



Walla Walla Valley
Metropolitan and Sub-Regional
Transportation Planning Organization

Unified Planning Work Program
State Fiscal Year 2017
(July 1, 2016 through June 30, 2017)

FINAL – June 1, 2016

Adopted by Policy Board

Acknowledgements

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The contents of this report reflect the views of the Walla Walla Valley Metropolitan Planning Organization/ Sub-Regional Transportation Planning Organization (WWVMPO/SRTPO), which is responsible for the facts and the accuracy of the data presented herein. The contents do not necessarily reflect official views or policy of the U.S. Department of Transportation. Approval of the report by federal or state agencies constitutes acceptance of the report as evidence of work performed, but does not imply endorsement of the report's findings or recommendations. This report does not constitute a standard, specification, or regulation.

Assistance Provided by

Washington State Department of Transportation (WSDOT)
Oregon Department of Transportation (ODOT)
Valley Transit
Milton-Freewater Public Transportation
Confederated Tribes of the Umatilla Indian Reservation

Please Contact the WWVMPO/SRTPO for Questions, Concerns, or Comments

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Walla Walla Valley Metropolitan Planning Organization and
Sub-Regional Transportation Planning Organization (WWVMPO/SRTPO)
A Resolution Adopting a State Fiscal Year 2017
Unified Planning Work Program (SFY 2017 UPWP)

RESOLUTION NO. 02-2016

WHEREAS, 23 CFR 450.308 (b) requires that metropolitan transportation planning activities performed with funds provided under title 23 U.S.C. and title 49 U.S.C. Chapter 53 be documented in a Unified Planning Work Program (UPWP); and

WHEREAS, each Metropolitan Planning Organization (MPO), in cooperation with the State(s) and public transportation operator(s), shall develop a UPWP that includes a discussion of the planning priorities within the Metropolitan Planning Area (MPA); and

WHEREAS, the UPWP shall identify work proposed for the next one- or two-year period by major activity and task, in sufficient detail to indicate who will perform the work, the schedule for completing the work, the resulting products, the proposed funding by activity/task, and a summary of the total amounts and sources of Federal and matching funds; and

WHEREAS, Revised Code of Washington (RCW) 47.04.280 in Washington state law and Oregon Administrative Rule (OAR) Chapter 660 Division 12 in Oregon state law provide for policy goals for statewide transportation planning in Washington and Oregon respectively; and

WHEREAS, the Walla Walla Valley Metropolitan Planning Organization Technical Advisory Committee (WWVMPO TAC) recommends adoption of the State Fiscal Year 2017 Unified Planning Work Program (SFY 2017 UPWP) for the Walla Walla Valley MPO and SRTPO areas; and

WHEREAS, staff recommends adoption of the SFY 2017 UPWP for the Walla Walla Valley MPO and SRTPO areas; and

WHEREAS, funds for completing the work elements in the SFY 2017 UPWP come from federal, state, and local resources and are dependent upon action by the federal government and the Washington and Oregon state legislatures; and

WHEREAS, the work program includes activities to be carried out in and for the Walla Walla Valley MPO and SRTPO areas; and

WHEREAS, the WWVMPO/SRTPO Policy Board has reviewed the SFY 2017 UPWP and has determined that the SFY 2017 UPWP is compliant with the requirements of 23 CFR 450.308 and the policy goals set forth in RCW 47.04.280 and OAR 660-012, et seq.; and

WHEREAS, the work program budget, as presented to the Walla Walla Valley MPO/SRTPO Policy Board in coordination with the Washington State Department of Transportation and the Oregon Department of Transportation totals \$260,650 in federal, state, and local funds;

NOW, THEREFORE, BE IT RESOLVED that the Walla Walla Valley MPO/SRTPO State Fiscal Year 2017 Unified Planning Work Program, with a total budget of \$260,650, is hereby adopted.

PASSED AND APPROVED this 1st of June, 2016

Signed:

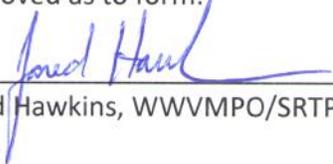


Linda Hall, WWVMPO/SRTPO Policy Board Chair



Andrea Weckmueller-Behringer, WWVMPO/SRTPO
Executive Director

Approved as to form:



Jared Hawkins, WWVMPO/SRTPO Legal Counsel

Walla Walla Valley Metropolitan Planning Organization/Sub-Regional Transportation Planning Organization Membership and Committee Roster

Walla Walla Valley Metropolitan Planning Organization (WVVMPO) Member Agencies

City of College Place (WA) • City of Milton-Freewater (OR) • City of Walla Walla (WA) • Umatilla County (OR) • Walla Walla County (WA) • Port of Walla Walla (WA) • Valley Transit (WA) • Oregon Department of Transportation (OR) • Washington State Department of Transportation (WA)

Walla Walla Sub-Regional Transportation Planning Organization (SRTPO) Member Agencies

City of College Place (WA) • City of Prescott (WA) • City of Waitsburg (WA) • City of Walla Walla (WA) • Port of Walla Walla (WA) • Valley Transit (WA) • Walla Walla County (WA) • Washington State Department of Transportation (WA)

WVVMPO/SRTPO Policy Board (PB)

Julie Scott, Mayor, City of College Place
Linda Hall, City Manager, City of Milton-Freewater
Steve Heimbigner, Mayor, City of Prescott
Randy Hinchliffe, City Administrator, City of Waitsburg
Allen Pomraning, Mayor, City of Walla Walla
Larry Givens, County Commissioner, Umatilla County
Jim Johnson, County Commissioner, Walla Walla County
Ron Dunning, Commissioner, Port of Walla Walla
Dick Fondahn, General Manager, Valley Transit
Monte Grove, Region Manager, ODOT Region 5
Brian White, Interim Regional Administrator, WSDOT South Central Region

WVVMPO/SRTPO Technical Advisory Committee (TAC)

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Table of Contents

Introduction	1
Walla Walla Valley Metropolitan Planning Organization	1
Walla Walla Sub-Regional Transportation Planning Organization	1
Purpose and Scope of the Unified Planning Work Program.....	3
Integrated Planning	3
Transportation Planning Emphasis Areas	4
Public Participation.....	6
Accomplishments in SFY 2016	7
Program Administration	7
Data Collection and Analysis Part II.....	7
Annual Report for July 1, 2014 - June 30, 2015.....	7
SFY 2017 UPWP for July 1, 2016 - June 30, 2017	7
Title VI Annual Report.....	7
Self-Certification Review for January 1 - December 31, 2015.....	7
2016-2019 Metropolitan and Regional Transportation Improvement Program	8
Metropolitan and Regional Transportation - 2040 Plan.....	8
Coordinated Human Services Transportation Planning	8
Memorandum of Agreement	8
Update to the Public Participation Plan	8
Work Elements and Activities for SFY 2017.....	9
Task 1 Provide Program Administration.....	9
Task 2 Collect and Analyze Data	10
Task 3 Develop SFY 2016 Annual Performance and Expenditure Report	10
Task 4 Develop SFY 2018 Unified Planning Work Program	10
Task 5 Develop Annual Title VI Report	11
Task 6 Complete Calendar Year 2016 Self-Certification Review	11
Task 7 Develop 2017-2022 Metropolitan and Regional Transportation Improvement Program and 2016 Annual Listing of Obligated Projects.....	11
Task 8 Coordinate and Monitor Implementation of 2040 Plan and Provide Local Planning Assistance	12
Task 9 Maintain Coordinated Human Services Transportation Planning.....	13
Task 10 Provide Technical Assistance for Long-Term Arterial Plan.....	13
Task 11 Review Public Participation Plan	14
Task 12 Scope and Begin Development of Regional Bicycle and Pedestrian Study	14
Task 13 Scope Regional Transit Study	15
Task 14 Review MPA Boundary	16
Funding and Expenditures	16
Primary Funding Sources	16
Funding by Source	17
Expenditure Budget.....	18
Unfunded Work Priorities.....	20
Appendix A – Adopted UPWP Amendment Policy	I
Appendix B – Subcontracting Obligations	III

Introduction

Metropolitan and regional transportation planning organizations are tasked to facilitate the coordinated planning and implementation of a seamless transportation system for all users. This effort requires cooperation and close collaboration from all entities involved in implementing, maintaining, and improving individual network segments.

In the Walla Walla Valley, this responsibility is assigned to the Walla Walla Valley Metropolitan Planning Organization and Sub-Regional Transportation Planning Organization (WWVMPO/SRTPO), which includes representation from Oregon and Washington State, Valley Transit, the Port of Walla Walla, as well as cities and counties in the region.

Walla Walla Valley Metropolitan Planning Organization

Established on March 27, 2013, the Walla Walla Valley Metropolitan Planning Organization (WWVMPO) is a bi-state transportation planning agency located in the Walla Walla Valley region. As the federally designated MPO for an urbanized area with a population greater than 50,000, the WWVMPO carries out the **continuing, cooperative, and comprehensive (3C) multimodal transportation planning process** 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 to foster economic growth and development, while minimizing transportation-related fuel consumption and air pollution. ([23 USC 134](#))

Federal regulations require the WWVMPO to develop a regionally coordinated long-range transportation plan and short-range improvement program to ensure consistency and efficient use of federal transportation funds. The MPO's bi-state planning area, shown in the figure on Page 2, includes the cities of College Place, Milton-Freewater, and Walla Walla, and portions of the counties of Umatilla and Walla Walla.

The majority of funding for the WWVMPO is provided through transportation planning grants from the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA), administered and supported by the Oregon and Washington State departments of transportation (ODOT and WSDOT).

Walla Walla Sub-Regional Transportation Planning Organization

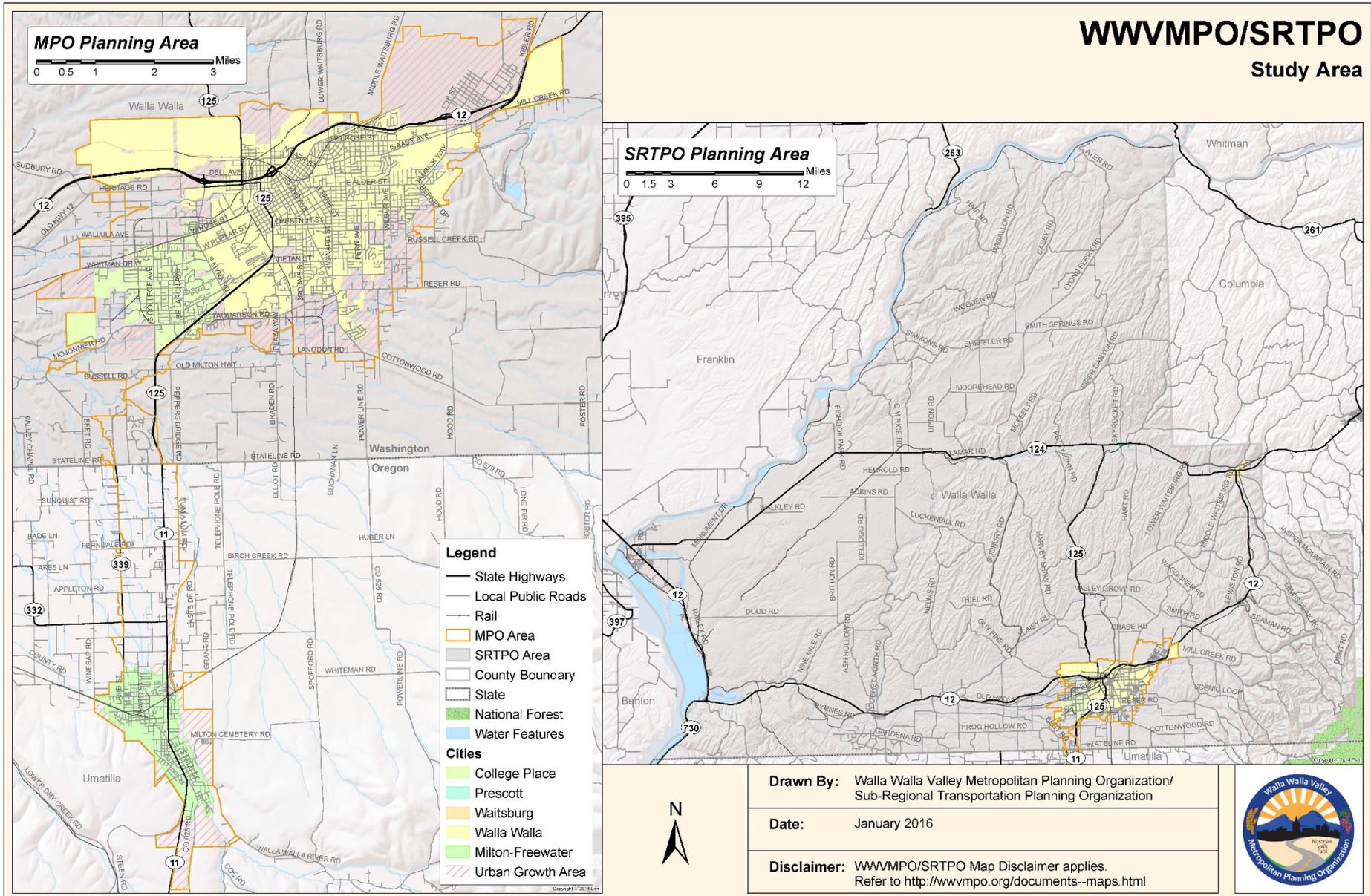
The Walla Walla Sub-Regional Transportation Planning Organization (SRTPO) was created by an agreement, effective July 1, 2013, between the Benton-Franklin-Walla Walla Regional Transportation Planning Organization (RTPO) and the WWVMPO as a means to make regional planning efforts with the new MPO more efficient. The SRTPO boundary, also shown in the figure on Page 2, assigns almost all of Walla Walla County to the WWVMPO, as the area covered under the newly developed SRTPO. The Burbank area, a small portion of western Walla Walla County, is by U.S. Census determination within the Kennewick-Pasco-Richland urbanized area. Therefore, this portion of Walla Walla County is part of the Benton-Franklin RTPO and MPO planning area.

The Walla Walla SRTPO activities comply with Washington State's RTPO requirements ([RCW 47.80](#)), which call for **transportation planning, at all jurisdictional levels, to be coordinated with local comprehensive plans** in order to achieve both statewide and local transportation goals.

Instead of creating a separate Policy Board and Technical Advisory Committee (TAC) for the SRTPO, the WWVMPO chose to expand the current MPO Policy Board and TAC to include additional members. Agencies participating as members of the SRTPO include the MPO members in Washington State and representatives from the cities of Prescott and Waitsburg.

Funding for the SRTPO is appropriated directly from WSDOT, and is used to carry out the regional transportation planning activities.

Figure: Walla Walla Valley MPO and SRTPO Study Area



Purpose and Scope of the Unified Planning Work Program

The Unified Planning Work Program (UPWP) is the tool used to direct the continuous, cooperative, and comprehensive transportation planning efforts. In the UPWP, the WWVMPO/SRTPO describes tasks necessary to meet MPO and RTPO transportation planning requirements.

Updated annually, the UPWP lists activities and deliverables that were completed in the preceding state fiscal year, and describes planning tasks and products anticipated for the following state fiscal year, along with information on associated budget, responsible lead agency, and completion date. All listed activities are to be accomplished in State fiscal year (SFY) 2017, which covers the period of July 1, 2016 through June 30, 2017.

Created in cooperation with member entities, the tasks identified in the UPWP are consistent with the regional transportation goals and objectives identified in the [Metropolitan and Regional Transportation - 2040 Plan](#). Development and implementation of the Unified Planning Work Program is among the transportation planning requirements that must be fulfilled in order for regional transportation projects to be eligible for federal funding.

Integrated Planning

Federal Legislative Mandate

The WWVMPO/SRTPO will focus on continued compliance with the Moving Ahead for Progress in the 21st Century (MAP-21) Act, while actively working towards transitioning to compliance with the Fixing America's Surface Transportation (FAST) Act, which was signed into law on December 4, 2015.

Planning Factors

MAP-21 emphasized eight federal planning factors ([23 USC 134 \(h\)\(1\)](#) and [23 CFR 450.306](#)) that should be considered as part of the metropolitan planning process:

- Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
- Increase the safety of the transportation system for motorized and non-motorized users;
- Increase the security of the transportation system for motorized and non-motorized transportation users;
- Increase the accessibility and mobility of people and freight;
- 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;
- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
- Promote efficient system management and operations; and
- Emphasize the preservation of the existing transportation system.

The FAST Act expands the scope of the [metropolitan planning process](#) to also consider the following:

- Improving transportation system resiliency and reliability;
- Reducing (or mitigating) the stormwater impacts of surface transportation; and
- Enhancing travel and tourism.

MPO Core Functions

[National policy](#) sets forth the core functions the WWVMPO/SRTPO performs –

- Establish and manage a fair and impartial setting for effective regional decision-making;
- Use data and planning methods to identify and evaluate transportation improvement options;
- Prepare and maintain a metropolitan transportation plan (MTP) that covers a planning horizon of no less than 20 years, and uses performance measures and targets;

- Based on the MTP, develop a short-range, four-year transportation improvement program that represents immediate priority actions to achieve the area's goals and system performance targets;
- In coordination with State and public transportation operators, identify performance measure targets and monitor whether implemented projects are achieving desired progress; and
- Involve the general public and other affected constituencies in the core functions listed above.

RTPO Legislative Mandate

The WWVMPO/SRTPO also has certain RTPO duties, which are described in [RCW 47.80.023](#) –

- Prepare and periodically update a transportation strategy for the region;
- Prepare a regional transportation plan that is consistent with countywide policies, comprehensive plans, and with state transportation plans;
- Certify that countywide planning policies and the regional transportation plan are consistent;
- Certify transportation elements of county and city comprehensive plans within the region;
- Review level of service methodologies used by cities and counties who plan under the Growth Management Act (GMA); and work with cities, counties, transit agencies, WSDOT, and others to develop level of service standards or alternative performance measures;
- Develop a six-year regional transportation improvement program;
- Every four years, submit an updated Coordinated Human Services Transportation Plan (HSTP) and advance special needs transportation through specific opportunities and projects; and
- Submit a prioritized human services and rural transit project list every two years.

State Transportation Planning in Washington and Oregon

WSDOT guidance for the WWVMPO/SRTPO UPWP focuses on conducting transportation planning consistent with the federal requirements and state duties described in [Revised Code of Washington \(RCW\) 47.80.023](#) and [Washington Administrative Code \(WAC\) 468-86](#), which implement the GMA's Statewide Planning Goal 3 (Transportation) to "encourage efficient multimodal transportation systems that are based on regional priorities and coordinated with county and city comprehensive plans."

ODOT focuses on conducting transportation planning consistent with federal requirements and state duties described in [Oregon Administrative Rule \(OAR\) Chapter 660, Division 12](#), which implements Statewide Planning Goal 12 (Transportation) to "provide and encourage a safe, convenient and economic transportation system."

Consistency with statewide planning is achieved through the 2040 Plan, which considers state transportation goals.

Transportation Planning Emphasis Areas

Federal Emphasis Areas

The Federal Highway Administration and the Federal Transit Administration provide joint guidance on priority work program emphasis areas for the WWVMPO/SRTPO. Federal agency direction emphasizes a focus on documenting how the major activities in the UPWP accomplish the core functions of metropolitan planning identified in the United States Code (USC) and the Code of Federal Regulations (CFR). Special emphasis areas for federal review of this UPWP have been identified as described in the following sections.

Transition from MAP-21 and FAST Act Implementation

The particular focus remains on the transition to Performance Based Planning and Programming. As the analysis of the FAST Act evolves and transition from MAP-21 takes place, collaboration between WSDOT and the WWVMPO/SRTPO will continue related to any draft or final rules that are released.

Models of Regional Planning Cooperation

A particular emphasis is placed on cooperation and the coordination of transportation planning activities across MPO boundaries and across state boundaries to ensure a regional approach. This is particularly important in the

WWVMPO/SRTPO area, as the MPO serves a bi-state, urbanized area. In the Walla Walla Valley, cooperation and coordination occurs through the development of joint planning products. Further collaboration among the WWVMPO/SRTPO, state DOTs, and operators of public transportation activities may be expanded to include data collection, data storage and analysis, analytical tools, and performance based planning.

Ladders of Opportunity

Access to essential services, such as housing, employment, health care, education, and recreation, is a particularly important function of the regional transportation system. As part of the planning process, the WWVMPO/SRTPO will continue to identify transportation connectivity gaps and seek potential solutions which impact access and connectivity to these essential services, especially for traditionally underserved populations.

State and Federal Emphasis Areas

Tribal Consultation

Working towards consensus before any transportation decision is made, and action is taken, the WWVMPO/SRTPO will continue its technical coordination efforts with the Confederated Tribes of the Umatilla Indian Reservation on the development of Walla Walla Valley regional transportation plans and programs. FHWA recommends that tribal coordination efforts be formalized and documented in the form of an adopted policy. WSDOT further encourages the WWVMPO/SRTPO to consider using technology, such as webinars, conference calls, and video conferencing to engage the tribal government in Policy Board and Technical Advisory Committee meetings.

Annual Performance and Expenditure Report

The WWVMPO/SRTPO is required by federal regulations ([23 CFR 420.117](#)) to submit an Annual Performance and Expenditure Report to ODOT, WSDOT, FHWA, and FTA no later than 90 days following the end of the Washington State fiscal year – resulting in a due date of September 30, 2016. WSDOT also requires that the WWVMPO/SRTPO include RTPO specific information in this annual report.

Interlocal Agreements

Interlocal Cooperation Agreements, as governed by the Washington State Interlocal Cooperation Act ([RCW 39.34](#)), are the legal instruments that were used to first establish the WWVMPO, and subsequently, to create the Sub-Regional Transportation Planning Organization for Walla Walla County through a second agreement.

The MPO's Interlocal Cooperation Agreement was recently amended to reflect organizational changes that occurred when the previous parent organization, the Walla Walla Joint Community Development Agency, was dissolved on December 31, 2014 and the WWVMPO/SRTPO became independent. The Interlocal Cooperation Agreement could undergo an additional amendment, if a Metropolitan Planning Area (MPA) boundary change would modify local entity membership.

Statewide Planning Efforts

The WWVMPO/SRTPO is encouraged to participate in statewide planning efforts with respect to the various state modal plans and the long-range transportation plans for Oregon and Washington State.

Corridor Sketches

A corridor sketch is a way for WSDOT to work jointly with the WWVMPO/SRTPO and its local member governments to capture and document consistent baseline information about a highway corridor. A corridor sketch contains data that describes the characteristics of each highway corridor, common understanding of its current and future functions, performance targets and gaps, and cost-effective strategies for future consideration. A corridor sketch is not a substitute for detailed planning and analysis, nor is it a list of investments or projects, but it may inform future investment decisions. WWVMPO/SRTPO's involvement activities in this process include:

- Participate in meetings, workshops and advisory groups;
- Review and provide input on data and documents related to corridor planning;

- Provide data and modeling results related to corridor planning;
- Perform transportation modeling and analysis as needed to support corridor planning; and
- Use results of corridor planning in the Walla Walla Valley Metropolitan and Regional Transportation Plan and other planning documents.

Performance Measures

The schedule for the release of MAP-21 required performance related Notices of Proposed Rule Making (NPRM) and final rules changes frequently. However, WSDOT will provide timelines and schedules to the WWVMPO/SRTPO regarding updated release dates. Subsequently, WSDOT will collaborate with the agency as official comments to the USDOT dockets are prepared. In addition, WSDOT will continue to work with the agency, as well as other MPOs and RTPOs, towards setting associated performance measures and targets.

Public Participation

The development of the WWVMPO/SRTPO SFY 2017 Unified Planning Work Program follows the guidelines established in the 2016 update of the agency’s Public Participation Plan (PPP). Select work tasks within the UPWP will include public participation activities outlined for the related plan or program. The following table provides an overview of public participation strategies, tools, and public comment periods described in the PPP.

Public Participation - Overview of Strategies, Tools, and Public Comment Periods	Committee Meetings	Public Meetings	Member Interviews, Stakeholder Meetings, Agency Consultation	Website	Documents and Publications	Surveys	Public Notice	Call for Public Comments (Length)	Press Releases and Media Outreach	Mailing Lists	Technical Coordination with Tribal Governments	Regional Meetings, Community Events
<i>Development</i> - Metropolitan and Regional Transportation Plan	x	3 rounds	x	x	x	x	x	4 weeks	x	x	x	x
<i>Amendment</i> - Metropolitan and Regional Transportation Plan	x	x		x	x		x	2 weeks			x	
Metropolitan and Regional Transportation Improvement Program	x			x	x		x	2 weeks			x	
Annual Listing of Obligated Projects	x			x	x		x	2 weeks			x	
Public Participation Plan	x	x		x	x		x	45 days	x	x	x	x
Human Services Transportation Plan	x	x	x	x	x	x	x	2 weeks	x	x	x	
Unified Planning Work Program	x			x							x	
Annual Performance & Expenditure Report	x			x							x	
Title VI Plan	x	x	x	x	x		x	2 weeks	x	x	x	x
Title VI Annual Accomplishment Report	x			x							x	
Regionally Managed Project Selection	x			x							x	

It is important to note that public participation activities for **non-recurring and special studies** will be determined as part of the initial scoping.

Accomplishments in SFY 2016

In coordination with and through the support of its local member agencies, ODOT, and WSDOT, the WWVMPO/SRTPO was able to complete all tasks laid out in the SFY 2016 UPWP, which included the following:

Program Administration

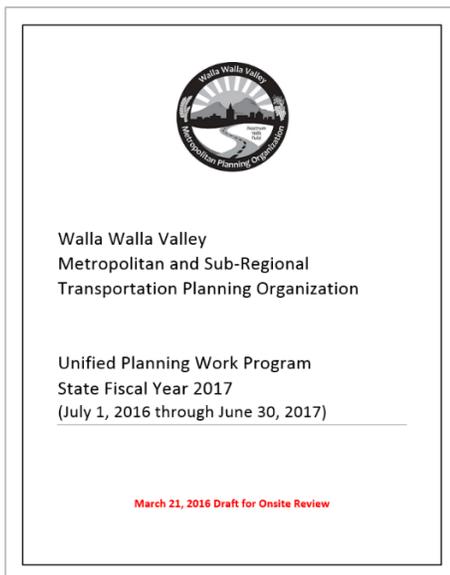
- Actively monitored and participated in relevant state, tribal, and federal discussions on transportation planning, funding, and/or policy matters
- Hired a full-time director
- Provided general office and staff management
- Monitored revenue and expenditures
- Maintained and frequently updated the WWVMPO/SRTPO website
- Prepared and advertised various public notices, and conducted public outreach according to the adopted Public Participation Plan
- **Deliverable** - Updated and adopted the WWVMPO/SRTPO Operating Principles and Procedures
- **Deliverable** - Prepared and adopted WWVMPO/SRTPO Calendar Year 2016 Operating Budget
- **Deliverable** - Successfully completed the 2013/2014 audit conducted by the State Auditor's Office

Data Collection and Analysis Part II

- Completed the data collection effort required for the 2040 Plan
- Concluded the travel demand model development and provided model results for the 2040 Plan
- Shared model results with member agencies as requested

Annual Report for July 1, 2014 - June 30, 2015

- **Deliverable** - Completed and submitted the SFY 2015 Annual Performance and Expenditure Report



SFY 2017 UPWP for July 1, 2016 - June 30, 2017

- **Deliverable** - Submitted the Draft SFY 2017 UPWP to ODOT, WSDOT, FHWA, and FTA
- *Important note: The remaining activities, such as Policy Board approval and submittal of the adopted UPWP to ODOT, WSDOT, FHWA, and FTA will be completed ahead of June 17, 2016 deadline.*

Title VI Annual Report

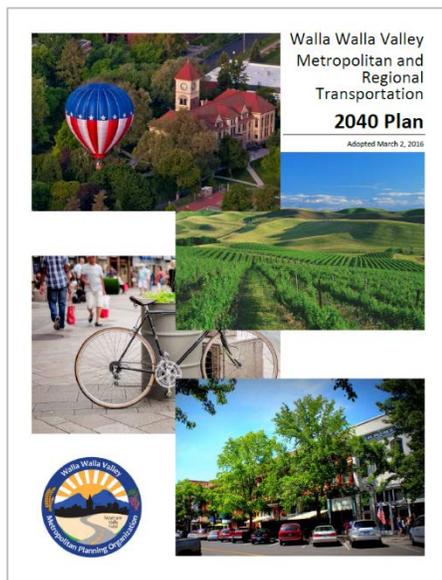
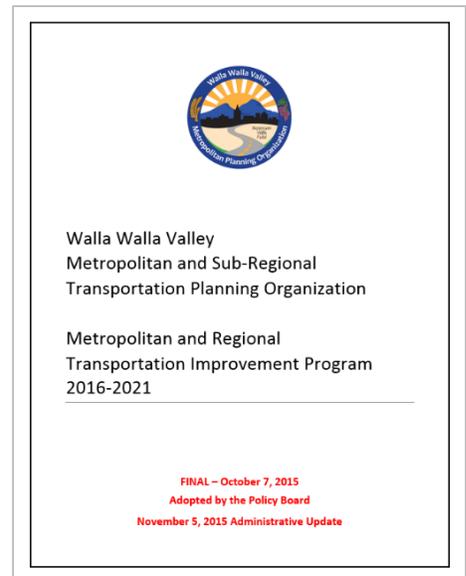
- **Deliverable** - Completed and submitted the first Annual Title VI Report
- **Deliverable** - Updated and submitted the Title VI Plan with new staff and address information

Self-Certification Review for January 1 - December 31, 2015

- **Deliverable** - Completed and submitted Self-Certification along with the 2016-2021 Metropolitan and Regional Transportation Improvement Program

2016-2019 Metropolitan and Regional Transportation Improvement Program

- Reviewed STP and TAP criteria utilized for selection of M/RTIP projects
- Update list of funded metropolitan area and regional projects and compiled list of currently unfunded projects
- **Deliverable - Completed and submitted a fiscally constrained 2016-2021 M/RTIP**
- **Deliverable - Completed and submitted the calendar year 2015 Annual Listing of Obligated Projects**



Metropolitan and Regional Transportation - 2040 Plan

- Conducted multiple rounds of public outreach
- Established a regional transportation vision and associated goals and objectives
- Compiled current transportation inventories and assessed future needs for all modes of transportation
- Formalized 2040 Plan project criteria and related selection process
- Evaluated and prioritized proposed transportation projects
- Projected reasonably available revenues and balanced project cost to attain fiscal constraint
- Formulated regional project and policy recommendations
- **Deliverable - Completed and submitted the adopted 2040 Plan to ODOT, WSDOT, FHWA, and FTA**

Coordinated Human Services Transportation Planning

- Reached out to members of the Human Services Transportation Coalition and other interested agencies
- Analyzed demographic information on individuals with disabilities, older adults, and low-income populations as well as service data related to public transportation

Memorandum of Agreement

- Closely coordinated with WSDOT and Valley Transit on the development of the Memorandum of Agreement (MOA) required under [23 CFR 450.314](#)
- **Deliverable - Finalized and approved the tri-party MOA**

Update to the Public Participation Plan

- Reviewed the effectiveness of various outreach strategies, particularly those which were employed during the development of the 2040 Plan
- In coordination with member entities, prepared an updated Public Participation Plan (PPP) for public review
- *Important note: The adoption of the final PPP by the WWVMPO/SRTPO Policy Board will take place on July 6, 2016. **Deliverable - The submittal of the Final WWVMPO/SRTPO Public Participation Plan will follow immediately thereafter.***

Work Elements and Activities for SFY 2017

It is anticipated that the WWVMPO/SRTPO will accomplish the following UPWP tasks during SFY 2017 or, if the task continues into the next fiscal year, make significant progress towards the anticipated goal or deliverable(s) associated with each of the UPWP tasks described in detail in the following sections.

Task 1 Provide Program Administration

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

- General Office and Staff Management
 - Provide clerical support and staff management.
 - Prepare, facilitate, and document all committee, ad hoc, and public meetings.
 - Build staff capacity through onsite training sessions and offsite workshops and conferences.
 - Maintain computer hardware and update or expand software capabilities.
 - Provide support to the legal service provider.
- Fiscal and Work Program Management
 - Develop the agency's annual operating budget.
 - Prepare monthly, quarterly, and annual financial reports.
 - Monitor the Unified Planning Work Program, track progress, and amend as necessary.
 - Provide support to the accounting service provider.
- External Communications
 - Maintain content on the MPO/SRTPO website.
 - Advertise public meetings and WWVMPO/SRTPO sponsored events.
 - Communicate with the media regarding current MPO/SRTPO planning and policy activities.
 - Transmit MPO/SRTPO recommendations and actions to appropriate local, state, tribal, and federal agencies and elected officials.
 - Respond to requests from local, state, tribal, and federal staff and officials for information on WWVMPO/SRTPO plans and programmatic priorities.
- Interagency Coordination
 - Monitor and participate in relevant local, state, tribal, and federal project, funding, or policy matters.
 - Coordinate and consult with member entity staff and elected officials, as well as other MPOs and RTPOs on tribal, state, regional, and local transportation projects and policies.
 - Coordinate with Valley Transit, area non-profits, and private sector transportation providers on public transportation projects and policies.
 - Continue tribal consultation and actively involve the Confederated Tribes of the Umatilla Indian Reservation (CTUIR) in the development of plans and programs.
 - Participate in State planning activities such as the Washington Transportation Plan 2040 (Phase II), Highway System Plan, Performance Target Setting Collaboration, Corridor Sketches, and others.

Important Note: As an agency, the WWVMPO/SRTPO does not anticipate engaging in lobbying activities during SFY 2017. In the event that a WWVMPO/SRTPO staff member or representative engages in lobbying, only local funds not associated with any federal or state transportation planning, programming, or project funding will be used, and the related activities will be reported, as required in 31 USC 1352 and 49 CFR 20 as well as 2 CFR Part 225 Appendix B and Part 220 Appendix A.

Task Budget: \$150,000

Deliverable: Agendas, Meeting Minutes, Financial Statements, various Procedures Manuals, etc.

Timeframe: Ongoing

Lead: MPO/SRTPO Executive Director

Support: MPO/SRTPO Planning Assistant, Policy Board, TAC, CTUIR, ODOT, WSDOT, FHWA, and FTA

Task 2 Collect and Analyze Data

Data collection, analysis, maintenance, and reporting activities are necessary to sustain the WWVMPO/SRTPO decision making process and produce relevant transportation planning products. The data is used to identify transportation issues, propose solutions, and monitor performance. Data maintained by the WWVMPO/SRTPO is accessible to member agencies and the public. Data collection and analysis tasks may include the acquisition and maintenance of hardware, software, or licenses for travel demand modeling, geographic information systems, and traffic micro-simulation applications.

Data collection and analysis activities are coordinated with WSDOT, ODOT, CTUIR, cities, counties, public transportation providers, and port districts to avoid duplication of efforts and to support statewide and regional transportation planning and programming priorities and decisions.

- Task Budget:** \$28,400
- Deliverables:** Data for Various Studies and Planning Tasks
- Due Date:** Ongoing
- Lead:** MPO/SRTPO Executive Director
- Support:** MPO/SRTPO Planning Assistant, TAC, member agency staff, ODOT, and WSDOT

Task 3 Develop SFY 2016 Annual Performance and Expenditure Report

The Annual Performance and Expenditure Report (APER) describes the progress made towards fulfilling the activities outlined in the previous year’s Unified Planning Work Program. The APER also details associated expenses and discusses any departure from the originally proposed task budgets.

- Task Budget:** \$1,000
- Deliverable:** SFY 2016 Annual Performance and Expenditure Report
- Due Date:** September 30, 2016
- Lead:** MPO/SRTPO Executive Director
- Support:** MPO/SRTPO Planning Assistant, TAC, ODOT, WSDOT, FHWA, and FTA

Task 4 Develop SFY 2018 Unified Planning Work Program

The Unified Planning Work Program serves as the basis for requesting federal planning funds from the U.S. Department of Transportation’s Federal Highway Administration and the Federal Transit Administration. The UPWP is also a management tool for scheduling, budgeting, and monitoring progress of planning activities. Developed in cooperation with its member entities, the activities identified in the WWVMPO/SRTPO UPWP are consistent with the regional transportation goals and objectives identified in the Metropolitan and Regional Transportation - 2040 Plan.

Updated annually, the UPWP lists major activities, which were accomplished in the preceding state fiscal year, as well as describes those planning activities anticipated for the new state fiscal year, along with information on associated budget, responsible lead agency, and anticipated completion date for all related activities. The UPWP assists local, state, tribal, and federal agencies in coordinating transportation planning activities.

- Task Budget:** \$2,500
- Deliverable:** SFY 2018 UPWP
- Due Date:** June 16, 2017
- Lead:** MPO/SRTPO Executive Director
- Support:** MPO/SRTPO Planning Assistant, Policy Board, TAC, CTUIR, ODOT, WSDOT, FHWA, and FTA
- Approval:** FHWA and FTA

Task 5 Develop Annual Title VI Report

The WWVMPO/SRTPO is responsible for certifying that the agency consistently follows all Title VI rules and regulations. Each year, the WWVMPO/SRTPO completes an Annual Title VI Report, which provides an overview of relevant outreach and accomplishments for the various programs and activities the agency administers. The WWVMPO/SRTPO also reviews the Title VI Plan and submits any necessary updates to ODOT and WSDOT.

- Task Budget:** \$1,250
- Deliverable:** MPO/SRTPO Title VI Annual Report
- Due Date:** August 27, 2016
- Lead:** MPO/SRTPO Planning Assistant
- Support:** MPO/SRTPO Executive Director, TAC, ODOT, WSDOT, FHWA, and FTA

Task 6 Complete Calendar Year 2016 Self-Certification Review

The WWVMPO/SRTPO is responsible for certifying that the agency follows all federal and state transportation planning rules and regulations. Each year in conjunction with the Transportation Improvement Program (TIP) development, the WWVMPO/SRTPO completes the required self-certification. The Policy Board adopts and includes the approved certification in the submittal of the final TIP.

- Task Budget:** \$1,000
- Deliverable:** WWVMPO/SRTPO Self-Certification
- Due Date:** October 21, 2016
- Lead:** MPO/SRTPO Planning Assistant
- Support:** MPO/SRTPO Executive Director, Policy Board, TAC, ODOT, WSDOT, FHWA, and FTA

Task 7 Develop 2017-2022 Metropolitan and Regional Transportation Improvement Program and 2016 Annual Listing of Obligated Projects

Federal and state regulations require the WWVMPO/SRTPO to develop a short-term Transportation Improvement Program for its Metropolitan and Sub-Regional Transportation Planning Organization study areas. Federal requirements call for a four-year, financially constrained list of projects, whereas Washington State regulations stipulate a six-year list of projects. In lieu of producing two separate documents, the combined Walla Walla Valley Metropolitan and Regional Transportation Improvement Program (M/RTIP) is a six-year programming document, which demonstrates financial constraint for federal funds throughout the first four years of the integrated financial plan.

The M/RTIP is derived from Washington State city and county six-year Comprehensive Transportation Programs; Oregon member entities' Transportation System Plans; the six-year Transit Development Plan, developed and adopted by the local public transportation agency; and the project lists compiled by ODOT and WSDOT. The projects contained in the M/RTIP must also be consistent with policy and project recommendations included in the 2040 Plan.

The M/RTIP is updated annually and functions as a project programming document and financial plan that identifies all federally funded and prioritized projects, as well as other transportation improvements of regional significance, regardless of their funding source.

The WWVMPO/SRTPO is also required to annually publish a list of transportation improvements, for which federal funds have been obligated in the preceding calendar year. The overview of these federal funding awards is documented in the Annual Listing of Obligated Projects (ALOP), which serves as record of project delivery and as a progress report for the purpose of disseminating public information and providing government transparency.

Task Budget: \$7,000
Deliverable: 2017-2022 Metropolitan and Regional Transportation Improvement Program
Due Date: October 21, 2016
Deliverable: 2016 Annual Listing of Obligated Projects
Due Date: March 31, 2017
Lead: MPO/SRTPO Executive Director
Support: MPO/SRTPO Planning Assistant, Policy Board, TAC, CTUIR, ODOT, and WSDOT
Approval: FHWA and FTA

Task 8 Coordinate and Monitor Implementation of 2040 Plan and Provide Local Planning Assistance

Preparation of a Metropolitan Transportation Plan (MTP) is a Federal requirement for the urbanized areas in and around College Place, Milton-Freewater, and Walla Walla. The Washington State Growth Management Act establishes the requirement for a Regional Transportation Plan (RTP), which encompasses Walla Walla County. The Walla Walla Valley region has been tasked with meeting both the federal and state transportation planning requirements, which overlap in many areas. Thus the WWVMPO/SRTPO has combined the MTP and RTP into a single long-range plan.

Adopted on March 2, 2016, the current Walla Walla Valley Metropolitan and Regional Transportation Plan – 2040 Plan offers an overview of cross-jurisdictional transportation inventories, identifies region-wide issues and existing needs, and analyzes future travel demand. The focus of the 2040 Plan is to coordinate the selection of the highest priority transportation projects and programs for regional funding and implementation. The plan is designed to provide a regional vision for future multimodal transportation strategies and investments that improve access and mobility within the entire Walla Walla Valley. In terms of roadways, the plan focuses only on those highways, county roads, and city streets that are deemed regionally significant. The document also addresses pedestrian, bicycle, and transit transportation infrastructure and services that perform regional functions. The 2040 Plan provides clear policy and project recommendations, and guides all other regional transportation planning and programming activities. The plan will undergo a review for currency in 2018 and a complete update in 2020.

The WWVMPO/SRTPO monitors the implementation of 2040 Plan recommendations, and provides related policy guidance and technical assistance to its member entities. The WWVMPO/SRTPO also processes requests to amend the 2040 Plan in accordance with the adopted plan amendment procedures, regulatory requirements, financial constraint considerations, and public involvement guidelines.

Furthermore, the WWVMPO offers support to member agency staff during the update of interdependent transportation elements of local county and city comprehensive plans, as well as during the development of Comprehensive Transportation Programs, Transportation System Plans, and Six-year Transit Development Plans.

Task Budget: \$15,000
Deliverables: Monitoring of Implementation Activities; Processing Requests for Amendment; Providing Technical Assistance
Due Date: March 2018
Lead: MPO/SRTPO Executive Director
Support: MPO/SRTPO Planning Assistant, Policy Board, TAC, and member agencies staff

Task 9 Maintain Coordinated Human Services Transportation Planning

The first WWVMPO/SRTPO coordinated Human Services Transportation Plan (HSTP) was adopted in December 2014. The plan describes the overall transportation needs in the Walla Walla Valley for those who do not have their own form of transportation due to youth, limited income, being elderly, or having a disability. It outlines the current transportation options available in the region, identifies how some needs are met, and acknowledges where other needs remain. The WWVMPO/SRTPO is responsible for maintaining ongoing coordination efforts and for updating the HSTP every four years. The current HSTP was developed as a stand-alone document and the next complete update is due in 2018.

The WWVMPO/SRTPO continues its coordination of human services and public transportation outreach and collaboration. In addition, the agency solicits and prioritizes related transportation projects to inform WSDOT's Consolidated Public Transportation Grant application process, which is expected to commence in August 2016.

- Includes outreach to, and meetings with, the Coordinated Transportation Coalition, made up of transit, tribes, regional transportation providers, and social service agencies involved in coordinated transportation.
- Focuses on the analysis of the transportation needs and associated service gaps for individuals with disabilities, older adults, and people with low incomes - through outreach activities and data analysis, which then inform the update of the prioritized project list; activities also support the continued coordination efforts with applicable regional and statewide planning processes.

Task Budget: \$24,000

Deliverable: Analysis of Transportation Needs/Service Gaps; Prioritized Project List; Continued Outreach

Due Date: November 2016 (Prioritized Project List); Ongoing (Continued Outreach)

Lead: MPO/SRTPO Planning Assistant

Support: MPO/SRTPO Executive Director, Policy Board, TAC, CTUIR, ODOT, WSDOT, Valley Transit, regional public and private transportation providers, and social services agencies

Task 10 Provide Technical Assistance for Long-Term Arterial Plan

In 2004 and 2005, Walla Walla County and the cities of College Place and Walla Walla jointly developed a long-term vision for an arterial system that would serve the combined urban area. The purpose was to plan for a seamless transportation system with cross-jurisdictional connectivity that would be able to accommodate anticipated future growth.

The 2040 Plan recommends that the Long-Term Arterial Plan (LTAP) be reviewed and updated, making use of the recently completed regional travel demand model. The MPO/SRTPO staff plans to conduct regional travel demand modeling activities to assist in the benefit determination for various scenarios. The resulting LTAP recommendations are expected to inform the required 2018 update of local county and city comprehensive plans, as well as the future update of the 2040 Plan.

Task Budget: \$8,000

Deliverable: Travel Demand Modeling Data for Long-Term Arterial Scenarios

Due Date: December 2017

Lead: MPO/SRTPO Executive Director

Support: MPO/SRTPO Planning Assistant, Policy Board, TAC, WSDOT, and Valley Transit

Task 11 Review Public Participation Plan

The WWVMPO/SRTPO's 2016 update to the Public Participation Plan (PPP) was developed in coordination with member entities and in consultation with all interested parties. The PPP outlines the agency's participation and consultation process. Strategies and tools contained therein are designed to engage interested parties and involve the public in the metropolitan and regional transportation planning process at key decision points.

The WWVMPO/SRTPO annually reviews the efficacy of strategies and tools documented in the PPP. Updates to the PPP are made as needed.

Task Budget: \$1,000

Deliverable: PPP Evaluation Matrix

Date Due: June 30, 2017

Lead: MPO/SRTPO Planning Assistant

Support: MPO/SRTPO Executive Director, Policy Board, TAC, CTUIR, ODOT, and WSDOT

Task 12 Scope and Begin Development of Regional Bicycle and Pedestrian Study

Active transportation modes like walking and cycling are an integral part of the transportation system. These modes of transportation provide options that are beneficial to both individual and environmental health, as well as contribute to the efficiency of the entire transportation network. Pedestrian and bicycle facilities that are accessible, direct, and continuous have been shown to be economically beneficial to the surrounding community, and also improve safety for everyone using the roadway system. Furthermore, walking and cycling enriches the livability of the Walla Walla Valley, reduces congestion, improves mobility, and enhances the overall quality of life for residents.

The 2040 Plan recommends that a regional bicycle and pedestrian study be conducted, which supports effective design and efficient corridors for bikeable and walkable communities regionwide. The WWVMPO/SRTPO proposes to work with planning partners, advocacy groups, interested stakeholders, and the public. The agency will analyze alternative options and alignments to create a Walla Walla Valley guide for the implementation of integrated and cross-jurisdictional, non-motorized transportation options.

In order to complete this task, the following planning steps will be undertaken over the course of two years.

- Retain specialized, technical expertise through the pursuit of funding or technical assistance resources, such as bicycle and pedestrian planning grants or planning support through state and national programs.
- Undertake research of related planning efforts and compile existing information and data.
- Coordinate WWVMPO/SRTPO specific efforts and collaborate with regional stakeholders, such as the City of Walla Walla Bicycle & Pedestrian Advisory Committee, Community Council, Umatilla County, and others who are planning and implementing bicycle/pedestrian/non-motorized transportation options.
- Conduct stakeholder and public outreach to assist with the development of various plan components –
 - Establish active transportation vision and goals;
 - Identify non-motorized transportation issues, needs, constraints, and opportunities;
 - Document specific problem statements and evaluation criteria; and
 - Prioritize projects and programs.
- Develop an implementation plan and associated budget.
- Periodically evaluate list of programs and projects, and update as needed.

The desired outcome following completion of this study is the development and implementation of a community-driven and locally-supported Regional Bicycle, Pedestrian, and Non-Motorized Trails Plan for the Walla Walla Valley region.

Task Budget: \$15,000
Deliverable: Initial Phase - Identification of Additional Resources and Study Partners; Study Scope and Outline
Due Date: June 2018
Lead: MPO/SRTPO Executive Director
Support: MPO/SRTPO Planning Assistant, Policy Board, TAC, and member agency staff

Task 13 Scope Regional Transit Study

Public transportation is a very important component of the overall transportation system as it increases mobility, expands accessibility, and provides additional transportation choices for the Walla Walla Valley and its residents. Critical mobility needs of elderly, youth, disabled, and low-income residents are often met by the available public transportation services. Coverage areas and levels of service involve close coordination to deliver an efficient network across service providers. Public transportation must also provide sufficient connections to other modes of transportation in the region.

The urbanized portion of the WWVMPO/SRTPO area is currently served by fixed route, paratransit, demand response, and vanpool services. However, significant challenges remain to meeting public transportation needs, especially for residents living in the more rural parts of the study area. The 2040 Plan therefore recommends that a Regional Transit Study be conducted with a particular focus on rural public transportation. The WWVMPO/SRTPO plans to work with public and private transportation service providers, advocacy groups, interested stakeholders, and the public. The agency will create a regional needs inventory as well as analyze and recommend options to enhance access and mobility for currently underserved areas and populations.

The following planning steps will be undertaken to complete this task over the course of several years.

- Explore and pursue technical assistance or new funding resources to retain specialized mobility expertise, potentially through WSDOT’s Consolidated Grant funding or state and national transit planning programs.
- Collaborate with regional stakeholders and establish a study committee, which may encompass public and private transportation providers, large employers, and other interested stakeholders.
- Compile existing information and data, as well as inventory and analyze current public transportation and mobility services as well as target populations.
- Conduct stakeholder and public outreach throughout the development of various study components –
 - Establish mobility vision and goals;
 - Identify mobility issues, needs, constraints, and opportunities; and
 - Formulate recommendations, strategies, and action steps.
- Develop a phased implementation plan.
- Periodically evaluate program implementation and update study recommendations as needed.

The desired outcome is the development and subsequent implementation of public transportation recommendations, strategies, and action steps that enhance mobility throughout the study area.

Task Budget: \$5,000
Deliverable: Initial Phase - Identification of Study Partners and Additional Resources; Study Scope and Outline
Due Date: December 2018
Lead: MPO/SRTPO Executive Director
Support: MPO/SRTPO Planning Assistant, Policy Board, TAC, HSTC, Valley Transit, regional public and private transportation providers, and member agency staff

Task 14 Review MPA Boundary

Following the March 2016 adoption of the combined Metropolitan and Regional Transportation - 2040 Plan, the WWVMPO/SRTPO proposes to study a possible expansion of the Metropolitan Planning Area (MPA) boundary to encompass the entire SRTPO study area.

Task Budget: \$1,500

Deliverable: Feasibility Study of MPA Boundary Expansion

Due Date: December 2016

Lead: MPO/SRTPO Executive Director

Support: MPO/SRTPO Planning Assistant, Policy Board, TAC, ODOT, WSDOT, FHWA, and FTA

Funding and Expenditures

Primary Funding Sources

FHWA Metropolitan Planning Funds

Within Washington State, the WWVMPO/SRTPO uses federal metropolitan planning (PL) funds for up to 86.5% of a project, and the required 13.5% non-federal match is provided by local government dues. For activities within the Oregon MPO area, federal planning funds can be used for up to 89.73% of a project, and ODOT provides the non-federal match of 10.27% based on the Interstate Agreement with ODOT

FTA Section 5303 Grant Funds

Section 5303 funds are federal funds designated for transit planning and research activities. For activities within Washington State, the WWVMPO/SRTPO member entities provide the local match of 13.5% based on the Metropolitan/Regional Transportation Planning Organization Agreement with WSDOT. For activities within Oregon, the WWVMPO/SRTPO member entities provide the local match of 10.27%.

FTA Section 5310 And 5311 Grant Funds

WSDOT apportioned Section 5310 and 5311 funds to the WWVMPO/SRTPO to aid regional transit planning. The only work activity identified in the UPWP to utilize these funds is the Human Services Transportation Plan, as well as associated Human Services Transportation Coalition outreach. These funds do not have a local match requirement.

RTPO Grant Funds

Based primarily on population distribution, the State of Washington allocates funds to all RTPOs within the state in order to perform the required planning activities. These funds do not have a local match requirement.

Local Member Entity Dues

According to Article 4.04 of the WWVMPO/SRTPO Interlocal Cooperation Agreement, "member agencies dues to cover expenses of the WWVMPO shall be based on the Annual Budget adopted by the Policy Board, and shared equally among the policy board members except that ODOT and WSDOT shall not pay dues."

The calculation of the local dues is based on the local match amount required to obtain the FHWA PL and FTA 5303 federal grant funding and is reviewed annually.

Other Funding Sources

For special studies, such as the Regional Bicycle and Pedestrian Study or the Regional Transit Study, the WWVMPO/SRTPO is pursuing additional grant opportunities. If successful, the additional funding source will be included in the SFY 2017 UPWP according to the adopted UPWP Amendment Policy, detailed in Appendix A.

Funding by Source

On February 24, 2016, the MPO received correspondence from WSDOT on anticipated revenues for SFY 2017 MPO planning activities. The summary table shows the forecasted SFY 2017 revenue by source and also includes the estimated carry forward from SFY 2016.

Walla Walla Valley MPO/SRTPO Estimated Revenue by Funding Source for SFY 2017 MPO/SRTPO Activities (July 1, 2016 – June 30, 2017)	
Source	Amount
FHWA Planning Funds (WA)	\$130,000
FTA 5303 Funds (WA)	\$23,000
WA Match (WWVMPO)	\$23,905
Total WA SFY 2017 Federal Planning funds available	\$176,905
FHWA Planning Funds (OR)	\$18,210
WWVMPO OR Match (OR)	\$2,084
FTA 5303 Funds (OR)	\$5,790
OR Match (WWVMPO)	\$663
Total OR SFY 2017 Federal Planning funds available	\$26,747
SFY 2017 WA RTPO Planning funds (no match)	\$32,998
<i>Carry Forward SFY 2016 FHWA/FTA Funds (WA)</i>	<i>\$0</i>
<i>Carry Forward SFY 2016 FHWA/FTA Funds (OR)</i>	<i>\$0</i>
<i>Carry Forward SFY 2016 Public Transit/Human Services Transportation Plan Funds (WA) (no match)</i>	<i>\$24,000</i>
Total WA/OR SFY 2016 Federal Planning funds available	\$24,000
Total Estimated Revenue Available for SFY 2017	\$260,650

Expenditure Budget

Expenditure Summary Budget

Based on historical expenditures and anticipated resource needs, the table shows estimated expenditures for each of the SFY 2017 planning tasks.

Walla Walla Valley MPO/SRTPO Estimated Expenditure Budget for SFY 2017 MPO/SRTPO Activities (July 1, 2016 – June 30, 2017)	
UPWP Major Activity or Task	Estimated Planning Funds
1. Provide Program Administration	\$150,000
2. Collect and Analyze Data	\$28,400
3. Develop SFY 2016 Annual Performance and Expenditure Report	\$1,000
4. Develop SFY 2018 Unified Planning Work Program	\$2,500
5. Complete Annual Title VI Report	\$1,250
6. Complete Calendar Year 2016 Self-Certification Review	\$1,000
7. Develop 2017-2022 Metropolitan and Regional Transportation Improvement Program and 2016 Annual Listing of Obligated Projects	\$7,000
8. Coordinate and Monitor Implementation of 2040 Plan and Provide Local Planning Assistance	\$15,000
9. Maintain Coordinated Human Services Transportation Planning	\$24,000
10. Provide Technical Assistance for Long-Term Arterial Plan	\$8,000
11. Review Public Participation Plan	\$1,000
12. Scope and Begin Development of Regional Bicycle and Pedestrian Study	\$15,000
13. Scope Regional Transit Study	\$5,000
14. Review MPA Boundary	\$1,500
Total Estimated Expenditure Budget for SFY 2017	\$260,650

The work activities listed in the SFY 2017 UPWP will be performed by the WWVMPO/SRTPO. Should additional grant funding be secured, which would allow for the retention of outside assistance, such as a private consulting firm, then the WWVMPO/SRTPO would coordinate with ODOT and WSDOT according to the subcontracting obligation listed in Appendix B.

Detailed Budget

The following table provides a listing of the MPO/SRTPO tasks and proposed budget per task distributed across the sources of planning funds.

Task Code	Task Description	FHWA - PL				FTA - 5303				FTA - 5311 HSTP	STATE - RTPO	TASK FUNDING SUMMARY				
		Total FHWA 100%	FHWA 86.5% WA 89.7% OR	OR State Match	Local Match (WA)	Total FTA 100%	FTA 86.5% WA 89.7% OR	Local Match (WA)	Local Match (OR)			FEDERAL	WA STATE RTPO	OR STATE	LOCAL	TOTAL
	Task 1 - Program Administration															
	General Office and Staff Management	\$ 82,333	\$ 71,488	\$ 1,414	\$ 9,433	\$ 14,667	\$ 12,775	\$ 1,628	\$ 265		\$ 7,998	\$ 84,262	\$ 7,998	\$ 1,414	\$ 11,326	\$ 105,000
	Fiscal and Work Program Management	\$ 11,034	\$ 9,589	\$ 202	\$ 1,243	\$ 1,966	\$ 1,708	\$ 220	\$ 38		\$ 2,000	\$ 11,298	\$ 2,000	\$ 202	\$ 1,500	\$ 15,000
	External Communications	\$ 11,034	\$ 9,589	\$ 202	\$ 1,243	\$ 1,966	\$ 1,708	\$ 220	\$ 38		\$ 2,000	\$ 11,298	\$ 2,000	\$ 202	\$ 1,500	\$ 15,000
	Interagency Coordination	\$ 11,034	\$ 9,589	\$ 202	\$ 1,243	\$ 1,966	\$ 1,708	\$ 220	\$ 38		\$ 2,000	\$ 11,298	\$ 2,000	\$ 202	\$ 1,500	\$ 15,000
1	Program Administration Total	\$ 115,436	\$ 100,256	\$ 2,020	\$ 13,162	\$ 20,564	\$ 17,899	\$ 2,287	\$ 378		\$ 13,998	\$ 118,156	\$ 13,998	\$ 2,020	\$ 15,826	\$ 150,000
2	Task 2 - Collect and Analyze Data	\$ 15,478	\$ 13,469	\$ 64	\$ 1,945	\$ 5,418	\$ 4,776	\$ 361	\$ 285		\$ 7,500	\$ 18,245	\$ 7,500	\$ 64	\$ 2,591	\$ 28,400
3	Task 3 - Annual Report for SFY 2016	\$ 849	\$ 738		\$ 111	\$ 151	\$ 131	\$ 20				\$ 868			\$ 132	\$ 1,000
4	Task 4 - SFY 2018 UPWP	\$ 1,273	\$ 1,106		\$ 167	\$ 227	\$ 196	\$ 31			\$ 1,000	\$ 1,303	\$ 1,000		\$ 197	\$ 2,500
5	Task 5 - Title VI Report	\$ 1,061	\$ 922		\$ 139	\$ 189	\$ 163	\$ 26				\$ 1,086			\$ 164	\$ 1,250
6	Task 6 - Self-Certification Review	\$ 849	\$ 738		\$ 111	\$ 151	\$ 131	\$ 20				\$ 868			\$ 132	\$ 1,000
7	Task 7 - 2017-2022 M/RTIP	\$ 3,395	\$ 2,951		\$ 445	\$ 605	\$ 523	\$ 82			\$ 3,000	\$ 3,474	\$ 3,000		\$ 526	\$ 7,000
8	Task 8 - Monitor and Implement 2040 Plan	\$ 6,366	\$ 5,532		\$ 834	\$ 1,134	\$ 981	\$ 153			\$ 7,500	\$ 6,513	\$ 7,500		\$ 987	\$ 15,000
	Task 9 - Maintain HSTP															
9	HSTP									\$ 24,000		\$ 24,000				\$ 24,000
10	Task 10 - Tech. Assist. for Arterial Plan	\$ 6,790	\$ 5,901		\$ 889	\$ 1,210	\$ 1,046	\$ 163				\$ 6,948			\$ 1,052	\$ 8,000
11	Task 11 - Review Public Participation Plan	\$ 849	\$ 738		\$ 111	\$ 151	\$ 131	\$ 20				\$ 868			\$ 132	\$ 1,000
12	Task 12 - Regional Bicycle-Pedestrian Study	\$ 12,732	\$ 11,065		\$ 1,667	\$ 2,268	\$ 1,962	\$ 306				\$ 13,027			\$ 1,973	\$ 15,000
13	Task 13 - Regional Transit Study	\$ 4,244	\$ 3,688		\$ 556	\$ 756	\$ 654	\$ 102				\$ 4,342			\$ 658	\$ 5,000
14	Task 14 - Review MPO Boundary	\$ 1,273	\$ 1,106		\$ 167	\$ 227	\$ 196	\$ 31				\$ 1,303			\$ 197	\$ 1,500
	Tasks 2 through 14 Total	\$ 55,159	\$ 47,954	\$ 64	\$ 7,141	\$ 12,487	\$ 10,891	\$ 1,315	\$ 285	\$ 24,000	\$ 19,000	\$ 82,845	\$ 19,000	\$ 64	\$ 8,741	\$ 110,650
	UPWP TOTAL	\$ 170,595	\$ 148,210	\$ 2,084	\$ 20,303	\$ 33,051	\$ 28,790	\$ 3,602	\$ 663	\$ 24,000	\$ 32,998	\$ 201,000	\$ 32,998	\$ 2,084	\$ 24,568	\$ 260,650

Unfunded Work Priorities

State Route 125 at Plaza Way Alternatives Analysis

Lead

City of Walla Walla

Purpose

The intersection at SR 125 (Ninth Avenue) and Plaza Way experiences significant congestion and delay. The southbound left turn onto Plaza Way is particularly problematic. Difficult intersection geometry, numerous commercial driveways, and inadequate storage length for traffic travelling between Tietan Street and Ninth Avenue combine to create significant congestion. This is the most congested corridor within the City of Walla Walla, and possibly within the entire MPO area. This study will analyze the traffic volumes and movements, develop and analyze various alternative solutions, estimate costs and impacts, and present a preferred alternative.

Work Tasks

Core planning functions anticipated to be performed under this activity include, but are not limited to:

- Preparing traffic counts and analysis for the SR 125 and Plaza Way intersection
- Preparing traffic counts and analysis for the Plaza Way and Tietan Street intersection
- Analyzing the feasibility of a multi-lane roundabout at SR 125 and Plaza Way
- Analyzing the feasibility of a new signalized intersection with dual southbound left turn lanes on SR 125 to Plaza Way
- Identifying other improvements along Plaza Way such as roadway widening, signal improvements, access management, right of way needs, ADA improvements and drainage improvements
- Developing planning level cost estimates for all options
- Identifying and assessing potential environmental mitigation issues
- Meeting with adjacent property owners to identify issues and concerns
- Developing a recommended alternative to present to the City Council

Agency Responsibilities

The City of Walla Walla will be fully responsible for consultant selection and management and all other project aspects.

Estimated Cost

\$75,000

Justification

This corridor is widely regarded as the most congested area within the city, and also possibly within the entire MPO area. The project will develop a preferred solution to be presented to the City Council for concurrence and used in future project funding requests. It will provide a well-defined path forward and minimize the risk of significant scope change as the design moves forward.

Citywide Sidewalk Repair and Installation Plan

Lead

City of Waitsburg

Purpose

Repair and installation of sidewalk around various areas of the City of Waitsburg will facilitate pedestrian traffic off the roadways to provide safe routes to the downtown corridor, schools and other facilities.

Work Tasks

Core planning functions anticipated to be performed under this activity include, but are not limited to:

- Determining and mapping areas where sidewalks need repair or need to be installed
- Public outreach – community meetings, public forums and information materials
- Identifying and assessing potential environmental mitigation issues
- Selecting a preferred design that can be adopted by the City of Waitsburg to be used should funding become available
- Working with adjacent land owners on potential cost sharing

Agency Responsibilities

The City of Waitsburg will be responsible for developing a scope of work, RFP, managing a consultant contract and reporting findings.

Estimated Cost

\$25,000 per year

Justification

A large majority of the City of Waitsburg lacks adequate pedestrian facilities, forcing people to walk in the roadway or along shoulders. Sidewalk repair and installation will provide a safe route for pedestrians to travel throughout the city to various facilities and events.

Additional Transportation Planning Activities – Awaiting Full Scope

- City of Walla Walla
 - Ninth Avenue Signal Coordination – Identify needed hardware upgrades, and develop a coordinated timing plan for the corridor. Partner with WSDOT.
 - Poplar Street Signal Coordination - Identify needed hardware upgrades, and develop a coordinated timing plan for the corridor.
 - Third and Tietan Intersection Analysis – Develop new configuration for signaling an offset intersection with significant crash history.
 - Park and Alder Street Intersection Analysis – Develop new configuration for awkward signaled intersection to improve efficiency, safety.
 - Howard and Chestnut Intersection Analysis - Develop new configuration for signaling an offset intersection with significant operational concerns.
- City of Milton-Freewater/Umatilla County
 - Develop a Highway 11 Corridor Master Plan – Undertake a North Milton-Freewater/North Highway 11 corridor Land Use/Economic Development Study

Appendix A – Adopted UPWP Amendment Policy

**Walla Walla Valley Metropolitan Planning Organization
and Sub Regional Transportation Planning Organization (WWVMPO/SRTPO)
A Resolution Adopting an Amendment Process for the
Unified Planning Work Program (UPWP)**

RESOLUTION NO. 11-2015

WHEREAS, CFR 23.450.308 (b) requires that metropolitan transportation planning activities performed with funds provided under title 23 U.S.C. and title 45 U.S.C. Chapter 53 be documented in a unified planning work program; and

WHEREAS, each MPO, in cooperation with the State(s) and public transportation operator(s), must develop a UPWP that includes a discussion of the planning priorities within the Metropolitan Planning Area (MPA); and

WHEREAS, RCW 47.04.280 in Washington state law and Oregon Administrative Rule Chapter 660 Division 12 in Oregon state law provide for policy goals for statewide transportation planning in Washington and Oregon respectively; and

WHEREAS, the UPWP must identify work proposed for the next one- or two-year period by major activity and task, in sufficient detail to indicate who will perform the work, the schedule for completing the work, the resulting products, the proposed funding by activity/task, and a summary of the total amounts and sources of Federal and matching funds; and

WHEREAS, the work program includes activities to be carried out in and for the Walla Walla Valley MPO and SRTPO areas; and

WHEREAS, the work proposed or the estimated funding amounts are subject to change during a State Fiscal Year period, and therefore may trigger a necessary amendment; and

WHEREAS, during the 2016 state fiscal year UPWP interagency review meeting, MPO staff and reviewing agencies discussed the formulation of a UPWP amendment process, including specific criteria that they agreed should trigger the amendment of the UPWP for any given year; and

WHEREAS, MPO staff recommends adoption of the UPWP amendment process and criteria as proposed for the Walla Walla Valley MPO and SRTPO areas; and

WHEREAS, the Policy Board has reviewed and considered the proposed amendment process and criteria and approves of the same.

NOW, THEREFORE, the Walla Walla Valley MPO/SRTPO does resolve that the Unified Planning Work Program amendment process will consist of the following:

- 1) When any of the following criteria occur, an amendment to the current UPWP must be created:
 - a) A change to the product of a work element;
 - b) A consultant is used to buy equipment not previously included in a work element;
 - c) A reported change to Washington State Department of Transportation (WSDOT) or Oregon Department of Transportation (ODOT) in any work element task or expense that WSDOT or ODOT indicates is significant enough to trigger a federal review; or
 - d) A total 25% change in the total UPWP expense.

- 2) Any amendments approving work element changes totaling 25% or more should be supported by documentation that accomplishes the following:
 - a) Identifies the budget element impacted;
 - b) Revises the scope of work for the element; and
 - c) Justifies the need for the proposed amendment.

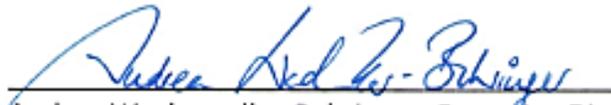
- 3) Any amendment must be approved by the WWVMPO/SRTPO Policy Board and then be submitted to WSDOT and ODOT for approval, with additional approval needed by FHWA and FTA for an amendment involving federal funds.

PASSED AND APPROVED this 5th of August, 2015.

Signed:

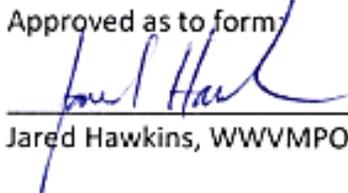


Linda Hall, Vice Chair
WWVMPO/SRTPO Policy Board



Andrea Weckmueller-Behringer, Executive Director
WWVMPO/SRTPO

Approved as to form:



Jared Hawkins, WWVMPO/SRTPO Legal Counsel

Appendix B – Subcontracting Obligations

As stated in Agreement No. GCB 1774 between WSDOT and WWVMPO, subcontracting obligations are as follows:

12 Subcontracting and Equipment

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

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

As stated in Agreement No. GCB 1741 between WSDOT PT and WWVMPO, subcontracting obligations are as follows:

Section 6 Assignments and Subcontracts

A. Unless otherwise authorized in advance and in writing by WSDOT, the CONTRACTOR will not assign any portion of the Project or execute any contract, amendment, or change order thereto, or obligate itself in any manner with any third party with respect to its rights and responsibilities under this AGREEMENT.

B. The CONTRACTOR agrees to include sections 8 through 22 and Section 30 of this AGREEMENT in each subcontract financed in whole or in part with federal assistance provided by FTA; and in all contracts it enters into for the employment of any individuals, procurement of any materials, or the performance of any work to be accomplished under this AGREEMENT, subject to the limitations set forth in Sections 17.E.3 of this AGREEMENT. It is further agreed that those clauses shall not be modified in any such subcontract, except to identify the subcontractor or other person or entity that will be subject to its provisions. In addition, the following provision shall be included in any advertisement or invitation to bid for any procurement by the CONTRACTOR under this AGREEMENT:

Statement of Financial Assistance:

“This AGREEMENT is subject to a financial assistance contract between the Washington State Department of Transportation and the Federal Transit Administration and the appropriations of the State of Washington.”

As stated Agreement No. 30871 between ODOT and WWVMPO, subcontracting obligations are as follows:

WWVMPO Obligations

4. WWVMPO shall not enter into subcontracts for any of the work scheduled under this Agreement without obtaining prior written approval from ODOT.