



*Benton-Franklin Council of Governments
Tri-Cities Metropolitan Planning Organization
Benton-Franklin Regional Transportation Planning Organization*

Unified Planning Work Program (UPWP)

SFY 2020

July 1, 2019 – June 30, 2020

Adopted by BFCG Board on June 21, 2019

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Benton-Franklin Council of Governments Organizational Structure



BENTON-FRANKLIN COUNCIL OF GOVERNMENTS

Providing Economic Development, Transportation Planning & Metropolitan Planning for Benton and Franklin Counties in Washington State.

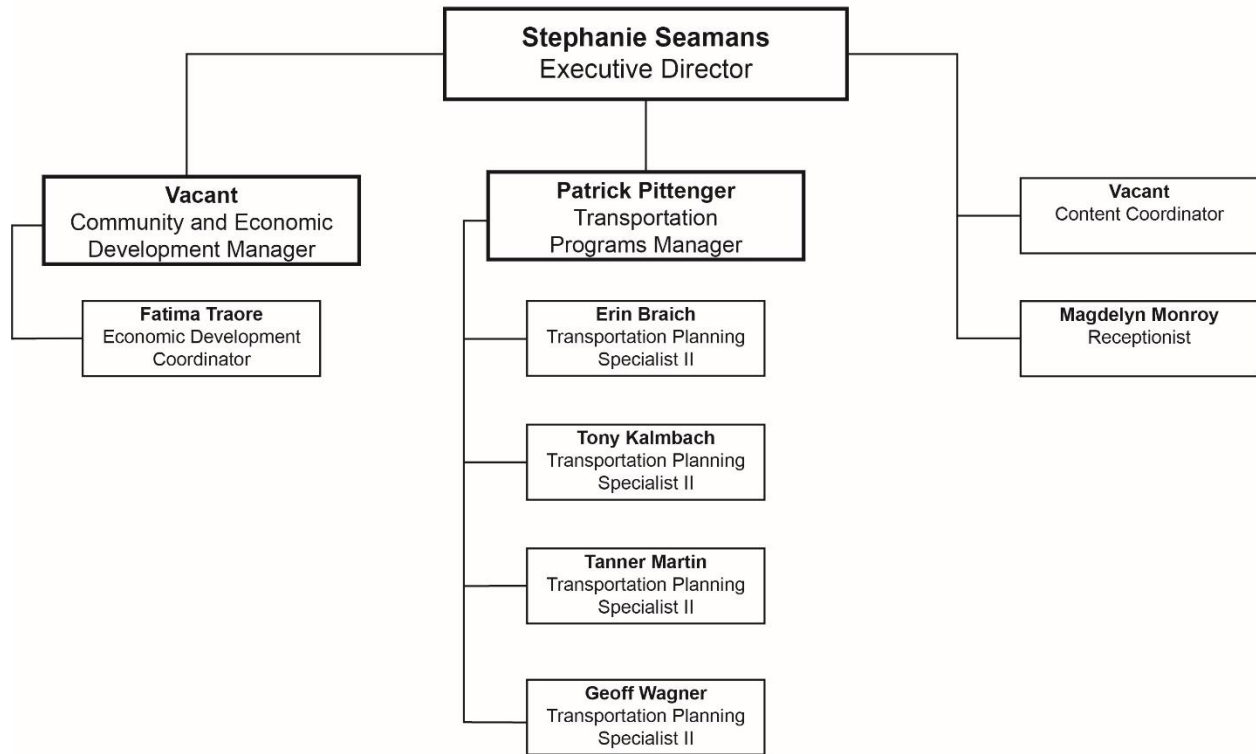




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Introduction

Background

The Benton-Franklin Council of Governments (BFCG) is the lead agency for coordinating transportation planning in the Tri-Cities Metropolitan Area, and in Benton and Franklin Counties. BFCG maintains three important transportation planning designations: Metropolitan Planning Organization (MPO), Transportation Management Area (TMA), and Regional Transportation Planning Organization (RTPO). MPO's and TMA's are federal mandates, while the RTPO is a state requirement.

BFCG was initially designated by the Governor in 1973 as the 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 Technical Advisory Committee (TAC) to fulfill the duties included in 23CFR450.300. The TAC is a multi-jurisdictional program comprised of engineers and planners representing local jurisdictions, special purpose districts, and WSDOT South Central Region. The TAC meets monthly or as needed and provides input, guidance and review of work program activities. Additionally, the TAC provides recommendations to BFCG's Board of Directors to be discussed further during BFCG's regularly scheduled monthly Board Meeting. This multi-level forum, provides local jurisdictions, elected officials and our community the opportunity to provide input and opportunities for coordination, inclusion, and to build consensus prior to adoption of work program products.

Purpose

The BFCG Unified Planning Work Program (UPWP) utilizes information from State and Federal agencies, and local jurisdictions. Each member agency/jurisdiction has opportunity to provide input and comment on tasks within the work element categories for the coming year. The UPWP describes the transportation planning efforts for the bi-county region of Benton and Franklin counties in Washington State for the period of July 1, 2019 to June 30, 2020. The tasks and activities outlined in the UPWP support a continuing, coordinated, and comprehensive transportation planning process.

The emphasis areas may include long-standing tasks in regulation that need attention, MAP-21/FAST Act tasks still in process, as well as federal and state initiatives.

The Washington State Unified Planning Work Program Guidance for MPOs and RTPOs serves as a resource to:

- Meet federal UPWP requirements in [23 CFR 450.308](#) and [23 CFR 420.111](#); [49 USC § 5303](#), [49 USC § 5305](#) and [FTA Circular 8100.1C](#).
- Meet state UPWP requirements in [RCW 47.80](#) and [WAC 468.86](#).
- Provide WSDOT sufficient detail to determine eligibility of work tasks, programs and activities, and allow the state to recommend approval to Federal Highway Administration (FHWA) and Federal Transit Administration (FTA).



Federal and State Requirements

Federal Requirements

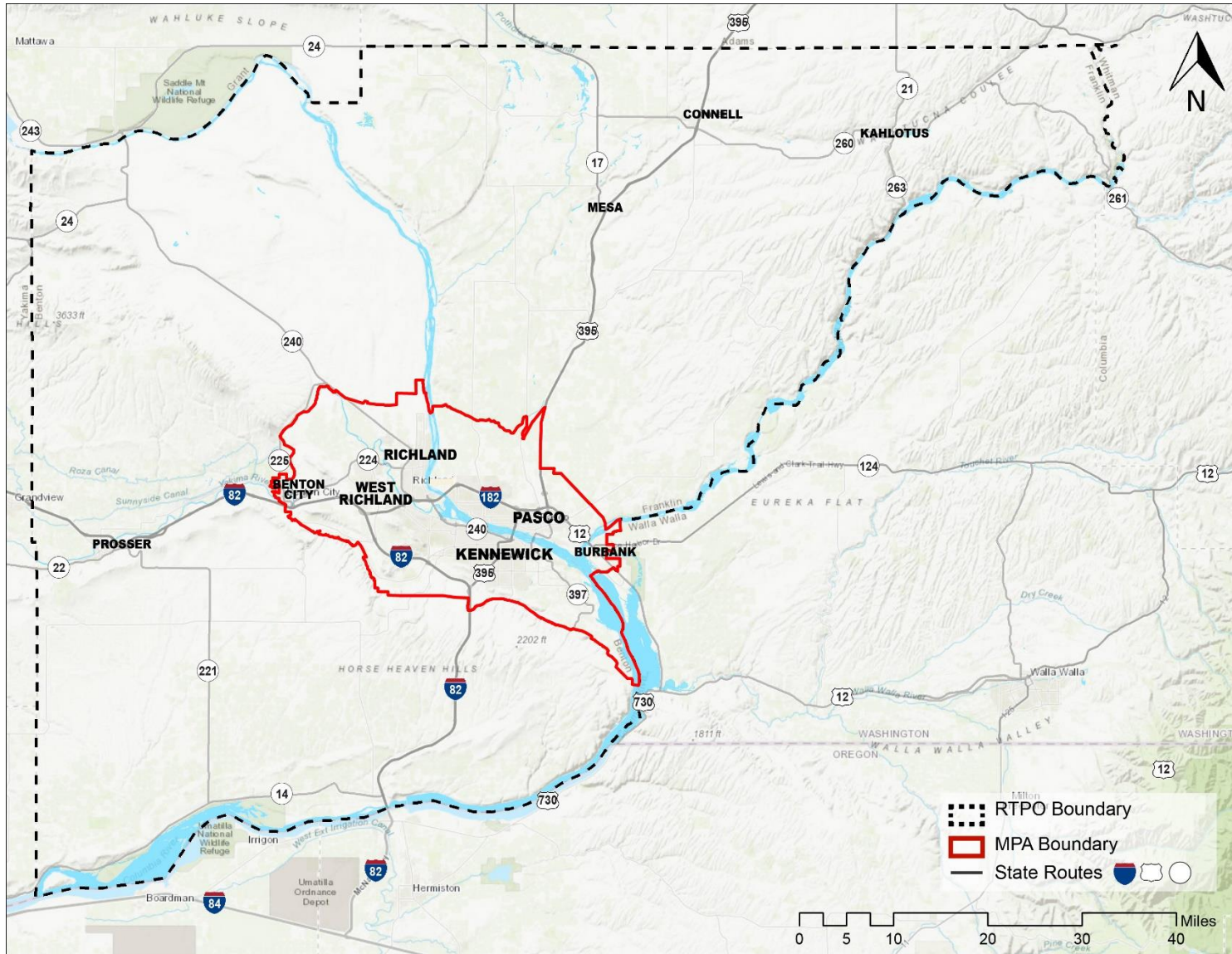
Urbanized areas over 200,000 in population are designated by federal legislation as TMA's as per Federal Register July 18, 2012 (23 CFR 450.310). In March of 2012, the US Census Bureau released population numbers for Urbanized Areas confirming that the Kennewick-Pasco-Richland metropolitan area had exceeded the required 200,000 population, reclassifying the Tri-Cities as a TMA. 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.

State Requirements

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.



Figure 1: BFCG's RTPO (Regional Transportation Planning Organization) and MPA (Metropolitan Planning Area) Boundaries





SFY 2019 Key Accomplishments

The SFY 2020 UPWP identifies key accomplishments undertaken by BFCG for SFY 2019 organized by UPWP Task.

1. Program Administration

- Completed SFY 2019 UPWP.
- Completed and submitted Title VI Annual Report and Plan to WSDOT.
- Developed Calendar Year 2019 BFCG Budget.
- Hired a new Transportation Programs Manager and two Transportation Planning Specialists.
- Developed an updated Public Participation Plan.
- Undertook efforts to review agency policies and procedures.

2. Transportation Improvement Plan (TIP)

- Developed and approved the 2019-2024 Transportation Improvement Program (TIP).
- Maintained current TIP with amendments or administrative modifications processed monthly and uploaded on ArcGIS online.
- Completed the 2018 Project Obligation Report.

3. Public and Stakeholder Participation and Coordination

- Hosted a Complete Streets workshop.
- Participated in the Tri-Cities Ozone Pre-Cursor Study and workshop.
- Coordinated with the U.S. Census to assist in 2020 Census Report.
- Held a public meeting for the updated Public Participation Plan and Title VI Plan.
- Distributed newsletters on BFCG activities.
- Attended community events, festivals, and meetings to promote BFCG activities.
- Participated in the State Route 240 Integrated Scoping Project and open house.
- Held an open house to present the draft 2019-2024 TIP to the public.

4. Regional Transportation Products

- Incorporated and adopted WSDOT's Target Zero and safety performance measures.
- Worked in coordination with Ben Franklin Transit to develop a Human Services Transportation Plan (HSTP) that was adopted in January 2019.
- Began developing a Bicycle Level of Service (BLOS) formula on roadways within BFCG's MPA and RTPO boundaries.
- Updated regional traffic counts for locations throughout the MPO/RTPO area and summarized findings into a report.
- Conducted single-occupancy/high-occupancy windshield survey and summarized findings into a report.
- Completed Park and Ride Surveys.



SFY 2020 UPWP Tasks

The SFY 2020 UPWP identifies priorities for the Benton-Franklin Council of Governments Metropolitan Planning Area and allocates resources to specific needs and projects. It also assists local, state, and federal agencies in coordination of urban transportation planning activities. The tasks and subtasks to be accomplished and developed under the SFY 2020 UPWP are listed in Table 1. In addition, Table 1 provides a generalized illustration of whether a particular task or subtask is primarily undertaken to satisfy federal (MPO), state (RTPO), or both federal and state requirements. Subtasks have been added to provide BFCG the ability to track staff time and deliverables under areas of interest and to align that effort with the areas on which we want to focus.

Table 1: SFY 2020 UPWP Tasks and Subtasks

Task	MPO	RTPO
1.0 Program Administration		
1.1 Administration/Work Program Oversight	x	x
1.2 UPWP and Annual Report	x	x
1.3 Public Participation	x	x
1.4 Title VI and Environmental Justice	x	x
1.5 Professional Development	x	x
2.0 Regional Transportation Products		
2.1 Regional Transportation Plan	x	x
2.2 Active Transportation Network Planning	x	x
2.3 Transportation Demand Management	x	x
2.4 Congestion Management Process	x	
2.5 Growth Management Act Activities		x
2.6 GIS and Data Services	x	x
2.7 Transportation Improvement Program (TIP)	x	x
2.8 Administration of STBG, TAP, and Other Funds	x	x
2.9 Representation in Regional Planning Activities	x	x
2.10 FAST Act Implementation/Performance Measures	x	
2.11 Regional Transit Coordination	x	x
2.12 Air Quality	x	x
3.0 Traffic Demand Modeling and Data		
3.1 Regional Traffic Count Program	x	x
3.2 Regional Travel Demand Model	x	x



Federal and State Areas of Emphasis

Federal and state emphasis areas addressed in the SFY 2020 UPWP include:

1. MAP-21 and FAST Act Implementation

- Work with WSDOT with the implementation of the FAST Act and transition from MAP-21.
- Work with WSDOT via the MAP-21 Framework Group, Technical Teams, and Working Groups to ensure the tracking of targets for the future.

2. Models of Regional Planning Cooperation

- Promote cooperation and coordination across MPO and state boundaries where appropriate to ensure a regional approach to transportation planning.
- Coordinate across MPO and state boundaries for coordination of transportation plans and programs, corridor studies, and projects across adjacent MPO and state boundaries.
- Collaborate with state DOTs, MPOs, and operators of public transportation activities such as: data collections, data storage and analysis, analytical tools, and performance based planning.

3. Ladders of Opportunity

- Provide access to essential services – as part of the transportation planning process, identify transportation connectivity gaps in essential services.
- Incorporate text related to access gaps into future RTP updates within the Title VI and Americans with Disabilities Act (ADA) sections.
- Reach out to “traditionally underserved” populations for the purpose of education and awareness regarding long-range transportation planning.

4. Tribal Consultation

- Coordinate and consult with Tribal governments.
- Continue outreach and coordination with Native American Tribes.
Evaluate tribal representation on the BFCG Executive Board and TAC.

5. Interlocal Agreements

- Review progress on existing MOU in coordination with WSDOT.
- Review ILA and determine need for update.

6. Statewide Planning Efforts / Action Plans for State Facilities

- Participate in the development of the statewide transportation plan.
- Participate and in the Plan Alignment Work Group (PAWG) and collaborate with other MPOs/RTPOs statewide on planning efforts.



Table 2: SFY 2020 UPWP Tasks and Subtasks with Federal and State Areas of Emphasis

Task	Federal and State Areas of Emphasis					
	MAP-21 and FAST Act Implementation	Models of Regional Planning Coordination	Ladders of Opportunity	Tribal Consultation	Interlocal Agreements	Statewide Planning Efforts
1.0 Program Administration						
1.1 Administration/Work Program Oversight		x		x	x	x
1.2 UPWP and Annual Report		x				x
1.3 Public Participation		x	x	x	x	x
1.4 Title VI and Environmental Justice			x	x		x
1.5 Professional Development	x	x	x	x	x	x
2.0 Regional Transportation Products						
2.1 Regional Transportation Plan	x	x	x	x	x	x
2.2 Active Transportation Network Planning	x	x	x			x
2.3 Transportation Demand Management	x	x	x			x
2.4 Congestion Management Process	x	x				x
2.5 Growth Management Act Activities		x				x
2.6 GIS and Data Services	x	x				x
2.7 Transportation Improvement Program (TIP)	x	x		x		x
2.8 Administration of STBG, TAP, and Other Funds	x	x	x			x
2.9 Representation in Regional Planning Activities	x	x	x			x
2.10 FAST Act Implementation/Performance Measures	x	x	x			x
2.11 Regional Transit Coordination	x	x				x
2.12 Air Quality	x	x				x
3.0 Traffic Demand Modeling and Data						
3.1 Regional Traffic Count Program	x	x				x
3.2 Regional Travel Demand Model	x	x				x



1.0 Program Administration

The tasks in this work element cover activities related to the overall administration of BFCG’s transportation planning program. All tasks are annual or ongoing activities undertaken to maintain compliance with federal/state regulations, organize and manage MPO/RTPO activities, and improve staff skills.

1.1 Administration/Work Program Oversight

Description: This task includes general administrative functions concerning the transportation planning program including preparation of administrative reports, analyses, budgets, goals and objectives, correspondence, documents, memos, etc. in the implementation of the metropolitan and regional transportation planning process. It will administer the continuing transportation planning program of the MPO and manages the RTPO, including supervision of staff, office management, personnel activities, professional development and training, committee participation, travel, coordination and support to Board and TAC.

Task Elements:

- Preparation of required MPO and RTPO reports and memoranda supporting the activities of BFCG.
- Prepare materials and information to support the BFCG Board and TAC.
- Collaboration with other MPOs, RTPOs and regional organizations through the MPO/RTPO/WSDOT Coordinating Committee meeting.
- Ensure compliance of MPO activities with federal and state regulations.
- Perform management and coordination of MPO/RTPO activities throughout the year.
- Certification review with USDOT and WSDOT.
- Consider expansion of MPA boundary.

Expected Products:

- Provide ongoing coordination and support to the BFCG Board and TAC.
- Coordinate regional planning with federal, state, and local agencies and other partners regarding regional transportation issues, plans, studies, and implementation programs.
- Increased knowledge and staff experience.
- Monitoring Federal and State legislative issues and actions.
- Submit Self Certification to WSDOT and Regional Coordination contact.
- Expansion of MPA boundary.

Estimated Completion Date: Complete Certification Review with USDOT and WSDOT, Spring 2020.

Funding:

Federal	\$109,700
State	\$29,000
Local	\$17,100
Total	\$155,800



1.2 UPWP and Annual Report

Description: 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 (July 1 – June 30) by work element with respective tasks. Each task addresses the federal emphasis areas including some tasks that specifically reflects state emphasis areas. The work products within the MPA support the federal planning factors and support WSDOT’s six transportation policy goals within the RTPO.

The annual report summarizes progress made on approved previous year’s UPWP. 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.

UPWP Task Elements:

- Describe work elements including tasks and expected outcomes.
- Provide schedule for completion of each task within each work element.
- Provide the source of funds and budget amount for each project.
- Maintain approved work program revisions.

Annual Report Task Elements:

- Comparison of performance with expected outcomes.
- Provide status of expenditures compatible with the work program, including a comparison of the actual budget versus actual costs incurred.
- Track BFCG cost overruns or underruns.

Expected Products:

- Maintenance of the SFY 2020 UPWP that identifies transportation planning activities to be undertaken using federal, state, and local funds.
- Develop SFY 2021 UPWP

Estimated Completion Date: Maintenance of SFY 2020 UPWP, Ongoing; Draft SFY 2021 UPWP, March 2020; Draft SFY 2020 UPWP Annual Performance, September 2019.

Funding:

Federal	\$10,600
State	\$2,400
Local	\$1,700
Total	\$14,700



1.3 Public Participation

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 process. Staff will conduct ongoing outreach by engaging the public via our website, newspapers, quarterly newsletters and social media on transportation activities at BFCG. Also, staff will review ongoing efforts to engage the Limited English speaking (LEP) population within BFCG’s boundaries.

Task Elements:

- Public noticing and stakeholder engagement for necessary TIP amendments.
- Activities necessary to host/coordinate public participation activities.
- Public outreach and noticing needed for development of the next UPWP and next TIP.
- Continuous maintenance of the BFCG website.
- Increase public awareness of BFCG activities.

Expected Products:

- Hosted/coordinated public participation activities.
- Provide public notices.
- An operational website for distribution of current, accurate, and transparent public information.
- Participation in planning and regional projects as requested by our partners and stakeholders.

Estimated Completion Date: Ongoing

Funding:

Federal	\$16,300
State	\$5,100
Local	\$2,500
Total	\$23,900



1.4 Title VI and Environmental Justice

Description: BFCG recognizes that Title VI and Environmental Justice (EJ) must be considered in all phases of planning. BFCG takes reasonable steps to ensure all communities have meaningful access to programs, services and information. BFCG integrates Title VI requirements and Environmental Justice considerations through the Public Participation Plan and required UPWP work tasks.

Task Elements:

- Title VI Coordinator will monitor elements of the Title VI and Environmental Justice program that are required in the core transportation planning functions at BFCG.
- Title VI Coordinator will participate in educational opportunities, via webinars, workshops and trainings as appropriate on Title VI and Environmental Justice topics. Will disperse information to BFCG staff.
- Ongoing data collection efforts to compile demographic data on the areas that BFCG serves.
- Title VI Coordinator will prepare/submit Annual Report to WSDOT each April that includes ongoing related work tasks and educational development.

Expected Products:

- Title VI Annual Update.
- Title VI and Environmental Justice monitoring and education.

Estimated Completion Date: Title VI Annual Update, April 2020.

Funding:

Federal	\$13,400
State	\$2,400
Local	\$2,100
Total	\$17,900



1.5 Professional Development

Description: This task focuses on professional development that enhances the capabilities of staff in exercising the responsibilities of the MPO, including training time and materials. This task includes memberships in related professional organizations, subscriptions to related professional periodicals, and dues/fees required for obtaining and maintaining professional certifications.

Task Elements:

- Facilitation and/or attendance at training courses/seminars directly related to transportation planning as appropriate, including, but not limited to, metropolitan planning and programming, travel demand modeling, GIS, state/federal grants administration, performance-based planning, asset management, and professional services procurement.
- Internal cross-training that promotes diverse staffing capabilities in regional transportation planning.
- Memberships in related professional organizations and subscriptions to related professional periodicals.
- Dues/fees required for obtaining and maintaining professional memberships/certifications.

Expected Products:

- Enhanced staff capabilities.

Estimated Completion Date: Ongoing

Funding:

Federal	\$34,700
State	\$8,700
Local	\$5,400
Total	\$48,800



2.0 Regional Transportation Products

RTPO duties are defined in RCW 47.80.023 and WAC 468-86 in state law and regulation. WSDOT encourages RTPOs to include the core requirements in the UPWP.

2.1 Regional Transportation Plan

Description: The Regional Transportation Plan (RTP) is an ongoing core MPO and RTPO function with updates occurring every four years and amendments occurring as warranted through coordination with member agencies. A variety of general long-range transportation planning efforts are conducted under this task. These collaborative efforts help identify regional transportation and land use challenges and provide a forum to develop cross-jurisdictional strategies and solutions. Due to BFCG being an RTPO, the Regional Transportation Plan serves as the Metropolitan Transportation Plan (MTP) because the MPA is completely within the RTPO boundary.

Task Elements:

- Track Federal notices on proposed rulemaking as they relate to transportation planning.
- Collect local transportation data that pertains to the Regional Transportation Plan.
- Amend the Regional Transportation Plan, as needed.
- Determine approaches for integration of BFCG and other agencies' work efforts into the current and future Regional Transportation Plan.
- Evaluate interactions between the Regional Transportation Plan and other planning efforts.

Expected Products:

- Integration of Regional Transportation Plan into all BFCG and other agencies planning efforts.

Estimated Completion Date: Ongoing

Funding:

Federal	\$11,500
State	\$2,300
Local	\$1,800
Total	\$15,600



2.2 Active Transportation Network Planning

Description: Activities under this task focus on regional coordination and collaboration of active transportation efforts and issues.

Task Elements:

- Develop updated Active Transportation Plan.
- Continue coordination efforts regarding Active Transportation
- Evaluate and recommend development of a regional pedestrian/bicycle safety strategy aligned with target zero.
- Continue efforts collecting, analyzing and tracking active transportation count data.
- Assist member jurisdictions with active transportation issues.

Expected Products:

- Update Active Transportation Plan.
- Collect and analyze data on active transportation.
- Update Tri-Cities Bicycle Map.

Estimated Completion Date: Collect and analyze data on active transportation, Ongoing; Update Tri-Cities Bicycle Map, Spring 2020; Active Transportation Plan, Spring 2020.

Funding:

Federal	\$26,700
State	\$2,800
Local	\$4,200
Total	\$33,700



2.3 Transportation Demand Management

Description: This task includes supporting transportation demand management and implementing Washington State’s Commute Trip Reduction (CTR) law (RCW 70.94.521). Under the CTR law, major employers within designated urban growth boundaries are required to implement a program designed to reduce the number of drive alone vehicles commuting to worksite(s). These major employers work with one locally based agency (counties, cities, towns, or regional transportation planning organizations) to lead implementation of CTR programs, including development of a regional four-year CTR Plans to measure the decrease in single occupancy vehicle (SOV) miles traveled.

Task Elements:

- Work with jurisdictions and major employers to identify strategies that will be successful in our region.
- Include more robust TDM strategies in future comprehensive plans.

Expected Products:

- Incorporation of TDM strategies into BFCG planning efforts, such as the Congestion Management Process (CMP), Active Transportation Plan, and other studies by partner entities.

Estimated Completion Date: Ongoing

Funding:

Federal	\$29,600
State	\$2,700
Local	\$4,600
Total	\$36,900



2.4 Congestion Management Process (CMP)

Description: The CMP is an MPO function for Transportation Management Areas (TMAs) and provides a mechanism for monitoring system-wide and link-based performance for recurring and nonrecurring congestion. The purpose of the CMP is to develop strategies for monitoring system-wide and corridor based performance during identified peak periods of travel. The CMP will utilize available data sets to meet the requirements for performance measures on travel time, delay, and movement of non-motorized people and goods.

Task Elements:

- Reconvene the BFCG CMP Committee, and include outreach to member jurisdictions staff and regional stakeholders impacted by congestion.
- Review of 2014-2016 CMP summary data (GPS Travel Times) and other available data sets such as Inrix and the BFCG Regional Traffic Count Program.
- Evaluate relationship between CMP and travel demand model capabilities.

Expected Products:

- Update CMP document.
- Re-convene BFCG Congestion Management Process Committee.
- Provide data, data analysis, mapping/cartographic products and other GIS support as necessary.
- Identify corridors that meet congestion measurement levels identified in the CMP.

Estimated Completion Date: Provide data, data analysis, mapping/cartographic products and other GIS support as necessary, Ongoing; Identify corridors that meet congestion measurement levels identified in the CMP, December 2019; Update CMP document, December 2019.

Funding:

Federal	\$52,100
State	\$0
Local	\$8,100
Total	\$60,200

**Consultant involvement is expected*



2.5 Growth Management Act (GMA) Activities

Description: The GMA establishes RTPOs as the facilitators for identifying regional priorities and coordinating planning at all jurisdictional levels with local comprehensive plans. The regional transportation plans prepared by RTPO plays an important role in achieving consistency among state, county, city, and town plan’s policies and consistency with the GMA.

Task Elements:

- 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.
- Review jurisdictions comprehensive plans to ensure GMA certification.

Expected Products:

- Coordinate regional transportation planning to be consistent with the GMA.

Estimated Completion Date: Ensure regional transportation is consistent with the GMA, Ongoing.

Funding:

Federal	\$0
State	\$28,200
Local	\$0
Total	\$28,200



2.6 GIS and Data Services

Description: GIS and data services at BFCG supports BFCG work programs, products and analysis efforts by creating, maintaining and updating regional transportation data. Supported agency work products include the Metropolitan/Regional Transportation Plan, Transportation Improvement Program (TIP), Congestion Management Process (CMP), Human Services Transportation Plan (HSTP), Title VI, Environmental Justice, and Active Transportation planning efforts. Additionally, data services will be used to provide technical assistance for the Economic Development Office at BFCG.

Task Elements:

- GIS and data maintenance and updating regional planning data.
- Outreach to local agencies and jurisdictions for new/updated data.
- Support for Congestion Management Process, Human Services Transportation Plan, SOV/HOV Survey, Park & Ride Inventory and Active Transportation Plan.

Expected Products:

- Maintain GIS and data sets in support of BFCG Transportation Departments products and programs (Ongoing)
- Increase and maintain GIS and map visualizations/graphics available on the BFCG website and ArcGIS online.

Estimated Completion Date: Ongoing

Funding:

Federal	\$33,800
State	\$7,700
Local	\$5,300
Total	\$46,800



2.7 Transportation Improvement Program (TIP)

Description: This task includes the annual update of the Metropolitan/Regional TIP for Federal, State and locally funded projects. As part of this process staff will process TIP amendments and administrative modifications to maintain the TIP as an accurate and fiscally constrained program of projects.

Task Elements:

- Develop and prepare the FFY 2020-2025 TIP for adoption.
- Develop annual list of obligated projects.
- Determine the sufficient federal, state, and local revenue sources available to fund projects programmed in the TIP.
- Coordinate administration and maintenance of the TIP within the Statewide TIP (STIP).
- Provide reasonable opportunity for public comment in accordance with the Public Participation Plan and federal regulations.
- Incorporate Environmental Justice and ADA consideration, as appropriate.
- Consider best available performance information, including performance measures and targets, in prioritization of transportation improvement projects that are expected to support achievement of adopted FAST Act performance measures.
- Prepare modifications and amendments to the TIP, as needed.
- Document continuing, coordinated and comprehensive processes that include traditionally underrepresented and underserved populations and their community leaders (e.g., elderly, disabled, low income, and minorities).

Expected Products:

- FFY 2019-2024 TIP is updated appropriately to include administrative modifications and amendments, as needed.
- Adopted FFY 2020-2025 TIP.
- Annual Federal Obligations Report.

Estimated Completion Date: FFY 2019-2014 TIP amendments, Ongoing; Adopted FFY 2020-2025 TIP, October 2019; Annual Federal Obligations Report, March 2020.

Funding:

Federal	\$45,500
State	\$13,700
Local	\$7,100
Total	\$66,300



2.8 Administration of STBG, TAP, and Other Funds

Description: Includes project selection, prioritization, programming, public outreach, and BFCG TAC and Board processes. Staff will administer this program to awardees by tracking funds, reviewing obligation balances, preparation of the Annual Listing of Federal Obligations and implementation of federal requirements.

Task Elements:

- Reporting and tracking federal obligations and updates prepared for BFCG TAC and Board.
- Coordinate Call for Projects for jurisdictions within BFCG’s jurisdiction for STBG, TAP, HIP, and any other funding sources as needed.
- Manage funding in coordination with TIP and STIP.

Expected Products:

- Call for Projects.
- Reporting and tracking.
- Administration of funding.

Estimated Completion Date: Call for Projects, November 2019; Reporting and tracking, Ongoing.

Funding:

Federal	\$33,500
State	\$3,300
Local	\$5,200
Total	\$42,000



2.9 Representation in Regional Planning Activities

Description: Coordination of transportation plans and programs, corridor studies, and projects across adjacent MPO and state boundaries. It also includes collaboration among WSDOT, MPOs, and operators of public transportation activities.

Task Elements:

- Collaboration with transit operator, WSDOT, other MPO's, and regional jurisdictions.
- Participate with MPOs, RTPOs, and other agencies within the state by reviewing products and commenting upon the draft products.
- Data collection and analysis.
- Performance based planning.
- Corridor Sketches/Practical Solutions Performance Framework.

Expected Products:

- Review statewide plans, corridor studies, and travel demand model.
- Provide traffic counts for local agencies.
- Participate in planning studies led by other entities.

Estimated Completion Date: Ongoing

Funding:

Federal	\$38,400
State	\$7,800
Local	\$6,000
Total	\$55,200



2.10 FAST Act Implementation/Performance Measures

Description: Under this task, staff will work to comply with requirements under MAP-21 and the FAST Act as they continue to be communicated from the U.S. Department of Transportation (USDOT), with an emphasis on developing performance measures and establishing performance targets.

Task Elements:

- WSDOT and MPOs have meetings and special information sessions to address the need to set performance targets.
- WSDOT and MPOs will work together on developing comments for target setting.
- BFCG staff will review and discuss performance measures set forth by USDOT and WSDOT.

Expected Products:

- Compliance with MAP-21/FAST Act.
- Documentation as required.
- Ongoing participation and coordination with WSDOT and other MPOs on performance measures.
- Adopted performance measure targets that meet MAP-21/FAST Act requirements.

Estimated Completion Date: Ongoing

Funding:

Federal	\$24,700
State	\$0
Local	\$3,900
Total	\$28,600

**Consultant involvement is expected*



2.11 Regional Transit Coordination

Description: Public transit is at the heart of a successful multi-modal community. Effective transit reduces congestion and single occupancy vehicle (SOV) mileage. BFCG will continue to work with transit operators (including Ben Franklin Transit) in effort to implement and plan both TDM and CTR strategies. Transit will be a key representative for both the CMP and TDM coordination and implementation.

Task Elements:

- Work with transit as a partner in multi-modal planning and TDM strategies.
- Coordinated public outreach during the TIP comment period and approval process.
- Coordination and utilization of transit’s new technology and the integration of the technology into the BFCG model.
- Inclusion of transit considerations in multiple other work tasks, such as travel demand modeling, multi modal planning, and CMP.

Expected Products:

- Updated model including transit data.
- Increased integration of transit in overall BFCG planning programs.

Estimated Completion Date: Ongoing

Funding:

Federal	\$13,900
State	\$2,500
Local	\$2,200
Total	\$18,600



2.12 Air Quality

Description: With the understanding of our Transportation Management Area (TMA) possibly becoming a non-attainment area, BFCG will continue efforts in coordination with partner agencies and stakeholders on the development of educational community outreach.

Task Elements:

- Meet with Benton Clean Air Agency, Washington Department of Ecology, WSDOT and regional stakeholders.
- Create an air quality education program for the community of Tri-Cities.
- Monitor developing air quality concerns in the Benton-Franklin County area.
- Work with partners outside the Tri-Cities as well to monitor regional air quality issues, such as Walla Walla Valley Metropolitan Planning Organization (WVVMPO).

Expected Products:

- Coordination with partner agencies and stakeholders.
- Increased staff knowledge of the impacts of air quality on transportation and the impacts of transportation on air quality.
- Implement an air quality education and outreach campaign.

Estimated Completion Date: Ongoing

Funding:

Federal	\$11,600
State	\$1,700
Local	\$1,800
Total	\$15,100



3.0 Traffic Demand Modeling and Data

The travel demand model and data forecasts future demand for roadway and transit facilities. It is a critical tool to serve the member agencies regarding land use development and evaluation of potential projects with regional impacts. The model also calculates the share of trips completed by a combined bicycle/pedestrian mode. The travel demand model is an important tool in planning for a transportation system that serves the future needs of the region.

3.1 Regional Traffic Count Program

Description: Obtain updated traffic count information for regional jurisdictions and agencies. BFCG will also conduct Single Occupancy Vehicle/High Occupancy Vehicle (SOV/HOV) windshield counts and quarterly regional Park and Ride Lots counts. The most current traffic data collected was collected and is maintained by BFCG and is regularly referred to and requested by regional jurisdictions, agencies, private sector developers, real estate professionals and property owners.

Task Elements:

- Obtain, update, convert, refine, and maintain traffic count data for the MPO/RTPO area.
- Continue traffic count program to support transportation modeling, CMP and corridor studies.
- Conduct HOV/SOV windshield counts and Park and Ride Lots counts regionally.

Expected Products:

- Updated traffic counts for regional locations and reported/illustrated in appropriate tables and maps.
- Location specific counts taken in cooperation with jurisdictions and agencies for evaluation of potential TDM programs.
- Integration of annual traffic counts into long range forecasts of traffic volumes on major facilities to update trends and travel demand model.
- Provide traffic counts for local agencies as needed.
- Start 2020 traffic counts in the spring (included in this UPWP – fall traffic counts will be included in the next UPWP).

Estimated Completion Date: Ongoing

Funding:

Federal	\$86,800
State	\$4,400
Local	\$13,500
Total	\$104,700

**Consultant involvement is expected*



3.2 Regional Travel Demand Model

Description: Staff will work with a consultant to maintain the travel demand model in preparation for the next Regional Transportation Plan update and to meet ongoing forecasting needs. The model will be maintained with the most recent traffic volume counts available as well as population and land use assumptions. There are periodic needs to provide information to other agencies both within and outside the BFCG planning area that is derived from, or is an input to, the modeling process. Also, if the MPA boundary is to be expanded, the travel demand model will be expanded to meet the MPA boundary.

Task Elements:

- Ongoing travel demand modeling services through consultant service, including model maintenance activities to incorporate most current population and transportation network data.
- Produce requested model outputs for alternatives analysis, planning studies, or other regional activities as needed/requested.
- Update travel demand model and associated forecasting software and tools as necessary.
- Provision of information from the modeling process as needed/requested.

Expected Products:

- Improved and maintained travel demand model.
- Expanded model geography (if MPA expanded).

Estimated Completion Date: Ongoing

Funding:

Federal	\$125,400
State	\$0
Local	\$19,600
Total	\$145,000

**Consultant involvement is expected*



SFY 2020 UPWP Budget Table

Major Work Element	Work Task		Forecast Expenditure by Funding Type					
	Task #	Description	FHWA PL	FHWA STBG	FTA 5303	RTPO	Local	Total
1.0 Program Administration	1.1	Administration/ Work Program Oversight	\$75,800	\$10,000	\$23,900	\$29,000	\$17,100	\$155,800
	1.2	UPWP and Annual Report Development	\$0	\$10,600	\$0	\$2,400	\$1,700	\$14,700
	1.3	Public Participation	\$12,400	\$0	\$3,900	\$5,100	\$2,500	\$23,900
	1.4	Title VI and Environmental Justice	\$10,200	\$0	\$3,200	\$2,400	\$2,100	\$17,900
	1.5	Professional Development	\$26,400	\$0	\$8,300	\$8,700	\$5,400	\$48,800
	Major Work Element Subtotal			\$124,800	\$20,600	\$39,300	\$47,600	\$28,800
2.0 Regional Transportation Products	2.1	Regional Transportation Plan	\$0	\$11,500	\$0	\$2,300	\$1,800	\$15,600
	2.2	Active Transportation Network Planning	\$20,300	\$0	\$6,400	\$2,800	\$4,200	\$33,700
	2.3	Transportation Demand Management	\$22,500	\$0	\$7,100	\$2,700	\$4,600	\$36,900
	2.4	Congestion Management Process	\$39,600	\$0	\$12,500	\$0	\$8,100	\$60,200
	2.5	Growth Management Act Activities	\$0	\$0	\$0	\$28,200	\$0	\$28,200
	2.6	GIS and Data Services	\$25,700	\$0	\$8,100	\$7,700	\$5,300	\$46,800
	2.7	Transportation Improvement Program (TIP)	\$0	\$45,500	\$0	\$13,700	\$7,100	\$66,300
	2.8	Administration of STBG, TAP, and Other Funds	\$0	\$33,500	\$0	\$3,300	\$5,200	\$42,000
	2.9	Representation in Regional Planning Activities	\$0	\$38,400	\$0	\$7,800	\$6,000	\$52,200
	2.10	FAST Act Implementation/Performance Measures	\$18,800	\$0	\$5,900	\$0	\$3,900	\$28,600
	2.11	Regional Transit Coordination	\$10,600	\$0	\$3,300	\$2,500	\$2,200	\$18,600
	2.12	Air Quality	\$0	\$11,600	\$0	\$1,700	\$1,800	\$15,100
Major Work Element Subtotal			\$137,500	\$140,500	\$43,300	\$72,700	\$50,200	\$444,200
3.0 Travel Demand Modeling and Data	3.1	Regional Traffic Count Program	\$0	\$86,800	\$0	\$4,400	\$13,500	\$104,700
	3.2	Regional Travel Demand Model	\$95,300	\$0	\$30,100	\$0	\$19,600	\$145,000
	Major Work Element Subtotal			\$95,300	\$86,800	\$30,100	\$4,400	\$33,100
Total			\$357,600	\$247,900	\$112,700	\$124,700	\$112,100	\$955,000

Consultant involvement is expected for the following work tasks: 2.3, 2.4, 2.8, 3.1, and 3.2.