



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

# **Unified Planning Work Program (UPWP)**

## **SFY 2021**

July 1, 2020 – June 30, 2021

Adopted by BFCG Board on May 15, 2020

*Benton-Franklin Council of Governments*  
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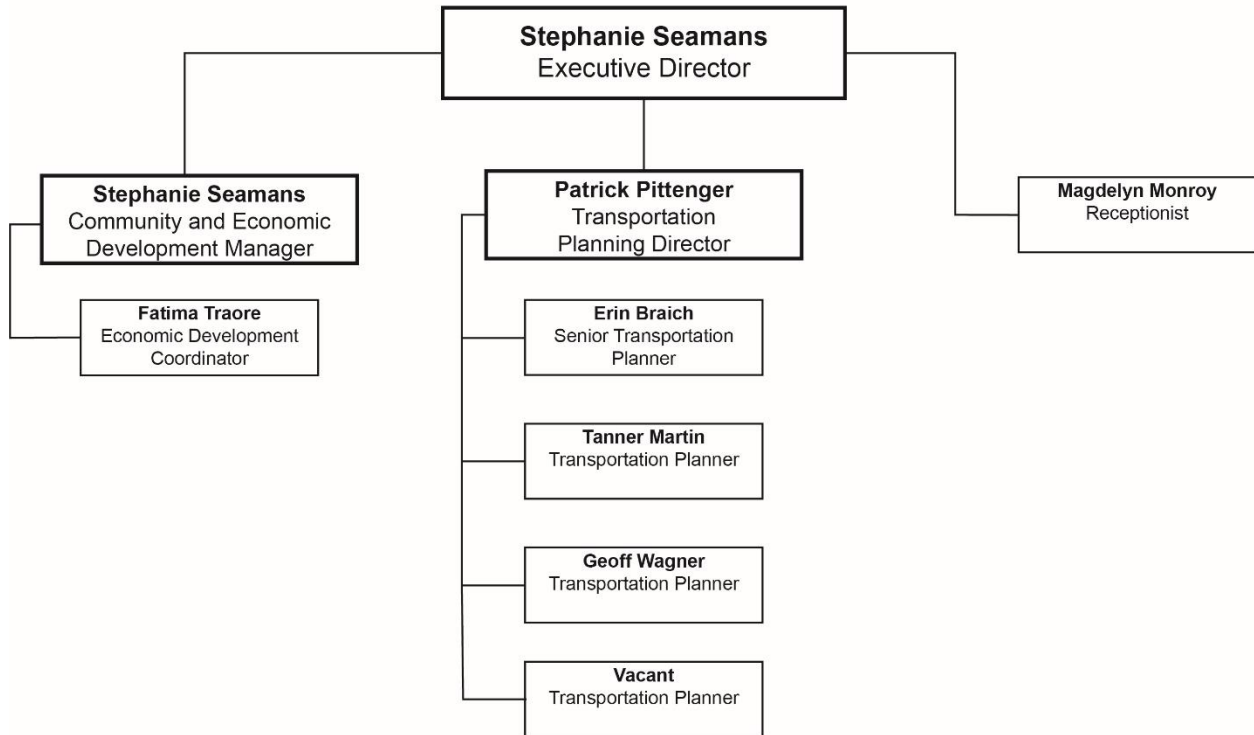
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## Benton-Franklin Council of Governments Organizational Structure



### **BENTON-FRANKLIN COUNCIL OF GOVERNMENTS**

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





## **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 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 Urbanized Area based on the 1970 U.S. Census. As the MPO for the Kennewick-Pasco-Richland urbanized area, BFCG established the Technical Advisory Committee (TAC) to fulfill the duties included in 23 CFR 450.300. The TAC meets monthly and provides input, guidance, reviews of work program activities, and provides recommendations to the BFCG Board. These recommendations are 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, 2020 to June 30, 2021. 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 produced jointly by WSDOT, Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) 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 FHWA and 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*

RTPO (RCW 47.80.020) BFCG serves as the state designated RTPO for Benton and Franklin Counties and Burbank. 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 2020 Key Accomplishments**

The SFY 2021 UPWP identifies key accomplishments undertaken by BFCG in SFY 2020 organized by UPWP Task.

### **1.0 Program Administration**

- Completed SFY 2020 UPWP.
- Completed and submitted the UPWP Annual Expenditure Report for SFY 2019.
- Completed and submitted Title VI Annual Report to WSDOT.
- Developed Calendar Year 2020 BFCG Budget – overall agency on calendar fiscal year.
- Undertook efforts to review agency policies and procedures.
- Held open houses to present the 2020-2025 Regional TIP, BFCG Congestion Management Process (CMP) Update, and kick-off and present the Regional Active Transportation Plan (ATP).
- Coordinated with WSDOT Active Transportation Division to co-host an open house regarding the Statewide Active Transportation Plan.
- Worked with local jurisdictions to develop the Regional Transportation Priorities 2020 – Programs and Projects for the Tri-Cities metropolitan area.

### **2.0 Regional Transportation Products**

- Incorporated and adopted WSDOT’s safety performance measures.
- Developed a Level of Traffic Stress (LTS) for roads in Benton and Franklin Counties and Burbank in Walla Walla County for pedestrian and bicyclists to be incorporated in the Regional ATP.
- Worked with local jurisdictions to complete the BFCG CMP Update.
- Completed the 2019 BFCG Call for Projects with an overhauled guidebook and process.
- Developed and approved the 2020-2025 Transportation Improvement Program (TIP).
- Maintained current TIP with amendments or administrative modifications processed monthly and uploaded on ArcGIS online.
- Completed the 2019 Project Obligation Report.
- Participated in the North-South Capacity Study led by local agencies and WSDOT.
- Coordinated with Joint Transportation Committee (JTC) staff to co-host a meeting about a passenger rail study for east-west service which could include the Tri-Cities and Seattle.

### **3.0 Travel Demand Modeling and Data**

- Updated regional traffic counts locations throughout the MPO/RTPO area and began the 2020 traffic counts to be completed later in 2020.
- Completed Park and Ride Lot Surveys.
- Coordinated with local jurisdictions to create a travel demand model working group.
- Worked with a consultant to incorporate improvements into the travel demand model.



## SFY 2021 UPWP Tasks

The SFY 2021 UPWP identifies priorities for the BFCG 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 2021 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 and TMA), 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. For each work task and subtasks, BFCG is the lead agency, besides the study described on page 34. If consultant involvement is expected, it is indicated as appropriate on each task description page and below the funding SFY 2021 UPWP Budget Table on page 33 of this document.

Table 1: SFY 2021 UPWP Tasks and Subtasks

<b>Task</b>	<b>RTPO</b>	<b>MPO</b>	<b>TMA</b>
<b>1.0 Program Administration</b>			
1.1 Administration/Work Program Oversight	x	x	x
1.2 UPWP and Annual Report	x	x	x
1.3 Public Participation	x	x	x
1.4 Title VI and Environmental Justice (EJ)	x	x	x
1.5 Professional Development	x	x	x
<b>2.0 Regional Transportation Products</b>			
2.1 Metropolitan Transportation Plan (MTP)	x	x	x
2.2 Human Services Transportation Plan (HSTP)	x	x	
2.3 Transportation Demand Management (TDM)	x	x	x
2.4 Congestion Management Process (CMP)			x
2.5 Growth Management Act (GMA) Activities	x		
2.6 GIS and Data Services	x	x	x
2.7 Transportation Improvement Program (TIP)	x	x	x
2.8 Administration of STBG, TAP, and Other Funds	x	x	x
2.9 Representation in Regional Planning Activities	x	x	x
2.10 FAST Act Implementation/Performance Measures		x	x
2.11 Multi-Modal Transportation Coordination	x	x	x
2.12 Air Quality	x	x	x
<b>3.0 Traffic Demand Modeling and Data</b>			
3.1 Regional Traffic Count Program	x	x	x
3.2 Regional Travel Demand Model	x	x	x
3.3 Travel Demand Modeling for Local Jurisdictions	x	x	x



## Federal and State Areas of Emphasis

Federal and state emphasis areas addressed in the SFY 2021 UPWP include:

### 1. Performance-Based Planning Requirements

The Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) have provided guidance for MPOs to place an emphasis on performance-based planning requirements, such as developing data and targets, as well as reflecting Performance-Based Planning and Programming and Transportation Performance Management in the TIP, MTP, and overall transportation planning process.

### 2. Planning Collaboration

MPOs and RTPOs are requested to set aside resources to collaboratively develop and/or review the following plans expected to be developed (led by WSDOT) in SFY 2021:

- Highway System Plan;
- Multimodal Investment Strategy;
- Statewide Human Services Transportation Plan (HSTP);
- Statewide Public Transportation Plan; and the
- Statewide Cooperative Automated Transportation (CAT) Policy Framework.

### 3. Financial Accounting

MPOs and RTPOs are encouraged to be as complete and transparent as possible in the UPWP budget and clearly identify all fund sources expected to be utilized in the delivery of the work program. If a consultant will be used to implement portions of the UPWP, MPOs and RTPOs should clearly state which tasks will be supported by consultants.

Included in the Financial Accounting portion of the Washington State Unified Planning Work Program Guidance, MPOs and RTPOs are requested to track carryover balances of federal planning funds. Table 2 displays BFCG's estimated Federal planning funds carryover balances.

Table 2: BFCG's Federal Planning Funds Carryover Balances

Funding Type	Estimated Carry Forward Amount for June 30, 2020	Estimated Carry Forward Amount for June 30, 2021
FHWA PL	\$491,705	\$405,800
FTA 5303	\$122,294	\$122,294

### 4. Tribal Participation

On April 24, 2019 Governor Jay Inslee signed Engrossed House Bill 1584 into law, which requires RTPOs to provide an opportunity for tribes with reservation or trust lands within its planning area boundaries to participate as voting members of the RTPO. RTPOs are encouraged to facilitate tribal participation in the regional planning process.



## 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, and memos in the implementation of the metropolitan and regional transportation planning process. The task includes administration of the continuing transportation planning program of the MPO and manages the RTPO, including supervision of staff, office management, personnel activities, committee participation, related travel, coordination and support to Board and Technical Advisory Committee (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.
- Completion of certification review with USDOT and WSDOT as needed.

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.
- Financial management and invoicing activities.
- Monitoring Federal and State legislative and regulatory issues and actions.
- Submit Self Certification to WSDOT and Regional Coordination contact.

Estimated Completion Date: Ongoing.

Funding:

FHWA PL	\$2,600
FHWA STBG	\$90,900
FTA 5303	\$23,600
State	\$25,000
Local	\$17,800
<b>Total</b>	<b>\$159,900</b>



## 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.
- Preparation of two-year UPWP in Spring 2021 for SFY 2022 and SFY 2023.

### 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 2021 UPWP that identifies transportation planning activities to be undertaken using federal, state, and local funds.
- Develop SFY 2022 and SFY 2023 UPWP.
- Develop SFY 2020 UPWP Annual Performance Report.

Estimated Completion Date: Maintenance of SFY 2021 UPWP, Ongoing; SFY 2022 and SFY 2023 UPWP, May 2021; SFY 2020 UPWP Annual Performance Report, September 2020.

### Funding:

FHWA PL	\$0
FHWA STBG	\$10,900
FTA 5303	\$0
State	\$2,400
Local	\$1,700
<b>Total</b>	<b>\$15,000</b>



### 1.3 Public Participation

Description: Public Participation 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 and best practices of other organizations to engage the Limited English speaking (LEP) population within BFCG’s planning area.

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, TIP and MTP.
- Continuous maintenance and development of the BFCG website. Consultant involvement is expected for this task element.
- Increase public awareness of BFCG activities.
- Outreach to Tribal partners on efforts such as the HSTP review.

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: Updated website expected, December 2020; remainder of tasks, Ongoing.

Funding:

FHWA PL	\$19,200
FHWA STBG	\$0
FTA 5303	\$4,900
State	\$4,000
Local	\$3,700
<b>Total</b>	<b>\$31,800</b>

*\*Consultant involvement is expected*



## **1.4 Title VI and Environmental Justice (EJ)**

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. Also, staff will review best practices and ongoing efforts of other organizations to engage the Limited English speaking (LEP) population within BFCG’s boundaries.

### Task Elements:

- Title VI Coordinator will monitor elements of the Title VI and Environmental Justice program that are required in the 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 and will include other BFCG staff and collaborate on efforts.
- 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 February that includes ongoing related work tasks and educational development.
- Development of Title VI and Environmental Justice emphasis areas that will be incorporated into future plans.
- Evaluate methodologies of engaging vulnerable and traditionally underserved populations in coordination with member jurisdictions.

### Expected Products:

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

Estimated Completion Date: Title VI Annual Report, February 2021.

### Funding:

FHWA PL	\$0
FHWA STBG	\$10,900
FTA 5303	\$0
State	\$2,400
Local	\$1,700
<b>Total</b>	<b>\$15,000</b>





## **1.5 Professional Development**

Description: This task focuses on professional development that enhances the capabilities of staff in exercising the responsibilities of the MPO and RTPO, 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:

FHWA PL	\$28,600
FHWA STBG	\$0
FTA 5303	\$7,200
State	\$5,500
Local	\$5,400
<b>Total</b>	<b>\$46,700</b>



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## **2.0 Regional Transportation Products**

This grouping of products includes the majority of work products of BFCG and includes efforts required to MPOs/TMAs such as the MTP, CMP, TIP, and other documents. It also includes state-required efforts related to the state Growth Management Act (GMA). 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 Metropolitan Transportation Plan (MTP)

Description: The Metropolitan Transportation Plan (MTP) is an ongoing core MPO and RTPO function with updates occurring at least every five 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. With the update of the Metropolitan Planning Area (MPA) boundary in March 2020, the planning areas for the MPO and RTPO are now contiguous.

During this planning time period, BFCG will complete the first 12 months of work on the update of the MTP. The plan is expected to be completed by December 2021. The new planning horizon will be the year 2045, and there will be an update of land use inputs based on the updated comprehensive plans of member jurisdictions (when applicable). This plan will incorporate the results of modal and corridor studies completed since the last MTP was adopted in May 2017. An additional focus will be on incorporation of performance measures into the long-range planning process. Finally, additional improvements will be made to the travel demand model.

### Task Elements:

- Collaboration with local jurisdictions and consultant on existing and planned land use.
- Financial forecasting of revenues and expenditures over the planning period.
- Review of current transportation networks – including transit services.
- Development of transportation performance measure.
- Evaluate interactions between the Metropolitan Transportation Plan and other planning efforts.
- Implementation of travel demand model improvements.
- Amend the MTP, as needed.

### Expected Products:

- MTP will not be completed by the end of the UPWP, but substantial progress will be made by that time with respect to setting of goals, consideration of performance measures, land use and socioeconomic information, and updated travel demand model.
- Integration of MTP into all BFCG and other agencies planning efforts.

Estimated Completion Date: Ongoing throughout this period with completion expected during next UPWP.

### Funding:

FHWA PL	\$182,400
FHWA STBG	\$0
FTA 5303	\$46,100
State	\$35,000
Local	\$34,700
<b>Total</b>	<b>\$298,200</b>

*\*Consultant involvement is expected*



## **2.2 Human Services Transportation Plan (HSTP)**

Description: Activities under this task focus on development, review, and update of the regional Human Services Transportation Plan (HSTP). During this UPWP, staff will work with WSDOT staff and local transit operators to review the HSTP developed in 2018 to determine if updates are needed at the mid-point of the four-year update cycle.

Task Elements:

- Review HSTP.
- Continue coordination efforts with partner agencies.
- Assist member jurisdictions with HSTP-related issues.
- Amend the HSTP as needed.

Expected Products:

- Collaboration with partners.
- Updated or amended HSTP document as needed.

Estimated Completion Date: Coordination efforts with partner agencies, Ongoing; Update of HSTP, December 2020.

Funding:

FHWA PL	\$12,100
FHWA STBG	\$0
FTA 5303	\$3,100
State	\$3,000
Local	\$2,300
<b>Total</b>	<b>\$20,500</b>



## 2.3 Transportation Demand Management (TDM)

Description: This task includes supporting transportation demand management (TDM) in BFCG’s planning process and working to increase the role of TDM in all transportation planning process impact the planning area. While BFCG is not currently participating in Washington State’s Commute Trip Reduction (CTR) program, BFCG will work with local, regional, and state partners on TDM-related activities. BFCG staff will continue to coordinate with partner agencies in numerous ways, including through the statewide TDM Technical Committee which BFCG now attends. This effort also coordinates with other tasks including the MTP, CMP, and GMA reviews.

Task Elements:

- Work with jurisdictions and major employers to identify strategies that will be successful in our region.
- Include more TDM strategies in future comprehensive plans.
- Collaborate and attend Statewide TDM Technical Committee meetings.

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:

FHWA PL	\$0
FHWA STBG	\$19,500
FTA 5303	\$0
State	\$2,500
Local	\$3,000
<b>Total</b>	<b>\$25,000</b>



## 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:

- Work with the BFCG CMP Working Group, and include outreach to member jurisdictions staff and regional stakeholders impacted by congestion.
- Review available data sets, such as Inrix and the BFCG Regional Traffic Count Program.
- Evaluate relationship between CMP and travel demand model capabilities.

### Expected Products:

- Review CMP Corridors with the CMP Working Group.
- Provide data, data analysis, mapping/cartographic products and other GIS support as necessary.
- Review CMP data with the CMP Working Group to update CMP corridors and tiers of corridors as needed.
- Review of system wide and corridor based performance measures

Estimated Completion Date: Provide data, data analysis, mapping/cartographic products and other GIS support as necessary, Ongoing; Review CMP Corridors with updated data with CMP Working Group, Winter 2020.

### Funding:

FHWA PL	\$17,700
FHWA STBG	\$0
FTA 5303	\$4,500
State	\$0
Local	\$3,400
<b>Total</b>	<b>\$25,600</b>

*\*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 – it is expected that multiple Franklin County jurisdictions’ comprehensive plans will be reviewed this year.

### 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:

FHWA PL	\$0
FHWA STBG	\$0
FTA 5303	\$0
State	\$22,000
Local	\$0
<b>Total</b>	<b>\$22,000</b>





## 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 Transportation Plan (MTP), Transportation Improvement Program (TIP), Congestion Management Process (CMP), Human Services Transportation Plan (HSTP), and Title VI and Environmental Justice planning efforts. Additionally, data services will be used to provide technical assistance for other jurisdictions and for the economic development programs which are part of BFCG.

Task Elements:

- GIS and data maintenance and updating regional planning data.
- Outreach to local agencies and jurisdictions for new/updated data.
- Support for the Metropolitan Transportation Plan (MTP), Congestion Management Process (CMP), Human Services Transportation Plan (HSTP), Title VI and Environmental Justice, the Regional Traffic Count Program, and other planning efforts as needed.

Expected Products:

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

Estimated Completion Date: Ongoing.

Funding:

FHWA PL	\$15,600
FHWA STBG	\$0
FTA 5303	\$3,900
State	\$3,000
Local	\$3,000
<b>Total</b>	<b>\$25,500</b>



## **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 2021-2026 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 Title VI and Environmental Justice emphasis areas.
- 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.
- Implement BFCG TIP Policies and Procedures.

### Expected Products:

- FFY 2020-2025 TIP is updated appropriately to include administrative modifications and amendments, as needed.
- Adopted FFY 2021-2026 TIP.
- Annual Federal Obligations Report.

Estimated Completion Date: FFY 2020-2025 TIP amendments, Ongoing; Adopted FFY 2021-2026 TIP, October 2020; Annual Federal Obligations Report, March 2021.

### Funding:

FHWA PL	\$0
FHWA STBG	\$54,200
FTA 5303	\$0
State	\$13,700
Local	\$8,500
<b>Total</b>	<b>\$76,400</b>



## **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. A Call for Projects is not anticipated during this work program, but a limited effort may be required depending upon project delivery and adherence to annual obligation targets.

Task Elements:

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

Expected Products:

- Reporting and tracking.
- Administration of funding.

Estimated Completion Date: Reporting, tracking, and administration of funding, Ongoing.

Funding:

FHWA PL	\$0
FHWA STBG	\$36,300
FTA 5303	\$0
State	\$3,000
Local	\$5,700
<b>Total</b>	<b>\$45,000</b>



## 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. This includes the WSDOT-led efforts previously identified as being undertaken during this time period:

- Highway System Plan;
- Multimodal Investment Strategy;
- Statewide Human Services Transportation Plan (HSTP);
- Statewide Public Transportation Plan; and the
- Statewide Cooperative Automated Transportation (CAT) Policy Framework.

Task Elements:

- Collaboration with transit operators, WSDOT, other MPO’s, and local jurisdictions in the region.
- Participate with MPOs, RTPOs, and other agencies within the state by reviewing products and commenting upon the draft products.
- Data collection and analysis.
- Corridor Studies/Practical Solutions Performance Framework.

Expected Products:

- Review and provide input for statewide plans, corridor studies, and travel demand model improvements.
- Participate in planning studies led by other entities.

Estimated Completion Date: Ongoing.

Funding:

FHWA PL	\$0
FHWA STBG	\$27,900
FTA 5303	\$0
State	\$7,700
Local	\$4,400
<b>Total</b>	<b>\$40,000</b>



## **2.10 Federal Transportation Act Implementation/Performance Measures**

Description: Under this task, staff will work to comply with requirements under MAP-21, the FAST Act, and a Federal Transportation Act (if adopted during this period) 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 in collaboration with WSDOT and other partners.

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 for inclusion in planning and programming efforts.

Expected Products:

- Compliance with MAP-21/FAST Act/future legislation.
- 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:

FHWA PL	\$0
FHWA STBG	\$17,300
FTA 5303	\$0
State	\$0
Local	\$2,700
<b>Total</b>	<b>\$20,000</b>



## 2.11 Multi-Modal Transportation Coordination

Description: Work completed under this task will relate to both active transportation planning and coordination and public transit, both of which are essential for a successful multi-modal community. BFCG will continue to work with transit operators (including Ben Franklin Transit) in effort to plan transit services. BFCG will also continue work with local communities, transit operators, advocacy groups, and other stakeholders regarding active transportation facilities. Long-range planning for each of these topics will be completed as part of an update of the MTP, but there will be opportunities to interact with multiple entities for the planning of the modes as well.

### Task Elements:

- Work with transit as a partner in multi-modal planning strategies.
- Inclusion of transit considerations in multiple other work tasks, such as travel demand modeling, multi modal planning, and CMP.
- Continue coordination efforts regarding Active Transportation.
- Evaluate strategies to promote a safer regional pedestrian/bicycle environment.
- Continue efforts collecting, analyzing and tracking active transportation count data in close coordination with local advocacy groups and WSDOT staff.
- Assist member jurisdictions with active transportation issues.

### Expected Products:

- Increased integration of transit in overall BFCG planning programs and service to transit operators.
- Enhanced understanding of active transportation planning issues and efforts to implement Active Transportation Plan.

Estimated Completion Date: Ongoing.

### Funding:

FHWA PL	\$12,400
FHWA STBG	\$0
FTA 5303	\$3,100
State	\$2,500
Local	\$2,400
<b>Total</b>	<b>\$20,400</b>



## **2.12 Air Quality**

Description: With the potential for the planning area possibly becoming a non-attainment area related to Ozone, 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.
- Monitor developing air quality concerns in the planning area.
- Work with partners outside the Tri-Cities as well to monitor regional air quality issues, such as Walla Walla Valley Metropolitan Planning Organization (WWVMPO).
- Continue participating in EPA quarterly calls about air quality in a multistate region.

### 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.

Estimated Completion Date: Ongoing.

### Funding:

FHWA PL	\$0
FHWA STBG	\$11,900
FTA 5303	\$0
State	\$1,200
Local	\$1,900
<b>Total</b>	<b>\$15,000</b>





### 3.0 Travel 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. 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, and utilized for WSDOT data requests.

Task Elements:

- Obtain, update, convert, refine, and maintain traffic count data for the planning area.
- Continue traffic count program to support transportation modeling, CMP and corridor studies.

Expected Products:

- Updated traffic counts for regional locations and reported/illustrated in appropriate tables and maps.
- 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.

Estimated Completion Date: 2020 traffic counts to be completed in Fall 2020.

Funding:

FHWA PL	\$88,000
FHWA STBG	\$0
FTA 5303	\$8,400
State	\$4,100
Local	\$16,700
<b>Total</b>	<b>\$117,200</b>

*\*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 Metropolitan Transportation Plan (MTP) 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.

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.
- Provide model outputs in response to data requests.

Estimated Completion Date: Ongoing.

Funding:

FHWA PL	\$31,900
FHWA STBG	\$0
FTA 5303	\$8,100
State	\$0
Local	\$6,100
<b>Total</b>	<b>\$46,100</b>

*\*Consultant involvement is expected*



### 3.3 Travel Demand Modeling for Local Jurisdictions

Description: Staff will work with local jurisdictions and a consultant to complete travel demand modeling scenario requests from local jurisdictions. The travel demand model is an important tool for local jurisdictions to utilize for planning studies, regional activities, and other analysis within their planning areas.

Task Elements:

- Produce requested model outputs for alternatives analysis, planning studies, or other regional activities as needed/requested.
- Coordinate with local jurisdictions and a travel demand modeling consultant on modeling scenarios and data requests.

Expected Products:

- Provide model outputs in response to modeling scenarios and data requests.

Estimated Completion Date: Ongoing.

Funding:

FHWA PL	\$43,300
FHWA STBG	\$0
FTA 5303	\$0
State	\$0
Local	\$6,700
<b>Total</b>	<b>\$50,000</b>

*\*Consultant involvement is expected*



## SFY 2021 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	\$2,600	\$90,900	\$23,600	\$25,000	\$17,800	<b>\$159,900</b>
	1.2	UPWP and Annual Report Development	\$0	\$10,900	\$0	\$2,400	\$1,700	<b>\$15,000</b>
	1.3	Public Participation	\$19,200	\$0	\$4,900	\$4,000	\$3,700	<b>\$31,800</b>
	1.4	Title VI and Environmental Justice	\$0	\$10,900	\$0	\$2,400	\$1,700	<b>\$15,000</b>
	1.5	Professional Development	\$28,600	\$0	\$7,200	\$5,500	\$5,400	<b>\$46,700</b>
	Major Work Element Subtotal			\$50,400	\$112,700	\$35,700	\$39,300	\$30,300
2.0 Regional Transportation Products	2.1	Metropolitan Transportation Plan (MTP)	\$182,400	\$0	\$46,100	\$35,000	\$34,700	<b>\$298,200</b>
	2.2	Human Services Transportation Plan	\$12,100	\$0	\$3,100	\$3,000	\$2,300	<b>\$20,500</b>
	2.3	Transportation Demand Management (TDM)	\$0	\$19,500	\$0	\$2,500	\$3,000	<b>\$25,000</b>
	2.4	Congestion Management Process (CMP)	\$17,700	\$0	\$4,500	\$0	\$3,400	<b>\$25,600</b>
	2.5	Growth Management Act (GMA) Activities	\$0	\$0	\$0	\$22,000	\$0	<b>\$22,000</b>
	2.6	GIS and Data Services	\$15,600	\$0	\$3,900	\$3,000	\$3,000	<b>\$25,500</b>
	2.7	Transportation Improvement Program (TIP)	\$0	\$54,200	\$0	\$13,700	\$8,500	<b>\$76,400</b>
	2.8	STBG and TAP Administration	\$0	\$36,300	\$0	\$3,000	\$5,700	<b>\$45,000</b>
	2.9	Representation in Regional Planning Activities	\$0	\$27,900	\$0	\$7,700	\$4,400	<b>\$40,000</b>
	2.10	FAST Act Implementation/Performance Measures	\$0	\$17,300	\$0	\$0	\$2,700	<b>\$20,000</b>
	2.11	Multi-Modal Transportation Coordination	\$12,400	\$0	\$3,100	\$2,500	\$2,400	<b>\$20,400</b>
	2.12	Air Quality	\$0	\$11,900	\$0	\$1,200	\$1,900	<b>\$15,000</b>
Major Work Element Subtotal			\$240,200	\$167,100	\$60,700	\$93,600	\$72,000	<b>\$633,600</b>
3.0 Travel Demand Modeling and Data	3.1	Regional Traffic Count Program	\$88,000	\$0	\$8,400	\$4,100	\$16,700	<b>\$117,200</b>
	3.2	Regional Travel Demand Model	\$31,900	\$0	\$8,100	\$0	\$6,100	<b>\$46,100</b>
	3.3	Travel Demand Modeling for Local Jurisdictions	\$43,300	\$0	\$0	\$0	\$6,700	<b>\$50,000</b>
	Major Work Element Subtotal			\$163,200	\$0	\$16,500	\$4,100	\$29,500
<b>Total</b>			<b>\$453,800</b>	<b>\$279,800</b>	<b>\$112,900</b>	<b>\$137,000</b>	<b>\$131,800</b>	<b>\$1,115,300</b>

Consultant involvement is expected for the following work tasks: 1.3, 2.1, 2.4, 3.1, 3.2, and 3.3.



## Additional Federally Funded Planning Activities

All previously described planning efforts will be led by BFCG. The effort below was proposed jointly by the cities of Kennewick and Richland during the 2019 Call for Projects and was selected a part of a regional competitive process. The City of Richland will be the lead agency to enter an agreement with WSDOT for the conduct of the study. BFCG will actively participant in the study.

### Columbia River to Vista Field – Grade Separated Crossing Study

Lead Agency: City of Richland

Description: This is a planning project to develop a link to the Columbia River that serves South Richland and City of Kennewick residents, as well as visitors who may be staying in nearby hotels. There is a strong desire for bicyclists and pedestrians to access the river, but no real safe alternatives to do so in the vicinity of Columbia Center Blvd. The cornerstone of the project is identifying an acceptable location for a grade separated bike and pedestrian crossing over the top of SR240 near Columbia Center Blvd. Another key element of the planning project would be developing a project extending the Keene Road Pathway from Steptoe Street, where it currently ends, to the Columbia Center Mall and possibly to Columbia Center Blvd. Also, facility needs and improvements would be identified to connect the southern portion of the crossing up Center Parkway to Grandridge Blvd. and/or Deschutes Ave. (or other alternate routes) to connect to Vista Field east of Columbia Center Blvd. in Kennewick. This planning project would also identify any needed roadway crossing enhancements needed to support the routes.

Task Elements:

- Identify the location and improvements for the following items along the Columbia Center and Vista Field Corridor: bicycle and pedestrian crossing over SR240, extending Keene Road Pathway from Steptoe Street to Columbia Center Mall and possibly Columbia Center Blvd., and connect the southern portion of the crossing up Center Parkway to Grandridge Blvd. and/or Deschutes Ave. (or other alternate routes) to connect to Vista Field east of Columbia Center Blvd.

Expected Products:

- Identify an acceptable location for a grade separated bike and pedestrian crossing over SR240 near Columbia Center Blvd.
- Develop a project extending Keene Road Pathway from Steptoe Street to Columbia Center Mall and possibly Columbia Center Blvd.
- Identify improvements to connect the southern portion of the crossing up Center Parkway to Grandridge Blvd. and/or Deschutes Ave. (or other alternate routes) to connect to Vista Field east of Columbia Center Blvd. in Kennewick.

Estimated Completion Date: Spring 2021.

Funding:

TAP (STBG Set-Aside)	\$125,000
<b>Total</b>	<b>\$125,000</b>

*\*Consultant involvement is expected*