

**Adopted
May 21, 2018**

2019

State Fiscal Year
July 1, 2018 - June 30, 2019

Unified Planning Work Program



Yakima Valley Conference of Governments

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City of Grandview
City of Granger
Town of Harrah
City of Mabton
City of Moxee
Town of Naches
City of Selah
City of Sunnyside
City of Tieton
City of Toppenish
City of Union Gap
City of Wapato
City of Yakima
Yakima County
City of Zillah
WA State Department of Transportation
Yakima Transit
Yakima Airport/McAllister Field

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Yakima Valley Region RTPO Boundary Map

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Background

Metropolitan Planning Organization (MPO):

The Yakima Valley Conference of Governments (YVCOG) is the federally designated Metropolitan Planning Organization (MPO) in Yakima County, Washington. The purpose of the MPO is to “carry out a continuing, cooperative, and comprehensive (3C) multimodal transportation planning process for the Metropolitan Planning Area (MPA) that encourages and promotes the safe and efficient development, management, and operation of surface transportation systems to serve the mobility needs of people and freight and foster economic growth and development, while minimizing transportation-related fuel consumption and air pollution...” ([23 USC Section 134](#))

Lead planning agencies receive dedicated Federal Highway Funds known as [Title 23 USC](#) Planning Funds (PL) and transit planning funds known as [Title 49 USC Section 53](#) Planning Funds (5303) to carry out their transportation programs. Reporting requirements for Federal Highway Funds are explained in [23 CFR 420.111](#). Funding is allocated through the state department of transportation based on a formula as described in [23 CFR 450.308](#) and is distributed on an annual basis tied to each MPO’s annual Unified Planning Work Program (UPWP).

Agencies participating as members of the MPO include the cities of Moxee, Selah, Union Gap, Yakima, and the Town of Naches; Yakima County; Selah Transit, Union Gap Transit, and Yakima Transit; and the Washington State Department of Transportation (WSDOT).

Regional Transportation Planning Organization (RTPO):

YVCOG is also the state-designated Regional Transportation Planning Organization (RTPO) formed via the interlocal agreement of local governments within Yakima County. One of the purposes of an RTPO is to see that provisions of the Washington State Growth Management Act ([RCW 47.80.023](#)), as further defined under Washington Administrative Code ([WAC](#)) [Section 468.86](#), are met.

The RTPO performs tasks similar to the MPO, but unlike the MPO, the RTPO includes rural and small urban areas outside of the greater metropolitan area. Often a MPO and a RTPO are combined to make transportation planning a coordinated and comprehensive process, as is the case in the Yakima Valley. Early on, the YVCOG member jurisdictions recognized the need, the desirability, and the regional benefits that result from a collaborative forum for transportation planning and decision-making. One of the duties described in this regulation is the responsibility of RTPO to certify that the transportation elements of comprehensive plans adopted by the counties, cities, and towns within their respective regions conform to the requirements of [RCW 36.70A.070](#). RTPOs also certify that the transportation elements of comprehensive plans adopted by counties, cities and towns within each region are consistent with the regional transportation plans adopted by their organization.

Funding for the RTPO is appropriated directly from the Washington State Department of Transportation and is used to carry out the regional transportation planning program. All products generated as an outcome of the work program shall go directly to the Washington State Department of Transportation. The planning efforts will be carried out by YVCOG staff in accordance with the UPWP.

Agencies participating in the RTPO include those members of the MPO along with the cities and towns of Grandview, Granger, Harrah, Mabton, Sunnyside, Tieton, Toppenish, Wapato, and Zillah.

Unified Planning Work Program (UPWP):

The Unified Planning Work Program (UPWP) is developed locally, then submitted for state and federal approval in the third quarter of each state fiscal year for implementation at the beginning of the next state fiscal year. The purpose of this combined YVCOG UPWP is to identify and describe transportation planning activities that will take place throughout the Yakima Metropolitan area and the Yakima Valley

RTPO planning area during State Fiscal Year 2019 (July 1, 2018 through June 30, 2019). The annual UPWP is a required statement of how state and federal funds will be used by the YVCOG for transportation planning purposes. YVCOG will update annually and operate under a one-year UPWP unless in future years the option of operating under a two-year UPWP is chosen.

The UPWP is based on state and federal transportation planning requirements, regional priorities, and bi-annual emphasis areas. The intent of the work program is to provide an overview of general work elements, anticipated work products, and an estimated budget for State Fiscal Year 2019. The state and federal grant amounts shown are based on WSDOT estimates provided to each lead planning agency.

Transportation Technical Advisory Committee (TAC), Mobilizing Public Access to Countywide Transportation (MPACT) committee, and the Transportation Policy Board:

The Transportation Policy Board appointed a Technical Advisory Committee (TAC) comprised of professional planning, public works, tribal, and consultant representatives from member jurisdictions and from other interested parties in the region to prepare recommendations to the Policy Board on most technical and policy issues. A second advisory committee, the Mobilizing Public Access to Countywide Transportation, to the Policy Board is a rebrand of the previous Yakima County Special Needs Transportation Coalition when YVCOG brought the Human Services Transportation planning program back under direct YVCOG control. Other committees may be formed as needed for specific transportation planning projects. See page 18 for Policy Board, TAC, and MPACT member listings.

Diversity of Regional Transit Services:

Yakima County transit service is a patchwork of federal, state, and locally funded systems. Yakima Transit, the oldest and largest system in Yakima County provides transit routes within City of Yakima city limits. Union Gap and Selah Transits, likewise serve within their city limits while providing connections with Yakima Transit. The Yakama Nation Transit System services tribal community interests and the municipalities of Harrah, Wapato, and Toppenish and a stop at Union Gap. People for People, a regional social service agency performing para-transit service operates a connecting service between Yakima and Prosser utilizing SR 97 and Interstate 82, accessing the municipalities of Wapato, Toppenish, Zillah, Granger, Sunnyside, Grandview, and Prosser (which connects to Ben Franklin Transit). Finally, Yakima Transit operates a multi-jurisdictional bus service between Yakima and Ellensburg, in Kittitas County that provides transit service to both Yakima Valley College in Yakima, and Central Washington University in Ellensburg.

Commercial transit services available to Yakima County residences includes a limited intercity and interstate stop/pick-up via Greyhound Bus Lines, and Airporter Shuttle, which provides alternative transportation options between the Yakima Airport and Sea-Tac International Airport with limited stops in between.

Transit Provider	Service Area	Funding
Yakima Transit (YT)	Yakima City Limits	Federal Transit Funds / State Public Transportation funds / Local Sales Tax
Selah Transit (ST)	Selah City Limits, Link to YT	Local Sales Tax
Union Gap Transit (UGT)	Union Gap City Limits, Link to YT	Local Sales Tax
Yakama Nation Transit (Pahto Public Passage – PPP)	Communities within Yakama Nation Boundary, Link to YT and PFP	Federal Tribal Transit Funds
People for People (PFP) “Community Connector”	Inter-city/Inter-county along Interstate 82 and State Route 97, Link to YT & PPP	State Public Transportation Grant Funds
Yakima – Ellensburg Connector	City of Yakima (YVC) and City of Ellensburg (CWU), Link to YT	State Public Transportation Grant Funds / Local Contributed Funds

I. Integrated Planning

1. Federal Planning Factors and Core Functions

The Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) provide joint guidance on priority work program emphasis areas for MPOs. The MPO will focus on compliance with Fixing America's Surface Transportation (FAST) Act and the ten federal planning factors identified in [23 USC §134](#) and [23 CFR §450](#), listed below:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
2. Increase the safety of the transportation system for motorized and non-motorized users;
3. Increase the security of the transportation system for motorized and non-motorized users;
4. Increase accessibility and mobility of people and freight;
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
7. Promote efficient system management and operations;
8. Emphasize the preservation of the existing transportation system;
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation; and
10. Enhance travel and tourism.

Federal agency direction emphasizes a focus on documenting how the major activities in the UPWP accomplish the core functions of metropolitan planning identified in the United States Code and the Code of Federal Regulations.

Federal requirements for the SFY 2019 UPWP period are identified in the UPWP guidance document as:

- Essential Programs and Activities
- Governance
- Joint WSDOT/MPO Self-Certification Process
- Metropolitan Transportation Improvement Program
- Metropolitan Transportation Planning Agreements

2. State Regional Transportation Planning in Washington

Washington State Department of Transportation (WSDOT) guidance for UPWPs focuses on conducting transportation planning consistent with the duties described in [RCW 47.80.023](#) and [WAC 468.86](#).

State requirements for Washington State RTPOs for the SFY 2019 UPWP period have been identified in the UPWP guidance document as:

- RTPO duties
- RTPOs and Local Comprehensive Plans
 - I. Regional transportation plans are required to be consistent with:
 - Countywide planning policies adopted under the Growth Management Act (GMA)
 - County, city and town comprehensive plans
 - State transportation plans

- II. RTPOs are required to certify that transportation elements of local comprehensive plans:
 - Reflect guidelines and principles established by the respective RTPO
 - Are consistent with the adopted regional transportation plan
 - Conform to the requirements of **RCW 36.70A.070**
- Coordinated Public Transportation – Human Services Transportation Plan
- Title VI and Reporting
- Participation in WSDOT planning activities that include but are not limited to:
 - Washington Transportation Plan 2040, Phase II
 - Highway System Plan
 - FAST Act / MAP-21 Target Setting Collaboration on Final Rules
 - Aviation System Plan
 - Corridor Sketch Initiative
 - Statewide Travel Demand Model
 - Practical Solutions
 - Active Transportation Plan (update 2018 Bike/Pedestrian Plan)
 - GMA Enhanced Collaboration
 - Rail Plan
 - Transportation Efficiency (E.O. 14-04)

3. Federal and State Emphasis Areas

Washington State Department of Transportation (WSDOT) guidance for SFY 2019 UPWP lists the following as Federal and State emphasis areas for Metropolitan and Regional Transportation Planning Organizations:

- Transition from MAP-21 and FAST Act Implementation
- Models of Regional Planning Cooperation
- Ladders of Opportunities
- Tribal Consultation
- Data Acquisition, Analysis, & Reporting
- Program Administration
- Annual Performance and Expenditure Reports
- Interlocal Agreements
- Statewide Planning Efforts
- Corridor Sketches
- Performance Measures

4. UPWP Amendment Process

YVCOG has incorporated a formalized process for amendments to the UPWP. YVCOG proposes that whenever any of the following four criteria occur, a UPWP amendment should be considered:

- There is a substantive change to the product of the work element.
- A consultant is used to buy equipment not previously included in the work element.
 - *Current contracted consultants include CenterPoint Language Services (interpretation services) and Eco Resource Management Systems Inc. [ERMS] (traffic demand modeling services).*
- There is a reported change to WSDOT in any work element task or cost that WSDOT indicates is significant enough to trigger a federal review.
- There is a change in the total UPWP costs exceeding \$100,000.00.

Work element changes in excess of the \$100,000.00 threshold cited above requires the following documentation to accompany it:

- Identify the budget element(s).
- Present a revised scope of work for that element.
- Justify the need for the proposed amendment.

All RTPO amendments are approved by WSDOT’s Tribal and Regional Coordination Office. Amendments involving federal funds need to be reviewed and approved by FHWA and FTA.

II. Major MPO/RTPO Accomplishments

1. SFY 2018 Accomplishments

For any deliverable with a “Final” date annotated, the document can be found on the YVCOG website: www.yvcog.org. The following tasks identified in the SFY 2018 UPWP have been accomplished or, significant tasking has been accomplished during SFY 2018 for the following UPWP categories:

1. **SFY 2018 Unified Planning Work Program (UPWP) for July 1, 2017, through June 30, 2018**

The UPWP, customarily developed annually, accounts for regionally-significant transportation planning efforts to be undertaken with federal funding by the MPO and other jurisdictions or agencies within the metropolitan area. The YVCOG UPWP also accounts for regionally-significant transportation planning efforts to be undertaken with state funding by the YVCOG and other jurisdictions or agencies outside of the metropolitan area but within Yakima County. The UPWP identifies transportation planning priorities for the YVCOG and allocates staff and contracted resources to specific issues and projects. It assists the local, state, tribal, and federal agencies in coordinating transportation planning activities.

Delivered: *YVCOG UPWP SFY 2018*

Final 06-19-2017

2. **Develop Annual Reports**

The YVCOG develops annual reports for: previous UPWP accomplishments, Title VI, calendar year obligations, and self-certification.

Delivered: *Annual UPWP Report for SFY 2017*

Final 10-16-2017

2017 Self-certification

Final 9-18-2017

Title VI Annual Report

Final 02-21-2018

2017 Obligation/Closure Report

Final 03-19-2018

3. **Develop 2018-2021 Metropolitan and Regional Transportation Improvement Program**

YVCOG is responsible under state and federal statutes to conduct a programming process for the purpose of authorizing expenditures of federal funds for regionally significant transportation improvement projects. Each year, the M/RTIP development begins in the spring with the process and schedule notification to local agencies and, when available, notices of STBG, STBG Set-aside, or CMAQ funding. Local TIPS are due to the YVCOG in June/July. The TAC will review the document and projects to ensure the region’s projects represent the priorities as identified through various prioritization processes. The TAC will recommend the M/RTIP to the Policy Board for consideration during the September TAC meeting. The Transportation Policy Board will evaluate projects and conduct a public engagement process in order to approve a final M/RTIP by October. The program is then transmitted to WSDOT for inclusion in the Statewide Transportation Improvement Program (STIP).

Delivered: *2018-2021 Metropolitan and Regional Transportation Improvement Program*

Final 10-16-2017

4. Developed 2017-2020 and 2018-2021 Metropolitan and Regional Transportation Improvement Program Amendments

YVCOG is responsible under state and federal statutes to maintain a programming process for the purpose of authorizing expenditures of federal funds for regionally significant transportation improvement projects. Although the Transportation Policy Board evaluates projects and conducts a public engagement process in order to approve a final M/RTIP by October for the upcoming year, opportunities for additional funding arise. Monthly amendments from January through October are allowed so that project sponsors can add to, delete, or otherwise modify funding for a project, adjust funding schedules, add to or delete a phase of a project. The amendment process is: a project sponsor proposes a change to their local TIP and submits it to the YVCOG, conducts a public comment period on the proposed change to the M/RTIP, action on the proposal is recommended by the TAC, the Policy Board considers adoption of the proposed change by resolution, and YVCOG staff transmits the change to WSDOT for inclusion in the Statewide Transportation Improvement Program (STIP).

Delivered:

2017-2020 Metropolitan and Regional Transportation Improvement Program Amendments

- *July Amendment* *Final 07-17-2017*
- *August Amendment* *Final 08-21-2017*
- *September Amendment* *Final 09-18-2017*
- *October Amendment* *Final 10-16-2017*

2018-2021 Metropolitan and Regional Transportation Improvement Program Amendments

- *January Amendment* *Final 1/17/2018*
- *February Amendment* *Final 2/21/2018*
- *March Amendment* *Final 3/19/2018*
- *April Amendment* *Final 4/16/2018*
- *May Amendment* *Final 5/21/2018 (Projected)*
- *June Amendment* *Final 6/18/2018 (Projected)*

5. Yakima Valley Regional ITS Architecture Annual Update

YVCOG Staff, representatives from the national ITS Architecture team, and local stakeholders completed the first local Yakima Valley Regional ITS Architecture in 2014. The third annual update was completed in November 2017.

Delivered: *Yakima Valley Regional ITS Architecture Amendment* *Final 05-15-2017*
(Annual) Yakima Valley Regional ITS Architecture Update *Final 12-18-2017*

6. Completion of YVCOG Governance Agreement

Creation of new Interlocal Cooperation Agreement between YVCOG and member jurisdictions for the purpose of confirming, organizing, and maintaining a regional agency know as Yakima Valley Conference of Governments and terminates and supersedes an original 1994/1995 agreement lost during a fire in the 1990’s. This agreement addresses the implementation and performance of duties and functions of a Metropolitan Planning Organization (MPO) and Regional Transportation Planning Organization (RTPO).

Delivered: *Concurrence per member jurisdictional resolutions* *Final December 2017*

<i>Yakima County</i>	<i>Yakama Nation</i>	<i>City of Grandview</i>	<i>City of Granger</i>
<i>Town of Harrah</i>	<i>City of Mabton</i>	<i>City of Moxee</i>	<i>Town of Naches</i>
<i>City of Selah</i>	<i>City of Sunnyside</i>	<i>City of Tieton</i>	<i>City of Toppenish</i>
<i>City of Union Gap</i>	<i>City of Wapato</i>	<i>City of Yakima</i>	<i>City of Zillah</i>

7. Coordinated Public Transit and Human Services Transportation Plan (HSTP)

YVCOG began development of the 2018 HSTP Update on December 7, 2017 with members of the Mobilizing Public Access to Countywide Transportation Committee (MPACT). Stage One included committee member availability and strategy efforts to update transportation and service provider information within Yakima County, Stage two is a multi-platform and bilingual effort to survey (*via hard copy, phone interview, and online survey technology*) special needs, limited access, and general public populations on transport usage, needs, barriers, interest in future modes/services, and demographical information. Stage three is review, analysis, and GIS mapping of Federal/State/Local demographic and geo-spatial data as it pretrains to regional (multimodal) transportation. The 2018 HSTP document is scheduled for ratification in July 2018.

YVCOG and MPACT initiated preliminary 2018 Coordinated Grant Process (call for projects scheduled for July 2018) in March 2018 by scheduling future coordinating grant scheduling meetings and briefing committee members on projected A/B/C rating slot processes.

Information obtained from the HSTP update is shared in the development of a Transportation Needs Assessment (TNA) for current and future planned transportation modes within Yakima County.

Delivered:

- *Update to the Coordinated Public Transit Human Services Transportation Plan 2014 and 2017-2019 Consolidated Grant Call for Projects Regional Ranking Results*
Final 11-14-2016
- *Yakima Region Transportation Service Provider Survey of Current Available Transportation Services, Service Gaps, and Future Service Goals*
Dec 2017-Jan 2018
- *Yakima Region Social Service Provider Survey of Client Transportation Access, Needs and Barriers to their Programs*
Dec2017-Jan2018
- *Yakima County Transportation Users Survey – General population (bilingual), hard copy and internet accessible survey of county resident’s transportation uses, preferences, accessibility (barrier) issues, and support of currently unavailable transportation services*
Feb – Mar 2018
- *2018 Human Services Transportation Plan Update and Yakima County Transportation Needs Assessment*
June 2018 (Planned)

8. Regional Planning Workshops and Conferences

Participated in multi-agency/organization transportation planning and community involvement workshops and conferences that addressed the Yakima County regions transportation needs and issues. Trainings included improved strategies to approach, dialogue with, and share information pertaining to all transportation modes.

Delivered: *Participated in regional transportation & public outreach workshops and conferences.*

- *Local Emergency Planning Committee (LEPC)* June 1, 2017
- *Tribal Transportation Quarterly Meeting (Yakama Nation)* June 7, 2017
- *(WSDOT) M3(Corridor Sketch) Workshop* June 12, 2017
- *(WSDOT) Mobility Performance Framework Workshop* June 13, 2017
- *2017 Washington St. Public Transportation Conference* August 7-9, 2017
- *(WSDOT) Title VI Training for MPOs & RTPOs* September 13, 2017
- *(AAWA) 2017 Passenger Rail Summit (Pasco, WA)* September 16, 2017
- *(WSU-Ext.) Strategies to Increase Latino Participation in Outreach Programs (Union Gap, WA)* October 18, 2017
- *(WSDOT) Economic Vitality Performance Framework Workshop (Richland, WA)* November 7, 2017
- *(WSDOT) Smart Growth America Economic Vitality Performance Measures Workshop (Union Gap, WA)* March 26, 2018

9. YVCOG Member Jurisdiction Traffic Count Request Program

Performed 7-day traffic count data collection for member jurisdictions (upon request) for use within Traffic Demand Model (TDM) or individual jurisdiction project/grant activities. Jurisdictions reserve between 2-16 specified traffic counting locations within city limits and/or growth management areas. These counts are performed during allowable weather conditions between the months of April and October.

Delivered: *Performed 62 individual traffic counter station requests for four-member jurisdictions.*

10. Certified Transportation Plan Elements of Local Agency Comprehensive Plans

YVCOG staff reviewed, Technical Advisory Committee (TAC), recommended, and Policy Board certified the transportation elements of local comprehensive plans for consistency with the Growth Management Act. Jurisdictions certified:

Delivered: *City of Sunnyside Transportation Element* 07-17-2017

11. WSDOT / MPO Performance Measurement Coordination & Targeting

YVCOG, as the Yakima County Region's designated MPO, adopted targets relating to the final Safety Performance Rule (as described in US Code 23 Section 148(i), covering the Cities of Moxee, Naches, Selah, Union Gap, Yakima, and urban areas of Yakima County. The targets were developed in consultation with WSDOT's statewide measurement program. Accident data will be obtained annually in collaboration with WSDOT for review and target adjustments, as needed. YVCOG also participated in ongoing MAP-21 PM2 & PM3 target setting with WSDOT for air quality, bridges, freight, and pavement preservation scheduled to be approved in SY2019.

12. Staff Turnover

The YVCOG Transportation Planning/CTR/CMAQ Coordination position at YVCOG was vacant for approximately four months in 2017 due to the passing of a member of YVCOG's staff. YVCOG Staff ensured all active UPWP elements were performed during this vacancy.

Delivered: *Brian Galloway has since filled this position* 11-1-2017

III. SFY 2019 and Work Program

1. Major Activities

Per **23 CFR 450.308**, descriptions of the UPWP work must be in sufficient detail to indicate:

- Who will perform the work
- The schedule for completing the work
- The resulting products
- The proposed funding by activity/task
- A summary of the total amounts and sources of federal and matching funds
- Unfunded tasks

It is anticipated that YVCOG will accomplish the following SFY 2019 UPWP tasking, or accomplish significant tasking associated with each of the UPWP categories:

1. Program Administration
2. Data Collection and Analysis
3. Develop SFY 2020 UPWP (July 1, 2019 through June 30, 2020), and Annual Reports and Updates.
4. Develop a 2019-2022 Metropolitan and Regional Transportation Improvement Program (M/RTIP), and 2018-2021 and 2019-2022 M/RTIP Amendments
5. Initiate update activities of the 2016-2040 Metropolitan and Regional Transportation Plan (M/RTP)
6. Jurisdictional Planning and Assistance for Safe Routes To Schools (SRTS), Complete Streets (CS) and Regional Transportation Performance Measure (PM) Activities
7. Human Services Transportation Plan (HSTP) and Coordinated Transportation Grant Activities
8. Commute Trip Reduction (CTR) Enhancement Program Activities

2. Responsibilities for Implementing the UPWP Major Activities

1. Program Administration \$ 173,205

Program administration includes ongoing agency management and operations; including finance and grant reporting, communications, outreach activities relevant to MPO/RTPO projects and priorities, and MPO/RTPO involvement in local, state, tribal, and federal transportation policy development. Most tasks identified in this work program element are on-going and include but are not limited to:

- YVCOG timesheets, WSDOT invoices and activity reports, monthly billings and accounting summaries, personnel assistance.
- Evaluations, position descriptions, hiring's, terminations.
- Program updates, notifications, training, record keeping, reporting.
- Communication to include: phone, email, letter, newspaper articles, presentations, newsletter, Facebook, blogs, electronic files.
- Notifications, agendas, meeting coordination and prep, minutes for Transportation Policy Board, TAC, MPACT, and subcommittees.
- WSDOT contracts for MPO/RTPO/HSTP funding. Contracts for outside contractors to perform MPO/RTPO tasking. Potential contracts for MPO/RTPO assistance contracts with members. Grant writing/funding opportunity submissions for MPO/RTPO studies/trials/pilot projects/training.
- Special sub-committees for tasks, Calls for Projects and other regional prioritization activities, regional studies, training and grant opportunities for members.
- Weekly staff meetings, conferences, webinars, teleconferences, symposiums, meetings for capacity-building training purposes. Attend members' council meetings, public hearings as support for member agencies or to gather information for MPO/RTPO tasking.
- Participate in regional/state/federal/national committees and organizations.
- Monitor and report on legislation or regulatory changes that affect MPO/RTPO or members.
- To coordinate and update metropolitan planning agreements with WSDOT and regional transit providers, fulfilling requirements of 23 CFR 450.314, addressing MAP-21 performance measures, data sharing, and performance targets. Tasks may include
 - Develop and approve Mutual Responsibilities Agreements with Yakima Transit and WSDOT pursuant to 23 CFR 450.314.
 - Pursue consultation and development of voluntary transit reporting agreements with City of Selah Transit, City of Union Gap Transit, and Yakama Nation Transit (Pahto Public Passage) Programs.
 - Mutual participation in transit-related community outreach and education programs benefiting van/carpooling, Commute Trip Reduction (CTR), Congestion Mitigation and Air Quality (CMAC), and walking/biking activities as they relate to transit services.

Deliverables: Mutual Responsibilities Agreement with City of Yakima (Yakima Transit) and WSDOT;

Timeframe: July 2018 through June 2019

Lead: Executive Director

Support: YVCOG staff, Transportation Policy Board, Technical Advisory Committee, Mobilizing Public Access to Countywide Transportation committee, and in coordination with WSDOT, FHWA, FTA, and member agencies' staffs

Approval: WSDOT, FHWA, FTA

Schedule:

- Collaborate with WSDOT and Yakima Transit on development of joint "314" Mutual Responsibilities Agreement *Jul – Sep 2018*
- Approve joint "314" Mutual Responsibilities Agreement w/ WSDOT *Summer 2018*
- Collaborate with Yakima Transit on development of joint "314" Mutual Responsibilities Agreement *Fall 2018*

2. Data Collection and Analysis

\$ 93,624

Data collection, analysis, maintenance, and reporting activities are necessary to sustain the YVCOG decision-making process and produce transportation planning products. Data is captured, processed, and used to identify transportation issues, propose solutions, and monitor trends. Data maintained by the YVCOG is accessible to member agencies and the public. Data collection and analysis may be associated with technical tools and functions necessary to support analytical work and forecasting, including computer hardware and software and licenses for travel demand modeling and traffic operations microsimulation, and for electronic hardware used in various types of traffic counting. Other data collection and analysis activities are coordinated with WSDOT, the Confederated Tribes and Bands of the Yakama Nation, cities, Yakima County, public transportation operators, and port districts to support statewide transportation planning and programming priorities and decisions. Certain data collection tasks, such as traffic counts on state highways are provided by WSDOT. Other activities are coordinated with WSDOT, Yakama Nation, cities, Yakima County, and port districts.

In 2016, the YVCOG brought the traffic count program wholly in-house. New classification counters were purchased, stored, and are maintained by the YVCOG and are available through scheduling with YVCOG staff.

- Convene special sub-committees for gathering input, annual and monthly TIP analysis, regional studies analysis, grant analysis, corridor analysis, land use analysis, performance measures implementation.
- Regional base and forecast model set for travel demand modeling. Documentation that describes assumptions, process, inputs, projects included.
- Provide in-house training as train-the-trainer approach. Provide user training to members. Coordinate member 101 training and convene a Model User's Group (MUG) can meet to sustain training and discussion on updates and processes for which the TDM can be used.
- Perform for and gather traffic counts from members and input into a common database. Database entry may be performed by a YVCOG intern or YVCOG staff, or contracted out to a third party. Coordinate use of YVCOG traffic counters.
- Receive, tabulate, and prepare WSDOT traffic counts.

In 2019 YVCOG will undertake additional data collection activities including:

- document all Request for Proposals (RFP) and Requests of Qualifications (RFQ) provided by any subcontractor or consultant, if used. YVCOG will invite WSDOT to participate in the RFP/RFQ selection process.
- Start data collection planning for performance management / measurement activities and regional transit systems ridership totals.
- Utilize WSDOT-sponsored/supported "National Performance Management Research Data Sharing (NPMRDS) RITIS MAP-21" and "STREETLIGHT" Data resources systems
- Coordinate with WSDOT to monitor and safety, preservation, bridge, and air quality performance measures.

Deliverables:

- a. *Maintain a database and process to store and analyze data and information*

- b. *Collect and analyze updates/revisions in Census information and other demographic data for transportation planning*
- c. *Collect current traffic data from member agencies for MPO/RTPO planning*
- d. *Collect current route information from regional transit and para-transit providers to be used in regional travel demand model(predictive)*
- e. *Collect current land use plans and transportation improvement programs details to be used in regional travel demand modeling (prediction)*
- f. *Collect emergency management plans to be used in regional travel demand modeling (prediction)*
- g. *Identify missing data and information needed for MPO/RTPO planning*
- h. *Continually review plans to identify and collect missing data needed for MPO/RTPO planning*
- i. *Maintain travel demand model*

Timeframe: July 2018 through June 2019

Lead: Transportation Program Manager, private consultant for model development to include calibration and validation

Support: YVCOG staff, Transportation Policy Board, Technical Advisory Committee, Mobilizing Public Access to Countywide Transportation committee, and in coordination with WSDOT, FHWA, FTA, and member agencies' staffs

Schedule:

- Traffic Count Data Collection (as requested) *Apr – Oct, each CY*
- Regular Data Collection Activities *Ongoing, as needed*
- Review Traffic Demand Model Data Update Opportunities *Ongoing, as needed*
- Coordinate with WSDOT on Performance Measurement tracking data updates, as available. *Ongoing, as needed*
- Begin 2020 Base Year Traffic Demand Model Needs Review *April 2019*

3. Develop SFY 2020 UPWP for July 2019 through June 2020 / Annual Title VI, CY Obligation, CY Self-Certification, Obligation & Expenditure Report, and ITS Plan Updates
\$ 42,131

The Unified Planning Work Program (UPWP), developed annually, accounts for regionally-significant transportation planning efforts to be undertaken with federal funding by the YVCOG and other jurisdictions within the metropolitan planning area. The RTPO UPWP accounts for regionally-significant transportation planning efforts to be undertaken with state funding. YVCOG develops the RTPO UPWP concurrently with the MPO UPWP and combines them into one document. The combined MPO/RTPO UPWP identifies transportation planning priorities and allocates staff and contracted resources, if any, as needed (e.g. CenterPoint Language Services for interpretation services) to specific issues and projects. The UPWP assists the local, state, tribal, and federal agencies in coordinating transportation planning activities. Per [23 CFR 420.117](#), the State DOT shall monitor all activities performed by its staff or by sub-recipients with [FHWA planning and research funds](#) to assure that the work is being managed and performed satisfactorily and that time schedules are being met.

The YVCOG develops annual reports for: previous SFY UPWP accomplishments, Title VI, Calendar Year Obligations, Self-certification, and an ITS Plan update.

YVCOG and WSDOT have collaborated in the MAP-21 Target Setting Framework Group throughout SY2018 (approving safety targets in February 2018). Local (air quality) and state targets (bridges, freight, and pavement condition) will be finalized by the end of SY2018 with MPO concurrence scheduled by September 2018.

Deliverables: *SFY 2020 UPWP, Annual UPWP Report for SFY 2018, Title VI Annual Report, Calendar Year Obligation Report, Annual Performance & Expenditure Report, Calendar Year Self-certification, ITS Plan Update. Annual (Local and State) Performance Measure target determinations and concurrences [Air Quality, safety, bridges, pavement condition].*

Timeframe (2020 UPWP): December 2018 through June 2019

Timeframe (Annual Reports and Updates): July 2018 through June 2019

Timeframe (Performance Measures): Initial Target concurrence July through September 2018; Data collection and annual review of targets October 2018 through June 2019.

Lead: MPO/RTPO Manager

Support: YVCOG staff, Transportation Policy Board, Technical Advisory Committee, Mobilizing Public Access to Countywide Transportation committee, and in coordination with WSDOT, FHWA, FTA

Approval (UPWP): WSDOT for RTPO portion; FHWA and FTA for MPO portion

Approval (Annual Reports & Updates): WSDOT, FHWA and FTA

Schedule:

- | | |
|---|-----------------------|
| • Regular Planning and Annual Reports Preparation | <i>Ongoing</i> |
| • MAP-21 Performance Measures Confirmation | <i>September 2018</i> |
| • 2018 Self -Certification | <i>September 2018</i> |
| • SFY 2018 Annual UPWP Report | <i>September 2018</i> |
| • Annual ITS Update | <i>November 2018</i> |
| • Title VI Annual Report | <i>February 2019</i> |
| • 2018 Obligation & Closure Report | <i>March 2019</i> |
| • 2020 UPWP Preparation and Draft Submittal | <i>March 2019</i> |
| • 2020 UPWP Approval | <i>May 2019</i> |

4. Develop 2019-2022 Metropolitan and Regional Transportation Improvement Program (M/RTIP) / Develop 2018-2021 and 2019-2022 MTIP/RTIP Amendments \$ 28,087

MPO/RTPO is responsible under state and federal statutes to conduct a programming process for the purpose of authorizing expenditures of federal funds for regionally significant transportation improvement projects. Each year, the M/RTIP development begins in the spring with the process and schedule notification to local agencies and, when available, notices of STBG, STBG Set-aside, or CMAQ funding. Local TIPS are due to the YVCOG in June/July. The TAC will review the document and projects to ensure the region's projects represent the priorities as identified through various prioritization processes. The TAC will recommend the M/RTIP to the Transportation Policy Board for consideration during the September TAC meeting. The Policy Board will evaluate projects and conduct a public engagement process in order to approve a final M/RTIP by October. The program is then transmitted to WSDOT for inclusion in the Statewide Transportation Improvement Program (STIP).

YVCOG is responsible under state and federal statutes to maintain a programming process for the purpose of authorizing expenditures of federal funds for regionally significant transportation improvement projects. Although the Transportation Policy Board evaluates projects and conducts a public engagement process in order to approve a final M/RTIP by October for the upcoming year, opportunities for additional funding arise. Monthly amendments from January through October are allowed so that project sponsors can add to, delete, or otherwise modify funding for a project, adjust funding schedules, add to or delete a phase of a project. The amendment process is: a project sponsor proposes a change to their local TIP and submits it to the YVCOG, YVCOG conducts a public comment period on the proposed change to the M/RTIP, action on the proposal is recommended by the TAC, the Policy Board considers adoption of the proposed change by resolution, and YVCOG staff transmits the change to WSDOT for inclusion in the Statewide Transportation Improvement Program (STIP).

Deliverables: 2019-2022 *Metropolitan and Regional Transportation Improvement Program*, 2018-2021 *Metropolitan and Regional Transportation Improvement Program Amendments*, and 2019-2022 *Metropolitan and Regional Transportation Improvement Program Amendments*

Time Frame (2019-22 M / RTIP): October 15, 2018

Time Frame (2018-21 M / RTIP Amendments): July-October 2018

Time Frame (2019-22 M / RTIP Amendments): January-October 2019

Lead: Transportation Program Manager

Support: YVCOG staff, Transportation Policy Board, Technical Advisory Committee, and coordination with WSDOT

Approval: WSDOT, FHWA, and FTA

Schedule:

- 2018-21 M/RTIP Amendments *[Monthly] July – October 2018*
- 2019-22 M/RTIP Update *July – September 2018*
- 2019-22 M/RTIP Approval *October 2018*
- 2019-22 M/RTIP Amendments *January – June 2019*

5. **Initiate update activities of the 2016-2040 Metropolitan and Regional Transportation Plan (M/RTP)** **\$ 117,030**

The Metropolitan and Regional Transportation Plan (M/RTP) is an ongoing effort and core activity with formal updates required every four years. Amendments may occur as warranted by the incremental and evolving transportation planning process. The MPO/RTPO will continually monitor local and state planning activities for consistency with the M/RTP. The M/RTP is required to have a 20-year planning horizon. The MPO/RTPO must have a formally adopted Long-Range Metropolitan and Regional Transportation Plan by March 30, 2020. Activities include:

- Coordination with member jurisdictions, WSDOT, port districts, and transportation stakeholder groups to determine concurrence with existing M/RTP and determine applicable revisions or changes;
- Participate in regional and multi-regional planning events, including corridor sketch workshops, economic vitality workshops, and statewide performance measure planning activities as they pertain to YVCOG’s MPO & RTPO project planning forecasting needs,
- Participate in the update and review of the WTP, HSP and other modal plans as appropriate;
- Develop and utilize public outreach venues and opportunities for long-range planning public involvement.
- Research “Best Practices” in engaging public involvement and input in long range plans and planning
- Research and analyze issues identified in the updated MPO/RTPO Transportation Plan affected by emerging economic, environmental, and land use issues.
- Coordinate with the WSDOT's Strategic Planning & Programming Division and the SCR’s Planning Office.

Deliverable: *Metropolitan and Regional Transportation Plan*

Timeframe: Now through March 31, 2020

Lead: Executive Director or Transportation Program Manager

Support: MPO/RTPO staff, YVCOG staff, Policy Board, Technical Advisory Committee, and coordination with WSDOT and local membership jurisdictions.

Approval: WSDOT, FHWA, and FTA

Schedule:

- | | |
|---|-----------------------|
| • Initial Completion & Needs Review of 2016-2040 Plan | <i>Jul – Sep 2018</i> |
| • Collection of Short-, Mid-, and Long-term (beyond 20 years) Planned Jurisdictional Transportation Needs | <i>Sep – Dec 2018</i> |
| • Collection of Demographic and Public Comment Needs | <i>Jan – Mar 2019</i> |
| • Development of 2020-2044 Draft Document | <i>Mar – Sep 2019</i> |
| • Public Review and Comment of Draft Document | <i>Sep – Dec 2019</i> |
| • Final Corrections and Reviews of Draft Document | <i>Jan – Feb 2020</i> |
| • Final Approval of 2020-2044 Plan | <i>March 2020</i> |

6. **Jurisdictional Planning and Assistance for Safe Routes To Schools (SRTS), Complete Streets (CS) and Regional Transportation Performance Measure (PM3) Activities**
\$ 14,044

Provide planning coordination and assistance to MPO/RTPO member jurisdictions in development of Safe Routes to Schools (SRTS), Complete Street (CS), and regional transportation-related Performance Measure (PM) activities and projects as they relate to MPO/RTPO responsibilities.

Core activities anticipated, but are not limited to:

- Provide meeting facilitation, data collection, and grant development assistance among school districts, schools, municipalities, school districts, schools, down associations, and transportation stakeholders and agencies to coordinate on Safe Routes to School, Complete Streets, and Performance Measurement projects activities.
- Host SRTS, CS, and PM training workshops and webinars targeted at key stakeholder groups and service agencies in developing funding-eligible projects.
- Assist in development of education, encouragement, enforcement, and engineering (infrastructure) projects.
- Assist schools/school districts/municipalities with developing projects and applications for the purpose of applying for Safe Routes to School funding.
- Assist municipalities, downtown associations, chambers of commerce and key stakeholders and service agencies with developing projects and applications for the purpose of applying for Compete Streets funding.

Deliverables: *Completing stated work tasks and reporting to the Transportation TAC, Transportation Policy Board, and WSDOT.*

Timeframe: July 1, 2018 thru June 30, 2019

Lead: Transportation Program Manager

Support: YVCOG staff, Local Member Jurisdictions, Policy Board, Technical Advisory Committee, and coordination with WSDOT. Additional stakeholders include: regional school districts, ESD 105, regional chambers of commerce, downtown business associations, transit/paratransit agencies, affected service agencies and multimodal organizations.

Approval: WSDOT, FHWA, and FTA

Schedule:

Regular Jurisdictional Planning and Assistance

Ongoing, as requested

7. **Human Services Transportation Plan (HSTP) & Coordinated Transportation Grant Activities** **\$10,000**

In 2016, the YVCOG Transportation Policy Board appointed an advisory committee, Mobilizing Public Access to Countywide Transportation [MPACT], to provide Human Services Transportation planning support and recommendation assistance. The MPACT Committee meets monthly or quarterly based on need. The MPACT committee and YVCOG began the update of the 2014 HSTP document on December 1, 2017. Transit and service provider surveys began in January 2018; followed by a multi-medium transportation user survey accessible to the general public during a two-month survey period.

The surveys, in addition to demographic data updates were used to provide short/longer strategy direction and recommendations for the 2018 HSTP (due for approval in June 2018) and a Yakima County Transportation Needs Assessment. An amendment to the 2018 HSTP document will be performed after the WSDOT announcing grant awardees from the 2018 Consolidated Grant Program, expected in the winter of 2019.

YVCOG administers the local Consolidated Grant Program (NOFO, July 9, 2018) that provides continuity of funding for sustaining operations and mobility management project within the Yakima County RTPO Region. Eligible CGP applications will be reviewed and prioritized by the MPACT committee then forwarded to the TAC and Policy Board for concurrence and approval. The prioritized list is submitted to WSDOT for final prioritization and fund awarding.

Core activities anticipated, but are not limited to:

- Monthly/Quarterly MPACT Committee meetings, as work tasks require.
 - HSTP Updates / Amendments
 - WSDOT Public Transportation Grants, as available.
- Ongoing review of human services transportation services (addition or loss)
- Recruitment of new MPACT members

Deliverables: *Coordinated Transportation Grant Prioritization List; 2018 HSTP Amendment*

Timeframe: July 1, 2018 thru June 30, 2019

Lead: Transportation Program Manager

Support: YVCOG staff, Local Member Jurisdictions, Policy Board, Technical Advisory Committee, and coordination with WSDOT. Additional stakeholders include: Regional Social Service and Service Transportation Agencies, Public/Private Transit Agencies, Yakama Nation service and transit agencies, multi-modal and special needs advocacy organizations/agencies, interested private citizens.

Approval: WSDOT, FHWA, and FTA

Schedule:

- | | |
|--|------------------------------|
| • HSTP Document Approved and Submitted to WSDOT | <i>SFY 2018</i> |
| • Regular Jurisdictional Planning and Assistance | <i>Ongoing, as requested</i> |
| • Coordinated Transportation NOFO | <i>Jul 2018</i> |
| • Grant Application and Review Period | <i>Jul – August 2018</i> |
| • Application Prioritization and WSDOT Submittal | <i>Sep – Oct 2018</i> |
| • Awarding for Coordinated Transportation Grants | <i>Winter 2019</i> |
| • Amend 2018 HSTP to include Grant Awards | <i>Winter 2019</i> |

8. **Commute Trip Reduction (CTR) Enhancement Program Activities** **\$177,000**

YVCOG’s CTR Program seeks to reduce drive-alone trips in the Greater Yakima Metropolitan Area by implementing multi-modal [alternative] transportation options for employers/employees meeting state CTR participation requirements that may directly reduce traffic congestion and indirectly reduce vehicle emissions. This program complements ongoing Congestion Mitigation & Air Quality (CMAQ) efforts to reduce Carbon Monoxide (CO) and Particulate Matter of 10 microns (PM10).

Core activities anticipated, but are not limited to:

- New employer recruitment and alternative (non-CTR required) employer education and commuter habits evaluations;
- Community outreach programs (i.e. Wheel Options) and CTR program promotion/advertising activities;
- Employer/Employee Transportation Coordinator (ETC) training;
- Employer and user “Incentive & Subsidy” programs promoting CTR usages including Vanpool, Bike Rack, and bus purchase programs;
- Program process verification [survey] activities; and
- Jurisdictional reports, reviews and updates

Deliverables: *Bi-annual [2018] State of Washington CTR Employee Questionnaire, CTR Quarterly Reports*

Timeframe: July 1, 2018 thru June 30, 2019

Lead: Transportation Program Manager

Support: Washington State CTR Program, YVCOG staff, Affected Member Jurisdictions, Policy Board, Technical Advisory Committee, and coordination with WSDOT, Yakima/Selah/Union Gap Transits, Yakima Valley Clean Air Authority. Additional stakeholders include: CTR-triggered businesses and agencies in metropolitan area.

Approval: WSDOT, FHWA, and FTA

Schedule:

- Regular Jurisdictional Planning and Assistance *Ongoing, as requested*
- Bi-annual [2018] State of Washington CTR Employee Questionnaire (Survey) – Submitted to WSDOT *Apr – Oct 2018*
- Quarterly performance reports *Quarterly thru Jun 2018*

IV. Financial Summaries

1. Estimated Revenue Summary

On October 20, 2017 YVCOG received a letter from Matt Kunic with approximate estimates to base development of the UPWP for MPO/RTPO Funding for State Fiscal Year 2019 (July 1, 2018 through June 30, 2019). These estimates were confirmed in a January 19, 2018 correspondence from Gail Renschler, WSDOT Tribal & Regional Coordination Office. On April 17, 2018 Matt Kunic confirmed a supplemental distribution of RTPO funds, by formula, to all Washington RTPOs available for SFY 2019. The following table estimates the funding forecast by source for SFY 2019 MPO/RTPO planning funds including the carry forward SFY 2018 revenue:

YVCOG's MPO/RTPO Estimated Revenues and Funding Sources for SFY 2018 (July 1, 2018 – June 30, 2019)	
SOURCE	AMOUNT
SFY 2019 FHWA PL Funding (13.5% match)	\$238,126
SFY 2019 FTA 5303 Funding (13.5% match)	\$53,798
MPO Federally Required Match	\$45,560
Total SFY 2019 Federal planning funds anticipated to be available	\$337,484

SFY 2019 RTPO Planning funds (no match required)	\$121,937
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Carry Forward SFY 2018 FHWA Funding	\$9,000
Carry Forward SFY 2018 FTA Funding	\$0
Carry Forward STP Regional Planning Funds	\$0
MPO Federally Required Match (13.5% match)	
Total SFY 2018 Federal planning funds available	\$9,000

Total MPO/ RTPO Available Funding for SFY 2019	\$468,121
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Other Transportation Funding Sources	
SFY 2019 Non-State/Federal Grants / Contracts	\$0
SFY 2019 HSTP Funding (20% match)	\$10,000
SFY 2019 Commute Trip Reduction (CTR) Administrative Work Plan	\$75,000
SFY 2019 CMAQ – Commute Trip Reduction (CTR) Program Enhancement	\$102,000
Total MPO/ RTPO Available Funding for SFY 2019	\$187,000

Total Estimated Revenues Available for SFY 2019	\$655,121
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2. Planned Budget Summary

The chart below provides an estimated Budget Summary of the distribution of adjusted SFY 2019 planning funds for the MPO/RTPO.

YVCOG's Transportation Estimated Budget for SFY 2019 MPO/RTPO Activities and Tasking

		Estimated FHWA Funds	Estimated FTA Funds	Estimated RTPO Funds	Estimated Local Match	SFY 2018 Carry Forward	HSTP Funding	CTR Funding	CMAQ Funding	Estimated Planning Budget
1	Program Administration	\$88,106.62	\$19,905.26	\$45,005.69	\$16,857.20	\$3,330.00	---	---	---	\$173,204.77
2	Data Collection and Analysis	\$47,625.20	\$10,759.60	\$24,327.40	\$9,112.00	\$1,800.00	---	---	---	\$93,624.20
3	Develop SFY 2020 UPWP / Annual Reports & Updates	\$21,431.34	\$4,841.82	\$10,947.33	\$4,100.40	\$810.00	---	---	---	\$42,130.89
4	Develop a 2019-2022 M/RTIP / Develop M/RTIP Amendments	\$14,287.56	\$3,227.88	\$7,298.22	\$2,733.60	\$540.00	---	---	---	\$28,087.26
5	2016-2040 M/RTP Update Activities	\$59,531.50	\$13,449.50	\$30,409.25	\$11,390.00	\$2,250.00	---	---	---	\$117,030.25
6	SRTS/CS/PM Jurisdictional Assistance Activities	\$7,143.78	\$1,613.94	\$3,649.11	\$1,366.80	\$270.00	---	---	---	\$14,043.63
7	HSTP Activities & Planning	---	---	---	---	---	\$10,000	---	---	\$10,000.00
8	Commute Trip Reduction (CTR)	---	---	---	---	---	---	\$75,000	\$102,000	\$187,000.00
		\$238,126.00	\$53,798.00	\$121,637.00	\$45,560.40	\$9,000.00	\$10,000.00	\$75,000.00	\$102,000.00	\$655,121.00

V. Membership

1. YVCOG MPO/RTPO Policy Board Members

City of Sunnyside
 James A. Restucci, City of Sunnyside Council
 and Chairman
Member at Large
 Dan Olson
Yakima County
 Mike Leita, County Commissioner
People For People
 Madelyn Carlson, CEO
City of Yakima
 Brad Hill, City of Yakima Council

Area 1 Representative
 John Hodkinson, City of Union Gap Council
 and Vice Chairman
Area 2 Representative
 Janice Gonzales, City of Zillah Council
Area 3 Representative
 Bill Moore, City of Grandview Council
WSDOT
 Todd Trepanier, SCR Region Administrator
Yakima County Development Association
 Jonathan Smith, President

Ex-Officio Members

District 13	District 14	District 15
Senator Judy Warnick	Senator Curtis King	Senator Jim Honeyford
Representative Tom Dent	Representative Norm Johnson	Representative Bruce Chandler
Representative Matt Manweller	Representative Gina Mosbrucker	Representative David Taylor

2. YVCOG MPO/RTPO Technical Advisory Committee Members

City of Grandview
 Cus Arteaga, City Administrator
 Marty Grooms, Asst. Public Works Director
City of Granger
 Jodie Luke, Public Works Director
Town of Harrah
 Barbara Harrer, Mayor
City of Mabton
 Laura Vazquez, Mayor
City of Moxee
 Byron Adams, City Supervisor
Town of Naches
 Jeff Ranger, Town Administrator
City of Selah
 Joe Henne, Public Works Director
City of Sunnyside
 Shane Fischer, Public Works Director
City of Tieton
 Fred Munoz, City Clerk/Treasurer
City of Toppenish
 Lance Hoyt, City Manager & TAC Chair
 Rocky Wallace, Public Works Superintendent

City of Union Gap
 Dennis Henne, Public Works Director & TAC
 Vice Chair
City of Wapato
 Jeff Shumacker, Public Works Dept.
City of Yakima
 Brett Sheffield, Chief City Engineer
City of Zillah
 Jim Simmons, Public Works Director and
 Ardele Steele, Planning and Community
 Development Director
Yakima County
 Matt Pietrusiewicz, County Road Engineer
 Jase Testerman, Sr. Transportation Planner
WSDOT South Central Region
 Paul Gonseth, Regional Planning Engineer
Yakima Transit
 Alvie Maxey, Transit Manager
 Vacant, Transit Project Planner
Yakama Nation
 Al Pinkham, Engineering Planner
Airport/ McAllister Field
 Robert Peterson, Airport Manager

3. Mobilizing Public Access to Countywide Transportation (MPACT) Members

The first scheduled meeting of the MPACT occurred at YVCOG on March 22, 2016.

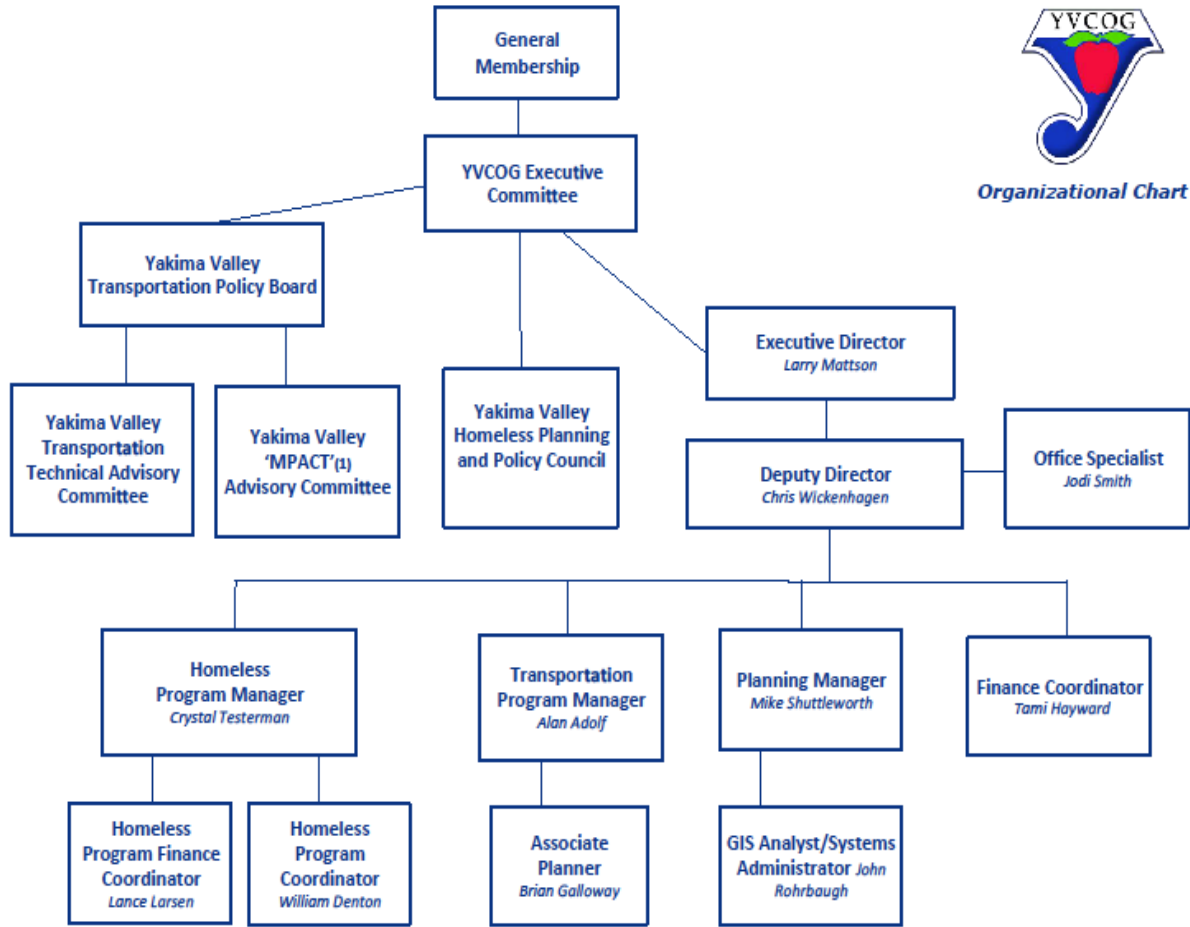
On January 26, 2016 YVCOG became the lead for the development of the Coordinated Public Transit Human Services Transportation Plan for the Yakima Valley Region and for coordinating the Yakima County Special Needs Transportation Coalition. The coalition was rebranded to Mobilizing Public Access to Countywide Transportation (MPACT) and was established formally as a standing advisory committee to the Transportation Policy Board.

Below was the roster of Coalition members as of January 1, 2018.

Airporter Shuttle	
ALTC	North Star Lodge
Catholic Charities	People For People
Catholic Family & Child Services	Pro-Tran
Confederated Tribes and Bands of the Yakama Nation	Tri-County Workforce Development
City of Union Gap	USDA
City of Yakima Emergency Management	Wellness House
CW Rehab Clinic	Yakima County
Department of Agriculture	Yakima County Office of Emergency Management
Department of Services for the Blind	Yakima Specialties
Department of Social & Health Services	Yakima Transit
DSHS/DVR	Yakima Valley Farmworkers Clinic
EnTrust	Yakima Valley Veteran's Coalition
ESD 105	Yakima Police Athletic League (YPAL)
ESD/ Worksource	YVCOG
Medstar Transportation	

The roster also includes several personal names of interested persons which will not be listed here. This roster will be updated prior to submitting the Final SFY 2018 UPWP to WSDOT in May 2018.

4. YVCOG MPO/RTPO Staff (March 1, 2018)



(1) Mobilizing Public Access to Countywide Transportation (MPACT)

Appendix

1: Anti-lobbying Section

YVCOG as the MPO/RTPO lead does not anticipate engaging in any lobbying activities for SFY 2019. If the occasion arises that a YVCOG staff member or representative does engage in lobbying activities with any of the parties stated in the anti-lobbying section that follows, the representative will only use local funds not associated with federal or state transportation planning/program/project (MPO/RTPO) funding and will report the activities as required below.

Lobbying

2 CFR Part 225, Appendix B

24. Lobbying

a. General. The cost of certain influencing activities associated with obtaining grants, contracts, cooperative agreements, or loans is an unallowable cost. Lobbying with respect to certain grants, contracts, cooperative agreements, and loans shall be governed by the common rule, “New Restrictions on Lobbying” (see Section J.24 of Appendix A to 2 CFR part 220), including definitions, and the Office of Management and Budget “Government-wide Guidance for New Restrictions on Lobbying” and notices published at 54 FR 52306 (December 20, 1989), 55 FR 24540 (June 15, 1990), and 57 FR 1772 (January 15, 1992), respectively.

b. Executive lobbying costs. Costs incurred in attempting to improperly influence either directly or indirectly, an employee or officer of the Executive Branch of the Federal Government to give consideration or to act regarding a sponsored agreement or a regulatory matter are unallowable. Improper influence means any influence that induces or tends to induce a Federal employee or officer to give consideration or to act regarding a federally-sponsored agreement or regulatory matter on any basis other than the merits of the matter.

Reference 2

2 CFR Part 220, Appendix A, Section J

28. Lobbying

Reference is made to the common rule published at 7 CFR part 3018, 10 CFR parts 600 and 601, 12 CFR part 411, 13 CFR part 146, 14 CFR part 1271, 15 CFR part 28, 18 CFR part 1315, 22 CFR parts 138, 227, 311, 519 and 712, 24 CFR part 87, 28 CFR part 69, 29 CFR part 93, 31 CFR part 21, 32 CFR part 282, 34 CFR part 82, 38 CFR part 85, 40 CFR part 34, 41 CFR part 105–69, 43 CFR part 18, 44 CFR part 18, 45 CFR parts 93, 604, 1158, 1168 and 1230, and 49 CFR part 20, and OMB's government-wide guidance, amendments to OMB's government-wide guidance, and OMB's clarification notices published at 54 FR 52306 (12/20/89), 61 FR 1412 (1/19/96), 55 FR 24540 (6/15/90) and 57 FR 1772 (1/15/92), respectively. In addition, the following restrictions shall apply:

a. Notwithstanding other provisions of this Appendix, costs associated with the following activities are unallowable:

- (1) Attempts to influence the outcomes of any Federal, State, or local election, referendum, initiative, or similar procedure, through in kind or cash contributions, endorsements, publicity, or similar activity;
- (2) Establishing, administering, contributing to, or paying the expenses of a political party, campaign, political action committee, or other organization established for the purpose of influencing the outcomes of elections;
- (3) Any attempt to influence the introduction of Federal or State legislation; The enactment or modification of any pending Federal or State legislation through communication with any member or employee of the Congress or State legislature, including efforts to influence State or local officials to engage in similar lobbying activity; or any government official or employee in connection with a decision to sign or veto enrolled legislation;
- (4) Any attempt to influence the introduction of Federal or State legislation; or the enactment or modification of any pending Federal or State legislation by preparing, distributing, or using publicity or propaganda, or by urging members of the general public, or any segment thereof, to contribute to or participate in any mass demonstration, march, rally, fund raising drive, lobbying campaign or letter writing or telephone campaign; or
- (5) Legislative liaison activities, including attendance at legislative sessions or committee hearings, gathering information regarding legislation, and analyzing the effect of legislation, when such activities are carried on in support of or in knowing preparation for an effort to engage in unallowable lobbying.

b. The following activities are excerpted from the coverage of subsection J.28.a of this Appendix:

- (1) Technical and factual presentations on topics directly related to the performance of a grant, contract, or other agreement (through hearing testimony, statements, or letters to the Congress or a State legislature, or subdivision, member, or cognizant staff member thereof), in response to a documented request (including a Congressional Record notice requesting testimony or statements for the record at a regularly scheduled hearing) made by the recipient member, legislative body or subdivision, or a cognizant staff member thereof, provided such information is readily obtainable and can be readily put in deliverable form, and further provided that costs under this section for travel, lodging or meals are unallowable unless incurred to offer testimony at a regularly scheduled Congressional hearing pursuant to a written request for such presentation made by the Chairman or Ranking Minority Member of the Committee or Subcommittee conducting such hearings;
- (2) Any lobbying made unallowable by subsection J.28.a.(3) of this Appendix to influence State legislation in order to directly reduce the cost, or to avoid material impairment of the institution's authority to perform the grant, contract, or other agreement; or

(3) Any activity specifically authorized by statute to be undertaken with funds from the grant, contract, or other agreement.

c. When an institution seeks reimbursement for F&A costs, total lobbying costs shall be separately identified in the F&A cost rate proposal, and thereafter treated as other unallowable activity costs in accordance with the procedures of Section B.1.d of this Appendix.

d. Institutions shall submit as part of their annual F&A cost rate proposal a certification that the requirements and standards of this section have been complied with. Institutions shall maintain adequate records to demonstrate that the determination of costs as being allowable or unallowable pursuant to this section complies with the requirements of this Appendix.

e. Time logs, calendars, or similar records shall not be required to be created for purposes of complying with this section during any particular calendar month when:

(1) the employee engages in lobbying (as defined in subsections J.28.a and b of this Appendix) 25 percent or less of the employee's compensated hours of employment during that calendar month; and

(2) within the preceding five-year period, the institution has not materially misstated allowable or unallowable costs of any nature, including legislative lobbying costs. When conditions in subsections J.28.f.(1) and (2) of this Appendix are met, institutions are not required to establish records to support the allowability of claimed costs in addition to records already required or maintained. Also, when conditions in subsections J.28.f. (1) and (2) of this Appendix are met, the absence of time logs, calendars, or similar records will not serve as a basis for disallowing costs by contesting estimates of lobbying time spent by employees during a calendar month.

g. Agencies shall establish procedures for resolving in advance, in consultation with OMB, any significant questions or disagreements concerning the interpretation or application of this section. Any such advance resolutions shall be binding in any subsequent settlements, audits, or investigations with respect to that grant or contract for purposes of interpretation of this Appendix, provided, however, that this shall not be construed to prevent a contractor or grantee from contesting the lawfulness of such a determination.

h. Executive lobbying costs.

Costs incurred in attempting to improperly influence either directly or indirectly, an employee or officer of the Executive Branch of the Federal Government to give consideration or to act regarding a sponsored agreement or a regulatory matter are unallowable. Improper influence means any influence that induces or tends to induce a Federal employee or officer to give consideration or to act regarding a federally-sponsored agreement or regulatory matter on any basis other than the merits of the matter.

2: Subcontracting Section

As stated in the agreement number GCB 1777 between WSDOT and YVCOG ending on June 30, 2015, subcontracting obligations are as follows:

The services of the MPO/RTPO are to be directed by a Transportation Program Manager. The MPO/RTPO shall not assign, sublet, or transfer any of the work provided for under this Agreement without prior written approval from the STATE, and the STATE shall review and approve the MPO/RTPO's consultant agreement prior to execution. The MPO/RTPO shall comply with all current federal and state laws and regulations governing the selection and employment of consultants. The STATE reserves the right to appoint a representative to serve on the Consultant Selection Committee. Subcontracts for consultant services must contain all the required provisions to the extent applicable of Sections 3, 5, 8, 9, 13 through 15, and 19 through 22 of this Agreement.

Any equipment to be purchased under this Agreement shall be listed in the scope of work. All equipment must be purchased, managed, and disposed of in accordance with all current federal and state laws and regulations and the nondiscrimination provisions of Section 18 of this Agreement. The procurement of all equipment must be used for the sole purpose of urban and regional transportation planning activities. Any equipment on hand at the completion of the work shall become the property of the STATE.

3: Identified Unfunded Needs

YVCOG (Lead)

- Regional Origins & Destinations Study – 2 part
- Yakima County Regional Transit Feasibility Study – Phase I
- State Committees and Task Forces
- Regional CTR Planning
- Catastrophic Transportation Planning
- Yakima Lower Valley Trail Feasibility Study – Phase I

YVCOG Member (Lead)

- Yakima Valley Short Line Rail & Trans-load Facility Feasibility Study
- Lower Valley Freight Bypass Loop (Toppenish Vicinity)

Regional Origins & Destinations Study – 2 Part

- A. Purpose:** To allow YVCOG to initiate a regional origins and destinations study for the Yakima Valley for:
- a. Part 1: motorized traffic including freight and public transportation;
 - b. Part 2: non-motorized traffic including bicycle and pedestrian

- B. Work Tasks:** Core functions which are anticipated for this project include, but are not limited to:
- Formulate a scoping strategy, evaluate options for each mode type, and select most appropriate O&D method.
 - Participation of the YVCOG Transportation Program Manager on the Technical Committee.
 - Additional staff participation on any current or future ad-hoc committees.

In order to perform these tasks, YVCOG must also perform the following associated tasks:

- Identify freights and goods stakeholders to be included in freight O&D.
- Identify public and private stakeholders to be included in public transportation O&D.
- Identify stakeholders to be included in non-motorized O&D.
- Research existing local, county, and regional plans to consolidate previously identified origin and destination studies.
- Consolidate historical origin and destination information into a commonly agreed upon format to include but not be limited to Excel spreadsheet or Access database or GIS.
- Develop and conduct or manage an outside contract(s) for a company(ies) to provide O&D information into the commonly agreed upon format.
- Provide general public information in visual formats via our website, make commonly agreed upon formatted information to our member jurisdictions and stakeholders, incorporate the O&D information into YVCOG's Regional Travel Demand Model.

- C. Anticipated Products:** Work products which are anticipated as part of this project include, but are not limited to:
- Regional and individual community profiles based on travel movements.
 - An inventory of existing transportation services and facilities.

- D. Agency Responsibilities:** YVCOG staff will be responsible for attendance at meetings, review of materials, research and development of discussion items, and reporting to the Transportation TAC, Transportation Policy Board, WSDOT, and/or other MPOs/RTPOs as appropriate.

- E. Estimated Cost:** \$175,000.

- F. Relationship to Other Work Elements:** This planning activity related to Data Collection and Analysis, Annual Reports, Complete Streets and Safe Routes to School efforts, Human Services Transportation Plan, Long-range Plan, and Metropolitan and Regional Transportation Improvement Programs. If not funded, the region will lose a valuable opportunity to participate in a broad inter-regional transportation planning effort that has the potential to yield access and opportunities for all populations in the Yakima region. This will be crucial for establishing a baseline for future performance measures efforts mandated by the federal transportation bill MAP-21 and continued under the federal transportation bill FAST Act.

UNFUNDED NEEDS FOR SFY 2019

Yakima County Regional Transit Feasibility Study – Phase I

A. Purpose: To allow YVCOG to initiate a regional transit feasibility study for the Yakima Valley region.

B. Work Tasks: Core functions which are anticipated for this project include, but are not limited to:

- Develop an outreach plan to include formulating a scoping strategy, evaluate outreach
 - options, and select most appropriate outreach options.
- Create public transportation scenarios that can be further considered and refined in
 - Phase II.
- Participation of the YVCOG Executive Director on the Steering Committee.
- Participation of the Transportation Program Manager on the Technical Committee.
- Additional staff participation on any current or future ad-hoc committees.

In order to perform these tasks, YVCOG must also perform the following associated tasks:

- Research existing local, county, and regional plans to consolidate previously identified transportation needs.
- Develop and conduct additional surveys of public, private, non-profit services.
- Collect and create ridership trends and projections from service providers in areas already serviced.
- Identify latent demand in areas without service at this time.
- Participate in financial feasibility analyses including: identifying funding options, potential revenue estimates, and cost analysis for alternative service scenarios.

C. Anticipated Products: Work products which are anticipated as part of this project include, but are not limited to:

- Regional and individual community profiles based on demographics.
- An inventory of existing transportation services.
- Study that identifies planning strategies that optimize regional resources.

D. Agency Responsibilities: YVCOG staff will be responsible for attendance at meetings, review of materials, research and development of discussion items, and reporting to the Transportation TAC, Transportation Policy Board, WSDOT, and/or other MPOs/RTPOs as appropriate.

E. Estimated Cost: \$75,000.

F. Relationship to Other Work Elements: This planning activity related to Data Collection and Analysis, Annual Reports, Complete Streets and Safe Routes to School efforts, Human Services Transportation Plan, Long-range Plan, and Metropolitan and Regional Transportation Improvement Programs. If not funded, the region will lose a valuable opportunity to participate in a broad inter-regional transportation planning effort that has the potential to yield access and opportunities for all populations in the Yakima region. This will be crucial for establishing a baseline for future performance measures efforts mandated by the federal transportation bill MAP-21 and continued under the federal transportation bill FAST Act.

UNFUNDED NEEDS FOR SFY 2019

State Committees and Task Forces

- A. Purpose:** Participation on statewide or regional transportation committees and/or task forces, either standing or ad-hoc, representing the interests and perspectives of MPO/RTPOs or local agencies.
- B. Work Tasks:** Core functions which are anticipated for this ongoing project include, but are not limited to:
- Volunteering or accepting appointments to state or regional committees or task forces.
 - Participate in meeting discussions.
 - Review and prepare materials for meeting discussions.
 - Travel to/from meetings.
- C. Anticipated Products:** Work products for this project may include, but are not limited to:
- Committee mission statements.
 - Project timelines and meeting schedules.
 - Committee reports, findings, and/or implementation strategies.
- D. Agency Responsibilities:** YVCOG staff or representatives from the MPO/RTPO member agencies will be responsible for attendance at meetings, review of materials, research and development of discussion items, and reporting to the Transportation TAC, Transportation Policy Board, WSDOT and/or other MPO/RTPOs.
- E. Estimated Cost: \$45,000 (annually).**
- F. Relationship to Other Work Elements:** This planning activity related to Data Collection and Analysis, Annual Reports, Complete Streets and Safe Routes to School efforts, Human Services Transportation Plan, Long-range Plan, and Metropolitan and Regional Transportation Improvement Programs. If YVCOG staff is not able to participate in these activities, the needs of the region will not receive adequate representation at the statewide or regional level.

UNFUNDED NEEDS FOR SFY 2019

Regional CTR Planning

- A. Purpose:** To update and maintain a regional commute trip reduction plan with regional goals; develop and administer a CTR Pilot Project involving agriculture industry employers and college campuses; and to participate in state CTR Board activities.
- B. Work Tasks:** Core functions which are anticipated to be performed under this work element include, but are not limited to:
- Update and maintain local and Regional CTR plans that includes:
 - Regional program goals for commute trip reduction in affected urban growth areas,
 - A description of strategies for achieving the goals,
 - A sustainable financial plan describing projected revenues and expenditures to meet the goals,
 - A description of the way in which progress toward meeting the goals will be measured, and
 - Is consistent with the Metropolitan and Regional Transportation Plan (MTP/RTP).
 - Perform surveys, either paper or windshield, at worksites consistent with the Pilot Project.
 - Perform consistency review of affected jurisdictions' CTR plans and ordinances when they are due to be updated.
 - Respond to emerging CTR issues and provide participation venues in response to these issues.
- C. Anticipated Products:** Work products for SFY 2019 may include, but are not limited to:
- Updates to the Local and Regional CTR Plans.
 - Certification reports of local CTR plans and ordinances.
 - Annual reports.
 - Employee Transportation Coordinator (ETC) training.
 - Biennial Survey of affected employers in 2018.
 - Recruitment of additional CTR affected worksites.
 - Expanded promotional activities.
- D. Agency Responsibilities:** YVCOG staff has the primary responsibility for the development, review, and revision of Local and Regional CTR Plans. Yakima County jurisdictions, WSDOT, transit service providers and affected employers will participate in the plan maintenance and updates. Document approval authority lies with the Transportation Policy Board and the State CTR Board.
- E. Estimated Cost: \$145,000 (annually).**
- F. Relationship to Other Work Elements:** This planning activity related to Data Collection and Analysis, Annual Reports, Complete Streets and Safe Routes to School efforts, Human Services Transportation Plan, Long-range Plan, and Metropolitan and Regional Transportation Improvement Programs. If not funded, the region will lose a valuable opportunity to participate in a broad inter-regional transportation planning effort that has the potential to yield access and opportunities for all populations in the Yakima region. If not funded, the region will not be able to fully participate in CTR planning activities and the burden of compliance with state CTR planning laws will fall to local YVCOG member jurisdictions.

UNFUNDED NEEDS FOR SFY 2019

Catastrophic Transportation Planning

- A. Purpose:** Participation in regional catastrophic transportation planning committees and/or task forces, either standing or ad-hoc in Yakima County. Acting as lead in the development of a regional Catastrophic Transportation Plan which includes such transportation elements as:
- Designating secondary and tertiary detour routes throughout Yakima County
 - Inventories of available transportation assets by jurisdiction
 - Develop templates for interagency agreements on the sharing/procuring of those transportation assets in a time of need.
 - Identification of available YVCOG staff and their certifications to assist a convened Emergency Management Team.
- B. Work Tasks:** Core functions which are anticipated for this ongoing project include, but are not limited to:
- Determine YVCOG employees that will participate in the Emergency Management team and seek certifications for appropriate levels of participation.
 - Build internal capacity for understanding the principals and regulations of Emergency Preparedness.
 - Volunteer or accept appointments to Emergency Management Teams as needed.
 - Coordinate and facilitate meetings throughout Yakima County.
 - Review and prepare materials for meeting discussions.
 - Gather data from jurisdictions, the City of Yakima Emergency Management Office, and the County Emergency Management Office to complete an inventory of transportation assets.
 - Create an update schedule for refreshing the asset inventory on a regular basis and incorporate the schedule into a YVCOG program.
 - Create a schedule for incorporating the catastrophic transportation information into appropriate MPO/RTPO transportation-related documents.
- C. Anticipated Products:** Work products for this project may include, but are not limited to:
- Catastrophic Transportation Plan
 - Project timelines and meeting schedules.
 - Committee reports, findings, and/or implementation strategies.
- D. Agency Responsibilities:** YVCOG staff or representatives from the MPO/RTPO member agencies will be responsible for attendance at meetings, review of materials, research and development of discussion items, and reporting to the Transportation TAC, YVCOG Transportation Policy Board, WSDOT and/or other state/federal oversight agencies.
- E. Estimated Cost: \$25,000 - \$40,000**
- F. Relationship to Other Work Elements:** The YVCOG's participation in catastrophic transportation planning is related to Regional Planning, short- and long-range planning. If YVCOG staff is not able to participate in these activities, the complementary preparation information may not be available in time of need.

UNFUNDED NEEDS FOR SFY 2019

Yakima Valley Short Line Rail & Trans-load Facility Feasibility Study

- A. Purpose:** To analyze potential multi-modal freight trans-load facilities along Yakima County's Short Line Rail Systems (White Swan Branch Line and Gibbon-Granger Branch Line) relating to location, economic development and environmental impacts.
- B. Work Tasks:** Core functions which are anticipated to be performed under this work element include, but are not limited to:
- Defining potential facility types and locations along Yakima County's Short Line Rail System.
 - Identifying and estimating the economic benefits of permitting various potential interstate and international distribution facilities.
 - Assessing how potential facilities can benefit and support the freight mobility efficiencies for local agriculture and industry, the Ports of Seattle and Tacoma, Washington State's Rail and Interstate Highway Systems.
 - Public outreach – community meetings, public forums.
 - Public information materials (folios, maps, brochures, web pages, press releases).
 - Identifying and assessing potential environmental mitigation issues.

In order to perform these tasks, YVCOG staff must also perform the following associated tasks:

- Review current plans and data.
- Staff support for the Transportation Policy Board, TAC, and subcommittees.
- Ongoing public outreach efforts.
- Responses to public and agency inquiries.
- Inter- and intra-regional coordination.
- Responses to emerging issues.
- Miscellaneous grant application assistance.

- C. Anticipated Products:** Work products for SFY 2018 may include, but are not limited to:
Proposed study area map – a comprehensive map of the proposed alignment to be distributed to local agencies and developers. Yakima Valley Short Line Rail & Trans-load Facility Feasibility Study with findings and recommendations
- D. Agency Responsibilities:** YVCOG will be responsible for developing a scope of work, RFP, managing a consultant contract, and reporting findings. TAC assistance will be needed to develop the scope of work, RFP, and reviewing proposals. The TAC will also provide guidance on when, where, and how the study results will be used. Any contracts will need to be approved by the Transportation Policy Board.
- E. Estimated Cost: \$300,000.**
- F. Relationship to Other Work Elements:** This planning activity relates to Work Element II, Regional Planning, long range-planning activities. This study will guide future economic development and spur investment in the region by addressing the potential benefits for permitting various facility types at various locations along Yakima County's Short Line Rail.

Lower Valley Freight Bypass Loop (Toppenish Vicinity)

- A. Purpose:** To analyze potential freight bypass loop which will expedite freight movement and separate the freight corridor from its current route through Toppenish thereby eliminating the freight movement from interactions with pedestrians, cyclists, school and transit busses, and the general motoring public.
- B. Work Tasks:** Core functions which are anticipated to be performed under this work element include, but are not limited to:
- Identifying and estimating the safety and economic benefits of separating freight movement to a less restricted and designated corridor.
 - Investigate a N. Meyers Road grade separation of the BNSF Main Line which would be the only such crossing between Union Gap and Prosser.
 - Assessing how potential facilities can benefit and support the freight mobility efficiencies for local agriculture and industry, the Ports of Seattle and Tacoma, Washington State’s Rail and Interstate Highway Systems.
 - Public outreach – community meetings, public forums.
 - Public information materials (folios, maps, brochures, web pages, press releases).
 - Identifying and assessing potential environmental mitigation issues.

In order to perform these tasks, YVCOG staff and others must also perform the following associated tasks:

- Review current plans and data.
 - Staff support for the Transportation Policy Board, TAC, and subcommittees.
 - Ongoing public outreach efforts.
 - Responses to public and agency inquiries.
 - Inter- and intra-regional coordination.
 - Responses to emerging issues.
 - Miscellaneous grant application assistance.
- C. Anticipated Products:** Work products for SFY 2019 may include, but are not limited to:
Proposed study area map – a comprehensive map of the proposed alignment to be distributed to local agencies and developers.
- D. Agency Responsibilities:** YVCOG will assist with developing a scope of work and participating on technical and policy committees. TAC assistance will be needed to coordinate efforts to inform and educate legislators, partners, and the general public. The TAC will also provide guidance on when, where, and how the study results will be used. Any contracts to provide technical assistance to members will require approval by the Transportation Policy Board. Multi-agency project for PE/RW/CN.
- E. Estimated Cost: Preliminary Engineering and support: \$500,000.**
- F. Relationship to Other Work Elements:** This planning activity relates to Regional Planning and long range-planning activities.

Yakima Lower Valley Trail Feasibility Study – Phase I

A. Purpose: To initiate a regional Lower Valley Trail feasibility study for the Yakima Valley region. This trail was first noted in Focus 2010, the Lower Valley Visioning Report. It is described in greater detail on pages 13 and 21 of the 2014 Yakima County Trails Plan. When complete the Lower Valley Trail would bridge the gap between the 18-mile pathway from Naches to Union Gap, and the 12-mile path between Sunnyside and Prosser.

B. Work Tasks: Core outcomes which are anticipated for this project include, but are not limited to:

- Evaluate available Right of Way and public lands to create trails scenarios that can be further considered and refined in Phase II.
- Develop an outreach plan to include formulating a scoping strategy, evaluate outreach options, and select most appropriate outreach options.
- Participation of the YVCOG Executive Director and Transportation Program Manager on any Steering or Technical Committees.
- Additional staff participation on any related ad-hoc committees.

To perform these tasks, YVCOG must also perform the following associated tasks between the cities of Union Gap and Sunnyside:

- Research existing local, county, and regional plans to consolidate previously identified trails needs.
- Develop and conduct additional surveys for public participation comments.
- Identify sites, corridors (open space, levees, irrigation canals, power transmission, surplus road right-of-way, etc.), and points of interest and trailhead locations.
- Identify potential linkages between the county trail system and existing public recreation lands owned by USFS, WDFW, DNR, BLM and others to support planning/development efforts for trail connection to those public recreation lands.
- Support trails planning and development within established jurisdictions of Yakima County, and linking community trails to broader county-wide trails system including privately developed trails like STAY (Single Track Alliance of Yakima).
- Partner with non-profits and other entities to develop trails and to support funding and development of the Lower Valley Trail.
- Support stakeholders in the planning and development of trails and linkages.
- Consider trail corridors on both side of the Yakima River.
- Participate in financial feasibility analyses including: identifying funding options, and cost analysis for trail construction.

C. Anticipated Products: Work products which are anticipated as part of this project include, but are not limited to:

- Results from public outreach efforts and stakeholder groups regarding preferred corridors and pathway design features.
- An inventory of existing trails between Union Gap and Sunnyside.
- Identification of at least two possible trail corridors, and develop preliminary cost estimates, including right of way acquisition and construction costs.

D. Agency Responsibilities: YVCOG staff will be responsible for attendance at meetings, review of

materials, research and development of discussion items, and reporting to the Transportation TAC, Transportation Policy Board, WSDOT, and/or other MPOs/RTPOs as appropriate.

E. Estimated Cost: \$80,000.

F. Relationship to Other Work Elements: This planning activity related to Data Collection and Analysis, Annual Reports, Human Services Transportation Plan, Long-range Plan, and Metropolitan and Regional Transportation Improvement Programs. If not funded, the region loses a valuable opportunity to participate in a multi-modal transportation planning effort that has the potential to improve and enhance access and opportunities for all populations in the Yakima region.

4: Comments and Document Changes During Initial Review Period

This appendix will be where all review comments are recorded as the preliminary DRAFT is reviewed by WSDOT, FHWA, FTA, and all MPO/RTPO members.