



UNIFIED PLANNING WORK PROGRAM – ANNUAL PERFORMANCE AND EXPENDITURE REPORT

STATE FISCAL YEAR 2023

(July 1, 2022 – June 30, 2023)

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 [2023 Unified Planning Work Program](#) details the planned work tasks, cost estimates and expenses incurred for state fiscal year 2023 (July 1, 2022 through June 30, 2023). 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;
- Status of expenditures in a form compatible with the UPWP, including a comparison of budgeted amounts and actual costs incurred;
- Cost overruns or underruns;
- Approved work program revisions; and
- Other pertinent supporting data.

This report addresses the requirements listed above.

APPROVED AMENDMENTS TO THE 2023 UNIFIED PLANNING WORK PROGRAM

There we no amendments to the 2023 Unified Planning Work Program.

UNIFIED PLANNING WORK PROGRAM ELEMENTS

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) 2023 ACCOMPLISHMENTS

- Prepared and adopted calendar year [2023 SCOG Operating Budget](#);
- Prepared [2022 Annual UPWP Performance and Expenditure Report](#);
- Developed and adopted [state fiscal year 2024 UPWP](#);
- Prepared [Public Participation Plan Annual Report](#);
- Conducted meetings of the Transportation Policy Board, Technical Advisory Committee and Non-Motorized Advisory Committee;
- Completed annual [Title VI Accomplishments & Goals Report](#);
- Developed and adopted [2023 Cost Allocation Plan](#);
- Hired intern;
- Participated in webinars, trainings and other sessions provided by the United States Department of Transportation and WSDOT;
- Attended American Planning Association's 2023 National Planning Conference and participated in northwest Washington section meeting;
- Participated in quarterly meetings of MPOs-RTPOs and MPO-RTPO-WSDOT coordinating committee;
- Composed letters of support for projects;
- Completed metropolitan planning organization self-certification process;
- Prepared and revised financial forecasts and revenue projections supporting the transportation program; 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 2023.

EXPENDITURES

Amount Budgeted	Amount Expended	Over/Under	Percent Expended
\$197,200	\$206,640	\$9,440 Over	105%

The percent expended for Element 1: Administration (**105%**) slightly exceeded the estimate for SFY 2023, while all work tasks were completed. This overage is due primarily to RTPO administration expenditures being higher than budgeted.

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 2023 ACCOMPLISHMENTS

- Adopted 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;
- Distributed Skagit County Walking Trail Guide and Skagit County Bike Map;
- Completed major update to Coordinated Public Transit-Human Services Transportation Plan;
- Completed major update to [Title VI Plan](#);
- Updated [Skagit County Demographic Profile](#);
- Conducted [Environmental Justice & Title VI Assessment](#) of SCOG project-selection decisions from April 2020–April 2023;
- Completed Americans with Disabilities Act Self-evaluation and Program Access Plan;
- Began update of Non-Motorized Advisory Committee bylaws;
- Prepared grant application through the federal Safe Streets and Roads for All Grant Program (submitted in July 2023);
- Coordinated Washington Transportation Commission meeting in November 2022 held in Anacortes;

- Completed regional process to designate critical urban and rural freight corridors;
- Provided transportation planning assistance to member jurisdictions;
- Reviewed proposed rules, notices of funding opportunities, fact sheets and guidance documents implementing federal Infrastructure Investment and Jobs Act;
- Continued process to certify the City of Burlington’s transportation element of their comprehensive plan;
- Began process to prepare Regional Transportation Resilience Improvement Plan; 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 Nonmotorized Transportation Planning: SCOG did not assist with regional bicycle and pedestrian counts in 2022, as had been planned when the 2023 UPWP was prepared. The counts did not occur at a statewide level, as had been led by WSDOT and the Cascade Bicycle Club in previous years, so no regional coordination of counts was necessary.

Work Task 2.8 Public Participation Plan: a minor update to this plan had been anticipated in SFY 2023. Due to November 2021 changes in federal law with the Infrastructure Investment and Jobs Act, this plan update has been delayed into SFY 2024, pending new regulations implementing the act.

Work Task 2.10 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 2024 UPWP, and SCOG anticipates completing this task once all comprehensive plan updates are complete.

Work Task 2.12 Certification Program Assessment: due to emerging priorities at SCOG during SFY 2023 and limited RTPO funding, this project did not begin as expected and has been delayed to SFY 2024.

EXPENDITURES

Amount Budgeted	Amount Expended	Over/Under	Percent Expended
\$281,300	\$257,326	\$23,974 Under	91%

The percent expended for Element 2: Multimodal Planning (**91%**) was below the amount budgeted for SFY 2023. This underage was due to delays in expected RTPO work tasks, not conducting the regional bicycle and pedestrian count and waiting on new federal regulations prior to updating the Public Participation Plan.

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 Regional Transportation Improvement Program 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 2023 ACCOMPLISHMENTS

- Adopted [2023–2028 Regional Transportation Improvement Program](#);
- Managed 2023–2028 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 2023 Obligation Authority Plan;
- Conducted regional selection process for federal [Surface Transportation Block Grant Program, Carbon Reduction Program and Transportation Alternatives](#) grant funds (completed in July 2023);
- Completed process for [Freight Mobility Strategic Investment Board](#) to develop a regional list of projects;
- Prepared and adopted [List of Regional High Priority Projects](#);
- Developed and adopted [Human Services Transportation Project Prioritization](#); and
- Prepared [2022 Annual Listing of Federal Obligations](#).

WORK NOT COMPLETED

Work Task 3.3 Project Selection and Prioritization: project selection for Surface Transportation Block Grant Program, Carbon Reduction Program and Transportation Alternatives grant funds was completed in July 2023, at the beginning of SFY 2024.

EXPENDITURES

Amount Budgeted	Amount Expended	Over/Under	Percent Expended
\$107,600	\$100,888	\$6,712 Under	94%

The percent expended for Element 3: Programming & Project Selection (94%) was slightly below the budget estimate for this element in SFY 2023. The minor underage was due to work tasks taking less staff time than anticipated.

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.

SFY 2023 ACCOMPLISHMENTS

- Reviewed FHWA notice of proposed rulemaking published in July for National Performance Management Measures;
- Filled requests for regional travel demand model information;
- Coordinated with Skagit Transit on annual amendment to their Public Transportation Agency Safety Plan;
- Participated in statewide efforts related to performance targets, including TPM Framework Group;
- Adopted annual [safety regional performance targets](#) in accord with performance-based planning and programming requirements;
- Adopted [regional performance targets for pavement, bridges, travel time and freight reliability](#) in accord with performance-based planning and programming requirements;
- Geocoded and analyzed employment data in the Skagit region;
- Coordinated with WSDOT and the Whatcom Council of Governments on a potential Interstate 5 traffic counter at the border of Whatcom and Skagit counties;
- Prepared GIS maps, revised webmaps and conducted geospatial analysis on an as-needed basis;
- Completed process to update 2023 Freight and Goods Transportation System in the Skagit region;
- Conducted over 500 traffic counts and participated in annual traffic counts meeting with Skagit County;
- Began process to update traffic analysis zones used in regional travel demand model;

- Reviewed U.S. Census Bureau urban areas published in December 2022 and began process to provide regional input to FHWA adjusted urban area boundaries;
- Prepared for and moderated webinar on urban boundaries and functional classification for the Association of Metropolitan Planning Organizations;
- Began process to forecast population, housing and employment growth in the Skagit region; and
- Maintained [Skagit Region Traffic Counts](#) webmap to disseminate traffic count information.

WORK NOT COMPLETED

Work Task 4.2 Travel Demand Model: improvements to the regional travel demand model were not undertaken in SFY 2023 due to staff time being spent on other SCOG priorities.

Work Task 4.5 Highway Functional Classification: FHWA adjusted urban area boundaries will be completed in SFY 2024 and highway functional classification will be completed in SFY 2024 as well. This regionwide update to highway functional classification did not begin in SFY 2023 as this process relies on adjustments to urban area boundaries occurring first.

Work Task 4.6 Household Travel Survey: integrating survey data with the regional travel demand model and developing/refining tools for analyzing household travel survey did not occur in SFY 2023. This work did not occur due to staff time being spent on other SCOG priorities.

EXPENDITURES

Amount Budgeted	Amount Expended	Over/Under	Percent Expended
\$229,100	\$108,225	\$120,875 Under	47%

The percent expended for Element 4: Data Collection & Analysis (**47%**) was well below anticipated for SFY 2023. Part of the explanation for this substantial difference is the Population and Employment Forecasts work task began later than expected in SFY 2023, with minimal consultant work done prior to July 2023. Additionally, staff hours spent on work tasks such as Travel Demand Model, Highway Functional Classification and Household Travel Survey were substantially less than what was estimated when the SFY 2023 UPWP was prepared in spring 2022.

CONCLUSIONS

Expenses incurred were approximately \$142,000 less than budgeted in the SFY 2023 UPWP. Reasons explaining differences between budgeted amounts and expenditures are highlighted in each UPWP element, most associated with delays to work tasks. The only element that experienced higher than budgeted expenditures was Element 1: Administration, which was due mainly to 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: Administration	Element 2: Multimodal Planning	Element 3: Programming & Project Selection	Element 4: Data Collection & Analysis	Total
Federal Funds & Local Match	Federal Highway Administration – Planning	Budgeted	\$90,100	\$103,400	\$33,600	\$112,600	\$339,700
		Expended	\$109,794	\$99,478	\$33,793	\$43,967	\$287,032
	Federal Highway Administration – Surface Transportation Block Grant Program	Budgeted	\$35,400	\$73,800	\$48,500	\$102,700	\$260,400
		Expended	\$33,397	\$71,578	\$61,186	\$61,757	\$227,918
	Federal Transit Administration – 5303	Budgeted	\$52,400	\$44,600	\$23,900	\$10,100	\$131,000
		Expended	\$26,857	\$36,808	\$1,036	\$389	\$65,090
	Federal Transit Administration – 5310	Budgeted	\$0	\$30,000	\$0	\$0	\$30,000
		Expended	\$0	\$33,000	\$0	\$0	\$33,000
	Subtotal Budgeted		\$177,900	\$251,800	\$106,000	\$225,400	\$761,100
	Subtotal Expended		\$170,048	\$240,864	\$96,015	\$106,113	\$613,040
State Funds	Regional Transportation Planning Organization – Planning	Budgeted	\$19,300	\$29,500	\$1,600	\$3,700	\$54,100
		Expended	\$36,592	\$16,462	\$4,873	\$2,112	\$60,039
	Subtotal Budgeted		\$19,300	\$29,500	\$1,600	\$3,700	\$54,100
	Subtotal Expended		\$36,592	\$16,462	\$4,873	\$2,112	\$60,039
Total	Budgeted		\$197,200	\$281,300	\$107,600	\$229,100	\$815,200
	Expended		\$206,640	\$257,326	\$100,888	\$108,225	\$673,079

Note: expenditures are rounded to the nearest dollar.