



MEMORANDUM

TO: Southwest Washington Regional Transportation Council Board of Directors
FROM: Matt Ransom, Executive Director 
DATE: March 29, 2016
SUBJECT: **Unified Planning Work Program for Fiscal Year 2017 – DRAFT Review**

AT A GLANCE

The purpose of this memorandum is to provide the Board with a DRAFT Unified Planning Work Program (UPWP) in advance of a request for Board adoption of RTC’s UPWP at the May RTC Board meeting. The UPWP is prepared annually by RTC as a federal requirement of all Metropolitan Planning Organizations (MPOs) prior to receipt of federal and state transportation planning and project grant funds. The FY 2017 UPWP is consistent with RTC’s calendar year 2016 Work Plan and Budget.

BACKGROUND

The Unified Planning Work Program (UPWP) documents the transportation planning activities to be carried out by RTC as the Metropolitan Planning Organization (MPO) for Clark County (within the Portland-Vancouver metropolitan area). The UPWP is prepared and transportation planning activities are performed in response to the requirements of all MPOs in federal regulations; United States Code (USC) Titles 23 and 49. RTC’s draft FY 2017 UPWP (attached) covers a one year period from July 1, 2016 to June 30, 2017. The UPWP is consistent with RTC’s calendar year 2016 Work Plan and Budget adopted by the RTC Board in December 2015 (RTC Board Resolution 12-15-20). The FY 2017 UPWP extends the Work Plan’s timeframe by six months. In addition to describing upcoming transportation planning activities, the UPWP also details the funding sources required to carry out the program and addresses the major transportation policy issues of the upcoming year. This month’s agenda item provides RTC Board members an opportunity to review the draft FY 2017 UPWP.

UPWP DEVELOPMENT PROCESS

The FY2017 UPWP builds upon RTC’s CY 2016 Work Program, continues core work program elements and reflects planning emphasis areas. Guidance on development of the UPWP is provided to MPOs and Regional Transportation Planning Organizations (RTPOs) in a Transportation Planning Guidance document prepared jointly by Washington State Department of Transportation (WSDOT), the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA). To meet federal requirements, the UPWP must include a discussion of the planning priorities facing the MPO (see UPWP pages xv to xvii). The UPWP is developed by the RTC in cooperation with the state Department of Transportation and transit operators. Members of RTC’s Regional Transportation Advisory Committee also help to develop the draft UPWP.

FY 2017 UPWP FEDERAL AND STATE PLANNING EMPHASIS AREAS

The UPWP is expected to reflect federal and state transportation Planning Emphasis Areas (PEAs) as identified by the FHWA, the FTA, and WSDOT. The federal, state and local emphasis areas are described in detail on pages x through xv of RTC's draft FY 2017 UPWP. RTC will focus on several major initiatives as an outgrowth of ongoing work to implement the Regional Transportation Plan (2014), current mandates, strategic opportunities and federal program compliance.

Federal Emphasis Areas:

In summary, federal emphasis is on the MPO's compliance with the federal transportation act, Fixing America's Surface Transportation Act (the FAST Act, 2015), and continued implementation of a metropolitan transportation planning program that meets the requirements of 23CFR 450.308 and 23CFR 420.111. This includes addressing the eight federal transportation planning factors outlined on pages xii to xiii of RTC's draft FY 2017 UPWP. In addition to transitioning from implementation of the previous federal transportation act, MAP-21, to implementation of the FAST Act federal emphasis areas include regional planning cooperation to ensure cooperation and coordination across MPO boundaries and "ladders of opportunity" to address transportation connectivity gaps which may hamper access to essential services.

State and Federal Emphasis Areas:

State and federal emphasis areas are expected to be reflected in the region's UPWP. For FY 2017 state and federal emphasis areas include tribal coordination and consultation, annual reporting on the MPO/RTPO planning work program, work to ensure interlocal agreements are in place and updated as necessary, coordination with statewide planning efforts with MPO/RTPO participation in statewide modal plans and the Washington Transportation Plan (WTP) which is the statewide long-range transportation plan. In addition, the MPO/RTPO will work jointly with WSDOT in developing corridor sketches for state routes and in setting performance measures and targets.

Local Emphasis Areas:

Local Emphasis Areas in FY 2017 advance specific study and policy development in key topic areas currently relevant and of regional interest. As outlined in RTC's Work Program these include: regional project funding, 2035 Regional Transportation Plan implementation, regional freight/commerce planning and data collection, FAST Act implementation, study of the feasibility of bus on shoulders, and partnership building to help advance long-term regional transportation planning. Partnership building includes continued collaboration with RTC's peer MPO in Oregon (Metro) on issues of bi-state significance. Administrative review and update of key policy documents will precede the fall 2016 MPO Certification Review.

FY 2017 UPWP FORMAT & BUDGET

As in previous years, the draft UPWP has four major areas: (1) Regional Transportation Planning Program, (2) Data Management and Travel Forecasting Process, (3) Transportation

Program Coordination and Management, and (4) Transportation Planning Activities of State and Local Agencies. Each section includes work elements that document the anticipated transportation planning activities to be carried out in FY 2017.

To meet federal requirements for Transportation Management Areas (TMAs), such as Clark County, the UPWP must include a discussion of the planning priorities facing the metropolitan planning area and describe all metropolitan transportation and transportation-related air quality planning activities (including corridor and subarea studies) anticipated within the area, regardless of funding sources or agencies conducting the activities.

To carry out the metropolitan transportation planning program required of MPOs and state RTPOs, FHWA and FTA grant federal funds and the state grants state planning funds. The table below presents WSDOT funding estimates for allocated federal PL and FTA funding and an estimate of state Regional Transportation Planning Organization (RTPO) funds RTC may receive to carry out the FY 2017 regional transportation planning program. The distribution of these estimated revenues to work elements is summarized on the final page (page 56) of RTC's draft FY 2017 UPWP.

FY 2017 Estimated MPO Funding:	
FHWA PL	\$548,000
FTA Section 5303	\$185,000
RTPO Planning	\$172,000

PARTNER REVIEW

After a first draft UPWP was developed by RTC and planning partners in early 2016, the Regional Transportation Advisory Committee (RTAC) reviewed the draft at its January 15 meeting prior to RTC's review meeting with FHWA, FTA and WSDOT Headquarter staff held on February 18. RTC received comments from WSDOT and FHWA/FTA resulting from the February review meeting and those comments have been incorporated into the proposed UPWP as appropriate.

Bi-State UPWP Requirements

The Portland-Vancouver metropolitan area is served by two MPOs. In a bi-state region, the MPOs must cooperate and coordinate in development and adoption of the UPWP. RTC's draft UPWP is reviewed by Metro's Transportation Policy Alternatives Committee (TPAC) and Joint Policy Advisory Committee on Transportation (JPACT). JPACT and the Metro Council takes action to adopt Metro's own UPWP and endorse RTC's. Likewise, Metro's draft UPWP is reviewed by RTC's Regional Transportation Advisory Committee (RTAC) and the RTC Board is asked to endorse Metro's UPWP as part of the adoption process for RTC's UPWP. Metro's draft 2016/2017 UPWP is attached for review.

NEXT STEPS

Following the April 5 RTC Board meeting, the draft FY 2017 UPWP will be available on RTC's website for comment. RTAC will be asked to recommend action on the FY 2017 UPWP at their April 15 meeting. The FY 2017 UPWP will be scheduled for RTC Board approval at the May 3 Board meeting, including endorsement of Metro's 2016-2017 UPWP consistent with applicable requirements and schedules. This timeline would meet the federal and WSDOT-required timeline to have UPWPs submitted by June 17 with FHWA and FTA approval by June 30 thus allowing the UPWP to take effect on July 1, 2016.

Attachments: RTC's FY 2017 UPWP – DRAFT

Metro's FY 2016-2017 UPWP - DRAFT