

UNIFIED PLANNING WORK PROGRAM

State Fiscal Year

2024

July 1, 2023 – June 30, 2024

Adopted by the Transportation Policy Board on May 17, 2023

Amended December 20, 2023

RESOLUTION 2023-03**TO APPROVE UNIFIED PLANNING WORK PROGRAM
FOR STATE FISCAL YEAR 2024**

WHEREAS, the Skagit Council of Governments (SCOG), is the designated metropolitan planning organization and regional transportation planning organization for the Skagit region, as authorized by federal and state laws;

WHEREAS, the Unified Planning Work Program (UPWP) documents transportation planning activities in the Skagit region, and is consistent with federal and state laws;

WHEREAS, the UPWP development and approval process follows requirements included in the Metropolitan/Regional Transportation Planning Organization Agreement, GCB 3506, executed by SCOG and the Washington State Department of Transportation (WSDOT);

WHEREAS, the 2024 state fiscal year in the State of Washington is July 1, 2023–June 30, 2024, and the UPWP is in effect during this timeframe;

WHEREAS, the Federal Highway Administration, Federal Transportation Administration and WSDOT prepared Unified Planning Work Program Guidance for Metropolitan Planning Organizations and Regional Transportation Planning Organizations (Guidance) for the State of Washington, with publication in December 2022;

WHEREAS, Guidance was reviewed and followed as the state fiscal year 2024 UPWP was prepared;


WHEREAS, the UPWP was prepared in cooperation with Skagit Transit, which is the public transportation operator in the Skagit region, and WSDOT;

WHEREAS, the draft UPWP was discussed by the Transportation Policy Board at the April 19, 2023 meeting in an open public meeting, and the draft UPWP was made available for public review on April 12, 2023 and May 10, 2023.

**NOW THEREFORE BE IT RESOLVED BY THE SKAGIT COUNCIL OF
GOVERNMENTS:**

The state fiscal year 2024 UPWP is hereby approved.

Adopted: May 17, 2023

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Chairman Tom Wooten, Samish Indian Nation
Transportation Policy Board Chair

DocuSigned by:

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Kevin Murphy
Executive Director

RESOLUTION 2023-10

TO AMEND UNIFIED PLANNING WORK PROGRAM FOR STATE FISCAL YEAR 2024

WHEREAS, the Skagit Council of Governments (SCOG), is the designated metropolitan planning organization and regional transportation planning organization for the Skagit region, as authorized by federal and state laws;

WHEREAS, the Unified Planning Work Program (UPWP) documents transportation planning activities in the Skagit region, and is consistent with federal and state laws;

WHEREAS, the UPWP development and approval process follows requirements included in the Metropolitan/Regional Transportation Planning Organization Agreement, GCB 3506, executed by SCOG and the Washington State Department of Transportation (WSDOT);

WHEREAS, the 2024 state fiscal year in the State of Washington is July 1, 2023–June 30, 2024, and the UPWP is in effect during this timeframe;

WHEREAS, the Federal Highway Administration, Federal Transportation Administration and WSDOT prepared Unified Planning Work Program Guidance for Metropolitan Planning Organizations and Regional Transportation Planning Organizations (Guidance) for the State of Washington, with publication in December 2022;

WHEREAS, Guidance was reviewed and followed as the state fiscal year 2024 UPWP was prepared;

WHEREAS, the UPWP was prepared in cooperation with Skagit Transit, which is the public transportation operator in the Skagit region, and WSDOT;

WHEREAS, the draft UPWP was discussed by the Transportation Policy Board at the April 19, 2023 meeting in an open public meeting, and the draft UPWP was made available for public review on April 12, 2023 and May 10, 2023;

WHEREAS, the UPWP was adopted by the Transportation Policy Board at the May 17, 2023 meeting;

WHEREAS, the UPWP is being amended to reflect upcoming work on the Regional Transportation Plan and Nonmotorized Transportation Planning, including hiring a consultant to begin a planned major update to the Regional Transportation Plan this state fiscal year, to be completed by March 2026, as well as preparing and printing an updated Skagit County Bike Map;

WHEREAS, the UPWP has not been amended since the Transportation Policy Board selected the Regional Transportation Plan to receive \$346,0000 in federal funding at the July 19, 2023 meeting, and federal funding for the Regional Transportation Plan project cannot receive federal authorization until



SKAGIT COUNCIL OF GOVERNMENTS

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the project is included in the UPWP, and programmed in the Washington Statewide Transportation Improvement Program; and

WHEREAS, the draft UPWP amendment was made available for public review on December 13, 2023.

NOW THEREFORE BE IT RESOLVED BY THE SKAGIT COUNCIL OF GOVERNMENTS:

The state fiscal year 2024 UPWP is hereby amended.

Adopted: December 20, 2023

DocuSigned by:

A handwritten signature in black ink, appearing to read "Thomas J. Wooten".
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Chairman Tom Wooten, Samish Indian Nation
Transportation Policy Board Chair

DocuSigned by:

A handwritten signature in black ink, appearing to read "Kevin Murphy".
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Kevin Murphy
Executive Director

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

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

Cover photograph courtesy of Andy Porter Photography.

PLANNING ORGANIZATION OVERVIEW

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

The Skagit Council of Governments (SCOG) is the federally designated MPO in Skagit County, Washington, as enabled by federal law [23 USC 134](#) and [49 USC 5303](#). SCOG leads the development of the region's long-range regional transportation plan and short-range regional transportation improvement program in coordination with the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Washington State Department of Transportation (WSDOT) and stakeholders in the Skagit region.

Washington state's Growth Management Act of 1990 authorized the creation of regional transportation planning organizations (RTPOs). Through its [governance agreement](#), SCOG is designated as the RTPO for Skagit County. As an RTPO, SCOG convenes cities, towns, Skagit County, Skagit Public Utility District, Skagit Transit, tribes, ports, private employers and WSDOT as the Skagit region plans for the future. Examples of RTPO duties include: preparing a regional transportation plan; certifying that countywide planning policies and local transportation elements are consistent with the regional transportation plan; and maintaining a six-year regional transportation improvement program.

For a listing of Transportation Policy Board membership, refer to Appendix A: Board Membership. For a graphical representation of the board and advisory committee structure, refer to Appendix B: SCOG Organizational Structure. For a map of the MPO and RTPO planning area, see Appendix C: MPO & RTPO Planning Area.

UNIFIED PLANNING WORK PROGRAM OVERVIEW

The unified planning work program (UPWP) documents the transportation planning work activities and related tasks to be accomplished during state fiscal year (SFY) 2024 – July 1, 2023 through June 30, 2024. Work activities included in the UPWP comply with regional policies, goals and objectives. SCOG's Transportation Policy Board reviews and approves the UPWP, with final approval issued by FHWA, FTA and WSDOT.

This document outlines federal and state planning requirements, then presents a work program of planning activities for SFY 2024 that address the requirements and regional priorities. The work activities in the UPWP are organized into four elements:

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

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

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

Appendix E: Planning Projects by Other Agencies, includes planning projects conducted by other agencies within the Skagit region during the timeframe of the UPWP. Projects in this appendix are typically led by Skagit Transit, the regional public transportation operator and WSDOT, but may be from other agencies in the metropolitan planning area.

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

AMENDING THE UPWP

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

FEDERAL AND STATE REQUIREMENTS

FEDERAL PLANNING FACTORS

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

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

Each of the federal planning factors is addressed through various work tasks selected for SFY 2024, as shown in the following table.

Unified Planning Work Program Work Task	Economic Vitality	System Safety	System Security	Accessibility and Mobility	Environment, Energy, Quality of Life and Consistency	Integration of System	Efficiency	System Preservation	System Resiliency	Enhance Tourism
1.1 – MPO and RTPO Administration	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
1.2 – Unified Planning Work Program	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
1.3 – Legislator Contact										
1.4 – Title VI Annual Report				✓	✓					
1.5 – Public Participation Plan Annual Report	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2.1 – Regional Transportation Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2.2 – Statewide Planning Initiatives	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2.3 – Local Transportation Planning	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2.4 – North Sound Transportation Alliance				✓	✓	✓				✓
2.5 – Nondiscrimination Planning				✓	✓					
2.6 – Nonmotorized Transportation Planning	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2.7 – Infrastructure Investment and Jobs Act	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2.8 – Public Participation Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2.9 – Regional Level of Service Review	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Unified Planning Work Program Work Task	Economic Vitality	System Safety	System Security	Accessibility and Mobility	Environment, Energy, Quality of Life and Consistency	Integration of System	Efficiency	System Preservation	System Resiliency	Enhance Tourism
2.10 – Transportation Elements and Countywide Planning Policies	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2.11 – Certification Program Assessment	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2.12 – Regional Transportation Resilience Improvement Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3.1 – Regional Transportation Improvement Program	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3.2 – Annual Listing of Obligations	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3.3 – Project Selection & Prioritization	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3.4 – List of Regional High Priority Projects	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4.1 – Regional Performance Targets	✓	✓	✓	✓	✓	✓	✓	✓		
4.2 – Travel Demand Model	✓			✓			✓			✓
4.3 – Traffic Counts	✓			✓			✓	✓		
4.4 – Geographic Information Systems	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4.5 – Highway Functional Classification	✓	✓	✓	✓				✓		
4.6 – Household Travel Survey	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4.7 – Growth Projections and Allocations	✓			✓		✓	✓			
4.8 – Urban Area Boundaries	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

FEDERAL PLANNING EMPHASIS AREAS

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

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

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

STATE POLICY GOALS

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

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

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

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

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

Unified Planning Work Program Work Task	Preservation	Safety	Stewardship	Mobility	Economic Vitality	Environment
1.1 – MPO and RTPO Administration	✓	✓	✓	✓	✓	✓
1.2 – Unified Planning Work Program	✓	✓	✓	✓	✓	✓
1.3 – Legislator Contact						
1.4 – Title VI Annual Report			✓	✓		✓
1.5 – Public Participation Plan Annual Report	✓	✓	✓	✓	✓	✓
2.1 – Regional Transportation Plan	✓	✓	✓	✓	✓	✓
2.2 – Statewide Planning Initiatives	✓	✓	✓	✓	✓	✓
2.3 – Local Transportation Planning	✓	✓	✓	✓	✓	✓
2.4 – North Sound Transportation Alliance	✓		✓	✓		✓
2.5 – Nondiscrimination Planning			✓	✓		✓
2.6 – Nonmotorized Transportation Planning	✓	✓	✓	✓	✓	✓
2.7 – Infrastructure Investment and Jobs Act	✓	✓	✓	✓	✓	✓
2.8 – Public Participation Plan	✓	✓	✓	✓	✓	✓
2.9 – Regional Level of Service Review	✓	✓	✓	✓	✓	
2.10 – Transportation Elements and Countywide Planning Policies	✓	✓	✓	✓	✓	
2.11 – Certification Program Assessment	✓	✓	✓	✓	✓	✓
2.12 – Regional Transportation Resilience Improvement Plan	✓	✓	✓	✓	✓	✓
3.1 – Regional Transportation Improvement Program	✓	✓	✓	✓	✓	✓
3.2 – Annual Listing of Obligations	✓	✓	✓	✓	✓	✓
3.3 – Project Selection and Prioritization	✓	✓	✓	✓	✓	✓
3.4 – List of Regional High Priority Projects	✓	✓	✓	✓	✓	✓
4.1 – Regional Performance Targets	✓	✓	✓	✓	✓	✓
4.2 – Travel Demand Model	✓		✓	✓	✓	
4.3 – Traffic Counts	✓	✓	✓	✓	✓	✓
4.4 – Geographic Information Systems	✓	✓	✓	✓	✓	✓
4.5 – Highway Functional Classification	✓	✓	✓	✓	✓	
4.6 – Household Travel Survey	✓	✓	✓	✓	✓	✓

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

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

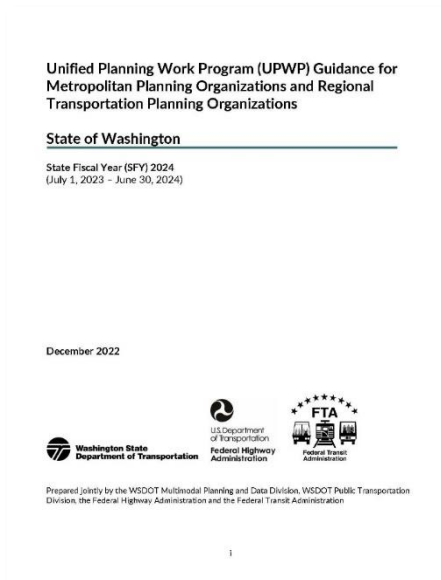
STATE PLANNING EMPHASIS AREAS

The following state planning emphasis areas have been identified by WSDOT as areas MPOs and RTPOs are requested to dedicate time and/or resources towards during state fiscal year 2024.

ADMINISTRATIVE

WSDOT requests that MPOs and RTPOs consider the following:

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



PLANNING COLLABORATION

WSDOT will be developing multiple statewide plans during SFY 2024. MPOs and RTPOs are requested to set aside resources to collaboratively develop and/or review the plans. Plans and efforts expected to be developed during SFY 2024 include:

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

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

URBAN AREAS UPDATE

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

FINANCIAL ACCOUNTING

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

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

PUBLIC INVOLVEMENT

Federal and state laws require MPOs and RTPOs to include provisions in the planning process to ensure the involvement of the public in the preparation of regional plans and programs. SCOG's [Public Participation Plan](#) requires that plans and documents are made available to the public online and at the SCOG office.

FUNDING SOURCES FOR PLANNING ACTIVITIES

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

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

FEDERAL HIGHWAY ADMINISTRATION

23 USC SECTION 133 AND SECTION 134 GRANT FUNDS

Section 133, the Surface Transportation Block Grant Program (STBG), provides flexible funding that may be used by states and localities for projects to preserve and improve the transportation system consistent with regional priorities. STBG funds are allocated to SCOG through the regional project-selection process to support the continuous, cooperative and comprehensive transportation planning process. STBG funds can be used for up to 86.5% of a project with a required match of 13.5%.

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

Section 134 federal planning funds, often referred to as “PL” funds, are allocated to MPOs by WSDOT for carrying out the metropolitan transportation planning process. These federal funds can be used for up to 86.5% of a project, with a required 13.5% match typically provided by local government dues.

FEDERAL TRANSIT ADMINISTRATION

49 USC SECTION 5303 AND 5310 GRANT FUNDS

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

WSDOT allocates Section 5310 federal funds to RTPOs to aid development of local coordinated public transit-human services transportation plans. These funds do not have a local match requirement.

WASHINGTON STATE

REGIONAL TRANSPORTATION PLANNING ORGANIZATION GRANT FUNDS

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

ELEMENT 1: ADMINISTRATION

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

WORK TASKS

1.1 MPO and RTPO Administration

Description: Manage and administer the unified planning work program, including work program development, schedule, budget, progress and evaluation reports and related documentation. Administration will also include assuring compliance with rules and regulations of funding agencies. Supervise staff and personnel activities. Procure office supplies and furniture. Review and update contracts and agreements. Provide clerical support for general administration and other work program elements. Procure software and hardware, and other technologies and devices as needed. Maintain SCOG's website. Participate at monthly meetings of the Transportation Policy Board, Technical Advisory Committee and other committees as needed. Coordinate and consult with other MPOs and RTPOs on federal, state and regional transportation issues. Prepare 2024 operating budget. Provide continuing education and training opportunities through participation in webinars, conferences and seminars. Draft letters of support for transportation projects consistent with applicable policies, plans and programs. Prepare the annual self-certification, specifying that MPO functions are being performed in accordance with all applicable requirements. Facilitate public involvement and outreach efforts in accordance with the Title VI Plan and Public Participation Plan. Consult with tribal governments on transportation planning and programming efforts. Engage applicable federally recognized tribal governments in regional governance of SCOG, consistent with [RCW 47.80.050\(2\)](#).

Responsibilities: SCOG

Product: In October, staff will prepare the 2024 SCOG operating budget. The budget will be adopted prior to calendar year 2024. In October/November 2023, SCOG will submit its self-certification documentation.

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

1.2 Unified Planning Work Program

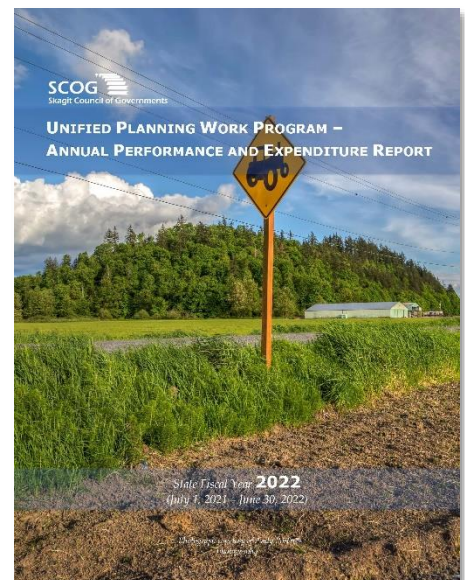
Description: Creation of the SFY 2023 UPWP Annual Performance and Expenditure Report per [23 CFR 420.117](#). SCOG will prepare the SFY 2025 UPWP in cooperation with the Federal Highway Administration, Federal Transit Administration, Skagit Transit and WSDOT.

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

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

1.3 Legislator Contact

Description: Develop and submit Public Disclosure Commission Reports as required. The reports identify all contact with Washington state legislators. All expenses in meeting with federal and state elected, and administration officials are paid using local



funds. SCOG occasionally visits state legislators in the first or second month of the Washington state legislature's regular session. Other contact may occur, but it is unknown when this will happen during the UPWP timeframe.

Responsibilities: SCOG

Product: Quarterly Public Disclosure Commission Reports as necessary.

1.4 Title VI Annual Report

Description: Report on Title VI Plan implementation activities through the annual Title VI Accomplishments and Goals Report.

Responsibilities: SCOG (lead), WSDOT

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

1.5 Public Participation Plan Annual Report

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

Responsibilities: SCOG

Product: The Public Participation Plan Annual Report will be completed in June 2024.

ELEMENT 2: MULTIMODAL PLANNING

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

WORK TASKS

2.1 Regional Transportation Plan

Description: The Skagit 2045 Regional Transportation Plan (Skagit 2045) – the federal-compliant metropolitan transportation plan and state-compliant regional transportation plan – was adopted in March 2021. Skagit 2045 was amended in July 2022 to improve consistency with local and tribal long-range plans and transportation improvement programs. Another amendment to Skagit 2045 is expected in state fiscal year 2024, as local comprehensive plans are completed in the Skagit region. A major update to the Regional Transportation Plan is expected to begin in SFY 2024, with a consultant contract beginning in SFY 2024 and continuing through the plan due date of March 2026.

Responsibilities: SCOG (lead), WSDOT, Consultant

Product: Amendment to Skagit 2045 in SFY 2024. Begin work on major update to Regional Transportation Plan in SFY 2024 that is due by March 2026.

Direct Cost: An estimated \$5,000 of STBG (US) funds will be used for professional services in SFY 2024 for this work task.



2.2 Statewide Planning Initiatives

Description: Participate in the development and implementation of statewide transportation planning efforts led by WSDOT, and other state agencies, boards and commissions. Anticipated statewide planning initiatives that SCOG may be involved with are included in the State Planning Emphasis Areas section of the UPWP. SCOG budgets staff time and other resources every year in the UPWP to participate in these statewide efforts.

Responsibilities: WSDOT (lead), SCOG

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

2.3 Local Transportation Planning

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

Responsibilities: SCOG

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

2.4 North Sound Transportation Alliance

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

Responsibilities: Whatcom Council of Governments (lead), SCOG

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

2.5 Nondiscrimination Planning

Description: SCOG will review planning, programming and project selections to ensure that SCOG decisions do not have a disproportionate adverse impact on protected populations. SCOG will maintain a Title VI complaint log and implement the adopted Title VI Plan to ensure continued nondiscrimination in SCOG’s transportation program. SCOG will continue implementation of activities from the [Americans with Disabilities Act \(ADA\) Self-evaluation and Program Access Plan](#) completed in SFY 2023. SCOG will also continue implementation of activities from an upcoming Title VI Plan update, with adoption expected in May 2023. The next major updates to the Title VI Plan and ADA Self-evaluation and Program Access Plan are expected to occur in calendar year 2026.

Responsibilities: SCOG (lead), WSDOT

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

2.6 Nonmotorized Transportation Planning

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

Responsibilities: SCOG

Product: Update to NMAC bylaws and assistance with improving nonmotorized transportation and safety during SFY 2024. Complete and print an updated Skagit County Bike Map in SFY 2024.

Direct Cost: An estimated \$8,650 of FHWA - PL funds will be used to print copies of the Skagit County Bike Map in SFY 2024.

2.7 Infrastructure Investment and Jobs Act

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

Responsibilities: WSDOT (lead), SCOG



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

2.8 Public Participation Plan

Description: The Public Participation Plan guides engagement activities at SCOG and was last updated in 2017. This 2017 update followed a major update to the plan in 2015, which included an assessment of an earlier public participation plan. Another minor update to the 2017 plan is anticipated in SFY 2024, primarily to address changes with governing bodies, advisory committees, remote meetings and new Infrastructure Investment and Jobs Act requirements. The plan update will follow changes in the Code of Federal Regulations, expected in SFY 2024.

Responsibilities: SCOG

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

2.9 Regional Level of Service Review

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

Responsibilities: SCOG

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

2.10 Transportation Elements and Countywide Planning Policies

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

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

Responsibilities: SCOG

Product: Certification of local comprehensive plan transportation elements and countywide planning policies as necessary.

2.11 Certification Program Assessment

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

Responsibilities: SCOG

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

2.12 Regional Transportation Resilience Improvement Plan

Description: SCOG will prepare a plan to inform how SCOG may implement a resilience focus in its planning activities and investments. This plan will consider natural hazard risk and exposure on the surface

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

Responsibilities: SCOG (lead), Consultant

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

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

ELEMENT 3: PROGRAMMING & PROJECT SELECTION

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

WORK TASKS

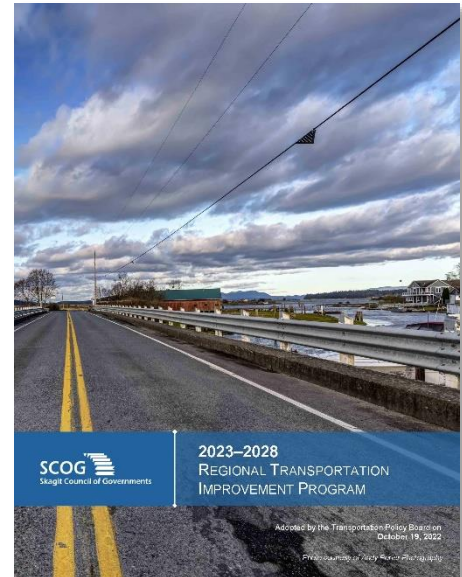
3.1 Regional Transportation Improvement Program

Description: Maintain a fiscally constrained four-year transportation improvement program – including an additional two-year list of illustrative projects – for regionally significant and federally funded transportation projects.

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

Responsibilities: SCOG (lead), Skagit Transit, WSDOT

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



3.2 Annual Listing of Obligations

Description: Prepare an annual listing of obligated projects, showing Federal Highway Administration and Federal Transit Administration funds obligated in calendar year 2023 for the Skagit region.

Responsibilities: SCOG (lead), Skagit Transit, WSDOT

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

3.3 Project Selection and Prioritization

Description: SCOG will have one project selection process concluding in SFY 2024 and one project prioritization process beginning. SCOG's project selection process is for Surface Transportation Block Grant Program, Transportation Alternatives Set-aside and Carbon Reduction Program funding. Through this process, SCOG selects projects for regional funding, and later programs selected projects in the RTIP. SCOG's project prioritization process will assign regional priority to projects that will compete in the statewide WSDOT Consolidated Grant Program. Regional priorities will be considered in a statewide evaluation of projects, with WSDOT making project selection decisions – selecting which projects receive funding across Washington.

Responsibilities: SCOG (lead), WSDOT

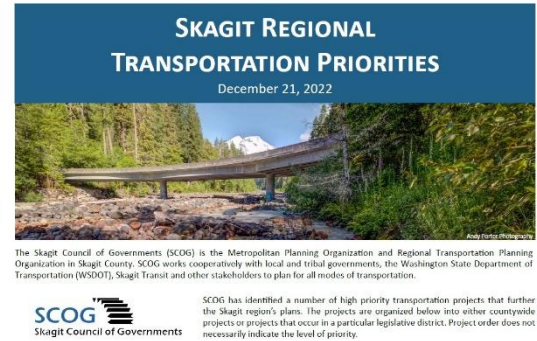
Product: Select projects for federal Surface Transportation Block Grant Program, Transportation Alternatives Set-aside and Carbon Reduction Program funding by July 2023. Begin process to prepare a regional list of prioritized human services transportation projects in spring 2024, with the process concluding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

3.4 List of Regional High Priority Projects

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

Responsibilities: SCOG

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



ELEMENT 4: DATA COLLECTION & ANALYSIS

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

WORK TASKS

4.1 Regional Performance Targets

Description: In cooperation with Skagit Transit and WSDOT, SCOG will continue to develop regional performance targets.

Responsibilities: SCOG (lead), WSDOT, Skagit Transit

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

4.2 Travel Demand Model

Description: SCOG most recently completed an update to the regional travel demand model in SFY 2021 to inform the Skagit 2045 Regional Transportation Plan, and other transportation planning efforts. The regional travel demand model is utilized by SCOG on an as-needed basis. Model updates in SFY 2024 may include outputs from a household travel survey that was completed in SFY 2022. Coordination may occur with other MPOs on travel demand modeling during SFY 2024. SCOG staff are updating traffic analysis zones for the regional travel demand model in SFY 2023, and though the work should be completed prior to SFY 2024, it may wrap up in July/August 2024.

Responsibilities: SCOG

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

4.3 Traffic Counts

Description: This task includes a continuation of SCOG's agreement with Skagit County to perform traffic counting services for jurisdictions within Skagit County. Continue to maintain inventory of traffic and vehicle classification counts and travel time studies from all available sources; store data and make available in electronic format. Count bicycle traffic at permanent count locations in Anacortes and Sedro-Woolley. Post process and analyze traffic-count data as necessary.

Responsibilities: SCOG (lead), Consultant

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

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

4.4 Geographic Information Systems

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

Responsibilities: SCOG

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

4.5 Highway Functional Classification

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

Responsibilities: WSDOT (lead), SCOG

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

4.6 Household Travel Survey

Description: The household travel survey studies regional travel behavior and public sentiment for what transportation investments should be made. The project informs the regional travel demand model and provides scientifically valid representation of public preference on regional travel issues. The household travel survey was completed in SFY 2022 after several delays due to travel impacts associated with the COVID-19 pandemic. Work products for SFY 2024 using household travel survey data will be prepared on an as-needed basis.

Responsibilities: SCOG

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



4.7 Growth Projections and Allocations

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

Responsibilities: SCOG (lead), Consultant

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

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

4.8 Urban Area Boundaries

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

Responsibilities: WSDOT (lead), FHWA, SCOG

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

EXPENDITURES BY TASK

Element	Work Task #	Work Task Title	FHWA - PL			FTA - 5303			FTA - 5310	FHWA - STBG			RTPO	Summary			Total
			Total 100.0%	Federal 86.5%	Local 13.5%	Total 100.0%	Federal 86.5%	Local 13.5%	Total 100%	Total 100.0%	Federal 86.5%	Local 13.5%	State 100.0%	Federal	State	Local	
Administration	1.1	MPO and RTPO Administration	\$67,400	\$58,300	\$9,100	\$25,200	\$21,800	\$3,400	\$0	\$45,800	\$39,600	\$6,200	\$11,500	\$119,700	\$11,500	\$18,700	\$149,900
	1.2	Unified Planning Work Program	\$9,100	\$7,900	\$1,200	\$6,200	\$5,400	\$800	\$0	\$0	\$0	\$0	\$3,800	\$13,300	\$3,800	\$2,000	\$19,100
	1.3	Legislator Contact	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	1.4	Title VI Annual Report	\$4,700	\$4,100	\$600	\$3,500	\$3,000	\$500	\$0	\$0	\$0	\$0	\$0	\$7,100	\$0	\$1,100	\$8,200
	1.5	Public Participation Plan Annual Report	\$3,200	\$2,800	\$400	\$2,400	\$2,100	\$300	\$0	\$0	\$0	\$0	\$0	\$4,900	\$0	\$700	\$5,600
	Subtotal		\$84,400	\$73,100	\$11,300	\$37,300	\$32,300	\$5,000	\$0	\$45,800	\$39,600	\$6,200	\$15,300	\$145,000	\$15,300	\$22,500	\$182,800
Multimodal Planning	2.1	Regional Transportation Plan	\$4,900	\$4,200	\$700	\$3,700	\$3,200	\$500	\$0	\$19,800	\$17,100	\$2,700	\$5,300	\$24,500	\$5,300	\$3,900	\$33,700
	2.2	Statewide Planning Initiatives	\$9,200	\$8,000	\$1,200	\$0	\$0	\$0	\$0	\$25,000	\$21,600	\$3,400	\$5,700	\$29,600	\$5,700	\$4,600	\$39,900
	2.3	Local Transportation Planning	\$900	\$800	\$100	\$0	\$0	\$0	\$0	\$2,400	\$2,100	\$300	\$2,100	\$2,900	\$2,100	\$400	\$5,400
	2.4	North Sound Transportation Alliance	\$6,100	\$5,300	\$800	\$0	\$0	\$0	\$0	\$1,900	\$1,600	\$300	\$3,600	\$6,900	\$3,600	\$1,100	\$11,600
	2.5	Nondiscrimination Planning	\$5,700	\$4,900	\$800	\$3,800	\$3,300	\$500	\$0	\$2,300	\$2,000	\$300	\$0	\$10,200	\$0	\$1,600	\$11,800
	2.6	Nonmotorized Transportation Planning	\$13,600	\$11,800	\$1,800	\$2,000	\$1,700	\$300	\$0	\$8,900	\$7,700	\$1,200	\$400	\$21,200	\$400	\$3,300	\$24,900
	2.7	Infrastructure Investment and Jobs Act	\$3,600	\$3,100	\$500	\$1,900	\$1,600	\$300	\$0	\$5,000	\$4,300	\$700	\$0	\$9,000	\$0	\$1,500	\$10,500
	2.8	Public Participation Plan	\$6,800	\$5,900	\$900	\$2,800	\$2,400	\$400	\$0	\$4,600	\$4,000	\$600	\$0	\$12,300	\$0	\$1,900	\$14,200
	2.9	Regional Level of Service Review	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000	\$900	\$100	\$6,400	\$900	\$6,400	\$100	\$7,400
	2.10	Transportation Elements and Countywide Planning Policies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,500	\$1,300	\$200	\$7,700	\$1,300	\$7,700	\$200	\$9,200
	2.11	Certification Program Assessment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,500	\$1,300	\$200	\$7,700	\$1,300	\$7,700	\$200	\$9,200
	2.12	Regional Transportation Resilience Improvement Plan	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$75,500	\$65,300	\$10,200	\$0	\$65,300	\$0	\$10,200	\$75,500
Subtotal		\$50,800	\$44,000	\$6,800	\$14,200	\$12,200	\$2,000	\$0	\$149,400	\$129,200	\$20,200	\$38,900	\$185,400	\$38,900	\$29,000	\$253,300	
Programming & Project Selection	3.1	Regional Transportation Improvement Program	\$8,300	\$7,200	\$1,100	\$3,900	\$3,400	\$500	\$0	\$28,200	\$24,400	\$3,800	\$7,000	\$35,000	\$7,000	\$5,400	\$47,400
	3.2	Annual Listing of Obligations	\$3,000	\$2,600	\$400	\$2,500	\$2,200	\$300	\$0	\$4,600	\$4,000	\$600	\$0	\$8,800	\$0	\$1,300	\$10,100
	3.3	Project Selection and Prioritization	\$5,600	\$4,800	\$800	\$2,800	\$2,400	\$400	\$0	\$8,300	\$7,200	\$1,100	\$2,900	\$14,400	\$2,900	\$2,300	\$19,600
	3.4	List of Regional High Priority Projects	\$2,300	\$2,000	\$300	\$500	\$400	\$100	\$0	\$5,900	\$5,100	\$800	\$0	\$7,500	\$0	\$1,200	\$8,700
Subtotal		\$19,200	\$16,600	\$2,600	\$9,700	\$8,400	\$1,300	\$0	\$47,000	\$40,700	\$6,300	\$9,900	\$65,700	\$9,900	\$10,200	\$85,800	
Data Collection & Analysis	4.1	Regional Performance Targets	\$4,700	\$4,100	\$600	\$3,000	\$2,600	\$400	\$0	\$4,900	\$4,200	\$700	\$0	\$10,900	\$0	\$1,700	\$12,600
	4.2	Travel Demand Model	\$4,900	\$4,200	\$700	\$0	\$0	\$0	\$0	\$22,000	\$19,000	\$3,000	\$0	\$23,200	\$0	\$3,700	\$26,900
	4.3	Traffic Counts	\$35,200	\$30,400	\$4,800	\$0	\$0	\$0	\$0	\$9,100	\$7,900	\$1,200	\$0	\$38,300	\$0	\$6,000	\$44,300
	4.4	Geographic Information Systems	\$1,100	\$1,000	\$100	\$0	\$0	\$0	\$0	\$16,600	\$14,400	\$2,200	\$0	\$15,400	\$0	\$2,300	\$17,700
	4.5	Highway Functional Classification	\$3,200	\$2,800	\$400	\$0	\$0	\$0	\$0	\$9,200	\$8,000	\$1,200	\$0	\$10,800	\$0	\$1,600	\$12,400
	4.6	Household Travel Survey	\$5,500	\$4,800	\$700	\$1,500	\$1,300	\$200	\$0	\$11,600	\$10,000	\$1,600	\$0	\$16,100	\$0	\$2,500	\$18,600
	4.7	Growth Projections and Allocations	\$33,400	\$28,900	\$4,500	\$2,500	\$2,200	\$300	\$0	\$26,100	\$22,600	\$3,500	\$7,900	\$53,700	\$7,900	\$8,300	\$69,900
	4.8	Urban Area Boundaries	\$3,400	\$2,900	\$500	\$2,500	\$2,200	\$300	\$0	\$6,100	\$5,300	\$800	\$0	\$10,400	\$0	\$1,600	\$12,000
Subtotal		\$91,400	\$79,100	\$12,300	\$9,500	\$8,300	\$1,200	\$0	\$105,600	\$91,400	\$14,200	\$7,900	\$178,800	\$7,900	\$27,700	\$214,400	
Total		\$245,800	\$212,800	\$33,000	\$70,700	\$61,200	\$9,500	\$0	\$347,800	\$300,900	\$46,900	\$72,000	\$547,900	\$72,000	\$89,400	\$736,300	

Note: Figures rounded to nearest hundred

EXPENDITURES & REVENUE BY FUND TYPE

FEDERAL FUNDS

	Program Fund Source	Element 1: Administration	Element 2: Multimodal Planning	Element 3: Programming & Project Selection	Element 4: Data Collection & Analysis	Est. Total Expenditures	Est. Total Revenue	Est. Carry Forward from 2023	Est. Carry Forward to 2025
SCOG	FHWA PL Federal Funds	\$73,100	\$43,900	\$16,600	\$79,100	\$212,700	\$196,200	\$224,300	\$207,800
	Local Match = 13.5%	\$11,400	\$6,800	\$2,600	\$12,300	\$33,100	\$33,100	N/A	
	FHWA STBG Federal Funds	\$39,600	\$129,100	\$40,700	\$91,200	\$300,600	\$261,200	\$127,900	\$88,500
	Local Match = 13.5%	\$6,200	\$20,200	\$6,400	\$14,200	\$47,000	\$47,000	N/A	
	FTA 5303 Federal Funds	\$32,300	\$12,300	\$8,400	\$8,200	\$61,200	\$115,200	\$300	\$54,300
	Local Match = 13.5%	\$5,000	\$1,900	\$1,300	\$1,300	\$9,500	\$9,500	N/A	
	FTA 5310 Federal Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total	\$167,600	\$214,200	\$76,000	\$206,300	\$664,100	\$662,200	\$352,500	\$350,600

Note: Figures rounded to nearest hundred

STATE FUNDS

	Program Fund Source	Element 1: Administration	Element 2: Multimodal Planning	Element 3: Programming & Project Selection	Element 4: Data Collection & Analysis	Est. Total Expenditures	Est. Total Revenue	Est. Carry Forward from 2023	Est. Carry Forward to 2025
SCOG	RTPO	\$15,300	\$38,400	\$10,000	\$7,900	\$71,600	\$143,300	\$0	\$71,700
	Total	\$15,300	\$38,400	\$10,000	\$7,900	\$71,600	\$143,300	\$0	\$71,700

Note: Figures rounded to nearest hundred

SURFACE TRANSPORTATION BLOCK GRANT FUNDING BREAKDOWN

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

SCOG Administration occurs every state fiscal year, with the next year of funding beginning in SFY 2024. SCOG anticipates obligation of the SCOG Administration federal funding prior to start of SFY 2024. These STBG funds provide revenue to support work tasks in the SFY 2024 UPWP, as illustrated in the [Expenditures by Task](#) table. A consultant contract is expected to begin in SFY 2024 and continue into SFY 2025 for the Regional Transportation Resilience Improvement Plan. Federal funds were authorized in SFY 2023 for the Regional Transportation Resilience Improvement Plan. A consultant contract is expected to begin in SFY 2024 and continue into SFY 2026, with federal funds authorized in SFY 2024 for the major Regional Transportation Plan update.

	Program Fund Source	SCOG Admin. (SFY 2024 est.)	Consultant Contract: Regional Transportation Resilience Improvement Plan (SFY 2024 est.)	Consultant Contract: Regional Transportation Plan (SFY 2024 est.)
SCOG	FHWA STBG (US) Federal Funds	\$0	\$35,000	\$5,000
	Local Match = 13.5%	\$0	\$5,462	\$780
	FHWA STBG (UM) Federal Funds	\$261,176	\$0	\$0
	Local Match = 13.5%	\$40,762	\$0	\$0
	Total	\$301,938	\$40,462	\$5,780

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

REDISTRIBUTED OBLIGATION AUTHORITY

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

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

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

EXPECTED CONSULTANT & AGENCY AGREEMENTS

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

Work Task #	Work Task Title	Agreement Type	Fund Type	Estimated Cost
2.1	Regional Transportation Plan	Professional Services	STBG (US)	\$5,000
2.12	Regional Transportation Resilience Improvement Plan	Professional Services	STBG (US)	\$35,000
4.3	Traffic Counts	Interlocal	FHWA – PL	\$30,000
4.7	Growth Projections and Allocations	Professional Services	FHWA – PL	\$20,000
			Total	\$90,000

CONTACT INFORMATION

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Appendix A: BOARD MEMBERSHIP

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

VOTING MEMBERS OF TRANSPORTATION POLICY BOARD:

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

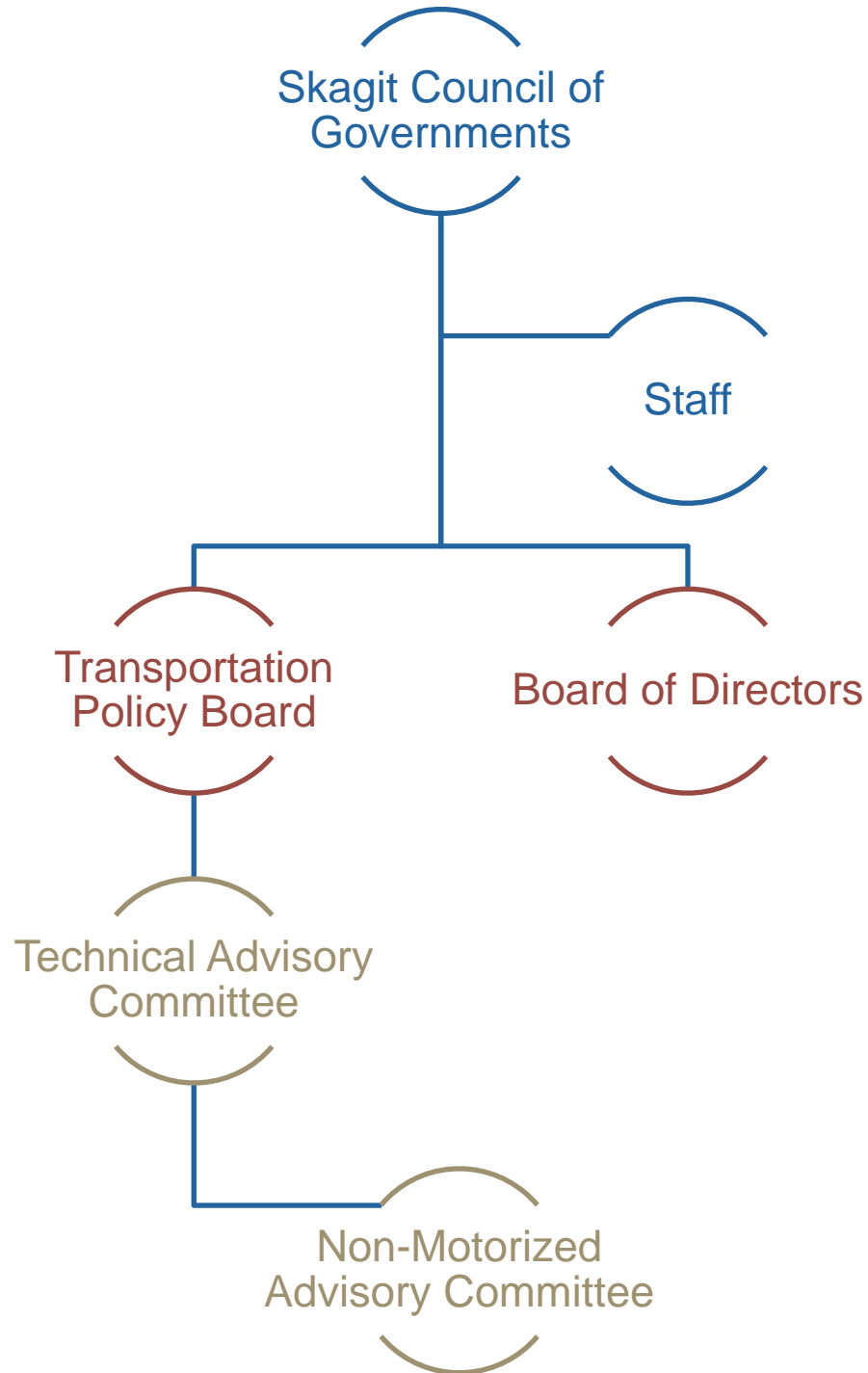
NON-VOTING MEMBERS OF TRANSPORTATION POLICY BOARD:

Major Employer Representative

Skagit Public Utility District

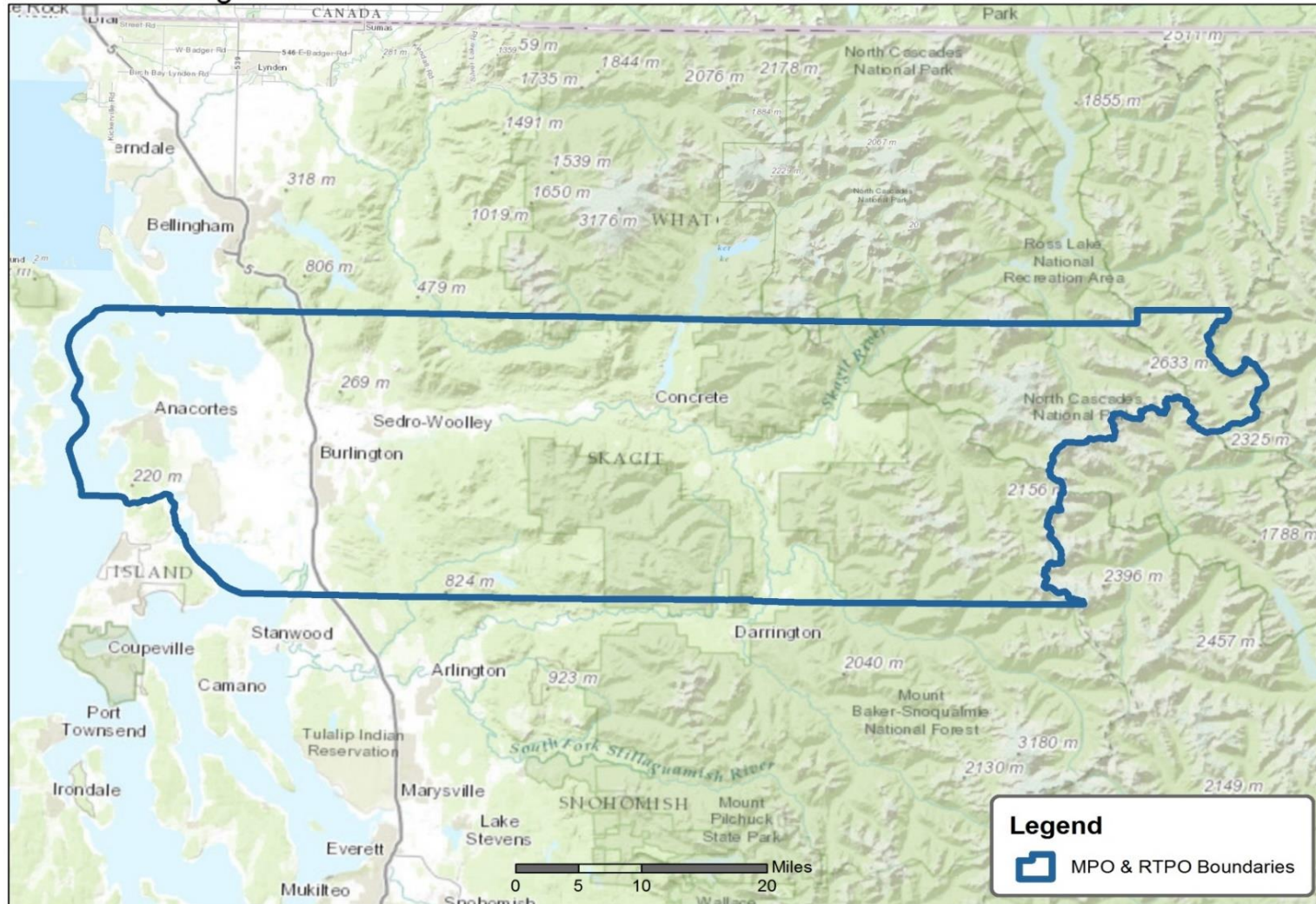
Washington State Legislative
Delegation (Districts 10, 39, 40)

Appendix B: 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 and 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 • Nondiscrimination Planning • Intelligent Transportation System Architecture • Participation Plan • Coordinated Public Transit-Human Services Transportation Plan • Transportation Elements and Countywide Planning Policies Certification • Regional Level of Service 	<ul style="list-style-type: none"> • Regional Transportation Improvement Program • Surface Transportation Block Grant Program Project Selection • Carbon Reduction Program Project Selection • Annual Listing of Obligations • Transportation Alternatives Set-aside Project Selection • Human Services Project Prioritization 	<ul style="list-style-type: none"> • Travel Demand Model • Traffic Counts • Geographic Information Systems • Household Travel Survey • Population and Employment Forecasts • Highway Functional Classification • Regional Performance Targets

MPO (Federal)

RTPO (State)

MPO & RTPO

Appendix E: PLANNING PROJECTS BY OTHER AGENCIES

SKAGIT TRANSIT

2023 TRANSIT DEVELOPMENT PLAN

As per [RCW 35.58.2795](#), Skagit Transit updates a six-year Transit Development Plan (TDP) every year for submittal to WSDOT by September 1st. The TDP identifies proposed service changes and capital projects over a six-year period and provides the public an opportunity to comment on these planned activities.

Schedule: May–August 2023

Funding: Local funds

ZERO EMISSIONS FLEET TRANSITION PLAN

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

Schedule: January–June 2023

Funding: Local funds

2023 STRATEGIC PLAN

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

Schedule: April–November 2023

Funding: Local funds

NW WASHINGTON REGIONAL TRANSIT STUDY

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

Schedule: Calendar years 2023–2024

Funding: WSDOT funds

MICROTRANSIT STUDY

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

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

Schedule: Calendar years 2023–2024

Funding: FTA Areas of Persistent Poverty Program funds

WASHINGTON STATE DEPARTMENT OF TRANSPORTATION

I-5 OPERATIONS & DEMAND MANAGEMENT STUDY

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

Schedule: Calendar year 2022–2024

Funding: WSDOT funds

SAN JUAN WALK-ON RIDER STUDY

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

Schedule: Complete by January 2024

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

Appendix F: LONG-TERM WORK SCHEDULE

STATE FISCAL YEAR 2025–2028 WORK SCHEDULE

Several work tasks are anticipated past the one-year timeframe of the UPWP. Work tasks that appear on every UPWP are excluded. Some of the work tasks begin in SFY 2024 and carryover into future work programs while others begin after SFY 2024. The long-term work schedule is not intended to be a comprehensive list of all future work tasks.

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

Work Task	Description	Consultant Contract	State Fiscal Year			
			2025	2026	2027	2028
Major Update to Skagit 2045 Regional Transportation Plan	An update to the metropolitan-regional plan is completed every five years. This is anticipated to be a major update to the plan. The tentative completion date is March 2026.	✓	Continue	Complete		
Regional Carbon Reduction Strategy	A strategy for carbon reduction in the Skagit region following federal requirements, consistent with the Infrastructure Investment and Jobs Act. This strategy would follow the WSDOT statewide carbon reduction strategy, which is due in November 2023.	✓	Begin	Complete		
House Bill 1181 Implementation	House Bill 1181 was enacted in 2023 and introduced several new transportation planning requirements, primarily to local jurisdictions. This work task provides technical support at the regional level to address new requirements for multimodal level of service, vehicle miles traveled and other new transportation planning requirements.	✓	Begin	Complete		
Assessment of Regional Travel Demand Model	This work task will be informed by the outcome of the Household Travel Survey, which was completed in SFY 2022. A thorough review of SCOG's existing regional travel demand model will be conducted. Recommendations may include changes to the model.	✓		Begin	Complete	
Intelligent Transportation Systems Architecture	Federal regulations require that SCOG develop an intelligent transportation systems architecture to guide the development of intelligent transportation strategies and projects. SCOG adopted the <i>Skagit MPO Intelligent Transportation System Architecture</i> in December 2011. Since then, SCOG has updated its governance agreement and expanded its metropolitan planning area. As such, the intelligent transportation systems architecture should be updated to reflect the new alignment of SCOG's planning area and any existing or planned intelligent transportation systems for the Skagit region.	✓			Begin	Complete