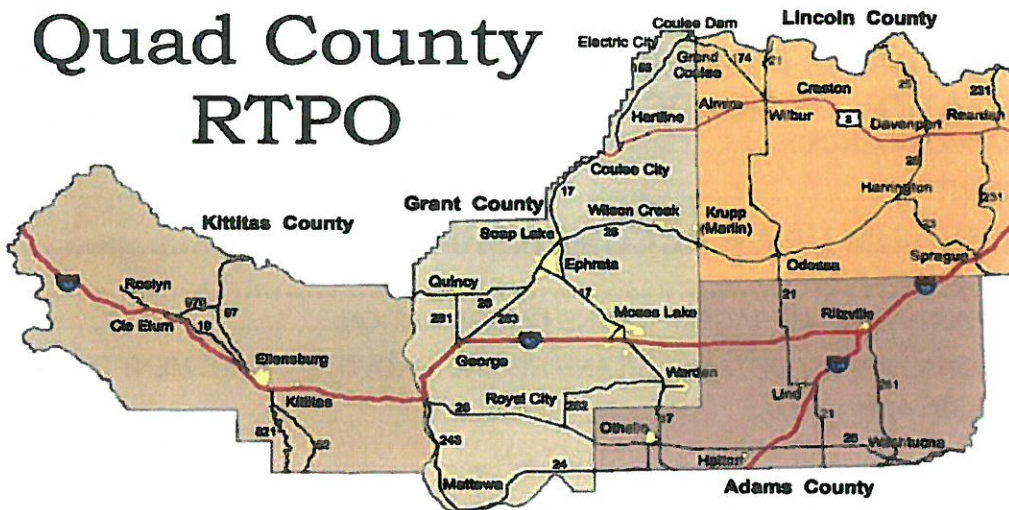


Quad County RTPO



Unified Planning Work Program

for

July 1, 2023, through June 30, 2025

Approved: _____

J. F. Finkle
QUADCO Chairperson

Date Approved: _____

11 MAY 2023

Prepared for:
QUADCO Member Council

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INTRODUCTION

The Quad County Regional Transportation Planning Organization (QUADCO RTPO) prepares a Unified Planning Work Program (UPWP) for transportation planning activities and priorities to take place during the upcoming State Fiscal Year (SFY) Biennium. The UPWP describes planning studies and tasks to be accomplished, designates who will perform the work, identifies the final products and benefits of the planning activities, and estimates the costs for these planning activities to be completed each State Fiscal Year (SFY) (July 1 through June 30) through the Biennium.

The QUADCO RTPO Lead Agency prepares the UPWP and the QUADCO Council adopts the UPWP and signs a contract with the Washington State Department of Transportation (WSDOT). This UPWP consists of the planning activities and priorities for the period of July 1, 2023 to June 30, 2025. The UPWP is revised at the start of the second State Fiscal Year (SFY) of the Biennium if necessary.

PURPOSE

The primary purpose of the QUADCO RTPO is to provide for a continuing, cooperative, and comprehensive transportation planning and decision-making process by the member agencies within the four-county region of Adams, Grant, Kittitas, and Lincoln Counties. Through this forum, the QUADCO RTPO prepares and maintains a decision-making process for regional transportation planning which augments and supports local transportation planning programs within the individual counties and their municipalities.

QUADCO RTPO (Quad County Regional Transportation Planning Organization) is a four-county region made up of the counties, cities and towns within Adams, Grant, Kittitas and Lincoln Counties. Geographically, it covers an area of 9,214 square miles of central and eastern Washington. The primary purpose of QUADCO is to provide a forum for continuing, cooperative, and comprehensive transportation planning and decision-making among the member agencies in the region.

HOW THE RTPO IS FUNDED

Programs are funded primarily with federal and state formula grants as they are made available. Many local agency planning projects must be completed totally or partially "out of pocket" due to limitations in available funding.

ORGANIZATION OF QUADCO

A. QUADCO COUNCIL

The Quad County Regional Transportation Planning Organization (QUADCO RTPO) consists of the counties, cities, towns and tribal governments within the four-county region that includes Adams, Grant, Kittitas and Lincoln Counties, that are signatories to the Inter-Local Agreement, with management vested in the QUADCO Council.

QUADCO Council currently consists of 37 active elected or designated officials and representatives of the transportation planning and implementation partnerships that include federal, state, local and tribal governments, special districts, agencies, private sectors, the general public, and interest groups within the four-county region. The QUADCO Council meets

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approximately four times a year, but will meet more often if necessary. The Council membership is shown in Appendix A. The Lead Agency maintains the most current contact information for membership.

B. COMMITTEES

1. The Transportation Policy Board (TPB) is composed of 15 members with designated alternates. The Transportation Policy Board meets as often as necessary to accomplish the assigned tasks of the Council. Assigned tasks may include bylaw review, Regional Transportation Plan edits, etc.
2. The Ranking Committee is composed of 13 members. The Ranking Committee meets as often as necessary for the purpose of ranking STBG TA Set-aside projects, UPWP projects, etc.
3. Special Committees includes the Human Services Transportation Plan Committee, referred to as the 4-County Community Transportation Planning Team, which assists the Council and serves as technical advisory professionals with regard to Human Services Transportation issues.
4. The Education Committee is composed of five members. The Education Committee meets as necessary to develop and implement public outreach, education opportunities and events.

PAST BIENNIUM UPWP ACCOMPLISHMENTS

Following is a list of QUADCO's achievements accomplished during the recent State Biennium:

1. QUADCO Meeting Coordination and Information Distribution: Coordinated QUADCO Council meetings and Transportation Policy Board meetings. Coordinated Selection Committee work. Scheduled meetings, prepared agendas, compiled meeting documents and meeting minutes, and provided presentations. Worked on updating the Bylaws and Interlocal Agreement to include Tribal Governments per RCW 47.80.050. Send invitations for participation and voting every two years to tribes not currently active in Quadco Council. Provided letters of support for member agency projects.
2. Transportation Partnerships: Invited participation from state, federal, and local agencies, tribal governments, legislators, and transportation partners. Encouraged members to participate in and provide input to planning activities.
3. State Representation: Participated in MPO/RTPO/WSDOT Coordinating Committee meetings and reported on these meetings to the QUADCO Council. Participated in the Washington State Transportation Commission meeting.
4. Training Opportunities: Members and Lead Agency staff attended various training and webinars on transportation planning.
5. QUADCO Document Updates: Updated QUADCO membership and contact information as needed/requested.

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6. UPWP and Related Reports: Prepared and coordinated the recent Biennial UPWP with the Council and WSDOT as well as processed grant agreements and related reports. Updated the UPWP Budget and Spending Plan as necessary and approved by the Council.
7. Regional Transportation Improvement Plan (RTIP): As requested, assisted QUADCO local jurisdictions in entering information into the web-based STIP. Compiled and updated the 2022-2023 RTIP on the QUADCO Web Site as member agency information was made available. Lead Agency completed the contract administration for evaluation and final products, including a comprehensive checklist for use by Quadco Lead Agency for future reviews.
8. Human Services Transportation Plan (HSTP): Lead Agency assisted the Special Committee, the 4-County Community Transportation Planning Team, in establishing and finalizing Membership Roles and Responsibilities and voting members. Lead Agency published a Request For Qualifications for development of the HSTP. Coordinated the award and management of the consultant contract for the full HSTP update. As well as ensuring timely compliance with the document development. Lead Agency assisted in coordinating the timely completion of the HSTP.
9. Surface Transportation Block Grant Set-aside (STBG) (TA) Program: Continued monitoring of the Transportation Alternatives Program (TAP) projects selected for funding by QUADCO in the next biennium

UPWP ELEMENTS

A. ADMINISTRATIVE MANAGEMENT AND COORDINATION

The lead agency will manage and coordinate the regional transportation planning process and activities with the agencies, WSDOT, Transportation Policy Board, Selection Committee, QUADCO Council, and other committees as necessary to complete the work and business of the RTPO. This includes:

1. QUADCO Meeting Coordination and Information Distribution: Prepare and schedule all QUADCO Council, TPB and Selection Committee meetings, as well as other subcommittee work assignments as necessary. Act as a central point of contact in obtaining and distributing information pertaining to the RTPO on evolving federal and state requirements. This task also includes preparing agendas, meeting documents, meeting minutes, and coordination of QUADCO activities.
2. Transportation Partnerships: Invite and provide legislators, state, federal and local agencies, and other interested transportation partners and organizations opportunities for participation in RTPO meetings. Coordinate contacts with federal, state, local agencies, business, industry, and other interested parties. Encourage tribal governments to engage in RTPO meetings including the Colville Confederated Tribes, Spokane Tribe of Indians, Wanapum Tribe, and Yakama Nation.
3. State Representation: Attend and participate in MPO/RTPO/WSDOT Coordinating Committee meetings and other committee meetings as assigned to ensure QUADCO issues and concerns are considered.

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4. Training: Attend informational and training meetings related to RTPO issues as they may become available.
5. QUADCO Document Updates: Continue to update QUADCO by-laws, inter-local agreements, committee membership list, and equipment inventories to reflect current practices, laws, funding requirements, etc. as needed.
6. UPWP and Related Reports: Prepare and present to the Council a Unified Planning Work Program (UPWP), amendments, annual UPWP performance and expenditure report, and other agreements with WSDOT. All of these plans and reports shall be responsive to state and federal planning requirements and/or guidance.

Deliverables and Estimated Completion Dates (2023-2025)

<i>Product</i>	<i>Lead Agency</i>	<i>Timeframe</i>
QUADCO Meeting Coordination and Information Distribution: agendas, minutes, etc.	Lead Agency	on-going
Transportation Partnerships	Lead Agency	on-going
State Representation	Lead Agency	on-going
Training	Lead Agency	on-going
QUADCO Document Updates	Lead Agency	on-going
UPWP and Related Reports	Lead Agency	on-going

* Lead Agency administration expenses may not exceed 15% of total expenses without Council Approval.

B. REGIONAL TRANSPORTATION PLANNING AND GROWTH MANAGEMENT PLANNING

QUADCO is responsible for programming expenditures of selected federal funds for regionally significant transportation improvement projects. Additionally, QUADCO performs long-range transportation planning among the region's jurisdictions in accordance with RCWs and WACs. The tasks and responsibilities are as follows:

1. QUADCO Equipment Lease Program: Manage and maintain the QUADCO Purchased Equipment Rental/Lease Program. Purchased equipment includes various traffic/pedestrian counters housed, managed and maintained by selected member agencies. Assist member agencies with obtaining the equipment and downloading data for the member agencies purposes.
2. RTIP: Act as repository, compile, and submit the RTPO Six Year Transportation Improvement Program (RTIP) for member agencies. Work with member agencies to address WAC requirements for developing QUADCO's RTIP. Assist member agencies with entering information into the web-based State Transportation Improvement Program (STIP) as needed.
3. GMA Planning Review: Evaluate and review adopted comprehensive plans, their amendments, level of service standards, and county-wide planning policies to insure they reflect consistency with the Regional Transportation Plan (RTP). Comprehensive Plan elements for this review include Transportation, Land Use, and Economic Development. Both Grant County (required) and Kittitas County (opt-in) are Growth Management Act (GMA) participating counties. They conduct annual Comprehensive Plan Amendments that require reviews during the summer and fall months, depending on each jurisdiction's

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amendment schedule. QUADCO will participate in planning activities to assist with GMA comprehensive plan amendments and full updates.

4. RTP: Conduct the cursory review of the RTP in 2024. This may include identification and prioritization of further planning needs for improving the sustainability of QUADCO's economic vitality and slight updates to be consistent with the Washington Transportation Plan.
5. Regional Transportation Planning Projects: Conduct planning studies or projects, consistent with the Regional Transportation Plan, to fulfill transportation planning needs significant to the QUADCO region. Transportation planning within the QUADCO region improves the sustainability of QUADCO's economic vitality. Projects will include possible solutions to issues of economic vitality, preservation, safety, mobility, environment, and stewardship and generally include:
 - a. Collection of data/information and studies specific to significant local routes and regional corridors.
 - b. The region's major market routes.
 - c. Transportation issues affecting both local and larger geographic scales.
 - d. Work promoted by a combined group of member agencies and interested parties.
 - e. Work that compliments other planning and strategy development work locally, in the region, or projects being advanced and promoted by WSDOT and other agencies.
6. UPWP Projects: Prepare and present to the Council a Unified Planning Work Program (UPWP), amendments, annual UPWP performance and expenditure report, and other agreements with WSDOT. All of these plans and reports shall be responsive to state and federal planning requirements and/or guidance. Prepare a call for projects in Lead Agency's final quarter of the SFY for approval at the first meeting of the next SFY.
7. Human Services Transportation Plan and Amendments: Work to review the HSTP for project list updates as necessary. Continue coordination, outreach, and measurement work with the 4-County Community Transportation Planning Team. Committee is managed by a Transportation Provider Agency, within the QUADCO area while acceptance of plan update is the responsibility of Quadco Council. The HSTP demographics and planning assumptions are updated every four years, while project lists are updated every two years. The next project update is in 2024.
8. Statewide Planning Participation: Invite, encourage, and arrange for participation in statewide priority efforts as needed to ensure regional issues and concerns are identified, and presented for inclusion to the plans.
9. Regional Transportation Planning Organization Website Information: QUADCO website coordination and management. This current website link is: https://www.ezview.wa.gov/site/alias__1898/36282/default.aspx.

Deliverables and Estimated Completion Dates (2023-2025)

<i>Product</i>	<i>Timeframe</i>
QUADCO Equipment Lease Program	On-going
RTIP & Amendments	On-going
GMA Planning Review	On-going
RTP Completion & Concurrency Review	2025

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Transportation Planning Projects	On-going
UPWP Projects	On-going
HSTP Plan Updates and Work	2024
Statewide Planning Participation	On-going
RTPO Website Information	On-going

C. FUNDING PROGRAMS

QUADCO has the responsibility of periodically awarding federal funds through competitive solicitation. Additionally, QUADCO informs its members of new state and federal funding programs and calls for projects. The tasks and responsibilities are as follows:

1. Surface Transportation Block Grant (STBG) Set-aside (TA) Program: Provide services necessary to implement, monitor, and complete processes regarding the STBG Set-aside Transportation Alternative (TA) Program.
2. Other and Special Grant Funding Programs: Review opportunities and implement strategies for new funding proposals offered by the Governor and various state agencies. This task also includes participation in the Washington State Transportation Plan Update to understand impacts to planning practice within QUADCO and potential evaluation measures that may be required.
3. Special Grant Funding: Coordinate special grant funding opportunities and processes that may occur.

Deliverables and Estimated Completion Dates (2023-2025)

<i>Product</i>	<i>Timeframe</i>
Surface Transportation Block Grant Set-aside (TA) and other Funding/Special Grant Programs	On-going

D. SPECIAL ASSIGNMENTS ADMINISTRATION

The lead agency will provide oversight and administration for this work. Tasks may be completed by a combination of member agency representatives, committees, and/or lead agency staff working on behalf of, and under the guidance of the QUADCO Council. This work includes:

1. Education Committee: The Education Committee is made up of representatives from each County. The Committee will continue to pursue and schedule outreach events and opportunities to invite, involve, and educate the public on the issues and needs within the QUADCO region.
2. Other Planning Activities: Any other unanticipated participation necessary and specific to the RTPO.

Deliverables and Estimated Completion Dates (2023-2025)

<i>Product</i>	<i>Timeframe</i>
Education Committee	As needed
Other Planning Activities	As needed

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E. UNFUNDED WORK

WSDOT prefers that unfunded work activities be listed separately. The work listed below is additional transportation planning activities that benefit QUADCO if funding were available. This work includes:

1. Projects and studies that address immediate and/or future investments consistent with the goals and described within the RTP. Estimated cost: varies greatly.

F. ANTICIPATED CONSULTANT CONTRACTS

Portions of the UPWP will be completed through consultant contracts. Below identifies those contracts anticipated.

Regional Transportation Planning	UPWP Projects
	Title VI Update

ANNUAL REPORTING

QUADCO must report annually through the Annual Performance and Expenditure Report to WSDOT on UPWP progress as required by QUADCO's funding agreement with WSDOT. Performance and expenditure reports for the previous SFY are due the end of September of that year.

QUADCO may contract with another agency or private firm for services to implement tasks identified in the UPWP. QUADCO should discuss the needed contracted services with WSDOT prior to pursuing these services. WSDOT may have the technical resources needed and available. WSDOT must recommend approval of state RTPO UPWP funds before any consultant selection process begins. Subcontracting agreements are subject to specific requirements as outlined in the money agreements. The "Metropolitan/Regional Transportation Planning Organization Two-Year Financial Agreement" provides further requirements and information on subcontracting and purchases.

OUTCOMES

The work elements to be performed are part of the continuing implementation of the QUADCO Regional Transportation Plan. All work and projects to be completed are consistent with the goals set forth in the RTP. The goals of the RTP are consistent with the transportation system goals set in RCW 47.04.280 and various strategies included in those goals. A summary of the deliverables and products to be produced is included in Table A. QUADCO RTPO UPWP Deliverables and Budget.

ACCOUNTABILITY

This document is intended to articulate the accomplishments of the RTPO through the various work elements. To further accomplish that end all invoices submitted for reimbursement are to include brief descriptions of the tasks, accomplishments, and/or outcomes realized.

BUDGET

The QUADCO RTPO UPWP budget is summarized in Table A.

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Table A. QUADCO RTPO UPWP Deliverables and Budget

<i>Work Item</i>	<i>Products included in Work Item</i>	<i>SFY2024 (est.)</i>	<i>SFY2025 (est.)</i>	<i>Total - Biennium</i>
Administrative Management and Coordination (15% of Budget)	Meeting Coordination & Info Distribution Transportation Partnerships State Representation WSDOT Planning Collaboration Training UPWP and Related Reports Document Updates	\$18,315.00	\$18,315.00	\$36,630.00
Regional Transportation Planning	Equipment Lease Program RTIP & Amendments GMA Planning Review Title VI Update RTP Completion and Concurrency Review UPWP Projects HSTP Amendment & Supporting Activities Statewide Planning Participation RTPO Website Information	\$100,790.00	\$100,789.00	\$201,579.00
Funding Programs	STBG TA & Other Funding or Special Grant Programs	\$1,500.00	\$1,500.00	\$3,000.00
Special Assignments Administration	Education Committee, Special Assignments, Other Planning Activities	\$1,500.00	\$1,500.00	\$3,000.00
GRAND TOTAL		\$122,105.00	\$122,104.00	\$244,209.00

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Appendix A. QUADCO Council

<i>Agency Name</i>	<i>Agency Type</i>	<i>Member or Ex officio</i>	<i>Status</i>
Adams County	County	Member	Active
Grant County	County	Member	Active
Kittitas County	County	Member	Active
Lincoln County	County	Member	Active
Almira	Town	Member	Active
Cle Elum	City	Member	Active
Coulee City	Town	Member	Active
Coulee Dam	Town	Member	Active
Creston	Town	Member	Active
Davenport	City	Member	Active
Electric City	City	Member	Active
Ellensburg	City	Member	Active
Ephrata	City	Member	Active
George	City	Member	Active
Grand Coulee	City	Member	Active
Harrington	City	Member	Active
Hartline	Town	Member	Active
Hatton	Town	Member	Active
Kittitas	City	Member	Active
Krupp	Town	Member	Active
Lind	Town	Member	Active
Mattawa	City	Member	Active
Moses Lake	City	Member	Active
Odessa	Town	Member	Active
Othello	City	Member	Active
Quincy	City	Member	Active
Reardan	Town	Member	Active
Ritzville	City	Member	Active
Roslyn	City	Member	Active
Royal City	City	Member	Active
Soap Lake	City	Member	Active
South Cle Elum	Town	Member	Active
Sprague	City	Member	Active
Warden	City	Member	Active
Washtucna	City	Member	Active
Wilbur	Town	Member	Active
Wilson Creek	Town	Member	Active
Confederated Tribes and Bands of the Yakama Nation	Tribe	Member	Vacant

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Confederated Tribes of the Colville Reservation	Tribe	Member	Vacant
Kalispel Tribe of Indians	Tribe	Member	Vacant
Nez Perce Tribe	Tribe	Member	Vacant
Spokane Tribe of Indians	Tribe	Member	Vacant
Wanapum Tribe	Tribe	Member	Vacant
WSDOT North Central Region	State	Ex officio	Active
WSDOT South Central Region	State	Ex officio	Active
WSDOT Eastern Region	State	Ex officio	Active
Legislators from Quadco Region	State	Ex officio	Active

Appendix B. QUADCO Transportation Policy Board

<i>Agency</i>	<i>Agency Type</i>	<i>Member or Ex officio</i>	<i>Status</i>
Major Employer/Business Association	Private	Member	Active
Major Employer/Business Association	Private	Member	Vacant
WSDOT	State	Member	Active
City	City	Member	Active
City	City	Member	Active
City	City	Member	Active
City	City	Member	Active
Port	Port	Member	Active
Adams County	County	Member	Active
Grant County	County	Member	Active
Kittitas County	County	Member	Active
Lincoln County	County	Member	Active
Railroad	Railroad	Member	Active
Public Transportation	Transit	Member	Active
Tribal Government	Tribe	Member	Vacant
QUADCO Chair	RTPO	Member	Active

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Appendix C: Ranking Committee

<i>Member</i>	<i>Agency Type</i>	<i>Member or Ex officio</i>	<i>Status</i>
Quadco Member at Large	Private	Member	Active
Quadco Member at Large	Private	Member	Active
Adams County	County	Member	Active
Grant County	County	Member	Active
Kittitas County	County	Member	Active
Lincoln County	County	Member	Active
Medium City	City	Member	Active
Large City	City	Member	Active
Small City	City	Member	Active
WSDOT	State	Member	Active
Tribal Government	Tribe	Member	Vacant
Lead Agency	County	Member	Active
Quadco Chair	RTPO	Member	Active

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Appendix D: Special Committee
4-County Transportation Committee

<i>Member</i>	<i>Agency Type</i>	<i>Member or Ex officio</i>	<i>Status</i>
Transportation Provider	Private	Member	Active
Transportation Provider	Private	Member	Active
Transportation Provider	Private	Member	Active
Transportation Provider	Private	Member	Active
Transportation Provider	Private	Member	Active
Special Interest/Needs Group	Private	Member	Active
Special Interest/Needs Group	Private	Member	Active
Quadco Representative	Quadco	Member	Active
Quadco Representative	Quadco	Member	Active

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Appendix E: Education Committee

<i>Agency</i>	<i>Agency Type</i>	<i>Member or Ex officio</i>	<i>Status</i>
Adams County	County	Member	Active
Grant County	County	Member	Active
Kittitas County	County	Member	Active
Lincoln County	County	Member	Active
Committee Advisor		Member	Active

