage with Public Transportation Division staff as the plan is developed;
- Statewide Public Transportation Plan: The Public Transportation Division plans to undertake a minor update to the Statewide Public Transportation Plan in SFY 2021. MPOs and RTPOs are encouraged to engage in the plan's development, particularly in the identification of near-term actions to implement the plan; and
- Statewide Cooperative Automated Transportation (CAT) Policy Framework: In coordination with the Washington State Transportation Commission, Legislature, and the Governor's Office, WSDOT is assisting in the development a CAT policy framework with strategies and actions that should be considered in the local, regional and statewide planning process. Additionally, MPO and RTPO partners are encouraged to participate in the continued development of the CAT policy framework through participation in the Washington State Autonomous Vehicle Work Group.

WSDOT regions will also be developing planning studies on state-system issues within various MPO/RTPO boundaries. The WSDOT Region Planning Manager will coordinate with SCOG regarding any studies that are within applicable planning area boundaries. SCOG may be asked to serve as a Multimodal, Multidisciplinary, Multi-agency (M3) Team Member for any relevant planning study to provide a local perspective on transportation issues. Duties may include attending meetings, providing input at key milestones, ensuring the planning study recommendations are consistent with the metropolitan-regional transportation plan, and working to incorporate/implement appropriate recommendations.

Time and resources for enhanced collaboration with WSDOT regional staff should be budgeted if SCOG is updating its long-range transportation plan in SFY 2021. WSDOT is committed to embracing Secretary Millar's declaration that "Your plan is our plan." WSDOT Region and HQ staff will collaborate with SCOG staff to ensure WSDOT priorities are reflected in the plans and that WSDOT fully supports the regional planning process.

FINANCIAL ACCOUNTING

SCOG is encouraged to be as complete and transparent as possible in the UPWP budget. The UPWP should clearly identify all fund sources expected to be utilized in the delivery of the work program. In addition to expected expenditures, fund sources (revenues) should be identified, including any available rollover from the previous year, and account for any applicable matching funds.

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

The Annual Performance and Expenditure Report should clearly identify funds expended (by source and task) compared to the budgeted amount. Significant differences should be accompanied with an explanation for the difference.

TRIBAL PARTICIPATION

On April 24, 2019 Governor Jay Inslee signed Engrossed House Bill 1584 into law, which requires RTPOs to provide an opportunity for tribes with reservation or trust lands within its planning area boundaries to participate as voting members. SCOG is encouraged to facilitate tribal participation in the regional planning process.

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. The SCOG [Public Participation Plan](#) requires that plans and documents are made available to the public online and at the SCOG office.

FUNDING SOURCES FOR PLANNING ACTIVITIES

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

FEDERAL HIGHWAY ADMINISTRATION SECTION 134 GRANT FUNDS (“PL” OR METROPOLITAN PLANNING FUNDS)

Federal planning funds 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 HIGHWAY ADMINISTRATION SECTION 133 SURFACE TRANSPORTATION BLOCK GRANT PROGRAM FUNDS

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

Refer to Surface Transportation Block Grant Program Funding Breakdown table for estimated STBGP funding for SFY 2021 by project.

FEDERAL TRANSIT ADMINISTRATION SECTION 5303 GRANT FUNDS

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

FEDERAL TRANSIT ADMINISTRATION SECTION 5310 GRANT FUNDS

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.

REGIONAL TRANSPORTATION PLANNING ORGANIZATION GRANT FUNDS

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

ACCOMPLISHMENTS FROM 2020 UPWP

SCOG fulfilled the majority of tasks in the [2020 UPWP](#) with the support of local, state and federal partners. Accomplishments of note follow.

ACCOMPLISHMENTS

- [2019 UPWP Performance and Expenditure Report](#)
- 2020 UPWP Development
- Adopted the [2020–2025 Regional Transportation Improvement Program](#)
- Conducted Environmental Justice assessment of 2020–2025 RTIP
- Managed regional transportation improvement program amendments and administrative modifications
- Published [Annual Listing of Federal Obligations](#) for calendar year 2019
- Adopted [2020 SCOG Operating Budget](#)
- Updated Title VI Plan
- Updated Skagit County Demographic Profile
- Evaluated SCOG project selection decisions over past three years to ensure continued nondiscriminatory practices
- Conducted Section 504 and Americans with Disabilities Act assessment of SCOG to ensure continued compliance with nondiscrimination statutes
- Completed [Title VI Update and Accomplishment Report](#)
- Completed MPO self-certification process
- Conducted over 400 traffic counts
- Incorporated [Skagit County Bike Map](#) into GPS enabled format
- Set regional performance targets for safety – agreeing to plan and program projects to assist with meeting WSDOT statewide targets
- Created [online countywide traffic count data portal](#)
- Selected projects to receive nearly \$6 million in federal Surface Transportation Block Grant Program and Highway Infrastructure Programs funds.
- Continued participation on the [North Sound Transportation Alliance](#) steering committee
- Participated in numerous statewide planning initiatives
- Conducted transportation element consistency reviews for local comprehensive plans
- Assisted with Skagit County preparations for the 2020 Decennial Census

ELEMENT 1: ADMINISTRATION

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

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

WORK ACTIVITIES

1.1 MPO & RTPO Administration

Description: Manage and administer the unified planning work program, including work program development, schedule, budget, progress and evaluation reports and related documentation. Administration will also include assuring compliance with rules and regulations of funding agencies. Supervise staff and personnel activities, procure office supplies and furniture, etc. 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 website. Participate at monthly meetings of 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 2021 operating budget. Provide continuing education and training opportunities through webinars, conferences and seminars as appropriate. Prepare the annual self-certification that specifies 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

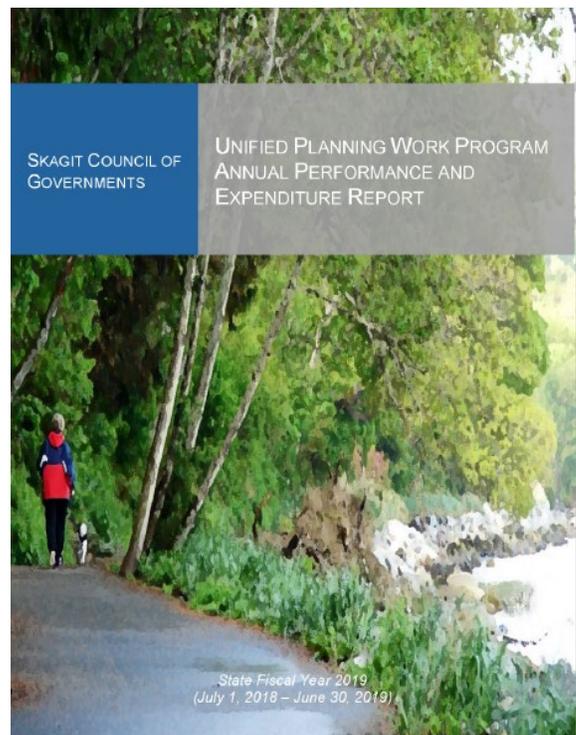
Product: In October, staff will prepare 2021 SCOG operating budget. The budget will be adopted prior to calendar year 2021. In October/November, SCOG will submit its self-certification documentation. By the second quarter of calendar year 2021, SCOG will provide a reasonable opportunity for voting membership to all federally recognized tribes that hold reservation or trust lands within the planning area.

Direct Cost: Technology-related (hardware, software, etc.) direct costs are expected to total up to \$10,000. Training costs are expected to total up to \$10,000.

1.2 UPWP Annual Preparation and Reporting

Description: Creation of the SFY 2020 UPWP Performance and Expenditure Report per [23 CFR 420.117](#). SCOG will develop the SFY 2022 UPWP in cooperation with WSDOT, Skagit Transit, Federal Highway Administration and Federal Transit Administration.

Responsibilities: SCOG (lead), Skagit Transit, WSDOT



Product: SCOG will prepare the SFY 2020 UPWP Performance and Expenditure Report in July/August 2020 and the SFY 2022 UPWP in the spring of 2021.

1.3 Legislator Contact

Description: Develop and submit Public Disclosure Commission Reports as required. The reports identify all contact with Washington state legislators. All expenses in meeting with federal and state elected and administration officials are paid using local funds. SCOG occasionally visits state legislators in the first or second month of the Washington state legislature’s regular session. Other contact may occur but it is unknown when this will happen during the UPWP timeframe.

Responsibilities: SCOG

Product: Quarterly Public Disclosure Commission Reports as necessary.

1.4 Title VI Annual Report

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

Responsibilities: SCOG

Product: The Title VI Annual Report will be submitted in August 2020.

1.5 Public Participation Plan Annual Report

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

Responsibilities: SCOG

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

ELEMENT 2: MULTIMODAL PLANNING

The Multimodal Planning work program element focuses on the development, ongoing maintenance and update of the *Skagit 2040 Regional Transportation Plan*—which was adopted in 2016 and amended in 2017. Additional planning projects that are anticipated are detailed in this section.

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

WORK ACTIVITIES

2.1 Regional Transportation Plan

Description: The *Skagit 2040 Regional Transportation Plan* (*Skagit 2040*)—the federal-compliant metropolitan transportation plan and state-compliant regional transportation plan—was adopted in 2016 and amended in 2017. The next scheduled update must occur no later than March 2021. To prepare for the 2021 plan update, SCOG began scoping needs and timelines related directly and indirectly with plan development in SFY 2020 including: (1) relationship with local comprehensive plan update schedules; (2) data needs for the plan and inputs to the travel demand model; (3) population and employment forecasts to 2045/2050, as well as the relationship between Office of Financial Management timeline for population growth forecasts and milestones for the plan update; (4) a review of state policy revisions; (5) local priorities and policy direction; (6) incorporation of Environmental Justice into the planning process; and (7) inclusion of the new federal, state and regional performance management framework. SCOG also began coordina-

tion in the first half of SFY 2020 with WSDOT Northwest Region and Multimodal Planning Division on identifying what will be necessary for the plan update regarding the state highway and ferry systems in the Skagit region.

Responsibilities: SCOG (lead), WSDOT

Product: *Skagit 2040* will be updated by March 2021.

2.2 Statewide Planning Initiatives

Description: Participate in the development and implementation of statewide transportation planning efforts led by WSDOT and the Washington State Transportation Commission, where appropriate. Statewide planning initiatives that SCOG may be involved with are included in the State Emphasis Areas section of the UPWP. SCOG budgets staff time and other resources every year in the UPWP to participate in these statewide efforts.

Responsibilities: WSDOT (lead), SCOG

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

2.3 Local Transportation Planning

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

Responsibilities: SCOG

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

2.4 North Sound Transportation Alliance

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

Responsibilities: Whatcom Council of Governments (lead), SCOG

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



2.5 Transportation Element Consistency

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

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

Responsibilities: SCOG

Product: Certification of local transportation elements as necessary.

2.6 Nondiscrimination Planning

Description: SCOG will review planning, programming and project selections to ensure that SCOG decisions do not have a disproportionate adverse impact on protected populations. SCOG will maintain a Title

VI complaint log and implement the adopted *Title VI Plan* to ensure nondiscrimination in SCOG's transportation program. In SFY 2021, SCOG will implement actions from a SFY 2020 SCOG assessment of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, to ensure SCOG's continued compliance with these nondiscrimination statutes.

Responsibilities: SCOG

Product: Implement actions in SFY 2021 from SFY 2020 assessment of SCOG activities to ensure continued compliance with nondiscrimination statutes.

2.7 Non-Motorized Transportation Planning

Description: The Non-Motorized Advisory Committee (NMAC) is an advisory committee to the Technical Advisory Committee on non-motorized issues. During SFY 2021, the NMAC will review transportation projects as requested by SCOG or member agencies, advise on a project selection process and complete the update to the Skagit County Walking Trail Guide. In the summer of 2021, the Non-Motorized Advisory Committee will organize the annual bicycle and pedestrian count as well as analyze and disseminate the results. It is uncertain if the annual bicycle and pedestrian counts will occur, as it did not occur in calendar year 2019.

Responsibilities: SCOG

Product: Conduct regional bicycle and pedestrian counts in September 2020, if statewide count occurs.

2.8 Regional Level of Service Review

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

Responsibilities: SCOG

Product: SCOG will produce a report detailing the region's various level of service methodologies in the fourth quarter of calendar year 2020. Product may be delayed if local comprehensive plans are not completed in the expected timeframe.

2.9 Road Map to Washington's Future

Description: The [Ruckelshaus Center](#) hosted two Skagit region workshops in spring 2018, with assistance from SCOG, to gather input on a desired future for Washington state and state planning laws. A final report was presented by the Ruckelshaus Center to the Washington state legislature by June 30, 2019.

Responsibilities: Ruckelshaus Center (lead), SCOG

Product: Any additional work product is unknown at this time, but may result during SFY 2021.

ELEMENT 3: PROGRAMMING & PROJECT SELECTION

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

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

WORK ACTIVITIES

3.1 Regional Transportation Improvement Program

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

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

Responsibilities: SCOG

Product: The 2020 – 2025 Regional Transportation Improvement Program will be adopted by SCOG Transportation Policy Board in the fourth quarter of calendar year 2020. SCOG will process [Regional Transportation Improvement Program amendments](#) as needed.

3.2 Annual Listing of Obligations

Description: Prepare an annual listing of obligated projects, showing Federal Highway Administration and Federal Transit Administration funds obligated in calendar year 2020 for the Skagit region.

Responsibilities: SCOG (lead), Skagit Transit, WSDOT

Product: Prepare an annual listing of obligated projects by March 2021 and submit to WSDOT.

3.3 Project Selection & Prioritization

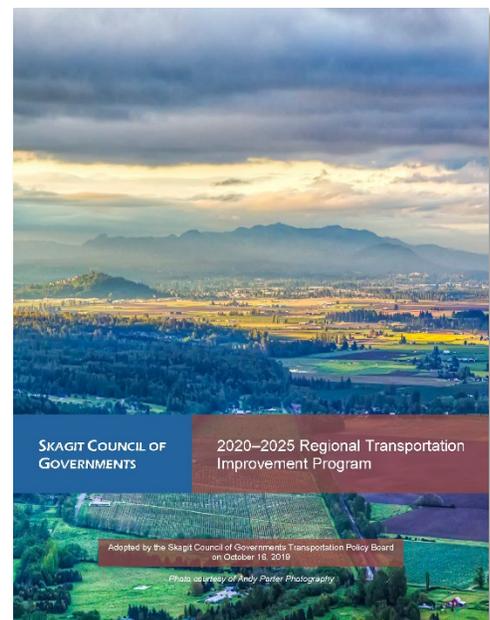
Description: SCOG will have one project prioritization process and one project selection process occurring in SFY 2021. The project prioritization process will assign regional priority to projects that will compete in the statewide WSDOT Consolidated Grant Program. Regional priorities will be considered in a statewide evaluation of projects. The project selection process will be for the Surface Transportation Block Grant Program, including the Set-aside (also known as Transportation Alternatives). Through this process, SCOG will select projects for regional funding and program them in the RTIP.

Responsibilities: SCOG

Product: Select projects for regional Surface Transportation Program Block Grant Program funds by the second quarter of SFY 2021. Adopt a regional list of prioritized human services transportation projects by the end of calendar year 2020. All project selection and prioritization actions will be taken by SCOG's Transportation Policy Board.

3.4 List of Regional High Priority Projects

Description: SCOG will prepare a list of projects that are regional priorities prior to the 2021 Washington state legislative



session. Projects on the list will represent the highest regional priority for state transportation funding.

Responsibilities: SCOG

Product: Prepare a list of regional high priority projects by December 2020.

ELEMENT 4: DATA COLLECTION & ANALYSIS

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

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

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

WORK ACTIVITIES

4.1 Regional Performance Targets

Description: In cooperation with Skagit Transit and WSDOT – and with guidance from USDOT in response to [Section 134 of U.S.C. 23](#) – SCOG will continue to develop regional performance targets. SCOG began coordination with Skagit Transit on the new FTA regional transit safety performance targets in SFY 2020.

Responsibilities: SCOG (lead), WSDOT, Skagit Transit

Product: Adopt regional performance targets in SFY 2021. SCOG anticipates adoption of FTA regional transit safety performance targets by the end of calendar year 2020, following action by Skagit Transit adopting their transit safety targets by July 2020. FHWA regional highway safety performance targets are revisited every year by SCOG, and will be adopted by February 2021.

4.2 Travel Demand Model

Description: SCOG will complete the update to the regional travel demand model in SFY 2021 to inform the next update to the Skagit 2040 Regional Transportation Plan and other transportation planning efforts. The process to update the regional travel demand model began in SFY 2020 with the assistance of a consultant.

Responsibilities: SCOG, consultant

Product: SCOG will develop an update to the regional travel demand model as necessary. The model will be updated prior to the next major update of the regional transportation plan, expected by March 2021.

Direct Cost: Up to \$40,000 will be used for consultant services in SFY 2021 to update the regional travel demand model.

4.3 Traffic Counts

Description: This task includes a continuation of SCOG's agreement with Skagit County to perform traffic counting services for jurisdictions within Skagit County. Continue to maintain inventory of traffic and vehicle

classification counts and travel time studies from all available sources; store data and make available in electronic format. Count bicycle traffic at permanent count locations in Anacortes and Sedro-Woolley.

Responsibilities: SCOG, consultant

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

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

4.4 Geographic Information Systems

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

Responsibilities: SCOG

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

4.5 Highway Functional Classification

Description: Update, review and process requests for modifications of the federal highway functional classification system within the region, as necessary. Work with WSDOT to expand federal highway freight designations.

Responsibilities: SCOG

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

4.6 Household Travel Survey

Description: The household travel survey studies regional travel behavior and public sentiment for what transportation investments should be made. The project informs the update to the regional travel demand model and provides statistically valid representation of public preference on regional travel issues. Much of this project had been planned for completion in SFY 2020, but has been postponed into SFY 2021 and potentially into SFY 2022 due to the COVID-19 pandemic and suppression of travel.

Responsibilities: SCOG, consultant

Product: Completed household travel survey by December 2021.

Direct Cost: An estimated \$164,700 in Surface Transportation Block Grant Program funds will be used for consultant services in SFY 2021. The consultant began work in SFY 2020 on this project, with a contract cost of up to nearly \$220,000. A contingency budget of up to \$34,600 in STBGP funds may be added to this contract to address the project postponement. This \$34,600 is included in the \$164,700 STBGP estimate.

4.7 2020 Decennial Census

Description: The 2020 Decennial Census, conducted by the U.S. Census Bureau, began in spring 2020. Data from the decennial census will be used for many transportation related tasks at SCOG, including the next major update to the regional travel



demand model. The Opportunity Council is leading this effort in Skagit, Whatcom, Island and San Juan counties.

Responsibilities: Opportunity Council (lead), U.S. Census Bureau, SCOG

Product: Completed Decennial Census count in calendar year 2020, with most work concluding in SFY 2020.

EXPENDITURES BY TASK

SFY 2021 Unified Planning Work Program Proposed Budget			FHWA - PL			FTA - 5303			FTA - 5310	FHWA - STBGP			RTPO (State)	Summary			Total	
Element	Number	Description	Total 100.0%	FHWA (Federal) 86.5%	Match (Local) 13.5%	Total 100.0%	FTA (Federal) 86.5%	Match (Local) 13.5%	Total 100%	Total 100.0%	STBGP (Federal) 86.5%	Match (Local) 13.5%		Federal	State	Local		
Administration	1.1	MPO & RTPO Administration	\$60,200	\$52,100	\$8,100	\$21,400	\$18,500	\$2,900	\$0	\$0	\$0	\$0	\$31,600	\$70,600	\$31,600	\$11,000	\$113,200	
	1.2	UPWP Annual Development and Reporting	\$10,300	\$8,900	\$1,400	\$4,200	\$3,600	\$600	\$0	\$0	\$0	\$0	\$4,600	\$12,500	\$4,600	\$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	\$3,700	\$3,200	\$500	\$1,600	\$1,400	\$200	\$0	\$0	\$0	\$0	\$0	\$4,600	\$0	\$700	\$5,300	
	1.5	Public Participation Plan Annual Report	\$2,200	\$1,900	\$300	\$2,200	\$1,900	\$300	\$0	\$0	\$0	\$0	\$0	\$3,800	\$0	\$600	\$4,400	
Administration Subtotal			\$76,400	\$66,100	\$10,300	\$29,400	\$25,400	\$4,000	\$0	\$0	\$0	\$0	\$36,200	\$91,500	\$36,200	\$14,300	\$142,000	
Multimodal Planning	2.1	Regional Transportation Plan	\$37,300	\$32,300	\$5,000	\$14,700	\$12,700	\$2,000	\$0	\$14,800	\$12,800	\$2,000	\$9,300	\$57,800	\$9,300	\$9,000	\$76,100	
	2.2	Statewide Planning Initiatives	\$27,500	\$23,800	\$3,700	\$900	\$800	\$100	\$0	\$0	\$0	\$0	\$4,500	\$24,600	\$4,500	\$3,800	\$32,900	
	2.3	Local Transportation Planning	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,100	\$0	\$3,100	\$0	\$3,100	
	2.4	North Sound Transportation Alliance	\$9,100	\$7,900	\$1,200	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,900	\$7,900	\$2,900	\$1,200	\$12,000	
	2.5	Transportation Element Consistency	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,400	\$0	\$5,400	\$0	\$5,400	
	2.6	Nondiscrimination Planning	\$15,100	\$13,100	\$2,000	\$9,000	\$7,800	\$1,200	\$0	\$0	\$0	\$0	\$0	\$20,900	\$0	\$3,200	\$24,100	
	2.7	Non-Motorized Transportation Planning	\$11,600	\$10,000	\$1,600	\$3,400	\$2,900	\$500	\$0	\$0	\$0	\$0	\$1,500	\$12,900	\$1,500	\$2,100	\$16,500	
	2.8	Regional Level of Service Review	\$5,000	\$4,300	\$700	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,400	\$4,300	\$4,400	\$700	\$9,400
	2.9	Road Map to Washington's Future	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,400	\$0	\$4,400	\$0	\$4,400
Multimodal Planning Subtotal			\$105,600	\$91,400	\$14,200	\$28,000	\$24,200	\$3,800	\$0	\$14,800	\$12,800	\$2,000	\$35,500	\$128,400	\$35,500	\$20,000	\$183,900	
Programming & Project Selection	3.1	Regional Transportation Improvement Program	\$13,600	\$11,800	\$1,800	\$5,400	\$4,700	\$700	\$0	\$12,400	\$10,700	\$1,700	\$3,900	\$27,200	\$3,900	\$4,200	\$35,300	
	3.2	Annual Listing of Obligations	\$4,500	\$3,900	\$600	\$2,300	\$2,000	\$300	\$0	\$4,700	\$4,100	\$600	\$0	\$10,000	\$0	\$1,500	\$11,500	
	3.3	Project Selection & Prioritization	\$13,000	\$11,200	\$1,800	\$14,700	\$12,700	\$2,000	\$0	\$17,000	\$14,700	\$2,300	\$0	\$38,600	\$0	\$6,100	\$44,700	
	3.4	List of Regional High Priority Projects	\$500	\$400	\$100	\$0	\$0	\$0	\$0	\$3,200	\$2,800	\$400	\$0	\$3,200	\$0	\$500	\$3,700	
Programming & Project Selection Subtotal			\$31,600	\$27,300	\$4,300	\$22,400	\$19,400	\$3,000	\$0	\$37,300	\$32,300	\$5,000	\$3,900	\$79,000	\$3,900	\$12,300	\$95,200	
Data Collection & Analysis	4.1	Regional Performance Targets	\$16,500	\$14,300	\$2,200	\$8,800	\$7,600	\$1,200	\$0	\$5,900	\$5,100	\$800	\$0	\$27,000	\$0	\$4,200	\$31,200	
	4.2	Travel Demand Model	\$61,200	\$52,900	\$8,300	\$0	\$0	\$0	\$0	\$18,500	\$16,000	\$2,500	\$0	\$68,900	\$0	\$10,800	\$79,700	
	4.3	Traffic Counts	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$37,800	\$32,700	\$5,100	\$0	\$32,700	\$0	\$5,100	\$37,800	
	4.4	Geographic Information Systems	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,200	\$7,100	\$1,100	\$0	\$7,100	\$0	\$1,100	\$8,200	
	4.5	Highway Functional Classification	\$3,100	\$2,700	\$400	\$0	\$0	\$0	\$0	\$3,100	\$2,700	\$400	\$0	\$5,400	\$0	\$800	\$6,200	
	4.6	Household Travel Survey	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$215,000	\$186,000	\$29,000	\$0	\$186,000	\$0	\$29,000	\$215,000	
	4.7	2020 Decennial Census	\$1,400	\$1,200	\$200	\$0	\$0	\$0	\$0	\$3,500	\$3,000	\$500	\$0	\$4,200	\$0	\$700	\$4,900	
Data Collection & Analysis Subtotal			\$82,200	\$71,100	\$11,100	\$8,800	\$7,600	\$1,200	\$0	\$292,000	\$252,600	\$39,400	\$0	\$331,300	\$0	\$51,700	\$383,000	
UPWP Total			\$295,800	\$255,900	\$39,900	\$88,600	\$76,600	\$12,000	\$0	\$344,100	\$297,700	\$46,400	\$75,600	\$630,200	\$75,600	\$98,300	\$804,100	

Note: Figures are rounded

EXPENDITURES & REVENUE BY FUND TYPE

Federal Funds

	Program Fund Source	Element 1: Administration	Element 2: Multimodal Planning	Element 3: Programming & Project Selection	Element 4: Data Collection & Analysis	Est. Total Expenditures	Est. Total Revenue	Est. Carry Forward from 2020	Est. Carry Forward to 2022
SCOG	FHWA PL Federal Funds	\$66,000	\$91,400	\$27,300	\$71,200	\$255,900	\$215,400	\$83,500	\$43,000
	Local Match = 13.5%	\$10,300	\$14,300	\$4,300	\$11,100	\$40,000	\$40,000	N/A	
	FTA 5303 Federal Funds	\$25,400	\$24,200	\$19,400	\$7,600	\$76,600	\$50,800	\$53,700	\$27,900
	Local Match = 13.5%	\$4,000	\$3,800	\$3,000	\$1,200	\$12,000	\$12,000	N/A	
	FTA 5310 Federal Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	FHWA STBGP Federal Funds	\$0	\$12,800	\$32,200	\$252,600	\$297,600	\$167,500	\$130,100	\$0
	Local Match = 13.5%	\$0	\$2,000	\$5,000	\$39,400	\$46,400	\$46,400	N/A	
	Total	\$105,700	\$148,500	\$91,200	\$383,100	\$728,500	\$532,100	\$267,300	\$70,900

Note: Figures are rounded

State Funds

	Program Fund Source	Element 1: Administration	Element 2: Multimodal Planning	Element 3: Programming & Project Selection	Element 4: Data Collection & Analysis	Est. Total Expenditures	Est. Total Revenue	Est. Carry Forward from 2020	Est. Carry Forward to 2022
SCOG	RTPO	\$36,200	\$35,500	\$3,900	\$0	\$75,600	\$75,600	\$0	N/A
	Total	\$36,200	\$35,500	\$3,900	\$0	\$75,600	\$75,600	N/A	N/A

Note: Figures are rounded

SURFACE TRANSPORTATION BLOCK GRANT PROGRAM FUNDING BREAKDOWN

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

	Program Fund Source	Consultant Contract: Household Travel Survey (SFY 2021 est.)	SCOG Administration (SFY 2021 est.)
SCOG	FHWA STBGP (US) Federal Funds	\$164,700	\$121,981
	Local Match = 13.5%	\$25,705	\$19,037
	FHWA STBGP (R) Federal Funds	\$0	\$45,560
	Local Match = 13.5%	\$0	\$7,111
	Total	\$190,405	\$193,689

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

EXPECTED CONSULTANT & AGENCY CONTRACTS

Task	Title	Contract Type	Estimated Cost	Fund Type
4.2	Travel Demand Model	Professional Services	\$40,000	FHWA - PL
4.3	Traffic Counts	Interlocal	\$30,000	FHWA - STBGP
4.6	Household Travel Survey	Professional Services	\$190,000	FHWA - STBGP
Total			\$260,000	

Note: Figures are rounded

CONTACT INFORMATION

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

Kevin Murphy
Executive Director
Skagit Council of Governments
315 South Third Street, Suite 100
Mount Vernon, WA 98273
(360) 416-7871
kmurphy@scog.net

SCOG STAFF

Pam Carlson, CPA
Finance Manager
(360) 416-7875
pamc@scog.net

Mark Hamilton, AICP
Senior Transportation Planner
(360) 416-7876
markh@scog.net

Katie Bunge
Assistant Planner
(360) 416-6678
kbunge@scog.net

Appendix A: BOARD MEMBERSHIP

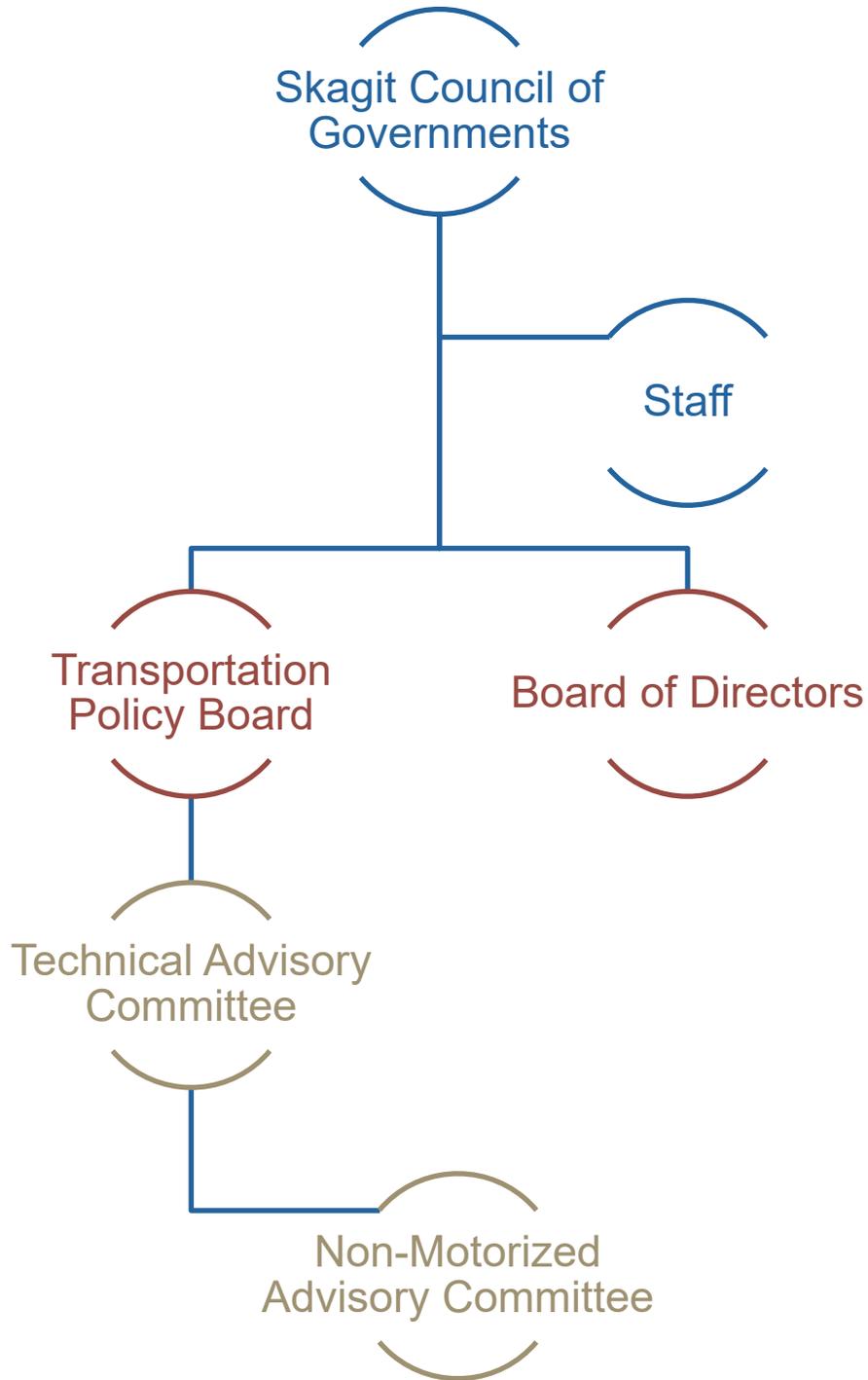
SKAGIT COUNCIL OF GOVERNMENTS TRANSPORTATION POLICY BOARD

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

SCOG TRANSPORTATION POLICY BOARD MEMBER JURISDICTIONS:

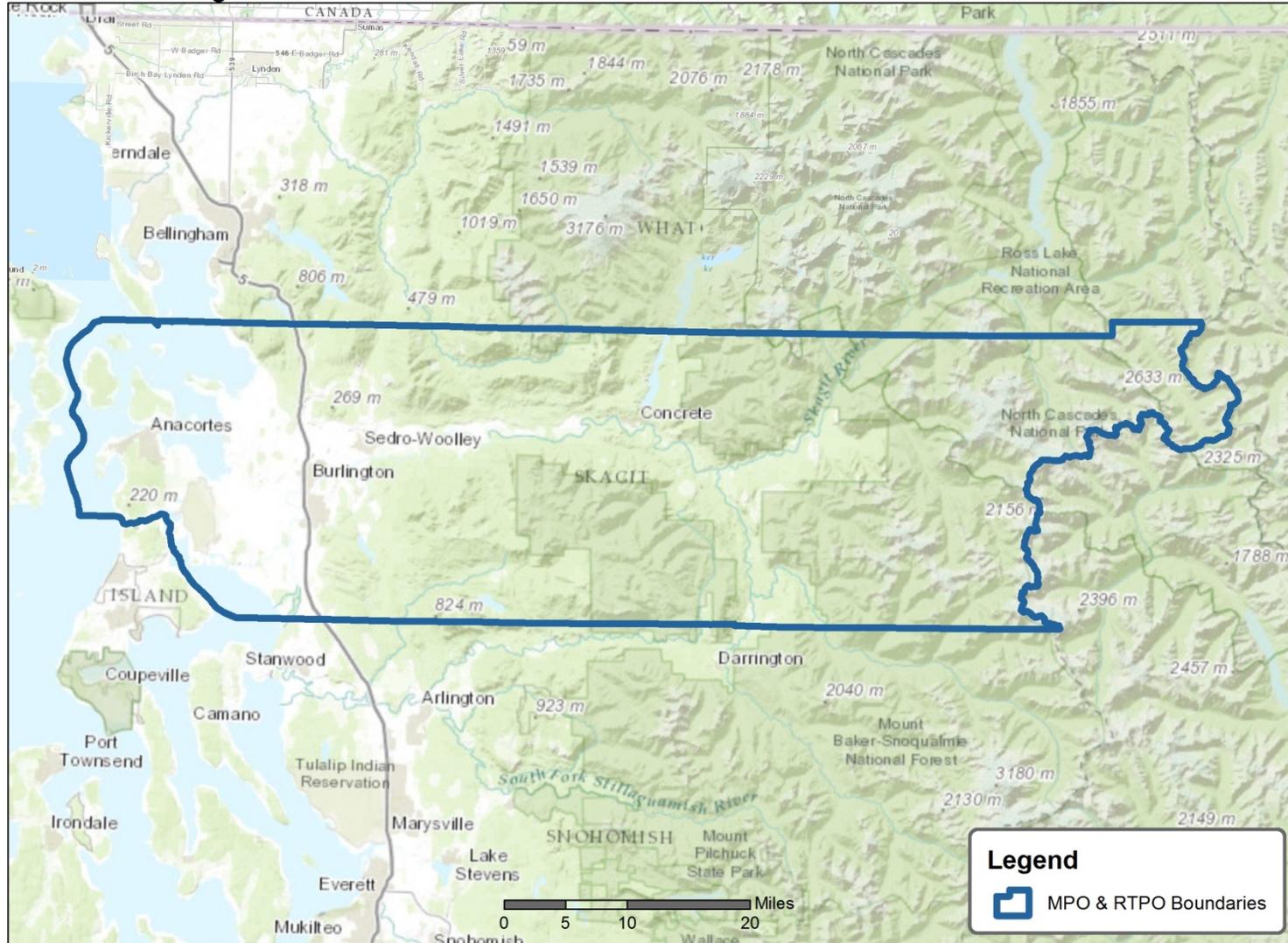
City of Anacortes	Port of Skagit County	Town of Concrete
City of Burlington	Port of Anacortes	Town of Hamilton
City of Mount Vernon	Samish Indian Nation	Town of La Conner
City of Sedro-Woolley	Swinomish Indian Tribal Community	Town of Lyman
Skagit County		WSDOT

Appendix B: SCOG ORGANIZATIONAL STRUCTURE



Appendix C: MPO & RTPO PLANNING AREA

SCOG Planning Area



Appendix D: CORE PROGRAMS AND FUNCTIONS

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

MPO (Federal)

RTPO (State)

MPO & RTPO

Appendix E: PLANNING PROJECTS BY OTHER AGENCIES

SAMISH INDIAN NATION

SAMISH TRANSIT FEASIBILITY STUDY

The proposed project will complete a feasibility study for starting Samish Transit service that will connect Samish tribal facilities to existing transit routes in Skagit and Island counties. A contractor will be hired to review the Tribe's current assessment of existing services and community needs and provide technical assistance in identifying feasibility, opportunities and options for the development and operation of a Samish Transit service. The Samish Indian Nation's Planning Department will work with the contractor to develop service recommendations and operations plans to Samish Tribal Council for approval and implementation.

Schedule: State fiscal year 2020 – 2021

Funding: WSDOT Consolidated Grant Program funds

SKAGIT TRANSIT

2020 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 2020

Funding: Local funds

BUS STOP DESIGN STANDARDS

Planning activity to evaluate current bus stop system and provide a planning document that will include design standards, ROW surveys and engineer drawings for upgrades to various sites.

Schedule: Calendar year 2020

Funding: STP funds flexed to Federal Transit Administration Section 5307 funds and local funds

I-5 COUNTY CONNECTOR DEMAND MANAGEMENT

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

Schedule: Calendar year 2021 – 2022

Funding: WSDOT funds

STANWOOD COMMUNITY & SENIOR CENTER

NORTH SNOCo TRANSPORTATION COALITION

The North SnoCo Transportation Coalition project proposes assessment, planning, and coordination to deepen the coalition's understanding of local transportation and mobility challenges, and to develop realistic and achievable strategies to address community needs. The proposal crosses the regional boundaries of three regional transportation planning organizations, including the Skagit region, and focuses on closing gaps and removing barriers to transportation access for special needs populations.

Schedule: State fiscal year 2020 – 2021

Funding: WSDOT Consolidated Grant Program funds

WSDOT

I-5 OPERATIONS AND DEMAND MANAGEMENT STUDY

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

Schedule: Calendar year 2020 – 2021

Funding: WSDOT funds

TRANSPORTATION NETWORK PRIORITY ALIGNMENT

Working with our partners, WSDOT will work towards identifying important network connection improvements to Washington state's highways in Skagit County. The proposed effort will evaluate the regional transportation network policies, comprehensive land use plans, and demographics to identify operational objectives and desired performance outcomes on key corridors in the county. The evaluation will consider growth policies, land use characteristics and travel patterns.

Schedule: Calendar year 2020 – 2021

Funding: WSDOT funds

Appendix F: LONG-TERM WORK SCHEDULE

STATE FISCAL YEAR 2022 – 2025 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 2021 and carryover into future work programs while others begin after SFY 2021. The long-term work schedule is not intended to be a comprehensive list of all future work tasks. Work tasks anticipated from SFY 2022–2025 are shown below:

Work Tasks	Description	State Fiscal Year			
		2022	2023	2024	2025
Regional Performance Targets	While this is an ongoing work task, the targets in SFY 2022 are set no less than every four years.	Pavement, Bridges, Travel Time Reliability, Freight Movement (revisit)			
Assessment of RTPO Certification Program	Some elements of the RTPO certification program are over 20 years old and were generated when the Skagit region was a sub-RTPO. This work task includes an in-depth review of the RTPO certification program that SCOG conducts. Potential changes in the Growth Management Act over the next couple years may impact this work task.	Complete			
Assessment of Regional Travel Demand Model (anticipated consultant contract)	This work task will be informed by the outcome of the Household Travel Survey. A thorough review of SCOG's existing regional travel demand model will be conducted. Recommendations may include changes to the model.	Begin	Complete		
Population & Employment Forecasts (anticipated consultant contract)	Forecasts will be generated following OFM forecast schedule and requirements for local comprehensive plans. Cities, towns and counties may utilize these forecasts in their comprehensive plan processes. Forecasts will also inform the next update to the metropolitan-regional transportation plan (Skagit 2040), and the next scheduled update in 2026.	Begin	Complete		
Intelligent Transportation Systems Architecture (anticipated consultant contract)	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	
Major Update to Skagit 2040 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	