

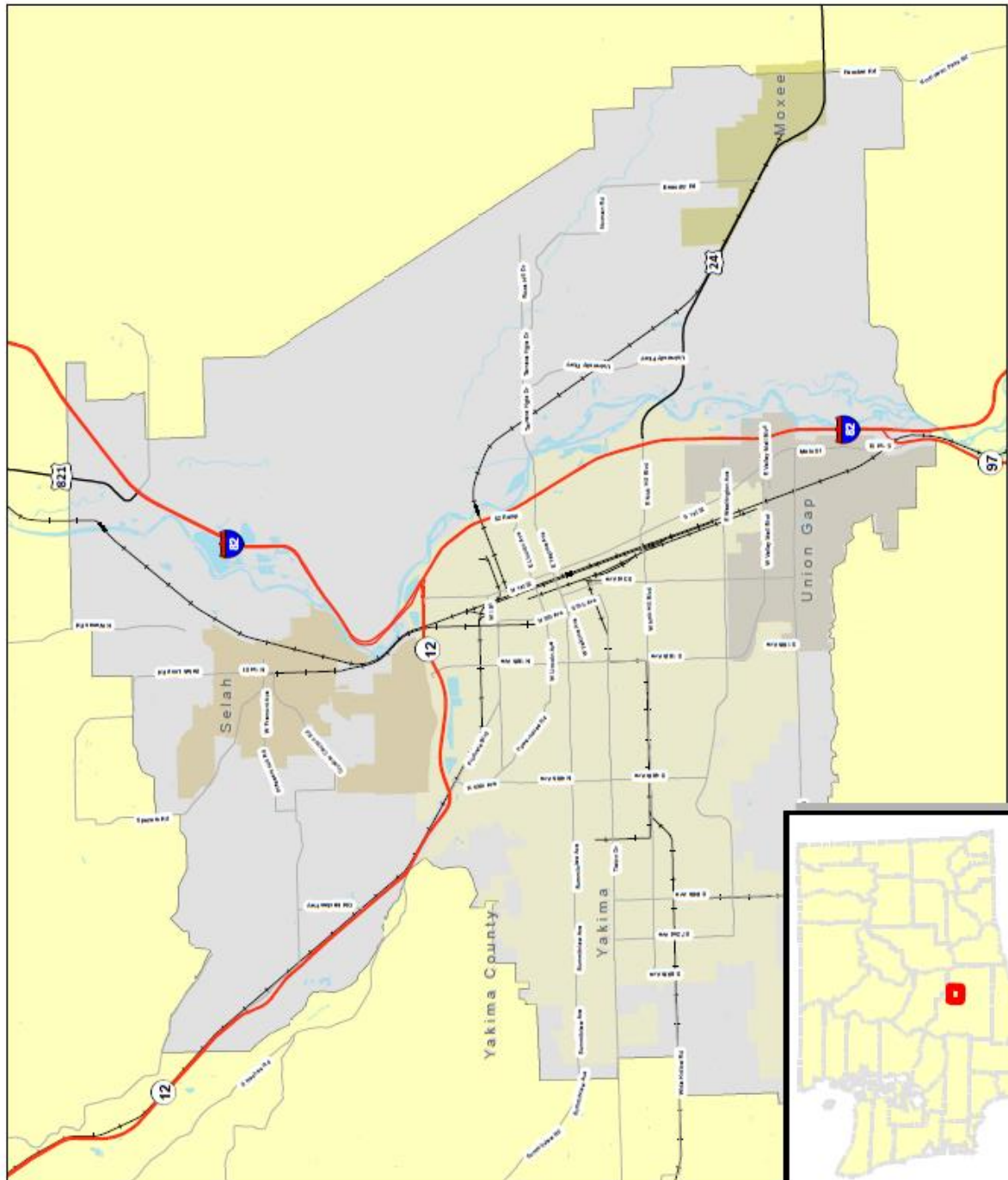
Yakima Valley Conference of Governments
Unified Planning Work Program
State Fiscal Year (SFY) 2017
(July 1, 2016, through June 30, 2017)

FINAL DRAFT - Policy Board Adopted on May 16, 2016



Yakima Valley Metropolitan Planning Organization Planning Area

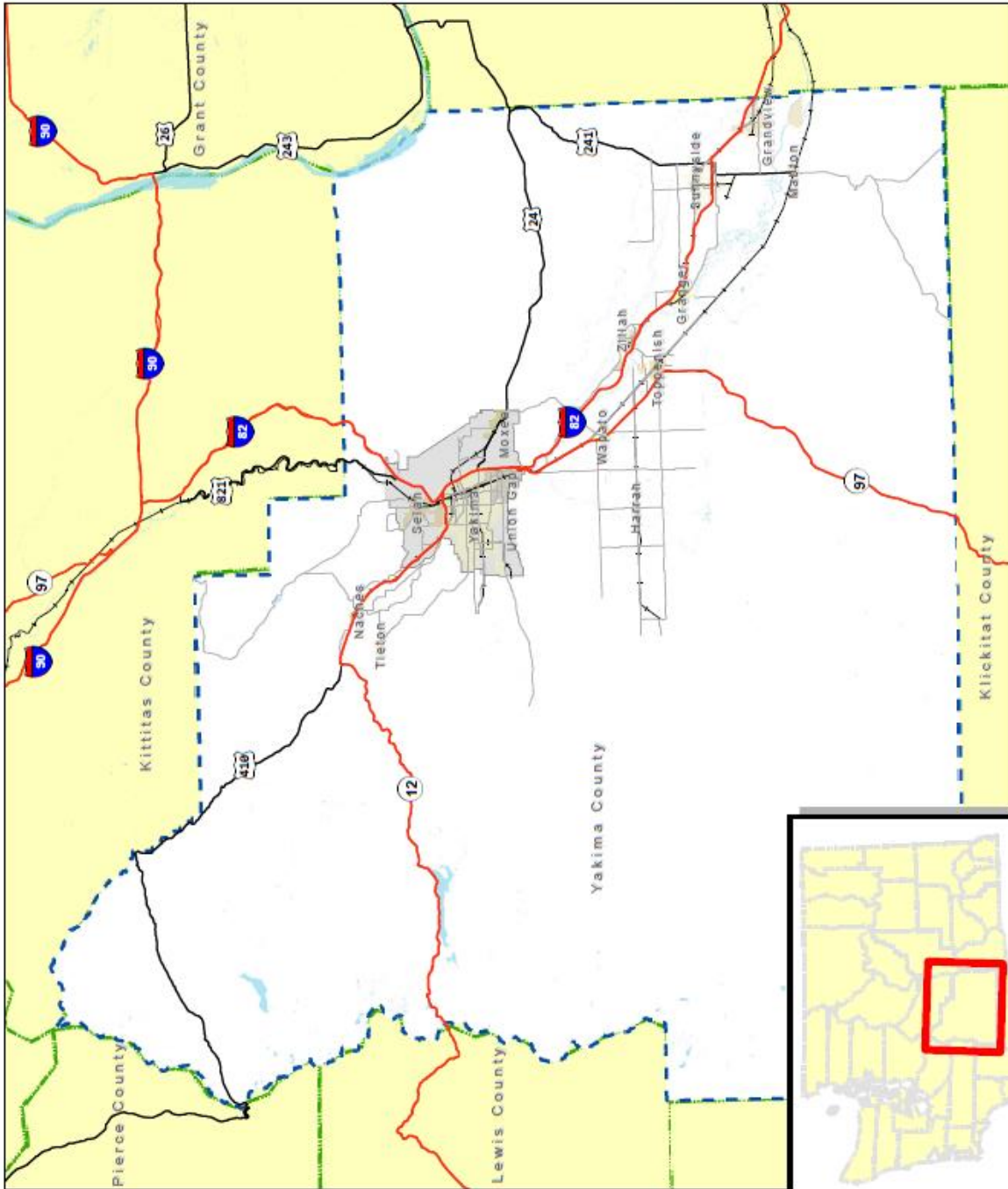
- US / State Route
- Primary Hydro
- MPO Boundary
- WA County





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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* Not a SFY reporting of actuals since there are no actual expenditures to report for May2016-Jun2016 as of 5/16/2016.

Background

Metropolitan Planning Organization (MPO):

The Yakima Valley Conference of Governments (YVCOG) is the federally designated Metropolitan Planning Organization (MPO) in Yakima County, Washington. 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](#))

Lead planning agencies 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 transportation programs. Reporting requirements for Federal Highway Funds are explained in [23 CFR 420.111](#). 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 state-designated Regional Transportation Planning Organization (RTPO) formed via the interlocal agreement of local governments within Yakima County. 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 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, and Zillah.

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 YVCOG 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 2017 (July 1, 2016 through June 30, 2017). The annual UPWP is a required statement of how state and federal funds will be used by the YVCOG for transportation planning purposes. YVCOG will update annually and operate under a one-year UPWP unless in future years the option of operating under a two-year UPWP is chosen.

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 2017. The state and federal grant amounts shown are based on WSDOT estimates provided to each lead planning agency.

Technical Advisory Committee (TAC), Human Services Transportation Coalition (HSTC) 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. A second advisory committee, the Human Services Transportation Coalition (HSTC), to the Policy Board was created when YVCOG brought the Human Services Transportation planning program back under direct MPO/RTPO control. Other committees will be formed as needed for specific transportation planning projects. See page 18 for Policy Board, TAC, and HSTC 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 Fixing America's Surface Transportation (FAST) Act 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 2017 UPWP period have been identified in the UPWP guidance document as:

- Essential Programs and Activities
- Governance
- Joint WSDOT/MPO Self-Certification Process
- Metropolitan Transportation Improvement Program
- Metropolitan Transportation Planning Agreements

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 2017 UPWP period have been identified in the UPWP guidance document as:

- RTPO duties
- RTPOs and Local Comprehensive Plans
 - I. Regional transportation plans are required to be consistent with:
 - Countywide planning policies adopted under the Growth Management Act (GMA)
 - County, city and town comprehensive plans
 - State transportation plans
 - II. RTPOs are required to certify that transportation elements of local comprehensive plans:
 - Reflect guidelines and principles established by the respective RTPO
 - Are consistent with the adopted regional transportation plan
 - Conform to the requirements of [RCW 36.70A.070](#)
- Coordinated Public Transportation – Human Services Transportation Plan
- Participation in WSDOT planning activities that include but are not limited to:
 - Washington Transportation Plan 2040, Phase II
 - Highway System Plan
 - FAST Act Target Setting Collaboration
 - Transportation Efficiency (E.O. 14-04)
 - Aviation System Plan
 - Corridor Sketches
 - Statewide Travel Demand Model
 - Practical Solutions
 - GMA Enhanced Collaboration
- Title VI Reports

C. Federal and State Emphasis Areas

Washington State Department of Transportation (WSDOT) guidance for SFY 2017 UPWP lists the following as Federal and State emphasis areas for Metropolitan and Regional Transportation Planning Organizations:

- Transition from MAP-21 and FAST Act Implementation
- Models of Regional Planning Cooperation

- Ladders of Opportunities
- Tribal Consultation
- Annual Performance and Expenditure Reports
- Interlocal Agreements
- Statewide Planning Efforts
- Corridor Sketches
- Performance Measures

Actively initiating the development of a tribal consultation policy beginning in SFY 2017.

D. UPWP Amendment Process

YVCOG has incorporated a formalized process for amendments to the UPWP. YVCOG proposes that whenever any of the following four criteria occur, a UPWP amendment should be considered:

- There is a substantive 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 Tribal and Regional Coordination Office. Amendments involving federal funds need to be reviewed and approved by FHWA and FTA.

Major MPO/RTPO Development Activities

A. SFY 2016 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 2016 UPWP have been accomplished or, significant tasking has been accomplished during SFY 2016 for the following UPWP categories:

1. SFY 2016 Unified Planning Work Program (UPWP) for July 1, 2015, through June 30, 2016
The UPWP, customarily developed annually, accounts for regionally-significant transportation planning efforts to be undertaken with federal funding by the MPO and other jurisdictions or agencies within the metropolitan area. The YVCOG UPWP also accounts for regionally-significant transportation planning efforts to be undertaken with state funding by the YVCOG and other jurisdictions or agencies outside of the metropolitan area but within Yakima County. The UPWP identifies transportation planning priorities for the YVCOG 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 2016 MPO/RTPO UPWP* *Final 06-15-2015*
2. Annual Report for July 1, 2014, through June 30, 2015
The annual report shows the regionally-significant transportation planning efforts accomplished with federal funding by YVCOG and other jurisdictions or agencies within the metropolitan area. The YVCOG Annual Report also reports regionally-significant transportation planning efforts accomplished with state funding by the YVCOG and other jurisdictions or agencies outside of the

metropolitan area but within Yakima County. The annual report identifies ongoing transportation planning priorities for the YVCOG.

Delivered: *Annual Report for SFY 2015*

Final 9-21-2015

3. Complete a Self-Certification Review

YVCOG is responsible to certify that the MPO/RTPO is following all federal and state planning rules and regulations. Each year, in conjunction with the M/RTIP development YVCOG 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.

Delivered: *MPO/RTPO Self-Certification Package*

Final 9-21-2015

4. Develop 2016-2019 Metropolitan and Regional Transportation Improvement Program YVCOG 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, TAP, or CMAQ funding. Local TIPS are due to the YVCOG in June/July. The 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 Policy Board 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: *2016-2019 Metropolitan and Regional Transportation Improvement Program*

Final 10-19-2015

5. Develop 2015-2018 and 2016-2019 Metropolitan and Regional Transportation Improvement Program Amendments

YVCOG is responsible under state and federal statutes to maintain a programming process for the purpose of authorizing expenditures of federal funds for regionally significant transportation improvement projects. Although the MPO/RTPO Policy Board evaluates projects and conducts a public engagement process in order to approve a final M/RTIP by October for the upcoming year, opportunities for additional funding arise. Monthly amendments from January through October are allowed so that project sponsors can add to, delete, or otherwise modify funding for a project, adjust funding schedules, add to or delete a phase of a project. The amendment process is: a project sponsor proposes a change to their local TIP and submits it to the YVCOG, conducts a public comment period on the proposed change to the M/RTIP, action on the proposal is recommended by the TAC, the Policy Board considers adoption of the proposed change by resolution, and YVCOG staff transmits the change to WSDOT for inclusion in the Statewide Transportation Improvement Program (STIP).

Delivered:

2015-2018 Metropolitan and Regional Transportation Improvement Program Amendments

- *July Amendment* *Final 7-20-2015*
- *September Amendment* *Final 9-21-2015*
- *October Amendment* *Final 10-19-2015*

2016-2019 Metropolitan and Regional Transportation Improvement Program Amendments

- *February Amendment* *Final 2-17-2016*
- *March Amendment* *Final 3-21-2016*

- *May Amendment* *Final 5-16-2016*
- *June Amendment* *Final 6-20-2016*

6. Yakima Valley Regional ITS Architecture Annual Update

YVCOG Staff, representatives from the national ITS Architecture team, and local stakeholders completed the first local Yakima Valley Regional ITS Architecture in 2014. The first Annual Update was completed in December 2015.

Delivered: *Yakima Valley Regional ITS Architecture Update* *Final 12-14-2015*

7. Title VI Annual Report

YVCOG staff is responsible to turn in an annual Title VI Report. The Title VI Annual Report was developed to cover the period of February 1, 2014 – February 1, 2016.

Delivered: *Title VI Annual Report* *Final 2-17-2016*

8. Develop a 2015 Obligation Report

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

Delivered: *Annual Obligation Report* *Final 3-21-2016*

9. Update the Metropolitan and Regional Transportation Plan

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 YVCOG 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 M/RTP must be formally adopted.

Delivered: *2016-2040 Metropolitan and Regional Transportation Plan*
Final 3-21-2016

10. 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 maintains a coalition of interested parties and meets on a quarterly basis. In December 2015, coalition coordination transitioned directly under YVCOG management.

Delivered: No update was required in SFY 2016; 4 quarterly meetings were conducted.

B. SFY 2016 Anticipated Budget versus Actual Expenditures

Prior to developing the SFY 2016 UPWP, YVCOG maintained two tasking categories Task 1 and Task 2. Task 1 and Task 2 were clearly defined in the UPWPs but did not allow for sufficient detailed reporting for each federal and state requirement. For the SFY 2016 UPWP the MPO/RTPO proposed a much more detailed UPWP budget that would allow reporting of federal, state, and local funds for tasks. It was discussed at the interagency review meeting held in April 2015 that the anticipated budgeting of funds in this new task-wise manner would take a few years to refine. The table below shows the anticipated budget for each task as it was set on July 1, 2015 and the actual expenditure to perform the task over the last year. The refinement in the SFY 2017 Anticipated Budget will take into account new internal procedures for reporting expenses by task.

YVCOG's MPO/RTPO Anticipated Budget versus Actual Expenditures for SFY 2016 MPO/RTPO Activities and Tasking		
UPWP Major Activity or Task	Estimated Planning Funds July 2015 – June 2016	Actual Expenditures* May 2015-Apr 2016
1. Program Administration	\$388,025	\$ 317,809.29
2. Data Collection and Analysis	\$50,000	\$ 65,571.62
3. Develop a SFY 2015 UPWP Annual Report	\$7,500	\$764.09
4. Develop a SFY 2017 Unified Planning Work Program (UPWP) for July 1, 2016, through June 30, 2017	\$10,000	\$ 7,828.39
5. Develop a Title VI Annual Report	\$7,500	\$ 1,830.84
6. Complete a Self-Certification	\$5,000	\$ 248.90
7. Develop 2015-2018 M/RTIP Amendments	\$10,000	\$ 7,055.66
8. Develop 2015 Obligation Report	\$2,000	\$ 573.76
9. Develop a 2016-2019 Metropolitan and Regional Transportation Improvement Program (M/RTIP)	\$10,000	\$ 8,261.87
10. Develop a Metropolitan and Regional Transportation Plan (M/RTP)	\$160,000	\$ 89,829.08
11. Develop an ITS Annual Update	\$8,000	\$4,410.08
Total Estimated Budget	\$658,025	\$ 501,183.57

* Not a SFY reporting of actuals since there are no actual expenditures to report for May2016-Jun2016 as of 5/16/2016.

C. SFY 2017 UPWP and Future Major Activities

Per **23 CFR 450.308**, descriptions of the UPWP 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 2017 UPWP tasking, or accomplish significant tasking associated with each of the UPWP categories:

1. Program Administration
2. Data Collection and Analysis
3. Develop Annual Reports: Title VI, SFY 2016 UPWP, CY 2016 Obligations, Self-certification
4. Encourage Complete Streets and Safe Routes to School
5. Certify Transportation Elements
6. Develop 2016-2019 and 2017-2020 M/RTIP Amendments
7. Develop a 2017-2020 Metropolitan and Regional Transportation Improvement Program (M/RTIP)
8. Human Service Transportation Plan update and MPACT coalition coordination
9. Develop an ITS Annual Update
10. Develop a SFY 2018 Unified Planning Work Program (UPWP) for July 1, 2017, through June 30, 2018

D. Responsibilities for Implementing the UPWP Major Activities

1. Program Administration \$210,728

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:

- YVCOG 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 Policy Board, 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.
- Create a MPO Interlocal Agreement to replace original lost during an agency fire in 1990s.

Timeframe: July 2016 through June 2017

Lead: Executive Director

Support: YVCOG staff, Policy Board, Technical Advisory Committee, Human Services Transportation Coalition, and in coordination with WSDOT, FHWA, and FTA

Approval: WSDOT, FHWA, FTA

2. Data Collection and Analysis \$90,504

Data collection, analysis, maintenance, and reporting activities are necessary to sustain the YVCOG 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 YVCOG 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.

In previous years, the YVCOG traffic counters were maintained and stored by the City of Selah. In 2016, the YVCOG brought the traffic count program wholly in-house. New classification counters have been purchased, stored, and maintained by the YVCOG.

- 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.
- Perform for and gather traffic counts from members and input into a common database. Coordinate use of YVCOG traffic counters.
- Receive, tabulate, and prepare WSDOT traffic counts.

Deliverables:

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

- h. *Develop a plan to identify and collect missing data needed for MPO/RTPO planning*
- i. *Develop travel demand model*

Timeframe: July 2016 through June 2017

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

Support: YVCOG staff, Technical Advisory Committee, Human Services Transportation Coalition, member agencies' staffs

3. Develop Annual Reports \$28,796

The YVCOG develops annual reports for: previous SFY UPWP accomplishments, Title VI, Calendar Year Obligations, Self-certification.

Deliverable: *Annual UPWP Report for SFY 2016, Title VI Annual Report, Calendar Year Obligation Report, Calendar Year Self-certification.*

Timeframe: July 2016 through June 2017

Lead: MPO/RTPO Manager

Support: YVCOG staff, Policy Board, Technical Advisory Committee, Human Services Transportation Coalition, and in coordination with WSDOT, FHWA, and FTA

Approval: WSDOT, FHWA and FTA

4. Encourage Complete Streets and Safe Routes to School \$15,558

The YVCOG embraces and encourages local jurisdictions, agencies, school districts to explore complete streets and safe routes to schools ideals. The YVCOG will coordinate workshops, provide limited assistance to interested parties who intend to pursue funding to implement these ideals. Activities include coordinating and participating in meetings, webinars, conference calls, research into funding, limited assistance to YVCOG jurisdictions, agencies, and local stakeholders.

Deliverable: *Community outreach*

Timeframe: July 2016 through June 2017

Lead: Community Planner

Support: YVCOG staff, Policy Board, Technical Advisory Committee, Human Services Transportation Coalition, and in coordination with WSDOT, FHWA, and FTA

Approval: WSDOT, FHWA and FTA

5. Certify Transportation Elements \$32,910

The YVCOG is responsible to certify that transportation elements of local comprehensive plans: reflect the transportation guidelines and principles established in the adopted regional transportation plan, and are consistent with other adopted plans, and conform to the requirements of RCW 36.70A.070. This region's comprehensive plan updates are due in 2017. YVCOG has developed a certification checklist to explain and document the certification process.

Deliverable: *Certify transportation elements of the local comprehensive plans during their updates through 2017.*

Timeframe: Due before June 30, 2017

Lead: Planner

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

6. Develop 2016-2019 and 2017-2020 Metropolitan and Regional Transportation Improvement Program Amendments \$16,456

YVCOG is responsible under state and federal statutes to maintain a programming process for the purpose of authorizing expenditures of federal funds for regionally significant transportation improvement projects. Although the MPO/RTPO Policy Board evaluates projects and conducts a public engagement process in order to approve a final M/RTIP by October for the upcoming year, opportunities for additional funding arise. Monthly amendments from January through October are allowed so that project sponsors can add to, delete, or otherwise modify funding for a project, adjust funding schedules, add to or delete a phase of a project. The amendment process is: a project sponsor proposes a change to their local TIP and submits it to the YVCOG, YVCOG conducts a public comment period on the proposed change to the M/RTIP, action on the proposal is recommended by the TAC, the Policy Board considers adoption of the proposed change by resolution, and YVCOG staff transmits the change to WSDOT for inclusion in the Statewide Transportation Improvement Program (STIP).

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

Date Due: July-October 2016

Lead: Program Coordinator

Support: YVCOG staff, Policy Board, Technical Advisory Committee, and coordination with WSDOT

Approval: WSDOT, FHWA, and FTA

Deliverable: *2017-2020 Metropolitan and Regional Transportation Improvement Program Amendments*

Date Due: January-June 2017

Lead: Program Coordinator

Support: YVCOG staff, Policy Board, Technical Advisory Committee, and coordination with WSDOT

Approval: WSDOT, FHWA, and FTA

7. Develop 2017-2020 Metropolitan and Regional Transportation Improvement Program (M/RTIP) \$12,342

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, TAP, or CMAQ funding. Local TIPS are due to the YVCOG in June/July. The 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 Policy Board 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). During the UPWP Interagency review meeting, FHWA informed YVCOG that Bureau of Indian Affairs TIPS are being referenced at the STIP level by providing the latest received BIA TIP on the State STIP webpage. YVCOG anticipates that once a process is formalized and coordinated to tie the STIP with the BIA TIP, YVCOG will use the same reference to the BIA TIP as the Confederated Tribes and Bands of the Yakama Nation hold land in the RTPO area.

Deliverable: 2017-2020 Metropolitan and Regional Transportation Improvement Program
Date Due: October 17, 2016
Lead: Program Coordinator
Support: YVCOG staff, Policy Board, Technical Advisory Committee, and coordination with WSDOT
Approval: WSDOT, FHWA, and FTA

8. Update HSTP and Coordinate Coalition \$18,750

The Human Services Transportation Plan was last developed in 2014 by People for People. In 2016, YVCOG will update the plan. Subsequent to the updated HSTP and in conjunction with the Mobilizing Public Access to Countywide Transportation (MPACT) coalition, a call for projects will be issued that will result in the prioritized ABC list of ranked projects for the Public Transportation Consolidated Grant Program.

Deliverable: *Prioritized and ABC Ranked Project List for the Public Transportation Consolidated Grant Program*

Due Date: December 31, 2016

Lead: MPO/RTPO Manager

Support: YVCOG staff, Policy Board, Technical Advisory Committee, MPACT coalition, WSDOT

Approval: WSDOT, FTA

9. Develop an Intelligent Transportation System (ITS) Annual Update \$8,228

YVCOG developed a Regional ITS Plan in 2014 and completed its first update in 2015. 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 update process will take place in the fall of 2016.

Deliverable: *ITS Plan Annual Update*

Due Date: November 30, 2015

Lead: Planner

Support: YVCOG staff, Policy Board, Technical Advisory Committee, Human Services Transportation Coalition, WSDOT

10. Develop SFY 2018 UPWP for July 1, 2017, through June 30, 2018 \$16,456

The Unified Planning Work Program (UPWP), developed annually, accounts for regionally-significant transportation planning efforts to be undertaken with federal funding by the YVCOG 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 2018 UPWP*

Timeframe: December 2016 through June 2017

Lead: MPO/RTPO Manager

Support: YVCOG staff, Policy Board, Technical Advisory Committee, Human Services Transportation Coalition, and in coordination with WSDOT, FHWA, and FTA

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

Financial Summaries

A. Estimated Revenue Summary

On November 19, 2015 YVCOG received the Authorization of MPO/RTPO Funding for State Fiscal Years 2016 (July 1, 2015 through June 30, 2016) aka the “\$\$ letter.” Further guidance to estimate SFY 2017 UPWP anticipated funding using the SFY 2016 authorization amounts came in the form of an email from Matt Kunic at the Tribal and Regional Coordination Office on January 5, 2016. On February 24, 2016 YVCOG received an amended \$\$ letter changing the FHWA and FTA anticipated revenue amounts. On March 28, 2016 WSDOT sent YVCOG an executed contract for \$15,000 in federal HSTP funding. YVCOG is responsible for a match of \$3,750 for the HSTP funding. On April 8, 2016 WSDOT sent a new formula result for RTPO funding. YVCOG will receive \$96,715 instead of \$97,000 in RTPO funding. On April 28, 2016 YVCOG received a call from Gail Renschler – WSDOT advising YVCOG to use \$238,000 as the anticipated total PL funding. The following table estimates the funding forecast by source for SFY 2017 MPO/RTPO planning funds including the carry forward SFY 2016 revenue:

YVCOG’s MPO/RTPO Estimated Revenues and Funding Sources for SFY 2017 (July 1, 2016 – June 30, 2017)	
Source	Amount
SFY 2017 FHWA PL Funding (13.5% match)	\$238,000
SFY 2017 FTA 5303 Funding (13.5% match)	\$52,000
SFY 2017 HSTP Funding (20% match)	\$15,000
MPO Federally Required Match	\$ 49,011
Total SFY 2017 Federal planning funds anticipated to be available	\$ 354,011
RTPO Planning funds (no match required)	\$ 96,715
Carry Forward SFY 2016 FHWA Funding	\$0
Carry Forward SFY 2016 FTA Funding	\$0
Carry Forward STP Regional Planning Funds	\$0
MPO Federally Required Match (13.5% match)	\$0
Total SFY 2016 Federal planning funds available	\$0
Total Estimated Revenues Available for SFY 2017	\$ 450,726

B. Planned Budget Summary

The chart below provides an estimated Budget Summary of the distribution of adjusted SFY 2017 planning funds for the MPO/RTPO.

YVCOG’s MPO/RTPO Estimated Budget for SFY 2017 MPO/RTPO Activities and Tasking

		Estimated FHWA Funds	Estimated FTA Funds	Estimated RTPO Funds	Estimated HSTP Funds	Estimated Local Match	Estimated Planning Budget
1	Program Administration	\$114,622	\$27,215	\$46,996	\$0	\$21,895	\$210,728
2	Data Collection and Analysis	\$48,269	\$12,225	\$20,446	\$0	\$9,563	\$90,504
3	Develop Annual Reports	\$18,358	\$890	\$6,505	\$0	\$3,043	\$28,796
4	Encourage Complete Streets and Safe Routes to School	\$10,675	\$0	\$3,251	\$0	\$1,631	\$15,558
5	Certify Transportation Elements	\$17,552	\$4,446	\$7,435	\$0	\$3,477	\$32,910
6	Develop 2016-2019 and 2017-2020 M/RTIP Amendments	\$8,776	\$2,223	\$3,718	\$0	\$1,739	\$16,456
7	Develop a 2017-2020 M/RTIP	\$6,582	\$1,667	\$2,788	\$0	\$1,304	\$12,342
8	HSTP 2-yr Update and Coalition Coordination	\$0	\$0	\$0	\$15,000	\$3,750	\$18,750
9	Develop an ITS Annual Update	\$4,388	\$1,111	\$1,859	\$0	\$869	\$8,228
10	Develop a SFY 2018 UPWP	\$8,776	\$2,223	\$3,718	\$0	\$1,739	\$16,456
		\$238,000	\$52,000	\$96,715	\$15,000	\$49,011	\$450,726

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
People For People
Madelyn Carlson, CEO
City of Yakima
Maureen Adkison, City of Yakima Council

Area 1 Representative
Dan Olson, City of Union Gap Council
Area 2 Representative
Janice Gonzales, City of Zillah Council
Area 3 Representative
Mario Martinez, City of Mabton Mayor
WSDOT
Brian White, Interim SCR Region Administrator
Yakima County Development Association
Jonathan Smith, President

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, Assistant Public Works Director
and TAC Vice-Chair

City of Granger
Jodie Luke, Public Works Director

Town of Harrah
Barbara Harrer, Mayor

City of Mabton
Mario Martinez, Mayor

City of Moxee
Byron Adams, City Supervisor

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 Munoz, City Clerk/Treasurer

City of Toppenish
Lance Hoyt, City Manager

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

Mobilizing Public Access to Countywide Transportation (MPACT) Membnbers

The first scheduled meeting of the MPACT occurred at YVCOG on March 22, 2016.

Until January 26, 2016 People For People was the lead for the development of the Coordinated Public Transit Human Services Transportation Plan for the Yakima Valley Region and for coordinating the Yakima County Special Needs Transportation Coalition.

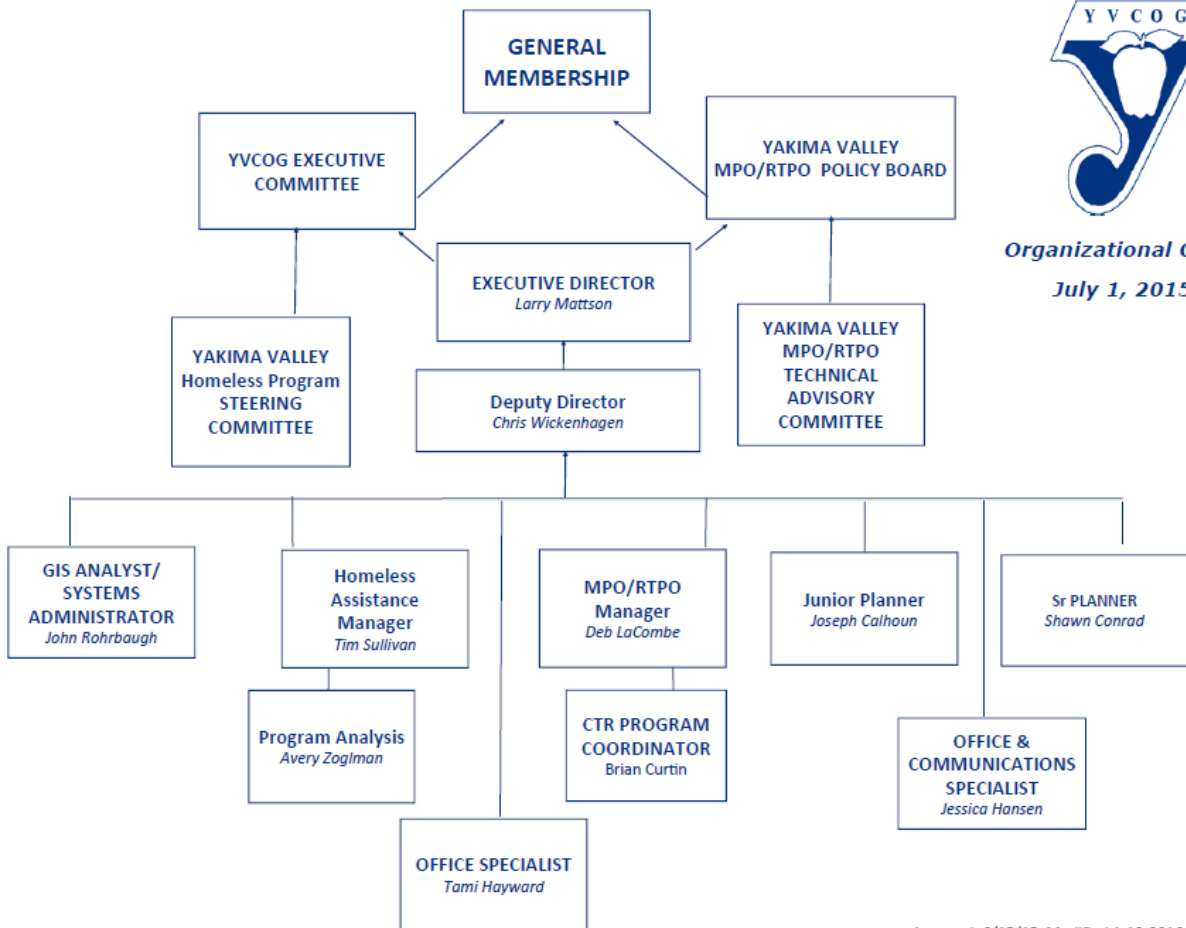
This UPWP records the transition of the lead role from People For People to the YVCOG. Below was the roster of Coalition members on January 26, 2016.

ALTC	City of Yakima Emergency Management
Airporter Shuttle	CW Rehab Clinic
Catholic Charities	Dept of Agriculture
Catholic Family & Child Services	Dept of Services for the Blind
City of Union Gap	DSHS
DSHS/DVR	Medstar Cabulance
EnTrust	North Star Lodge
ESD/ Worksource	Yakima County Office of Emergency Management
ESD 105	People For People
Tri-County Workforce Development	Wellness House
USDA	Confederated Tribes and Bands of the Yakama Nation
WSDOT	Yakima County
Med-Star	Yakima Specialties
Yakima Transit	Yakima Valley Veteran’s Coalition
Yakima Valley Farmworkers Clinic	YPAL

YVCOG

The roster also included several personal names of interested persons which will not be listed here. This roster will be updated prior to submitting the Final SFY 2017 UPWP to WSDOT in May 2016.

YVCOG MPO/RTPO Staff



Organizational Chart
July 1, 2015

Approval: 6/15/15 Modified 1-13-2016

Appendix 1: Anti-lobbying Section

Yakima Valley MPO/RTPO, as an organization does not anticipate engaging in any lobbying activities for SFY 2017. 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 Origins & Destinations Study – 2 part
- Regional Safe Routes to School Planning and Assistance
- Yakima County Regional Transit Feasibility Study – Phase I
- State Committees and Task Forces
- Regional CTR Planning
- Yakima Valley Short Line Rail & Trans-load Facility Feasibility Study
- Lower Valley Freight Bypass Loop

Regional Origins & Destinations Study – 2 Part

- A. Purpose:** To allow YVCOG to initiate a regional origins and destinations study for the Yakima Valley for:
- a. Part 1: motorized traffic including freight and public transportation;
 - b. Part 2: non-motorized traffic including bicycle and pedestrian

- B. Work Tasks:** Core functions which are anticipated for this project include, but are not limited to:
- Formulate a scoping strategy, evaluate options for each mode type, and select most appropriate O&D method.
 - Participation of the YVCOG MPO/RTPO Manager 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:

- Identify freights and goods stakeholders to be included in freight O&D.
- Identify public and private stakeholders to be included in public transportation O&D.
- Identify stakeholders to be included in non-motorized O&D.
- Research existing local, county, and regional plans to consolidate previously identified origin and destination studies.
- Consolidate historical origin and destination information into a commonly agreed upon format to include but not be limited to Excel spreadsheet or Access database or GIS.
- Develop and conduct or manage an outside contract(s) for a company(ies) to provide O&D information into the commonly agreed upon format.
- Provide information in visual formats to the general public via our website, make the commonly agreed upon formatted information to our member jurisdictions and stakeholders, incorporate the O&D information into YVCOG's Regional Travel Demand Model.

- 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 travel movements.
- An inventory of existing transportation services and facilities.

- 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, MPO/RTPO Policy Board, WSDOT, and/or other MPOs/RTPOs as appropriate.

- E. Estimated Cost:** \$175,000.

- F. Relationship to Other Work Elements:** This planning activity related to Data Collection and Analysis, Annual Reports, Complete Streets and Safe Routes to School efforts, Human Services Transportation Plan, Long-range Plan, and Metropolitan and Regional Transportation Improvement Programs. 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 all populations in the Yakima region. This will be crucial for

establishing a baseline for future performance measures efforts mandated by the federal transportation bill MAP-21 and continued under the federal transportation bill FAST Act.

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 bi-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 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 2017 may include, but are not limited to:
- Established Safe Routes to School education/encouragement/enforcement programs at schools.
 - Infrastructure projects completed as the result of obtaining funding, which increase the ability of children to walk or bicycle to school and also benefit other residents living in the vicinity of schools.
 - 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 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 MPO/RTPO Manager 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, MPO/RTPO Policy Board, WSDOT, and/or other MPOs/RTPOs as appropriate.

E. Estimated Cost: \$75,000.

F. Relationship to Other Work Elements: This planning activity related to Data Collection and Analysis, Annual Reports, Complete Streets and Safe Routes to School efforts, Human Services Transportation Plan, Long-range Plan, and Metropolitan and Regional Transportation Improvement Programs. 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 all populations in the Yakima region. This will be crucial for establishing a baseline for future performance measures efforts mandated by the federal transportation bill MAP-21 and continued under the federal transportation bill FAST Act.

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, MPO/RTPO Policy Board, WSDOT and/or other MPO/RTPOs.
- E. Estimated Cost:** \$45,000 (annually).
- F. Relationship to Other Work Elements:** This planning activity related to Data Collection and Analysis, Annual Reports, Complete Streets and Safe Routes to School efforts, Human Services Transportation Plan, Long-range Plan, and Metropolitan and Regional Transportation Improvement Programs. 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 2017

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 2017 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 of affected employers 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 Policy Board and the State CTR Board.
- E. Estimated Cost:** \$145,000 (annually).
- F. Relationship to Other Work Elements:** This planning activity related to Data Collection and Analysis, Annual Reports, Complete Streets and Safe Routes to School efforts, Human Services Transportation Plan, Long-range Plan, and Metropolitan and Regional Transportation Improvement Programs. 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 all populations in the Yakima region. 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 2017

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 SFY 2017 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 MPO/RTPO Policy Board.

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.

UNFUNDED NEEDS FOR SFY 2017

Lower Valley Freight Bypass Loop

A. Purpose: To analyze potential freight bypass loop which will expedite freight movement and separate the freight corridor from its current route through Toppenish thereby eliminating the freight movement from interactions with pedestrians, cyclists, school and transit busses, and the general motoring public.

B. Work Tasks: Core functions which are anticipated to be performed under this work element include, but are not limited to:

- o Identifying and estimating the safety and economic benefits of separating freight movement to a less restricted and designated corridor.
- o Investigate a N. Meyers Road grade separation of the BNSF Main Line which would be the only such crossing between Union Gap and Prosser.
- 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 and others must also perform the following associated tasks:

- Review current plans and data.
- Staff support for the MPO/RTPO Policy Board, 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 SFY 2017 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.

D. Agency Responsibilities: YVCOG will assist with developing a scope of work and participating on technical and policy committees. TAC assistance will be needed to coordinate efforts to inform and educate legislators, partners, and the general public. The TAC will also provide guidance on when, where, and how the study results will be used. Any contracts to provide technical assistance to members will require approval by the MPO/RTPO Policy Board. Multi-agency project for PE/RW/CN.

E. Estimated Cost: Preliminary Engineering and support: \$500,000.

F. Relationship to Other Work Elements: This planning activity relates to Regional Planning and long range-planning activities.

Appendix 4: Comments and Document Changes During Initial Review Period

This appendix will be where all review comments are recorded as the preliminary DRAFT is reviewed by WSDOT, FHWA, FTA, and all MPO/RTPO members.