

# UNIFIED PLANNING WORK PROGRAM – ANNUAL PERFORMANCE AND EXPENDITURE REPORT

State Fiscal Year **2022**  
(July 1, 2021 – June 30, 2022)

*Photograph courtesy of Andy Porter,  
Photography*

## ABOUT SCOG

The Skagit Council of Governments (SCOG) is a voluntary organization of governments whose purpose is to foster a cooperative effort in resolving problems that are common and regional. SCOG is the metropolitan planning organization (MPO) and the regional transportation planning organization (RTPO) in Skagit County, Washington. Through these organizations, federal- and state-required planning activities are carried out. One of these activities is the development of a unified planning work program (UPWP).

## WHAT IS A UPWP?

The [2022 Unified Planning Work Program](#) details the planned work tasks, cost estimates and expenses incurred for state fiscal year 2022 (July 1, 2021 through June 30, 2022). The UPWP identifies how state and federal planning requirements are addressed, who performs the work, the schedule for completing the work and a summary of estimated revenues and expenditures.

## WHAT IS THE ANNUAL PERFORMANCE AND EXPENDITURE REPORT?

SCOG, as a subrecipient of federal funding through the Washington State Department of Transportation (WSDOT), is required by [23 CFR 420.117](#) to report annually on UPWP progress. SCOG must submit performance and expenditure reports detailing the progress made in fulfilling the UPWP, which include:

- Comparison of actual performance with established goals;
- Progress in meeting schedules;
- Budgeted amounts compared to actual expenses;
- Cost overruns or underruns;
- Approved work program revisions; and
- Other pertinent supporting data.

This report is a documentation of the requirements listed above.

## APPROVED AMENDMENTS TO THE 2022 UNIFIED PLANNING WORK PROGRAM

Two amendments to the 2022 Unified Planning Work Program were prepared and approved by SCOG. One amendment occurred on July 21, 2021, and the other on November 17, 2021.

## UNIFIED PLANNING WORK PROGRAM ELEMENTS

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### 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.

#### *STATE FISCAL YEAR (SFY) 2022 ACCOMPLISHMENTS*

- Prepared and adopted calendar year [2022 SCOG Operating Budget](#);
- Prepared [2021 Annual UPWP Performance and Expenditure Report](#);
- Developed and adopted two amendments to 2022 UPWP;
- Developed and adopted state fiscal year [2023 UPWP](#);
- Began drafting [Annual Review of Public Participation Plan](#) (completed in July 2022);
- Conducted meetings of the Transportation Policy Board, Technical Advisory Committee and Non-Motorized Advisory Committee;
- Completed [Title VI Plan Annual Report](#);
- Hired new transportation planner;
- Participated in webinars, trainings and other sessions provided by the Federal Highway Administration (FHWA) and WSDOT;
- Attended American Planning Association's 2022 National Planning Conference;
- Participated in quarterly meetings of MPOs-RTPOs and MPO-RTPO-WSDOT coordinating committee;
- Prepared letters of support for projects;
- Reviewed and scored proposals for the 2021 Annual Conference of the Association of Metropolitan Planning Organizations;
- Completed metropolitan planning organization self-certification process; and
- Consulted with tribal governments on planning, programming and project selection processes.

#### *WORK NOT COMPLETED*

All work tasks in Element 1: Administration were completed during SFY 2022.

## EXPENDITURES

| Amount Budgeted  | Amount Expended  | Over/Under           | Percent Expended |
|------------------|------------------|----------------------|------------------|
| <b>\$197,300</b> | <b>\$218,210</b> | <b>\$20,910 Over</b> | <b>111%</b>      |

The percent expended for Element 1: Administration (111%) exceeded the estimate for SFY 2022, while all work tasks were completed. Much of the overage was due to RTPO administration expenses higher than anticipated.

## ELEMENT 2: MULTIMODAL PLANNING

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

### SFY 2022 ACCOMPLISHMENTS

- Completed amendment to [Skagit 2045 Regional Transportation Plan](#), the metropolitan-regional transportation plan for the Skagit region;
- Participated in the [North Sound Transportation Alliance](#) at steering committee and general assembly levels;
- Participated in WSDOT statewide planning efforts for an Investment Strategy and Highway System Plan;
- Printed Skagit County Walking Trail Guide and distributed, along with Skagit County Bike Map;
- Began planning process for coordinated public transit-human services transportation plan including hiring a consultant, establishing an ad hoc advisory committee, developing a public involvement plan and ongoing coordination with WSDOT;
- Participated in Justice40 Initiative event hosted by the United States Department of Transportation;
- Completed minor update to [Title VI Plan](#);
- Began preparing Americans with Disabilities Act (ADA) Self-evaluation and Program Access Plan (completed in July 2022);
- Began a regional process to designate critical urban and rural freight corridors;
- Provided transportation planning assistance to member jurisdictions;
- Participated in advisory role for passenger-only ferry study for Puget Sound; and

- Collaborated with WSDOT staff on a traffic operations and safety analysis study for Interstate 5 through Mount Vernon and Burlington.

#### WORK NOT COMPLETED

**Work Task 2.6 Nondiscrimination Planning:** the ADA Self-evaluation and Program Access Plan was adopted in July 2022, at the beginning of SFY 2023.

**Work Task 2.7 Non-Motorized Transportation Planning:** SCOG did not assist with the regional bicycle and pedestrian counts in 2021, as had been planned when the 2022 UPWP was prepared. The counts did not occur at a statewide level, as had been led by WSDOT and the Cascade Bicycle Club in SFY 2021 and prior years.

**Work Task 2.8 Regional Level of Service Review:** this task has been delayed several years while SCOG awaits completion of all local comprehensive plan updates, including transportation elements which include local level of service methodologies, which were supposed to be adopted in 2016 and 2017. This task again appears in the SFY 2023 UPWP, and SCOG anticipates completing this task once all comprehensive plan updates are complete.

**Work Task 2.10 Intelligent Transportation Systems Architecture:** due to staff turnover at SCOG during SFY 2022, this project did not begin as expected and has been delayed indefinitely. The work task does not appear in the SFY 2023 UPWP.

**Work Task 2.11 Public Participation Plan:** a minor update to this plan had been anticipated in SFY 2022. Due to November 2021 changes in federal law with the Infrastructure Investment and Jobs Act, this plan has been delayed into SFY 2023, pending new regulations implementing the act.

#### EXPENDITURES

| Amount Budgeted  | Amount Expended  | Over/Under            | Percent Expended |
|------------------|------------------|-----------------------|------------------|
| <b>\$243,900</b> | <b>\$216,043</b> | <b>\$27,857 Under</b> | <b>89%</b>       |

The percent expended (89%) for Element 2: Multimodal Planning is below the amount budgeted for SFY 2022. Most of this underage is due to a consultant beginning work on the coordinated public transit-human services transportation plan later than expected in calendar year 2022, and carrying over much of those costs to the SFY 2023 UPWP. Delays to work tasks in this element are another cause for lower expenditures than budgeted.

### 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 (RTIP) 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.

### SFY 2022 ACCOMPLISHMENTS

- Adopted [2022–2027 Regional Transportation Improvement Program](#) in October 2021;
- Managed 2022–2027 Regional Transportation Improvement Program through formal amendments and administrative modifications;
- Continued regional obligation authority process and implemented with project sponsors;
- Coordinated with project sponsors on expected Surface Transportation Block Grant program and Transportation Alternatives obligations, as well as regional obligation authority target delivery;
- Prepared, adopted and revised 2022 Obligation Authority Plan;
- Completed regional selection process for federal [Surface Transportation Block Grant program and Transportation Alternatives](#) grant funds;
- Approved regional projects for consideration of [National Highway Freight Program](#) funding;
- Began process for [Freight Mobility Strategic Investment Board](#) (FMSIB) to develop a regional list of projects (completed in July 2022);
- Prepared list of projects requesting additional obligation authority from WSDOT;
- Participated in webinar on flex funding hosted by FHWA and the Federal Transit Administration;
- Prepared and adopted [List of Regional High Priority Projects](#); and
- Prepared [2021 Annual Listing of Federal Obligations](#).

### WORK NOT COMPLETED

All work tasks in Element 3: Programming & Project Selection were completed during SFY 2022.

### EXPENDITURES

| Amount Budgeted | Amount Expended | Over/Under           | Percent Expended |
|-----------------|-----------------|----------------------|------------------|
| <b>\$83,300</b> | <b>\$81,737</b> | <b>\$1,563 Under</b> | <b>98%</b>       |

The percent expended (98%) for Element 3: Programming & Project Selection aligned closely with the budget estimate for this element in SFY 2022. Three work tasks were not anticipated in the SFY 2022 UPWP: (1) the National Highway Freight Program project list; (2) the Freight Mobility Strategic Investment Board project list; and (3) the request for additional WSDOT obligation authority project list. SCOG conducted these three processes as requested by WSDOT and FMSIB.

Even with these additional work tasks, this element remained under budget due to efficiencies in other work tasks that took less staff hours than expected.

## **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.

### *SFY 2022 ACCOMPLISHMENTS*

- Completed work with consultant to update regional travel demand model, including considerations for potential future modeling opportunities;
- Participated in PTV Visum travel demand modeling trainings and updated PTV software;
- Filled requests for regional travel demand model information;
- Completed [household travel survey](#) with consultant assistance, including a supplement on passive data;
- Coordinated with Skagit Transit on annual amendment to their Public Transportation Agency Safety Plan;
- Participated in statewide efforts related to performance targets and FHWA peer exchange on target setting;
- Adopted annual [safety regional performance targets](#) in accord with performance-based planning and programming requirements;
- Geocoded and analyzed employment data in the Skagit region;
- Prepared GIS maps, revised webmaps and conducted geospatial analysis on an as-needed basis;
- Updated GIS software and licensing agreement with ESRI;

- Coordinated with the United States Census Bureau (Census Bureau), Washington State Office of Financial Management (OFM) and Association of Metropolitan Planning Organizations on proposed federal rulemakings that may impact designations of urbanized areas and metropolitan planning organizations;
- Conducted over 500 traffic counts; and
- Maintained [Skagit Region Traffic Counts](#) webmap to disseminate traffic count information.

#### WORK NOT COMPLETED

**Work Task 4.7 Population & Employment Estimates:** this work task did not begin in SFY 2022. The delay is due to factors outside of SCOG's control, such as delays at the Census Bureau in making 2020 census data available, and delays at OFM making population estimates available. These data-product delays are forcing SCOG to begin this project later than expected, pushing much of this work into the SFY 2023 and 2024 UPWPs. SCOG is ready to begin hiring a consultant to assist with this project once data products become available that the work relies upon.

#### EXPENDITURES

| Amount Budgeted  | Amount Expended  | Over/Under            | Percent Expended |
|------------------|------------------|-----------------------|------------------|
| <b>\$292,400</b> | <b>\$208,101</b> | <b>\$84,299 Under</b> | <b>71%</b>       |

The percent expended (71%) for Element 4: Data Collection & Analysis was well below anticipated for SFY 2022. Being under budget for Element 4 is partially explained by the delay in the Population & Employment work task described above. Additionally, less staff time was necessary implementing this element than had been anticipated when the SFY 2022 UPWP was being prepared.

## CONCLUSIONS

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Expenses incurred were approximately \$93,000 less than budgeted in the SFY 2022 UPWP. Reasons explaining differences between budgeted amounts and expenditures are highlighted in each UPWP element, most associated with delays to work tasks. SCOG was also without a planner for the first couple months of SFY 2022, which reduced staff hours and expenditures accordingly. The only element that experienced higher than budgeted expenditures was Element 1: Administration, which was due to the higher costs of RTPO administration than funding available for this work task.

Overall, SCOG has again expended less than budgeted in the UPWP with careful stewardship of federal and state funding coming to the organization for the continuing, cooperative and comprehensive planning process.

## SUMMARY OF EXPENDITURES

| Program Fund Source         |   | Budgeted/Expended | Element 1:<br>Administration | Element 2:<br>Multimodal<br>Planning | Element 3:<br>Programming &<br>Project Selection | Element 4: Data<br>Collection &<br>Analysis | Total     |
|-----------------------------|---|-------------------|------------------------------|--------------------------------------|--|---|-----------|
| Federal Funds & Local Match | Federal Highway Administration – Planning                                   | Budgeted          | \$111,800                    | \$104,900                            | \$21,100   | \$30,300                                    | \$268,100 |
|                             |   | Expended          | \$103,598                    | \$65,340                             | \$26,696   | \$10,725                                    | \$206,359 |
|                             | Federal Highway Administration – Surface Transportation Block Grant Program | Budgeted          | \$0                          | \$31,300                             | \$28,900   | \$246,900                                   | \$307,100 |
|                             |   | Expended          | \$0                          | \$47,960                             | \$49,911   | \$196,338                                   | \$294,209 |
|                             | Federal Transit Administration – 5303                                       | Budgeted          | \$59,800                     | \$54,600                             | \$29,900   | \$5,800                                     | \$150,100 |
|                             |   | Expended          | \$62,227                     | \$68,633                             | \$1,478  | \$1,038                                     | \$133,376 |
|                             | Federal Transit Administration – 5310                                       | Budgeted          | \$0                          | \$20,000                             | \$0  | \$0   | \$20,000  |
|                             |   | Expended          | \$0                          | \$6,900                              | \$0  | \$0   | \$6,900   |
|                             | Subtotal Budgeted   |                   | \$171,600                    | \$210,800                            | \$79,900   | \$283,000                                   | \$745,300 |
|                             | Subtotal Expended   |                   | \$165,825                    | \$188,833                            | \$78,085   | \$208,101                                   | \$640,844 |
| State Funds                 | Regional Transportation Planning Organization – Planning                    | Budgeted          | \$25,700                     | \$33,100                             | \$3,400  | \$9,400                                     | \$71,600  |
|                             |   | Expended          | \$52,385                     | \$27,210                             | \$3,652  | \$0   | \$83,247  |
|                             | Subtotal Budgeted   |                   | \$25,700                     | \$33,100                             | \$3,400  | \$9,400                                     | \$71,600  |
|                             | Subtotal Expended   |                   | \$52,385                     | \$27,210                             | \$3,652  | \$0   | \$83,247  |
| Total                       | Budgeted  |                   | \$197,300                    | \$243,900                            | \$83,300   | \$292,400                                   | \$816,900 |
|                             | Expended  |                   | \$218,210                    | \$216,043                            | \$81,737   | \$208,101                                   | \$724,091 |

Note: expenditures are rounded to the nearest dollar.