

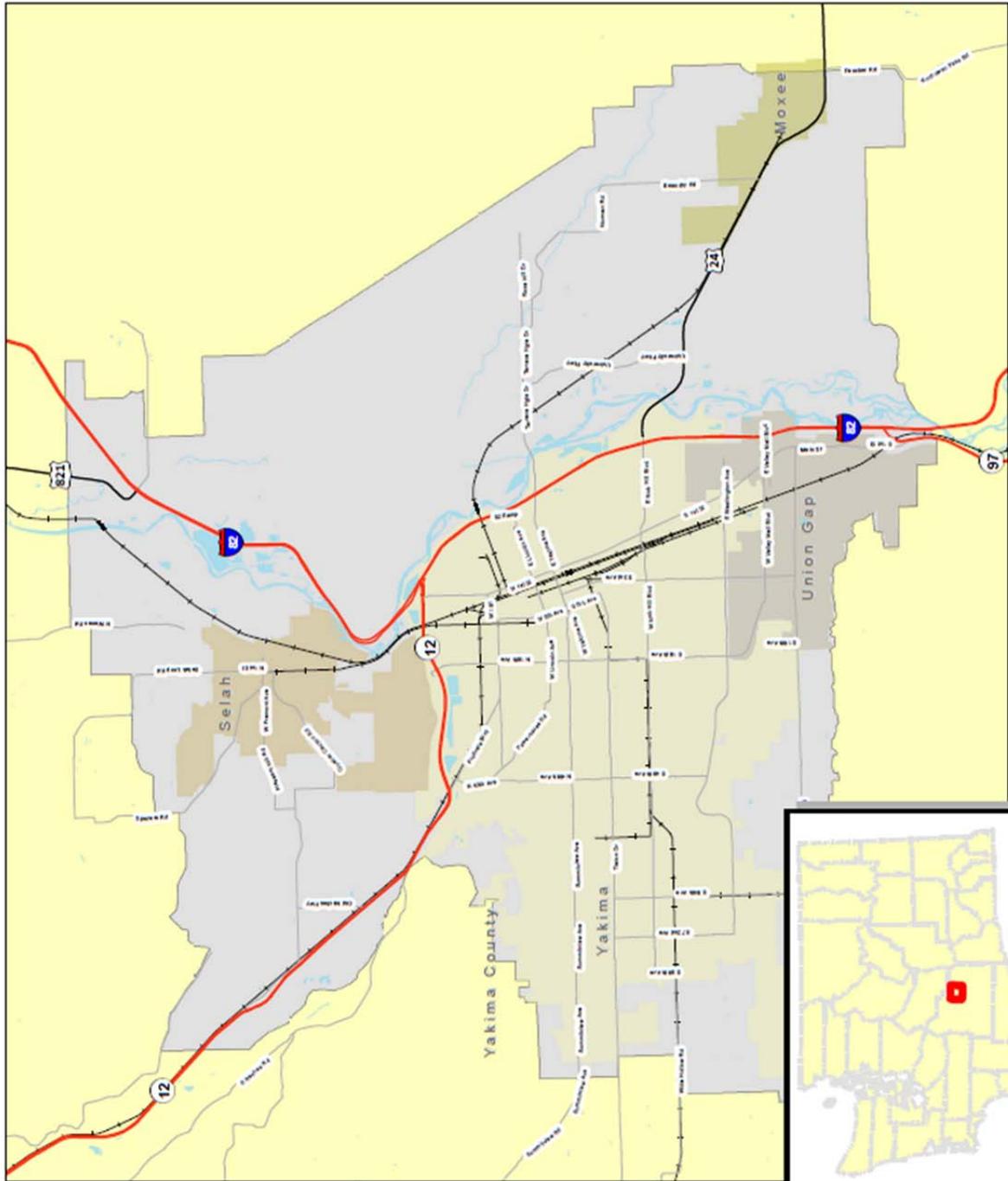
Yakima Valley Conference of Governments
Unified Planning Work Program
State Fiscal Year (SFY) 2016
(July 1, 2015, through June 30, 2016)

Policy Board Adopted (6-15-2015)



Yakima Valley Metropolitan Planning Organization Planning Area

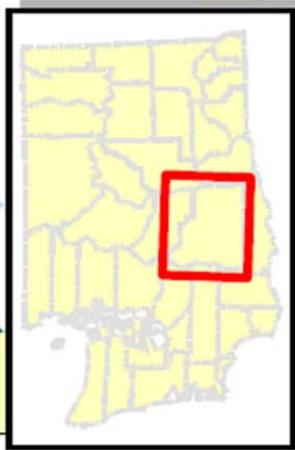
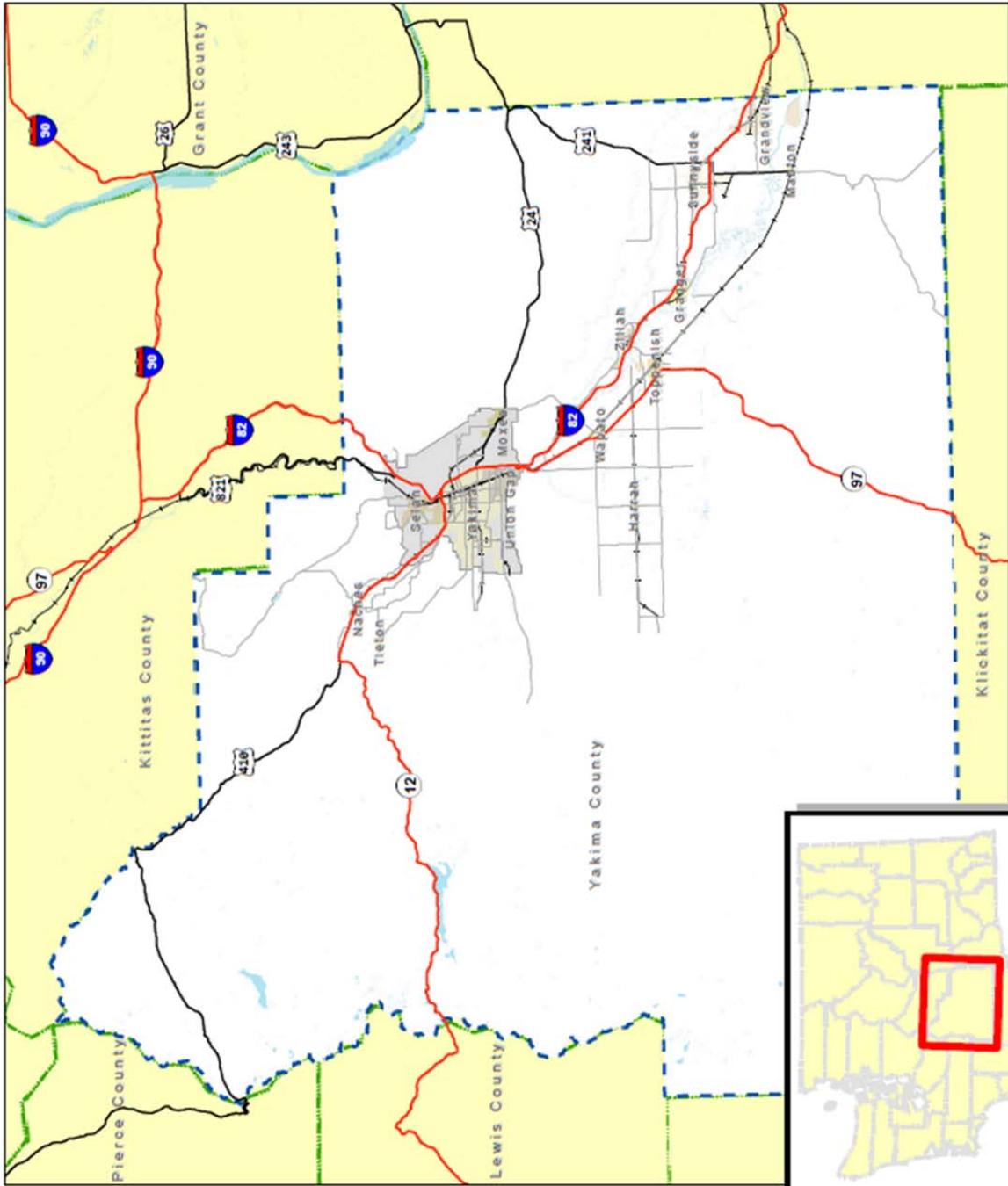
- US / State Route
- Primary Hydro
- MPO Boundary
- WA County





Yakima Valley Regional Transportation Planning Organization (RTPO) Planning Area

- US / State Route
- Primary Hydro
- MPO Boundary
- Yakima County
- WA County



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Yakima Valley Region MPO Boundary Map

Yakima Valley Region RTPO Boundary Map

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Background

Metropolitan Planning Organization (MPO):

The Yakima Valley Conference of Governments (YVCOG) is the lead planning agency for the federally designated Yakima Valley Metropolitan Planning Organization (MPO). The purpose of the MPO is to “carry out a continuing, cooperative, and comprehensive (3C) multimodal transportation planning process for the Metropolitan Planning Area (MPA) that encourages and promotes the safe and efficient development, management, and operation of surface transportation systems to serve the mobility needs of people and freight and foster economic growth and development, while minimizing transportation-related fuel consumption and air pollution...” ([23 USC Section 134](#))

MPOs receive dedicated Federal Highway Funds known as [Title 23 USC](#) Planning Funds (PL) and transit planning funds known as [Title 49 USC Section 53](#) Planning Funds (5303) to carry out their programs. Funding is allocated through the state department of transportation based on a formula as described in [23 CFR 450.308](#) and is distributed on an annual basis tied to each MPO’s annual Unified Planning Work Program (UPWP).

Agencies participating as members of the MPO include the cities of Moxee, Selah, Union Gap, and Yakima; Yakima County; Selah Transit, Union Gap Transit, and Yakima Transit; and the Washington State Department of Transportation (WSDOT).

Regional Transportation Planning Organization (RTPO):

YVCOG is also the lead planning agency for the state-designated Yakima Valley Regional Transportation Planning Organization (RTPO). One of the purposes of an RTPO is to see that provisions of the Washington State Growth Management Act ([RCW 47.80.023](#)), as further defined under Washington Administrative Code ([WAC](#)) [Section 468-86](#), are met.

The RTPO performs tasks similar to the MPO, but unlike the MPO, the RTPO includes rural and small urban areas outside of the greater metropolitan area. Often a MPO and a RTPO are combined to make transportation planning a coordinated and comprehensive process, as is the case in the Yakima Valley. Early on, the YVCOG member jurisdictions recognized the need, the desirability, and the regional benefits that result from a collaborative forum for transportation planning and decision-making. One of the duties described in this regulation is the responsibility of RTPO to certify that the transportation elements of comprehensive plans adopted by the counties, cities, and towns within their respective regions conform to the requirements of [RCW 36.70A.070](#). RTPOs also certify that the transportation elements of comprehensive plans adopted by counties, cities and towns within each region are consistent with the regional transportation plans adopted by their organization.

Funding for the RTPO is appropriated directly from the Washington State Department of Transportation and is used to carry out the regional transportation planning program. All products generated as an outcome of the work program shall go directly to the Washington State Department of Transportation. The planning efforts will be carried out by YVCOG MPO/RTPO staff in accordance with the UPWP.

Agencies participating in the RTPO include those members of the MPO, along with the cities and towns of Grandview, Granger, Harrah, Mabton, Naches, Sunnyside, Tieton, Toppenish, Wapato, Zillah and the Confederated Bands and Tribes of the Yakama Nation.

Unified Planning Work Program (UPWP):

The Unified Planning Work Program (UPWP) is developed locally, then submitted for state and federal approval in the third quarter of each state fiscal year for implementation at the beginning of the next state fiscal year. The purpose of this combined MPO/RTPO UPWP is to identify and describe transportation planning activities that will take place throughout the Yakima Metropolitan area and the Yakima Valley RTPO planning area during State Fiscal Year 2016 (July 1, 2015 through June 30, 2016). The annual UPWP is a required statement of how state and federal funds will be used by the MPO/RTPO for transportation planning purposes. Previously, YVCOG operated under a two-year UPWP. Moving forward, YVCOG will update annually and operate under a one-year UPWP.

The UPWP is based on state and federal transportation planning requirements, regional priorities, and bi-annual emphasis areas. The intent of the work program is to provide an overview of general work elements, anticipated work products, and an estimated budget for State Fiscal Year 2016. The state and federal grant amounts shown are based on WSDOT estimates provided to each MPO/RTPO.

Technical Advisory Committee (TAC) and Policy Board:

The YVCOG MPO/RTPO appointed a Technical Advisory Committee (TAC) comprised of professional planning, public works, tribal, and consultant representatives from member jurisdictions and from other interested parties in the region to prepare recommendations to the MPO/RTPO Policy Board on most technical and policy issues. Other committees will be formed as needed for specific transportation planning projects. See page 18 for Policy Board and TAC member listings.

Integrated Planning

A. Federal Planning Factors and Core Functions

The Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) provide joint guidance on priority work program emphasis areas for MPOs. The MPO will focus on compliance with MAP-21 – Moving Ahead for Progress in the 21st Century and the eight federal planning factors identified in **23 USC §134** and **23 CFR §450**, listed below:

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

Federal agency direction emphasizes a focus on documenting how the major activities in the UPWP accomplish the core functions of metropolitan planning identified in the United States Code and the Code of Federal Regulations.

Federal requirements for the SFY 2016 UPWP period have been identified in the UPWP guidance document as:

- Core Functions
- Governance
- Self-Certification Process
- Metropolitan Transportation Improvement Program
- Memorandums of Agreements
- Contact with Elected and Administration Officials
- Metropolitan Planning Area Boundaries
- Anti-lobbying

B. State Regional Transportation Planning in Washington

Washington State Department of Transportation (WSDOT) guidance for UPWPs focuses on conducting transportation planning consistent with the duties described in [RCW 47.80.023](#) and [WAC 468-86](#).

State requirements for Washington State RTPOs for the SFY 2016 UPWP period have been identified in the UPWP guidance document as:

- RTPO consistency between regional transportation plans and:
 - Countywide planning policies adopted under the Growth Management Act (GMA)
 - County, city and town comprehensive plans
 - State transportation plans
- Certification of the transportation elements of local comprehensive plans:
 - Reflect guidelines and principles established by the RTPOs
 - Are consistent with the adopted regional transportation plan
 - Conform to the requirements of [RCW 36.70A.070](#)
- Incorporation of the six legislative policy goals found in [RCW 47.04.280](#):
 1. **Economic Vitality:** to promote and develop transportation systems that stimulate, support, and enhance the movement of people and goods to ensure a prosperous economy;
 2. **Preservation:** to maintain, preserve, and extend the life and utility of prior investments in transportation systems and services;
 3. **Safety:** to provide for and improve the safety and security of transportation customers and the transportation system;
 4. **Mobility:** to improve the predictable movement of goods and people throughout Washington State;
 5. **Environment:** to enhance Washington’s quality of life through transportation investments that promote energy conservation, enhance healthy communities, and protect the environment; and
 6. **Stewardship:** to continually improve the quality, effectiveness, and efficiency of the transportation system.
- Participation in WSDOT activities that include but are not limited to:
 - Statewide Freight Mobility Plan
 - State Rail Plan
 - Highway System Plan
 - Corridor Planning Studies
 - Incorporation of pertinent aspects of statewide transportation plans into the Yakima Valley Metropolitan and Regional Transportation Plan (Mar 2016)
 - Analysis of MAP-21 to understand impacts to planning practice in Washington State.
- Title VI Reports
- Performance measures
- Interlocal Agreements

- Annual Reports

C. Federal and State Emphasis Areas

Washington State Department of Transportation (WSDOT) guidance for SFY 2016 UPWP lists the following as Federal and State emphasis areas for Metropolitan and Regional Transportation Planning Organizations:

- Tribal Consultation
 - The Tribal Transportation Program Delivery Guide cites the statutory/regulatory requirements of **25 CFR 170**, stating that Tribes should consider coordinating with and must inform (**25 CFR 170.108(a)(1)**) the State DOT and as appropriate any Metropolitan Planning Organization (MPO) when building their BIA Transportation Improvement Program.
- Annual Reports
- Interlocal Agreements
- Statewide Planning Efforts
- Website Requirement
- Corridor Planning
- Performance Measures

D. UPWP Amendment Process

During an on-site certification meeting, it was discussed that YVCOG would default to an annual UPWP development schedule and the changes for some of the elements would be proposed to reviewing agencies. One of the UPWP changes would be inclusion of a more formalized process for amendments to the UPWP. YVCOG proposes that whenever any of the following four criteria occur, an amendment should be considered:

- There is a change to the product of the work element.
- A consultant is used to buy equipment not previously included in the work element.
- There is a reported change to WSDOT in any work element task or cost that WSDOT indicates is significant enough to trigger a federal review.
- There is a total *25 percent* change in the total UPWP cost.

Work element changes in excess of the *25 percent* threshold cited above requires the following documentation to accompany it:

- Identify the budget element(s).
- Present a revised scope of work for that element.
- Justify the need for the proposed amendment.

All RTPO amendments are approved by WSDOT’s Multimodal Planning Division. Amendments involving federal funds need to be reviewed and approved by FHWA and FTA.

Major MPO/SRTPO Development Activities

A. SFY 2014-2015 Accomplishments

For any deliverable with a “Final” date annotated, the document can be found on the YVCOG website: www.yvcog.org. The following tasks identified in the SFY 2014-2015 UPWP have been accomplished or, significant tasking has been accomplished during SFY 2014-2015 for the following UPWP categories:

Task 1:

1. SFY 2014-2015 Unified Planning Work Program (UPWP) for July 1, 2013, through June 30, 2015 The UPWP, customarily developed annually, accounts for regionally-significant transportation planning efforts to be undertaken with federal funding by MPO and other jurisdictions or agencies within the metropolitan area. The UPWP identifies transportation planning priorities for the MPO and allocates staff and contracted resources to specific issues and projects. It assists the local, state, tribal, and federal agencies in coordinating transportation planning activities.
Delivered: *SFY 2014-2015 MPORTPO Working Edition UPWP* Final 07-20-2013
2. Annual Report for July 1, 2012, through June 30, 2013
The annual report shows the regionally-significant transportation planning efforts accomplished with federal funding by MPO and other jurisdictions or agencies within the metropolitan area. The annual report identifies ongoing transportation planning priorities for the MPO.
Delivered: *Annual Report for SFY 2013* Final 10-23-2013
3. Annual Report for July 1, 2013, through June 30, 2014
The annual report shows the regionally-significant transportation planning efforts accomplished with federal funding by MPO and other jurisdictions or agencies within the metropolitan area. The annual report identifies ongoing transportation planning priorities for the MPO.
Delivered: *Annual Report for SFY 2014* Final 09-18-2014
4. Complete a Self-Certification Review
MPO/SRTPO is responsible to certify that MPO/SRTPO is following all federal and state planning rules and regulations. Each year, in conjunction with the M/RTIP development MPO/SRTPO will complete a self-certification process to be reviewed by an interagency consultation team. The MPO/SRTPO Policy Board will adopt the certification and include the approved certification with the final M/RTIP in October of each year.
Delivered: *MPO/SRTPO Self-Certification Package* Final 11-19-2014

Task 2:

1. Develop 2014-2017 Metropolitan and Regional Transportation Improvement Program
MPO/RTPO is responsible under state and federal statutes to conduct a programming process for the purpose of authorizing expenditures of federal funds for regionally significant transportation improvement projects. Each year, the M/RTIP development begins in the spring with the process and schedule notification to local agencies and, when available, notices of STP funding. Local TIPS are due to the MPO/RTPO in June/July. The MPO/RTPO TAC will review the document and projects to ensure the region's projects represent the priorities as identified through various prioritization processes. The TAC will recommend the M/RTIP to the PB for consideration during the September TAC meeting. The MPO/RTPO Policy Board will evaluate projects and conduct a public engagement process in order to approve a final M/RTIP by October. The program is then transmitted to WSDOT for inclusion in the Statewide Transportation Improvement Program (STIP).
Delivered: *2014-2017 Metropolitan and Regional Transportation Improvement Program*
Final 10-21-2013
2. Develop 2015-2018 Metropolitan and Regional Transportation Improvement Program
MPO/RTPO is responsible under state and federal statutes to conduct a programming process for

the purpose of authorizing expenditures of federal funds for regionally significant transportation improvement projects. Each year, the M/RTIP development begins in the spring with the process and schedule notification to local agencies and, when available, notices of STP funding. Local TIPS are due to the MPO/RTPO in June/July. The MPO/RTPO TAC will review the document and projects to ensure the region's projects represent the priorities as identified through various prioritization processes. The TAC will recommend the M/RTIP to the PB for consideration during the September TAC meeting. The MPO/RTPO Policy Board will evaluate projects and conduct a public engagement process in order to approve a final M/RTIP by October. The program is then transmitted to WSDOT for inclusion in the Statewide Transportation Improvement Program (STIP).

Delivered: *2015-2018 Metropolitan and Regional Transportation Improvement Program*
Final 11-19-2014

3. Surface Transportation Program (STP) Transportation Alternatives (TAP) Distribution Process
YVCOG issued a call for projects in 2013 for the Transportation Alternatives Program. A total of 13 applications were submitted for consideration. A TAC subcommittee scored the applications and presented the ranked list to the TAC, which was forwarded to the policy board for final consideration. The Policy Board approved the final ranked list on January 9, 2014. Five projects, totaling over \$1.1 million, were awarded funding based upon their rankings.

Delivered: *TAP ranked list* *Final 1-9-2014*

4. Yakima Valley Regional ITS Architecture

YVCOG Staff, representatives from the national ITS Architecture team, and local stakeholders created the first local Yakima Valley Regional ITS Architecture. Several meetings were held between YVCOG staff and the national ITS team. Monthly progress updates were provided to the TAC and Policy Board. An all-day workshop was held on January 24, 2014 to present the a draft of the plan to stakeholders. The final draft was presented to the TAC on April 10, 2014 where it was recommended for approval. The Policy Board approved the plan on May 19, 2014.

Delivered: *Yakima Valley Regional ITS Architecture*

Final 5-19-2014

5. Coordinated Public Transit and Human Services Transportation Plan (HSTP)

YVCOG coordinates the development of the HSTP with People for People and the Yakima County Special Needs Transportation Coalition. People for People initiated the process of updating the Coordinated Public Transit and Human Services Transportation Plan using a set of comprehensive surveys. The plan will be used to identify and prioritize public transportation projects and programs for funding consideration.

Delivered: *Coordinated Human Services Transportation Plan* *Final 10-7-2014*

Lead: People for People

Support: MPO/RTPO staff, Policy Board, Yakima County Special Needs Coalition, WSDOT, regional public and private transportation providers, and social service agencies

6. Public Transportation Consolidated Grant Call for Projects

YVCOG issued a call for projects for the 2015-2017 Public Transportation Consolidated Grant. A total of eight applications were submitted which were scored and ranked by the Special Needs Coalition. The ranked list was presented to the MPO/RTPO Policy Board on October 20, 2014 where it was approved as recommended by the Special Needs Coalition. The eight ranked projects, which were forwarded to WSDOT to be considered for funding at the state level, total a request of over \$4.8 million for local public transportation projects.

Delivered: *PTCD ranked list*

Final 10-20-2014

SFY 2014-2015 Expenditures

| Work Program | Estimated Expenditure | Actual Expenditure |
|--------------|-----------------------|--------------------|
| Task 1 | \$394,534.09 | \$251,041.66 |
| Task 2 | \$256,234.96 | \$155,811.45 |

B. SFY 2016 UPWP and Future Major Activities

Per **23 CFR 450.308**, descriptions of the (MPO) work must be in sufficient detail to indicate:

- Who will perform the work
- The schedule for completing the work
- The resulting products
- The proposed funding by activity/task
- A summary of the total amounts and sources of federal and matching funds
- Unfunded tasks

It is anticipated that YVCOG will accomplish the following SFY 2016 UPWP tasking, or accomplish significant tasking associated with each of the UPWP categories described in greater detail in C.

Responsibilities for Implementing the UPWP Major Activities:

1. Program Administration
2. Data Collection and Analysis
3. Develop a SFY 2015 UPWP Annual Report
4. Develop a SFY 2017 Unified Planning Work Program (UPWP) for July 1, 2016, through June 30, 2017
5. Develop a Title VI Annual Report
6. Complete a Self-Certification
7. Develop 2015-2018 M/RTIP Amendments
8. Develop a 2015 Obligation Report
9. Develop a 2016-2019 Metropolitan and Regional Transportation Improvement Program (M/RTIP)
10. Develop a Metropolitan and Regional Transportation Plan (M/RTP)
11. Develop an ITS Annual Update

C. Responsibilities for Implementing the UPWP Major Activities

1. Program Administration \$392,993

Program administration includes ongoing agency management and operations; including finance and grant reporting, communications, outreach activities relevant to MPO/RTPO projects and priorities, and MPO/RTPO involvement in local, state, tribal, and federal transportation policy development. Most tasks identified in this work program element are on-going and include but are not limited to:

- MPO timesheets, WSDOT invoices and activity reports, monthly billings and accounting summaries, personnel assistance.
- Evaluations, position descriptions, hirings, terminations.
- Program updates, notifications, training, record keeping, reporting.

- Communication to include: phone , email, letter, newspaper articles, presentations, newsletter, Facebook, blogs, electronic files.
- Notifications, agendas, meeting coordination and prep, minutes for MPO/RTPO Executive Committee, TAC, and subcommittees.
- WSDOT contracts for MPO/RTPO/HSTP funding. Contracts for outside contractors to perform MPO/RTPO tasking. Potential contracts for MPO/RTPO assistance contracts with members. Grant writing/funding opportunity submissions for MPO/RTPO studies/trials/pilot projects/training.
- Special sub-committees for tasks, Calls for Projects and other regional prioritization activities, regional studies, training and grant opportunities for members.
- Weekly staff meetings, conferences, webinars, teleconferences, symposiums, meetings for capacity-building training purposes. Attend members' council meetings, public hearings as support for member agencies or to gather information for MPO/RTPO tasking.
- Participate in regional/state/federal/national committees and organizations.
- Monitor and report on legislation or regulatory changes that affect MPO/RTPO or members.

Timeframe: July 2015 through June 2016

Lead: Executive Director

Support: YVCOG staff, MPO/RTPO staff, Policy Board, Technical Advisory Committee, and in coordination with WSDOT, FHWA, and FTA

Approval: WSDOT, FHWA, FTA

2. Data Collection and Analysis \$51,981

Data collection, analysis, maintenance, and reporting activities are necessary to sustain the MPO/RTPO decision-making process and produce transportation planning products. Data is captured, processed, and used to identify transportation issues, propose solutions, and monitor trends. Data maintained by the MPO/RTPO is accessible to member agencies and the public. Data collection and analysis may be associated with technical tools and functions necessary to support analytical work and forecasting, including computer hardware and software and licenses for travel demand modeling and traffic operations microsimulation, and for electronic hardware used in various types of traffic counting. Other data collection and analysis activities are coordinated with WSDOT, the Confederated Tribes and Bands of the Yakama Nation, cities, Yakima County, public transportation operators, and port districts to support statewide transportation planning and programming priorities and decisions. Certain data collection tasks, such as traffic counts on state highways are provided by WSDOT. Other activities are coordinated with WSDOT, Yakama Nation, cities, Yakima County, and port districts.

- Convene special sub-committees for gathering input, annual and monthly TIP analysis, regional studies analysis, grant analysis, corridor analysis, land use analysis.
- Regional base and forecast model set for travel demand modeling. Documentation that describes assumptions, process, inputs, projects included.
- Provide in-house training as train-the-trainer approach. Provide user training to members. Coordinate member 101 training and convene a Model User's Group

MUG can meet to sustain training and discussion on updates and processes for which the TDM can be used.

- Gather traffic counts from members and input into a common database. Coordinate use of MPO/RTPO traffic counters.
- Receive, tabulate, and prepare WSDOT traffic counts.

Deliverables:

- Establish a database and process to store and analyze data and information*
- Collect and analyze Census information and other demographic data for transportation planning*
- Collect existing traffic data from member agencies for MPO/RTPO*
- Collect route information from regional transit providers to be used in regional travel demand model(predictive)*
- Collect land use plans to be used in regional travel demand modeling (prediction)*
- Collect emergency management plans to be used in regional travel demand modeling(prediction)*
- Identify missing data and information needed for MPO/RTPO planning*
- Develop a plan to identify and collect missing data needed for MPO/RTPO planning*
- Develop travel demand model*

Timeframe: July 2015 through June 2016

Lead: MPO/RTPO Manager, private consultant for model development to include calibration and validation

Support: YVCOG staff, MPO/RTPO staff, Technical Advisory Committee, member agencies' staffs

3. Develop a SFY 2015 UPWP Annual Report \$8,663

The UPWP annual report shows the regionally-significant transportation planning efforts accomplished with federal and state funding by the MPO/RTPO and other jurisdictions or agencies. The annual report also identifies on-going transportation planning priorities for the MPO/RTPO and compares the estimated budget vs the actual expenditures for SFY 2015.

Deliverable: *Annual UPWP Report for SFY 2015*

Timeframe: Due before September 30, 2015

Lead: MPO/RTPO Manager

Support: YVCOG staff, MPO/RTPO staff, Policy Board, Technical Advisory Committee, and in coordination with WSDOT, FHWA, and FTA

Approval: FHWA and FTA

4. Develop SFY 2017 UPWP for July 1, 2016, through June 30, 2017 \$11,552

The Unified Planning Work Program (UPWP), developed annually, accounts for regionally-significant transportation planning efforts to be undertaken with federal funding by the MPO and other jurisdictions within the metropolitan planning area. The RTPO UPWP accounts for regionally-significant transportation planning efforts to be undertaken with state funding. YVCOG develops the RTPO UPWP concurrently with the MPO UPWP and combines them into one document. The combined MPO/RTPO UPWP identifies transportation planning priorities and allocates staff and contracted resources to specific issues and projects. The UPWP assists the local, state, tribal, and federal agencies in coordinating transportation planning activities.

Deliverable: *SFY 2017 UPWP*

Timeframe: December 2015 through June 2016

Lead: MPO/RTPO Manager

Support: YVCOG staff, MPO/RTPO staff, Policy Board, Technical Advisory Committee, and in coordination with WSDOT, FHWA, and FTA

Approval: WSDOT for RTPO portion; FHWA and FTA for MPO portion

5. Develop a Title VI Annual Report \$8,663

The MPO/RTPO is responsible to certify that the MPO/RTPO is following all federal and state planning Title VI rules and regulations. Every year the MPO/RTPO Policy Board will submit the Title VI Report to WSDOT.

Deliverable: *MPO/RTPO Title VI Annual Report*

Timeframe: Due before February 28, 2016

Lead: Executive Director

Support: YVCOG staff, MPO/RTPO staff, Policy Board, Technical Advisory Committee, and in coordination with WSDOT, FHWA, and FTA

6. Complete a Self-Certification Review \$5,775

MPO/RTPO is responsible to certify that MPO/RTPO is following all federal and state planning rules and regulations. Each year, in conjunction with the M/RTIP development MPO/RTPO will complete a self-certification process to be reviewed by an interagency consultation team. The MPO/RTPO Policy Board will adopt the certification and include the approved certification with the final M/RTIP in October of each year.

Deliverable: *MPO/RTPO Self-Certification Package*

Timeframe: Due before September 30, 2015

Lead: Executive Director

Support: YVCOG staff, MPO/RTPO staff, Policy Board, Technical Advisory Committee, and in coordination with WSDOT, FHWA, and FTA

Approval: WSDOT, FHWA, and FTA

7. Develop 2015-2018 Metropolitan and Regional Transportation Improvement Program (M/RTIP) Amendments \$11,552

MPO/RTPO is responsible under state and federal statutes to maintain the programming process for the purpose of authorizing expenditures of federal funds for regionally significant transportation improvement projects. During most months an opportunity is provided to MPO/RTPO members to submit amendments to the current M/RTIP. The MPO/RTPO Technical Advisory Committee (TAC) will review amendments to ensure the program represents regional priorities as identified through various prioritization processes. The TAC will recommend M/RTIP amendments to the Policy Board (PB) for consideration during monthly TAC meetings as required. The MPO/RTPO PB will evaluate projects and conduct a public engagement process in order to approve proposed M/RTIP amendments. The program is then submitted to WSDOT for inclusion in the Statewide Transportation Improvement Program (STIP).

Deliverable: *2015-2018 Metropolitan and Regional Transportation Improvement Program Amendments*

Date Due: July 2015-June 2016

Lead: Program Coordinator

Support: MPO/RTPO staff, Policy Board, Technical Advisory Committee, and coordination with WSDOT

Approval: WSDOT, FHWA, and FTA

8. Develop a 2015 Obligation Report \$2,889

MPO/RTPO is responsible to report all federal funds obligated in the prior year. Following the end of each year, the MPO/RTPO will develop an obligation report. The TAC will recommend the Obligation Report to the Policy Board (PB) for consideration during the March 2016 TAC meeting. The MPO/RTPO PB will conduct a public engagement process in order to approve a final Obligation Report by March 2016. The report is then submitted to WSDOT.

Deliverable: *MPO/RTPO Obligation Report*

Timeframe: Due before March 31, 2016

Lead: Program Coordinator

Support: MPO/RTPO staff, Policy Board, Technical Advisory Committee, and in coordination with WSDOT, FHWA, and FTA

Approval: WSDOT for RTPO portion; FHWA and FTA for MPO portion

9. Develop 2016-2019 Metropolitan and Regional Transportation Improvement Program (M/RTIP) \$11,552

MPO/RTPO is responsible under state and federal statutes to conduct a programming process for the purpose of authorizing expenditures of federal funds for regionally significant transportation improvement projects. The M/RTIP development begins in spring with the process and schedule notification to local agencies and, when available, notices of Surface Transportation Program (STP), Transportation Alternatives Program (TAP), or Congestion Mitigation and Air Quality Program (CMAQ) funding. Local agency and jurisdictional TIPS are due to the MPO/RTPO in June with two exceptions. The TIP from Yakima County is due to the MPO/RTPO in January and the Transit TIPS are due to the MPO/RTPO in September. The MPO/RTPO Technical Advisory Committee (TAC) will review the document and projects to ensure the program represents regional priorities as identified through various prioritization processes. The TAC will recommend the M/RTIP to the Policy Board (PB) for consideration during the September TAC meeting. The MPO/RTPO PB will evaluate projects and conduct a public engagement process in order to approve a final M/RTIP by October. The program is then submitted to WSDOT for inclusion in the Statewide Transportation Improvement Program (STIP).

Deliverable: *2016-2019 Metropolitan and Regional Transportation Improvement Program*

Date Due: October 30, 2015

Lead: Program Coordinator

Support: MPO/RTPO staff, Policy Board, Technical Advisory Committee, and coordination with WSDOT

Approval: WSDOT for RTPO portion; FHWA and FTA for MPO portion

10. Update the Metropolitan and Regional Transportation Plan (M/RTP) \$221,830

The Metropolitan and Regional Transportation Plan (M/RTP) is an ongoing effort and core activity with formal updates required every four years. Amendments may occur as warranted by the incremental and evolving transportation planning process. The MPO/RTPO will continually monitor local and state planning activities for consistency with the M/RTP. The M/RTP is required to have a 20-year planning horizon. The MPO/RTPO must have a

formally adopted Long-Range Metropolitan and Regional Transportation Plan by March 19, 2016.

Deliverable: *Metropolitan and Regional Transportation Plan*

Timeframe: Now through March 27, 2016

Lead: Executive Director

Support: MPO/RTPO staff, YVCOG staff, Policy Board, Technical Advisory Committee, and coordination with WSDOT.

Approval: WSDOT, FHWA, and FTA

11. Develop an Intelligent Transportation System (ITS) Annual Update \$8,663

YVCOG developed an ITS Plan in 2013. Part of the development of the Plan was to submit to a Nationwide Access Database, the regional ITS projects. YVCOG intends to update the ITS Plan including updating the national database entries on an annual basis upon submitting the upcoming M/RTIP to WSDOT. The first update will take place in 2015.

Deliverable: *ITS Plan Annual Update*

Due Date: November 30, 2015

Lead: Planner

Support: MPO/RTPO staff, YVCOG staff, Policy Board, Technical Advisory Committee, WSDOT

Financial Summaries

A. Estimated Revenue Summary

On December 8, 2014 YVCOG received the Authorization of MPO/RTPO Funding for State Fiscal Years 2014/2015 (July 1, 2013 through June 30, 2015) and estimates for SFY 2016 aka the “\$\$ letter.” The following table estimates the funding forecast by source for SFY 2016 MPO/RTPO planning funds including the carry forward SFY 2014-2015 revenue:

| YVCOG’s MPO/RTPO Estimated Revenues and Funding Sources for SFY 2016 (July 1, 2015 – June 30, 2016) | |
|--|------------------|
| Source | Amount |
| SFY 2016 FHWA PL Funding | \$229,000 |
| SFY 2016 FTA 5303 Funding | \$58,000 |
| MPO Federally Required Match (13.5% match) | \$44,792 |
| Total SFY 2016 Federal planning funds anticipated to be available | \$331,792 |
| RTPO Planning funds (no match required) | \$97,000 |
| Carry Forward SFY 2014-2015 FHWA Funding | \$161,901 |
| Carry Forward SFY 2014-2015 FTA Funding | \$45,945 |
| Carry Forward STP Regional Planning Funds | \$57,986 |
| MPO Federally Required Match (13.5% match) | \$41,489 |
| Total SFY 2014-2015 Federal planning funds available | \$307,321 |
| Total Estimated Revenues Available for SFY 2016 | \$736,113 |

B. Planned Budget Summary

The chart below provides an estimated Budget Summary of the distribution of adjusted SFY 2016 planning funds for the MPO/RTPO. With the exception of RTPO funding, all other sources require a 13.5% match. RTPO funding requires 0% match.

| YVCOG's MPO/RTPO Estimated Budget for SFY 2016 | | | | | | |
|--|-----------------------------|----------------------------|-----------------------------|----------------------------|------------------------------|---------------------------------|
| MPO/RTPO Activities and Tasking | | | | | | |
| UPWP Major Activity or Task | Estimated FHWA Funds | Estimated FTA Funds | Estimated RTPO Funds | Estimated STP Funds | Estimated Local Match | Estimated Planning Funds |
| 1. Program Administration | \$229,000 | \$58,000 | \$48,500 | \$10,986 | \$46,507 | \$392,993 |
| 2. Data Collection and Analysis | \$29,142 | \$8,270 | \$8,730 | \$0 | \$5,839 | \$51,981 |
| 3. Develop a SFY 2015 UPWP Annual Report | \$4,857 | \$1,378 | \$1,455 | \$0 | \$973 | \$8,663 |
| 4. Develop a SFY 2017 Unified Planning Work Program (UPWP) for July 1, 2016, through June 30, 2017 | \$6,476 | \$1,838 | \$1,940 | \$0 | \$1,298 | \$11,552 |
| 5. Develop a Title VI Annual Report | \$4,857 | \$1,378 | \$1,455 | \$0 | \$973 | \$8,663 |
| 6. Complete a Self-Certification | \$3,238 | \$919 | \$970 | \$0 | \$648 | \$5,775 |
| 7. Develop 2015-2018 M/RTIP Amendments | \$6,476 | \$1,838 | \$1,940 | \$0 | \$1,298 | \$11,552 |
| 8. Develop 2015 Obligation Report | \$1,619 | \$460 | \$485 | \$0 | \$325 | \$2,889 |
| 9. Develop a 2016-2019 Metropolitan and Regional Transportation Improvement Program (M/RTIP) | \$6,476 | \$1,838 | \$1,940 | \$0 | \$1,298 | \$11,552 |
| 10. Develop a Metropolitan and Regional Transportation Plan (M/RTP) | \$93,903 | \$26,648 | \$28,130 | \$47,000 | \$26,149 | \$221,830 |
| 11. Develop an ITS Annual Update | \$4,857 | \$1,378 | \$1,455 | \$0 | \$973 | \$8,663 |
| Total Estimated Budget | \$390,901 | \$103,945 | \$97,000 | \$57,986 | \$86,281 | \$736,113 |

YVCOG MPO/RTPO Policy Board Members

City of Sunnyside
 James A. Restucci, Mayor and Chairman
Member at Large
 John P. Hodkinson, Jr. Vice-Chairman
Yakima County
 Mike Leita, County Commissioner
City of Yakima
 Micah Cawley, Mayor
Area 1 Representative
 Dan Olson, City of Union Gap Council

Area 2 Representative
 Loren Belton, City of Toppenish Mayor
Area 3 Representative
 Mario Martinez, City of Mabton Mayor
WSDOT
 Don Whitehouse, SCR Region Administrator
Yakima County Development Association
 Dave McFadden, President
People for People
 Madelyn Carlson, CEO

Ex Officio Members

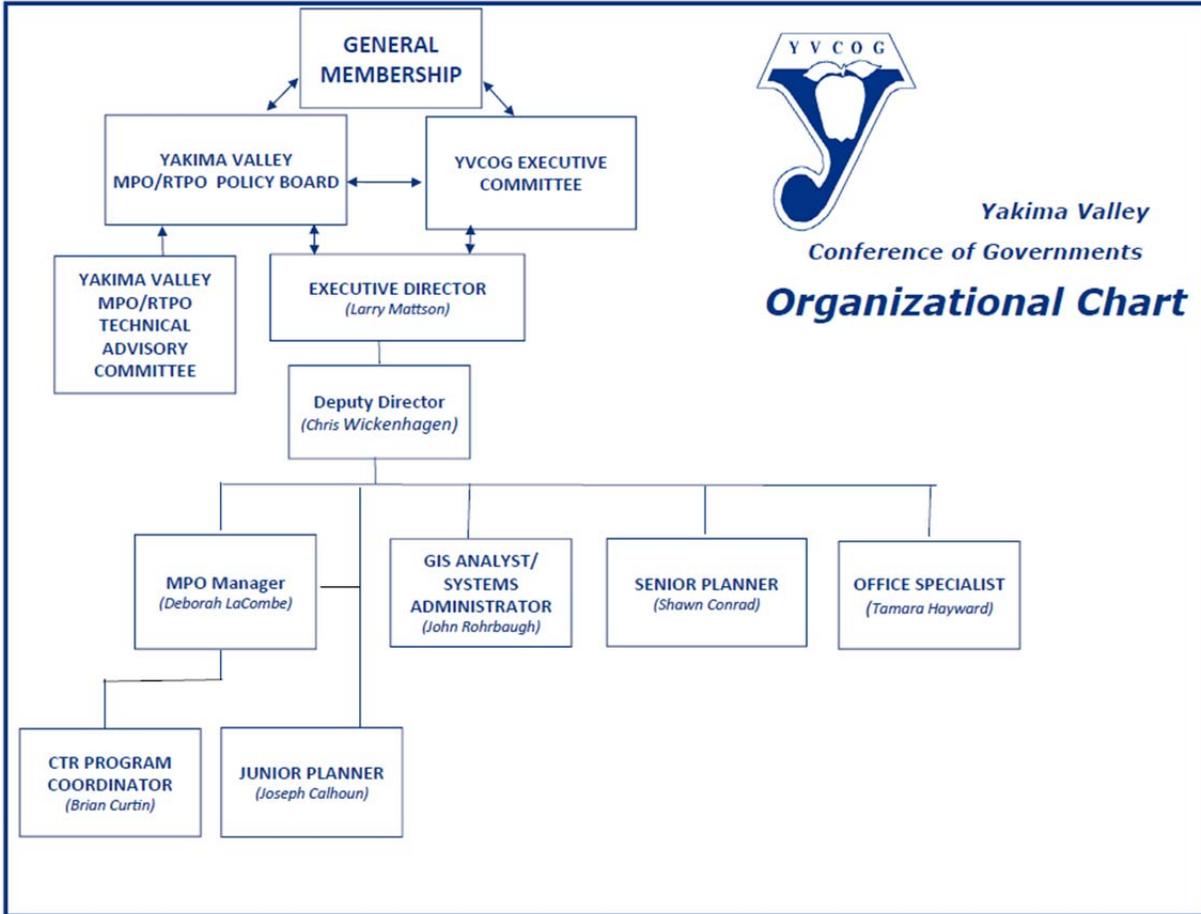
| District 13 | District 14 | District 15 |
|-------------------------------|-----------------------------|-------------------------------|
| Senator Judy Warnick | Senator Curtis King | Senator Jim Honeyford |
| Representative Tom Dent | Representative Norm Johnson | Representative Bruce Chandler |
| Representative Matt Manweller | Representative Gina McCabe | Representative David Taylor |

YVCOG MPO/RTPO Technical Advisory Committee Members

City of Grandview
 Santos Trevino, Public Works Director and TAC
 Vice-Chair
City of Granger
 Lilly Torres, Deputy Clerk
Town of Harrah
 Jack Wells, Public Works Director
City of Mabton
 Mario Martinez, Mayor
City of Moxee
 Byron Adams, City Services Administrator
Town of Naches
 Jeff Ranger, Town Administrator
City of Selah
 Joe Henne, Public Works Director
City of Sunnyside
 Shane Fischer, Public Works Director
City of Tieton
 Fred Muñoz, City Clerk/Treasurer
City of Toppenish
 Lance Hoyt, Public Works Director

City of Union Gap
 Dennis Henne, Public Works Director
City of Wapato
 Menglou Wang, Public Works Director
City of Yakima
 Brett Sheffield, Chief City Engineer
City of Zillah
 Tim Tilley, Public Works Director and
 Ardele Steele, Planning and Community
 Development Director
Yakima County
 Gary Ekstedt, Asst. Director, Public Services,
 TAC Chair and
 Alan Adolf, Senior Transportation Planner
WSDOT South Central Region
 Paul Gonseth, Regional Planning Engineer
Yakima Transit
 Alvie Maxey, Transit Manager
 Kevin Futrell, Transit Project Planner
Yakama Nation
 Al Pinkham, Engineering Planner
Airport/ McAllister Field
 Public Works/Capital Facilities Manager

YVCOG MPO/RTPO Staff



U:\wickenhagenc\Staff\2015 Org Chart 021214 new.pub

Appendix 1: Anti-lobbying Section

Yakima Valley MPO/RTPO, as an organization does not anticipate engaging in any lobbying activities for SFY 2016. If the occasion arises that a MPO/RTPO staff member or representative does engage in lobbying activities with any of the parties stated in the anti-lobbying section that follows, the representative will only use local funds not associated with federal or state transportation planning/program/project funding and will report the activities as required below.

Lobbying

2 CFR Part 225, Appendix B

24. Lobbying

a. General. The cost of certain influencing activities associated with obtaining grants, contracts, cooperative agreements, or loans is an unallowable cost. Lobbying with respect to certain grants, contracts, cooperative agreements, and loans shall be governed by the common rule, “New Restrictions on Lobbying” (see Section J.24 of Appendix A to 2 CFR part 220), including definitions, and the Office of Management and Budget “Government- wide Guidance for New Restrictions on Lobbying” and notices published at 54 FR 52306 (December 20, 1989), 55 FR 24540 (June 15, 1990), and 57 FR 1772 (January 15, 1992), respectively.

b. Executive lobbying costs. Costs incurred in attempting to improperly influence either directly or indirectly, an employee or officer of the Executive Branch of the Federal Government to give consideration or to act regarding a sponsored agreement or a regulatory matter are unallowable. Improper influence means any influence that induces or tends to induce a Federal employee or officer to give consideration or to act regarding a federally- sponsored agreement or regulatory matter on any basis other than the merits of the matter.

Reference 2

2 CFR Part 220, Appendix A, Section J

28. Lobbying

Reference is made to the common rule published at 7 CFR part 3018, 10 CFR parts 600 and

601, 12 CFR part 411, 13 CFR part 146, 14 CFR part 1271, 15 CFR part 28, 18 CFR part 1315, 22 CFR parts 138, 227, 311, 519 and 712, 24 CFR part 87, 28 CFR part 69, 29 CFR part 93, 31 CFR part 21, 32 CFR part 282, 34 CFR part 82, 38 CFR part 85, 40 CFR part 34, 41 CFR part 105–69, 43 CFR part 18, 44 CFR part 18, 45 CFR parts 93, 604, 1158, 1168 and 1230, and 49 CFR part 20, and OMB's government-wide guidance, amendments to OMB's government-wide guidance, and OMB's clarification notices published at 54 FR 52306 (12/20/89), 61 FR 1412 (1/19/96), 55 FR 24540 (6/15/90) and 57 FR 1772 (1/15/92), respectively. In addition, the following restrictions shall apply:

a. Notwithstanding other provisions of this Appendix, costs associated with the following activities are unallowable:

- (1) Attempts to influence the outcomes of any Federal, State, or local election, referendum, initiative, or similar procedure, through in kind or cash contributions, endorsements, publicity, or similar activity;
- (2) Establishing, administering, contributing to, or paying the expenses of a political party, campaign, political action committee, or other organization established for the purpose of influencing the outcomes of elections;
- (3) Any attempt to influence The introduction of Federal or State legislation; The enactment or modification of any pending Federal or State legislation through communication with any member or employee of the Congress or State legislature, including efforts to influence State or local officials to engage in similar lobbying activity; or any government official or employee in connection with a decision to sign or veto enrolled legislation;
- (4) Any attempt to influence The introduction of Federal or State legislation; or The enactment or modification of any pending Federal or State legislation by preparing, distributing, or using publicity or propaganda, or by urging members of the general public, or any segment thereof, to contribute to or participate in any mass demonstration, march, rally, fund raising drive, lobbying campaign or letter writing or telephone campaign; or
- (5) Legislative liaison activities, including attendance at legislative sessions or committee hearings, gathering information regarding legislation, and analyzing the effect of legislation, when such activities are carried on in support of or in knowing preparation for an effort to engage in unallowable lobbying.

b. The following activities are excerpted from the coverage of subsection J.28.a of this Appendix:

- (1) Technical and factual presentations on topics directly related to the performance of a grant, contract, or other agreement (through hearing testimony, statements, or letters to the Congress or a State legislature, or subdivision, member, or cognizant staff member thereof), in response to a documented request (including a Congressional Record notice requesting testimony or statements for the record at a regularly scheduled hearing) made by the recipient member, legislative body or subdivision, or a cognizant staff member thereof, provided such information is readily obtainable and can be readily put in deliverable form, and further provided that costs under this section for travel, lodging or meals are unallowable unless incurred to offer testimony at a regularly scheduled Congressional hearing pursuant to a written request for such presentation made by the Chairman or Ranking Minority Member of the Committee or Subcommittee conducting such hearings;
- (2) Any lobbying made unallowable by subsection J.28.a.(3) of this Appendix to influence State legislation in order to directly reduce the cost, or to avoid material impairment of the institution's authority to perform the grant, contract, or other agreement; or

(3) Any activity specifically authorized by statute to be undertaken with funds from the grant, contract, or other agreement.

c. When an institution seeks reimbursement for F&A costs, total lobbying costs shall be separately identified in the F&A cost rate proposal, and thereafter treated as other unallowable activity costs in accordance with the procedures of Section B.1.d of this Appendix.

d. Institutions shall submit as part of their annual F&A cost rate proposal a certification that the requirements and standards of this section have been complied with.

Institutions shall maintain adequate records to demonstrate that the determination of costs as being allowable or unallowable pursuant to this section complies with the requirements of this Appendix.

e. Time logs, calendars, or similar records shall not be required to be created for purposes of complying with this section during any particular calendar month when:

(1) the employee engages in lobbying (as defined in subsections J.28.a and b of this Appendix) 25 percent or less of the employee's compensated hours of employment during that calendar month; and

(2) within the preceding five-year period, the institution has not materially misstated allowable or unallowable costs of any nature, including legislative lobbying costs. When conditions in subsections J.28.f.(1) and (2) of this Appendix are met, institutions are not required to establish records to support the allowability of claimed costs in addition to records already required or maintained. Also, when conditions in subsections J.28.f. (1) and (2) of this Appendix are met, the absence of time logs, calendars, or similar records will not serve as a basis for disallowing costs by contesting estimates of lobbying time spent by employees during a calendar month.

g. Agencies shall establish procedures for resolving in advance, in consultation with OMB, any significant questions or disagreements concerning the interpretation or application of this section. Any such advance resolutions shall be binding in any subsequent settlements, audits, or investigations with respect to that grant or contract for purposes of interpretation of this Appendix, provided, however, that this shall not be construed to prevent a contractor or grantee from contesting the lawfulness of such a determination.

h. Executive lobbying costs.

Costs incurred in attempting to improperly influence either directly or indirectly, an employee or officer of the Executive Branch of the Federal Government to give consideration or to act regarding a sponsored agreement or a regulatory matter are unallowable. Improper influence means any influence that induces or tends to induce a Federal employee or officer to give consideration or to act regarding a federally-sponsored agreement or regulatory matter on any basis other than the merits of the matter.

Appendix 2: Subcontracting Section

As stated in the agreement number GCB 1777 between WSDOT and YVCOG ending on June 30, 2015, subcontracting obligations are as follows:

The services of the MPO/RTPO are to be directed by a Project Manager. The MPO/RTPO shall not assign, sublet, or transfer any of the work provided for under this Agreement without prior written approval from the STATE, and the STATE shall review and approve the MPO/RTPO's consultant agreement prior to execution. The MPO/RTPO shall comply with all current federal and state laws and regulations governing the selection and employment of consultants. The STATE reserves the right to appoint a representative to serve on the Consultant Selection Committee. Subcontracts for consultant services must contain all the required provisions to the extent applicable of Sections 3, 5, 8, 9, 13 through 15, and 19 through 22 of this Agreement.

Any equipment to be purchased under this Agreement shall be listed in the scope of work. All equipment must be purchased, managed, and disposed of in accordance with all current federal and state laws and regulations and the nondiscrimination provisions of Section 18 of this Agreement. The procurement of all equipment must be used for the sole purpose of urban and regional transportation planning activities. Any equipment on hand at the completion of the work shall become the property of the STATE.

Appendix 3: Identified Unfunded Needs

- Regional Safe Routes to School Planning and Assistance
- Yakima County Regional Transit Feasibility Study – Phase I
- State Committees and Task Forces
- Yakama Nation Transit Plan
- Regional CTR Planning
- Yakima Valley Short Line Rail & Trans-load Facility Feasibility Study

Regional Safe Routes to School Planning and Assistance

- A. Purpose:** To coordinate and assist with development of Safe Routes to School activities and projects.
- B. Work Tasks:** Core functions which are anticipated to be performed under this work element include, but are not limited to:
- Facilitating meetings among school districts, schools, municipalities, and agencies to coordinate on Safe Routes to School activities.
 - Coordinating with other agencies also doing work in Safe Routes to School or active transportation for children.
 - Holding yearly Safe Routes to School training workshops targeted at key stakeholder groups in developing Safe Routes to School projects, such as school staff, municipal planners, law enforcement, health officials, etc.
 - Assist in development of education, encouragement, enforcement, and engineering (infrastructure) projects.
 - Assist in schools/school districts/municipalities with developing projects and applications for the purpose of applying for Safe Routes to School funding.
 - Public outreach – recruit volunteers, hold community meetings and public forums to education and raise awareness of the importance of safe active transportation for children.
 - Assist school districts in developing and/or revising state-required walk route maps.
- C. Anticipated Products:** Work products for SFY 2015 may include, but are not limited to:
- Established Safe Routes to School education/encouragement/enforcement programs at schools.
 - Infrastructure projects completed as the results of obtaining funding, which increase the ability of children to walk or bicycle to school.
 - Raised awareness of the importance of Safe Routes to School and active transportation for children.
 - State-required walk route maps completed for school districts.
- D. Agency Responsibilities:** YVCOG will be responsible for completing all of the above work tasks, and reporting to the YVCOG Executive Committee, MPO/RTPO TAC, MPO/RTPO Policy Board, and WSDOT.
- E. Estimated Cost:** \$10,000
- F. Relationship to Other Work Elements:** The YVCOG’s coordination and assistance with development of Safe Routes to School activities and projects is related to Regional Planning, short- and long-range planning.

Yakima County Regional Transit Feasibility Study – Phase I

A. Purpose: To allow YVCOG to initiate a regional transit feasibility study for the Yakima Valley region.

B. Work Tasks: Core functions which are anticipated for this project include, but are not limited to:

- Develop an outreach plan to include formulating a scoping strategy, evaluate outreach options, and select most appropriate outreach options.
- Create public transportation scenarios that can be further considered and refined in Phase II.
- Participation of the YVCOG Executive Director on the Steering Committee.
- Participation of the YVCOG Senior Transportation Planner on the Technical Committee.
- Additional staff participation on any current or future ad-hoc committees.

In order to perform these tasks, YVCOG must also perform the following associated tasks:

- Research existing local, county, and regional plans to consolidate previously identified transportation needs.
- Develop and conduct additional surveys of public, private, non-profit services.
- Collect and create ridership trends and projections from service providers in areas already serviced.
- Identify latent demand in areas without service at this time.
- Participate in financial feasibility analyses including: identifying funding options, potential revenue estimates, and cost analysis for alternative service scenarios.

C. Anticipated Products: Work products which are anticipated as part of this project include, but are not limited to:

- Regional and individual community profiles based on demographics.
- An inventory of existing transportation services.
- Study that identifies planning strategies that optimize regional resources.

D. Agency Responsibilities: YVCOG staff will be responsible for attendance at meetings, review of materials, research and development of discussion items, and reporting to the MPO/RTPO TAC, Executive Committee, WSDOT, and/or other MPOs/RTPOs as appropriate.

E. Estimated Cost: \$50,000.

F. Relationship to Other Work Elements: This planning activity related to Work Element II, Regional Planning, long range-planning activities. If not funded, the region will lose a valuable opportunity to participate in a broad inter-regional transportation planning effort that has the potential to yield access and opportunities for vulnerable populations in the Yakima region.

UNFUNDED NEEDS FOR SFY 2016

State Committees and Task Forces

- A. Purpose:** Participation on statewide or regional transportation committees and/or task forces, either standing or ad-hoc, representing the interests and perspectives of MPO/RTPOs or local agencies.
- B. Work Tasks:** Core functions which are anticipated for this ongoing project include, but are not limited to:
- Volunteering or accepting appointments to state or regional committees or task forces.
 - Participate in meeting discussions.
 - Review and prepare materials for meeting discussions.
 - Travel to/from meetings.
- C. Anticipated Products:** Work products for this project may include, but are not limited to:
- Committee mission statements.
 - Project timelines and meeting schedules.
 - Committee reports, findings, and/or implementation strategies.
- D. Agency Responsibilities:** YVCOG staff or representatives from the MPO/RTPO member agencies will be responsible for attendance at meetings, review of materials, research and development of discussion items, and reporting to the MPO/RTPO TAC, Executive Committee, WSDOT and/or other MPO/RTPOs.
- E. Estimated Cost:** \$25,000 (annually).
- F. Relationship to Other Work Elements:** The YVCOG's participation on statewide and/or regional committees and task forces is related to Work Element II, Regional Planning, short- and long-range planning. If YVCOG staff is not able to participate in these activities, the needs of the region will not receive adequate representation at the statewide or regional level.

UNFUNDED NEEDS FOR SFY 2016

Yakama Nation Transit Plan

- A. Purpose:** To develop a transit plan within the boundaries of the Yakama Nation Reservation. The plan will describe current challenges, examine future transit service needs and analyze future levels of funding to meet that need.
- B. Work Tasks:** Core functions which are anticipated for this project include, but are not limited to:
- i. Conduct passenger surveys
 - ii. Analyze passenger counts
 - iii. Conduct public meetings in the major cities/towns served by the Yakama Nation. (Toppenish, Wapato, Harrah, White Swan)
 - iv. Conduct in-depth interviews with a wide variety of stakeholders (tribal and non-tribal) throughout the communities served by the Yakama Nation
 - v. Review financial sustainability

In order to perform these tasks, the Yakama Nation must also perform the following associated tasks:

- i. Coordinate with YVCOG and other nearby transit partners to review existing plans for service in and around the areas served by the Yakama Nation
 - ii. Participate in Yakima County transit-related activities
- C. Anticipated Products:** Work products which are anticipated as part of this project include, but are not limited to:
- i. A transit plan that sufficiently identifies and plans to meet the future needs of the Yakama Reservation. The plan will complement existing transit services provided in the lower Yakima Valley. A key goal is to facilitate passenger transitions for ease of access to services throughout the Yakima Valley.
- D. Agency Responsibilities:** Yakama Nation Transit, Pahto Public Passage will be responsible for determining project development methodology. Review of internal capacity will be compared with feasibility of hiring a consultant to complete portions or the entire plan. Plan progress will be shared with the stakeholders throughout development.
- E. Estimated Cost:** \$45,000
- F. Relationship to Other Work Elements:** This planning activity related to Work Element II, Regional Planning, long range-planning activities. If not funded, the region will lose an opportunity to participate in a coordinated effort to provide continuity of transit services throughout Yakima County.

UNFUNDED NEEDS FOR SFY 2016

Regional CTR Planning

- A. Purpose:** To update and maintain a regional commute trip reduction plan with regional goals; develop and administer a CTR Pilot Project involving agriculture industry employers and college campuses; and to participate in state CTR Board activities.
- B. Work Tasks:** Core functions which are anticipated to be performed under this work element include, but are not limited to:
- Update and maintain local and Regional CTR plans that includes:
 - o Regional program goals for commute trip reduction in affected urban growth areas,
 - o A description of strategies for achieving the goals,
 - o A sustainable financial plan describing projected revenues and expenditures to meet the goals,
 - o A description of the way in which progress toward meeting the goals will be measured, and
 - o Is consistent with the Metropolitan and Regional Transportation Plan (MTP/RTP).
 - Perform surveys, either paper or windshield, at worksites consistent with the Pilot Project.
 - Perform consistency review of affected jurisdictions' CTR plans and ordinances when they are due to be updated.
 - Respond to emerging CTR issues and provide participation venues in response to these issues.
- C. Anticipated Products:** Work products for SFY 2015-2016 may include, but are not limited to:
- Updates to the Local and Regional CTR Plans.
 - Certification reports of local CTR plans and ordinances.
 - Annual reports.
 - Employee Transportation Coordinator (ETC) training.
 - Biennial Survey in 2016.
 - Recruitment of additional CTR affected worksites.
 - Expanded promotional activities.
- D. Agency Responsibilities:** YVCOG staff has the primary responsibility for the development, review, and revision of Local and Regional CTR Plans. Yakima County jurisdictions, WSDOT, transit service providers and affected employers will participate in the plan maintenance and updates. Document approval authority lies with the MPO/RTPO Executive Committee and the State CTR Board.
- E. Estimated Cost:** \$120,000 (annually).
- F. Relationship to Other Work Elements:** This planning activity relates to Work Element II, Regional Planning, long range-planning activities. If not funded, the region will not be able to fully participate in CTR planning activities and the burden of compliance with state CTR planning laws will fall to local YVCOG member jurisdictions.

UNFUNDED NEEDS FOR SFY 2016

Yakima Valley Short Line Rail & Trans-load Facility Feasibility Study

- A. Purpose:** To analyze potential multi-modal freight trans-load facilities along Yakima County's Short Line Rail Systems (White Swan Branch Line and Gibbon-Granger Branch Line) relating to location, economic development and environmental impacts.
- B. Work Tasks:** Core functions which are anticipated to be performed under this work element include, but are not limited to:
- o Defining potential facility types and locations along Yakima County's Short Line Rail System.
 - o Identifying and estimating the economic benefits of permitting various potential interstate and international distribution facilities.
 - o Assessing how potential facilities can benefit and support the freight mobility efficiencies for local agriculture and industry, the Ports of Seattle and Tacoma, Washington State's Rail and Interstate Highway Systems.
 - o Public outreach – community meetings, public forums.
 - o Public information materials (folios, maps, brochures, web pages, press releases).
 - o Identifying and assessing potential environmental mitigation issues.

In order to perform these tasks, YVCOG staff must also perform the following associated tasks:

- Review current plans and data.
- Staff support for Executive Committees, TAC, and subcommittees.
- Ongoing public outreach efforts.
- Responses to public and agency inquiries.
- Inter- and intra-regional coordination.
- Responses to emerging issues.
- Miscellaneous grant application assistance.

- C. Anticipated Products:** Work products for SFYs 2014 and 2015 may include, but are not limited to:

Proposed study area map – a comprehensive map of the proposed alignment to be distributed to local agencies and developers.

Yakima Valley Short Line Rail & Trans-load Facility Feasibility Study with findings and recommendations

- D. Agency Responsibilities:** YVCOG will be responsible for developing a scope of work, RFP, managing a consultant contract, and reporting findings. TAC assistance will be needed to develop the scope of work, RFP, and reviewing proposals. The TAC will also provide guidance on when, where, and how the study results will be used. Any contracts will need to be approved by the MPR/RTPO Executive Committee.

- E. Estimated Cost:** \$300,000.

- F. Relationship to Other Work Elements:** This planning activity relates to Work Element II, Regional Planning, long range-planning activities. This study will guide future economic development and spur investment in the region by addressing the potential benefits for permitting various facility types at various locations along Yakima County's Short Line Rail

Appendix 4: Comments and Document Changes During Initial Review Period

WSDOT Tribal and Regional Coordination Office

MPO: Yakima Valley Conference of Governments

SFY 2016 UPWP Coordination Meeting: Thursday, April 30, 9:30am-2:30pm

Most of the following items were discussed at the YVCOG UPWP On-Site Coordination Meeting. Please review the list of comments and let me know if you have any additional questions. We greatly appreciated the opportunity to meet with you and your staff during this coordination meeting.

Comments

1. **Maps and Board Representation (pp. 2-3, & 18):** Good – Thank you for including maps of the MPA and RTPO planning area in the SFY 2016 version of the UPWP and Policy Board and TAC membership rosters.
2. **UPWP Amendment Criteria (p. 8):** Thank you for including the criteria you will use to determine when an amendment requires federal approval.
3. **MAP-21 Reference (pp. 3 & 13):** Good – Thank you for referring to MAP-21 planning factors, as well as referencing MAP-21 section 1203 performance measure requirements.
4. **Regional Transportation Plan (MTP/RTP) (pp.15-16):** Good – Thank you for including the ongoing work to update the MTP/RTP by March 19, 2016.
5. **Consultants (p.13):** Good - Thank you for indicating that work associated with the developing the TDM model, including calibration and validation will use a consultant.
6. **Self-Certification (p.14):** WSDOT will continue to partner with YVCOG in completing the signature page to meet the requirements of the annual self-certification process.
7. **Regional Project Prioritization (p. 9):** WSDOT commends YVCOG for using prioritization criteria and selection procedures in developing the TIP.
8. **Unfunded Planning Activities (p. 24-30):** Thank you for including your unfunded needs.

Action Items from 4/30/15

1. YVCOG will provide an edited version by 5/20/15, including:
 - a. Expanding the number of work Activities to match the March draft UPWP
 - b. Estimated expenditures for each activity
 - c. A Financial Summary table that breaks out funding by activity and fund source
2. WSDOT will check on the status for the Title VI plan

YVCOG response

As a result of the comments received, YVCOG expanded the Table that originally appeared as is shown on the following page to the final version shown on page 17. This substantially greater detail will be shared with the YVCOG TAC on May 14, 2015 and the MPO/RTPO Policy Board on May 18, 2015 prior to being shared with WSDOT as a revised DRAFT. Once final comments are received and incorporated into the SFY 2016 document, the FINAL will be on the YVCOG TAC agenda on June 11, 2015 and the MPO/RTPO Policy Board on June 15, 2015 for adoption by resolution.

B. Planned Budget Summary

The chart below provides an estimated Budget Summary of the distribution of adjusted SFY 2016 planning funds for the MPO/RTPO.

| YVCOG's MPO/RTPO Estimated Budget for SFY 2016 MPO/RTPO Activities and Tasking | |
|--|---------------------------------|
| UPWP Major Activity or Task | Estimated Planning Funds |
| 1. Program Administration | \$388,025 |
| 2. Data Collection and Analysis | \$50,000 |
| 3. Develop a SFY 2015 UPWP Annual Report | \$7,500 |
| 4. Develop a SFY 2017 Unified Planning Work Program (UPWP) for July 1, 2016, through June 30, 2017 | \$10,000 |
| 5. Develop a Title VI Annual Report | \$7,500 |
| 6. Complete a Self-Certification | \$5,000 |
| 7. Develop 2015-2018 M/RTIP Amendments | \$10,000 |
| 8. Develop 2015 Obligation Report | \$2,000 |
| 9. Develop a 2016-2019 Metropolitan and Regional Transportation Improvement Program (M/RTIP) | \$10,000 |
| 10. Develop a Metropolitan and Regional Transportation Plan (M/RTP) | \$160,000 |
| 11. Develop an ITS Annual Update | \$8,000 |
| Total Estimated Budget | \$658,025 |