

Thurston Regional Planning Council

UNIFIED PLANNING WORK PROGRAM

STATE FISCAL YEAR 2021
(July 1, 2020 to June 30, 2021)



Final
May 1, 2020
Amended April 2, 2021

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PREFACE

Regional transportation planning is the process of looking at the transportation system as a whole, without regard to jurisdiction or travel mode. The goal is to make decisions that – over time – result in more access, more choices, a resilient economy, and a more sustainable relationship with our natural and social environment. Elements of regional transportation planning include:

- Coordinating among jurisdictions, residents, businesses, and other interests to identify a direction for the region’s transportation system and then maintaining a course to get there.
- Exploring issues and opportunities and evaluating the consequences of choices both large and small.
- Collaborating and communicating among diverse and seemingly unrelated organizations with a common interest in transportation and livable communities.
- Weighing alternatives and prioritizing among important and sometimes competing options, making difficult decisions, and at times, reconsidering a decision based on updated information.
- Answering questions that often lead to more questions.
- Looking at transportation and seeing not just cars and buses, but community livability, environmental quality, social equity, financial responsibility, economic vitality – across whole generations.

The Thurston region has a long-standing commitment to coordinated, comprehensive transportation planning. This region has traditionally gone above and beyond the mandates required by federal and state law, dedicating its own resources and securing additional revenues to tackle those issues that are a high priority for the people of Thurston County and which are essential to a maintaining a high quality of life in the region.

This document details how this region complies with its federal and state mandates, and includes discussion of those other efforts that help this region make progress on its near- and long-term goals. Readers interested in this region’s transportation activities are encouraged to visit the TRPC website at www.trpc.org for additional information.

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BACKGROUND

The Unified Planning Work Program (UPWP) is a required document describing how federal and state funds will be used for transportation planning purposes. As the Metropolitan Planning Organization (MPO) and the Regional Transportation Planning Organization (RTPO) for the Thurston region, Thurston Regional Planning Council (TRPC) receives funds that are intended to help ensure a continuous, cooperative, and comprehensive regional transportation planning process. The next section describes the federal and state laws that govern how these funds are to be used and reported.

Federal Metropolitan Planning Organization (MPO)

TRPC is the federally designated Metropolitan Planning Organization (MPO) in Thurston 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 Metropolitan Planning Funds (5303) to carry out their transportation programs. Reporting requirements for Federal Highway funds are explained in 23 CFR 420.111. In addition, Surface Transportation Block Grant (STBG) funds used for eligible planning purposes must be identified separately in the UPWP (23 CFR 420.119(e)).

Federal PL and 5303 funds are allocated through the Washington State Department of Transportation (WSDOT) based on a formula described in 23 CFR 450.308. Funding is distributed on an annual basis tied to each MPO’s annual Unified Planning Work Program (UPWP). STBG planning funds are allocated through TRPC’s Council.

Agencies participating as members of the MPO include the cities of Lacey, Olympia, Tumwater, Rainier, Tenino, and Yelm, and the Town of Bucoda; Thurston County; Intercity Transit; and WSDOT.

The Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) provide joint guidance on priority work program emphasis areas for MPOs. The MPO focuses on compliance with Fixing America’s Surface Transportation (FAST) Act and the 10 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 accessibility and mobility of people and 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.
8. Emphasize the preservation of the existing transportation system.
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation.
10. Enhance travel and tourism.

State Regional Transportation Planning Organization (RTPO)

In addition to its status as an MPO, TRPC is also the state-designated Regional Transportation Planning Organization (RTPO) for Thurston 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.

WSDOT directly appropriates funding for the RTPO to carry out the regional transportation planning program.

The regional transportation planning program is meant to foster an on-going transportation planning and decision-making process that actively plans for the improvement of regional transportation systems and coordinates this process among jurisdictions. Intended to be integral to local and regional growth management efforts, state laws stipulate that regional planning should adhere to the following principles:

1. Build upon applicable portions of local comprehensive plans and processes, and promote the establishment of a regional perspective into local comprehensive plans.
2. Encourage partnerships between federal, state, local and tribal governments, special districts, the private sector, the general public, and other interest groups during conception, technical analysis, policy development, and decision processes in development, updating, and maintaining the Regional Transportation Plan.
3. Ensure early and continuous public involvement from conceptual planning through decision-making.
4. Be on-going, and incorporate short- and long-range multimodal planning activities to address major capacity expansion and operational improvements to the regional transportation system.
5. Use regionally coordinated, valid and consistent technical methods and data to identify and analyze needs.
6. Consider environmental impacts related to the development of regional transportation policies and facilities.
7. Address the policies regarding the coordination of transportation planning among regional jurisdictions, including the relationship between regional transportation planning, local comprehensive planning and state transportation planning.

Within these principles, regions develop their own on-going planning process for the development and refinement of the regional transportation plan, and provide a forum for the discussion of regional transportation planning issues.

State law requires that the UPWP describe how the work programmed supports the six legislative transportation system policy goals of RCW 47.04.280. Specifically, state law stipulates that public investments in transportation should support achievement of these policy goals:

- Economic vitality: To promote and develop transportation systems that stimulate, support, and enhance the movement of people and goods to ensure a prosperous economy.
- Preservation: To maintain, preserve, and extend the life and utility of prior investments in transportation systems and services.
- Safety: To provide for and improve the safety and security of transportation customers and the transportation system.
- Mobility: To improve the predictable movement of goods and people throughout Washington state.
- Environment: To enhance Washington's quality of life through transportation investments that promote energy conservation, enhance healthy communities, and protect the environment.
- Stewardship: To continuously improve the quality, effectiveness, and efficiency of the transportation system.

TRPC uses state transportation planning funding to help implement locally and regionally adopted plans that support the State’s Growth Management Act.

State requirements for the SFY 2021 UPWP period have been identified in the UPWP guidance document as:

State and Federal Requirements

Each year FHWA, FTA, and WSDOT provide guidance to TRPC for the development of the UPWP. In 2021, the guidance identified the following required tasks for TRPC.

Task	State (RTPO)	Federal (MPO)
Program Administration	√	√
Unified Planning Work Program	√	√
Annual Performance and Expenditure Report	√	√
Public Involvement/Education	√	√
Tribal Involvement	√	√
Long-Range Transportation Plan	√	√
Transportation Improvement Program	√	√
Self-Certification		√
Transportation Performance Management		√
Coordination with Other Planning Organizations	√	√
Title VI Plan and Reporting	√	√
Coordinated Public Transportation – Human Services Transportation Plan (CPT-HSTP)	√	
Comprehensive Plan Certification	√	

Federal and State Emphasis Areas

FHWA, FTA, and WSDOT annually identify additional factors they would like to see addressed within the regional transportation planning program.

Federal Emphasis Areas from FHWA and FTA include an emphasis on performance-based planning requirements, including developing data and targets, as well as reflecting performance-based planning and programming, and transportation performance management in the Transportation Improvement Program, Regional Transportation Plan, and other planning processes.

State emphasis areas include:

- Planning collaboration, including participating in the Highway Systems Plan update, multimodal investment strategy, statewide Human Services Transportation Plan, Statewide Public Transportation Plan, and Statewide Cooperative Automated Transportation (CAT) Policy Framework.
- Financial Accounting, including use of consultants in planning processes, and a more detailed accounting of revenues and expenditures in the annual reports.
- Tribal Participation, including providing opportunities for tribes with reservations or trust lands within the planning area to participate as voting members of the RTPO.

Regional Transportation Planning Priorities

Mandated federal and state planning requirements cannot be satisfactorily accomplished within the funding provided for this purpose by federal and state agencies. In addition, TRPC's Council (Council) and Transportation Policy Board identify a set of regional transportation planning priorities for the annual regional work program to ensure transportation planning includes regional as well as state and federal priorities.

The Council has supplemented the region's base transportation planning program with funding from the Surface Transportation Program (STP), now the Surface Transportation Block Grant program (STBG), since 1995 to fund regional efforts. This funding enables the kind of coordinated and integrated transportation planning and decision-making that has characterized this region's program since the mid-1990s.

Other Multijurisdictional or Local Planning Projects

The Council also approves planning projects as part of the competitive process for STBG funds. On occasion, a local jurisdiction or consortium of local jurisdictions asks TRPC to lead a planning project on their behalf. These projects are noted in the UPWP.

Unified Planning Work Program Process

The UPWP is a one-year document based on the July 1st to June 30th state fiscal year (SFY). Each spring (third quarter of the SFY), TRPC develops and submits a new UPWP for state and federal review for implementation at the beginning of the next state fiscal year.

As the federally-designated MPO for Thurston County, TRPC is responsible for preparing the UPWP. TRPC develops the UPWP through a collaborative process involving TRPC member jurisdictions, and WSDOT Olympic Region and WSDOT Multi-modal Department staff.

The schedule and major milestones for UPWP development:

Task or Milestone	Date
TPB Review of draft UPWP	March 11, 2020
Federal and State Partner Review of draft UPWP	March 25, 2020
TRPC Review of draft UPWP	April 3, 2020
TRPC Adoption of UPWP	May 1, 2020

Description of the Region

The regional transportation planning activities described in this UPWP cover a single-county region defined by the boundaries of Thurston County, Washington. This fast-growing region, which is also the seat of state government, is located along the southernmost reaches of Puget Sound. It is bordered by the counties of Pierce, Mason, Lewis and Grays Harbor (Figure 1: Thurston County Vicinity Map).

Thurston County is the physical link between the Seattle-Tacoma metropolitan region to the northeast and the rural regions to the south and west. The state’s most important passenger and freight highway, Interstate 5, runs roughly north/south in Thurston County through the heart of the region’s metropolitan area where it intersects an east/west highway of statewide significance, US 101.

The MPO (Figure 2) and RTPO boundaries encompasses all of Thurston County. According to 2019 state population estimates (State Office of Financial Management), 285,800 people live in Thurston County. TRPC’s 2019 population estimates for the Olympia-Lacey WA Urbanized Area is 199,180. If current trends hold, and the Census count reflects TRPC estimates, the Urbanized area will exceed 200,000 by the 2020 Census and the region will be designated a Transportation Management Area (TMA). If the region becomes a TMA, it will trigger certain benefits and requirements, including:

- Transportation plans and programs within a TMA must be based on a continuing and comprehensive transportation planning process carried out by the MPO in cooperation with the State and transit operators.
- The transportation planning process must include a Congestion Management System.
- The FHWA and the FTA must certify the transportation planning process no less often than once every four years.

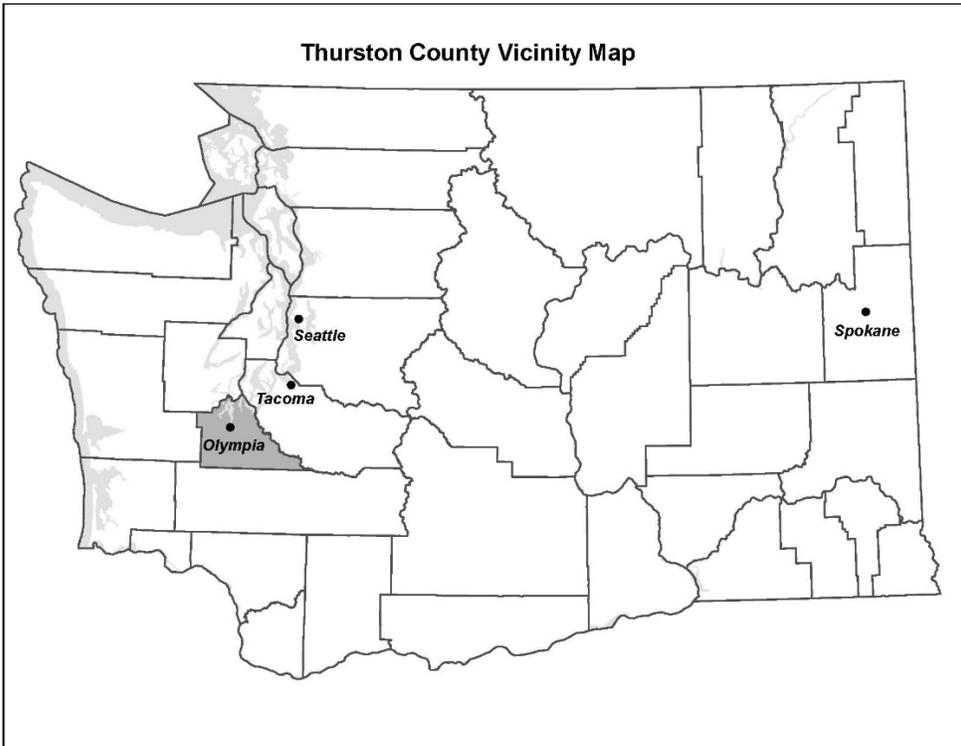


Figure 1: Thurston County Vicinity Map.

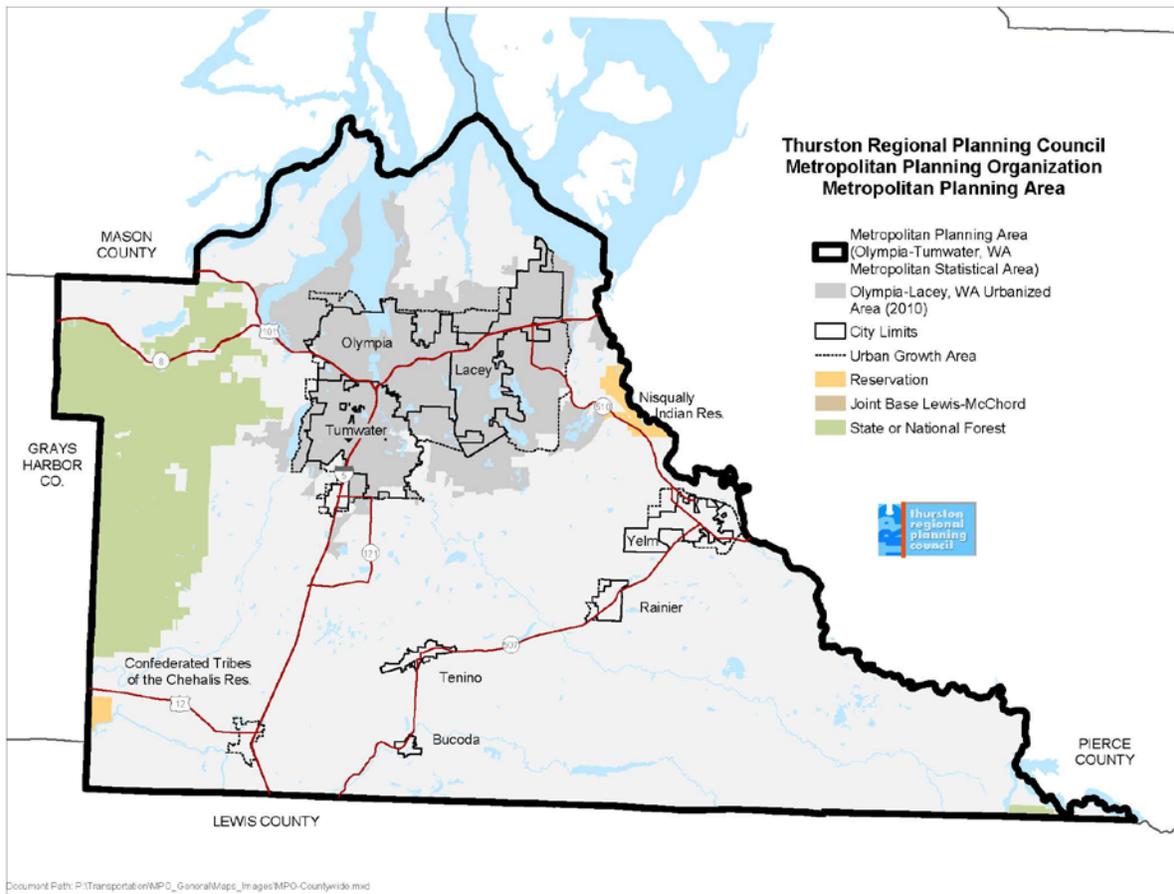


Figure 2: Metropolitan Planning Area.

Metropolitan Planning Organization/Regional Transportation Planning Organization Structure

TRPC is governed by a 23-member intergovernmental council. Council membership includes: the cities of Lacey, Olympia, Rainier, Tenino, Tumwater and Yelm; the town of Bucoda; Thurston County; the Nisqually Indian Tribe and the Confederated Tribes of the Chehalis Reservation; Intercity Transit; North Thurston, Olympia, and Tumwater school districts; the LOTT Cleanwater Alliance (the Lacey, Olympia, Tumwater, Thurston County wastewater and reclaimed water partnership); Thurston County Public Utility District #1; and the Port of Olympia. Associate members include The Evergreen State College, Timberland Regional Library, Lacey Fire District #3, Economic Development Council of Thurston County, Thurston Conservation District, and Puget Sound Regional Council (PSRC).

As authorized by the State of Washington (RCW 47.80), in 1991 TRPC established a Transportation Policy Board (TPB) to serve as an advisory body on transportation policy issues relevant to TRPC in its role as the MPO/RTPO. The TPB membership consists of representatives from Council full members in addition to representatives from Washington State Department of Transportation Regional Office, up to three representatives of major employers or businesses, one additional emeritus business representative, two community representatives, and one state agency representative. State law requires that the region's entire state delegation serve as ex officio non-

voting members of the TPB.

Both Council and TPB are advised on technical issues by the Technical Advisory Committee (TAC). The TAC is comprised of planning and engineering staff from TRPC member jurisdictions and the Washington State Department of Transportation. In addition, TRPC establishes ad hoc task forces or other as-needed stakeholder groups to provide further advisory capacity on specific issues as authorized by the Council. Previous advisory committees have included a Trails Advisory Committee, the Urban Corridors Task Force, Population and Employment Forecast Advisory Committee, and the Healthy Kids/Safe Streets Action Plan Team.

CY 2020 TRPC, TPB, and TAC member rosters: Appendix C.

Lobbying Activities

TRPC does not use federal or state funds to support lobbying activities. If any lobbying activities were to occur in relation to official agency business, TRPC will use local funds from regional assessments, and will file required certification and disclosure forms in accordance with Title 23, Title 49, and RCW 42.17A.635.

TRPC TRANSPORTATION WORK PROGRAM

TRPC's work program includes both required federal and state programs (funded through FHWA PL, FTA 5303 and local matching funds), and work program priorities funded by Surface Transportation Block Grant program (STBG) funds.

Required Elements

Funding Source: FHWA PL, FTA 5303, RTPO, and local matching funds

Funding Amount: \$924,104

Work Performed by: TRPC, in partnership with Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Tribes, Washington State Department of Transportation (WSDOT), Intercity Transit, and local jurisdictions.

Regional Transportation Planning Priorities

Funding Source: Surface Transportation Funds and local matching funds.

Funding Amount: \$809,249

Work Performed by: TRPC, in partnership with Tribes, WSDOT, Intercity Transit, and local jurisdictions.

SFY 2021 Estimated Revenue

Work Element	Carryover FHWA/FTA Funds		SFY 21 FHWA		SFY 21 FTA		WSDOT	FHWA through WSDOT		Total Revenue
	FHWA and FTA Funds	TRPC Match 13.50%	FHWA PL Funds	TRPC Match 13.50%	FTA 5303 Funds	TRPC Match 13.50%	RTPO Funds (Est. of Remaining)	STBG	TRPC Match 13.50%	
Required Elements										
1. Program Management	\$56,098	\$8,755	\$132,531	\$20,684	\$34,009	\$5,308	\$66,616	\$0	\$0	\$324,000
2. Project Programming and Tracking	\$28,568	\$4,459	\$67,492	\$10,533	\$17,319	\$2,703	\$33,925	\$0	\$0	\$165,000
3. Multimodal Transportation Planning	\$35,512	\$5,542	\$83,897	\$13,094	\$21,529	\$3,360	\$42,170	\$0	\$0	\$205,104
4. Data Collection, Analysis, and Forecasting	\$39,822	\$6,215	\$94,080	\$14,683	\$24,142	\$3,768	\$47,289	\$0	\$0	\$230,000
Subtotal	\$160,000	\$24,971	\$378,000	\$58,994	\$97,000	\$15,139	\$190,000	\$0	\$0	\$924,104
Regional Transportation Planning Priorities										
5. Ongoing Activities	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$376,275	\$58,725	\$435,000
6. Major Initiatives	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$323,725	\$50,524	\$374,249
Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$700,000	\$109,249	\$809,249
Total	\$160,000	\$24,971	\$378,000	\$58,994	\$97,000	\$15,139	\$190,000	\$700,000	\$109,249	\$1,733,353

FHWA Federal Highway Administration
 FTA Federal Transit Administration
 MPO Metropolitan Planning Organization
 RTPO Regional Transportation Planning Organization
 TRPC Thurston Regional Planning Council
 WSDOT Washington State Department of Transportation

Expenses

Work Element	TRPC Agency Staff	Travel and Training	Supplies, Materials, Printing, Software	Legal Notices	Professional Services	Total
Required Elements						
1. Program Management	\$259,000	\$5,000	\$35,000	\$0	\$25,000	\$324,000
2. Project Programming and Tracking	\$161,000	\$0	\$0	\$4,000	\$0	\$165,000
3. Multimodal Transportation Planning	\$195,104	\$0	\$10,000	\$0	\$0	\$205,104
4. Data Collection, Analysis, and Forecasting	\$170,000	\$0	\$0	\$0	\$60,000	\$230,000
Subtotal	\$785,104	\$5,000	\$45,000	\$4,000	\$85,000	\$924,104
Regional Transportation Planning Priorities						
5. Ongoing Activities	\$433,000	\$0	\$2,000	\$0	\$0	\$435,000
6. Major Initiatives	\$372,249	\$0	\$2,000	\$0	\$0	\$374,249
Subtotal	\$805,249	\$0	\$4,000	\$0	\$0	\$809,249
Total	\$1,590,353	\$5,000	\$49,000	\$4,000	\$85,000	\$1,733,353

Required Elements

1. Program Management

Program management is a core function that provides program fund management, and the administrative and technology support required to manage and coordinate the overall MPO and RTPO transportation planning program.

Tasks:

1.1. Administration

- Perform general program management and supervisory functions. (On-going)
- Develop budget and staffing patterns. (Twice a year)
- Monitor and adjust budget as necessary. (On-going)
- Execute mandated accounting activities, including program accounting, financial documentation, and development of annual Indirect Cost Plan. (On-going)
- Participate in state and federal program audits. (On-going, as needed)

1.2. Program Support and Maintenance

- Provide management and administrative support to the Thurston Regional Planning Council, Transportation Policy Board, Technical Advisory Committee and any subcommittees as may be established by these bodies. (On-going)
- Maintain hardware and software necessary to ensure consistency between UPWP program requirements and the overall agency technical strategy. (On-going)

1.3. Personnel Management

- Manage transportation personnel. (On-going)
- Recruit and train staff. (As needed)

1.4. UPWP Development

- Develop annual UPWP and coordinate review. (Annually)
- Amend UPWP. (As needed)
- Integrate UPWP into TRPC annual work program. (Annually)
- Develop other agreements. (As needed)

1.5. Required Reporting

- Develop Annual Performance and Expenditures Report. (August-September)
- Complete annual self-certification. (October)
- Develop Title VI annual report (August)
- Comply with Title VI requirements. (On-going)

1.6. Professional Development and Training

- Acquire the necessary training and professional development to effectively carry out state and federal transportation planning requirements. (On-going)

1.7. Fixed Costs

- Costs for transportation modeling software, traffic data management software/subscription, printing, mailing services and office supplies for survey, legal advertisements, conferences, meeting refreshments, and training. (On-going)

Level of Effort Breakdown:

<i>1. Program Management</i>	<i>\$324,000</i>
1.1. Administration	\$50,000
1.2. Program Support and Maintenance	\$80,000
1.3. Personnel Management	\$80,000
1.4. UPWP Development	\$25,000
1.5. Required Reporting	\$10,000
1.6. Professional Development and Training	\$14,000
1.7. Fixed Costs	\$65,000

Deliverables:

- a. Calendar year budget and staffing plan. (December)
- b. Personnel evaluations. (On-going)
- c. Meeting packets and presentation materials, on-line meeting materials, official meeting records. (Monthly, and as needed)
- d. Functioning hardware and software to support program requirements. (On-going)
- e. Correspondence. (On-going)
- f. Accounting summaries. (Monthly)
- g. Billing/progress reports for WSDOT Planning Office. (Monthly)
- h. Annual Indirect Cost Plan. (March)
- i. Annual program audits. (As scheduled)
- j. UPWP Annual Reports. (August)
- k. UPWP amendments. (As needed)
- l. SFY 2021 UPWP. (January-May)
- m. Self-certification. (October)
- n. Title VI reports. (August or as needed)

2. Project Programming and Tracking

A required function of the MPO is to program and track federal funds.

Tasks:

- 2.1. Programming of Federal Funding
 - Develop and maintain funding criteria. (As needed)
 - Program federal STBG, Transportation Alternatives, and Congestion Mitigation Air Quality (CMAQ) funds. (Annual to every two years)
 - Provide support to comply with federal and state requirements on the use of these funds, including reprogramming. (On-going, as needed)
 - Develop annual CMAQ report (February)
 - Develop annual Transportation Alternatives report (January)
- 2.2. Federal Funding Obligation Tracking
 - Work with the state to determine available obligation authority. (Annually)
 - Coordinate with funding recipients to ensure timely obligation of funds. (On-going)
 - Track and report on funded projects through project completion. (On-going)
- 2.3. Regional Transportation Improvement Program. (RTIP)
 - Develop and maintain a four-year Regional Transportation Improvement Program. (Annual basis, on-going)
 - Develop a compilation of planned projects submitted by local jurisdictions and drawn from their six-year Transportation Improvement Programs. (Annually, July-October)
 - Develop Annual Listing of Obligated Projects. (March)

Level of Effort Breakdown:

2. <i>Project Programming and Tracking</i>	\$165,000
2.1. Programming of Federal Funding	\$80,000
2.2. Federal Funding Obligation Tracking	\$10,000
2.3. Regional Transportation Improvement Program	\$75,000

Deliverables:

- a. Four-year RTIP and amendments as necessary. (New RTIP in October; amendments in between annual updates as needed)
- b. Compilation of planned projects drawn from Six-year TIPS. (October)
- c. Annual CMAQ report. (February)
- d. Annual Transportation Alternatives report. (January)
- e. Annual listing of obligated projects. (March)

3. Multimodal Transportation Planning and Services

TRPC must comply with state and federal transportation planning requirements. These requirements include the activities to be funded with specific state and federal planning revenues intended to help ensure a continuous, cooperative, and comprehensive planning process.

Tasks:

- 3.1. Tribal, Local, State, and Federal Agency Coordination
 - Participate in activities of the MPO/RTPO Coordinating Committee. (On-going)
 - Participate in the activities of the Association of Metropolitan Planning Organizations. (On-going)
 - Involvement in State planning activities, including Commute Trip Reduction activities, corridor studies, practical solutions, plan alignment workgroup, and statewide plan workgroups. (as needed)
 - Consult with local, tribal, state, and federal officials. (On-going)
 - Support public transportation by participating with Intercity Transit on special studies, planning efforts, and other projects as requested, and through communication and coordination with other transit agencies as appropriate. (On-going)
 - Coordinate non-emergency human services transportation by maintaining and implementing the Regional Coordinated Public Transit and Human Services Transportation Plan for the Thurston region, and provide support to service providers to ensure coordination with applicable metropolitan and statewide planning processes, increase ridership and system efficiencies, and maximize service coordination. (On-going).
- 3.2. Communications and Outreach
 - Conduct public education and outreach as appropriate for planning and programming activities, including maintaining a web and social media presence for project-specific needs. (On-going)
 - Respond to inquiries from the public and the media. (On-going)
- 3.3. Review of State and Local Plans
 - Coordinate with WSDOT as appropriate on issues related to the Washington Transportation Plan, corridor plans or studies, and modal and safety plans. (On-going, as needed)
 - Review local agency plans and policies, including compliance with Growth Management Act requirements. (On-going, as needed)
 - Provide support in local plan development and implementation. (On-going, as needed)
 - Review county-wide planning policies. (As needed)
- 3.4. General Compliance
 - Monitor, evaluate, and respond to federal transportation legislation and its potential implications for the region. (On-going)
 - Monitor, evaluate, and respond to state transportation legislation and its potential implications for the region. (On-going)
 - Begin preparation for potential transition to a Transportation Management Area. (As needed)
 - Update Federal Functional Classification system. (As needed)
 - Update Freights and Goods Classification. (As needed)

- 3.5. Regional Plans
 - Amend the long-range Thurston Regional Transportation Plan. (Annually as needed)
 - Complete a major update of the long-range Thurston Regional Transportation Plan (Plan is due July 2020; also funded in Regional Planning Priorities)
 - Update Intelligent Transportation Systems (ITS) Architecture. (As needed)
- 3.6. Planning Support
 - Provide planning support for ongoing local and regional plans and programs including targeted web sites, transportation data management systems, and model enhancements to ensure a continuous, cooperative, and comprehensive regional planning process. (As needed)
 - Support commute trip reduction program activities such as efforts to increase telework and flexible work hours on the state’s capitol campus.
 - Maintain the region’s bicycle map and ensure the web site is updated regularly and print copies are available.
- 3.7. Emerging Issues
 - Provide support for issues related to transportation planning that emerge through the state fiscal year. (As needed)

Level of Effort Breakdown:

3. <i>Multimodal Transportation Planning</i>	<i>\$205,104</i>
3.1. Tribal, Local, State, and Federal Agency Coordination	\$20,000
3.2. Communications and Outreach	\$20,000
3.3. Review of State and Local Plans	\$10,000
3.4. General Compliance	\$10,000
3.5. Regional Plans	\$100,104
3.6. Planning Support	\$35,000
3.7. Emerging Issues	\$10,000

Deliverables:

- a. Annual amendments to Regional Transportation Plan. (December, as needed)
- b. Regional Transportation Plan Update. (July)
- c. ITS Architecture updates. (As needed)

4. Data Collection, Analysis, and Forecasting

TRPC’s planning and required functions are supported by robust data collection, analysis, and forecasting activities.

- 4.1. Performance Measures
 - Report on performance measures. (As needed)
 - Conduct analysis as needed based on performance measure monitoring. (As needed)
- 4.2. Air Quality Compliance
 - Conduct air quality conformity analysis. (Ongoing, as needed)
 - Conduct air quality conformity consultation with federal and state agencies. (Ongoing, as needed)
 - Annual RTIP air quality consultation. (October)
 - Estimate air quality benefits for CMAQ projects. (Annually)
- 4.3. Transportation Modeling
 - Maintain the regional transportation models. (Ongoing)
 - Explore new modeling technologies such as transit ridership forecasts. (Ongoing)
- 4.4. Data collection
 - Collect and manage traffic counts. (As needed)
 - Collect other types of transportation data such as survey data. (As needed)
- 4.5. Estimates and Forecasting
 - Develop annual Population and Employment estimates. (Annually)
 - Integrate Census data into annual estimates and forecasts.

Level of Effort Breakdown:

4. <i>Data Collection, Analysis, and Forecasting</i>	<i>\$230,000</i>
4.1. Performance Measures	\$20,000
4.2. Air Quality Compliance	\$20,000
4.3. Transportation Modeling	\$70,000
4.4. Data Collection	\$60,000
4.5. Forecasting	\$60,000

Deliverables:

- a. Annual population and employment estimates. (4th quarter)
- b. Air quality conformity consultation. (October-November)

Regional Transportation Planning Priorities

In addition to complying with federal and state transportation planning requirements, TRPC has a long history of funding additional activities that support implementation of the long-range Regional Transportation Plan and Growth Management objectives. Council and Transportation Policy Board members identify these work program priorities which result in an integrated approach to regional transportation planning that is multimodal by nature, consistent with adopted Comprehensive Plans, and which facilitates local, regional, and state implementation efforts. The Regional Transportation Planning Priorities work program is reviewed by TPB and adopted by Council as part of the UPWP. It consists of two major elements:

- Ongoing Activities
- Major Initiatives

5. *Ongoing Activities*

5.1. Local Agency Support and Inter-Regional Coordination.

This includes participation in numerous local and regional study efforts and activities, providing planning and technical support to partners, and undertaking other activities that support the planning and implementation efforts of TRPC's partners.

5.2. Multi-modal and Demand Management Activities.

This includes participation in, and support of, a variety of activities related to multimodal transportation, including commute trip reduction, pedestrian and bicycle facilities planning, trails planning, and school-based activities. This includes maintaining the region's bicycle map.

5.3. Transportation Modeling.

This includes maintaining and updating the Regional Transportation Model and Regional Dynamic Model that supports our local and regional partners transportation planning efforts, including transit ridership forecasting.

5.4. GIS and Information Technology.

This includes maintaining and updating Geographic Information System (GIS) data layers and maintaining our information technology infrastructure to support our modeling and planning efforts.

5.5. Communication and Outreach.

This includes communication and outreach efforts related to our transportation work program, including updating the website and social media accounts, conducting surveys, and providing information and briefings.

5.6. Safety and Security.

This includes activities related to the safety and resiliency of our transportation network, including emergency planning efforts.

5.7. Policy Board, Technical Advisory Committee Support.

This includes preparation of meeting materials and activities to support the Transportation Policy Board and Technical Advisory Committee.

5.8. Sustainable Thurston Monitoring and Implementation.

This includes updates to the Sustainable Thurston Report Card, publication of the annual MainStreet Journal, and other activities related to the implementation of the transportation element of the regional sustainability plan – Sustainable Thurston.

5.9. Response to Emerging Issues.

This work program item accommodates emerging issues such as policies around emerging transportation technology (autonomous and connected vehicles) and electric vehicle

infrastructure, as well as unanticipated issues and responses to specific inquiries from policy makers and legislators.

Level of Effort Breakdown:

5. <i>Ongoing Activities</i>	<i>\$495,000</i>
5.1. Local Agency Support and Inter-Regional Coordination	\$70,000
5.2. Multi-modal and Demand Management Activities	\$40,000
5.3. Transportation Modeling	\$140,000
5.4. GIS and Information Technology	\$60,000
5.5. Communication and Outreach	\$60,000
5.6. Safety and Security	\$15,000
5.7. Policy Board, Technical Advisory Committee Support	\$40,000
5.8. Sustainable Thurston Monitoring and Implementation	\$30,000
5.9. Response to Emerging Issues	\$40,000

6. Major initiatives (may span over several work programs)

6.1. Land Use and Transportation Integrated Planning.

This includes activities relating to urban centers and corridors, and neighborhood centers, such as convening the Urban Corridors Task Force.

6.2. Update of State of our Transportation System reports.

This includes completing the second State of our Transportation System report. The report is produced every two years. The first report focused on pavement maintenance, fish passage barriers, and bridges. Topics for the second report may include topics such as sidewalk gaps, transit stop ADA accessibility, and vehicle charging stations.

6.3. Update of the Regional Trails Plan.

Adopted in 2007, the Thurston Regional Trails Plan is a blueprint for the identification and development of a shared-use trail network that spans the entire county. The regional trail network provides bicycle, pedestrian, and micromobility device circulation and mobility between separated trails and the on-street network and transit services. The plan will be updated to incorporate recently completed trail feasibility studies and other local agency bicycle and pedestrian plans to confirm the alignments and planning level cost estimates for the plan's proposed trails. The update of the Plan began in 2019 and will conclude in 2021.

6.4. Climate Mitigation Plan – Transportation Strategies.

TRPC is facilitating the development of a regional climate mitigation plan for Lacey, Olympia, Tumwater and Thurston County. This work program element supports implementing the transportation section of the plan.

6.5. Update of the Process of Programming Federal Funding.

Explore alternative ways to competitively program and award federal funding. The process must result in a multi-year project list that meets regional policy maker priorities and allows the region to meet the assigned obligation targets.

6.6. I-5 Planning Projects.

This includes participation in, and working on, a variety of planning studies around the I-5 Corridor, including contributing technical and planning support for the I-5 Tumwater to Mounts Road Study Planning and Environmental Linkages study.

- 6.7. Explore Multimodal Level of Service.
Begin exploration of a regional approach to developing a multimodal level of service.
- 6.8. Analyze Travel Behavior Related to COVID-19
Summarize changes in travel behavior related to COVID-19 Stay Home and Stay Healthy orders.

Level of Effort Breakdown:

6. <i>Major initiatives (may span over several work programs)</i>	\$314,249
6.1. Land Use and Transportation Integrated Planning	\$20,000
6.2. Update of State of our Transportation System reports	\$20,000
6.3. Update of the Regional Trails Plan	\$80,000
6.4. Climate Mitigation Plan – Transportation Strategies	\$50,000
6.5. Update of the Process of Programming Federal Funding	\$44,000
6.6. I-5 Planning Projects	\$60,249
6.7. Explore Multimodal Level of Service	\$20,000
6.8. Analyze Travel Behavior Related to COVID-19	\$20,000

Other Planning Efforts in the Thurston Region

Note: The UPWP guidance requires a discussion of planning priorities within the MPO area. The following sections describe planning priorities other than those funded by FHWA PL, FTA 5303, and RTPO funds, and non-project specific STBG planning funds. As the work programs for these planning priorities are developed independently, only a summary is placed into the UPWP.

Surface Transportation Block Grant Program Competitive Grants

Funding Source: Surface Transportation Block Grant Program funds. Local matching funds.

Martin Way Corridor Study

Funding Amount: \$523,410 (2019-2021)

Partners: TRPC, Thurston County, Lacey, Olympia, and Intercity Transit

Martin Way, from Pacific Avenue to Marvin Road has been identified as both an urban corridor (land use designation) and strategy corridor (transportation designation) in regional and local plans. This former state highway serves as an alternative to I-5, has frequent transit service, and is a prime candidate for increasing land use intensity, and walking and biking activity. This section of Martin Way carries a large volume of daily vehicles, and has bicycle lanes, but inconsistent pedestrian facilities. The Martin Way Corridor Study West will focus on this section of the corridor and identify opportunities to increase multimodal mobility and safety, and incorporate transportation, land use, environmental, and economic considerations.

Grand Mound Transportation Study

Funding Amount: \$350,000 (2017-2020)

Partners: TRPC, Thurston County

TRPC is assisting Thurston County in engaging the community in identifying community transportation strategies to accommodate existing and forecasted growth. Community stakeholders include local businesses, residents, property owners, transit providers, and the Confederated Tribes of the Chehalis Reservation. Transportation strategies may include roundabouts, gateways, pedestrian facilities/crossings, roadway interconnectivity, and access and special consideration of US12, to help the Grand Mound area better handle the demands of a regional tourist destination. The results of the Grand Mound Transportation Study will be integrated into Thurston County's update of the Grand Mound Sub-Area Plan – a parallel and related project - funded by the County and focused on the land use elements of subarea planning.

School Walk Route Mapping for North Thurston, Olympia, and Tumwater Schools

Funding Amount: \$60,000 (2019-2020)

Work performed by: Thurston Regional Planning Council and Intercity Transit with North Thurston Public Schools and the Olympia and Tumwater School Districts.

Washington requires school districts to identify walking routes from each neighborhood to each elementary school (RCW 28A.160.160(5)) and review routes every two years. While school districts are fulfilling this basic requirement, the district maps are not family friendly or readily accessible to households seeking information for planning safe routes to school. School route maps are useful for encouraging students and families to walk or ride bikes to school safely and reduce the number of vehicles driving to and from schools. Such maps also play a role in

assisting districts, their families, cities, and the county with identifying school transportation needs such as filling in sidewalk gaps, installing street crossing improvements, and school bus route planning.

TRPC and Intercity Transit in partnership through the Walk N' Roll Program will create detailed school walk route maps using an interdisciplinary stakeholder process. There are 31 elementary schools in North Thurston, Olympia, and Tumwater school districts. This project will formalize a partnership between the school districts, TRPC, Intercity Transit, and community stakeholders to develop effective and user-friendly school walk route maps for every elementary and several middle schools within the three districts. The maps will be reviewed and updated every two years, as necessary.

Thurston Rural Mobility Strategy

Funding Amount: \$350,000 (2020-2023)

Work performed by: Thurston County and Thurston Regional Planning Council.

Many of the rural arterials in Thurston County are congested today, and growth projections show congestion will increase in the future. These arterials service as primary connections between communities in the County and intermodal connections for goods and services for the county but also state. There are limitations, however, to addressing the congestion through road widening, including funding, environmental concerns, and physical (right-of-way) limitations. Like their urban counterparts – Strategy Corridors – strategies other than road widening are needed to address congestion in these rural arterial corridors. This study will evaluate different strategies, make recommendations for implementation ultimately forming a proactive rural mobility strategy for Thurston County.

Rochester - Grand Mound Trail Feasibility Study

Funding Amount: \$175,000 (2020-2023)

Work performed by: Thurston County and Thurston Regional Planning Council.

There are no safe and effective active transportation options for students and residents along U.S. Highway 12 in rural southwest Thurston County. Traffic from U.S. 12 and local roads pose risks to school children, pedestrians and bicyclists around and between the communities of Grand Mound, Rochester, and the Confederated Tribes of the Chehalis Reservation. Recent public outreach efforts for the Rochester Main Street Strategy, the Rochester Sub-Area planning, the Grand Mound Transportation Study, and the Gate-Belmore Trail Feasibility study highlight community demand for a shared-use path to connect these communities. A feasibility study will examine potential trail connections and lay the groundwork for the future development of a shared-use path to serve the active transportation needs of the communities. This planning project will: 1) Summarize current conditions on traffic conditions, transportation facilities, right-of-way, environmental conditions, safety data, zoning and development regulations, critical areas, and policy issues; 2) Conduct community outreach including technical meetings with transportation stakeholders and community stakeholders to ascertain the feasibility of pathway alignments and designs; 3) Perform a feasibility study that documents opportunities, constraints, recommendations, implementation strategies, and planning level cost estimates; and 4) A final report that summarizes the project including all the above components.

Other Planning Activities within the Thurston Region

Intercity Transit Planning Activities

Funding Source: Local funding primarily with some minor grants.

Work performed by: Intercity Transit or in partnership with local, regional, and state agencies, with consultant support as needed.

Intercity Transit does not receive federal planning funds directly. However, they do receive federal funds for operating assistance and capital projects; their planning activities must be conducted in a manner compliant with federal requirements. Some specific activities of note include, but are not limited to:

- Assessment of local transit service and influence of decisions affecting transit accessibility, reliability, safety and overall effectiveness
- Annual review and update of a six-year Transit Development Plan (WSDOT requirement), agency six-year Strategic Plan
- Annual review and update of vehicle fleet and facility inventories (WSDOT requirement)
- Development of a long-range (20 year) service, capital replacement, and resource plan
- Participation in all regional planning initiatives including those focused on land use, transportation funding and programming, walkable communities, active transportation, economic and workforce development, and livable/sustainable communities
- Participation in regional, statewide and national discussions on the development of transit service delivery, industry best practices, and advancements in innovative technology
- Administration of grant funds for operational assistance and capital facilities

WSDOT Headquarters Planning Activities

Funding Source: Title 23 and Chapter 53 of Title 49 U.S.C. and the Washington State Legislature

Work performed by: WSDOT headquarters staff in partnership with WSDOT regional offices, MPOs and RTPOs, local agencies.

WSDOT receives funding from FHWA and the State Legislature to conduct federal and state required transportation planning and research on issues of statewide importance. These activities include:

- Highway System Plan
- Multimodal Investment Strategy
- Statewide Human Services Transportation Plan
- Statewide Public Transportation Plan
- Statewide Cooperative Automated Transportation Policy Framework

WSDOT works with the MPOs and RTPOs to get input on the state plans. All the work efforts identified above make important contributions to the regional transportation system in the Thurston region, and help communities and businesses achieve the mobility and accessibility needed to support a high quality of life. These varied yet inter-related efforts demonstrate this region's commitment to the principles and guidelines established by federal and state agencies.

WSDOT Olympic Region Planning

Funding Source: State and Federal

Work performed by: WSDOT Olympic Region Multimodal Planning staff in partnership with local, regional, and federal staff.

WSDOT is involved in three primary areas of planning that are state and federally funded. These activities are Corridor and Network Planning, Tribal and Regional Coordination, and Enhanced Local Collaboration.

Corridor and Network Planning includes involvement in system planning efforts such as development and evaluation of strategies and projects that meet state system plan policies and service objectives that lead to the development and completion of the Corridor Sketches and Corridor Studies, such as the I-5 Tumwater to Mounts Road study. This is done in cooperation with MPOs and RTPOs such as TRPC and local jurisdictions and agencies. Efforts are conducted in cooperation with local, regional, state agencies, and tribes and include determination of existing and long-range deficiencies in the system; development and refinement of strategies for inclusion in the Corridor Studies.

Tribal and Regional Coordination efforts consist of WSDOT participation in the planning activities of TRPC, local jurisdictions, and the federally recognized tribes within the region. Efforts include technical assistance and participation in local and regional planning efforts, and development regulations.

Multimodal work includes reviews of the Washington Transportation Plan, Long Range Ferry Plan, Aviation Plan, Active Transportation Plan, Highway System Plan and the plans of other modes (including transit). Multimodal staff provides input during planning efforts (Basis of Design and Context and Modal Accommodation Report) to facilitate additional Multimodal Facilities.

Enhanced Local Collaboration involves working closely with local jurisdictions to offer early reviews and assistance on their comprehensive plans. This will reduce the amount of comments on the completed comprehensive plans.

In addition, efforts include assisting in the development and review of subarea plans and other comprehensive plan updates or revisions, especially where WSDOT facilities might be impacted.

Amendment Process

Federal and state funding presented in this UPWP is an estimate. Timing of funding availability is difficult to predict, and lack of available funding may lead to changes to the work program over the course of the SFY. For that reason, there is a great deal of flexibility needed when implementing the tasks within the UPWP. Amendments will not be required for changes related to funding source billings.

Amendments to the UPWP will only be conducted for substantive changes, and will occur under the following circumstances:

- a. A 25% increase in total Professional Services expenses or Total Expenses.
- b. A new work program task is identified.

Amendment Process:

An amendment must be approved by Thurston Regional Planning Council prior to being submitted to WSDOT for State and Federal approval.

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Appendix A: Unfunded Needs

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High Capacity Transportation Project Development

Statement of Need

This project would re-engage the community in a broad discussion of high-capacity transportation opportunities and challenges for the Thurston Region.

Phase 1: The study team would examine options for new/expanded modes of travel within our urban areas and connecting to the urban areas to the north, considering options such as bus-rapid transit, passenger rail, and commuter rail, with the goal to develop high-level options and a broad timeline for implementation.

Phase II: Identify a Locally Preferred Alternative and complete Project Development

In order to be eligible for federal construction grant funds, a specific process must be followed, as specified by Federal Transit Administration. This process includes completing a full environmental review process of one of the high-level options identified in Phase 1, including developing, reviewing, and selecting a locally preferred alternative (LPA), and adopting it into the Regional Transportation Plan. Sufficient financial commitments and engineering and design must also be conducted prior to applying for construction funds.

Estimated Cost for This Unfunded Need: \$2,500,000

State Route and Interstate Emergency Incident Management Detour Route Improvements Study

Statement of Need

When I-5 or US101 shuts down due to major collisions, flooding, or other blocking emergencies, traffic is detoured to local streets and rerouted to the freeway to bypass the incident. These temporary detours are disruptive to local transportation networks and result in major delays both to local traffic and people passing through. In addition, load restrictions and vertical clearance limitations constrain movement of large trucks. To better manage traffic impacts from such incidents, TRPC, WSDOT, and local agency public works and law enforcement stakeholders have identified nearly 50 pre-determined emergency detour routes with special instructions for intersection control, temporary signage, and other instructions to direct traffic and maintain safety and efficient operations of the detour route.

Additional studies will identify opportunities to improve the operational efficiency of the detour routes, make them safer, and strengthen the routes to protect them from excess use. Modeling and operational analysis will consider the effectiveness of modifications such as traffic signal timing, roundabouts, road reconstruction, increasing vertical clearances, placement of variable message boards, and other options that could reduce delay and strengthen the network to accommodate higher volume detour traffic demands.

Estimated Cost for this Unfunded Need: \$250,000

Countywide Bicycle and Micromobility Strategy

Statement of Need

The emergence of affordable electric bicycles and micromobility devices such as electric scooters, electric skateboards, and similar small electric engine vehicles allow people to travel greater distances relatively quickly and efficiently. Electric bikes are becoming increasingly popular with younger and older generations alike and will add to the number of people who need safe connected routes. Paved trails, bicycle lanes, bike boulevards, protected bike lanes and similar types of transportation facilities will become part of a broader network to enable people to travel between their homes, workplaces, parks, retail centers, and other destinations.

TRPC and local partners will build off existing community plans and studies to develop a Countywide Bicycle and Micromobility Strategy. The effort will evaluate both design considerations for the variety of small electric powered personal vehicles and their operational compatibility with traditional bicycles and e-bikes. The strategy will also evaluate opportunities to fill gaps to develop a regional network with a range of facilities that could serve a broader group of users with varying comfort levels for riding in and around traffic.

Estimated Cost for this Unfunded Need: \$200,000

Transportation Recovery Strategy

Statement of Need

The Thurston Region is vulnerable to major earthquakes and other hazards. A Regional Transportation Recovery Plan would assist local, tribal, and state government prepare for and manage the transportation recovery process following a major disaster. The overall objective of this plan is to develop a strategy to promote a recovery process for transportation networks and services – and communities – that results in a greater level of resilience. Included in this study would be a local bridge earthquake structural assessment.

Estimated Cost for this Unfunded Need: \$250,000 to \$300,000 plus the bridge earthquake structural assessment.

Household Travel Survey

Statement of Need

TRPC relies on accurate household travel data to keep our modeling tools accurate and current. Our last household travel survey was conducted in 2013, and ideally we'd like to conduct one every 10 years. The cost estimate is for a consultant firm to conduct a survey that includes all of Thurston and parts of adjacent counties.

Estimated Cost for this Unfunded Need: \$300,000

Freight Goods and Services Mobility Strategy

Statement of Need

A freight mobility strategy is needed to address the unique characteristics, needs, and impacts of freight mobility within our region. The strategy will help us understand why freight is so important to the region, and examine the challenges of moving freight, and develop solutions to address the challenges. The Strategy will focus both on urban and rural truck freight movement to support the region's increasing demand for goods and services in a safe and reliable manner.

The Strategy will include an existing conditions report, a policy framework, future conditions assessment, identification of near- and long-term improvements, design guidelines, and the creation of an implementation strategy that includes a data-driven prioritization framework. The Strategy will also consider how the freight network could be updated based on where trucks are actually traveling and in relation to other transportation modes and priorities.

Estimated Cost for this Unfunded Need: \$250,000

Neighborhood Centers Study

Statement of Need

A priority goal of the Sustainable Thurston Project was to create vibrant centers, corridors, and neighborhoods while accommodating growth. The corresponding target was: by 2035, 72 percent of all (new and existing) households in our cities, towns, and unincorporated growth areas will be within a half-mile (comparable to a 20-minute walk) or an urban center, corridor, or neighborhood center with access to goods and services to meet some of their daily needs. Policymakers identified the need for a Neighborhood Centers study to research and develop strategies to increase access to goods and services in existing and planned neighborhood centers.

Estimated Cost for this Unfunded Need: \$100,000

Regional Multimodal Level of Service

Statement of Need

Regional policymakers have expressed the desire to move towards a multimodal level of service that will set performance goals for transit, bicycle and pedestrian facilities in addition to vehicles. This study will build off the Regional Trails Plan, Bicycle and Micromobility strategy, and TRPC's current side-walk inventory to develop a comprehensive way of measuring multimodal level of service. It will provide essential information to prioritize and select transportation infrastructure projects in the future.

Estimated Cost for this Unfunded Need: \$250,000

Environmental Justice and Social Equity in Transportation Planning and Project Selection

Statement of Need

Environment Justice and Social Equity are key to any planning process and support our community value of fairness and meaningful involvement. Specific state and federal guidance require government to ensure that all communities are treated fairly and given equal opportunity to participate in the planning and decision-making process, ensuring inclusion of traditionally disadvantaged groups. This includes people with low incomes, ethnic minorities, persons with disabilities, and seniors. Justice and Equity demand that everyone – regardless of race, culture, ability, or income, receive an equitable distribution of the benefits of activities without suffering disproportionate adverse impacts.

This project would develop a data-driven approach to articulating equity in transportation decision-making and evaluating transportation investments. This project would also develop criteria to incorporate into TRPC's update to the Call for Transportation Projects.

Estimated Cost for this Unfunded Need: \$175,000

Appendix B: Glossary

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A Glossary of Terms and Acronyms Found in the UPWP

Comprehensive

Plan Local agencies are required by the Growth Management Act to develop and adopt long range plans that guide all development activity. Local Comprehensive Plans are required to be consistent with the long-range Regional Transportation Plan, which in turn is required by the Growth Management Act (GMA) to be consistent with the local plans. This overlapping consistency requirement ensures on-going coordination between local and regional agencies.

Conformity Process for assessing compliance of any transportation plan, program, or project with state air quality implementation plans. Process requirements are defined by the federal Clean Air Act and the Washington State Clean Air Act. The intent is to ensure that transportation investments do not cause air quality to deteriorate over time. The Thurston region must demonstrate conformity for particulate matter (PM₁₀).

CY Calendar year. From January 1 to December 31.

FHWA Federal Highway Administration. An agency within the U.S. Department of Transportation, with jurisdiction over highways. The Thurston region is located within FHWA Region 10.

FTA Federal Transit Administration. An agency within the U.S. Department of Transportation that funds and regulates transit planning and programs. The Thurston region is located within FTA Region 10.

FAST The Fixing America's Surface Transportation (FAST) Act is five-year legislation to improve the Nation's surface transportation infrastructure, including our roads, bridges, transit systems, and rail transportation network. It was signed into law on December 4, 2015.

Growth

Management Act Growth Management Act (GMA). State legislation passed in 1990 requiring urban counties and their associated jurisdictions to cooperatively develop and periodically update plans related to land use, infrastructure, services, housing, etc. Under GMA, Thurston Regional Planning Council is responsible for creating and maintaining a regional transportation plan and for certifying that the transportation elements of each jurisdiction meet GMA requirements.

ITS	Intelligent Transportation Systems. A wide range of advanced technologies that improve the safety and operating efficiency of existing transportation facilities or services. Common examples of ITS include central dispatch of road emergency assistance, freeway traffic maps shown on television or the internet to warn motorists of accidents, and devices that map ‘real time’ location of transit vehicles.
ISTEA	Intermodal Surface Transportation Efficiency Act of 1991. This federal act revolutionized the way transportation decisions were made, and revenues spent, at the federal, state, and local levels. It placed a strong emphasis on coordination between local, regional, and state agencies with a mandate to better integrate transportation and land use decision-making processes. System preservation and management became at least as important as system expansion. ISTEA required a coordinated, comprehensive, and financially-constrained long-range transportation strategy. The original act expired in 1997 and was reauthorized via TEA-21 in 1998.
IT	Intercity Transit. IT is Thurston County’s public transportation provider.
MAP-21	Moving Ahead for Progress in the 21 st Century. The two-year federal transportation act went into effect in July 2012.
MPO	Metropolitan Planning Organization. Agency designated by the governor to administer the federally required transportation planning in a metropolitan area. An MPO must be in place in every urbanized area over 50,000 population.
Olympic Region	One of six WSDOT geographic regions that deals with state transportation issues. The Olympic Region includes Thurston County, and is headquartered in Tumwater.
PM10	Particulate matter that is 10 microns or less in size, and is too small to be filtered by the nose and lungs. Particulate matter may be in the form of air-borne ash, soot, dust, fog, fumes, etc. Transportation conformity deals with PM ₁₀ that is generated by transportation.
RTIP	Regional Transportation Improvement Program (RTIP). Federally required document produced by TRPC that identifies all federally funded projects, and regionally significant projects funded by any source, for the current 4-year period. The RTIP is developed every year, and amended in between annual updates, as needed. For any federally-funded project to proceed, it must be included in the RTIP and the Statewide Transportation Improvement Program (STIP).
RTP	Regional Transportation Plan. Thurston Regional Planning Council is required by state and federal laws to maintain a plan that looks out over at least a twenty-year horizon, and ensures coordination across all jurisdictions for all modes of transport.

RTPO	Regional Transportation Planning Organization. State-designated agency created to ensure that regional transportation planning is consistent with county-wide planning policies and growth strategies for the region. TRPC is the Planning Organization for Thurston County, which is a single-county RTPO.
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users. The federal transportation act that superseded TEA21, signed into law in August 2005.
SFY	State Fiscal Year. The period from July 1 through June 30.
STIP	Statewide Transportation Improvement Program. Federally required document identifying all federally-funded and/or regionally significant projects in the state. Projects must be included in the STIP before applicants can use federal money awarded to their projects. For a project to be included in the STIP it must first be included in the RTIP.
STBG	Surface Transportation Program Block Grant Program. The primary federal funding program resulting from the FAST Act that provides money for a wide range of transportation projects.
STP	Surface Transportation Program. The primary federal funding program resulting from ISTEA and TEA21 that provides money for a wide range of transportation projects.
TAC	Technical Advisory Committee. Advisory body to the TPB and TRPC on transportation issues, primarily technical in nature. All member jurisdictions and WSDOT are eligible to participate.
TEA21	Transportation Equity Act for the 21 st Century. This is the federal act that superseded ISTEA in 1998.
TIP	Transportation Improvement Program. State and federal laws result in TIPs at the local, regional, and state levels. This describes a 4-6 year list of projects that will be pursued.
TITLE VI	Federal legislation initiated with the Civil Rights Act of 1964 that prohibits discrimination, denial of benefits, or exclusion from participation on the grounds of race, color, or national origin. Title VI bars intentional discrimination as well as unintentional discrimination resulting from neutral policies or practices that have a disparate impact on protected groups.
TPB	Transportation Policy Board. This advisory body to TRPC focuses specifically on regional transportation issues. All member jurisdictions of TRPC are eligible to be active members of the TPB. The TPB also includes other representatives of community interests, as required by state law. State legislation passed in 2003 designated all the region's legislators as ex officio members of the TPB.

TRPC	Thurston Regional Planning Council.
UPWP	Unified Planning Work Program. A federally-required report describing the work to be funded by revenues provided by 23 U.S.C. 104(f) and 49 U.S.C. 5336, and RCW 47.80. 050.to meet federal and state planning requirements for the ensuing one- or two-year period.
WSDOT	Washington State Department of Transportation.

Appendix C: 2020 Member Rosters and Staff Resources

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THURSTON REGIONAL PLANNING COUNCIL – CY 2020 MEMBERS

Bucoda	Alan Carr
Lacey.....	Malcolm Miller
Olympia	Clark Gilman, Secretary
Rainier.....	Dennis McVey
Tenino	David Watterson
Tumwater	Tom Oliva
Yelm.....	JW Foster, Chair
Thurston County	Tye Menser
Confederated Tribes of the Chehalis Reservation.....	Amy Loudermilk
Nisqually Indian Tribe	David Iyall
Intercity Transit.....	Carolyn Cox
Port of Olympia.....	EJ Zita
North Thurston Public Schools.....	Chuck Namit
Olympia School District	Hilary Seidel
Tumwater School District	Mel Murray
LOTT Clean Water Alliance.....	Cynthia Pratt, Vice-Chair
Thurston County Public Utilities District No. 1	Chris Stearns
Thurston Conservation District.....	David Iyall
Timberland Regional Library (Associate)	Cheryl Heywood
Thurston Economic Development Council (Associate)....	Michael Cade
Lacey Fire District #3 (Associate)	Gene Dobry
Puget Sound Regional Council (Associate).....	Josh Brown
The Evergreen State College (Charter Mem. Emeritus) ...	Scott Morgan

TRANSPORTATION POLICY BOARD – CY 2020 MEMBERS

Lacey.....	Andy Ryder, Chair
Olympia	Dani Madrone
Rainier.....	George Johnson
Tenino	John O’Callahan
Tumwater	Pete Kmet
Yelm.....	Cody Colt
Thurston County	Gary Edwards
Confederated Tribes of the Chehalis Reservation.....	Amy Loudermilk
Nisqually Indian Tribe	Heidi Thomas
North Thurston Public Schools.....	John Suessman
Intercity Transit.....	Don Melnick
Port of Olympia.....	EJ Zita
WA State Department of Enterprise Services.....	Kevin Dragon
WSDOT, Olympic Region.....	Joseph Perez
Business Representative Position #1.....	Renee Radcliff Sinclair
Business Representative Position #2.....	Pending
Business Representative Position #3.....	Pending
Emeritus Business Representative Position #3	Doug DeForest
Community Representative Position #1.....	Graeme Sackrison, Vice-Chair
Community Representative Position #2.....	Kevin Pestinger

Ex Officio TPB Members – Washington State Legislature

2 nd Legislative District	Senator Randi Becker Representative Andrew Barkis Representative J.T. Wilcox
20 th Legislative District	Senator John Braun Representative Ed Orcutt Representative Richard DeBolt
22 nd Legislative District	Senator Sam Hunt Representative Laurie Dolan Representative Beth Doglio
35 th Legislative District	Senator Tim Sheldon Representative Dan Griffey Representative Drew MacEwen

TECHNICAL ADVISORY COMMITTEE – CY 2020 MEMBERS

Confederated Tribes of the Chehalis Reservation.....	Bryan Sanders
Lacey.....	Martin Hoppe
Olympia	Dave Smith/Andrew Beagle
Tumwater	Mary Heather Ames
Yelm.....	Patrick Hughes
Thurston County	Matt Unzelman/Theresa Parsons
Intercity Transit.....	Rob LaFontaine/Eric Phillips
WSDOT, Olympic Region.....	Theresa Turpin

Thurston Regional Planning Council
Regional Transportation Staff Directory

Agency Phone Number: 360.956.7575
 Agency Fax Number: 360.956.7815
 Agency Web Site: www.trpc.org

Core regional transportation staff work on a wide variety of issues. New and emerging issues arise and some other issues diminish over time. The following list reflects the primary areas of responsibility for significant aspects of the Unified Planning Work Program. It is representative of the kinds of things each person works on, but it is not inclusive. If you have questions about something you don't see on the list, get in touch with any of the people below and we'll help you find what you're looking for.

Staff Contact	Primary Areas of Responsibility in Transportation
Marc Daily <i>Executive Director</i> dailym@trpc.org	Oversight and management of all TRPC agency work programs.
Veena Tabbutt <i>Deputy Director</i> tabbutv@trpc.org	Oversight and management of staffing and accounting functions and contract management. Title VI coordinator. Transportation funding. MPO/RTPO program requirements. UPWP. Performance measures. ITS Architecture.
Karen Parkhurst <i>Planning and Program Director</i> parkhuk@trpc.org	Oversight of Policy Board and transportation policy development. Legislative issues and support. Coordinated human services transportation planning. Rail. Freight. Regional Transportation Plan
Paul Brewster <i>Senior Planner</i> brewstp@trpc.org	Federal funding programs. Oversight of Technical Advisory Committee. Trails and non-motorized transport planning. Safety and security planning. Federal functional classification. "Walk and Roll" program and other school-based programs.
Katrina Van Every <i>Senior Planner</i> VanEveryk@trpc.org	Regional Transportation Plan.
Sara Porter <i>Assistant Planner</i> Porters@trpc.org	Regional Transportation Improvement Program.
Scott Carte <i>GIS and Modeling Manager</i> cartes@trpc.org	Oversight of technical team.
Aaron Grimes <i>Transportation Modeler</i> grimesa@trpc.org	Maintenance of regional travel demand model and development of dynamic traffic model development. Traffic data support. Regional and corridor analysis. Local agency modeling support.
Clyde Scott <i>Senior Transportation Modeler</i> Scottc@trpc.org	Development of regional transportation and dynamic traffic assignment models. Regional and corridor analysis. Concurrency analysis. Local agency modeling support.

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Appendix D: UPWP Annual Report

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SFY 2019
(July 1, 2018 to June 30, 2019)
Annual Report

Thurston Regional Planning Council
UNIFIED PLANNING WORK PROGRAM

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UNIFIED PLANNING WORK PROGRAM (UPWP) ELEMENTS

The State Fiscal Year (SFY) 2019 (July 1, 2018 – June 30, 2019) UPWP is divided into four major activities:

1. Program Management
2. Project Programming and Tracking
3. Multimodal Transportation Planning
4. Data Collection, Analysis, and Forecasting

The Annual Report describes the work that is funded by revenues provided by 23 U.S.C. 104(f), 49 U.S.C. 5336, and RCW 47.80.050 to meet federal and state planning requirements. This annual report summarizes expenditure of those funds during SFY 2019

The staffing and level of effort for each activity is as follows:

Program Activity	Full Time Equivalent (FTE)
1. Program Management	1.14
2. Project Programming and Tracking	0.34
3. Multimodal Transportation Planning	0.43
4. Data Collection, Analysis, and Forecasting	0.13
Total	2.04

In terms of funding for these mandated activities, state revenues accounted for 42% of the funding, federal revenues accounted for 50% of the revenues, and the requisite local match accounted for 8% of the revenues.

The UPWP is one element of a larger Thurston Regional Planning Council (TRPC) regional transportation work program, which in turn is coordinated with the overall TRPC work program.

TRPC work program activities do not include lobbying. However, if any lobbying activities were to occur outside of eligible regular activities as described in Title 23 and Title 49 and in RCW 42.17A.635, TRPC would file a certification and disclosure form as required by federal and state law.

SFY 19 Actual Revenue

Work Element	FHWA		FTA		WSDOT	Total Revenue
	FHWA PL Funds	TRPC Match 13.50%	FTA 5303 Funds	TRPC Match 13.50%	RTPO Funds	
1. Program Management	\$107,415	\$16,764	\$20,430	\$3,188	\$109,182	\$256,979
2. Project Programming and Tracking	\$31,157	\$4,863	\$12,478	\$1,947	\$14,029	\$64,474
3. Multimodal Transportation Planning	\$37,473	\$5,848	\$460	\$72	\$54,337	\$98,191
4. Data Collection, Analysis, and Forecasting	\$11,678	\$1,823	\$655	\$102	\$11,490	\$25,748
Total	\$187,723	\$29,298	\$34,023	\$5,310	\$189,038	\$445,392

FHWA Federal Highway Administration
 FTA Federal Transit Administration
 RTPO Regional Transportation Planning Organization
 TRPC Thurston Regional Planning Council
 WSDOT Washington State Department of Transportation

SFY 19 Actual Expenditures

Work Element	TRPC Agency Staff	Travel and Training	Supplies, Materials, Printing, Software	Legal Notices	Facility Rentals	Dues	Total
1. Program Management	\$219,136	\$10,916	\$24,649	\$819	\$397	\$1,060	\$256,977
2. Project Programming and Tracking	\$63,641	\$0	\$0	\$833	\$0	\$0	\$64,474
3. Multimodal Transportation Planning	\$98,191*	\$0	\$0	\$0	\$0	\$0	\$98,191
4. Data Collection, Analysis, and Forecasting	\$25,748	\$0	\$0	\$0	\$0	\$0	\$25,748
Total	\$377,042	\$10,916	\$24,649	\$1,652	\$397	\$1,060	\$445,392

* Includes agency staff time used to match other federally funded transportation planning projects.

Element 1. Program Management

Program management is a core function that provides program fund management, and the administrative and technology support required to manage and coordinate the overall MPO and RTPO transportation planning program.

Tasks:

1.8. Administration

- Performed general program management and supervisory functions
- Developed calendar year and fiscal year budget and staffing patterns (2nd and 4th quarters)
- Monitored and adjusted budgets as necessary
- Executed mandated accounting activities, including program accounting, financial documentation, and development of annual Indirect Cost Plan
- Participated in state and federal program audits

1.9. Program Support and Maintenance

- Provided management and administrative support to the Thurston Regional Planning Council, Transportation Policy Board, Technical Advisory Committee and any subcommittees established by these bodies
- Maintained hardware and software necessary to ensure consistency between UPWP program requirements and the overall agency information technology strategy

1.10. Personnel Management

- Managed transportation personnel
- Recruited and trained staff; recruited an Associate Planner and Associate Planner/Transportation modeler in the SFY

1.11. UPWP Development

- Developed the annual UPWP and coordinate the UPWP review
- Integrated the UPWP into the TRPC annual work program

1.12. Required Reporting

- Developed the Annual Report
- Completed annual self-certification
- Updated the Title VI Plan and Title VI Annual Report

1.13. Professional Development and Training

- Acquired the necessary training and professional development to effectively carry out state and federal transportation planning requirements, including attending national conferences, and sending staff to other relevant trainings
- Conducted all-staff Title VI training

1.14. Fixed Costs

- Costs for transportation modeling software, printing, legal advertisements, conferences, and training
- Purchased an additional transportation model license
- The Modeling Team attended the Transportation Research Application conference in Portland Oregon
- The Executive Director attended the Association of Metropolitan Planning Organizations conference

Element 2. Project Programming and Tracking

A required function of the MPO is to program and track federal funds.

Tasks:

- 2.2. Programming of Federal Funding
 - Began an update of funding criteria
 - Re-programmed federal Surface Transportation Block Grant program (STBG), STBG Enhancements, and Congestion Mitigation Air Quality (CMAQ) funds
 - Provided support to comply with federal and state requirements on the use of these funds
- 2.2. Federal Funding Obligation Tracking
 - Worked with the state to determine available obligation authority
 - Coordinated with funding recipients to ensure timely obligation of funds
 - Tracked and reported on funded projects through project completion
- 2.3. Regional Transportation Improvement Program (RTIP)
 - Developed a four-year Regional Transportation Improvement Program
 - Developed a compilation of planned projects submitted by local jurisdictions and drawn from their six-year Transportation Improvement Programs
 - Conducted amendments and modifications to the RTIP
 - Integrated Federal Performance Measure language into the RTIP
 - Developed Annual Listing of Obligated Projects
 - Attended the annual Transportation Improvement Program Managers User Group meeting (TMUG)

Element 3. Multimodal Transportation Planning

TRPC must comply with state and federal transportation planning requirements. These requirements include the activities to be funded with specific state and federal planning revenues intended to help ensure a continuous, cooperative, and comprehensive planning process.

Tasks:

- 3.8. Tribal, Local, State, and Federal Agency Coordination
 - Participated in activities of the MPO/RTPO Coordinating Committee
 - Participated in the activities of the Association of Metropolitan Planning Organizations
 - Consulted with local, tribal, state, and federal officials
 - Supported public transportation by participating with Intercity Transit on special studies, planning efforts, and other projects as requested, and through communication and coordination with other transit agencies as appropriate

- Coordinated non-emergency human services transportation by maintaining and implementing the Regional Coordinated Public Transit and Human Services Transportation Plan for the Thurston region (update of plan was funded as a stand-alone project) and provided support to service providers to ensure coordination with applicable metropolitan and statewide planning processes, increase ridership and system efficiencies, and maximize service coordination.
 - Adopted prioritized project list for human services transportation
- 3.9. Communications and Outreach
- Conducted public education and outreach as appropriate for planning and programming activities, including maintaining a web and social media presence for project-specific needs
 - Responded to inquiries from the public and the media
 - Updated the *HeretoThere* agency service transportation website
- 3.10. Review of State and Local Plans
- Coordinated with WSDOT as appropriate on issues related to the Washington Transportation Plan, corridor plans or studies, modal and safety plans
 - Reviewed local agency plans and policies, including compliance with Growth Management Act requirements
 - Provided support in local plan development and implementation
- 3.11. General Compliance
- Monitored, evaluated, and responded to federal and state transportation legislation and its potential implications for the region
 - Updated Federal Functional Classification system
 - Updated Freights and Goods Classification
- 3.12. Regional Transportation Plan
- Maintained the long-range Thurston Regional Transportation Plan
 - Began a major update of the long-range Thurston Regional Transportation Plan (Plan is due July 2020)
 - Completed update of the Intelligent Transportation Systems (ITS) Architecture
- 3.13. Planning Support
- Provided planning support for ongoing local and regional plans and programs including targeted web sites, transportation data management systems, and model enhancements to ensure a continuous, cooperative, and comprehensive regional planning process
- 3.14. Emerging Issues
- Provide support for issues related to transportation planning that emerged through the state fiscal year, including participating in or on:
 - Travel Demand Management Technical Committee
 - WSDOT Align Investments workgroup
 - Plan Alignment workgroup
 - WSDOT Practical Solutions Round Table
 - Autonomous Vehicle Infrastructure group - policy review sub-group
 - Greenhouse Gas Reduction Guidebook and Methods workshop

Element 4. Data Collection, Analysis, and Forecasting

TRPC's planning and required functions are supported by robust data collection, analysis, and forecasting activities.

4.6. Performance Measures

- Monitored federal requirements for performance measures
- Adopted regional performance measures and performance measure language
- Reported on performance measures

4.7. Air Quality Compliance

- Conducted air quality conformity analysis
- Conducted air quality conformity consultation with federal and state agencies through the annual RTIP air quality consultation
- Estimated air quality benefits for Congestion Mitigation and Air Quality (CMAQ) projects

4.8. Transportation modeling

- Maintained the regional transportation models
- Developed estimates of vehicle miles traveled

4.9. Forecasting

- Developed annual Population and Employment estimates
- Continued to update the Population and Employment forecast

April 2, 2021

**THURSTON REGIONAL PLANNING COUNCIL
RESOLUTION NO. 2021-04**

RELATING to the State Fiscal Year 2021 Unified Planning Work Program between THURSTON REGIONAL PLANNING COUNCIL (TRPC) and the WASHINGTON STATE DEPARTMENT OF TRANSPORTATION (WSDOT).

WHEREAS, the WSDOT and TRPC have cooperated in the past for regional and metropolitan transportation planning within Thurston County; and

WHEREAS, TRPC is the agency designated by the GOVERNOR as the METROPOLITAN PLANNING ORGANIZATION and the REGIONAL TRANSPORTATION PLANNING ORGANIZATION for the Thurston region; and

WHEREAS, TRPC has the authority to act on the Unified Planning Work Program;

NOW, THEREFORE BE IT RESOLVED BY THE THURSTON REGIONAL PLANNING COUNCIL:

THAT the scope, content, budget, and funding sources of the State Fiscal Year 2021 Unified Planning Work Program be amended as per the attachment.

Adopted this 2nd day of April 2021.

ATTEST:



Marc Daily
Executive Director



JW Foster, Chair
Thurston Regional Planning Council