

Benton-Franklin Council of Governments



**TRI-CITIES METROPOLITAN PLANNING ORGANIZATION
BENTON-FRANKLIN REGIONAL TRANSPORTATION PLANNING ORGANIZATION**

SFY 2017

July 1, 2016 – June 30, 2017

Unified Planning Work Program

Benton-Franklin Council of Governments
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Americans with Disabilities Act (ADA) Information

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Amendments

Amendments to this document follow the same procedure as amendments to the Transportation Improvement Program (TIP). See BFCG Transportation Planning Public Participation Plan <http://www.bfcog.us/BFCG%20Public%20Participation%20Plan.pdf>



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Title 23 U.S.C. 450.308(b) (c) Funding for transportation planning and unified planning work programs. (b) Metropolitan transportation planning activities performed with funds provided under title 23 U.S.C. and title 49 U.S.C. Chapter 53 shall be documented in a unified planning work program (UPWP) or simplified statement of work in accordance with the provisions of this section and 23 CFR part 420. (c) Except as provided in paragraph (d) of this section, each MPO, in cooperation with the State(s) and public transportation operator(s), shall develop a UPWP that includes a discussion of the planning priorities facing the MPA. 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 §450.306(a)), in sufficient detail to indicate who (e.g., MPO, State, public transportation operator, local government, or consultant) 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.



INTRODUCTION

The Benton-Franklin Council of Governments (BFCG) is the lead agency for coordinating transportation planning in the Tri-Cities Metropolitan Area and Benton and Franklin counties. The BFCG maintains three important transportation planning designations:

1. Metropolitan Planning Organization (MPO) Designation (23CFR450.310)

The BFCG was initially designated by the Governor in 1973 as the Metropolitan Planning Organization (MPO) for the Tri-Cities Metropolitan Area. This was a result of the bi-county area becoming a federally designated Urban Area based on the 1970 U.S. Census. The MPO designation was reaffirmed by local jurisdictions in 1983.

Upon designation as the MPO for the Kennewick-Pasco-Richland Urbanized Area, the BFCG established the Tri-Cities Metropolitan Area Transportation Study (Tri-MATS) program to fulfill the duties included in 23CFR450.114(c). Tri-MATS is a multi-jurisdictional program comprised of BFCG technical support staff with two standing advisory committees that provide guidance and review of work program activities and products.

The two standing committees within the Tri-MATS organizational structure include a Technical Advisory Committee (TAC) and a Policy Advisory Committee (PAC).

The TAC is comprised of engineers and planners representing local jurisdictions, special purpose districts, and WSDOT South Central Region. They meet once a month and provide staff level input to the activities being undertaken by the MPO.

The PAC is comprised of elected officials from the same jurisdictions as represented on the TAC. The PAC meets one week after the TAC meeting. Its purpose is to provide policy review and guidance to activities that will eventually require adoption by the BFCG Board.

Topics on meeting agendas requiring action are reviewed and voted on first within the committees. After discussion the TAC committee will forward recommendations to the PAC committee. The PAC may agree with the TAC recommendation or choose to modify it or request further information before making recommendations that are brought before the BFCG Board for final action.

This multi-level forum, providing both local jurisdictional staff and elected official input, provides unique opportunities to coordinate activities and build a consensus prior to adoption of work program products.

2. Transportation Management Area (TMA) Designation Federal Register July 18, 2012 (23CFR450.306)

Urbanized areas over 200,000 in population are designated by federal legislation as Transportation Management Areas (TMA's). In March of 2012, the US Census Bureau released population numbers for Urbanized Areas confirming that the Kennewick-Pasco-Richland metropolitan area had achieved status as a Transportation Management Area (TMA) by exceeding the required 200,000 population. The TMA designation became official with the release of the July 18, 2012 Federal Register showing the Urbanized Area to have a 2010 population of 210,975.

Also, in March of 2012, the US Census Bureau released listings of Urbanized Areas (over 50k population) that included the Walla Walla/College Place/Milton-Freewater area with a 2010 population of 55,805. Under federal law, Urbanized Areas are required to be represented by an MPO within twelve months of Urbanized Area



designation. The Walla Walla Valley MPO became a bi-state MPO for the Walla Walla, WA and Milton-Freewater, OR UZA when designated by the Governors of Washington and Oregon on March 27, 2013 and April 4, 2013, respectively. MPOs are created through agreement among the local elected officials and the Governor(s).

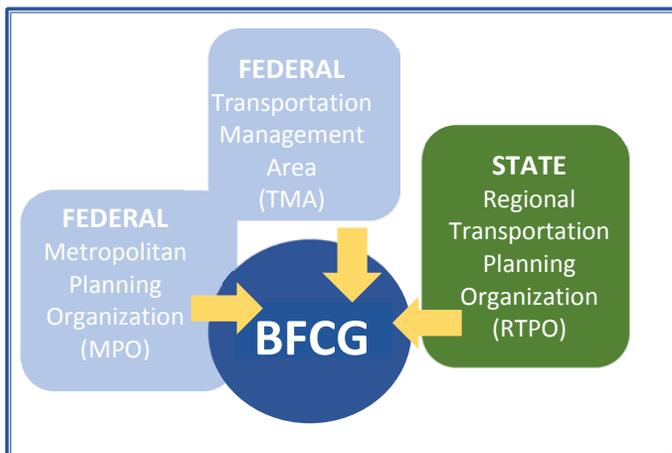
One result of the newly designated Walla Walla Valley MPO required the creation of the Walla Walla Sub-RTPO. An interlocal agreement between the Benton-Franklin Council of Governments and the Walla Walla Valley MPO was signed in August 2013 to create the Walla Walla Sub RTPO.

The BFCG agreement with the Walla Walla Valley MPO (WWVMPO) dated August 2013 states the urbanized STP-UL funds that are attributed to the Burbank area within the Walla Walla County boundary will remain part of the Tri-Cities MPO. BFCG and Walla Walla County work together when issues occur that concern both agencies.

A map of the Walla Walla Sub RTPO boundary can be seen in Figure 1-1 on page 6. The Kennewick-Pasco-Richland Metropolitan Planning Area (MPA) and the Benton-Franklin Regional Transportation Planning Organization (RTPO) can be seen in Figure 1-2 on page 6.

3. Regional Transportation Planning Organization (RTPO) RCW 47.80.020

BFCG serves as the state designated RTPO for Benton and Franklin Counties. RTPO’s are voluntary associations of local Governments and were authorized as part of the 1990 Washington State Growth Management Act to ensure local and regional coordination of transportation plans.



In developing a work program for Tri-Cities Metropolitan Area Transportation Study (Tri-MATS), information from State and Federal agencies is reviewed by BFCG and local agency participants in the program. Each jurisdiction is requested to provide input on the direction it would like Tri-MATS to proceed in the upcoming fiscal year, realizing that basic activities consistent with Federal and State regulations must be maintained, (e.g. TIP, transportation plan, civil rights submissions)

The UPWP describes the transportation planning efforts of the bi-county region of Benton and Franklin counties in Washington State for the period of July 1, 2016 to June 30, 2017. In addition, the UPWP defines the functions and the activities outlined in the UPWP support a continuing, coordinated, and comprehensive transportation planning process.

Tasks identified within the UPWP are supported by activities primarily undertaken by the MPO staff. Also, through working relationships established under the WSDOT Agreement, the Memorandum of Agreement with Ben Franklin Transit/WSDOT and through interlocal agreements as necessary. Major studies are administered by the BFCG staff or a local jurisdiction.

During the SFY 2017 (July 1, 2016 – June 30, 2017) the BFCG UPWP will have four basic work elements:

- 1.) Program Administration
- 2.) Regional Transportation Planning
- 3.) Traffic Data Management, Analysis, and Monitoring Programs
- 4.) Human Services Plan

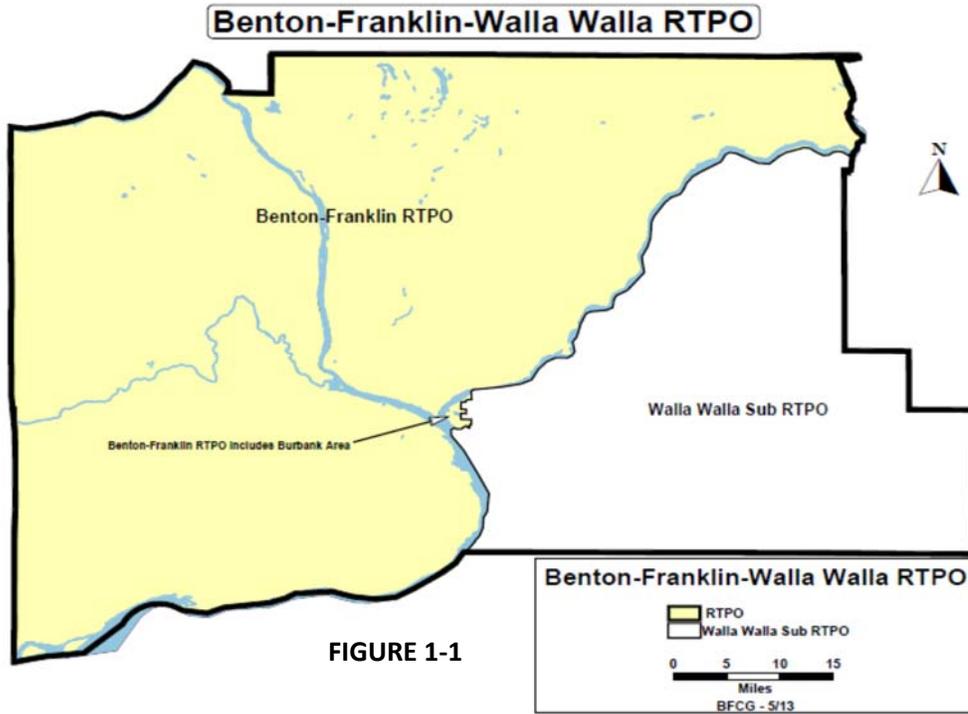


FIGURE 1-1

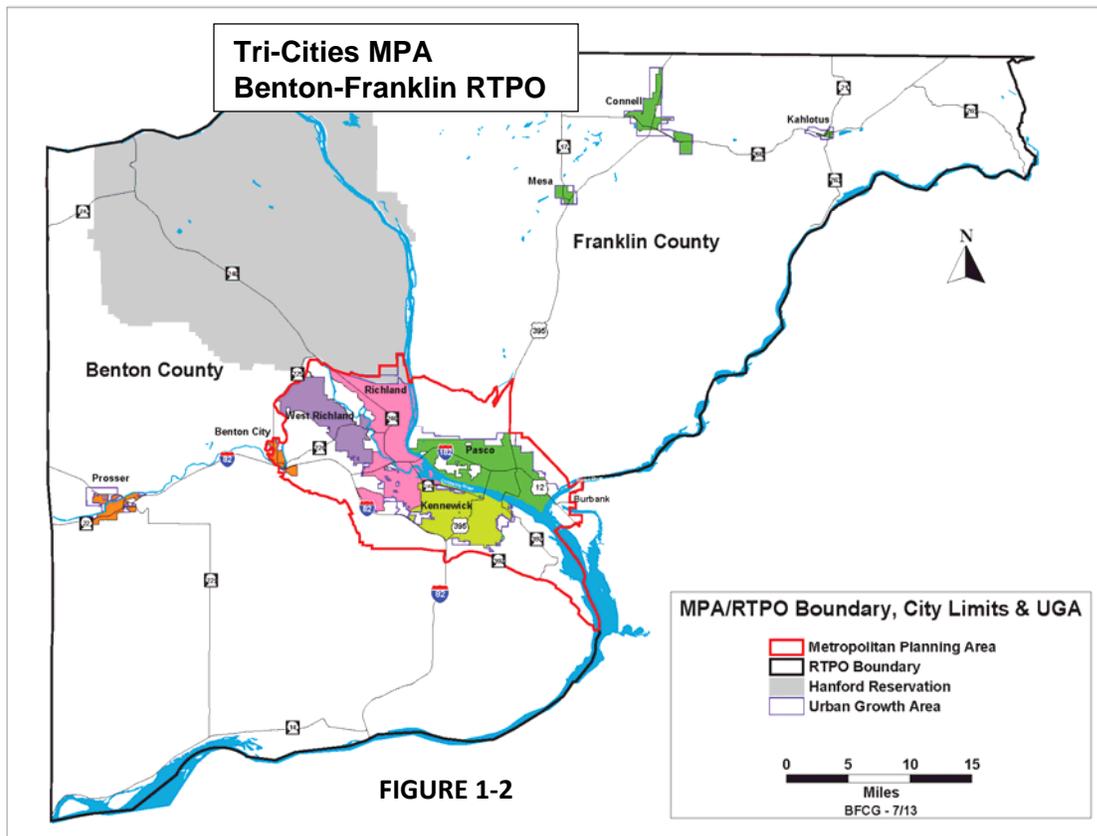


FIGURE 1-2



STATE FISCAL YEAR 2016 ACCOMPLISHMENTS

During fiscal year 2016 most activities were completed. Ongoing activities such as the UPWP, 2016 Transportation Improvement Program (TIP), annual progress report, MAP-21 requirements, and tasks for Ben Franklin Transit were completed. Other accomplishments are specifically identified in the FHWA/WSDOT Annual Report.

KEY SFY 2016 ACCOMPLISHMENTS INCLUDE:

Update Transportation Advisory Committees Operating Procedures
2015 BFCG Procurement Policy
2015 Regional Boundaries Report
BFCG 2016 Coordinated Regional Traffic Count Program
Continued travel time data and traffic counts for the CMP
Intelligent Transportation System (ITS) Plan
2015 Active Transportation Plan
TMA Certification

PROPOSED FUNDING SOURCES

Work tasks identified within this document are typically funded from four basic sources. They are: local funds derived from membership to the Benton-Franklin Council of Governments (BFCG); Federal Highway Administration (FHWA) for surface transportation planning; Federal Transit Administration (FTA) for public transportation related planning activities and Regional Transportation Planning Organization (RTPO) Program.

Funds shown within the UPWP are requested for each UPWP submission and amended as necessary to reflect modifications to the scope of work. If expenditures exceed budgets, the differences are derived from BFCG local funds.

TRANSPORTATION ISSUES AND PRIORITIES TO BE ADDRESSED DURING THE NEXT YEAR

Based on input from the committees and the federal/state emphasis areas, this one-year program will continue to stress the additional responsibilities of TMA status and respond to TMA certification results, continuation of data collection for planning requirements and special reports, implement MAP-21 requirements and participate with WSDOT as targets are set for performance measures. Transition to the FAST Act and continue with the GMA requirements for transportation planning and certification.



OVERVIEW OF WORK TASKS TO MEET FEDERAL AND STATE REQUIREMENTS

The chart of sub-tasks below illustrates whether the work is undertaken to satisfy Federal (MPO/TMA), State (RTPO) or both Federal and State requirements.

All tasks in the UPWP will be completed by staff unless otherwise noted.

UPWP Task #	Task	MPO	RTPO
<u>220</u>	<u>Program Administration, Interagency Coordination, & Public Involvement</u>		
220.1	Administration	X	X
220.2	UPWP/ Annual Report	X	X
220.3	Public Involvement	X	X
220.4	Title VI	X	X
220.5	TMA/ MPO Certification	X	X
220.6	STBGP (Surface Transportation Block Grant Program - includes "set aside")	X	X
<u>221</u>	<u>Regional Transportation Planning</u>		
221.1	Metropolitan/ Regional Transportation Plan	X	X
221.2	TMA Congestion Management Process	X	
221.3	GMA Activities		X
221.4	GIS & Data Services	X	X
221.5	TIP	X	X
221.6	MAP-21 Requirements - FAST Act Implementation	X	
221.7	Statewide Planning Activities		X
<u>222</u>	<u>Traffic Data Management, Analysis, and Monitoring Programs</u>		
222.1	Traffic Count Program	X	X
222.2	Regional Travel Demand Model	X	
222.3	Federal Functional Classification	X	
<u>223</u>	<u>HSTP</u>		
223.1	Human Services Plan		X



BENTON-FRANKLIN COUNCIL OF GOVERNMENTS
SFY 2017 Unified Planning Work Program Budget
 (MPO/RTPO)

Work Element Task Code	Task Description	FHWA - PL			FTA - 5303			TASK FUNDING SUMMARY					
		Total FHWA	FHWA	Local Match	Total FTA	FTA	Local Match	STATE - RTPO	FEDERAL	STBGP for Planning	STATE - RTPO	LOCAL	TOTAL
		100%	86.5%	13.5%	100%	86.5%	13.5%						
220	Program Administration												
220.1	Administration	32,943	28,496	4,447	10,083	8,722	1,361	11,979	37,217	18,619	11,979	8,323	76,138
220.2	UPWP/Annual Report	10,546	9,122	1,424	3,228	2,792	436	3,835	11,915	5620	3,835	2,183	23,553
220.3	Public Involvement	8,726	7,548	1,178	2,671	2,310	361	3,173	9,858		3,173	1,539	14,570
220.4	Title VI	5,236	4,529	707	1,602	1,386	216	1,904	5,915		1,904	923	8,742
220.5	TMA/MPO Certification	14,000	12,110	1,890	4,749	4,108	641		16,218	8,269	0	3,852	28,339
220.6	STP (includes "set a-side"	34,528	29,867	4,661	10,568	9,141	1,427	12,556	39,008	25,840	12,556	9,576	86,980
	Work Element 220 - Total	105,979	91,672	14,307	32,901	28,459	4,442	33,447	120,131	58,348	33,447	26,396	238,322
221	Regional Transportation Products												
221.1	Metropolitan/Regional Transportation Plan Update	93,173	80,595	12,578	28,516	24,666	3,850	31,411	105,261	0	31,411	16,428	153,100
221.2	TMA Congestion Management Process	33,448	28,933	4,515	10,237	8,855	1,382		37,788	0	0	5,897	43,685
221.3	GMA Activities	0	0	0	0	0	0	8,500	0	0	8,500	1,148	9,648
221.4	GIS & Data Services	20,118	17,402	2,716	6,157	5,326	831	6,782	22,728	0	6,782	3,547	33,057
221.5	Transportation Improvement Program (TIP)	34,210	29,592	4,618	10,470	9,057	1,413	6,200	38,648	0	6,200	6,032	50,880
221.6	MAP-21 Requirements/FAST Act Implementation	17,298	14,963	2,335	5,294	4,579	715	7,832	19,542	0	7,832	3,050	30,424
221.7	Statewide Planning Activities	11,940	10,328	1,612	3,654	3,161	493	6,025	13,489	0	6,025	2,105	21,619
	Work Element 221 - Total	210,187	181,812	28,375	64,328	55,644	8,684	66,750	237,455	0	66,750	38,207	342,413
222	Traffic Data Management, Analysis & Monitoring Programs												
222.1	Traffic Count Program	24,894	21,533	3,361	6,475	5,601	874	6,923	27,134	0	6,923	4,235	38,292
222.2	Travel Demand Modeling and Forecasting	30,000	25,950	4,050	10,000	8,650	1,350		34,600	0	0	5,400	40,000
222.3	Federal Functional Classification System Updates and Monitoring	10,640	9,204	1,436	2,767	2,393	374	5,354	11,597	0	5,354	1,810	18,761
	Work Element 222 - Total	65,534	56,687	8,847	19,242	16,644	2,598	12,277	73,331	0	12,277	11,445	97,053
223	Human Services Transportation Plan												
223.1	HSTP							6,521				1,017	7,538
	Work Element 223- Total							6,521		0	6,521	0	7,538
	UPWP TOTAL	381,700	330,171	51,530	116,471	100,747	15,724	118,995	430,918	58,348	118,995	76,048	685,325



220 - PROGRAM ADMINISTRATION

220.1 ADMINISTRATION

WORK ELEMENT DESCRIPTION:

This project supports the day-to-day operations of BFCG, through its member agencies and staff, in the implementation of the metropolitan and regional transportation planning process. Administer the continuing transportation planning program of the MPO and manage the RTPO, including supervision of staff, office management, personnel activities, professional development and training, committee participation, travel, coordination and support to Board, PAC and TAC, etc.

TASKS:

- (20%) Participate in the Tri-MATS committee process throughout the program year. Prepare materials and information in support of these meetings.
- (4%) Maintain contact and collaboration with MPOs, RTPOs and other regional organizations through the MPO/RTPO/WSDOT Coordinating Committee meeting.
- (6%) Participate in webinars, conferences and workshops for professional development.
- (4%) Ensure compliance of MPO activities with federal regulations throughout the program year.
- (62%) Perform management and coordination of MPO/RTPO activities throughout the program year.
- (4%) BFCG anticipates staff and membership initiating contacts with federal and state officials.

EXPECTED OUTCOMES AND SCHEDULE:

- ✓ Ongoing coordination and support to the Board, PAC, and TAC (Ongoing).
- ✓ Ongoing coordination with federal, state and local agencies, and other partners regarding national and regional transportation issues, plans, studies, funding, and implementation programs (Ongoing).
- ✓ Monitoring Federal and State legislative issues and actions (Ongoing).

SOURCE OF FUNDS/BUDGET			
Federal	State	Local	Total
55,836	11,979	8,323	76,138

220.2 UPWP/ Annual Report

WORK ELEMENT DESCRIPTION

UPWP

The primary purpose of the Unified Planning Work Program (UPWP) is to develop work programs that meet Federal and state statutes and regulations. The work program includes a discussion of the planning priorities for the next state fiscal year by major activity with respective tasks. Each task addresses the federal emphasis areas including some tasks that specifically reflects state emphasis areas. The work products within the Metropolitan Planning Area support the federal planning factors and support WSDOT's six transportation policy goals within the RTPO.



ANNUAL REPORT

The annual report summarizes 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.

FEDERAL EMPHASIS AREAS:

- *Transition from MAP-21 and FAST Act Implementation*
 - *Work tasks clearly support the MAP-21 performance based planning and programming requirements.*
 - *FAST Act Implementation*
- *Models of Regional Cooperation*
 - *Coordination with member jurisdictions and agencies to prepare work program tasks.*

TASKS FOR THE UPWP:

- (50%) Describe work elements including tasks and outcomes.
- (10%) Schedule for completing each work element.
- (30%) Source of Funds and Budget amount for each project.
- (10%) Unfunded projects in appendix.

TASKS FOR ANNUAL REPORT:

- (40%) Comparison of actual performance with established goals
- (1%) Progress in meeting schedules
- (40%) Status of expenditures in a format compatible with the work program, including a comparison of budgeted (approved) amounts and actual costs incurred
- (11%) Cost overruns or underruns
- (4%) Approved work program revisions
- (4%) Other pertinent supporting data

EXPECTED OUTCOMES AND SCHEDULE:

- ✓ Maintain the UPWP document (Ongoing).
- ✓ Draft UPWP (March 2017).
- ✓ UPWP Onsite visit (March/April 2017)
- ✓ UPWP Board Adoption (June 2017)
- ✓ Annual Report (September 2017)

SOURCE OF FUNDS/BUDGET			
Federal	State	Local	Total
17,535	3,835	2,183	23,553

220.3 PUBLIC INVOLVEMENT

WORK ELEMENT DESCRIPTION:

Public Involvement at BFCG is an important component of many of our plans and programs. The goal is to involve the public and interested agencies/organizations early in the transportation planning discussion. Staff will conduct ongoing outreach by engaging the public via our website, newspapers, monthly newsletter and social media on transportation activities at BFCG.



FEDERAL EMPHASIS AREAS:

- *Models of Regional Cooperation*
 - Coordination with member jurisdictions and agencies on notification of BFCG transportation activities and meetings.
- *Ladders of Opportunity*
 - Components of the agency Public Participation Plan include how outreach to all communities is conducted.
 - Advertisements regarding plans, programs or projects when appropriate are published in both the region’s major English and Spanish speaking newspapers.

TASKS:

- (10%) Database maintenance of contacts
- (30%) Increase public awareness of BFCG activities
- (30%) Monitor implementation of public involvement procedures
- (30%) Identify methods to increase information distribution

EXPECTED OUTCOMES AND SCHEDULE:

- ✓ Contact maintenance for information distribution (Ongoing)
- ✓ Implementation of public involvement procedures (Ongoing)

SOURCE OF FUNDS/BUDGET			
Federal	State	Local	Total
9,858	3,173	1,539	14,570

220.4 TITLE VI

WORK ELEMENT DESCRIPTION:

BFCG takes reasonable steps to ensure the communities served have meaningful access to its programs, services and information. Staff will monitor the Title VI Plan as adopted to promote the inclusion and awareness of the community BFCG serves.

FEDERAL EMPHASIS AREAS:

- Models of Regional Cooperation
 - Providing access to regional Title VI relevant data via maps, illustrations and tables on the BFCG website.
- Ladders of Opportunity
 - Ongoing collection of demographic data in accordance with the Title VI Plan, Environmental Justice and Limited English Proficiency Programs.

TASKS:

- (45%) Title VI Coordinator will monitor the elements of the Title VI Program that are required in the core transportation planning functions at the BFCG.
- (20%) BFCG will host an educational workshop for the EPA’s EJ online mapping tool. Demonstration by US EPA’s Region 10.
- (25%) Annual data collection efforts to compile demographic data on the areas that BFCG serves.
- (10%) Annual report submitted to WSDOT/FHWA/FTA on any changes, updates or comments on the BFCG Title VI Program.



EXPECTED OUTCOMES AND SCHEDULE:

- ✓ Title VI Program Monitoring: Ongoing
- ✓ Workshop for the EPA’s EJ online mapping tool
- ✓ Title VI Annual Report: March 2017

SOURCE OF FUNDING/BUDGET			
Federal	State	Local	Total
5,915	1,904	923	8,742

220.5 TMA/MPO CERTIFICATION

WORK ELEMENT DESCRIPTION: This task formalizes the evaluation of the planning process. Certification will focus on 23 U.S.C. 134 and 49 U.S.C. 5303 to ensure the planning requirements are being satisfactorily implemented.

FEDERAL EMPHASIS AREAS:

- *MAP-21 Implementation*
 - *Ongoing implementation of MAP-21 requirements and implementation of the FAST Act.*
 - *BFCG works closely with the FHWA, FTA and WSDOT to review and evaluate the metropolitan planning process as required in 23 CFR 450.334(b) and 49 CFR 613.100*
- *Ladders of Opportunity*
 - *Formal public outreach is coordinated for local interested parties and Elected Officials.*
 - *BFCG Public Participation Plan is used as a component for the public outreach.*
 - *Advertisements regarding plans, programs or projects when appropriate are published in the region’s major English and Spanish speaking newspapers.*

TASKS:

MPO Self-Certification (October 2016)

- (3%) Submit short form self-certification provided by WSDOT

FHWA, FTA and WSDOT on-site TMA Certification

- (97%) On-going efforts to address recommendations and/or corrective actions from May 2016 certification

EXPECTED OUTCOMES AND SCHEDULE:

- ✓ Certification that the BFCG transportation planning process meets federal requirements
- ✓ Participate in discussions that clarify and provide guidance for improvements
- ✓ Develop professional interaction for successful continuing communications

SOURCE OF FUNDS/BUDGET			
Federal	State	Local	Total
24,487	0	3,852	28,339

220.6 SURFACE TRANSPORTATION BLOCK GRANT PROGRAM (STBGP) and STBGP SETASIDE ADMINISTRATION

WORK ELEMENT DESCRIPTION: Includes project selection, prioritization, and programming as well as public outreach, and Tri-MATS/BFCG Board process, tracking of funds and obligation balances, and implementation of federal requirements.

FEDERAL EMPHASIS AREAS:



- *Map-21 Implementation*
 - *Project selection, prioritization and programming are continuing to transition to Performance Based Planning.*
 - *Coordination with member jurisdictions and agencies in regards to project selection and prioritization.*
- *Ladders of Opportunity*
 - *Public outreach in accordance to the BFCG Public Participation Plan*
 - *Inclusion of demographic data in accordance with the agency Title VI Plan, Environmental Justice and Limited English Proficiency programs.*

TASKS:

- (60%) Includes a sub advisory committee to convene for development of procedures and policies for project selection, prioritizing, and programming.
- (20%) Public Participation process; includes posting notification on BFCG website/prepare newspaper ads/newsletter for public meeting and follow-up to website with selected prioritized projects.
- (20%) Reporting/Tracking; includes quarterly reports of federal obligations, updates prepared for Tri-MATS and BFCG Board. Maintenance of documentation.

EXPECTED OUTCOMES AND SCHEDULE:

- ✓ Regional TIP programmed 4-years (January 2017)
- ✓ Public meeting for project selections held concurrently with DRAFT 2040 M/RTP public meeting. (December 2016)
- ✓ Reporting/Tracking (ongoing)

SOURCE OF FUNDS/BUDGET			
Federal	State	Local	Total
64,848	12,556	9,576	86,980

PROJECT SELECTION, PROGRAMMING AND PRIORITIZATION

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.

Since passage of the Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991 and throughout the subsequent federal transportation acts, the BFCG has used a variety of methodologies to select projects for federal Surface Transportation Program (STP) and the Transportation Alternatives Program (TAP) funds.

In November of 2014 the BFCG Board approved a revision to the regional STP Overview and General Rules. Criteria used in the selection process are stated goals and policies from the current Regional Transportation Plan, the Washington State Transportation Policies and the FHWA/FTA Planning Emphasis Areas. This ensures the projects that are selected and programmed into the TIP/STIP are consistent with both the BFCG M/RTP and the Washington State Transportation Plan (WTP).



Preparing an update to the 2011 Metropolitan/Regional Transportation Plan during 2016 and 2017 has presented an opportunity make some changes to the project prioritization and selection process that will link short and long range planning.

Selection, prioritization and programming of projects will be developed within the parameters of performance measure targets and metrics. The goals and objectives for the 2040 update are focused on performance measures. The process will coincide with the development of the project list for BFCG's 2040 Metropolitan/Regional Transportation Plan.

At this date and without targets, BFCG will still propose linking the short and long range plans by using performance based criteria with the understanding that target setting will take place in the future.

As targets are determined for identified performance measures, the selection and prioritization process will develop in accordance to the targets.

221 – REGIONAL TRANSPORTATION PLANNING

221.1 METROPOLITAN/REGIONAL TRANSPORTATION PLAN

WORK ELEMENT DESCRIPTION:

The purpose of this work element is to develop a Metropolitan/Regional Transportation Plan (M/RTP) that meets all of the current federal and state transportation requirements. The 2040 M/RTP is required to be adopted no later than May 2017 and will cover federal fiscal years 2015 through 2040.

FEDERAL EMPHASIS AREAS:

- *MAP-21 Implementation*
 - *Develop and implement performance measures during the project selection process. Documentation of the process will be in the transportation plan.*
- *Models of Regional Planning Cooperation*
 - *The BFCG works closely with the Washington State Department of Transportation (WSDOT) in many aspects of the Regional Transportation Plan – from development of the outline of the Plan, through financial feasibility projections to review of specific content. Though a statewide agency, WSDOT has specific regional focus, and their input assures agreement of the BFCG Plan with neighboring MPOs.*
 - *The M/RTP, is the primary transportation planning document for the Benton-Franklin region. By its very nature it is a product of close cooperation among jurisdictions, agencies, departments, interest groups and the general public in the MPO/RTPO. The M/RTP is the outcome of sustained, focused cooperation.*
 - *The 2014 Coordinated Public Transit Human Services Transportation Plan for Benton and Franklin Counties (HSTP), a component of the M/RTP, involved cooperation within the RTPO and four transit service providers outside of the Plan's the two county area.*
- *Ladders of Opportunity*
 - *During the development of the long-range transportation plan, BFCG will conduct an analysis of the roadway and transit recommendations on the region's population as part of the environmental*



justice analysis. These outcomes will indicate whether there are disproportionate impacts to traditionally underserved populations.

TASKS:

- (10%) Analyze how the MTP will support each of the MAP-21 planning factors. This may be done via a Goal, policy, or through focused planning and project selection processes.
- (10%) The MTP will clearly document how it supports each MAP-21 planning factor. This may be done in an appendix or in a separate chapter.
- (10%) Plan components including transit, bike, pedestrian, freight, etc. will be analyzed as a complete system to address the current and future transportation system needs as a whole.
- (6%) Document a regional approach to address operations and maintenance of the existing and proposed future transportation system. The document will identify financial as well as policies relative to O&M decisions.
- (7%) Fiscal analysis will identify all relevant revenues sources and methodologies for forecasting future revenues; project costs and the methodologies for estimating project costs; costs and revenues projected over the horizon of the plan reflecting Year of Expenditure (YOE).
- (4%) Identify any funding shortfalls and the impact those shortfalls have on regional needs and priorities.
- (4%) Identify strategies to ensure proposed funding sources are realized and the impact on the projects and plans if funding sources are not realized.
- (5%) Use the consultation process outlined in the public involvement plan to engage both land management agencies and tribes to identify environmental issues that may be impacted because of the projects and programs proposed in the MTP.
- (5%) Document in the MTP the environmental resources within the TMA planning area. This will be done using a map comparing the resources and the projects proposed in the MTP.
- (2%) Identify where all low-income and minority populations are located.
- (5%) Identify whether the projects and programs proposed in the MTP provide any specific burden or benefit to the EJ populations.
- (8%) Document the process used to identify Environmental Justice populations; the analysis of the burdens and benefits; the finding of your analysis.
- (15%) Develop and implement a project selection process that supports the selection and prioritization of projects that will meet the identified multi-modal and intermodal needs.

EXPECTED OUTCOME AND SCHEDULE:

- ✓ Metropolitan/Regional Transportation Plan Start Date: Summer 2015
- ✓ Draft Metropolitan/Regional Transportation Plan: December 2016
- ✓ Final Metropolitan/Regional Transportation Plan: May 2017

FUNDING SOURCES/BUDGET			
Federal	State	Local	Total
105,261	31,411	16,428	153,100



221.2 TMA CONGESTION MANAGEMENT PROCESS

WORK ELEMENT DESCRIPTION:

The purpose of the Tri-Cities Metropolitan Area Congestion Management Process (CMP) is to guide the development of strategies and implement a congestion management process (CMP) to ensure that the metropolitan area continues to get the maximum benefit from both our existing and new transportation system. The first BFCG CMP was completed in January 2014. This task is ongoing.

FEDERAL EMPHASIS AREAS:

- *MAP-21 Implementation: Transition to Performance Based Planning and Programming*
 - *CMP will rely heavily on performance measures to assess levels of congestion and recommend strategies to alleviate congestion.*
 - *Identification of congestion on congested corridors will influence project selection process.*
- *Models of Regional Planning Cooperation*
 - *Ongoing development and implementation of the CMP relies on cooperation of MPO with metropolitan jurisdictions, transit providers and non-motorized advocates.*

TASKS:

Continued work for SFY 2017 will include:

- (70%) Continued collection and analysis of the data on congested corridors; develop maps and graphics that portray the analyses. Collect and analyze additional data relevant to the CMP process including transit data, bicycle data and collision data. Continue to refine presentation of all additional data.
- (30%) Perform all administrative tasks associated with the CMP process, including convene the CMP Advisory Committee on a regular basis, generate minutes, agendas and handouts.

EXPECTED OUTCOMES AND SCHEDULE:

- ✓ Continue collection and evaluation of data essential to the central purpose of the CMP, which is assessment of identified metropolitan corridors for congestion, and subsequent informing of the project selection process.
- ✓ Traffic volume data will be collected in spring 2016, travel time data will be collected in autumn 2016.

Consultant Cost = \$12,000

SOURCES OF FUNDING/BUDGET			
Federal	State	Local	Total
37,788	0	5,897	43,685

221.3 GMA ACTIVITIES

WORK ELEMENT DESCRIPTION:

The Growth Management Act has established a coordinated planning program for regional transportation systems and facilities throughout the state. Regional Transportation Planning Organizations (RTPOs) facilitate this coordination and cooperation among state agencies and local jurisdictions. RTPOs coordinate local comprehensive plans as well as expedite cooperation to achieve both statewide and local transportation goals.



FEDERAL EMPHASIS AREAS:

- *Models of Regional Planning Cooperation*
- *Ongoing development and implementation of the GMA relies on cooperation and coordination between the RTPO, WSDOT and local jurisdictions.*

TASKS:

- (90%) Start work on the development of the Regional Transportation Plan (RTP).
- (10%) Work with local governments in the early stages of local comprehensive plan and countywide planning policy development to more effectively identify and resolve consistency issues.

EXPECTED OUTCOMES AND SCHEDULE:

- ✓ Work on the RTP will be ongoing during 2016 and concluded May 2017. Work with WSDOT will be on their request and schedule. GMA updates are required for Benton County jurisdictions in 2017 and Franklin County jurisdictions in 2018.

SOURCES OF FUNDING/BUDGET			
Federal	State	Local	Total
0	8,500	1,148	9,648

221.4 GIS & DATA SERVICES

WORK ELEMENT DESCRIPTION:

GIS and Data Services at BFCG supports work program products by maintaining regional planning data sets and delivering technical data assistance to our member jurisdictions and organizations. Supported agency work products include the 2040 Metropolitan/Regional Transportation Plan, the 2015 Travel Demand Model, and Congestion Management Process, Regional Traffic Count Program, Transportation Improvement Program and technical assistance for the Economic Development Office at BFCG.

FEDERAL EMPHASIS AREAS:

- *MAP-21 Implementation*
 - *Data collection programs for work products are ongoing and allow for providing assistance to member jurisdictions and organizations for transportation, demographic, economic and geographic related planning activities.*
 - *Developing travel time and volume information to establish baselines and improvements along congested corridors.*
 - *Demographic data support for the Transportation Improvement Program (TIP) for assistance in identifying criteria for project selection.*
- *Models of Regional Planning Cooperation*
 - *Coordinate with member jurisdictions and organizations for collecting and maintaining planning data for use as needed.*
 - *Participation in regional GIS user groups.*
 - *Attendance at regional workshops (US Census, GIS) to keep current on new data techniques and methods.*
 - *Ongoing support*



- *Ladders of Opportunity*
 - *Ongoing collection of demographic data in accordance with the agency Title VI Plan, Environmental Justice and Limited English Proficiency programs.*
 - *Support of the regional Coordinated Public Transit and Human Services Transportation Plan.*

TASKS:

- (20%) Data Organization
 - Begin the restructuring of our GIS files to improve access and accuracy.
- (10%) Data Collection
 - Ongoing collection of planning data in coordination with regional planning organizations and agencies.
- (35%) Member Support
 - Ongoing assistance for member jurisdictions and organizations with regional planning products, maps and analysis.
 - Assist Ben Franklin Transit (BFT) with ongoing Public Transportation Benefit Area (PTBA) requests, BFT System Analysis and various other tasks including assistance with Title VI, Demographic, Route Design and mapping analysis.
- (35%) Agency Support
 - Assistance with ongoing BFCG transportation work products.
 - Mapping assistance for the BFCG Community and Economic Development Department

EXPECTED OUTCOMES AND SCHEDULE:

- ✓ Maintain GIS and data sets in support of BFCG Transportation Office tasks (Ongoing)
- ✓ GIS and data assistance for the BFCG Community and Economic Development Department (Ongoing)
- ✓ Support to member jurisdictions and organizations (Ongoing)
- ✓ Mapping support for Ben Franklin Transit (Ongoing)

SOURCES OF FUNDING/BUDGET			
Federal	State	Local	Total
22,728	6,782	3,547	33,057

221.5 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

WORK ELEMENT DESCRIPTION: This project will develop the 2017-2022 Metropolitan/Regional TIP for Federal, State and locally funded projects. The project will process TIP amendments and administrative modifications to maintain the TIP as an accurate and fiscally constrained program of projects.

FEDERAL EMPHASIS AREAS:

- *MAP-21 Implementation*
 - *Both project selection and project programming are transitioning to Performance Based Planning. Project selection will soon be developed within the parameters of performance measure targets and metrics. Project programming will review both past and future projects to determine if the completed investment was successful in achieving the objectives and further discuss the goals of future proposed projects.*
- *Models of Regional Planning Cooperation*
 - *Coordinate the annual TIP development process with member jurisdictions.*
 - *Coordinate with member jurisdictions and WSDOT TIP amendments throughout the year.*
- *Ladders of Opportunity*



- Public outreach in accordance to the BFCG Public Participation Plan
- Inclusion demographic data in accordance with the agency Title VI Plan, Environmental Justice and Limited English Proficiency programs.

TASKS:

- (42%) Develop and implement the BFCG 2017-2020 Metropolitan/Regional TIP. Includes collaboration with local agencies and BFCG review of local TIPs.
- (21%) Public Outreach – Implement Public Participation activities, including; TIP public meeting notices sent via email to MPO/RTPO public involvement distribution list, GIS mapping, post Draft TIP on the BFCG website/prepare newspaper ads/newsletter for public meeting notice, Tri-MATS/Board process, review and prepare responses to comments.
- (19%) Conduct the TIP action process for amendments and administrative modifications throughout the program year and process the full package for submittal to WSDOT.
- (18%) Maintain project listings and documentation of financial constraint. Prepare 2014 Annual Listing of Federal Obligations.

EXPECTED OUTCOMES AND SCHEDULE:

- ✓ Develop and approve the 2017-2020 BFCG Metropolitan/Regional TIP (October 2016)
- ✓ 2015 Annual Listing of Federal Obligations (March 2016)
- ✓ Maintenance of the current TIP and process amendments/administrative modifications (Ongoing)
- ✓ Track project status; obligations and fiscal constraint. Prepare quarterly report for Tri-MATS. (Ongoing)

SOURCES OF FUNDING/BUDGET			
Federal	State	Local	Total
38,788	6,200	6,032	50,880

221.6 MAP-21 REQUIREMENTS

WORK ELEMENT DESCRIPTION:

MAP-21 requires that State DOTs and MPOs work together to address the performance measures set forth in MAP-21 through a collaborative process of setting performance targets.

TASKS:

- (10%) WSDOT and MPOs have quarterly meetings and special information sessions to address the need to set performance targets. The meetings began in May 2014 and are expected to occur through June 2017, the approximate date for MPOs to set targets and conclude this process.
- (30%) WSDOT and MPOs work together on developing comments with each notice of proposed rulemaking.
- (60%) BFCG staff review and analyze MAP-21 requirements and discuss using the Tri-MATS process.

EXPECTED OUTCOMES AND SCHEDULE:

- ✓ Statewide targets: October 2016
- ✓ MPO targets: April 2017
- ✓ Coordination between WSDOT, MPOs, and locals: Ongoing

SOURCES OF FUNDING/BUDGET			
Federal	State	Local	Total
19,542	7,832	3,050	30,424



221.7 STATEWIDE PLANNING ACTIVITIES

WORK ELEMENT DESCRIPTION:

WSDOT is in the process of working on the update of several transportation plans, corridor studies and a travel demand model with a statewide focus, including:

- The Washington Transportation Plan, Phase II
- The Highway System Plan
- The Aviation Plan
- Corridor Sketches
- Statewide Travel Demand Model

TASKS:

- (30%) BFCG and WSDOT will work together during WSDOT corridor planning studies efforts by examining current and future travel conditions and developing recommendations consistent with “Results WSDOT,” Least Cost Planning and Practical Design.
- (10%) Participate in the stakeholder’s working group with MPOs, RTPOs, and other agencies within the state by reviewing products and commenting upon the draft report.
- (60%) Coordinate with WSDOT on incorporating pertinent aspects of the statewide transportation plans into the RTP/MTP.

EXPECTED OUTCOMES AND SCHEDULE:

- ✓ Review statewide plans, corridor studies, and travel demand model: Ongoing
- ✓ Incorporate statewide plans into RTP/MTP: May 2017

SOURCES OF FUNDING/BUDGET			
Federal	State	Local	Total
13,489	6,025	2,105	21,619

222 TRAFFIC DATA MANAGEMENT, ANALYSIS & MONITORING PROGRAMS

222.1 REGIONAL TRAFFIC COUNT PROGRAMS

WORK ELEMENT DESCRIPTION:

To obtain updated traffic count information annually/biennially for regional jurisdictions and agencies. Conduct Single Occupancy Vehicle/High Occupancy Vehicle (SOV/HOV) windshield counts and quarterly regional Park and Ride Lots counts on a scheduled basis. The most current traffic data collected is entered into a database by county jurisdiction, and is regularly referred to by regional jurisdictions, agencies, private sector developers, real estate professionals and property owners.

FEDERAL EMPHASIS AREAS:

- *MAP-21 Implementation*
 - Collecting local and regional traffic counts to monitor and evaluate traffic trends, corridor growth and congestion.



- **Models of Regional Planning Cooperation**
 - Coordination and cooperation with regional jurisdiction and agency staff in conducting regional traffic counts and SOV/HOV, Park & Ride in rural and metropolitan areas.

TASKS

- (40%) Obtain, update, convert, refine, and maintain traffic count data for the MPO/RTPO area. This includes national highway system, state highway system, county and local roadways.
- (35%) Continue traffic counting program to support transportation modeling, CMP and corridor studies.
- (25%) Conduct traffic count windshield surveys and Park & Ride lot counts regionally.

EXPECTED OUTCOMES AND SCHEDULE:

- ✓ Updated traffic counts for regional locations reported in appropriate tables and maps.(Ongoing)
- ✓ Location specific counts taken by and in cooperation with jurisdictions and agencies for evaluation of potential TSM or TDM programs. (Ongoing)
- ✓ Integration of annual traffic counts into Long Range Forecasts of traffic volumes on major facilities to update trends and travel demand model. (Ongoing)
- ✓ To provide traffic counts for local agencies on an as-needed and as-available basis.(Ongoing)
- ✓ Convert certain traffic data into a GIS format. (Ongoing)
- ✓ Publication of information is available on the BFCG website (Ongoing)

SOURCE OF FUNDING/BUDGET			
Federal	State	Local	Total
27,134	6,923	4,235	38,292

221.3 REGIONAL TRAVEL DEMAND MODEL DEVELOPMENT

WORK ELEMENT DESCRIPTION:

The purpose of this project is to develop a regional travel demand model with a mode choice component used for long range strategic planning, and other transportation and land use related tasks. The Tri-Cities Travel Demand Model is used to perform capacity deficiency analysis, future year demand analysis on multiple scenarios, and evaluation of individual needs in study areas over time up to a planning horizon year in a geospatial database format.

FEDERAL EMPHASIS AREAS:

- *MAP-21 Implementation*
 - *Travel demand model will be able to conduct land use and macro level lane geometric scenario analysis using travel time, speed, travel time index, travel time delay, VMT among other performance measures to compare scenarios.*
- *Models of Regional Planning Cooperation*
 - *Coordinate traffic count collection with WSDOT and local jurisdictions.*
 - *Coordinate with Ben Franklin transit regarding the on board transit survey and other transit data needs in the travel model development process.*
 - *Coordinate with WSDOT to obtain travel time and volume data for the external station survey.*



- **Ladders of Opportunity**
 - *The model will be sensitive to income, transit routes, and pedestrian connections to transit to conduct analysis of underserved populations.*

TASKS:

Task 1 – Land Use Forecast Development (10%)

- BFCG staff will work with the local jurisdictions to develop the forecast land use data in the format required for the model.

Task 2 – Regional Traffic Count Update Coding (20%)

- Completion of 2016 Regional Traffic Count Program is expected by the end of June 2016. Over 600 counts in the bi-county area.
- Counts will be entered into the updated BFCG modeling network, and aggregated by peak identified travel periods and off peak periods.

Task 3 – Local Network & Transit Calibration (50%)

- Review and make adjustments to model network: Centroid Connectors; Local Roads; Network attributes (speed, federal classification, turn penalties and prohibitions), TAZ characteristics
- Review and make adjustments based on 2015 on board travel survey data from local transit agency, routes and stop locations
- Review and reference Blue Tooth Survey Data for External Station data
- Review and reference travel time corridor results from Congestion Management Process

Task 4 - Travel Demand Documentation (20%)

- Write a document that describes each step of the modeling process (population synthesis, trip generation, trip distribution, mode choice, time of day analysis and traffic assignment) including how each step was estimated and calibrated. Provide tables, thematic maps and necessary products to display results to local jurisdictions and stakeholders.

EXPECTED OUTCOMES AND SCHEDULE:

- ✓ Start Date: Summer 2015
- ✓ Draft Model: Fall 2016
- ✓ Draft Document: Fall 2016
- ✓ Final Deliverables: December 2016

Consultant Cost: \$30,000

SOURCES OF FUNDING/BUDGET			
Federal	State	Local	Total
34,600	0	5,400	40,000

222.3 FEDERAL FUNCTIONAL CLASSIFICATION

WORK ELEMENT DESCRIPTION:

This work element reviews and coordinates the FFC change requests for jurisdictions within the MPO/RTPO.



FEDERAL EMPHASIS AREAS:

- MAP-21 Implementation
 - In December 2012 state DOTs reviewed the Principal Arterial system across each state. Changes made at that time would include almost all of the Principle Arterial system being designated as part of the National Highway System.
- Models of Regional Planning Cooperation
 - Coordinate and compile regional agencies FFC change request forms with WSDOT.
 - Prepare URBAN requests for the Tri-MATS process.

TASKS:

(61%) Prepare FFC change requests for Tri-MATS and BFCG Board approval within the urban area. Includes staff review of change request forms, facilitating communication between the local/MPO/WSDOT/FHWA and final submittal to WSDOT/FHWA for approval. This task also includes coordination with all RTPO members in Benton and Franklin counties.

(30%) Prepare classification/mileage updates for the 2017 M/R Transportation Plan.

(9%) Questions from jurisdictions regarding FFC.

EXPECTED OUTCOMES AND SCHEDULE:

- ✓ Classification/mileage update. (Ongoing)
- ✓ Continue to coordinate and review FFC change requests. (Ongoing)

SOURCES OF FUNDING/BUDGET			
Federal	State	Local	Total
11,597	5,354	1,810	18,761

223 HUMAN SERVICES TRANSPORTATION PLAN

223.1 HUMAN SERVICES TRANSPORTATION PLAN

WORK ELEMENT DESCRIPTION

The 2014 BFCG Coordinated Human Services Public Transportation Plan (HSTP) was adopted in December 2014. BFCG staff will continue to convene the HSTP Advisory Committee on a quarterly basis. The purpose of the ongoing meeting is to try to develop continuity in the HSTP process, which previously had been addressed every two years. This task is ongoing, with increased emphasis every four years.

FEDERAL EMPHASIS AREAS:

MAP-21 Implementation

- The HSTP is mandated by MAP-21. This task is an attempt to develop strategies leading to greater levels of involvement by those who provide transportation services to populations in need.

Models of Regional Planning Cooperation

- Ongoing development and implementation of the HSTP relies on cooperation of the MPO with transit providers, human service providers and clients of those services. This is an attempt to develop and broaden a conversation with all parties involved.



Ladders of Opportunity

- By definition, the purpose of the HSTP is broadened and enhanced access to transportation services for populations in need. Participation in the process by service providers and those agencies whose clients need these services is minimal. This task will try to determine how to increase involvement by all parties involved in this transportation issue.

TASKS:

Continued work on the HSTP process for FY 2017 will include:

- (50%) Convene meetings of the Advisory Committee on a quarterly basis. This includes writing an agenda and meeting minutes.
- (50%) Administer an interim regional HSTP process, including: call for projects, development of prioritized project list, Board adoption of list and submittal of list to WSDOT.

EXPECTED OUTCOMES AND SCHEDULE:

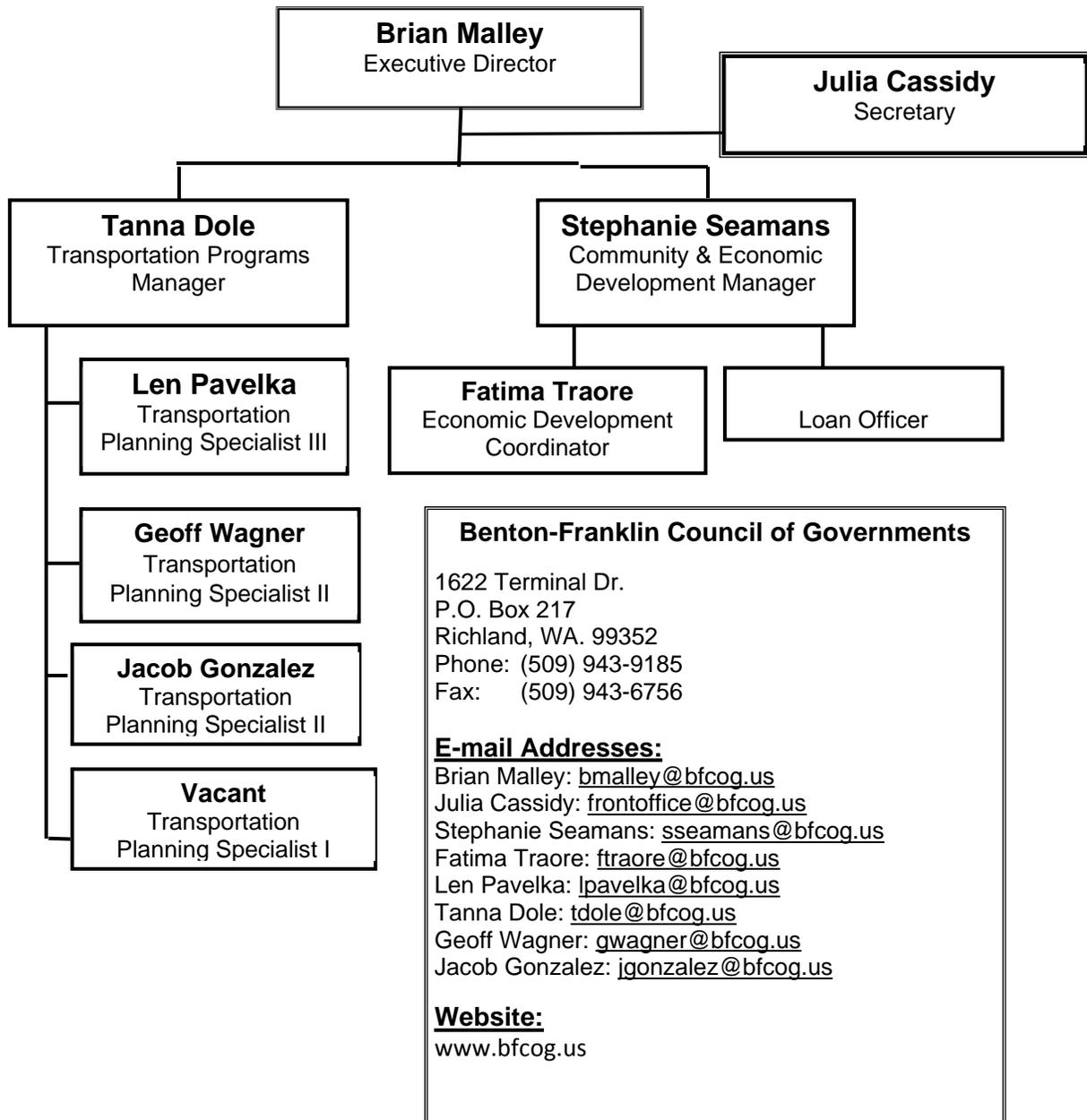
- ✓ Continue convening the HSTP Advisory Committee, focused on generating increased involvement by stakeholders and project applicants in the HSTP application process.
- ✓ Issue call for projects in Fall 2016
- ✓ Prioritize applications; present to BFCG Board for adoption; forward to WSDOT for statewide prioritization.

SOURCES OF FUNDING/BUDGET			
Federal	State	Local	Total
	6,521	1,017	7,538



BENTON-FRANKLIN COUNCIL OF GOVERNMENTS

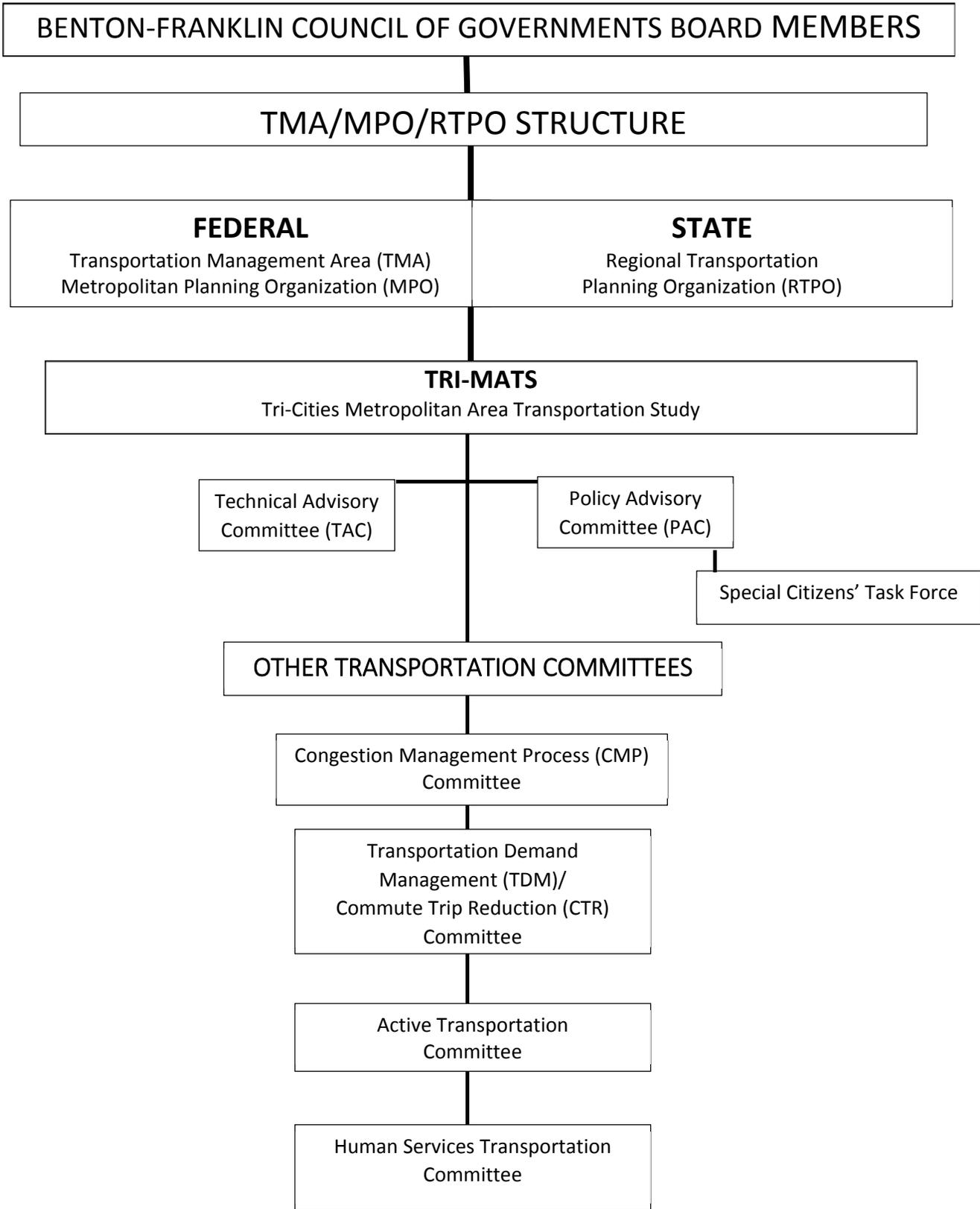
2016 STAFF CHART





2016 BFCG BOARD MEMBERS

<u>Agency</u>	<u>Delegate</u>	<u>Alternate</u>
Ben Franklin Transit	Bob Koch	Jerome Delvin
Washington DOT	Todd Trepanier	Troy Suing
City of Benton City	Linda Lehman	
Benton County	Jim Beaver	
Benton PUD	Lori Kay-Sanders	Barry Bush
City of Connell	Bruce Blackwell	
Franklin County	Brad Peck	Rick Miller, Bob Koch
City of Kahlotus	Dave Wooten	John Rogers
City of Kennewick	Matt Boehnke	John Trumbo
City of Mesa	David Ferguson	
City of Pasco	Al Yenney	Rebecca Francik
Port of Benton	Bob Larson	Roy Keck
Port of Kennewick	Skip Novakovich	Don Barnes
Port of Pasco	Ron Reimann	Jean Ryckman, Jim Klindworth
City of Prosser	Steve Becken	
City of Richland	David Rose	Phil Lemley
City of West Richland	Richard Bloom	Gail Brown





**TRI-MATS/RTPO POLICY ADVISORY COMMITTEE
 CALENDAR YEAR 2016 COMMITTEE MEMBERS**

Sharon Brown o	(360) 786-7614	WA State Senate
Mike Hewitt o	(509) 527-4111	WA State Senate
Mark Schoesler o	(509) 659-1909	WA State Senate
Maureen Walsh o	(509) 200-1232	WA St. House of Representatives
Terry Nealey o	(360) 786-7828	WA St. House of Representatives
Mary Dye o	(360) 786-7942	WA St. House of Representatives
Joe Schmick o	(360) 786-7844	WA St. House of Representatives
Brad Klippert o	(509)308-2231	WA St. House of Representatives
Larry Haler o	(509)308-1957	WA St. House of Representatives
Skip Novakovich, Chair	586-7858 (W)	Port of Kennewick, Commissioner
Dave Rose, Vice Chair	946-5116 (W) 627-5266 (H)	City of Richland, Council Member
Jerome Delvin	736-3080	Benton County, Commissioner
Bob Koch	545-3535 (W)	Ben Franklin Transit (Franklin County Commissioner)
Richard Bloom	539-7630 (W)	City of West Richland, Council Member
Brad Peck	545-3535 (W)	Franklin County, Commissioner
Matt Boehnke	539-6150	City of Kennewick, Council Member
Bob Hoffmann	547-7373 (H)	City of Pasco, Council Member
Ron Reimann	547-3378	Port of Pasco, Commissioner
Todd Trepanier	(509) 577-1620	WSDOT SCR, Regional Administrator
Bob Larson	375-1547 (H)	Port of Benton, Commissioner
Steve Becken	(509) 786-8941	City of Prosser, Council Member
Bruce Blackwell	(509) 234-2701	City of Connell, Mayor
David Ferguson	(509) 265-4253	City of Mesa, Mayor
Linda Lehman	(509) 588-3430	City of Benton City, Mayor
Dave Wooten	(509) 318-5267	City of Kahlotus, Mayor
Anne Haley	525-6118 (W)	Washington State Transportation Commissioner
Tanna Dole**	943-9185	BFCG

o Ex-officio Member

BFCG Transportation Manager **

Updated 3/7/2016



**TRI-MATS/RTPO TECHNICAL ADVISORY COMMITTEE
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Breann Van Hollebeke*	282-3372	City of Kahlotus, City Clerk	Kahlotus1906@outlook.com
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Cliff Hall o	360-705-7993	WSDOT HQ - Transportation Planner	hallcli@wsdot.wa.gov
Linda Howell o	509-527-1846	WSDOT Transit Planning Contact (Walla Walla)	HowellL@wsdot.wa.gov
Tanna Dole**	943-9185	BFCG	tdole@bfcog.us

Ex-Officio Members o

City Clerk *

BFCG Transportation Manager **

Updated 2/23/2016



APPENDIX



UNFUNDED NEED

Household Travel Survey Work Plan

Description of Work Plan

The objective of this survey is to document the demographic and travel behavior characteristics of approximately 950 regional households in order to create a dataset that will be used in the model update for Benton-Franklin Council of Governments Metropolitan Planning Area (BFCG MPA). To provide this, state-of-the-practice household travel survey methods will be employed. This includes the use of an address-based sample that minimizes coverage bias (and captures cell-only households), telephone recruitment, provision of place-based logs for all members of the participating household (regardless of age), and the retrieval of the travel details from at least 50 percent of members of at least 950 households. The following scope of work provides details regarding how a consultant team will accomplish this for the BFCG.

Task 1: Survey Design and Survey Sample Plan

The Household Travel Survey will be designed to obtain basic information about each household, the persons within each household, and their associated vehicles. In addition, ALL members of participating households will be asked to log each place visited during a 24-hour travel period using a specially designed travel log, with the goal of obtaining travel details from at least 50% of all household members (for 950 households). Valid travel days will be Monday through Thursday of each week for Fall 2018, excluding holidays.

BFCG and consultant will identify the data elements, design the survey instruments and materials to use in obtaining the data elements, and develop the sampling plan to guide collection of the data. The overarching principle throughout the design effort is that the resultant data set will be statistically valid and satisfy the data requirements of the BFCG travel demand model. Specific design elements include:

- A total sample of 950 households.
- A proportionate sample distribution across the Benton and Franklin counties, with data collection guided by goals at the BFCG level.
- A cross-classification scheme that considers both household size and income, with no more than 16 cells to consider. The distribution of the sample will be guided by 2010 census distributions. However, after 100 surveys have been completed there may be adjustments based on actual incidence.
- The recruitment interview will average 12 minutes in length.
- The retrieval interview will average 17 minutes in length.

Deliverables: Technical Memo on Survey Design, Survey Sample Plan

Task 2: Develop Survey Interviewing Plan and Materials

The purpose of this task is to develop the processes and materials to carry out the survey methods and sampling plans identified in Task 1.

Survey Interviewing Plan

The consultant will use state-of-the-practice methods and processes to conduct this survey. The Survey Interviewing Plan will delineate the specific tasks and timing of the six stages of data collection. This includes (1) recruiting households into the study, (2) mailing travel survey packets to participating households, (3) retrieving



the travel behavior details, (4) daily processing of the recruitment and retrieval data, (5) geocoding the home addresses as sample is drawn, the habitual addresses obtained during recruitment, and the trip locations obtained during retrieval, and (6) coding and quality control of the collected data.

Survey Materials

In addition to the telephone surveys, two sets of material will be developed for use in the survey: (1) respondent packets, and (2) an informational website. BFCG will identify specific transportation decisions that the 2018 data will be used for, to help convey how the results will benefit the region.

Those households who agree to participate in the survey are mailed a respondent packet, including a cover letter signed by the MPOs project manager(s), thanking the household for participating in the survey, legitimizing the study again, and providing contact information should the household members have questions. The packet typically contains the following items: It prominently displays the assigned travel day; one travel log for each household member; an example sheet within each log, showing how one person completed the log; a photo example sheet within each log to help convey how to translate daily travel into the log entries by translating the person's travel from written form to photo form; and a postage-paid envelope to use for returning the travel logs. One-day place-based logs will be used. The survey will be designed in English and Spanish.

Deliverables: Survey Interview Plan and Survey Materials

Task 3: Pilot Test

The pilot test will serve as a “dress rehearsal” of the survey as a whole, using the exact procedures planned for the full study. The pilot test will result in the collection of travel data from approximately 50 randomly sampled households. Of the 50 households surveyed, 30 will constitute “regular-sized” households (1-3 household members) and 20 will constitute “special population” households which might include households with four or more members Spanish-speaking households or hard to reach households (based on current literature, these include minority and low-income households). The pilot household survey will count toward the overall goal of 950 surveys.

The pilot test will include the total cycle of procedures, from sample generation to data delivery. Respondents will be debriefed about their experiences during the study and probed about specific study details, such as whether they used the travel logs and whether they had questions about any particular portion of the survey process. The debrief will be critical for assessing respondent burden, which has a direct bearing on expected response rates.

The 50 pilot households will count towards the project goal but will be analyzed according to agree upon criteria prior to inclusion in the final data set. Final survey materials will be produced following the pilot evaluation.

Sampling Frame. The consultant team will develop an address-based sampling frame to mitigate coverage bias associated with the growth in cell-only households. The sampling frame will be a current listing of all deliverable city and rural route residential postal addresses for the two-county area contained in a direct mail database. The total number of addresses drawn will be sufficient to obtain a target number of completed households in each stratum and yield 950 completes in the study area. For efficiency of data collection, it is important to have telephone numbers and a listed name of the householder appended to the sample records. The process for this matching exercise will be: (1) sample of addresses; (2) address sample matched to name(s) of householder, and (3) sample matched to phone number. This process will be used for both the pilot and full-study sampling needs.



Upon conclusion of the pilot test, final revisions to the instruments and respondent materials will be completed as part of Task 3. Once Task 3 is completed and approved, Task 4 will commence.

Deliverables: Survey Sample Frame and Pre-Test Sample Households

Task 4: Conducting the Survey

It is anticipated that the first travel day will be September 4, 2018 and the last travel day will be November 22, 2018. The survey process follows that outlined in Task 2, where key issues pertinent to sampling and sample management, interviewing the households, and creating the interim files are presented and resolved.

Sampling and Sample Management. Upon approval of the sampling plan in Task 2, the project statistician will develop a plan to operationalize it. The sample is then replicated and released for fielding. The project manager will closely monitor field performance, watch for differential participation rates, how the stratification is being filled, and work with the statistician to ensure the field sample supports the project needs. Once in field, a field coordinator will work with field supervisors to maximize contact rates and minimize non-response bias.

Customized calling algorithms will be programmed to ensure that each non-final sample record receives multiple attempts and that these attempts are strategically placed in a variety of time slices.

Interviewing the Households. Participating households (from the matched sample) receive three telephone calls from the consultant team – the recruitment, reminder, and retrieval calls. The recruitment call secures participation in the survey, obtains demographic information about the household, and assigns a travel day. Following the assignment of a travel day during a recruitment interview, interviewers will proceed with scheduling a specific callback appointment with the primary household respondent in order to retrieve the household's travel data. The reminder call will be placed the day prior to travel, and the retrieval call will be made as scheduled.

Creating Interim Files. As households are retrieved, they are flagged as complete and processed into the master data files. Daily edit check programs are run, flagging the status of each household (data clean and ready for delivery, minor issues in the data, or correction calls required). Daily geocoding efforts flag addresses as matched, unmatched, or out of area, as described in Task 2. Once the edit check and geocoding tasks are completed, the data is flagged as ready for final quality control (QC). Once a week, all cases flagged as ready for final QC undergo an in-depth inspection. Those released for delivery are flagged and, as interim data files are prepared (according to the schedule set during the start-up meeting), those flagged as ready for delivery are pulled and submitted to BFCG for review. Each interim delivery will be accompanied by the appropriate data documentation as well as a memo containing the summary statistics associated with that data file. The definition of a completed household is understood and budgeted to require travel details from at least 50% of all household members (recognizing that there will be some 0-trip households and persons, which are carefully scrutinized to ensure the lack of travel is legitimate).

Monthly reports will be provided to BFCG identifying and resolving any problems during data collection and to report the total number of recruited and retrieved households.

Deliverables: Interim Survey Data Files with Summary Statistics, Monthly Reports

Task 5: Final Survey Report and Data Files

There are two main deliverables resulting from this effort: the final report and the data files and associated documentation. Details regarding each are presented below.



The **final report** will describe the methodology used to conduct the household travel survey and provide summaries of the results by county within the modeling area. Report appendices will include the survey materials and data frequencies. A draft report will be delivered electronically for review by the end of January 2019. The draft will be revised according to BFCG comments and then a final report will be delivered by March 30, 2019. The final report will be delivered in electronic format, along with one bound and one non-bound version for BFCG.

Note: the budget does not include any weighting or expansion of the final survey data set.

The goal of this survey is to deliver a **final database** containing accurate demographic and travel behavior characteristics of 950 households. Such data will be delivered to the BFCG by February 2019. Data files will be delivered in a format agreed upon at the start of the project, and will be arranged in a hierarchical format, including files for household, person, vehicle, and trip data. Documentation will accompany the data files to ensure that BFCG staff and consultants can readily use the data as required for transportation planning. A data transmittal document will be attached to the data delivery files. The memo will include the number of cases in each file/table, a statement that quality checks have been performed, geocoding match rates, and other necessary documentation on the quality of the data. The consultant will correct any households flagged as incomplete or inconsistent by the BFCG at no additional cost to the agency. The project manager will provide an in-person presentation and briefing on the survey results.

Deliverables: Draft and Final Survey Report, Data Files, and Associated Documentation

Schedule

The schedule below assumes a May 1, 2018 notice to proceed. Assuming that start-date, design work is anticipated to be completed in the summer of 2018, with data collection activities scheduled for the fall of 2018. Data will be processed as the survey is taking place. The consultant will take an additional two weeks after data collection has ended to finalize the data set then plan to write the draft report in December and January. Assuming one month for review and revisions, the final report would be available in March.

DATA COLLECTION SCHEDULE

Work Tasks	Month										
	1	2	3	4	5	6	7	8	9	10	11
Work Plan											
Survey Design (Includes Pilot)											
Sampling Plan											
Data Collection											
Process Data											
Draft Report											
Final Report											



PILOT ACTIVITIES

ACTIVITIES	TIMING
Draft Data Items Matrix	Week 5
Draft Questionnaires, Materials	Week 7
Draw Pilot Sample and Geocode	Week 7
Conduct Pilot Recruitment	Weeks 8 and 9
Mail Packets to Pilot Participants	Week 9
Participants Record Travel	Week 11
Conduct Pilot Retrieval	Weeks 11 and 12
Process Pilot Data and Quality Control	Weeks 11 and 12
Geocode Pilot Data	Weeks 11 and 12
Pilot Report and Data Due to Client	Week 14
Pilot Meeting (Teleconference)	Week 15
Revisions for Full Study	Week 16

ESTIMATE OF COST			
Federal	State	Local	Total
			\$140,000