

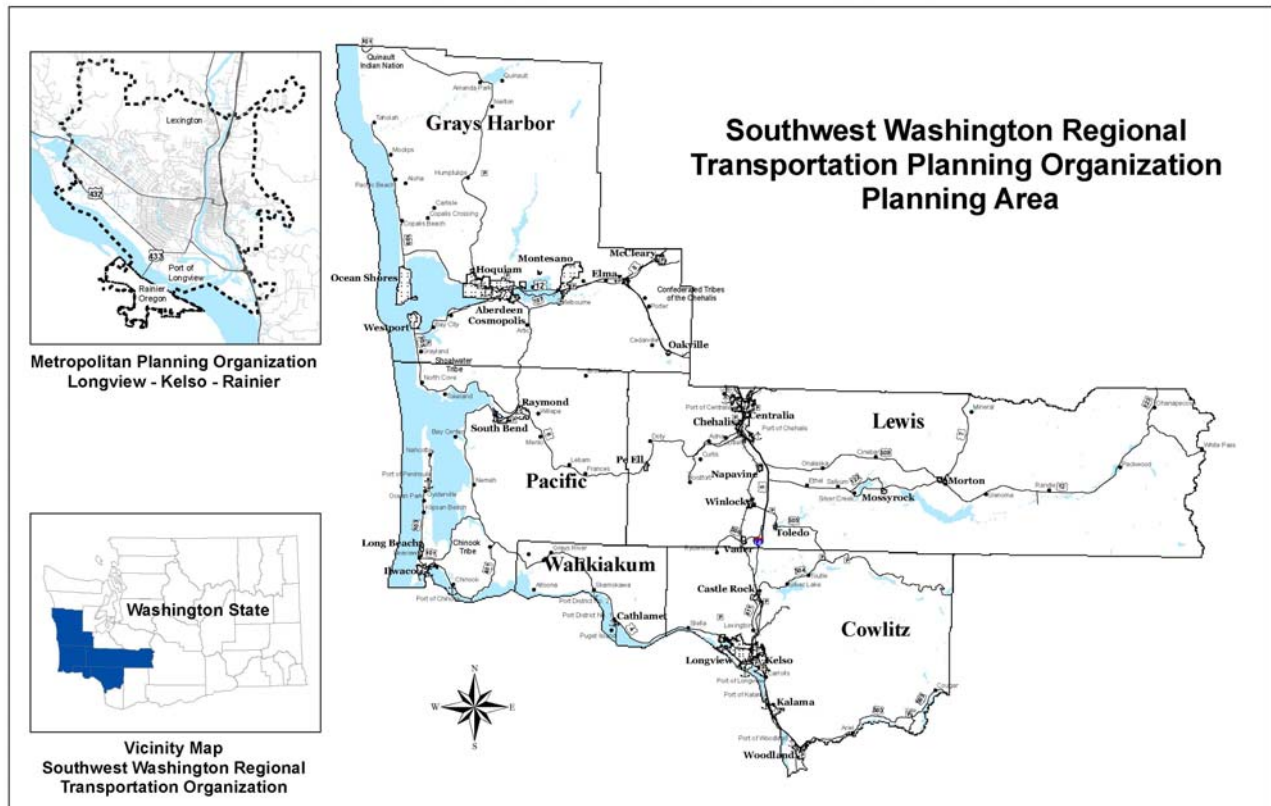
UNIFIED PLANNING WORK PROGRAM (UPWP)

STATE FISCAL YEARS 2012 and 2013

July 1, 2011 to June 30, 2013

for the
Longview-Kelso-Rainier MPO Area
Metropolitan Planning Organization (MPO)

and the
Southwest Washington
Regional Transportation Planning Organization (RTPO)
Cowlitz, Grays Harbor, Lewis, Pacific and Wahkiakum Counties



Adopted May 26, 2011

Cowlitz-Wahkiakum Council of Governments

UNIFIED PLANNING WORK PROGRAM (UPWP)

FOR

STATE FISCAL YEARS 2012 and 2013

JULY 1, 2011 TO JUNE 30, 2013

Adopted May 26, 2011

Cowlitz-Wahkiakum Council of Governments

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The Cowlitz-Wahkiakum Council of Governments Unified Planning Work Program is jointly funded by the Washington State Department of Transportation, Federal Highway Administration, Federal Transit Administration and the local jurisdictions and agencies located within both the Metropolitan Planning Organization and Southwest Washington Regional Transportation Planning Organization.

COG ensures full compliance with Title VI of the Civil Rights Act of 1964 and the American Disabilities Act of 1990 by prohibiting discrimination against any person on the basis of race, color, national origin, sex or disabilities in the provision of benefits and services resulting from its federally assisted programs and activities. For more information, or to obtain a Title VI Complaint Form, call program coordinator at (360) 577-3041.

Cowlitz-Wahkiakum Council of Governments

A Resolution Adopting the Fiscal)
Year 2012-2013 Unified Planning)
Work Program for Transportation)
Planning)

RESOLUTION NO. 11-05

WHEREAS, COG staff recommends adoption of the Fiscal years 2012 and 2013 Unified Planning Work Program (UPWP) for the Longview-Kelso-Rainier Urban Area MPO area and the Cowlitz-Wahkiakum portion of the SWRTPO area; and

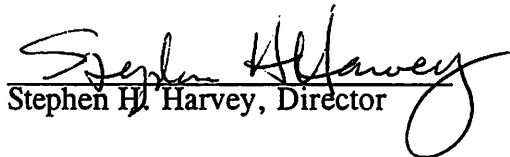
WHEREAS, funds for completing the work elements in the UPWP come from federal, state and local resources and are dependent upon action by the federal government and the Washington and Oregon legislatures; and

WHEREAS, the work program includes activities to be carried out in and for the Longview-Kelso-Rainier, OR MPO area and the Southwest Washington RTPO area; and

WHEREAS, the work program budget, as presented to the Council of Governments in coordination with the Washington State Department of Transportation, totals \$595,875 in federal, state and local funds;

NOW, THEREFORE, BE IT RESOLVED that the Fiscal Year 2012 - 2013 UPWP, with a total budget of \$595,875, is hereby adopted.

PASSED AND APPROVED this 26th day of May, 2011


Stephen H. Harvey, Director


Pete Poulsen, Chair

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INTRODUCTION

Background and Purpose

The Cowlitz-Wahkiakum Council of Governments (CWCOG) is the federally designated lead planning agency for the Longview-Kelso, Washington -Rainier-Oregon bi-state Metropolitan Planning Organization (MPO). The purpose of the CWCOG is to implement 23 USC Section 134 which requires that a MPO be designated for each urbanized area over 50,000 in population. This ensures that metropolitan area planning and programming processes incorporate all transportation modes, support community development, and respect societal goals.

The CWCOG is also the state-recognized lead planning agency for the five-county Southwest Washington Regional Transportation Planning Organization (SWRTPO). The five counties include Cowlitz, Grays Harbor, Lewis, Pacific and Wahkiakum counties. One of the purposes of an RTPO is to see that provisions of the Washington State Growth Management Act (RCW 47.80.20), as further defined under Washington Administrative Code (WAC) Section 468-86, are met. Lewis and Pacific counties operate under the State Growth Management Act.

The RTPO performs tasks similar to the MPO. CWCOG staff provides technical assistance and works closely with the communities in the five rural counties. As the lead agency for both the MPO and SWRTPO, CWCOG recognized the need, the desirability, and the regional benefits that result from a collaborative forum for transportation planning and decision-making. This has been especially important in the areas of public transportation, access to ports, rail and highway issues.

The Unified Planning Work Program (UPWP) is developed and approved locally, then submitted for Washington State Department of Transportation (WSDOT) and federal agency 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 two-year MPO/RTPO UPWP is to identify and describe transportation planning activities that will take place throughout the MPO and SWRTPO planning areas during State Fiscal Years 2012 and 2013 (July 1, 2011 through June 30, 2013). The UPWP is a required statement of how state and federal funds will be used by the MPO/RTPO for transportation planning purposes.

The UPWP is based on state and federal transportation planning requirements, regional priorities, and annual federal 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 the fiscal year. The state and federal grant amounts shown are based on estimates provided by WSDOT.

Integrated Planning

The planning and programming efforts of the CWCOG, MPO, and SWRTPO intersect in planning tasks fulfilling federal urban transportation planning and state regional planning requirements. Metropolitan transportation planning requirements must be fulfilled in order to be eligible for federal funding.

The UPWP is the tool used to direct these continuous, cooperative, and comprehensive planning efforts.

The UPWP provides the CWCOG with guidance in performing transportation-related tasks necessary to meet MPO and RTPO planning requirements. It lists all major work tasks to be completed in a given fiscal year.

MPO/RTPO Structure

As the designated MPO and lead planning agency for the SWRTPO, the MPO/RTPO program is administered and staffed by the Cowlitz-Wahkiakum Council of Governments (CWCOG). The CWCOG transportation planners are responsible for carrying out most of the regional transportation planning activities. The CWCOG staff covers planning activities for Cowlitz, Wahkiakum, Lewis and Pacific counties. CWCOG provides funds to the Grays Harbor Council of Governments (GHCOG) and Lewis County to carry out transportation planning activities for their area. CWCOG staff provide staff for planning for Cowlitz, Wahkiakum and Pacific Counties. The transportation planning staff receives direction from the organizations and committees in each of the counties for technical assistance and other services. The following organizations guide transportation planning activities for the MPO and/or SWRTPO areas:

- ◆ CWCOG: Regional Policy Advisory Committee on Transportation (both MPO and non-MPO areas of Cowlitz County and Wahkiakum County)
- ◆ Pacific Council of Governments (PCOG): Pacific County, four ports, four cities and Shoalwater Bay Tribe
- ◆ GHCOG: Grays Harbor County, Port of Grays Harbor, cities and Quinault Indian Nation
- ◆ LCTSC: Lewis County Transportation Strategy Council – Lewis County, cities, towns, two ports, Chehalis and Cowlitz Tribes

An overall organization chart for the CWCOG's transportation planning activities is found in the appendices.

UPWP Required Elements

The CWCOG, as MPO for the Longview-Kelso-Rainier urban area, is responsible for providing a transportation planning process consistent with the planning factors outlined in SAFETEA-LU and WSDOT's work elements. In addition, the CWCOG coordinates its efforts with those of WSDOT's Southwest Region (SWR) and Olympic Region (OLR) Planning Offices. It is anticipated that the

federal transportation elements may be changed with authorization of a new federal law during FY 2013. SAFETEA-LU is set to expire September 30, 2011 and extension through FFY 2012 is a real possibility.

Federal Metropolitan Planning Factors (SAFETEA-LU) are aimed at programs that:

- (a) Support the economic vitality of the metropolitan area especially by enabling global competitiveness, productivity, and efficiency.
- (b) Increase the safety of the transportation system for motorized and non-motorized users.
- (c) Increase the security of the transportation system for motorized and non-motorized users.
- (d) Increase the accessibility and mobility options available to people and for freight.
- (e) Protect and enhance the environment, promote energy conservation, improve quality of life, promote consistency between transportation improvements and State and local planned growth and economic development patterns.
- (f) Enhance the integration and connectivity of the transportation system, across and between modes for people and freight.
- (g) Promote efficient system management and operation.
- (h) Emphasize the preservation and of the existing transportation system.

CWCOG transportation planning staff will continually monitor State and National legislative activity and respond as needed.

CWCOG Planning Priorities

The planning priorities for CWCOG in SFY 2012 - 2013 encompass federal, state, and self-directed values as outlined above. In order to provide a comprehensive and concurrent program for our member jurisdictions, these values are integrated throughout the entire planning process as follows:

Planning Level

- Actively participate in the implementation of the Multi-Modal Transportation Plan, adding local value to this process.
- Ensure environmental considerations are incorporated, where appropriate, early in the planning process.
- Ensure issues of safety and related concerns are addressed early in the planning process, especially with regard to safety in school zones and at-grade railroad crossings.
- Ensure equity issues are addressed early in the planning process.
- Promote efficient system management and operations.
- Enhance the efficiency, integration, and connectivity of the transportation system, across and between modes, for people and freight and the economic vitality of the region.
- Increase the safety and security of the transportation system for motorized and non-motorized users.
- Emphasize preservation and stewardship of the existing transportation system. Support the development of ITS architecture to ensure projects entered into the MTIP/RTIP conform.
- Address limited English proficiency (LEP) concerns as part of a public participation plan, where applicable.
- Ensure the CWCOG Metropolitan and Regional Transportation Plan, and member jurisdictions' GMA plans are consistent with each other, as required in RCW 47.80.023 and 47.80.030.

Programming Level

- Encourage strategic thinking among the membership by actively incorporating the values embodied within our strategic emphasis areas (outlined above) into programmed transportation projects.
- Provide a venue and policy context for collaborative policy formation and needs identification with local officials, especially in identifying and prioritizing needs in both the MPO and throughout the five-county SWRTPO area.
- Actively seek partnership opportunities with both WSDOT's Southwest and Olympic regions.
- Support the integration of environmental streamlining and the programming activities of the CWCOG on behalf of its member jurisdictions.
- Ensure that Title VI considerations such as access, environmental justice, and LEP concerns are addressed at the program level.
- Ensure consistent regional evaluation of transportation facilities and recognized regional corridors (RCW 36.70A).
- Ensure state and tribal government-to-government guidelines are incorporated into both planning and programming activities.
- Ensure safety and security issues relevant to regional transportation facilities are addressed early during the planning phase and implemented on a project-by-project basis where applicable, especially with regard to safety in school zones, and railroad at-grade crossings, as well as emergency evacuation routes for earthquakes, volcanic eruptions and tsunamis.
- Ensure LOS methodologies are used by cities and the county to provide regional consistency (RCW 36.70A).
- Monitor impacts to state highways resulting from land use changes initiated by member jurisdictions.
- Use best available data and methodology to identify deficiencies on our transportation network.

These priorities will allow the CWCOG to provide a planning process for the MPO/RTPO that supports the projects and strategies necessary to meet the needs and service expectations of the region, the metropolitan area, and our individual members.

DESCRIPTION OF MPO WORK ELEMENTS

Program Administration

Program administration purpose is to provide the administrative support required to manage and coordinate the overall MPO/RTPO program. The activities include office management, personnel activities, training, conferences, clerical support, administrative documents, record keeping, and coordination of activities.

Regional Planning

Regional planning is composed of three elements; short-range planning, long-range planning, and data management and forecasting.

- Short-range planning functions support activities within approximately a six-year time horizon. Examples of short-range planning activities include transportation improvement programs and amendments; Surface Transportation Program (STP) regional prioritization procedures; annual UPWP development and amendments; coordination with public transportation providers; grant applications; and reviewing current development proposals for transportation impacts.
- Long-range planning functions support activities focused toward long-term transportation issues. Examples of long-range planning functions include development and updates of regional and metropolitan area plans; consistency reviews of local comprehensive plans; coordinating transportation system performance measurements; reviewing regional plans for consistency with the State's Multi-modal Transportation Plan; making recommendations for integrating Multi-modal Transportation Plan elements; and general alignment of regional planning policies and activities with state policies and activities.
- Data management and forecasting functions support both the long-range and short-range planning functions. Examples of data management activities include collecting and maintaining current and historical demographic information; GIS mapping; inventory of regional transportation facilities and services; as well as collection and analysis of traffic counts and collision information. Forecasting activities are primarily related to travel demand modeling.

DESCRIPTION OF FUNDING SOURCES FY 2012

FY 2013 will be amended in May 2012 when we receive funding estimates

FHWA Planning Grant (PL)

Federal Highway Administration (FHWA) funding to metropolitan planning organizations (MPOs) for transportation planning activities. The local match ratio is 25.0%.

Estimated WA State PL funding for SFY 2012.....	\$132,577
Estimated WA State PL carry-forward from SFY 2011	\$ 60,000
Estimated OR State PL funding for SFY 2012	\$ 1,600
TOTAL Estimated FHWA PL funds available for SFY 2012	\$194,177

FTA Planning Grant (Section 5303)

Federal Transit Administration (FTA) funding to metropolitan planning organizations (MPOs) for transportation planning activities. The local match ratio is 25.0%.

TOTAL Estimated FTA 5303 funding for SFY 2012.....	\$30,864
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STPU Planning Grant

Systems Transportation Planning Urban funds to metropolitan planning organizations (MPOs) for identified special transportation projects. The local match ratio is 13.5%.

TOTAL Estimated STPU funding for SFY 2012.....	\$125,000
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State RTPO Planning Grant

The state planning funds are distributed to each of the 14 RTPOs based on population. The state funds are intended for planning and coordination activities required under RCW 47.80. There is no local match requirement for this grant.

TOTAL Estimated State RTPO funding for SFY 2012.....	\$170,282
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Non-Federal Match*

Federal funding sources usually require that non-federal funds be used to match federal grants. Different funding programs require different match percentages. CWCOG's local matching funds come from an annual assessment of both MPO and RTPO member jurisdictions. The assessment is based on a combination of population and STP Regional funding distribution. Community Transit contributes \$7,000+/- annually toward the local match of FTA Section 5303 funding.

Estimated non-federal match for SFY 2012:

WA State FHWA (PL) 25.0% match	\$48,144
OR State FHWA (PL) 11.5% match	\$ 183
WA State FTA (5303) 25.0% match	\$ 7,716
WA State STPU 13.5% match.....	\$19,509
TOTAL Estimated non-federal match needed for SFY 2012*	\$75,552

- Note: WA State FHWA (PL) match is provided by local governmental agencies. OR State FHWA (PL) match is provided by Oregon State Department of Transportation. Match for FTA is provided by local CTA. See Financial Summary on last page of document.
- Funding amounts based on conservative estimates provided by WSDOT.

SFY 2012 and 2013 WORK ELEMENTS

I. Program Administration

A. Purpose: To provide the administrative support needed to manage and coordinate the MPO/RTPO transportation planning program.

B. Work Tasks: Core functions that are typically performed under this work element include, but are not limited to:

- General management of the MPO/RTPO program, office, and staff.
- Supervision of CWCOG staff and contracted services.
- Preparation and maintenance required of administrative documentation and records.
- General clerical support including correspondence, meeting agendas, and minutes.
- Preparation of contracts and work agreements for contracted services, projects, and funding.
- Development of staff training resources for Title VI in collaboration with WSDOT's Office of Equal Opportunity.

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

- Coordination of activities between CWCOG, supporting agencies, local participating agencies, and other agencies and organizations.
- Attendance of staff meetings, public hearings, local council meetings, conferences, and training activities.
- The Executive Director, as CWCOG Title VI Coordinator, will monitor and annually review CWCOG Title VI responsibilities as part of its annual report.
- The Executive Director, as CWCOG Title VI Coordinator, will take reasonable action to ensure member jurisdictions comply and implement Title VI provisions in the development of their Transportation Improvement Programs (TIP).
- Update computer hardware, software, and communications technology.

C. Anticipated Products: The basic products are the documents and support services, which are necessary to continue a forum for cooperative decision making in both the MPO and SWRTPO areas. Specific products may include, but are not limited to:

- Calendar year budget.
- Annual Title VI accomplishments report.
- Agendas, notices, and other meeting materials for CWCOG Board, MPO TAC, and special subcommittee meetings.
- Monthly CWCOG newsletter articles.
- Mailing lists.
- Updated web pages and website.
- Monthly billings and accounting summaries.
- Annual indirect cost plan.
- Annual UPWP report and amendments as needed.

- D. Agency Responsibilities:** CWCOG provides office space, accounting, payroll, and support services to complete the tasks in these work elements. Total FTE's supported in these work elements is 1 and includes work provided by the Director, senior planning staff and administrative staff.

PROGRAM ADMINISTRATION (Codes 021 & 022)	
ESTIMATED COST AND FUNDING SOURCES	
WA State FHWA Planning Grant (PL)	\$127,101
WA State FTA Planning Grant (Section 5303)	20,370
OR State FHWA Planning Grant (PL)	1,056
OR State Dept of Transportation Match	121
WA State FHWA / FTA Local Match	36,868
Total Cost Estimate	\$185,516

REGIONAL PLANNING

Short-Range Planning

- A. Purpose:** To participate in the process of development, review, and approval of various short-range (within six years) planning activities necessary to maintain a continuing, comprehensive, and cooperative transportation planning process.
- B. Work Tasks:** Core functions which are typically performed under this work element include, but are not limited to:
- Prepare bi-annual Unified Planning Work Program (UPWP) and its amendments.
 - Prepare the Metropolitan and Regional Transportation Improvement Programs (MTIPs/RTIPs) and their amendments.
 - Prepare annual listing of obligated projects for MPO
 - Perform consistency review of Lewis and Pacific County jurisdictions' transportation elements of their GMA plans when such plans are due to be updated, including reviewing level of service (LOS) methodologies used by local jurisdictions.
 - Prepare documentation for MPO certification and work with WSDOT and FHWA to ensure it is maintained.
 - Respond to emerging current transportation issues and provide public participation venues in response to these issues.
 - Complete biennial review of the regional transportation section of the CWCOG Metropolitan and Regional Transportation Plan.
 - Administer Surface Transportation Program (STP) Regional funding distribution process for Cowlitz County and monitor the process for the remaining four counties in SWRTPO.
 - Participate in economic development forums and/or training opportunities addressing such issues as freight mobility, Title VI, transit, and system security and other relevant topics as they are made available, including climate change. Climate change has quickly emerged as a substantive policy discussion in the legislative and transportation community. CWCOG is participating in committee work in cooperation with WSDOT and other MPOs and RTPOs around the state in an effort to be involved in, and help shape policy development related to transportation policy and funding priorities. Depending on how this topic progresses, CWCOG may pursue an update to the Metropolitan Transportation Plan to address climate change strategies in a manner that fits the concerns and opportunities in our region.
 - Continue to support transit participation in planning process through membership on MPO and SWRTPO Committees (TAC).
 - Continue to work closely with our WSDOT Southwest Region office to coordinate projects and support local jurisdictions with project information.
 - Support the efforts of the public transit systems, tribal transit, and non-profits providing transit in their efforts to increase ridership, system efficiencies, and access.
 - Prioritize regional and human service transportation projects for submission to the Agency Council on Coordinated Transportation (ACCT) every two years.

- Work in cooperation within the five-county region to identify needs and solutions for community human service-based transportation, concentrating on rural and small city transit service.
- Assist the Cowlitz Transit Authority in the development of its long-range strategic plan for sustainability and growth.
- Continue to work with our regional partners to develop and implement smart growth and livability principles as outlined by the HUD-DOT-EPA Partnership for Sustainable Communities.

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

- Development and monitoring of the UPWP.
- Staff support for Executive Committees, TAC, and subcommittees.
- Ongoing public outreach efforts.
- Responses to public and agency inquiries.
- Inter- and intra-regional coordination.
- Attendance at training sessions.
- Response to emerging issues.
- Miscellaneous grant application assistance.

C. Anticipated Products: Work products for SFY 2012 and SFY 2013 may include, but are not limited to:

- SFY 2012-13 Unified Planning Work Program updates and amendments.
- Metropolitan & Regional Transportation Improvement Program (MTIP/RTIP) update and amendments as needed.
- Coordinated Public Transit - Human Services Transportation Plan for updated project list for five-county SWRTPO area, including transit agencies and non-profits.
- STP Regional funding distribution.
- Enhancement Funding call for projects, ranking and selection.
- Transportation analysis of local development proposals, comprehensive plans, and land use actions, as needed.

D. Agency Responsibilities: CWCOG staff has the primary responsibility for the development, review, and revision of regional planning documents. Jurisdictions across the five-county SWRTPO area, WSDOT, and transit service providers submit copies of the Six-Year Transportation Improvement Programs to CWCOG in order to facilitate development of the overall metropolitan and regional TIPs. Document approval authority lies with CWCOG and SWRTPO Boards, WSDOT, FHWA, and FTA. The total FTE's for both short and long range regional planning in the MPO and RTPO area is 1.5.

Long-Range Planning

A. Purpose: To perform work related to long-range (beyond six years) planning for future development, transportation systems, and air quality.

B. Work Tasks: Core functions typically performed under this work element include, but are not limited to:

- Update and maintain a 20-year Metropolitan and Regional Transportation Plan (MTP/RTP).
- Monitor and facilitate compliance with GMA requirements relative to transportation among member jurisdictions planning under GMA.
- Ensure that transportation facilities and services of statewide significance (RCW 47.04.140) are included in member jurisdictions' GMA plans and the regional transportation plan, as applicable.
- Participate in the continued development of the Coordinated Public Transit-Human Services Transportation Plan.
- Develop and utilize public outreach venues and opportunities for long-range planning public involvement.
- Provide support for local and regional long-range travel demand management programs.
- Research and analyze issues identified in the updated MPO/RTPO Transportation Plan in light of emerging economic, environmental, and land use issues.
- Participate in and monitor developments related to the Federal Surface Transportation Act renewal.
- Participate in the development and review of the Multi-modal Transportation Plan and HSP Update. The CWCOG, on behalf of member jurisdictions and agencies, will work with the WSDOT's Strategic Planning & Programming Division and both WSDOT regions planning offices in this endeavor. Tasks may include, but are not limited to, the following:
 1. Participation in project prioritization workshops.
 2. Review draft and final 10-year investment plan(s).
 3. Participation in development of performance measures to track plan accomplishments.
 4. Coordination of the CWCOG MPO/RTPO transportation plan during its periodic update to ensure its consistency with the themes, schedules, and programs identified in the Multi-modal Transportation Plan.
 5. Communicate with and educate legislators and other decision-makers in the SWRTPO five-county area on the Multi-modal Transportation Plan and other relevant policy issues.
 6. Coordinate with both WSDOT region in the development and implementation of the Multi-modal Transportation Plan to ensure concurrent and consistent integration with local and regional plans.
 7. Identify and incorporate regional and local corridor needs, along with associated goals and objectives, into the regional plan update.

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

- Ongoing public outreach and education programs.
- Staff support for policy and technical committees and subcommittees in both the MPO and SWRTPO areas.
- Responses to public and agency inquiries.
- Inter- and intra-regional coordination.
- Attendance at training sessions, regional meetings, and conferences.
- Coordination with local bicycle, pedestrian, transit, and freight transportation stakeholders.

C. Anticipated Products: Work products for SFY 2012-13 for both the MPO and SWRTPO areas may include, but are not limited to:

- Actively seek support for and coordinate securing of funding for NEPA documentation for SR 432 rail and highway capacity improvements
- Actively seek support for and coordinate securing of funding for Scott Avenue Reconnection, Grade Separation and I-5 project in Woodland
- Development of Transportation System Plan for local street, bike, freight and transit routes in MPO Area
- Participate in updates to the Coordinated Public Transit-Human Services Transportation Plan across the SWRTPO five-county area and incorporate into the MTP/RTP as appropriate
- Participate in development and updates to various modal and issue plans in cooperation with WSDOT Southwest and Olympic regions
- Documents and reports in support of the WSDOT Highway System Plan (HSP) update and investments prioritization
- Technical assistance to Lewis County Transportation Strategy Council
- The long-range SWRTPO funds will be used to support the work done in the planning functions of the Grays Harbor Council of Governments, Pacific Council of Governments, Cowlitz-Wahkiakum Council of Governments and the Lewis County Transportation Strategy Council

D. Agency Responsibilities: CWCOG staff will be responsible for completion of the work program. The work program will be conducted with collaboration and consultation of the various committees responsible for oversight and consensus in both the MPO and SWRTPO areas. CWCOG will continue to support long-range transportation planning activities in Grays Harbor and Lewis counties. The partnership developed between CWCOG and these counties includes an annual contract and work program. From SWRTPO funds, Grays Harbor receives \$35,000 and Lewis County receives \$25,000 annually. (See appendix). The total FTE's for both short and long range regional planning in the MPO and RTPO area is 1.5.

Data Management and Forecasting

A. Purpose: To conduct data collection and forecasting activities which support transportation planning functions.

B. Work Tasks: Core functions which are typically performed under this work element include, but are not limited to:

- Data collection, analysis and management, and technical support for coordination and collaboration with planning partners and member jurisdictions.
- Development, application, and maintenance of the regional travel demand model for the MPO area.
- Support of technical capabilities through on-going equipment and software purchase and maintenance.
- Creation of a demographic profile for Environmental Justice (EJ) purposes, as needed.

- Development of a public involvement plan that will allow creation of Limited English Proficiency (LEP) outreach strategies, as needed.
- Development of a user/beneficiaries analysis in compliance with the provisions of CWCOG's Title VI Implementation Plan whenever public participation is involved.
- Expansion and refinement of GIS capabilities, visualization and related analysis tools.
- Modification of the MPO area traffic model, as needed, to forecast transportation-related effects of growth in the urban area.
- Collection of data and development of traffic count program for MPO area for update and calibration of the traffic model.
- Maintenance of databases related to the metropolitan traffic model and supporting GIS systems.
- Standardization of database collection and management and improvement of methods of analysis.
- Utilize the integrative capabilities of GIS to analyze the relationships between, and effects of, land use on the regional transportation system.
- Review and update the federal functional classification in MPO area.

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

- Calibrate base and forecast years for the transportation model for use in assessing current and long-range transportation and land use issues and opportunities.
- Refinement of regional traffic analysis zones (TAZs) as needed.
- Utilize most recent population forecasts from the state Office of Financial Management (OFM) for demographic and socioeconomic analysis.
- Purchase and maintain hardware and software required to perform technical tasks.
- Provide regional travel projections in support of local transportation planning efforts.
- Attend technical training sessions, conferences, and regional meetings.
- Coordinate with federal, state, and local agencies and private consultants to ensure consistency of data and models being used.

C. Anticipated Products: Work products for SFY 2012 and 2013 may include, but are not limited to:

- Thematic maps and models for transportation and land use planning, as needed.
- Transportation model plots for various planning scenarios.
- Demographic data reports and analyses.
- Transportation model updates and documentation.
- Transportation data and metadata structures including, but not limited to, travel demand, congestion relief, and air quality modeling.
- Traffic projections for various transportation alternatives developed as part of selected corridor study efforts in partnership with WSDOT.
- Demographic profiles.
- Title VI service area maps, as needed for transit and other planning activities.
- Memoranda and correspondence supporting local use of the region-wide transportation model as needed.

D. Agency Responsibilities: CWCOG staff has the primary responsibility for carrying out this task and coordinating any activities involving other agencies. WSDOT will provide a limited level of

technical assistance as needed. Total FTE's supported in this work elements is .5 and includes work provided by associate and senior planning staff.

REGIONAL PLANNING (Codes 023-27)	
ESTIMATED COST AND FUNDING SOURCES	
WA State FHWA Planning Grant (PL)	\$65,476
WA State FTA Planning Grant (Section 5303)	10,494
WA State STPU Planning Grant	125,000
OR State FHWA Planning Grant (PL)	544
OR State Dept of Transportation Match	62
State RTPO Planning Grant	170,282
WA State FHWA / FTA / STPU Local Match	38,501
Total Cost Estimate	\$410,359

FINANCIAL SUMMARY

Funding Sources by Program Administration and Regional Planning for SFY 2012 (ESTIMATES)

Funding Sources	Program Administration	Regional Planning	TOTAL
WA State FHWA Planning Grant (PL)	\$127,101	\$65,476	\$192,577
WA State FTA Planning Grant (Section 5303)	20,370	10,494	30,864
WA State STPU Planning Grant		125,000	125,000
OR State FHWA Planning Grant (PL)	1,056	544	1,600
OR State Dept of Transportation Match	121	62	183
State RTPO Planning Grant		170,282	170,282
WA State FHWA / FTA / STPU Local Match	36,868	38,501	75,369
Totals	\$185,516	\$410,359	\$595,875

UPWP AMENDMENT PROCESS

Amendments to the UPWP are required when there is a change to either the work program, an addition to the work program and a budget revision resulting from changes in the work program.

All amendments requiring a program change must be approved by the CWCOG MPO/RTPO Board and processed through the WSDOT's Policy Development and Regional Coordination Branch. Amendments involving federal funds may need to be reviewed and approved by FHWA and FTA.

APPENDICES

**Cowlitz-Wahkiakum Council of Governments
RTPO & MPO Organizational Chart**

Grays Harbor Council of Governments
Cities of Grays Harbor County Grays Harbor County Grays Harbor EDC Grays Harbor PUD Port of Grays Harbor Grays Harbor Transit Quinault Indian Nation Confederated Tribes of the Chehalis WSDOT – Olympic Region Timberland Regional Library

Lewis County Transportation Strategy Council
Cities and Towns of Lewis County Lewis County Cowlitz Tribe Port of Chehalis Port of Centralia Twin Transit

Pacific Council of Governments
Cities of Pacific County Pacific County Port of Ilwaco Port of Willapa Harbor Pacific County PUD Pacific Transit Shoalwater Tribe WSDOT – SW Region

Cowlitz Area Transportation Advisory Committee
<ul style="list-style-type: none"> • Longview – Kelso – Rainier MPO • Cowlitz County – Non-MPO • Wahkiakum County
City of Longview City of Kelso Cowlitz County Port of Longview Cowlitz Transit Authority City of Rainier, Oregon Columbia County, Oregon Port of St. Helens WSDOT – SW Region ODOT – Region 1 Cowlitz Tribe Cowlitz EDC Kelso-Longview Chamber of Commerce City of Castle Rock City of Kalama City of Woodland Port of Kalama Port of Woodland Wahkiakum County Town of Cathlamet Wahkiakum Port District No. 1 Wahkiakum Port District No. 2

Jurisdictions Represented in the SWRTPO - FY 2012 - 2013

Regional Planning Agencies

Cowlitz-Wahkiakum Council of Governments (CWCOG)
Grays Harbor Council of Governments (GHCOG)
Pacific Council of Governments (PCOG)
Lewis County Transportation Strategy Council (LCTSC)

State Departments of Transportation

SW Region, Vancouver, Washington State Department of Transportation
Olympic Region, Tumwater, Washington State Department of Transportation
Region 1, Portland, Oregon Department of Transportation

Federal Department of Transportation

Federal Highway Administration (FHWA)
Federal Transit Administration (FTA)

Counties

Cowlitz County
Grays Harbor County
Lewis County
Pacific County
Wahkiakum County

Port Districts

Port of Centralia
Port of Chehalis
Port of Chinook
Port of Grays Harbor
Port of Ilwaco
Port of Kalama
Port of Longview
Port of Peninsula
Port of Willapa Harbor
Port of Woodland
Wahkiakum Port District No. 1
Wahkiakum Port District No. 2

Economic Development Councils

Cowlitz Economic Development Council
Grays Harbor Economic Development Council
Lewis County Economic Development Council
Lower Columbia Economic Development Council
Pacific County Economic Development Council
Columbia Pacific Resource Conservation & Economic Development District

Transit Authorities

Cowlitz Transit Authority
Grays Harbor Transit Authority
Twin Transit Authority
Pacific Transit System
Columbia County Transit

(Non-Profit/Non-Traditional Transit Providers)

LEWIS Mountain Transit
Lower Columbia Community Action Program
Coastal Community Action Program
Coastal Counties Community Action Council
Wahkiakum on the Move
Cowlitz Tribe

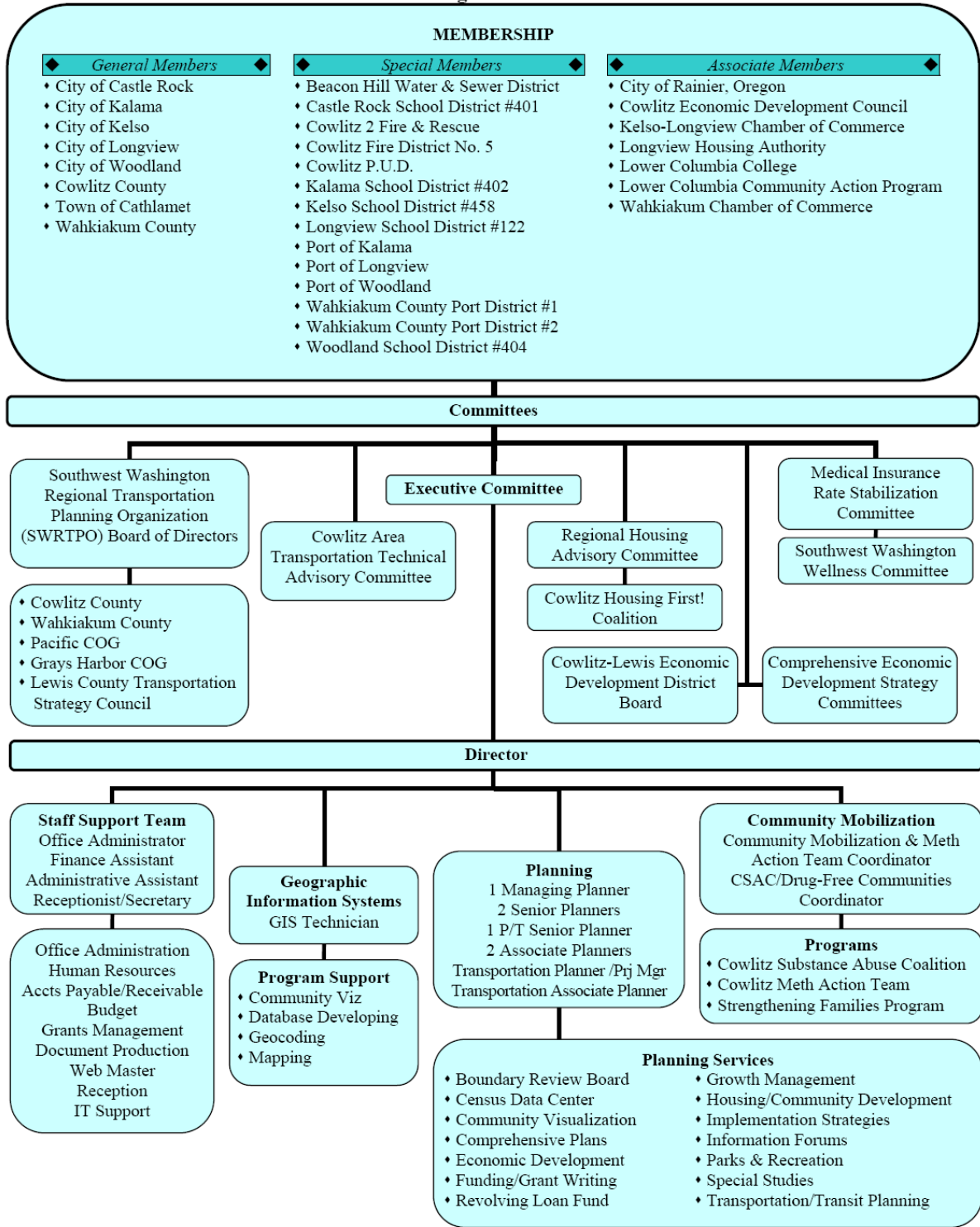
Tribal Governments

Cowlitz Tribe
Quinalt Indian Nation
Confederated Tribes of the Chehalis
Shoalwater Bay Tribe

Cities and Towns

Aberdeen				
Castle Rock	Elma	Longview	Oakville	Toledo
Cathlamet	Hoquiam	McCleary	Ocean Shores	Vader
Centralia	Ilwaco	Montesano	Pe Ell	Westport
Chehalis	Kalama	Morton	Rainier, OR	Winlock
Cosmopolis	Kelso	Mossyrock	Raymond	Woodland
Long Beach	Napavine	South Bend		

**COWLITZ-WAKIAKUM COUNCIL OF GOVERNMENTS
2011 Organization Chart**



FY 2011 ACCOMPLISHMENTS to Date

Project Development for Cowlitz Area MPO

CWCOG staff continued efforts to complete project development activities for the two high priority projects: SR 432/SR 433 Corridor Highway & Rail Modernization and Scott Avenue Reconnection/I-5 Redevelopment.

SR 432/433 Highway and Rail Modernization Efforts: Longview

- Worked closely with Cowlitz County, Port of Longview, City of Longview and private sector firms along the SR 432 corridor to develop a standing committee of public and private sector officials to represent the project
- Consulted consulting firms to develop breadth of NEPA documentation. Cost estimate for NEPA is \$4 Million.
- Worked closely with State and Federal officials to update project and determine funding scenarios.
- Presented traffic modeling videos to several local civic groups, and local government.
- Included project as Cowlitz County high priority project for Washington State Transportation Commission's Report to the legislature.

Longview-Kelso-Rainier MPO

- MPO 2011-2014 RTIP adoption and technical assistance, processing amendments, and coordination with WSDOT
- Organized and facilitated Cowlitz Area TAC meetings
- Managed the STP allocation program for Cowlitz County jurisdictions
- Participated in implementation of governance structure for Kelso Airport
- Worked closely with Cowlitz County to implement sign plan for Kelso
- Completed Transit Enhancement Plan management with Cowlitz Transit Authority
- Provided staff support for training of STIP Too Software
- Continue to update and maintain MPO transportation modeling
- Managing Energy Efficiency Block Grant - Cowlitz Partnership Projects
- Developed RFP and Scope for Transportation System Plan funds
- Facilitated discussions to look at sharing a bi-state mobility manager between CC-Rider in Oregon, and CUBS in Longview.
- Presented regional transit options at local AARP chapter
- Public outreach at area hospitals, transit centers, community college, stores, and neighborhood associations for Coordinated Human Services Transportation Plan development.
- Coordinated Longview/Kelso bike and pedestrian count in conjunction with the Cascade Bicycle Club and WSDOT for the Statewide Bicycle and Pedestrian Documentation Project.

Cowlitz County (non-MPO)

Scott Avenue Reconnection / I-5 Redevelopment: Woodland

- Worked closely with the City of Woodland to develop a scope of work and selection for consultant firm to assist in development of Transportation Benefit District.
- Worked closely with the Port of Woodland to develop a standing committee of local public and private sector officials to support the project.

- Briefed the city, port and school district elected officials on the project as needed.
- Worked to keep state and federal elected officials updated on the project.
- Developing funding strategies for the project through the Transportation Benefit District Proceeds. The first piece will be completion of the NEPA documentation, estimated at \$ 2 Million.
- Included project as Cowlitz County high priority project for Washington State Transportation Commission's Report to the legislature.
- Coordinated joint funding for a report to look at transportation for vulnerable populations in emergency planning as part of the Coordinated Human Services Transportation Planning effort.

Other work in Cowlitz County (Non-MPO)

- Transportation Element for Cowlitz County Comprehensive Plan update discussion.
- Participated in Cowlitz-on-the-Move monthly meetings
- Participated in and coordinate regional transit meetings as needed
- Assisted cities with Safe Routes to School Grant applications

Grays Harbor Council of Governments

Project Specific

- *Port of Grays Harbor*
 - Port Industrial Road– **Completed**
 - project team meetings
 - technical assistance & public facilitation
 - Westway Terminals - **Completed**
 - Rail infrastructure (intersection crossing, loop track) planning/funding assistance
 - Technical assistance for TIGER II grant application
 - Pacific Northwest Coastal Export Corridor Rail Improvements (\$15M rail improvement project to serve growing exports)
- *SR 109 Hidden Coast Scenic Byway CMP*
 - Consultant/project oversight
 - Planning close-out meetings
 - Stakeholder/Public meetings
 - Webpage maintenance
 - Final plan development
- *SR 520 Pontoon project – Completed*
 - **In construction phase**
 - Staff project team meetings
 - Technical assistance

Region Wide

- *Completed Plans*
 - Annual Transit Development Plan update
 - Comprehensive Economic Development Strategy (CEDS)
 - Coordinated Human Services Transportation Plan
 - Port of Grays Harbor 28th Street Landing Recreational Lands and Facilities Plan
 - Lake Quinault Park & Ride Site Analysis
 - WA State Scenic Byways Guide (GH Portion)
- *Grants*
 - Coordinated Transit Grant – (GH Transit authority) Application development and maps for operations & equipment grants
 - Surface Transportation Program (STP)
 - Maintain process & Provide technical assistance
 - Enhancements Grants
 - Technical assistance, application development, presentation at five-county RTPO review/ranking committee

- *Representation of Regional Transportation Interests*
 - In local planning processes
 - At area meetings/conferences
 - Convened local planners forum to discuss industrial lands development and related transportation infrastructure.
 - Hosted a visit from Mid-Columbia (Oregon) Council of Governments, providing tour of transportation system focusing on rail and Port activities.
 - Sponsored USDA Rural Development Listening Session
- *Legislative Involvement*
 - Presented transportation projects/issues to coastal caucus at Legislative send off meeting
 - Regular meetings with legislative staff to discuss transportation related issues & funding.
 - Hosted Transportation Commission 1½ day session (transportation projects tour & presentations)
 - Hosted/toured, Senator Patty Murray on regional transportation projects.
 - Hosted/toured, Congressman Norm Dicks on regional transportation projects.
- *Transportation Committees*
 - Jobs Team Grays Harbor
 - Technical assistance, Identification of transportation needs/related issues
 - Hosted Legislative roundtable
 - STAR – Strategic Transportation Advisory Roundtable
 - Committee development, goals, objectives, planning elements & deliverables
- *TIP/STIP process*
 - Training
 - Technical assistance
 - Amendments.
- *Mapping* – development of maps for analysis, plans and projects

Lewis County

- Prioritized projects based on adopted regional transportation priorities of: Preservation, Safety, Mobility, and Multimodal
- Prioritized projects based on adopted regional project prioritization guidelines and project level scoring tool based on adopted transportation priorities
- Appropriated \$1.64 million in STP(R) funds to the Centralia Alpha Slide & Safety Project (Lewis County)
- Received and programmed \$1,525K STP(S) Federal-aid Safety funds for the High Risk Rural Road Program and County Road Safety Program
- Coordinated the regional prioritization of projects for STP(E) Transportation Enhancement funding
- Received and programmed \$171K STP(E) Transportation Enhancement funds: City of Chehalis \$90,860 and Morton Depot \$80,000
- Coordinated the prioritization of projects for STP funding
- Allocation of STP funds to the small cities through the use of reimbursable inter-local agreements with Lewis County
- Monthly planning meetings of the Lewis County Transportation Strategy Council and Technical Advisory Committee

Work tasks performed by CWCOG Staff

- Continue to assist the US 12 Scenic Byway Committee by serving on the working group and transportation/signing committee for US 12 Scenic Byway.
- Attend Lewis County Transportation Strategy Council and TAC meetings as needed.
- Work with TSC and TAC to develop list of High Priority Projects for report to the State Legislature.
- Facilitated transportation coordination meeting with Lewis County transit operators and neighboring county operators for the Coordinated Human Services Transportation Plan update.

Pacific County

- Facilitated the selection and prioritization of projects for Washington State Transportation Commission report to the State Legislature.

- Continued discussions with Washington State Historical Society on the Discovery Trail Phase III and Station Camp.
- Facilitated monthly Pacific County TAC meetings.

Wahkiakum County

- Continue working closely with county staff to support efforts to replace the Ferry Wahkiakum
- Support efforts to develop a Scenic Byway committee for SR 4 (Lewis and Clark Trail) to market Wahkiakum and Pacific County attractions

Additional Activities and accomplishments in FY 2011:

- National Association of Regional Councils (NARC): Staff serve on both Freight and Rail committees
- Working with Pathways 20/20 on coordinating livability and sustainability initiatives locally
- Completed Transportation Enhancement Project Selection, distributing \$1.468 million to seven projects across the SWRTPO area.
- Facilitated the coordination and prioritization of transit projects in the five-county RTPO for submittal to WSDOT for the Consolidated Grant Program.
- Updated the RTPO's Coordinated Human Services Transportation Plan
- Served on WSDOT Public Transportation Consolidated Grant Program review committee.

Organizations and Committees

- Serve on three transportation committees with the National Association of Regional Councils
- (NARC): Transportation Executive Committee, Freight Issues and Rural Issues. NARC provides a national forum on transportation issues and the roles that regional councils play by sharing information and experience.
- Continued involvement with the West Coast Corridor Coalition
- Strategic Technical Advisory Committee for West Main Realignment
- City of Longview Signage Committee
- Cowlitz on the Move Healthy Lifestyles Committee
- RTPO/MPO Coordinating Committee Member
- Member of TRB Freight Logistics Committee
- Reserve-A-Ride Transportation Committee

Continuing Education and Workshops during FY 2011

CWCOG staff attended the following workshops and classes during FY 2011:

- CWCOG staff participated in the West Coast Corridor Coalition activities
- Participated in WSDOT Transit Conference, September 2010
- Participated in 10th Annual National Smart Growth Conference, Charlotte, NC
- Amtrak Cascades Marketing Committee

Meeting Information:

- CWCOG Board: Meets 4th Thursday of every month
- MPO Technical Advisory Committee: Meets 4th Thursday of every month
- Grays Harbor Council of Governments (GHCOG): Monthly
- Pacific County Council of Governments (PCOG): Meets 4th Wednesday of every month
- Lewis County Transportation Strategy Council (LCTC): Meets 3rd Monday of every month
- Lewis County Technical Advisory Committee: Meets 2nd Wednesday of every other month

MPO Planning Objectives for SFY 2012 and SFY2013

The following work program items are proposed for Fiscal Year 2012-13 in the Longview-Kelso-Rainier MPO area.

Urban Area VISUM Travel Forecast Model

- MPO Model update, maintenance, and data input by CWCOG staff
- Explore purchasing simulation add-ons for MPO Model
- Update Federal Functional Classifications for MPO area
- Update MPO urban area boundary using results from 2010 census
- Traffic Impact Analysis Requests
- Develop and catalog an urban area traffic count program
- Annual Traffic Count, turn movement counts, AADT – 2012-13
- Classification Counts – 2012-13

Kelso Transportation Assistance

- Airport Master Plan Governance Implementation
- West Main Realignment and Fairgrounds/Strategic Facilities– modeling, visualization tools, and technical assistance

SR 432 Rail Realignment Feasibility Study (SWR WSDOT Lead Agency)

- SR 432/SR 433 corridor Highway & Rail Modernization: NEPA Documentation
- Modeling and visualization services for development of project and public involvement

Transit-Related Assistance

- CUBS Transit Enhancement Plan implementation assistance
- Host coordination meetings with area transit providers as outlined in the Coordinated Human Services Transit Plan
- Assist in the development of a bi-state mobility manager for the Longview/Kelso/Rainier area
- Submit a prioritized regional human service and transportation project list to the Agency Council on Coordinated Transportation in 2012

Urban Area Transportation System Planning Activities

- Access Management Implementation
- Urban Area Transportation Systems Plan facilitation and project management
- Functional Classification Amendments as needed
- Cowlitz County Comprehensive Plan review/assistance
- City of Kelso Comprehensive Plan review/assistance
- Public Facilities District Strategic Planning assistance
- Assist in implementing wayfinding signage plan in Urban Area
- Discussion of Transportation Benefit District Analysis

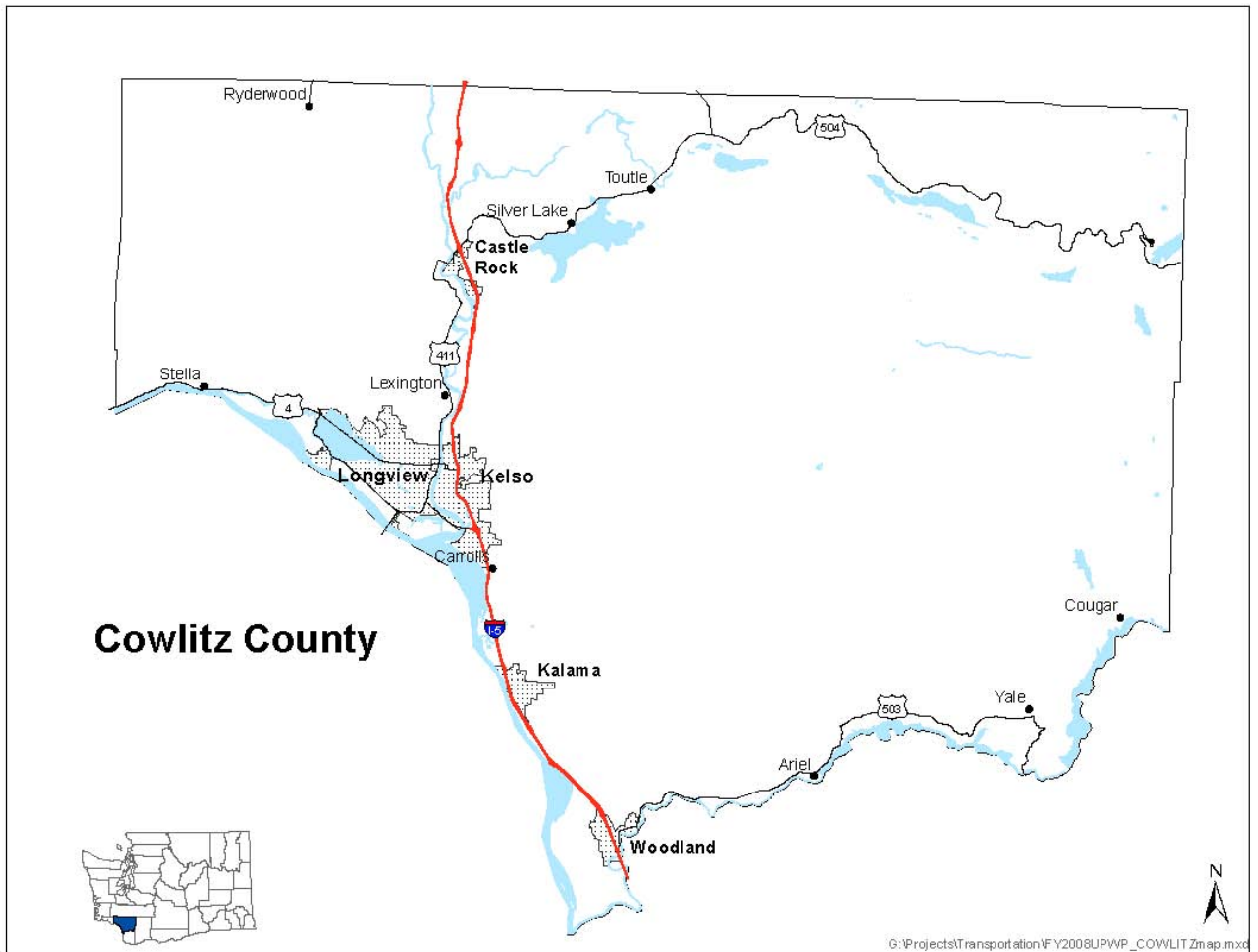
CWCOG Project Selection and Funding Program

- STP Allocation for urban area
- Annual Urban Area TIP and amendments as needed

Review/Oversight Activities

- SEPA Checklist Response
- Comprehensive Plan Review
- GIS and visualization applications/updates
- TIP coordination between local jurisdictions and WSDOT
- Update of Title VI Plan in 2011 and submit annual report to WSDOT

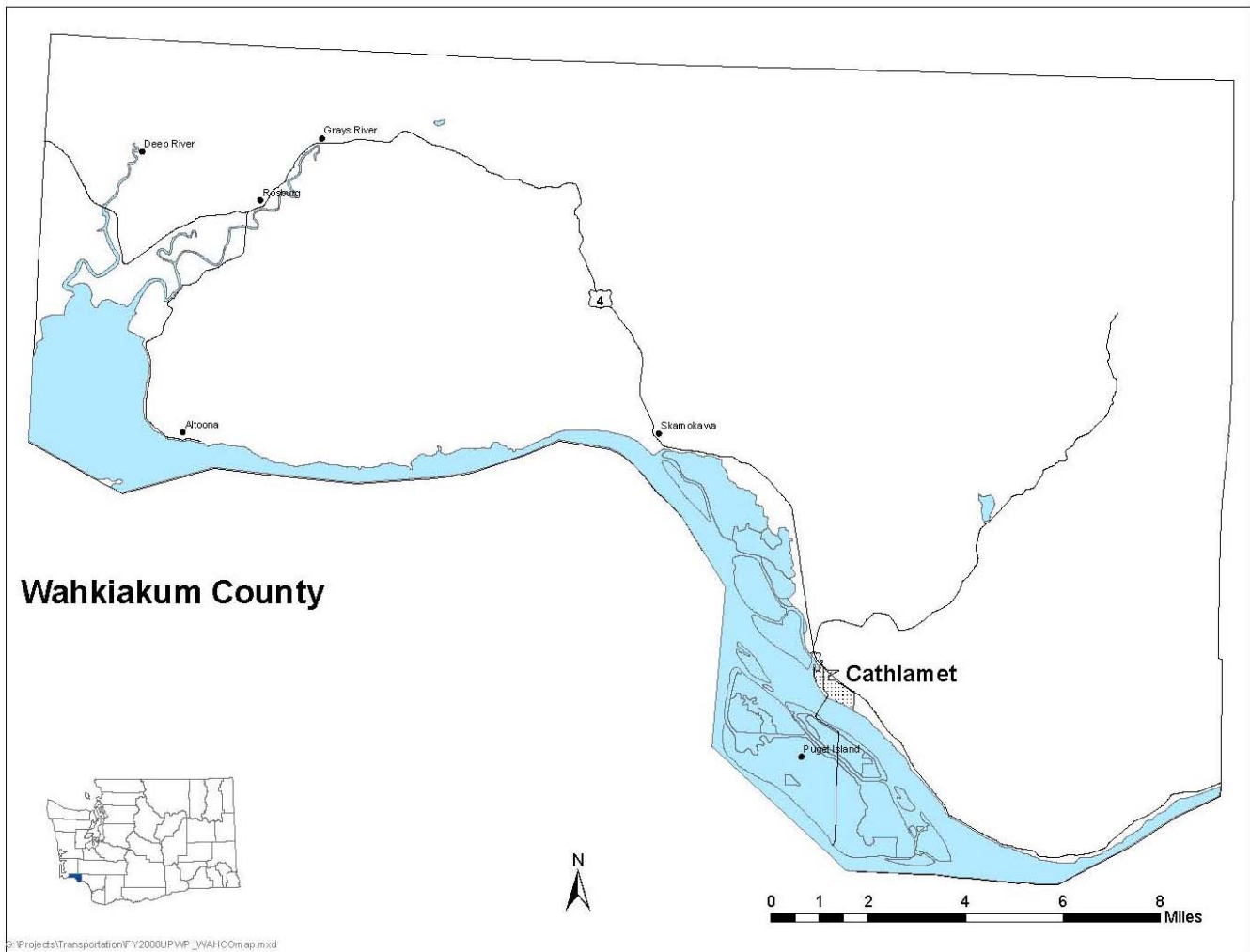
RTPO Planning Objectives for SFY 2012 - 13



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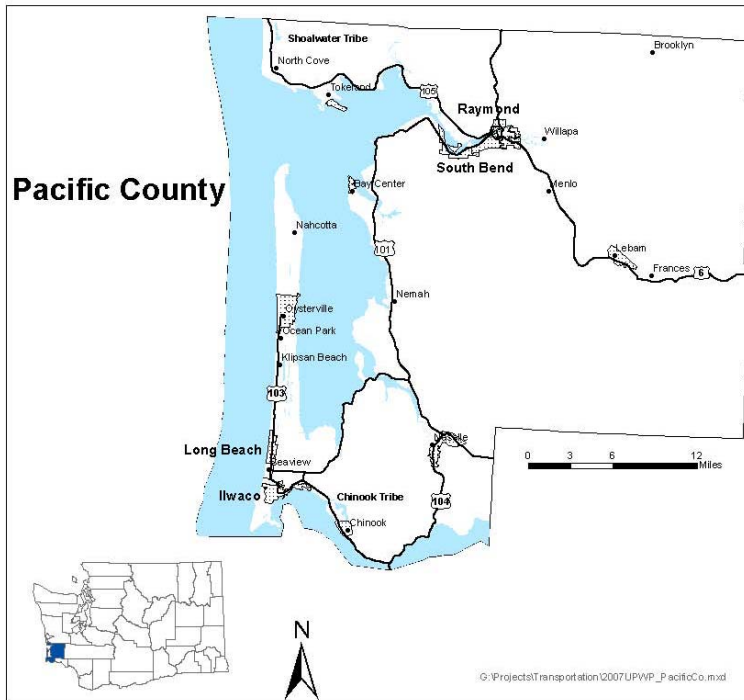
Cowlitz County Non-MPO Area

- Woodland Strategic Project Development: I-5, Scott Avenue & Port Rail Grade Separation
 - Modeling, mapping and visualization for public involvement as needed
- Non-MPO Area TIP
- Continued support of the Cowlitz Regional Trails Plan
- ARRA High Speed Rail Project implementation
- STP funds allocation
- Technical assistance as needed in Castle Rock, Kalama and Woodland
- Grant assistance to rural cities
- Review and certification of transportation element of comprehensive plans



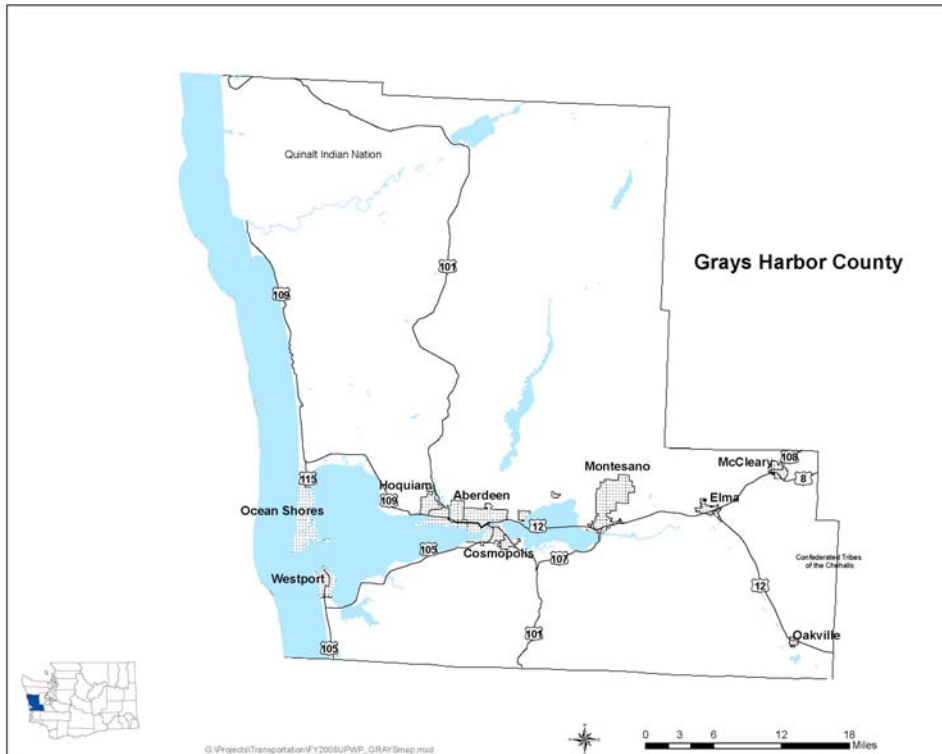
Wahkiakum County

- Ferry Wahkiakum replacement activities assistance
- TIP assistance
- Technical Assistance as needed by county, Cathlamet, and other organizations
- SR 4 Scenic Byway Plan
- Assist as needed with Wahkiakum on the Move Transit



Pacific County

- Functional Classification Map Amendment
- PCOG meetings and coordination
- Technical Assistance
- Comprehensive Plan Update, emphasis on pedestrian and bicycle facilities and population distribution/allocation
- Port-related activities
- Assist Transit as needed
- National Park participation/coordination role
- Technical assistance in establishment of regional priorities
- Scenic Byway Activities – SR 4
- Trails Assistance
 - Willapa Hills Trail
 - Naselle Area Trail
 - Discovery Trail / Station Camp
 - US101: Raymond to Grays Harbor County line realignment analysis
 - Bay to Beach



Grays Harbor County

RTPO Planning Objectives

- STP Process/Allocation
- Enhancements Process/Allocation
- ARRA/JOBS Bill Funding & Project Completion
- TIP Education/Preparation
- SR 109 Hidden Coast Scenic Byway, Corridor Management Plan Completion
- US101 Regional Circulation Project (Aberdeen-Hoquiam-Cosmopolis) Implementation
- SR 520 Pontoon Project
- Vision 2020 Infrastructure & Governance Committee
- Jobs Team Grays Harbor
- STAR (Strategic Transportation Advisory Roundtable)
- Port of Grays Harbor Assistance
 - Storage Yard Capacity
 - Vehicle/rail Freight Management
 - Pacific Northwest Coastal Export Corridor Rail Improvements
- Grays Harbor Transit Authority Assistance
 - Transit Development Plan
 - Title VI
 - Consolidated Transit Grants
 - Regional Mobility Grants
- Coordinated Human Services Transit, activities as needed
- Plan Development
 - 5-County SWRTPO Transportation Plan
 - UPWP
 - Title VI Plan Development/Updates
 - Sidewalk inventories
 - Region-wide pathway development
 - Local/regional plans & studies as needed
- Mapping, Data, Grant and Technical assistance

- Funding assistance
- Education and training
- Promote aviation, rail, and port facilities as an integral component of the transportation infrastructure in Grays Harbor County
- Assist local agencies in the development and promotion of transportation related activities that benefit the region

SWRTPO Regional-wide Planning Activities

- Completion of SWRTPO Regional TIP
- Annual SWRTPO Board Meeting
- Participate in I-5 Improvements as needed
- GIS and graphic visualization applications
- Update public involvement plan as needed
- Consolidated Grant technical assistance
- Enhancement Funding call for projects, ranking and selection
- UPWP update and amendments
- Preliminary transportation preparation for Census 2010 – including but not limited to mapping for functional classification updates and other duties as needed
- Submit a prioritized regional human service and transportation project list to the Agency Council on Coordinated Transportation in 2012
- Continued coordination with WSDOT Headquarters and Regional offices

FINANCIAL SUMMARY

Funding Sources by Project Tasks for SFY 2012 (ESTIMATES)

Task	WA State FHWA / PL	WA State FHWA / PL Carry-Over	OR State FHWA / PL	WA State FTA	WA State STPU	WA State FHWA / FTA / STPU Local Match	OR State FHWA / PL Match	RTPO	Totals
021 – Program Management	\$41,099	\$18,600	\$496	\$9,568		\$17,317	\$57		\$87,137
022 – Data Collection & Analysis	\$46,402	\$21,000	\$560	\$10,802		\$19,551	\$64		\$98,379
023 – Planning Studies & Docs	\$45,076	\$20,400	\$544	\$10,494		\$18,992	\$62		\$95,568
026 – Regional Planning								\$110,282	\$110,282
026 - Grays Harbor Pass-Thru								\$35,000	\$35,000
026 - Lewis County Pass Thru								\$25,000	\$25,000
027 – STPU Planning					\$125,000	\$19,509			\$144,509
Totals	\$132,577	\$60,000	\$1,600	\$30,864	\$125,000	\$75,369	\$183	\$170,282	\$595,875