Transportation Planning Guidance for Metropolitan Planning Organizations and Regional Transportation Planning Organizations

State Fiscal Year 2016 Unified Planning Work Program
July 1, 2015 through June 30, 2016

December 19, 2014

Prepared jointly by the WSDOT Multimodal Planning Division, Public Transportation Division, the Federal Highway Administration, and the Federal Transit Administration, in collaboration with Washington State’s Metropolitan and Regional Transportation Planning Organizations.
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I. PURPOSE OF GUIDELINES

The primary purpose of this Unified Planning Work Program (UPWP) Guidance is to assist the MPOs in developing work programs that meet Federal statutes and regulations and assist the RTPOs in developing work programs that meet state statutes and regulations.

The Guidance also shares Federal and State emphasis areas. The emphasis areas may include long standing tasks in regulation that need attention, MAP-21 tasks not fully implemented, and federal and/or state initiatives.

The Guidance also serves as a resource to assist new and existing MPOs and RTPOs, to:

- Meet work program requirements and the intent of agreements as outlined in RCW 47.80 and WAC 468-86.
- Provide WSDOT sufficient detail to determine eligibility of work tasks, programs, and activities and allow the State to recommend approval to FHWA/FTA.

MPO and RTPO leadership and staff are encouraged to read the state and federal statutes and regulations listed above for a comprehensive refresher on the MPO and RTPO planning process. Briefing your technical advisory committees (TACs) and policy boards is also encouraged as you develop the UPWP. Formal adoption of the SFY 2016 UPWP by your respective board should not occur until federal and state partners have facilitated the UPWP coordination visit with your MPO/RTPO.

NOTE: WSDOT Tribal and Regional Coordination Office is available to assist the MPOs and RTPOs in developing UPWPs and Annual Performance and Expenditure Reports and other planning activities and processes, to meet federal and state requirements.

II. FEDERAL REQUIREMENTS OF UPWP

Each organization can continue to develop the UPWP in a way that best suits their needs while addressing required components. For MPOs, the CFRs provide specific direction on the level of detail required for each work task. The guidelines are not intended to be a comprehensive summary of all the federal and state requirements.

A. Required Details of the Unified Planning Work Program (UPWP)

Each MPO, in cooperation with WSDOT and public transportation operator(s), is required to develop a UPWP that includes a discussion of the planning priorities facing the Metropolitan Planning Area. The UPWP shall identify:

- Work proposed for the next one or two-year period by major activity and task, including activities that address the planning factors in 23 CFR 450.306.
- Per 23 CFR 450.308 and 23 CFR 420.111, Descriptions of the work must be in sufficient detail to indicate:
  - Who will perform the work (e.g., MPO, State, public transportation operator, local government, or consultant)
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 (this includes federal funds from sources other than Title 23 U.S.C. and/or Title 49 U.S.C.)
- Unfunded tasks

B. Annual Performance and Expenditure Report

The annual report should summarize progress made on approved UPWP tasks, programs, and planning activities. The monthly invoice detail provides a handy status log for use in developing the annual report.

WSDOT is required by 23 CFR 420.117 to submit MPO annual performance and expenditure reports to FHWA and FTA, including a report from each MPO, which contains at a minimum:

- Comparison of actual performance with established goals
- Progress in meeting schedules
- Status of expenditures in a format compatible with the work program, including a comparison of budgeted (approved) amounts and actual costs incurred
- Cost overruns or underruns
- Approved work program revisions
- Other pertinent supporting data

Annual reports are due to WSDOT by September 30, 2015. This is 90 days after the end of the reporting period. WSDOT will review and submit the annual reports to FHWA and FTA.

III. FEDERAL REQUIREMENTS – METROPOLITAN PLANNING ORGANIZATIONS

A. Essential Programs and Activities

The UPWP should identify essential programs and planning activities that are cross-referenced to the list of work tasks/activities in the UPWP. Please use the details listed in section II (A) when describing each task/activity in your UPWP.

Examples of the essential tasks/activities include, but are not limited to:

- Program Administration
  - Program Management and Support
  - Regional and Statewide Coordination
  - Professional Development and Training
- Unified Planning Work Program
- Public and Stakeholder Participation and Education
- Tribal Consultation
- Data Acquisition, Analysis, and Reporting
- Metropolitan Transportation Plan
- Transportation Improvement Program
- Air Quality Conformity (PSRC, SRTC, TRPC, RTC, YVCOG)
B. Governance
As a part of this work program, MPOs are requested to review, verify, and update, as necessary, all agreements and bylaws affecting the authority and governance of the MPO to ensure consistency with the minimum requirements of Federal and State law. Specifically, the organization of the MPO, its policy board, its decision making process, and the relationship to its lead agency, must clearly be shown. Required parties are represented on the policy board to accomplish the transportation planning functions required of an MPO.

(23 USC 134 (2) METROPOLITAN PLANNING ORGANIZATION.—the term ‘‘metropolitan planning organization’’ means the policy board of an organization established as a result of the designation process under subsection (d).
23 CFR 450.310 (2) STRUCTURE.—Not later than 2 years after the date of enactment of MAP-21, each metropolitan planning organization that serves an area designated as a transportation management area shall consist of—(A) local elected officials; (B) officials of public agencies that administer or operate major modes of transportation in the metropolitan area, including representation by providers of public transportation; and (C) appropriate State officials.

C. Joint WSDOT/MPO Self-Certification Process
In reviewing the calendar-year 2014 Self-Certification documents for each MPO, WSDOT and each MPO identified areas of improvement/emphasis that need to be addressed in the SFY 2016 UPWP. WSDOT acknowledges that PSRC, WCOG, SRTC, TRPC, and RTC will submit short form self-certifications in 2016. WSDOT staff looks forward to working with YVCOG, BFCG, WWVMPO, CWCOG, LCVMO, SMPO, CDTC, leadership and staff as they complete the long-form self-certification.

D. Metropolitan Transportation Improvement Program (MTIP)
As a part of this work program, MPOs are requested to review and document their MTIP project identification, prioritization, and selection procedures to ensure that the planning and programming of projects for all four years of the MTIP are consistent with Federal requirements. 23CFR450.104, 324 (a) and (h). (H) PRIORITIES.—the transportation improvement program shall reflect the priorities for programming and expenditures of funds, including transportation enhancement activities, required by this title and chapter 53 of title 49. MTIP project identification, prioritization, and selection procedures will be discussed at the UPWP review meeting (see sample agenda on p. 13).

E. Memorandums of Agreements (MOAs)
As required in 23 CFR 450.314, MOAs between MPOs, public transportation operators, and the state must be reviewed and updated as referenced in the 2014 long-form certification. WSDOT staff will work with MPOs to ensure these MOAs are completed. In early 2015, WSDOT will release a schedule and structured template for developing the MOAs with each MPO.
F. Metropolitan Planning Area (MPA) Boundaries
MPOs whose MPA boundaries are not countywide or have not been updated in the last four years should include a task in their SFY2016 UPWP to work with WSDOT on reviewing and updating their MPA boundaries. The MPA is determined by an agreement between the MPO and the Governor. WSDOT requires all MPA boundary proposals to include an accurate map of the new boundary and an updated interlocal agreement signed by all members within the new boundary.

IV. STATE REQUIREMENTS – REGIONAL TRANSPORTATION PLANNING ORGANIZATIONS

A. General
There have been no significant changes to the state law or rule regarding RTPO duties have occurred since the mid-1990s; however, with the recent economic recession and current uncertainty surrounding development of state budgets, RTPO allocations are also subject to slight reallocation and are based on 2010 Census population numbers for each county.

B. Regional Transportation Planning Organization (RTPO) Tasks
RTPO duties are defined in RCW 47.80.023 and WAC 468-86 in state law and rules. WSDOT encourages RTPOs to include the core requirements in this section of the UPWP.

C. RTPOs and Local Comprehensive Plans
“Efficient multimodal transportation systems based on regional priorities and coordinated with county and city comprehensive plans” is one of 13 statewide planning goals established by the Growth Management Act (GMA). The GMA sets up RTPOs as the venues for identifying regional priorities and coordinating transportation planning at all jurisdictional levels with local comprehensive plans.

The regional transportation plans prepared by RTPOs play an important role in achieving consistency between state, county, city, and town plans and policies. State law requires regional transportation plans to be consistent with:

- Countywide planning policies adopted under the GMA
- County, city, and town comprehensive plans
- State transportation plans

In order to achieve consistency, state law requires RTPOs to certify that the transportation elements of local comprehensive plans:

- Reflect guidelines and principles established by the RTPOs
- Are consistent with the adopted regional transportation plan
- Conform to the requirements of RCW 36.70A.070

WSDOT has prepared a list of GMA requirements and resources for statewide transportation planning that may help the local governments in your region understand and
meet the requirements of RCW 36.70A.070. Additional guidance for preparing the transportation elements of local comprehensive plans are in WAC 365-196-430. State law requires RTPOs to certify that countywide planning policies are consistent with the regional transportation plan.

In addition to certifying adopted local plans and policies, WSDOT encourages RTPOs to work as partners with local governments in the early stages of local comprehensive plan and countywide planning policy development to more effectively identify and resolve consistency issues.

There is no set schedule for updating countywide planning policies so check with the counties in your jurisdiction to determine if they are planning an update. Comprehensive plans may be amended once per year and must be updated periodically. (See the GMA Update Schedule Map for more information on the timing of periodic updates)

D. Coordinated Human Services Transportation Plan (HSTP)
Former SAFETEA-LU Federal Transit Administration (FTA) Section 5316, Job Access and Reverse Commute (JARC) and FTA Section 5317, New Freedom programs were repealed and consolidated under other programs in MAP-21. The MAP-21 enhanced Section 5310 program continues to require that projects selected for funding must be included in a locally developed coordinated public transit-human services transportation plan. While the federal requirement applies only to certain programs, WSDOT has extended the requirement to all projects selected for funding through WSDOT’s Public Transportation Consolidated Grant Program. For large UZAs, the TMA or MPO may develop and/or participate in the development of a HSTP and integrate HSTP goals, objectives, and projects as part of the MPOs MTP. RTPOs may also develop HSTP when there is no MPO. HSTPs must update demographics and planning assumptions every four years, while projects lists should be updated every two years. The next update is due in 2018. Continued work on the measurement and coordination elements of the HSTP may be conducted in between plan updates.

E. Incorporation of the Six State Transportation Policy Goals
State Law requires that each UPWP describe the work programmed to support and address the six legislative transportation system policy goals of RCW 47.04.280. The transportation system policy goals include Economic Vitality, Preservation, Safety, Mobility, Environment, and Stewardship.

F. Additional Work Tasks
WSDOT and our federal partners recognize that shrinking budgets make it increasingly challenging to address the mandatory work elements described in state and federal statutes. As part of WSDOT’s planning responsibilities, we engage in planning activities that invite MPOs and RTPOs as active partners. We encourage each organization to allocate a portion of their budget to continue working with us on the following activities to ensure their plans and priorities are reflected in these statewide and corridor efforts.

- Involvement in state planning activities:
  - Washington Transportation Plan 2040, Phase II
  - Highway System Plan
  - Map-21 Target Setting Collaboration
SFY 2016 UNIFIED PLANNING WORK PROGRAM GUIDELINES

- Transportation Efficiency (E.O. 14-04)
- Aviation System Plan
- Corridor Planning Studies
- Statewide Travel Demand Model
- Practical Solutions
- GMA Enhanced Collaboration

- Incorporation of pertinent aspects of statewide transportation plans into your RTP/MTP if being updated in this timeframe.
- Analysis of MAP-21 final rules to understand potential impacts to planning practice in Washington State.
- Ongoing coordinated human service transportation discussions.

G. Title VI and Reporting
MPOs submit annual Title VI reports by following their Title VI plan steps. MPOs and RTPOs that receive FTA funding must report their Title VI compliance following the guidance and requirements in FTA Circular 4702.1B. WSDOT, in cooperation with FHWA and FTA, has facilitated Title VI training in 2013 to assist agencies with understanding federal expectations for compliance. MPOs/RTPOs are encouraged to pay particular attention to the language translation requirements under Title VI.

V. FEDERAL 2016 EMPHASIS AREAS
(Per USDOT letter dated April 23, 2014)

A. MAP-21 Implementation

*Transition to Performance Based Planning and Programming.*

The development and implementation of a performance management approach to transportation planning and programming that supports the achievement of transportation system performance outcomes.

B. Models of Regional Planning Cooperation

*Promote cooperation and coordination across MPO boundaries and across State boundaries where appropriate to ensure a regional approach to transportation planning.*

This is particularly important where more than one MPO or State serves an urbanized area or adjacent urbanized areas. This cooperation could occur through the metropolitan planning agreements that identify how the planning process and planning products will be coordinated, through the development of joint planning products, and/or by other locally determined means. Coordination across MPO and across State boundaries includes the coordination of transportation plans and programs, corridor studies, and projects across adjacent MPO and State boundaries. It also includes collaboration among State DOT(s), MPOs, and operators of public transportation activities such as: data collection, data storage and analysis, analytical tools, and performance based planning.

C. Ladders of Opportunity

*Access to essential services – as part of the transportation planning process, identify transportation connectivity gaps in access to essential services.*
Essential services included housing, employment, health care, schools/education, and recreation. This emphasis area could include MPO and State identification of performance measures and analytical methods to measure the transportation system’s connectivity to essential services and the use of this information to identify gaps in transportation system connectivity that preclude access of the public, including traditionally underserved populations, to essential services. It could also involve the identification of solutions to address those gaps.

FHWA and FTA division staff explained that this emphasis area isn’t new. They are nudging the MPOs and states to continue building on the work they are already doing, e.g., environmental justice, coordinated human service plans, and addressing the disadvantaged and underserved population access to transportation services and facilities.

VI. STATE AND FEDERAL EMPHASIS AREAS

A. Tribal Consultation
MPOs and RTPOs are encouraged to coordinate and invite participation with tribal governments on the development of their regional transportation plans. WSDOT encourages MPOs and RTPOs to utilize technology, such as webinars, conference calls, and video conferencing, to engage tribal governments in policy board and Technical Advisory Committee (TAC) meetings.

The 1989 Centennial Accord and 1999 Millennium Agreement between nearly all of the State of Washington and the Federally Recognized Tribes establishes the framework and commitment to a government-to-government relationship. WSDOT maintains government-to-government relations with 35 Federally Recognized Tribes located in the State of Washington and bordering states of Idaho and Oregon. WSDOT is committed to consulting with Tribes on decisions that may affect their rights and interests.

Consultation is defined as a “respectful, effective communication in a cooperative process that works toward a consensus, before a decision is made or an action is taken.” Additionally, the WSDOT Centennial Accord Plan outlines how the agency establishes and maintains government-to-government relationships with tribal governments. The WSDOT Secretary’s Executive Order E 1025.01 on Tribal Consultation also provides WSDOT employees with specific roles, responsibilities, and procedures for working with Tribes on projects.

The Tribal Transportation Program Delivery Guide cites the statutory/regulatory requirements of 25 CFR 170, stating that Tribes should consider coordinating with and must inform (25CFR 170.108(a)(1)) the State DOT and as appropriate any Metropolitan Planning Organization (MPO) on their transportation planning process to ensure any programs and projects adjacent to Tribal lands are consistent and appropriate with Tribal needs and interests. Further information may be found at: http://flh.fhwa.dot.gov/programs/ttp/guide/

B. Annual Reports
Along with the federal requirement for MPOs to complete annual reports (see section II –
B) WSDOT requires RTPOs to complete annual reports. RTPOs should complete annual reports using their UPWP and provide similar information as what it required by an MPO.

**C. Interlocal Agreements**

An Interlocal Agreement is a written arrangement between a grant recipient and another public body to provide eligible grant match contributions to a project. Interlocal agreements are subject to RCW 39.34, Interlocal Cooperation Act (WAC 173-95A-020). 23 CFR 450.316 describes the process for involving interest parties, participation, and consultation with those parties with the MPA boundary. Interlocal agreements should be created and updated by all MPOs and signed by member organizations. An interlocal agreement should be created or updated if:

- No interlocal agreement exists
- An interlocal agreement cannot be located
- An interlocal agreement is scheduled to expire (WSDOT recommends the update process begin no later than six months prior to expiration.)
- There is an organizational structure change within an MPO or its member organizations
- The MPA boundary changes (if the change results in modifications to membership)

**D. Statewide Planning Efforts**

MPOs are required to participate in statewide planning efforts with respect to the various state modal plans and the statewide long-range transportation plan. Per 23 CFR 450.314, MPOs will enter into agreements with WSDOT and the public transportation provider(s) in 2014 that will specifically identify the mutual responsibilities in carrying out the metropolitan transportation planning process.

**E. Website Requirement**

MPO websites are required to be updated with accurate information that must be readily available to the public. Per 23 CFR 450.316, (1)(iv) Making public information (technical and meeting notices) available to electronically accessible formats and means, such as the World Wide Web, is required. Please include the MPO website link in all UPWPs and verify that documents requiring to be made available to the public are posted in English with the option to the public of requesting a document in a different language, if applicable.

**F. Corridor Planning**

23 CFR 450.212 Transportation planning studies and project development (a) Pursuant to section 1308 of the Transportation Equity Act for the 21st Century, TEA-21 (Pub. L. 105-178), a State(s), MPO(s), or public transportation operator(s) may undertake a multimodal, systems-level corridor or subarea planning study as part of the statewide transportation planning process. To the extent practicable, development of these transportation planning studies shall involve consultation with, or joint efforts among, the State(s), MPO(s), and/or public transportation operator(s). The results or decisions of these transportation planning studies may be used as part of the overall project development process consistent with the National Environmental Policy Act (NEPA) of 1969 (42 U.S.C. 4321 et seq.) and associated implementation regulations (23 CFR part 771 and 40 CFR parts 1500-1508). Specifically, these corridor or subarea studies may result in producing any of the following for a proposed
transportation project:

(1) Purpose and need or goals and objective statement(s);
(2) General travel corridor and/or general mode(s) definition (e.g., highway, transit, or a highway/transit combination);
(3) Preliminary screening of alternatives and elimination of unreasonable alternatives;
(4) Basic description of the environmental setting; and/or
(5) Preliminary identification of environmental impacts and environmental mitigation.

G. Performance Measures
The MAP-21 Implementation Schedule identifies the approximate time frame for the release of the remaining Notices of Proposed Rulemakings (NPRMs). USDOT has yet to release several NPRMs, as of December 2014. WSDOT will continue to collaborate with MPOs and RTPOs and others as official comments to the USDOT dockets are prepared. WSDOT will also continue to collaborate with the MPOs to define a framework for setting state level performance measures.

VII. KEY ISSUES AND TIMELINES FOR MANAGING THE UPWP

A. Roles and Responsibilities
The UPWP is the framework for the 3C Planning Process of each organization:

• Development and Adoption
  o MPO/RTPO Lead
• Review and Approval
  o WSDOT/FHWA/FTA Lead
• Implementation and Reporting
  o MPO/RTPO Lead
### B. UPWP Development Schedule

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<tr>
<th>KEY DUE DATES</th>
<th>KEY ACTION DUE</th>
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<tr>
<td>On or before Thursday, December 31, 2015</td>
<td>The WSDOT Tribal and Regional Coordination Office will provide estimated planning funding allocations to MPOs and RTPOs for SFY 2016.</td>
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<td>February 2015</td>
<td>The WSDOT Tribal and Regional Coordination Office, the Public Transportation Division, Federal Highways, and the Federal Transit Administration schedule coordination meetings collaborative with the MPOs and RTPOs.</td>
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| Monday, March 23, 2015 | MPOs send draft UPWPs electronically to the WSDOT Tribal and Regional Coordination Office, the Public Transportation Division, the Federal Highway Administration, and the Federal Transit Administration. RTPOs send draft UPWPs electronically to only the WSDOT Tribal and Regional Coordination Office. Please refer to the MPO/Directory for WSDOT contacts. Exceptions:  
   - RTC: UPWP Due Date – Thursday, February 5, 2015  
   - LCVMPO: UPWP Due Date – Tuesday, August 11, 2015 |
| April – June, 2015 On-site coordination meetings | The WSDOT Tribal and Regional Coordination Office, Public Transportation Division, WSDOT Region Planners, FHWA, and FTA representatives meet with MPOs to coordinate on draft UPWPs. Note: WSDOT will meet separately with RTPOs not affiliated with MPOs during this same time period. |
| 5 business days after the on-site coordination | The WSDOT Tribal and Regional Coordination Office submits joint comments from WSDOT Planning, Public Transportation, and Regions to the MPOs and RTPOs. |
| May - June, 2015 | MPOs and RTPOs take final UPWPs to Policy Boards for adoption. Organizations that meet quarterly may need to schedule another meeting to adopt the UPWP during this window. |
| Friday, June 19, 2015 | MPOs and RTPOs submit the adopted UPWP electronically to the WSDOT Tribal and Regional Coordination Office. New financial agreements are signed and the UPWPs are attached as the scope of work for the fiscal period. |
| Wednesday, June 24, 2015 | The WSDOT Tribal and Regional Coordination Office submits MPO adopted UPWPs electronically to FHWA/FTA for federal review. |
| Tuesday, June 30, 2015 | FHWA/FTA UPWP approval is due to the WSDOT Tribal and Regional Coordination Office. |
| Wednesday, July 1, 2015 | Approved SFY 2016 UPWPs take effect. |

NOTE: FHWA asked for two-part meetings with MPOs that completed the Long-Form Certification for calendar year 2014. This includes a lunch break. Leadership and staff are encouraged to invite policy board and TAC members.
C. On-Site Coordination Meeting and Draft Agenda

Please review the sample agenda template for the spring 2015 MPO/RTPO on-site UPWP coordination meeting is included below (Figure 1). We encourage that the meeting follow this format, as it is the one event each year where WSDOT HQ, region staff, FHWA and FTA staff visit MPOs on-site.
### SFY 2016 UNIFIED PLANNING WORK PROGRAM GUIDELINES

#### FIGURE 1

**Sample Agenda**

**MPO/RTPO SFY 2016 Unified Planning Work Program**

**On-Site Coordination Meeting**

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<tr>
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<th>Introductions and meeting objectives</th>
<th>WSDOT Headquarters Staff</th>
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<tr>
<td>1</td>
<td><strong>MPO/RTPO Presentation</strong></td>
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<td></td>
<td>a. Successes and Key Accomplishments during State Fiscal Year 2015 to date</td>
<td>MPO/RTPO Leadership and Staff</td>
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<td>b. Major work in progress</td>
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<td>c. Issues and challenges facing the MPO/RTPO</td>
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<td>d. Overview of membership, organizational structure, and decision-making processes</td>
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<td>e. Tribal consultation process</td>
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<td>f. MAP-21 changes</td>
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<td>• Project Prioritization criteria for STP and TA funds</td>
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<td>g. MTIP &amp; RTIP project identification, selection, and prioritization</td>
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<td>h. Overview of the proposed MPO/RTPO SFY 2016 Unified Planning Work Program and how it addresses these challenges (timeline of deliverables)</td>
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<td>How can the federal-state team assist more?</td>
<td>WSDOT Headquarters Staff</td>
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<td>3</td>
<td>What training topics are high priorities for your staff?</td>
<td>MPO/RTPO Staff Leadership/Members</td>
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<td>4</td>
<td>Federal Agency Feedback</td>
<td>FHWA &amp; FTA</td>
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<td>• Identify high points</td>
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<td>• Identify any feedback that will be included in writing</td>
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<td>WSDOT Feedback</td>
<td>WSDOT Headquarters Staff</td>
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<td>• Identify any feedback that will be included in writing</td>
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<td>Next Steps</td>
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<td>7</td>
<td>Closing Comments and agreed to next steps</td>
<td>MPO/RTPO Leadership &amp; Staff</td>
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D. Budget/Financial Table to be Used in UPWP

WSDOT has developed a budget/financial table template (Appendix A) for MPOs to use when developing their UPWP. The budget/financial table has been developed using previous UPWP funding tables from MPOs in Washington State. This table will ensure that MPOs are in compliance with CFR and will allow for efficient invoicing and reimbursements to occur in SFY 2016 so that planning activities are directly related to revenues and expenditures. This is also intended to streamline the compilation of funds for the UPWP Annual Report.

E. Special Studies

RTPOs and MPOs may contract with another agency or a private firm for services to implement tasks identified in the UPWP. Before pursuing contracted services, please discuss your needs with your WSDOT Region Planning Manager, as WSDOT may already have some of the technical resources you need.

Please refer to the sections in the Metropolitan/Regional Transportation Planning Organization Two-Year Financial Agreement related to subcontracting and purchases.

The WSDOT Tribal and Regional Coordination Office is a resource for each MPO/RTPO considering contracting out for UPWP activities. WSDOT must recommend approval of the UPWP expenditure of Metropolitan Planning (PL) funds, Federal Transit Administration section 5303 funds, and approve state RTPO funds before any consultant selection process begins. Subcontracting agreements are subject to specific requirements as outlined in the money agreements.

F. Unfunded Work

MPA unfunded planning activities should be listed as an appendix, or at the end of your UPWP. Having these unfunded lists across the state is helpful in conveying the magnitude of transportation planning work that could and should be done if resources become available. We appreciate this section being included, with as detailed a budget, schedule, and deliverables as possible. This will assist in the eligibility review during the spring on-site coordination meetings. This is very important as funding changes may occur under MAP21.

G. Sources of Other Federal Planning Funds

MAP-21 (23 CFR 450.308) requires that UPWPs list other federal funding being received for transportation planning.

It is important that WSDOT’s Tribal and Regional Coordination Office and Public Transportation Division, as well as your WSDOT Region Planning Manager, FHWA and FTA receive your draft UPWP by Monday, March 23, 2015, so the federal and state review team can prepare for the meeting in advance. The Tribal and Regional Coordination Office will conduct phone meetings with each organization prior to the on-site review to allow the MPO/RTPO to seek clarification on issues in order for these topics to be addressed by the organization prior to the arrival of the review team, and to finalize/customize the meeting agenda.
WSDOT recommends that MPO/RTPO meeting attendees include the MPO/RTPO Transportation Manager, Executive Director, Technical Advisory Committee Chair and Policy Board Chair, or equivalent. State and Federal officials will include the WSDOT Region Planning Manager, Headquarters Statewide Transportation Planning Office and Public Transportation Division; the Federal Highway Administration and Federal Transit Administration.

Organizations that are solely RTPOs should expect a similar coordination agenda with only WSDOT representatives. Because they do not have an MPO, the meetings at Northeast Washington RTPO, Palouse RTPO, Peninsula RTPO, and Quad County RTPO will not include representatives from FHWA or FTA. Federal agency feedback and federal team assistance is unnecessary as these RTPOs receive only state transportation planning funds.

**H. Implementing the UPWP**

The UPWP document should be used to guide planning tasks/activities for your MPO/RTPO in SFY 2016. The UPWP will assist the MPO/RTPO in actively participating and adhering to federal and state planning requirements.

**I. Amendments**

The WSDOT Multimodal Planning Division approves UPWP amendments for RTPOs while FHWA and FTA jointly approve UPWP amendments for all MPOs. The Statewide Transportation Planning Office is available to assist in making this process simple.

FHWA/FTA/WSDOT will be proposing a structured UPWP amendment process in 2015 to keep minor amendments streamlined. If a MPO or RTPO determines they need to reprioritize work, address changes in funding, or address new issues, they should consult with the Statewide Transportation Planning Office. Depending on the scale and content of the amendment, the Statewide TPO will forward the MPO UPWP amendment requests to FHWA/FTA or review and approve the requests from RTPOs. We will continue to coordinate with the MPO/RTPOs to keep the process flexible, while getting necessary federal and state approvals.
Appendices

Appendix A: Budget/Financial Table Template
Appendix B: Scope of the metropolitan transportation planning process
Appendix C: National Goals and Performance Management Measures