

UNIFIED PLANNING WORK PROGRAM

STATE FISCAL YEAR 2017
JULY 1, 2016 TO JUNE 30, 2017



Cowlitz-Wahkiakum Council of Governments

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The Cowlitz-Wahkiakum Council of Governments' Unified Planning Work Program is jointly funded by the Washington State Department of Transportation, Federal Highway Administration, Federal Transit Administration and the local jurisdictions and agencies located within both the Metropolitan Planning Organization and Southwest Washington Regional Transportation Planning Organization.

CWCOG ensures full compliance with Title VI of the Civil Rights Act of 1964 and the American Disabilities Act of 1990 by prohibiting discrimination against any person on the basis of race, color, national origin, sex or disabilities in the provision of benefits and services resulting from its federally assisted programs and activities. For more information, or to obtain a Title VI Complaint Form, call program coordinator at (360) 577-3041.

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Cowlitz-Wahkiakum Council of Governments

A Resolution Adopting the Fiscal)
Year 2017 Unified Planning Work) RESOLUTION NO. 16-06
Program for Transportation Planning)

WHEREAS, COG staff recommends adoption of the Fiscal Year 2017 Unified Planning Work Program (UPWP) for the Longview-Kelso-Rainier, Oregon Metropolitan (MPO) and the Southwest Washington Regional Transportation Planning Organization (SWRTPO); and

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

WHEREAS, the work program includes activities to be carried out in and for the Longview-Kelso-Rainier, Oregon MPO area and the SWRTPO area; and

WHEREAS, the work program budget, as presented to the Council of Governments in coordination with the Washington and Oregon State Departments of Transportation, totals \$975,906 in federal, state and local funds;

NOW, THEREFORE, BE IT RESOLVED that the Fiscal Year 2017 UPWP, with a total budget of \$975,906 is hereby adopted.

PASSED AND APPROVED this 23rd day of June, 2016.



William A. Fashing, Executive Director



Troy Stariha, Vice Chairperson

2017 Unified Planning Work Program

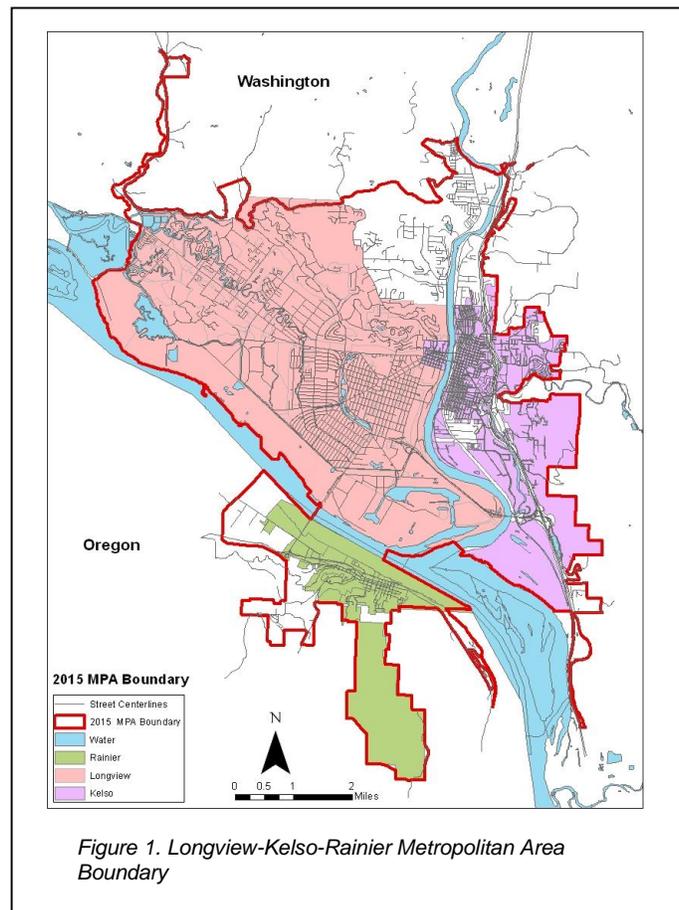
Background and UPWP Purpose

The Unified Planning Work Program (UPWP) outlines the transportation studies and tasks to be performed on behalf of the Longview-Kelso-Rainier Metropolitan Planning Organization (MPO) and the five-county Southwest Washington Regional Transportation Planning Organization (RTPO) over the next state fiscal year (July 1 to June 30). The staff of Cowlitz-Wahkiakum Council of Governments (CWCOG) in conjunction with planning partners at Grays Harbor Council of Governments and Lewis County performs work activities. The UPWP outlines transportation planning activities over the next fiscal year in sufficient detail to indicate who will perform the work, the schedule for completing it, expected results from the activity, and a proposed funding estimate for each task. Work items listed in the document are based on the priorities set by the region through the Long Range Transportation Plan, by guidelines established under the federal urban transportation regulations 23 USC 134 and state requirements in RCW 47.80 and WAC 486.

The Cowlitz-Wahkiakum Council of Governments (CWCOG) is the agency responsible for compiling the UPWP. CWCOG is the lead bi-state MPO, comprised of the urbanized area of Longview and Kelso, Washington and (crossing over the Columbia River) the city of Rainier, Oregon. The urbanized area, originally designated as an MPO in 1982 by federal and state governments, covers an area of over 65,796 people (see Figure 1). The MPO activities are guided by the CWCOG Board of Directors, comprised of member agencies. The Cowlitz Area Technical Advisory Committee (TAC) accomplishes much of the technical groundwork prior to CWCOG Board consideration.

The CWCOG is also the state-recognized lead-planning agency for the five-county Southwest Washington Regional Transportation Planning Organization (SWRTPO) (Figure 2). The five counties include Cowlitz, Grays Harbor, Lewis, Pacific, and Wahkiakum. One of the purposes of an RTPO is to see that provisions of the Washington State Growth Management Act (RCW 47.80.20), as further defined under Washington Administrative Code (WAC) Section 468-86, are met. Lewis and Pacific counties operate under the State Growth Management Act.

The RTPO performs tasks similar to the MPO. CWCOG staff provides technical assistance and works closely with the communities, ports, transit agencies, and tribes in the five counties. Agencies within our RTPO are listed in the Appendix.



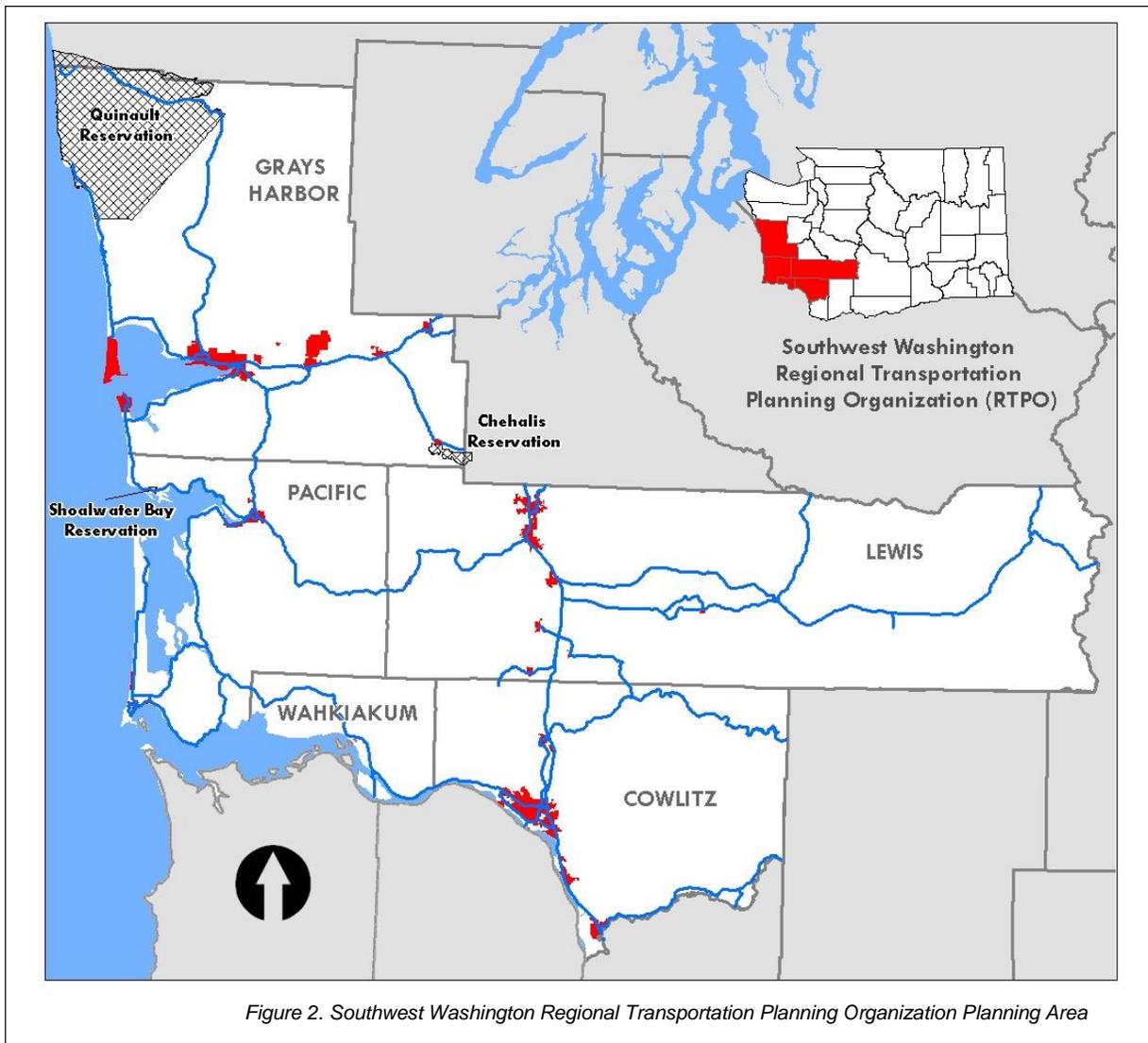


Figure 2. Southwest Washington Regional Transportation Planning Organization Planning Area

The planning and programming efforts of the MPO and RTPO intersect in planning tasks fulfilling federal urban transportation planning and state regional planning requirements. Metropolitan transportation planning requirements must be fulfilled in order for transportation projects to be eligible for federal funding. The UPWP is the tool used to direct these continuous, cooperative, and comprehensive planning efforts. The UPWP provides the CWCOG with guidance in performing transportation-related tasks necessary to meet MPO and RTPO planning requirements. It lists all major work tasks to be completed in a given fiscal year.

CWCOG's MPO and RTPO Structure

As the designated MPO and lead-planning agency for the SWRTPO, the MPO and RTPO transportation-planning program is administered and staffed by the CWCOG. The CWCOG transportation planners are responsible for carrying out most of the regional transportation planning activities. The CWCOG has contract agreements with the Grays Harbor Council of Governments (GHCOG) and Lewis County to provide planning assistance in the RTPO area. They receive a portion of RTPO planning funds to assist the CWCOG in the development of the long-range plan, provide local coordination with partners, assist communities with the development of the Regional Transportation Improvement Program (RTIP), and serve as a local RTPO representative on major regional transportation projects.

CWCOG's transportation planning staff receives policy direction from the SWRTPO and the CWCOG board. The SWRTPO serves as the RTPO board for the five county region. The CWCOG board is the MPO policy

board. In addition, staff receives input and direction from the technical committees and policy boards in each of the counties. The organizations listed on Table 1, guide transportation planning activities for the MPO and/or SWRTPO areas.

<i>County</i>	<i>Policy Board</i>	<i>Technical Advisory Committee</i>
Cowlitz	CWCOG Board (MPO Board)	Cowlitz Area TAC (MPO & RTPO)
Grays Harbor	GHCOG Board	Grays Harbor TAC
Lewis	Lewis County Transportation Strategy Council	Lewis County TAC
Pacific	Pacific Council of Governments (PCOG)	PCOG TAC
Wahkiakum	Wahkiakum County Commission	Wahkiakum TAC

Table 1. Policy Boards and Technical Advisory Committees

Federal, State, and Regional Planning Priorities

Federal Planning Priorities

The metropolitan transportation planning process shall be continuous, cooperative, and comprehensive, and provide for consideration and implementation of projects, strategies, and services that will address the following federal metropolitan planning factors that are aimed at programs that:

1. Support the economic vitality of the metropolitan area especially by enabling global competitiveness, productivity, and efficiency;
2. Increase the safety of the transportation system for motorized and non-motorized users;
3. Increase the security of the transportation system for motorized and non-motorized users;
4. Increase the accessibility and mobility options available to people and for freight;
5. Protect and enhance the environment, promote energy conservation, improve quality of life, promote consistency between transportation improvements, and State and local planned growth and economic development patterns;
6. Enhance the integration and connectivity of the transportation system across and between modes for people and freight;
7. Promote efficient system management and operation; and
8. Emphasize the preservation of the existing transportation system.

Washington State Planning Priorities

The Washington State Legislature has established six transportation system policy goals in RCW 47.04.280, which should be supported by public investments in transportation:

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

Longview-Kelso-Rainier MPO and SWRTPO Regional Transportation Planning Priorities

The planning priorities for the Longview-Kelso-Rainier MPO and the SWRTPO encompass federal and state directed values as outlined above. In addition, our regional policies and strategies, which are established in the regional transportation plan, help ensure future transportation investments in our region meet the state and federal planning priorities.

- Goal 1: Promote and support a transportation system that strengthens the region’s economic competitiveness.
- Goal 2: Preserve and enhance the region’s existing transportation infrastructure and facilities.
- Goal 3: Develop an integrated non-motorized transportation system.
- Goal 4: Maintain, modernize, and enhance a sustainable and comprehensive public transportation system.
- Goal 5: Maintain and enhance a regional transportation system that is safe and accessible for multiple travel modes.

2017 Federal Emphasis Areas

Each year, WSDOT, FHWA, and FTA provide an overview of state and federal guidelines for MPOs and RTPOs to include in their work programs. They also provide joint guidance on priority work program emphasis areas. Per USDOT guidance dated December 23, 2015, federal emphasis areas for FY 2017 include:

1. Transition from MAP-21 to FAST Act Implementation

As the analysis of the FAST Act evolves, WSDOT will continue to work with the MPOs as draft and final rules are released, along with providing MPOs with the necessary information to transition to performance-based planning and programming.

2. Models of Regional Planning Cooperation

Work with agencies across state boundaries to promote cooperation and coordination to ensure regional transportation planning. Coordination across MPOs and across State boundaries includes the coordination of transportation plans and programs, corridor studies, and projects across adjacent MPO and State boundaries. It also includes collaboration among State DOTs, MPOs, and operators of public transportation for activities such as data collection, data storage and analysis, analytical tools, and performance-based planning.

CWCOG is the bi-state Longview-Kelso-Rainier MPO, and will work to strengthen regional planning collaboration among local jurisdictions, state Departments of Transportation, and state land planning/growth management agencies.

3. Ladders of Opportunity

As part of the transportation planning process, the MPO and the RTPO will identify transportation connectivity gaps in access to essential services (housing, employment, health care, schools/education, and recreation) and solutions to address those gaps. This emphasis area could also consider the identification of performance measures and analytical methods to measure the transportation system’s connectivity to essential services.

CWCOG has developed a focus on this emphasis area through ongoing regional coordination meetings that will cover an array of topics, in the interest of enhancing connectivity to essential services and engaging disadvantaged populations.

State and Federal Emphasis Areas

1. Tribal Consultation

Although Tribes are not subject to the Growth Management Act (GMA), RTPOs are encouraged to coordinate and invite participation with tribes on the development of their regional transportation plans. WSDOT encourages RTPOs to utilize technology, such as webinars, conference calls, and video conferencing, to engage Tribes in policy board and TAC meetings.

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

working with Tribes on projects. Recent best practices in tribal consultation issued by WSDOT will be incorporated into ongoing communication efforts to the extent feasible.

2. Annual Performance and Expenditures Reports

Along with the federal requirement for MPOs to complete annual reports, WSDOT requires RTPOs to complete annual reports. RTPOs should complete annual reports using their UPWP and provide similar information as is required by a MPO. The SWRTPO has always included the RTPO portion of their work program in the development of the annual report and will continue to do so.

3. Interlocal Agreements

An Interlocal Agreement is a written arrangement between a grant recipient and another public body to provide eligible grant match contributions to a project. Interlocal agreements are subject to [RCW 39.34](#). The Interlocal Cooperation Act ([WAC 173-95A-020](#)) [49 CFR 450.316](#) describes the process for involving interested parties, participation, and consultation with those parties within the MPO boundary. Interlocal agreements should be created and updated by all MPOs and signed by member organizations. An interlocal agreement should be created or updated when:

- No interlocal agreement exists;
- An interlocal agreement cannot be located;
- There is an organizational structure change within an MPO or its member organizations; and/or
- An MPO boundary changes.

CWCOG staff will be working closely with WSDOT and our member agencies in reviewing and/or updating our SWRTPO and MPO interlocal agreements in 2017.

4. Statewide Planning Efforts

MPOs and RTPOs are encouraged to participate in statewide planning efforts with respect to the various state modal plans and the statewide long-range transportation plan (WTP).

5. Corridor Sketches

A corridor sketch is a way for WSDOT to work jointly with partners to capture and document consistent baseline information about a highway corridor that informs future investment decisions. The 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. MPO and RTPO involvement in this process includes:

- Participation in meeting, workshops, and advisory groups;
- Reviewing and providing input on data and documents related to corridor planning;
- Providing data and modeling results related to corridor planning;
- Performing transportation modeling and analysis as needed to support corridor planning;
- Using results of corridor planning in RTP and other planning documents.

6. Performance Measures

WSDOT will continue to provide timelines and schedules to the MPOs regarding release of NPRM dates. WSDOT will continue to collaborate with MPOs and RTPOs, as official comments to the USDOT dockets are prepared. WSDOT will also continue to collaborate with the MPOs as the State works towards setting performance measures and targets.

UPWP Amendment Process

Amendments to the UPWP are required when there is a change to either the work program, an addition to the work program, or a budget revision resulting from changes in the work program. If CWCOG determines there is a need to reprioritize work, address changes in funding, or address new issues, we will consult with the WSDOT Transportation Planning Office. Amendments will be given to the CWCOG Board one week prior to a board meeting. All amendments requiring a program change must be approved by the CWCOG MPO and SWRTPO Board and processed through the WSDOT's Policy Development and Regional Coordination Branch. Amendments involving federal funds may need to be reviewed and approved by FHWA and FTA.

Key Accomplishments from the 2016 UPWP

Cowlitz-Wahkiakum Council of Governments

With the support of our MPO and RTPO local planning partners and WSDOT, the Longview-Kelso-Rainier MPO, and the Southwest Washington RTPO were able to fulfill most of the tasks outlined in the 2017 UPWP despite extensive agency transition and limited budgets:

- Adopted the 2040 Metropolitan and Regional Transportation Plan.
- Developed and adopted the 2016-2019 RTIP.
- Administered formal amendments and administrative modifications to the 2016-2019 RTIP.
- Met Surface Transportation Program (STP) obligation authority targets for Cowlitz County.
- Strengthened relationships with Oregon partners, including Rainier and ODOT.
- Administered transportation Alternatives Program (TAP) funding and amendments to the program.
- Developed Annual Listing of Federally Obligated Projects for 2015.
- Developed the 2016 UPWP.
- Completed the 2016 UPWP Annual Report.
- Completed the MPO Self-Certification process.
- Implementation of General Transit Feed Specification data program with Google Transit for several regional transit agencies.
- Updated the Title VI Plan and broadened the plan to include all agency functions.
- Initiated process to update governance and foundational documents.
- Identified necessary updates to the Public Participation Plan.
- Began discussions with transit to develop a 314 interlocal agreement.
- Reviewed all comprehensive plans within the RTPO to identify planning goals for the Regional Transportation Plan.
- Worked with MPO and RTPO TAC's to identify proposed bicycle and pedestrian facilities.

Grays Harbor Council of Governments (GHCOG) Key Accomplishments

- Completed ongoing SWRTPO program management duties. Maintained retention schedule and storage of GIS data and project files. Regularly scheduled bi-monthly teleconference with CWCOG transportation staff. Participation in SWRTPO meetings/regular reporting at GHCOG meetings.
- SWRTPO Regional Transportation Plan.
- Updated Grays Harbor priority project plan elements; provided airport data and introduction summary; provided annual budget and financial information from the Port of Grays Harbor.
- Assisted in the development of gaps and needs analysis based on regional goals and policies.
- Updated trail/pathway data and wrote descriptions, forwarded trails database information.
- Provided trail, bike, and sidewalk GIS shape files to CWCOG to fulfill request by WSDOT.
- Facilitated WSDOT Corridor Sketch Initiative workshop with local agencies. Presented workshop outcomes to GHCOG Board.
- Coordinated with local jurisdictions, participated on project ranking committee, provided Grays Harbor elements, and attended Human Services Coordinated Transportation Plan meetings.
- Participated in CONNECT Gray Harbor meetings and completed map products.
- Chaired EV planning committee to identify placement, process, and funding strategies.
- Provided GH Transit with technical support to update their Transportation Development Plan (TDP). Assisted with Ladders of Opportunity and Driven to Opportunity grants.
- Facilitated reduction of Aberdeen 3-lane downtown corridor to 2-lanes.
- Worked with Port of Grays Harbor to include channel deepening project in CORPS 2015 budget and to secure state match.
- Completed review of Westway and Imperium Expansion Project EIS related to transportation, rail, and safety elements. Attended two EIS open houses.
- SR 109 Hidden Coast Scenic Byway - Worked with GH Vision 2020 to develop and fund route marker signs.

Lewis County Key Accomplishments

- Participated as a member of the North Lewis County Industrial Access Technical Advisory Committee.
- Attended scheduled RTPO Meetings.
- Attended CWCOG's Annual Meeting.
- Held monthly planning meetings of the Lewis County Transportation Strategy Council (TSC) and Technical Advisory Committee (TAC).
- Held WSDOT Corridor Sketch input workshops with Lewis County TAC and Lewis County TSC.
- Held workshops to identify existing and proposed bicycle and pedestrian facilities for the RTP.
- Mapped (using GIS) proposed bicycle and pedestrian facilities.
- Provided GIS shape files to RTPO for map updates of Lewis County.
- Facilitated Safe Route to School discussion at LCTAC meeting.
- Facilitated meeting with LCTAC and LCTSC to seek input on WSDOT's Washington State Public Transportation Plan.
- Facilitated several meetings with Lewis County TAC and Lewis County TSC to seek input on draft Regional Transportation Plan Workshop.
- Attended White Pass Scenic Byway meetings and provided technical assistance.
- Provided technical assistance to TSC member agencies with grant applications.

2017 WORK ELEMENTS

Element 1: Transportation Program Administration

Program administration is a core function with the purpose of providing the administrative support required to manage and coordinate the overall MPO and RTPO transportation planning program which includes state and federal planning requirements.

1.1 MPO/RTPO Program Management and Support

CWCOG - Management of the MPO/RTPO program, office, and transportation staff; supervision of CWCOG staff assigned to transportation program and contracted services; attend and/or facilitate staff meetings and board meetings related to MPO/RTPO duties; general clerical support including correspondence, meeting agendas, and minutes as related to transportation duties; preparation of contracts and work agreements for contracted services, projects, and funding for transportation programs; MPO/RTPO website maintenance; update computer hardware and software for transportation program; CWCOG transportation newsletter articles and press releases; monthly billings and accounting summaries for MPO and RTPO related work.

GHCOG - Facilitate and support the SWRTPO tasks with local agencies and Technical Advisory Committee; oversee contractual obligations; provide monthly activity report; participate in bi-monthly coordinating calls with CWCOG's transportation staff; participate in SWRTPO quarterly meetings and regularly report efforts at GHCOG meetings.

Lewis County - Facilitate and support the SWRTPO tasks with Lewis County Transportation Strategy Council and Technical Advisory Committee.

Responsibilities - CWCOG staff and RTPO planning partners (GHCOG and Lewis County).

Deliverables - Prepare the 2017 budgets for the MPO and the RTPO. The budgets will be adopted prior to calendar year 2017; contracts with state agencies and local agencies for MPO/RTPO work; meeting support materials prepared for MPO, RTPO boards, and TACs across the region, including public notices and meeting minutes; maintenance of transportation page on CWCOG website; CWCOG newsletter quarterly articles; monthly billing and accounting summaries.

Estimated Cost

CWCOG:	\$120,406
GHCOG:	\$4,000
Lewis County:	\$4,000
Total:	\$128,406

1.2 Coordination with Regional, Statewide, and Federal Partners

CWCOG - Attend quarterly statewide MPO/RTPO/WSDOT Coordination Committee meetings; coordination of activities between CWCOG, supporting agencies, planning partners (GHCOG and Lewis County), and state and federal agencies; coordinate with WSDOT in the transition to Performance Based Planning and Programming and the implementation of the FAST ACT to ensure a regional approach to transportation planning; collaborate with WSDOT in the development of performance measures and targets.

This task does not include lobbying. However, if any lobbying activities were to occur outside of those eligible activities conducted as a part of regular activities as described in Title 23, Title 49, and in RCW 42.17A.635, then CWCOG would file a certification and disclosure form as required by federal and state law. Ongoing work includes communication with legislators and other decision-makers in the RTPO five-county area to provide education on the four emphasis areas outlined in the Regional Transportation Plan (RTP); attendance at public hearings, local council meetings, and conferences.

GHCOG - Communicate with legislators and decision-makers to provide education on RTP priorities and other relevant policy issues; attendance at public hearings, meetings, local council meetings, conferences, and training activities; provide support as needed/requested.

Lewis County - Attendance at public hearings, meetings, and local council meetings; provide support as needed/requested.

Responsibilities - CWCOG staff and member agencies in the five-county region (including MPO), RTPO planning partners (GHCOG and Lewis County), WSDOT, FHWA, and FTA.

Deliverables - Participation in statewide and regional transportation planning coordination efforts; development of educational materials and presentations, as well as attendance at meetings to provide MPO and RTPO perspective in local and statewide efforts.

Estimated Cost

CWCOG:	\$30,000
GHCOG:	\$1,000
Lewis County:	\$1,000
Total:	\$32,000

1.3 Tribal Consultation

CWCOG - In order to enhance Government-to-Government coordination, CWCOG staff, the RTPO, and MPO will participate, as appropriate, in tribal planning and implementation processes, seek participation by and input from the tribe for special planning projects, work with tribal partners on projects and studies as requested, assist with rural and special needs transportation efforts for their elders and youth, attend tribal transportation meetings, share grant opportunities, learn about individual tribal planning and transportation processes, and seek feedback on how we can better serve our tribal transportation partners continue to work to promote positive and constructive tribal/non-tribal relations; CWCOG staff will continue to work closely with the Cowlitz Tribe while expanding its working relationships with other Tribal Governments within the RTPO boundaries; building upon already established tribal relationships with our RTPO partners, CWCOG’s outreach to the Shoalwater Bay Tribe is through and with the Pacific Council of Governments; outreach to the Chehalis Tribe is through and with the Lewis County Transportation Strategy Council; and outreach to the Quinault Indian Nation is through and with the Grays Harbor Council of Governments.

Responsibilities - CWCOG staff and coordination with tribal planning partners throughout the RTPO and within the MPO, WSDOT Southwest, Olympic and Central Regions, and RTPO members.

Deliverables - Outreach and engagement of tribal planning partners in MPO/RTPO planning activities; participation in Government-to-Government training opportunities.

Estimated Cost

CWCO:	\$5,500
GHCOG:	\$0
Lewis County:	\$0
Total:	\$5,500

1.4 Metropolitan Transportation Planning Agreement

CWCOG - Develop Memorandum of Agreement with WSDOT and Cowlitz Transit Authority to meet requirements of 23 CFR 450.314; determine mutual responsibilities in carrying out the metropolitan transportation planning process.

Responsibilities - CWCOG staff, Cowlitz Transit Authority, and WSDOT.

Deliverables - Signed 314 Agreement

Estimated Cost

CWCOG:	\$4,000
GHCOG:	\$0
Lewis County:	\$0
Total:	\$4,000

1.5 Governance

CWCOG - Review and update foundational documents:

- Interlocal Agreements;
- Bylaws for MPO and RTPO.

Responsibilities - CWCOG staff and member agencies in the five-county RTPO region (including MPO).

Deliverables - New Interlocal agreements for the MPO and RTPO followed by bylaws to govern the organization.

Estimated Cost

CWCOG:	\$6,000
GHCOG:	\$0
Lewis County:	\$0
Total:	\$6,000

1.6 Self-Certification Process

CWCOG - Prepare self-certification short form that includes the following: MPO designation documents, agreements, development, and adoption processes for UPWP, RTIP, RTP, Public Participation Plan, studies, and Title VI Plan.

Responsibilities - CWCOG staff and WSDOT.

Deliverables - Draft self-certification short form submitted to WSDOT in conjunction with RTIP; conference calls to finalize between WSDOT and CWCOG; executed final self-certification document.

Estimated Cost

CWCOG:	\$1,500
GHCOG:	\$0
Lewis County:	\$0
Total:	\$1,500

1.7 Public Participation Plan

CWCOG - Update the Public Participation Plan to reflect any changes as part of the bylaws/governance update, to incorporate the tribal consultation process, and broaden the plan to reflect all CWCOG functions.

Responsibilities - CWCOG staff and member agencies in the five-county RTPO region (including MPO).

Deliverables - Update to Public Participation Plan to reflect new interlocal agreement and bylaws updates.

Estimated Cost

CWCOG:	\$2,500
GHCOG:	\$0
Lewis County:	\$0
Total:	\$2,500

1.8 Title VI Plan and Report

CWCOG - Title VI Coordinator will monitor and review CWCOG Title VI Plan's responsibilities as part of its annual report; prepare annual report for WSDOT's Office of Equal Opportunity (OEO) review; development of staff training resources for Title VI in collaboration with WSDOT's OEO.

Responsibilities - CWCOG staff, RTPo planning partners (GHCOG and Lewis County), and WSDOT.

Deliverables - Title VI Annual Report to be submitted to WSDOT's OEO by January 31, 2017.

Estimated Cost

CWCOG:	\$4,000
GHCOG:	\$0
Lewis County:	\$0
Total:	\$4,000

1.9 Unified Planning Work Program and Annual Report

The UPWP includes tasks scheduled for July 1, 2016 through June 30, 2017. The Annual UPWP Report will summarize progress made on UPWP elements and tasks.

CWCOG - Create the Unified Planning Work Program in coordination with WSDOT, Cowlitz Transit Authority, and planning partners (GHCOG and Lewis County); identify major work tasks proposed for the next fiscal year, who will perform the work, deliverables, and outline proposed funding sources to be used to complete the work.

GHCOG - Prepare Grays Harbor's UPWP accomplishments and UPWP work tasks in conjunction with CWCOG; prepare Grays Harbor elements for inclusion in CWCOG UPWP Annual Report.

Lewis County - Prepare Lewis County's UPWP accomplishments and major work tasks in conjunction with CWCOG; prepare Lewis County elements for inclusion in CWCOG UPWP Annual Report.

Responsibilities - CWCOG staff, member agencies in the five-county region (including MPO), RTPo planning partners (GHCOG, Lewis County), Cowlitz Transit Authority, WSDOT, FHWA, FTA.

Deliverables - Draft UPWP document to be delivered to WSDOT at a date determined by WSDOT; public notices in regional news outlets and on the CWCOG website; final document to be delivered to WSDOT, FHWA, and FTA and posted in the CWCOG website following adoption by the CWCOG Board in June 2016; annual UPWP Report delivered to WSDOT by September 30, 2016.

Estimated Cost

CWCOG	\$25,000
GHCOG	\$1,300
Lewis County	\$1,000
Total:	\$27,300

1.10 Professional Development and Training

CWCOG - Participation in local, regional, and national conferences; attend training related to MPO and RTPo work elements; participate in Government-to-Government training, travel demand model training, STIP training, and Performance Standards Planning and Programming training; coordinate with WSDOT STIP/SAW database training for MPO/RTPo jurisdictions.

Responsibilities - CWCOG staff and RTPo planning partners (GHCOG and Lewis County).

Deliverables - Participation in state tribal consultation requirements and approaches, travel demand modeling, and maintenance of the model, STIP and TIP management trainings, performance standards, and using performance standards for optimal outcomes.

Estimated Cost

CWCOG: \$18,000
 GHCOG: \$0
 Lewis County: \$0
 Total: \$18,000

COST SUMMARY

Element 1	Transportation Program Administration	
1.1	MPO/RTPO Program Management and Support	\$128,406
1.2	Coordination with Regional, Statewide, and Federal Partners	\$32,000
1.3	Tribal Consultation	\$5,500
1.4	Metropolitan Transportation Planning Agreement	\$4,000
1.5	Governance	\$6,000
1.6	Self-Certification Process	\$1,500
1.7	Public Participation Plan	\$2,500
1.8	Title VI Plan & Report	\$4,000
1.9	Unified Planning Work Program and Annual Report	\$27,300
1.10	Professional Development and Training	\$18,000
Total for Element 1		\$229,206

Element 2: Multi-Modal Transportation Planning

The purpose of the tasks within this element is to meet state and federal transportation planning requirements through a continuous, cooperative, and comprehensive planning process. This element also addresses federal, state, and regional priorities, and outlines tasks to develop regional multi-modal transportation long-range strategies for the region. All six of the state's transportation planning priorities of economic vitality, preservation, safety, mobility, environment, and stewardship are included throughout the development of this element and through outcomes associated with this activity.

2.1 Coordination of Planning Activities

CWCOG - Coordination of activities between CWCOG, planning partners (GHCOG and Lewis County), local jurisdictions, and other agencies and organizations; coordination with bicycle, pedestrian, aviation, transit, rail, ports, roadways, and freight transportation stakeholders; support participation in planning processes through MPO and RTPO jurisdictions (including LCTSC, PCOG, GHCOG, CWCOG, and TACs); engage in active cooperation and coordination across MPO and RTPO boundaries and across state boundaries to ensure a regional approach to transportation planning; coordination with WSDOT Southwest, Central, and Olympic Regions in the update and implementation of their regional ITS plans; participation in WSDOT modal and corridor planning activities during the upcoming fiscal year:

- The Aviation Plan;
- The Washington Transportation Plan 2014, Phase II;
- The Highway System Plan;
- Corridor Sketches;
- Practical Solutions (least cost analysis and practical design); and
- GMA Enhanced Collaboration.

The Washington State Departments of Transportation, Commerce, and Ecology are working with the RTPOs, counties, and cities to develop a new program of financial and technical assistance to help local governments implement measures to improve transportation efficiency, and to update their comprehensive plans. CWCOG and regional planning partners will provide coordination and assistance to member jurisdictions to promote transportation efficiency while updating local comprehensive plans under Executive Order 14-04, Transportation Efficiency.

GHCOG - Work closely with CWCOG staff to provide information required for timely delivery of all planning and reporting elements, represent Grays Harbor in RTPO activities; participate in WSDOT, FTA, FHWA in regional meetings and projects, provide planning elements as needed, review documents affecting Grays Harbor and respond accordingly.

Lewis County - Work closely with CWCOG staff to provide information required for timely delivery of all planning and reporting deliverables for Lewis County; support SWRTPO in the development of the RTP.

Responsibilities - CWCOG staff with support from planning partners (GHCOG and Lewis County), WSDOT Southwest, Central and Olympic Regions, WA Commerce, and WA Ecology.

Deliverables - Participation in WSDOT state planning activities; coordination with key stakeholders, organizations, and the public, with deliverables varying depending on topic or request.

Estimated Cost

CWCOG:	\$40,000
GHCOG:	\$3,500
Lewis County:	\$3,000
Total:	\$46,500

2.2 Planning Consultation, Services, and Technical Support

CWCOG - Provide support to MPO and RTPO member agencies in the development of transportation plans, programs, and other transportation planning efforts; provide assistance with data requests for local plans and projects; participate on MPO and RTPO TACs throughout the transportation planning process; review grant applications upon request and provide letters of support to agencies for projects consistent with the Regional Transportation Plan; provide responses to public and agency inquiries related to our regional transportation network and priorities; provide support to the Cowlitz Transit Authority in the implementation of its long-range strategic plan for sustainability and growth; continue to work closely with WSDOT Southwest, Central, and Olympic Region offices to coordinate projects and support local jurisdictions with project information; provide input on developments via SEPA checklists; retain consultant services as needed to support MPO and RTPO efforts.

Assist City of Longview to incorporate elements from the Regional Transportation Plan into their comprehensive plan update; provide planning support to the Cowlitz Transit Authority related to the City of Longview comprehensive plan update; provide assistance as requested to other jurisdictions undertaking comprehensive plan updates--Lewis County is scheduled to update their GMA comprehensive plan in 2017 while Cowlitz will be completing a Critical Areas Ordinance update; Pacific County GMA comprehensive plan update is scheduled for 2018, as is the Critical Areas Ordinance for Wahkiakum and Grays Harbor counties.

GHCOG - Assist local agencies in the development and promotion of transportation related activities that benefit the region; provide funding, grant, and technical assistance; support aviation, rail, and port facilities as an integral component of Grays Harbor transportation infrastructure and work closely with WSDOT Olympic Region to coordinate projects and support local jurisdictions.

Lewis County - Continue to research grant funding opportunities and provide staff support in the timely application for all applicable transportation funding opportunities; grant research and grant application assistance to rural cities and towns; continue to work on at-grade railroad crossing planning requirements, and position Washington, the region, and county for potential federal funding and enhanced state freight funding

Responsibilities - CWCOG staff, MPO and RTPO planning partners (GHCOG and Lewis County), and member agencies, Cowlitz Transit Authority, WSDOT, WA Commerce, WA Ecology.

Deliverables - Participation in local, metropolitan, regional, and state planning efforts; planning consultation and services necessary for comprehensive plan updates and integration with RTP.

Estimated Cost

CWCOG:	\$80,000
GHCOG:	\$7,000
Lewis County:	\$4,000
Total:	\$91,000

2.3 Review of Comprehensive Plans and Countywide Planning Policies

CWCOG - Ensure that transportation facilities and services of statewide significance (RCW 47.06.140) are included in member jurisdictions' GMA plans and the regional transportation plan, as applicable; perform consistency review of Lewis and Pacific County jurisdictions' transportation elements of their GMA plans when such plans are due to be updated, including reviewing level of service (LOS) methodologies used by local jurisdictions.

GHCOG - Ensure that transportation facilities and services of statewide significance (RCW 47.06.140) are included in member jurisdictions plans and the regional transportation plan, as applicable.

Lewis County - Ensure that transportation facilities and services of statewide significance (RCW 47.04.140) are included in member jurisdictions' GMA plans and the regional transportation plan, as applicable; perform consistency review of Lewis County jurisdictions' transportation elements of their GMA plans when such plans are due to be updated, including reviewing level of service (LOS) methodologies used by local jurisdictions.

Responsibilities - CWCOG staff, planning partners (GHCOG and Lewis County), and member agencies.

Deliverables - Documentation of review of individual jurisdictions' draft comprehensive plan's transportation elements; consistently review documentation; technical assistance as jurisdictions begin a comprehensive plan update to ensure consistency with the RTP.

Estimated Cost

CWCOG:	\$8,000
GHCOG:	\$1,000
Lewis County:	\$1,000
Total:	\$10,000

2.4 Public and Stakeholder Participation and Outreach

CWCOG - Utilize public outreach venues and identify opportunities for public involvement in long-range planning activities; update Public Participation Plan to reflect new interlocal agreements and bylaws, new committees and boards; incorporate stakeholder outreach, public participation, and public input in all transportation planning activities; conduct outreach to the city of Rainier, Oregon, and the Oregon Department of Transportation to ensure regional cooperation and collaboration in all transportation processes; implement the steering committee's recommendations outlined in the Fire and Ice Scenic Loop Corridor Management Plan.

Responsibilities - CWCOG staff with support from planning partners (GHCOG and Lewis County), WSDOT, MPO, and RTPO jurisdictions.

Deliverables - Public notices, meetings, and associated charges for regional planning activities; agency website updates for public information and comment.

Estimated Cost

CWCOG:	\$12,000
GHCOG:	\$0
Lewis County:	\$0
Total:	\$12,000

2.5 Regional Transportation Plan

In October 2016, the CWCOG and the SWRTPO boards adopted the 2040 Regional Transportation Plan (RTP) for the Longview-Kelso-Rainier MPO and the Southwest Washington RTPO. The RTP was developed through a collaborative process of regional stakeholders, consisting of two state Department of Transportation, 28 cities, five counties, five tribal governments, 12 ports, four transit authorities, and numerous stakeholders. This process was led by CWCOG staff, which partnered with GHCOG and Lewis County to assist with stakeholder outreach and plan development. As part of the RTP process, a total of four emphasis areas were identified to assist in the analysis of the regional transportation gaps and needs, and the development of next steps. These emphasis areas are not intended to be a replacement for the regional transportation goals. Instead, they were established with the recognition that many of the next steps developed under each strategy will help further the intent and direction of the RTP vision, goals, and policies. The four emphasis areas are: freight transportation, roadways, public transportation, and active transportation.

Freight Emphasis Area - Coordinate with MPO and RTPO jurisdictions, multi-modal transportation providers, such as ports, trucking industry, and rail industry representatives in the creation and

development of a freight stakeholder group to assist with the development of the RTP's long-range strategies to implement the economic competitiveness goal and associated policies.

Roadways Emphasis Area - Work with TACs and WSDOT Southwest and Olympic regions to develop long-range strategies that implement the roadway goal and associated policies of the RTP; incorporate WSDOT's Corridor Sketches Initiatives (CSI) database and input collected through the outreach process into the RTP's roadway emphasis area; coordinate with cities, counties, and other stakeholders to identify structurally deficient bridges in the MPO and RTPO region; coordinate with TACs and member jurisdictions to identify location of EV charging stations within the RTPO region; improve and coordinate knowledge and compliance with existing Emergency Evacuation plans.

Public Transportation Emphasis Area - Identify transportation connectivity gaps in access to essential services; work with transit providers to develop strategies and objectives that implement the public transportation goal and associated policies of the RTP; use the RTP's planning process to improve the local economy by creating "Ladders of Opportunity" for disadvantaged persons, including access to housing, jobs and services, and connectivity of transportation systems.

Active Transportation Emphasis Area - Develop and implement regional long-range planning strategies to implement the active transportation goals and policies of the RTP; support efforts that address and advance active transportation data collection; provide appropriate planning and technical assistance to local governments working to address pedestrian and bicycling needs.

CWCOG - As part of the development of long range strategies to implement the RTP, CWCOG staff will: facilitate continued community dialogue concerning regional development, mobility, and transportation goals, policies, strategies, and priorities reflected in the RTP; measure progress related to the goals outlined in the RTP; prioritize improvements and develop a financially constrained plan.

GHCOG - Support CWCOG staff in the development and fulfillment of the RTP; work with local jurisdictions to review existing plans and policies, compile information as needed; provide Grays Harbor elements as directed; work with local agencies to ensure regional consistency in fulfillment of SWRTPO goals and policies.

Lewis County - Provide for a transportation planning process consistent with the planning factors outlined in MAP-21/FAST Act and CWCOG's work elements and in coordination with the SWRTPO; assist CWCOG staff and member agencies in the development of long-range transportation planning with an emphasis on establishing regional consistency in the development of the project planning process for each agency; assist small cities in delivering transportation projects; coordinate efforts in the development of the RTP and the Transportation Element to the Lewis County Comprehensive Plan.

Responsibilities - CWCOG staff with support from planning partners (GHCOG and Lewis County), TACs, MPO, and SWRTPO Boards, member jurisdictions, WSDOT, and Oregon Department of Transportation (ODOT).

Deliverables - Development and completion of long-range transportation planning strategies to help implement the Regional Transportation Plan developed using a model of regional collaboration and including ladders of opportunity, active living, complete streets, and multi-modal components; consultation with multi-modal stakeholders, planning partners, member jurisdictions, and the public.

Estimated Cost

CWCOG:	\$135,000
GHCOG:	\$10,000
Lewis County:	\$9,000
Total:	\$154,000

2.6 Coordinated Human Services Transportation Plan Outreach

The Coordinated Human Services Transportation Plan (CHSTP) was completed and adopted in 2015.

CWCOG - Following state guidance to continue coordination and outreach to stakeholders across the region, CWCOG will continue to support the efforts of the public transit systems, tribal transit, and non-profits providing transit in their efforts to coordinate across the region and to gather and discuss regional transit issues on a quarterly basis. These efforts will be facilitated as part of development long-range strategies for the RTP’s public transportation emphasis area. Based on strategies developed with these efforts, transit providers and CHSTP stakeholders will assist CWCOG in developing a list of priorities and projects.

Responsibilities - CWCOG staff, MPO and RTPO planning partners (GHCOG and Lewis County), member agencies, public transit and transportation organizations, WSDOT, FHWA, FTA.

Deliverables - Coordination of and participation in ongoing regional coordination and planning efforts.

Estimated Cost

CWCOG:	\$12,000
GHCOG:	\$0
Lewis County:	\$0
Total:	\$12,000

2.7 Bicycle and Pedestrian Assessment

CWCOG - Finalize Bicycle and Pedestrian Assessment report and present findings to MPO and RTPO boards.

Responsibilities - CWCOG staff, MPO and RTPO planning partners (GHCOG and Lewis County), and member agencies.

Deliverables – Bicycle and Pedestrian Assessment report.

Estimated Cost

CWCOG:	\$1,000
GHCOG:	\$0
Lewis County:	\$0
Total:	\$1,000

COST SUMMARY

Element 2	Multi-modal Transportation Planning	
2.1	Coordination with MPO/RTPO jurisdictions, WSDOT, FTA, and FHWA in State and Regional Planning Activities	\$46,500
2.2	Planning Consultation, Services, and Technical Support	\$91,000
2.3	Review of County, City, and Town Comprehensive Plans and Countywide Planning Policies	\$10,000
2.4	Public and Stakeholder Participation and Outreach	\$12,000
2.5	Regional Transportation Plan	\$154,000
2.6	Coordinated Human Services Transportation Plan Outreach	\$12,000
2.7	Bicycle and Pedestrian Assessment	\$1,000
Total for Element 2		\$326,500

Element 3: Data Collection, Analysis, and Forecasting

Element 3 includes the development and maintenance of a transportation database to support the transportation planning program. The database will be used to assess transportation system performance, evaluate level of service standards, and calibrate the regional travel-forecasting model. In addition, this element includes the development, application, and maintenance of the travel demand model for the MPO area. The model will be used to estimate and analyze future transportation needs and provide technical support to local jurisdictions.

3.1 Data Collection and Analysis

CWCOG - Data collection, analysis and management, and technical support for coordination and collaboration with planning partners and member jurisdictions; data collection and coordination for purposes of meeting the FAST ACT performance targets; support of technical capabilities through on-going equipment and software purchase and maintenance; collect data and develop traffic count program for NHS Local facilities in the MPO and RTPO Region.

GHCOG - Data collection, analysis and management, and technical support for coordination with planning partners and member jurisdictions;

Responsibilities - CWCOG staff, with support from GHCOG and coordination with WSDOT.

Deliverables - Thematic maps and models for transportation and land use planning; data collection to support long-range transportation planning.

Estimated Cost

CWCOG:	\$235,000
GHCOG:	\$2,200
Lewis County:	\$0
Total:	\$237,200

3.2 Travel Demand Modeling and Forecasting

CWCOG - Update and maintain a travel demand model to forecast the impacts of future growth and land-use decisions on the MPO transportation system; re-calibrate base and forecast years for the transportation model for use in assessing current and long-range transportation and land use issues and opportunities; data collection to support ongoing update and recalibration of the transportation demand model; data collected within the MPO will be used for update and calibration of the traffic model; provide support for local and regional long-range travel demand management programs; maintain databases related to the metropolitan travel model and supporting GIS systems; provide model data when requested; standardize database collection and management, and improve methods of analysis; refinement of regional traffic analysis zones (TAZs), as needed; explore purchasing simulation and alternative travel modes add-ons for MPO Model; explore add-ons for modeling alternative travel modes; coordinate with federal, state, and local agencies and private consultants to ensure consistency of data and models being used; participate in the development of the Statewide Travel Demand Model by coordinating MPO model update with the state efforts.

Responsibilities - CWCOG staff with support from MPO, TAC, and MPO jurisdictions.

Deliverables - Transportation model plots for various planning scenarios (as needed); transportation model updates and documentation (ongoing); transportation data and metadata structures (ongoing); memoranda and correspondence supporting local use of the region-wide transportation model (as needed); traffic projections for various transportation alternatives developed as part of selected corridor sketches planning efforts in partnership with WSDOT; perform transportation modeling and analysis as needed to support corridor planning efforts; produce demographic data reports and analyses.

Estimated Cost

CWCOG:	\$85,000
GHCOG:	\$0
Lewis County:	\$0
Total:	\$85,000

3.3 Geographical Information System Resources

CWCOG - Incorporate transportation planning data elements into Geographical Information System (GIS); maintain GIS resources to better support the development of performance measures, analysis, and an online RTIP map; utilize the integrative capabilities of GIS to analyze the relationships between, and effects of land use on the regional transportation system; expansion and refinement of GIS capabilities, visualization, and related analysis tools; use GIS to track changes and trends in population, employment, land use, and other transportation-related indicators.

GHCOG - Provide maps and analytical tools for members as related to RTPO work; provide regular updates to data tables to the GHCOG website and in demographic materials; respond to request for traffic data in support of planning activities; expansion and refinement of GIS capabilities, visualization, and related analysis tools (GIS/IT updates and maintenance); maintain retention schedule and storage of GIS data and project files.

Lewis County - Traffic and mapping data management to support both the long-range and short-range planning functions.

Responsibilities- CWCOG staff, with support from planning partners (GHCOG and Lewis County), TACs, and MPO/RTPO jurisdictions

Deliverables - Create and maintain maps and spatial information through ArcGIS Online organizational subscription; development of an online RTIP map to be updated with RTIP Amendments; integrate transportation planning and GIS data; GIS and graphic visualization applications.

Estimated Cost

CWCOG:	\$18,000
GHCOG:	\$5,000
Lewis County:	\$2,000
Total:	\$25,000

3.4 Highway Functional Classification

Conduct relatively minor re-classifications, as appropriate.

Responsibilities - CWCOG staff with support from MPO, TAC, and MPO jurisdictions.

Deliverables - On an as needed basis, update the functionally classified road network.

Estimated Cost

CWCOG:	\$2,500
GHCOG:	\$0
Lewis County:	\$0
Total:	\$2,500

COST SUMMARY

Element 3	Data Collection, Analysis & Forecasting	
3.1	Performance Measures, Data Collection, and Analysis	\$237,200
3.2	Travel Demand Modeling and Forecasting	\$85,000
3.3	Geographical Information System Resources	\$25,000
3.4	Highway Functional Classification	\$2,500
Total for Element 3		\$349,700

Element 4: Project Programming and Prioritization

CWCOG staff, with guidance from MPO and RTPO jurisdictions, has the primary responsibility for the development, review, and revision of the Regional Transportation Improvement Program (RTIP). Jurisdictions across the five-county RTPO area, WSDOT, and transit service providers submit copies of the Six-Year Comprehensive Transportation Programs to CWCOG in order to facilitate development of the overall metropolitan and regional TIPs. Document approval authority lies with CWCOG and SWRTPO Boards, WSDOT, FHWA, and FTA.

4.1 Regional Transportation Improvement Program (RTIP)

CWCOG - Cooperatively develop, maintain, and track implementation of projects in the RTIP, with local government agencies, public transit agencies, and WSDOT Regions, that serves and reflects the needs of the MPO and RTPO and complies with federal and state requirements. These efforts include improving project tracking mechanisms and continued coordination between CWCOG staff, member agencies, and WSDOT regions; include all secured federally funded and regionally significant WSDOT projects in the region; ensure all projects are consistent with the Regional Transportation Plan; work with MPO members to provide ample opportunity for public notification; conduct financial constraint analysis; review and document RTIP project identification, prioritization, and selection procedures to ensure consistency with federal regulations.

Responsibilities - CWCOG staff in coordination with RTPO and MPO member agencies and WSDOT Southwest, Central, and Olympic Regions.

Deliverables - Draft and Final RTIP documents.

Estimated Cost

CWCOG:	\$28,000
GHCOG:	\$0
Lewis County:	\$0
Total:	\$28,000

4.2 RTIP Amendments

CWCOG - Coordination with local jurisdictions requesting amendment and WSDOT; follow public notification and public involvement procedures; presentation to CWCOG Board for MPO approval; conduct financial constraint analysis on amended MPO project list.

Responsibilities - CWCOG staff in coordination with RTPO and MPO member agencies and WSDOT Southwest, Central, and Olympic Regions.

Deliverables - Submittal of amended RTIP to WSDOT; public notices; board resolutions.

Estimated Cost

CWCOG:	\$18,000
GHCOG:	\$0
Lewis County:	\$0
Total:	\$18,000

4.3 Surface Transportation Block Grant Program (STBGP) Administration

CWCOG - Administer Surface Transportation Block Grant Program (STBGP), prioritization and distribution process for MPO and Cowlitz County portion of the RTPO; revisit project prioritization process to ensure consistency with plans and projects; review WSDOT reports on progress in meeting obligation targets and share with partners; work with project sponsors on contingency plan should sponsors not meet obligation targets; monitor project partners regularly to ensure progress in obligation of funds.

Responsibilities - CWCOG and coordination with WSDOT Southwest Region, and MPO/RTPO members (Cowlitz County).

Deliverables - Appropriate progress in meeting Obligation Authority targets; administration of STBGP project funding process following federal and state procedures.

Estimated Cost

CWCOG:	\$10,000
GHCOG:	\$0
Lewis County:	\$0
Total:	\$10,000

4.4 Surface Transportation Program Set-Aside Administration

CWCOG - Monitor project partners regularly to ensure progress in obligating Surface Transportation (STP) Set-Aside funding; work with project sponsors and RTPO partners on contingency plan should sponsors not meet STP Set-Aside obligation targets; monitor project partners regularly to ensure progress in obligating funding; facilitation of call for projects, project ranking, and selection with regional partners and policy board; work with project sponsors and RTPO partners on contingency plan should sponsors not meet obligation targets.

Responsibilities - CWCOG and coordination with WSDOT, RTPO, and MPO member agencies.

Deliverables - Appropriate progress in meeting Obligation Authority targets; administration of STP Set-Aside project funding process following federal and state procedures.

Estimated Cost

CWCOG:	\$12,000
GHCOG:	\$0
Lewis County:	\$0
Total:	\$12,000

4.5 Annual Obligation and Closure Report

CWCOG - Federal funding available to projects through the STBGP are required to be used in a timely manner and monitored alongside a schedule of award, obligation, and expenditure. Prepare annual Obligation and Closure Report for projects obligated and closed through the previous calendar year within the MPO boundary.

Responsibilities - CWCOG and coordination with WSDOT.

Deliverables - Obligation and Closure Report FY 2017 (March 2017).

Estimated Cost:

CWCOG:	\$2,500
GHCOG:	\$0
Lewis County:	\$0
Total:	\$2,500

COST SUMMARY

Element 4	Project Programming & Prioritization	
4.1	Regional Transportation Improvement Program	\$28,000
4.2	Regional Transportation Improvement Program Amendments	\$18,000
4.3	Surface Transportation Block Grant Program Administration	\$10,000
4.4	Surface Transportation Program Set-Aside Administration	\$12,000
4.5	Annual Obligation and Closure Report	\$2,500
Total for Element 4		\$70,500

2017 UNIFIED PLANNING WORK PROGRAM BUDGET

COST SUMMARY

Element 1	\$229,206
Element 2	\$326,500
Element 3	\$349,700
Element 4	\$70,500
TOTAL WORK PROGRAM	\$975,906

Unfunded Needs in Transportation Planning (Unranked) and Estimated Cost

RTPO

1. Electric vehicle charging station readiness report for SWRTPO counties – \$100,000
2. Regional Trails planning including segment mapping, and engineering/construction estimates in Grays Harbor County – \$75,000
3. Quiet Zone development: planning, grade crossing inventory forms, grant writing, and implementation assistance in Elma, Montesano, and Aberdeen – \$400,000
4. Coordinated rail planning effort for Lewis, Grays Harbor, and Cowlitz Counties – \$500,000-\$600,000
5. Disaster alternative route study in RTPO area – \$400,000
6. At-Grade Rail Crossing Study to study the traffic and life/safety impacts of at-grade rail crossings and identify mitigation options – \$100,000

Please note that these unranked planning needs provide an estimated cost only. Final cost estimates will be developed if funding is identified.

FUNDING SOURCES FOR METROPOLITAN AND REGIONAL PLANNING

FHWA Planning Grant (PL)

Federal Highway Administration (FHWA) funding to metropolitan planning organizations (MPOs) for transportation planning activities. The local match ratio is 20.0%.

Estimated WA State PL funding for SFY 2017	\$169,000
Estimated WA State PL carry-forward from SFY 2016	\$426,372
Estimated OR State PL funding for SFY 2017	\$ 1,360
TOTAL FHWA PL funds available for SFY 2017	\$596,732

FTA Planning Grant (Section 5303)

Federal Transit Administration (FTA) funding to MPOs for transportation planning activities. The local match ratio is 20.0%.

WA State FTA 5303 funding for SFY 2017	\$41,348
OR State FTA 5303 funding for SFY 2017	\$ 440
TOTAL FTA 5303 funding for SFY 2017	\$41,788

Non-Federal Match*

FHWA and FTA funds require a match at the local level. CWCOC's local matching funds come from an annual assessment of local MPO member jurisdictions.

Estimated non-federal match for SFY 2017:	
WA State FHWA (PL) 20.0% match (<i>local government participating agencies</i>)	\$148,843
OR State FHWA (PL) 11.5% match (<i>ODOT</i>)	\$ 156
WA State FTA (Section 5303) 20.0% match (<i>local CTA agency</i>)	\$ 10,337
OR State FTA (Section 5303) 11.5% match (<i>local CTA agency</i>)	\$ 50
TOTAL non-federal match needed for SFY 2017	\$159,386

State Regional Transportation Planning Organization Planning Grant

The state planning funds are distributed to each of the 14 Regional Transportation Planning Organizations (RTPOs) based on population. The state funds are intended for planning and coordination activities required under RCW 47.80. No local match is required for this grant.

TOTAL WA State RTPO funding for SFY 2017	\$178,000
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TOTAL, All Sources **\$975,906**

FUNDING SOURCES FOR MPO PLANNING

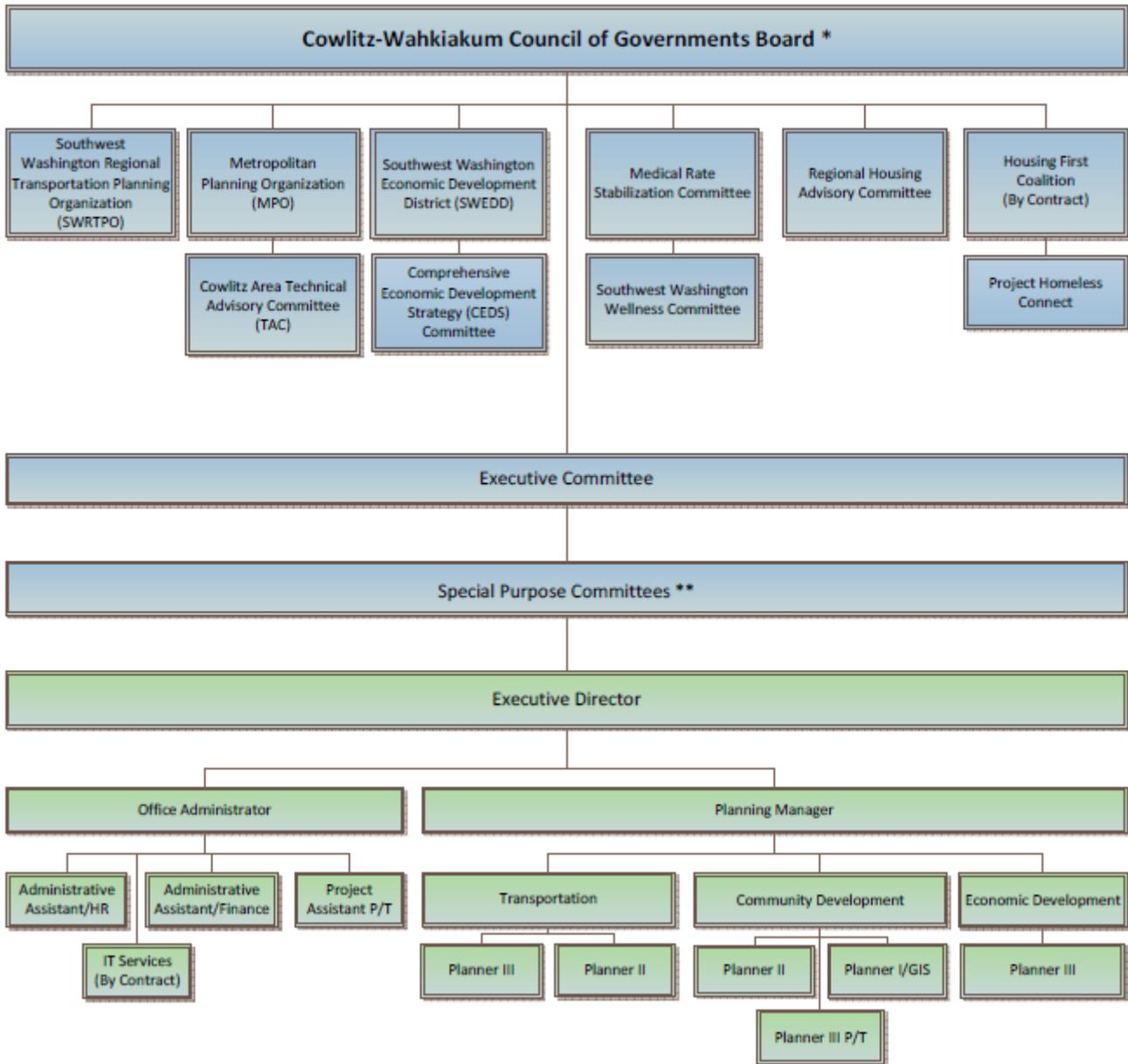
METROPOLITAN PLANNING (Codes 021-024)	
ESTIMATED COST AND FUNDING SOURCES	
WA State FHWA Planning Grant (PL)	\$595,372
WA State FTA Planning Grant (Section 5303)	\$41,348
WA State FHWA / FTA Local Match	\$159,180
OR State FHWA Planning Grant (PL)	\$1,360
OR State FTA Planning Grant (Section 5303)	\$440
OR State FHWA / FTA Local Match	\$206
Total Cost Estimate	\$797,906

FUNDING SOURCES FOR REGIONAL PLANNING

REGIONAL PLANNING (Codes 026-030)	
ESTIMATED COST AND FUNDING SOURCES	
WA State RTPO Planning Grant	\$118,000
Grays-Harbor Council of Governments Pass-through	35,000
Lewis County Pass-through	25,000
Total Cost Estimate	\$178,000

APPENDIX

2016 ORGANIZATION CHART



Cowlitz-Wahkiakum Council of Governments Metropolitan and Regional Transportation Planning

Organization Member Jurisdictions & Agencies Represented in the SWRTPO

Regional Planning Agencies	Tribal Governments	Transit Authorities
Cowlitz-Wahkiakum Council of Governments (CWCOG)	Cowlitz Tribe	Cowlitz Transit Authority
Grays Harbor Council of Governments (GHCOG)	Quinalt Indian Nation	
Pacific Council of Governments (PCOG)		Grays Harbor Transit Authority
Lewis County Transportation Strategy Council (LCTSC)	Confederated Tribes of the Chehalis	Twin Transit Authority
	Shoalwater Bay Tribe	Columbia County Transit Pacific Transit System
State Departments of Transportation	Federal Department of Transportation	
SW Region, Vancouver, Washington State Department of Transportation	Federal Highway Administration (FHWA)	
Olympic Region, Tumwater, Washington State Department of Transportation	Federal Transit Administration (FTA)	
Region 1, Portland, Oregon Department of Transportation		
Cities	Counties	
Aberdeen	Cowlitz County	Pacific County
Kalama	Grays Harbor County	Wahkiakum County
Mossyrock	Lewis County	
South Bend		
Castle Rock		
Kelso		
Napavine		
Toledo		
Centralia		
Long Beach		
Oakville		
Vader		
Chehalis		
Longview		
Ocean Shores		
Westport		
Cosmopolis		
McCleary		
Rainier, OR		
Winlock		
Elma		
Morton		
Raymond		
Woodland		
Hoquiam		
Port Districts	Economic Development Councils	
Port of Chehalis	Cowlitz Economic Development Council	
Port of Peninsula	Grays Harbor Economic Development Council	
Port of Chinook	Lewis County Economic Development Council	
Port of Willapa Harbor	Pacific County Economic Development Council	
Port of Grays Harbor	Columbia Pacific Resource Conservation & Economic Development District	
Port of Woodland		
Port of Ilwaco		
Wahkiakum Port District No. 1		
Port of Kalama		
Wahkiakum Port District No. 2		
	Non-Profit/Non-Traditional Transit Providers	
	LEWIS Mountain Transit	
	Lower Columbia Community Action Program	
	Coastal Counties Community Action Council	
	Wahkiakum County	
	Cowlitz Tribe	

**Cowlitz-Wahkiakum Council of Governments
Transportation Staff**

Staff Contact	Primary Areas of Responsibility
Bill Fashing, Executive Director	Oversight and management of the transportation work program at CWCOG; bylaws and inter-local agreements coordination; 314 Agreement; Title VI Plan
Anisa Kisamore, Office Administrator	Oversight and management of accounting functions, procurement and contract management; IT contracts; Title VI Plan compliance/Annual Report
Melissa Taylor, Planning Manager	Management of the transportation work program
Judith Donovan, Transportation Planner	Regional TIP; Regional Transportation Plan; UPWP development and annual report; Title VI implementation; Obligation and Closure Reports; Self-Certification; RTPO coordination; Scenic Byway support; Trails and non-motorized transportation planning; Cowlitz County lead agency responsibilities for STP funding and reporting to HLP; MPO transit coordination; MPO TAC support; RTPO TAC(s) and policy board support; Development and maintenance of MPO travel demand model; analysis for update of long-range plan; Human Services Transportation Plan; administration of TAP funds; tribal consultation.
Sam Rubin, Community Development Planner	GIS analysis for transportation projects and plans, mapping services to members, GIS data requests, GIS coordination with RTPO agencies; Data development and management.

SFY 2017 Unified Planning Work Program Proposed Budget
(MPO / RTPO)

361050			WA FHWA - PL			WA FTA - 5303			OR			TASK FUNDING SUMMARY					
Task Code	Task Description	Budget	Total FHWA	FHWA	Local Match	Total FTA	FTA	Local Match	FHWA	5303	STATE / MATCH	Total WA RTPO	WA FEDERAL	OR FEDERAL STATE	WA STATE RTPO	LOCAL	TOTAL
1.0	Program Administration																
1.1	MPO/RTPO Program Management & Support	128,406	89,651	71,721	17,930	6,807	5,446	1,361	180	57	27	31,684	77,167	264	31,684	19,291	128,406
1.2	Coordination with Regional, Statewide & Federal Partners	32,000	22,337	17,870	4,467	1,696	1,357	339	45	14	7	7,901	19,227	66	7,901	4,806	32,000
1.3	Tribal Consultation	5,500	4,115	3,292	823	292	233	59	8	2	1	1,082	3,525	11	1,082	882	5,500
1.4	Metropolitan Transportation Planning Agreement	4,000	2,993	2,394	599	212	170	42	5	2	1	787	2,564	8	787	641	4,000
1.5	Governance	6,000	4,489	3,591	898	318	254	64	8	3	2	1,180	3,845	13	1,180	962	6,000
1.6	Self-Certification Process	1,500	1,122	898	224	80	64	16	2	1	0	295	962	3	295	240	1,500
1.7	Public Participation Plan	2,500	1,871	1,497	374	133	106	27	4	1	0	491	1,603	5	491	401	2,500
1.8	Title VI Plan & Report	4,000	2,993	2,394	599	212	170	42	6	2	0	787	2,564	8	787	641	4,000
1.9	Unified Planning Work Program & Annual Report	27,300	18,579	14,863	3,716	1,447	1,158	289	38	12	6	7,218	16,021	56	7,218	4,005	27,300
1.10	Professional Development & Training	18,000	15,435	12,348	3,087	954	763	191	25	8	4	1,574	13,111	37	1,574	3,278	18,000
	Program Administration Total	229,206	163,585	130,868	32,717	12,151	9,721	2,430	321	102	48	52,999	140,589	471	52,999	35,147	229,206
2.0	Multi-Modal Transportation Planning																
2.1	Coordination in State & Regional Planning Activities	46,500	29,571	23,657	5,914	2,465	1,972	493	65	21	10	14,368	25,629	96	14,368	6,407	46,500
2.2	Planning Consultation, Services & Technical Support	91,000	59,253	47,402	11,851	4,825	3,860	965	127	41	18	26,736	51,262	186	26,736	12,816	91,000
2.3	Review of County, City & Town Comprehensive Plans & Countywide Planning Policies	10,000	5,876	4,701	1,175	530	424	106	14	4	2	3,574	5,125	20	3,574	1,281	10,000
2.4	Public & Stakeholder Participation & Outreach	12,000	8,979	7,183	1,796	636	509	127	17	5	3	2,360	7,692	25	2,360	1,923	12,000
2.5	Regional Transportation Plan	154,000	117,667	94,134	23,533	8,164	6,531	1,633	216	69	33	27,851	100,665	318	27,851	25,166	154,000
2.6	Coordinated Human Services Plan Outreach	12,000	8,979	7,183	1,796	636	509	127	17	5	3	2,360	7,692	25	2,360	1,923	12,000
2.7	Bicycle and Pedestrian Assessment	1,000	1,000	800	200	0	0	0	0	0	0	0	800	0	0	200	1,000
	Multi-Modal Transportation Planning Total	326,500	231,325	185,060	46,265	17,256	13,805	3,451	456	145	69	77,249	198,865	670	77,249	49,716	326,500
3.0	Data Collection, Analysis & Forecasting																
3.1	Data Collection & Analysis	237,200	218,003	174,402	43,601	12,575	10,060	2,515	332	106	50	6,134	184,462	488	6,134	46,116	237,200
3.2	Travel Demand Modeling & Forecasting	85,000	63,600	50,880	12,720	4,506	3,605	901	119	38	18	16,719	54,485	175	16,719	13,621	85,000
3.3	Geographical Information System Resources	25,000	13,083	10,466	2,617	1,325	1,060	265	35	11	5	10,541	11,526	51	10,541	2,882	25,000
3.3	Highway Functional Classification	2,500	1,869	1,496	373	134	107	27	4	1	1	491	1,603	6	491	400	2,500
	Data Collection, Analysis & Forecasting Total	349,700	296,555	237,244	59,311	18,540	14,832	3,708	490	156	74	33,885	252,076	720	33,885	63,019	349,700
4.0	Project Programming & Prioritization																
4.1	Regional Transportation Improvement Program (RTIP)	28,000	20,950	16,760	4,190	1,485	1,188	297	39	12	6	5,508	17,948	57	5,508	4,487	28,000
4.2	RTIP Amendments	18,000	13,469	10,775	2,694	954	763	191	25	8	3	3,541	11,538	36	3,541	2,885	18,000
4.3	Surface Transportation Block Grant Program (STBGP) Administration	10,000	7,482	5,986	1,496	530	424	106	14	5	2	1,967	6,410	21	1,967	1,602	10,000
4.4	Surface Transportation Program Set-Aside Administration	12,000	8,979	7,183	1,796	636	509	127	17	5	3	2,360	7,692	25	2,360	1,923	12,000
4.5	Annual Obligation & Closure Report	2,500	1,870	1,496	374	133	106	27	4	1	1	491	1,602	6	491	401	2,500
	Project Programming & Prioritization Total	70,500	52,750	42,200	10,550	3,738	2,990	748	99	31	15	13,867	45,190	145	13,867	11,298	70,500
	UPWP TOTAL	975,906	744,215	595,372	148,843	51,685	41,348	10,337	1,366	434	206	178,000	636,720	2,006	178,000	159,180	975,906