STATE FISCAL YEAR 2021
UNIFIED PLANNING WORK PROGRAM

July 1, 2020 to June 30, 2021
Longview-Kelso-Rainier Metropolitan Planning Organization
Southwest Washington Regional Transportation Planning Organization
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State Departments of Transportation
Washington State Department of Transportation Olympic, South Central, and Southwest Regions
Oregon Department of Transportation Region 2

US Department of Transportation
Federal Highway Administration (FHWA)
Federal Transit Administration (FTA)

Counties
Cowlitz County
Pacific County
Grays Harbor County
Wahkiakum County
Lewis County

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

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 1
Wahkiakum Port District 2

Transit Authorities
Cowlitz Transit Authority
Grays Harbor Transit Authority
Twin Transit Authority
Pacific Transit System

Tribal Governments
Chinook Nation
Confederated Tribes of the Chehalis Reservation
Cowlitz Indian Tribe
Quinault Indian Nation
Shoalwater Bay Tribe

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Title VI

CWCOG ensures all compliance with Title VI of the Civil Rights Act of 1964 by prohibiting discrimination against any person on the basis of race, color, national origin, or sex in the provisions of benefits and services results in from its federally assisted programs and activities. For questions regarding CWCOG’s Title VI Program, you may contact the Department’s Title VI Coordinator at 360-577-3041.

Funding Partners

This Unified Planning Work Program has been financed in part through funding from the Federal Highway Administration, Federal Transit Administration, the Washington State Department of Transportation, and the Oregon Department of Transportation.
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Cowlitz-Wahkiakum Council of Governments

A Resolution Adopting the Fiscal Year 2021 Unified Planning Work Program

RESOLUTION 20-03

WHEREAS, the Cowlitz-Wahkiakum Council of Governments (CWCOG), as the Longview-Kelso-Rainier Metropolitan Planning Organization and lead agency for the Southwest Washington Regional Transportation Planning Organization, is responsible for developing and implementing an annual Unified Planning Work Program as required by federal and state regulations; and

WHEREAS, CWCOG staff have prepared and recommends approval of the Fiscal Year 2021 Unified Planning Work Program for the Longview-Kelso-Rainier Metropolitan Planning Organization and the Southwest Washington Regional Transportation Planning Organization; and

WHEREAS, federal, state, and local funds in the amount of $1,264,362 have been allocated to the CWCOG for completing the work tasks in the Unified Planning Work Program but are dependent upon action by the federal government and the Washington and Oregon legislatures; and

WHEREAS, the work program includes the tasks to be carried out in and for the Longview-Kelso-Rainier Metropolitan Planning Organization and Southwest Washington Regional Transportation Planning Organization; and

WHEREAS, a legal notice was published in The Daily News newspaper of Longview, Washington and a public comment period occurred prior to any requested board action in accordance with the adopted 2017 CWCOG Public Participation Plan; and

NOW, THEREFORE, BE IT RESOLVED that the Cowlitz-Wahkiakum Council of Governments hereby adopts Fiscal Year 2021 Unified Planning Work Program with a total budget of $1,264,362.

PASSED AND APPROVED this 28th day of May, 2020.

William A. Fashing, Executive Director

Dennis Weber, Chair
<table>
<thead>
<tr>
<th>Acronym</th>
<th>Definition</th>
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<tr>
<td>UPWP</td>
<td>Unified Planning Work Program</td>
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<tr>
<td>MPO</td>
<td>Metropolitan Planning Organization</td>
</tr>
<tr>
<td>MPA</td>
<td>Metropolitan Planning Area</td>
</tr>
<tr>
<td>RTPO</td>
<td>Regional Transportation Planning Organization</td>
</tr>
<tr>
<td>SWRTPO</td>
<td>Southwest Washington Regional Transportation Planning Organization</td>
</tr>
<tr>
<td>WSDOT</td>
<td>Washington State Department of Transportation</td>
</tr>
<tr>
<td>ODOT</td>
<td>Oregon Department of Transportation</td>
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<tr>
<td>FHWA</td>
<td>Federal Highway Administration</td>
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<td>FTA</td>
<td>Federal Transit Administration</td>
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<tr>
<td>CWCOG</td>
<td>Cowlitz-Wahkiakum Council of Governments</td>
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<tr>
<td>GHCOG</td>
<td>Grays Harbor Council of Governments</td>
</tr>
<tr>
<td>LCPW</td>
<td>Lewis County Public Works</td>
</tr>
<tr>
<td>TAC</td>
<td>Technical Advisory Committee</td>
</tr>
</tbody>
</table>
Background Information

Unified Planning Work Program Overview

The Unified Planning Work Program describes transportation planning activities and tasks the Cowlitz-Wahkiakum Council of Governments will work on in the next state fiscal year (July 1, 2020 through June 30, 2021) in cooperation with state and federal partners, public transportation agencies, and other stakeholders. CWCOG staff is assisted in completing the identified activities and tasks by planning partners, Grays Harbor Council of Governments and Lewis County Public Works, and consultants.

Activities and tasks included in the work program are consistent with, and help to implement, the regional goals, policies, and strategies identified in the 2045 Regional Transportation Plan. Further, the activities and tasks are included to meet requirements in federal transportation statutes (23 USC 134), Washington State statutes (RCW 47.80), and Washington State administrative rules (WAC 468-86). In this document the description of activities and tasks includes an overview, explanation of who will perform the work, an estimated timeline, and a list of product deliverables.

This State Fiscal Year 2021 Unified Planning Work Program was prepared by CWCOG staff in coordination with WSDOT, ODOT, FHWA, FTA, River Cities Transit (the public transportation provider in the Longview-Kelso urban area), planning partners, and other stakeholders. A public review draft of this document was made available for a 15-day comment period in accordance with CWCOG’s Public Participation Plan prior to being considered for adoption. The CWCOG Board of Directors adopted the 2021 Unified Planning Work Program on [INSERT DATE OF ADOPTION] (please refer to the resolution on page two).

CWCOG’s Metropolitan and Regional Transportation Programs

The Cowlitz-Wahkiakum Council of Governments is a federally-designated, bi-state Metropolitan Planning Organization and a Washington State-designated Regional Transportation Planning Organization. CWCOG is the Metropolitan Planning Organization for the urbanized area of Longview and Kelso, Washington and (crossing over the Columbia River) Rainier, Oregon. The CWCOG administers the Southwest Washington Regional Transportation Planning Organization encompassing the five counties of Cowlitz, Grays Harbor, Lewis, Pacific, and Wahkiakum.

Metropolitan and regional planning and programming activities of the MPO and SWRTPO are interconnected in planning tasks fulfilling federal and state transportation planning requirements. The UPWP is the tool used to direct continuous, cooperative, and comprehensive planning activities. Further, the UPWP provides CWCOG staff with guidance in completing tasks for both programs to meet MPO and RTPO planning requirements.
Following the 1980 Census, CWCOG was designated by the Governors of Washington and Oregon as an MPO in 1982 for the Longview-Kelso-Rainier Metropolitan Planning Area. The metropolitan planning area is 50 square miles with a population of 65,796 people (as of the 2010 Census). MPO activities are guided by the CWCOG Board of Directors, comprised of member agencies, with necessary technical analysis, expertise, and recommendations provided by the Cowlitz Area Technical Advisory Committee.

Southwest Washington Regional Transportation Planning Organization

Washington State statutes and administrative rules require the designated MPO when one exists within an area to serve as lead agency of an RTPO. CWCOG, as the Longview-Kelso-Rainier MPO, is the lead agency and administers the five-county Southwest Washington Regional Transportation Planning Organization. The five-county regional planning area is 6,639 square miles with a population of 275,560 people (as of the 2010 Census). An overall goal of an RTPO is to ensure provisions of the Washington State Growth Management Act (RCW 47.80.23 and WAC 468-86) are met. Lewis and Pacific Counties are fully planning counties under the Growth Management Act.
RTPO activities, similar to federally-required MPO activities, are guided by the SWRTPO Board. The SWRTPO Board is comprised of representatives of cities, counties, ports, tribal governments, transit agencies, public transportation providers, and WSDOT regional offices. This board provides policy direction to CWCOG staff in carrying out the regional transportation planning process. CWCOG staff, with help in Grays Harbor and Lewis Counties from Grays Harbor Council of Governments and Lewis County Public Works respectively, receives expertise from technical advisory committees in each of the counties. Additional feedback is provided by a policy board in each county, as well as, a regional freight advisory committee and public transportation stakeholders committee. The table below provides a list of the policy boards and technical advisory committees in each of the five counties involved in the regional transportation planning process.

<table>
<thead>
<tr>
<th>County</th>
<th>Policy Board</th>
<th>Technical Advisory Committee</th>
</tr>
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<tbody>
<tr>
<td>Cowlitz</td>
<td>CWCOG Board (MPO Board)</td>
<td>Cowlitz Area TAC (MPO &amp; SWRTPO)</td>
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<tr>
<td>Grays Harbor</td>
<td>GHCOG Board</td>
<td>Grays Harbor TAC</td>
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<tr>
<td>Lewis</td>
<td>Lewis County Transportation Strategy Council</td>
<td>Lewis County TAC</td>
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<tr>
<td>Pacific</td>
<td>Pacific Council of Governments</td>
<td>Pacific County TAC</td>
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<tr>
<td>Wahkiakum</td>
<td>Wahkiakum County Board of Commissioners</td>
<td>Wahkiakum County TAC</td>
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### Federal, State, and Regional Planning Priorities

#### Federal Planning Priorities

As stated in the Code of Federal Regulations (23 CFR 450.306), the metropolitan transportation planning process shall be continuous, cooperative, and comprehensive, and shall provide for consideration and implementation of projects, strategies, and services to address the following federal metropolitan planning factors aimed at programs that:

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 quality of life, 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 operation;
8. Emphasize the preservation of the existing transportation system;
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and
10. Enhance travel and tourism.

#### Washington State Planning Priorities

There are six transportation system policy goals established by the Washington State Legislature in RCW 47.04.280, which should be supported by public investments in transportation. These policy goals are as follows.

1. Economic vitality: To promote and develop transportation systems that stimulate, support, and enhance the movement of people and goods to ensure a prosperous economy.
2. Preservation: To maintain, preserve, and extend the life and utility of prior investments in transportation systems and services.
3. Safety: To provide for and improve the safety and security of transportation customers and the transportation system.
4. Mobility: To improve the predictable movement of goods and people throughout Washington State, including congestion relief and improved freight mobility.
5. Environment: To enhance Washington’s quality of life through transportation investments that promote energy conservation, enhance healthy communities, and protect the environment.
6. Stewardship: To continuously improve the quality, effectiveness, and efficiency of the transportation system.

**Oregon State Planning Priorities**

In Oregon, planning priorities for transportation originate from Statewide Planning Goal 12 as outlined in Oregon Administrative Rules (OAR) 660-012. Goal 12 is referred to as the Transportation Planning Rule that is meant to ensure coordination between transportation and land use planning. The Transportation Planning Rule helps coordinate transportation planning with land use planning to:

1. Promote the development of transportation systems adequate to serve statewide, regional, and local transportation needs and the mobility needs of the transportation disadvantaged;
2. Encourage and support the availability of a variety of transportation choices for moving people that balance vehicular use with other transportation modes, including walking, bicycling, and transit in order to avoid principle reliance upon any one mode of transportation;
3. Provide for safe and convenient vehicular, transit, pedestrian, and bicycle access and circulation;
4. Facilitate the safe, efficient, and economic flow of freight and other goods and services within regions and throughout the state through a variety of modes including road, air, rail, and marine transportation;
5. Protect existing and planned transportation facilities, corridors, and sites for their identified functions;
6. Provide for the construction and implementation of transportation facilities, improvements, and services necessary to support acknowledged comprehensive plans;
7. Identify how transportation facilities are provided on rural lands consistent with the goals;
8. Ensure coordination among affected local governments and transportation service providers and consistency between state, regional, and local transportation plans; and
9. Ensure that changes to comprehensive plans are supported by adequate planned transportation facilities.

**MPO and SWRTPO Regional Transportation Planning Priorities**

The Longview-Kelso-Rainier MPO and the SWRTPO planning priorities encompass the federal, Washington State, and Oregon State policy direction outlined above. Regional policies and strategies established in the 2045 Regional Transportation Plan help ensure future transportation investments throughout the region meet both federal, and the applicable state, planning priorities.

1. (RTP Goal 1) Promote and support a transportation system that strengthens the region’s economic competitiveness.
2. (RTP Goal 2) Preserve and enhance the region’s existing transportation infrastructure and facilities.
3. (RTP Goal 3) Develop an integrated non-motorized transportation system.
4. (RTP Goal 4) Maintain, modernize, and enhance a sustainable and comprehensive public transportation system.
5. (RTP Goal 5) Maintain and enhance a regional transportation system that is safe and accessible for multiple travel modes.
Federal and State Emphasis Areas

Most of the geographic area served by the MPO and SWRTPO transportation programs are within the State of Washington. As such, the primary agency providing guidance to CWCOG on development of the UPWP is the WSDOT. ODOT provides the CWCOG with UPWP protocols and review checklist for informational purposes only. Guidance provided by WSDOT includes federal guidelines from FHWA and FTA that also would apply within Oregon.

Federal Emphasis Area

The guidance from WSDOT, FHWA, and FTA dated December 2019 includes one federal emphasis area for SFY 2021.

1. Performance-Based Planning and Programming

WSDOT and MPOs have been involved in a continuing, and robust, collaborative process to work towards setting statewide and MPO performance measure targets first required under MAP-21 and continued under the FAST Act. WSDOT continues to work with MPOs in a collaborative process providing current information on final rules and timelines for when key actions will occur.

CWCOG has passed resolutions adopting the state targets in both Washington and Oregon for safety; pavement and bridge; and system performance and freight. With these actions to adopt the state targets, CWCOG agrees to plan and program projects to assist the states in meeting the statewide targets. In addition, CWCOG has adopted MPO-specific targets for transit asset management. The tables below list the resolutions adopted related to performance management.

### Safety Performance Measures (PM 1)

<table>
<thead>
<tr>
<th>Date of Action</th>
<th>Resolution No.</th>
<th>Description of Action</th>
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<tbody>
<tr>
<td>12/21/17</td>
<td>17-14</td>
<td>2018 Safety Targets for Washington and Oregon</td>
</tr>
<tr>
<td>2/28/19</td>
<td>19-05</td>
<td>2019 Safety Targets for Washington and Oregon</td>
</tr>
<tr>
<td>12/19/19</td>
<td>19-19</td>
<td>2020 Safety Targets for Washington and Oregon</td>
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### Pavement and Bridge Performance Measures (PM 2) & System Performance and Freight (PM 3)

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<tr>
<th>Date of Action</th>
<th>Resolution No.</th>
<th>Description of Action</th>
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</thead>
<tbody>
<tr>
<td>10/25/18</td>
<td>18-19</td>
<td>4-year Pavement, Bridge, System Performance, and Freight Targets for Washington and Oregon</td>
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</tbody>
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### Transit Asset Management Performance Measures

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<th>Date of Action</th>
<th>Resolution No.</th>
<th>Description of Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/20/18</td>
<td>18-24</td>
<td>2019 and 2020 MPO-specific Transit Asset Management Targets</td>
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Note: PM 3 also includes Congestion Mitigation and Air Quality (CMAQ), but was omitted in the name due to the Longview-Kelso-Rainier MPO being located in an attainment area.

Performance-based planning and programming has been, and will continue to be, integrated into the Metropolitan Transportation Plan and Metropolitan Transportation Improvement Program. The 2045 Regional Transportation Plan (the Metropolitan Transportation Plan for the Longview-Kelso-Rainier MPO) references the target setting process, as well as, includes MPO operational performance measures that will be reviewed annually through the use
of a performance scorecard. In the next update to the Regional Transportation Plan a system performance report for the Longview-Kelso-Rainier MPO will be added to fully address performance-based planning and programming.

The Regional Transportation Improvement Program (RTIP) is developed each year and provides a discussion of the performance measure target setting process and an overview of how the program of projects helps make progress toward achieving adopted targets. CWCOG strives to continually improve how performance management is included in the TIP each year. Investment decisions (STBGP and STBGP Set Aside) are made with evaluation criteria focused significantly on helping achieve performance measure targets. For example, safety and/or system preservation are prominent elements of the evaluation criteria. CWCOG also continues to improve our GIS data development procedures so we have better transportation data available for transportation planning including performance measure target setting.

CWCOG will continue to be engaged in the collaboration process with WSDOT as performance measure targets are updated or new targets are set. In SFY 2021, CWCOG will take action on 2021 safety performance measures and public transportation safety. Action will be taken on pavement and bridge, as well as, system performance and freight targets for Washington if WSDOT updates the statewide targets. No action is planned for Oregon targets as ODOT does not plan to update the statewide targets.

**Washington State Emphasis Areas**

The same guidance dated December 2019 includes three (3) state emphasis areas for SFY 2021.

1. **Planning Collaboration**

   Each year WSDOT works on updates to various statewide plans and policies. In SFY 2021, updated statewide plans and policies are expected for the Highway System Plan, Multimodal Investment Strategy, Human Services Transportation Plan, Public Transportation Plan, and the Cooperative Automated Transportation (CAT) Policy Framework.

   CWCOG staff has been engaged in, and provided comments, on most statewide plans and policies developed over the past several years such as the Freight System Plan, Washington Transportation Plan, Practical Solutions Framework, Rail System Plan, and the Active Transportation Plan. We are continuously engaged into a collaborative process with WSDOT to ensure our regional needs are understood as a part of the state. In the past year, and continuing for a couple of months into SFY 2021, staff has supported WSDOT Southwest Region staff in a SR 4 Corridor Study through Kelso and Longview, WA. Staff will continue to devote significant resources in SFY 2021 to remaining actively involved in the development of statewide plans and policies.

2. **Financial Accounting**

   WSDOT encourages completeness and transparency in the development and presentation of the UPWP budget. The budget summary for this UPWP is on page 28 with a list of every funding source in Appendix A and detailed budget by task and by funding source in Appendix B. The budget presented in this UPWP clearly accounts for all expected funding sources and the dollar amounts from each including an accurate carry forward (rollover) balance of FHWA PL funds in Washington. Our Annual Performance and Expenditure Report (“Annual Report”) published each September presents in a transparent way the actual amounts of funding expended each fiscal year.

   At the current time most of the tasks presented in this report are completed by CWCOG staff, with general planning assistance provided by partners, Grays Harbor Council of Governments and Lewis County Public Works, on some of them. Both partners would be considered consultants and work under a contract with CWCOG. There is also a contract between WSDOT Southwest Region and CWCOG regarding funding specific to CWCOG’s involvement in Task 2.13. Task 2.9 Lewis and Clark Bridge Origin and Destination Study is anticipated to most likely be completed by a consultant. A table is included below the budget summary on page 28 listing all anticipate consultant contracts for SFY 2021.
3. Tribal Participation

MPOs are encouraged to coordinate and invite tribal governments to participate in the development of their transportation plans and programs. RTPOs are now required per Engrossed House Bill 1584 to ensure tribal governments are invited and have a voting board position should they choose to participate. WSDOT has encouraged RTPOs over the years to utilize technology (i.e. webinars, conference calls, video conferencing) to better engage tribal governments in policy board and technical advisory committee meetings.

CWCOG has recently sent letters to all tribal governments within the five-counties of Southwest Washington offering them an opportunity to participate in RTPO decision-making as a voting member. A longstanding way CWCOG has reached out to tribal governments is by including them on distribution lists for policy board agenda packets. Tribal governments are also invited to, and do, participate in regional coordination meetings such as our public transportation stakeholder group. Additional outreach to the tribes is done for regional transportation planning work such as surveys as needed.

Unified Planning Work Program Amendment Process

Occasionally the final scope of work for a task will be somewhat different than originally planned when the UPWP is adopted. Other times work needs to be reprioritized by adding or deleting a task, the budget needs to be modified due to funding changes, or new issues need to be addressed. When these situations occur CWCOG staff in consultation with the Cowlitz Area TAC, TACs in the other counties, and/or other stakeholders will prepare a document clearly indicating changes to be made to the UPWP using strikethroughs and highlighting. WSDOT’s Tribal and Regional Planning Office and/or ODOT will be consulted when necessary in the early stages of preparing an amendment. Once a document detailing the changes proposed in an amendment has been prepared it will be released for public comment per CWCOG’s adopted Public Participation Plan. At the end of the comment period, the proposed amendment will be presented to the CWCOG Board of Directors for consideration. If the amendment is approved, CWCOG staff will create an amended UPWP with the approved changes incorporated and forward to WSDOT’s Tribal and Regional Planning Office and ODOT. WSDOT will be responsible for coordinating the state and/or federal (FHWA, FTA) approval process of the UPWP amendment.
Key Accomplishments from the 2020 Unified Planning Work Program

Below are key accomplishments for SFY 2020 (July 1, 2019 through June 30, 2020) organized by the four work elements.

Element 1: Transportation Program Administration

- Developed a new Southwest Washington Regional Transportation Planning Organization (SWRTPO) Interlocal Agreement and with feedback from the SWRTPO Board determined the process for obtaining local agency approvals of it.
- Forwarded the draft SWRTPO Interlocal Agreement for a local agency legal review.
- The SWRTPO Board approved the new Interlocal Agreement with a recommendation to all local agency governing bodies to approve/sign it. The new Interlocal Agreement is anticipated to have enough local agency approvals sometime in SFY 2021 to become the new agreement governing the SWRTPO.
- Completed and submitted monthly reports and invoices to WSDOT.
- Launched a new CWCOG website (www.cwcog.org) including a new Transportation program page.
- Self-certification for the Longview-Kelso-Rainier MPO submitted to WSDOT as part of the 2020-2023 Regional Transportation Improvement Program.
- Prepared and submitted Title VI Annual Report.
- Developed the 2021 Unified Planning Work Program (UPWP) and presented it during a review meeting with FHWA, FTA, WSDOT, and ODOT. The 2021 UPWP was adopted in May 2020.
- Compiled and submitted to WSDOT and ODOT the 2019 UPWP Annual Performance and Expenditure Report.
- Published a CWCOG publication each week titled the Weekly Reader that included important transportation information and links to interesting articles to inform and educate local agency elected officials, staff, and stakeholders.
- Authored transportation-related articles for local newsletters including the Longview-Kelso Chamber of Commerce Business Connections newsletter.
- Attended quarterly MPO/RTPO/WSDOT Coordinating Committee meetings in Washington. In Oregon occasionally attended the MPO/Transit coordination meetings, the MPO Consortium board meetings, or the Northwest Oregon Area Commission on Transportation board meetings.
- Provided information and/or met with various regional, statewide, or federal agencies and state or federal elected officials.
- Engaged with legislators on transportation issues affecting the region such as rail improvements as well as the impacts due to Initiative 976.
- Outreach work to tribes including a meeting with the Chehalis Tribe, and Oakville School District, to discuss potential sidewalk improvements; providing information to the Quinault Indian Nation regarding pre-design process for the Heron Street Bridge replacement project in Aberdeen and the US 12 Highway-Rail Grade Separation (also known as East Aberdeen Mobility) project.
- Engaged stakeholders and the public in the importance of the 2020 Census by facilitating Census Complete Count committee meetings in Cowlitz/Wahkiakum Counties, as well as, Grays Harbor County.
- Attended statewide and national conferences related to transportation including WSDOT’s Innovations and Partnerships Conference; National Association of Regional Councils (NARC) Executive Directors Conference; and Environmental Science Research Institute (ESRI) International GIS User Conference in San Diego.
- Participated in a variety of trainings and webinars with a wide variety of topics including bicycle and pedestrian planning; active transportation and public health; electric vehicles; connected and autonomous vehicles; GIS analysis; transit and Transportation Network Companies (TNCs); tribal planning; and federally-funded transportation project delivery.

Element 2: Multi-Modal Transportation Planning

- Facilitated coordination calls with planning partners (GHCOG, LCPW) once or twice a month.
• Held, facilitated, and/or attended regular Cowlitz Area Technical Advisory Committee (CATAC), CWCOG board (MPO board), SWRTPO Board, Pacific Council of Governments (PCOG) policy board, Pacific County Technical Advisory Committee (TAC), Wahkiakum County TAC, Lewis County TAC and Transportation Strategy Council (policy board), GHCOG policy board, Grays Harbor County TAC (as needed), Cowlitz Transit Authority board, and regional freight and public transportation stakeholders meetings.

• Published the first edition of a regional CWCOG newsletter on freight-related topics and information titled *Freight News and Notes.*

• Provided our regional perspective through participation in several Washington state planning efforts including the following:
  o Statewide Obligation Authority Policy;
  o Practical Solutions Performance Framework;
  o MAP-21 Performance Measure Target Setting;
  o Joint Transportation Committee Statewide Transportation Needs Assessment;
  o Rail System Plan;
  o Active Transportation Plan;
  o Highway System Plan; and
  o Multimodal Investment Strategy.

• Coordinated with local bicycle, pedestrian, public transportation, freight transportation, and other stakeholders in the development of a variety of projects at the MPO and RTPO level. Examples of projects include the Industrial Way/Oregon Way (SR 432/433), Six Rivers Regional Trail (in Cowlitz County), Columbia/Cowlitz Rails-to-Trails (in Cowlitz County), US 12 Highway-Rail Grade Separation (also known as East Aberdeen Mobility), US 12/Heron Street Bridge Replacement (in Grays Harbor County), I-5 Chamber Way Interchange Improvements, and the North Lewis County Industrial Access projects.

• Informed local agencies of the City Safety Program call for projects.

• Reviewed and assisted with grant applications upon request and provided letters of support to local agencies for projects consistent with the RTP. Examples are projects submitted for the federal BUILD discretionary grant opportunity such as the SR 432/433 Grade Separation project, the Port of Kalama’s Methanol Manufacturing and Export Facility; and US 12 Highway-Rail Grade Separation (also known as East Aberdeen Mobility).

• Consultation and technical support provided to various local agencies on issues related to the RTIP/STIP and STBG/STBG Set Aside obligation process as well as data collection and analysis for specific projects or developments.

• Worked with local agencies on obligation and other issues for their transportation projects.

• Reviewed the previous version of the comprehensive plan for Pacific County and provided comments, using the CWCOG Local Comprehensive Plan Transportation Element Certification Process checklist, to help the county in the early stages of the comprehensive plan update process.

• Reviewed a draft comprehensive plan for the Cities of Long Beach and South Bend and prepared review comments, using the CWCOG Local Comprehensive Plan Transportation Element Certification Process checklist, for the city to use as the plan is finished.

• Developed final review comments and findings of consistency with the Regional Transportation Plan for the adopted comprehensive plans for the City of Long Beach and Longview and presented to the SWRTPO Board for certification review ratification. The SWRTPO Board took action to ratify the certification review findings of consistency for both comprehensive plans.

• Staffed a booth at events to educate the public on metropolitan and regional transportation planning including the Longview-Kelso Chamber of Commerce Cowlitz/Wahkiakum Career Expo; the Cowlitz County Fair; and the Wahkiakum County Fair.

• Participated in the Washington State Traffic Safety Commission Cowlitz/Lewis Target Zero Advisory Council’s Safety City event to educate youth (first graders) in basic traffic safety.

• Participated in the Accessible Transportation Coalition Initiative (ATCI) through meetings and other events.
• With the assistance and feedback of public transportation stakeholders developed a Regional Mobility Guide for the five-county SWRTPO planning area.
• Partnered with Twin Transit to convene an Interagency Summit for public transportation stakeholders to learn, coordinate, and collaborate on issues impacting all of them.
• Engaged with WSDOT and ODOT in setting 2020 statewide safety performance measure targets and adopted an MPO resolution to agree to plan and program projects towards helping to meet state targets.
• Facilitated a planning exercise with members of the Cowlitz Area Technical Advisory Committee to identify priority locations for pedestrian and bicycle counters (permanent or temporary).
• Coordinated with FHWA consultants to finalize the regional ITS architecture for the MPO and developed the public, web version of the architecture now hosted on the CWCOG website (www.cwcog.org).
• Developed a scope of work for a Rural Intelligent Transportation System Best Practices Report.
• Completed an Electric Vehicle (EV) Readiness and Connected and Autonomous Vehicle Plan for the MPO and SWRTPO with an overall goal of the plan being to educate, inform, and get people to start to think more about future technological innovations and how they may impact the transportation system. The plan included development of a GIS-based charging station siting model and an online web map of priority charging station locations throughout the region. Stakeholder involvement in SFY 2020 included a Connected and Autonomous Vehicle Technology Survey distributed primarily to freight stakeholders.
• Attended trainings on the development of Local Road Safety Plans. Provided assistance when needed to the Cities of Longview and Kelso on development of their own Local Road Safety Plans. Developed a scope of work for an MPO Local Road Safety Plan Summary Report.
• Participated in WSDOT-led State Route (SR) 4 Corridor Study planning meetings. Provided assistance in developing existing conditions transportation data for the corridor, creating a web map showing the SR 4 corridor study boundary, worked with a WSDOT consultant to implement a web-based economic development visualization mapping tool for SR 4 in Longview/Kelso, and provided GIS data analysis as needed for the corridor study report.

Element 3: Transportation Data Development
• Maintained the RTIP Web Map in ArcGIS Online so the map now includes the current version of the RTIP, the 2020-2023 RTIP, and two past versions, the 2019-2022 and 2018-2021 RTIPs.
• Developed GIS layers to display the results of the charging station siting model and to show potential stakeholder-identified locations for electric vehicle charging infrastructure.
• Facilitated Cowlitz County GIS Steering Committee meetings.
• Acquired an updated version of the low-cost aerial imagery from WaTech for Cowlitz County agencies.
• Acquired/updated GIS layers from local, state, and federal agencies as needed.
• Downloaded updated crash data for the SWRTPO region.
• Produced maps for local agencies in the MPO and/or RTPO as needed.
• Provided assistance to local agencies and consultants with MPO travel demand model data requests.

Element 4: Project Programming and Prioritization
• Adopted 2020-2023 Regional Transportation Improvement Program (RTIP).
• Managed the 2019-2022 (July-October 2019) and 2020-2023 (January-June 2020) RTIPs through formal amendments and administrative modifications.
• Published a 2019 Annual Listing of Obligated Projects for Cowlitz County on March 20, 2020.
• Managed the Surface Transportation Block Grant Program (STBGP) for Cowlitz County and Rainier, Oregon area, as well as the STBGP Set Aside (also known as Transportation Alternatives Program) for the five-county SWRTPO.
• Completed an STBGP Set Aside call for projects in September 2019 resulting in four awards totaling about $560,000 to the Cities of Ocean Shores, Long Beach, and Longview, as well as, Wahkiakum County.
• Completed an STBGP regular call for projects in December 2019 resulting in five awards totaling a little more than $3.8 million to Cowlitz County (two awards), as well as, the Cities of Kelso, Longview, and Woodland.

• For the third year required project sponsors to complete an annual report showing progress made on projects awarded STBGP or STBGP Set Aside funding. These annual reports have assisted with tracking progress towards projects obligating as scheduled as required to meeting regional obligation authority targets.
Element 1: Transportation Program Administration

Program administration involves tasks necessary for the overall management and coordination of the MPO and SWRTPO transportation programs to ensure all federal and state planning requirements are met.

1.1 MPO/RTPO Program Management

This task includes the general operational responsibilities for managing the MPO and SWRTPO programs. This task includes contract administration; CWCOG office support services (accounting, IT); and completion of the MPO self-certification form to document compliance with federal requirements.

Responsibilities/Timelines

1. CWCOG staff manages and delivers the MPO program. Ongoing
2. CWCOG staff completes and signs the MPO self-certification short form and forwards to WSDOT Tribal and Regional Planning Office, fully executed version filed with the 2021-2024 RTIP. October 2020
3. CWCOG staff handles the overall management of the SWRTPO program and delivery of the program in Cowlitz, Pacific, and Wahkiakum Counties. GHCOG and LCPW are responsible for delivery of the program in Grays Harbor and Lewis Counties, respectively, in coordination with CWCOG. Ongoing

Deliverables

1. CWCOG 2021 Agency Budget (includes budgets for the MPO and SWRTPO programs)
2. Contracts and work agreements for services, projects, and funding for transportation programs to complete MPO and SWRTPO tasks.
3. Maintenance of transportation program page on the CWCOG website.
4. Transportation articles in CWCOG and Chamber of Commerce newsletters.
5. Computer hardware and software for transportation program.
6. Monthly Billing and Accounting Summaries
7. MPO Self-Certification

1.2 Coordination and Consultation with Regional, Statewide, Federal, and Tribal Partners

Development and implementation of the MPO and SWRTPO transportation programs requires coordination with many partner agencies. This task is the activities conducted to engage with regional, state, federal, and tribal partners. Communications with legislators, tribal leadership, other elected officials within the five-county SWRTPO planning area is part of this task. Coordination with adjacent MPOs and RTPOs, Thurston Regional Planning Council and Southwest Washington Regional Transportation Council is also important to better plan for transportation at a multi-regional level.

Lobbying is not part of this task. If any lobbying activities were to occur outside of the eligible activities conducted as a part of regular transportation program activities, CWCOG would file a certification and disclosure form as required by federal and state law.

Responsibilities/Timelines

1. CWCOG staff, with assistance from GHCOG and LCPW, to participate in statewide and regional transportation planning coordination efforts with, cities, counties, and state and federal agencies. Ongoing
2. CWCOG staff to attend quarterly MPO/RTPO/WSDOT Coordinating Committee meetings. Ongoing
3. CWCOG to engage in discussions on transportation issues impacting multiple regions with Thurston Regional Planning Council and Southwest Washington Regional Transportation Council. As Needed
4. CWCOG staff to attend public hearings and local council meetings in Cowlitz, Wahkiakum, and Pacific Counties. GHCOG and LCPW to attend hearings and meetings in their counties. Ongoing
5. CWCOG staff, with the assistance of GHCOG and LCPW, to reach out and engage with tribal partners as part of completed planning tasks (i.e. RTP, RTIP, CPT-HSTP, etc.). CWCOG staff to maintain documentation of tribal outreach activities. Ongoing

6. CWCOG staff, with the assistance of planning partners GHCOG and LCPW, to participate as appropriate in tribal planning activities, seek participation and input from tribes in special planning projects, work with tribal partners on projects and studies as requested, assist with rural and special needs transportation efforts for elders and youth, attend tribal transportation meetings, share grant opportunities, learn about individual tribal planning and transportation processes, and seek feedback on how we can better serve our tribal transportation partners. Ongoing

Deliverables

1. Materials and presentations to provide MPO and SWRTPO perspective in local and statewide efforts.
2. Meeting attendance and participation.
3. Outreach to Tribes regarding planning tasks and projects.

1.3 Governance

Periodically reviewing and updating the Interlocal Agreement, Articles of Association, and/or Bylaws for the MPO and SWRTPO is an important part of maintaining the programs. CWCOG staff in recent years accomplished updating the Articles of Association and Bylaws for the CWCOG (MPO). The SWRTPO Interlocal Agreement update process has taken longer to work out the solution to future governance issues as well as the process for getting the Interlocal Agreement approved and signed by member agencies. In SFY 2020, the SWRTPO Board will be close to approving an updated Interlocal Agreement and the hope is that it will happen so member agencies may begin approving and signing it. SFY 2021 will include the process of helping member agency governing boards review, approve, and sign the updated Interlocal Agreement so the development of updated Bylaws may begin.

Responsibilities/Timelines

1. CWCOG staff, with assistance from GHCOG and LCPW, will work with member agencies to approve and sign the SWRTPO Interlocal Agreement and once the required number of agencies (according to Washington state law) have done so it will become the new agreement governing the SWRTPO. By Spring 2021
2. CWCOG staff to prepare updated Bylaws for the SWRTPO and be ready to present them to the SWRTPO Board for consideration. By June 2021

Deliverables

1. Updated SWRTPO Interlocal Agreement
2. Updated SWRTPO Bylaws

1.4 Title VI Plan and Annual Report

Title VI of the Civil Rights Act of 1964 ensures no person is excluded from participation in federal programs on account of race, color, or national origin. As a recipient of federal funds, CWCOG maintains a Title VI Plan and submits an annual report each year to describe how CWCOG is making sure everyone is provided an equal opportunity to participate in the MPO and SWRTPO transportation programs.

Responsibilities/Timelines

1. CWCOG Title VI Coordinator to monitor and review the adopted Title VI Plan responsibilities. Ongoing
2. CWCOG Title VI Coordinator to prepare and submit a Title VI annual report to WSDOT’s Office of Equal Opportunity describing the activities completed related to compliance with Title VI. May/June 2021
3. CWCOG staff to ensure compliance with the Title VI Plan in all of the tasks described in this work program and maintain documentation of compliance for the CWCOG Title VI Coordinator to use in the annual report. Ongoing
4. CWCOG staff to participate in Title VI trainings provided by WSDOT’s Office of Equal Opportunity. *Ongoing*

**Deliverables**

1. Title VI Annual Report  
2. Attendance at Title VI trainings.

1.5 Unified Planning Work Program and Annual Performance and Expenditure Report

The Unified Planning Work Program is developed each year to describe the transportation planning activities and tasks the MPO and SWRTPO programs will be engaged in during the next state fiscal year. CWCOG prepares the UPWP in collaboration with WSDOT, ODOT, FHWA, FTA, River Cities Transit, and planning partners. Within three months after the conclusion of a state fiscal year, the Annual Performance and Expenditure Report is created to assess performance in completing deliverables from the previous UPWP and to compare the budgeted versus actual expenditures.

**Responsibilities/Timelines**

1. CWCOG staff to develop the annual performance and expenditure report for the previous state fiscal year.  
   *September 2020*  
2. CWCOG staff in collaboration with WSDOT, ODOT, FHWA, FTA, River Cities Transit, and planning partners to prepare a new UPWP. *Winter/Spring 2021*

**Deliverables**

1. 2020 UPWP Annual Performance and Expenditure Report  
2. 2022 UPWP adopted by the CWCOG Board of Directors.

1.6 Professional Development and Training

Professional development allows staff to refresh their knowledge and remain up-to-date on the latest best practices to be able to share with metropolitan and regional transportation stakeholders. This task includes participation in conferences, trainings, workshops, or webinars on a variety of topics related to UPWP work elements. The events change from year-to-year and take place locally, regionally, or nationally.

**Responsibility/Timeline**

1. CWCOG staff attends and participates in conferences, trainings, workshops, and webinars. *Ongoing*

**Deliverables**

1. Participation in trainings beneficial to metropolitan and regional transportation planning on topics such as travel demand modeling; transportation improvement programs; performance management; active transportation, freight, and public transportation planning; and GIS.  
2. Attendance at regional and national transportation-related conferences including, but not limited to, the Association of Metropolitan Planning Organizations (AMPO), National Association of Regional Councils (NARC), National Association of Development Organizations (NADO), American Planning Association (APA), or the Washington State Transit Association.  
Element 2: Multi-Modal Transportation Planning

This element describes the transportation planning activities and tasks to be completed as required by state and federal laws and regulations. Tasks in this element are at the core of carrying out the required continuous, cooperative, and comprehensive transportation planning process. Activities and tasks in this element address the federal, Washington, Oregon, and regional planning priorities described earlier on pages six and seven.

2.1 Coordination of Planning Activities

Active collaboration and coordination in transportation planning activities between CWCOG (with assistance from planning partners GHCOG and LCPW), cities, counties, ports, freight and public transportation stakeholders, WSDOT, and ODOT is important in ensuring a regional approach to planning for the future of transportation regionally and statewide.

Responsibilities/Timelines

1. CWCOG staff to participate and/or facilitate CWCOG (MPO) Board, SWRTPO Board, and TAC meetings in Cowlitz, Pacific, and Wahkiakum Counties. GHCOG and LCPW to attend and/or facilitate policy board and TAC meetings in Grays Harbor and Lewis Counties, respectfully. **Ongoing**

2. CWCOG staff to facilitate phone meetings once or twice per month with both GHCOG and LCPW to remain engaged in SWRTPO planning activities in Grays Harbor and Lewis Counties. **Ongoing**

3. CWCOG staff, with assistance from GHCOG and LCPW, and support from WSDOT Region offices and the Multimodal Planning division to coordinate with active transportation, public transportation, freight, aviation, and roadways stakeholders. **Ongoing**

4. CWCOG staff, with assistance from GHCOG and LCPW, to participate in WSDOT statewide planning activities, as appropriate, during the year: **Ongoing**
   - Transportation Efficiency (State Executive Order 14-04)
   - MAP-21/FAST Act Performance Measure Target Setting
   - Practical Solutions
   - State Facilities Action Plans
   - Highway System Plan
   - Multimodal Investment Strategy
   - Human Services Transportation Plan
   - Coordinated Public Transportation Plan
   - Cooperative Automated Transportation Policy Framework

Deliverables

1. Meeting agendas, minutes, and/or correspondence related to MPO/SVRTPO transportation activities from CWCOG (MPO) Board, SWRTPO Board, and TAC meetings in each of the five counties.

2. Coordinate with key stakeholders with deliverables varying, depending on topic or request.

3. Publish the annual CWCOG freight newsletter, *Freight News & Notes*, in Fall/Winter and distribute to stakeholders.
2.2 Planning Consultation, Services, and Technical Support

The purpose of this task is to provide support to MPO/SWRTPO member agencies in the development of local transportation plans, programs, and projects. This work helps to integrate local plans and projects into the Regional Transportation Plan.

Responsibilities/Timelines

1. CWCOG staff to participate in local, regional, and state planning efforts within the MPO planning area and three of the SWRTPO counties (Cowlitz, Pacific, and Wahkiakum). GHCOG and LCPW to be the lead in participating in similar efforts in Grays Harbor and Lewis Counties, respectfully. **Ongoing**

2. CWCOG staff to engage with partners in the planning for the future use of the Columbia-Cowlitz Railway (“Patriot Rail”) abandoned line in Longview. CWCOG is facilitating the collaborative effort involving primarily Cowlitz County and the City of Longview. The collaborative effort is evaluating the options to acquisition (railbanking or purchase after abandonment). Should the abandoned rail line be acquired in the future this would connect to the current SR 4 corridor planning by providing an alternative route for bicycles and pedestrians. **Ongoing**

3. CWCOG staff to engage with partners in the planning and implementation of the Six Rivers Trail; a proposed north-south trail roughly parallel to Interstate 5 connecting Lewis County with Clark County. **Ongoing**

4. CWCOG staff to be engaged as active participant assisting ODOT with an update to the City of Rainier, Oregon Transportation System Plan. **As Needed**

5. CWCOG staff to continue to coordinate with Southwest Washington Regional Transportation Council on a potential study of an Interstate 5 parallel route connecting Woodland to NW 319th Street (near La Center) including a new Lewis River bridge. When funding is identified for the study the UPWP will be amended to add a new task and modify the work program budget. A study would be jointly-managed with Southwest Washington Regional Transportation Council and include significant outreach with the Cowlitz Tribe. **Initiate Winter/Spring 2021**

6. CWCOG staff, with assistance from GHCOG and LCPW, to work closely with the WSDOT Region offices (Olympic, South Central, Southwest) to help coordinate state and local projects; in addition to providing local agencies with information on state projects. **Ongoing**

Deliverables

1. Review grant applications and provide letters of support to local agencies for projects consistent with the Regional Transportation Plan when requested.

2. Comments provided on development projects through the State Environmental Policy Act notification process.

3. Assist with data requests to support local plans and projects.

2.3 Review and Certification of County, City, and Town Comprehensive Plan Transportation Elements and Countywide Planning Policies

This task is the review and certification of local comprehensive plan transportations elements required in state law (RCW 48.80.023(3)). One of the state requirements of an RTPO is to certify compliance of city/town comprehensive plan transportation elements and countywide planning policies with the RTP. The certification process helps ensure that transportation facilities and services of statewide significance (RCW 47.04.140) are included in local comprehensive plans in Lewis and Pacific Counties where full compliance with the Growth Management Act is required, as well as, ensure GMA-required mandatory elements for a plan are included. Certification also reviews the GMA-required comprehensive plans for consistency with the Regional Transportation Plan. Three of the five SWRTPO counties (Cowlitz, Grays Harbor, Wahkiakum) only partially plan under the GMA. In these counties, the certification process will only review the transportation element for consistency with the Regional Transportation Plan. During SFYs 2019 and 2020, the comprehensive plan review and certification process was formalized.
Responsibilities/Timelines

1. CWCOG staff to review draft comprehensive plan transportation elements for cities, towns, or counties in the plan development process to ensure there will be consistency with the RTP early in the process prior to adoption. GHCOG and LCPW will assist with plan reviews in Grays Harbor and Lewis Counties. A CWCOG plan review checklist form will be used to provide comments. As Needed

2. The CWCOG staff reviews of comprehensive plan transportation elements in Lewis and Pacific Counties will also ensure the mandatory plan elements per GMA are included, as well as making sure level of service (LOS) methodologies used in a local plan are consistent with the RTP. LCPW will assist with these plan reviews in Lewis County. As Needed

3. Upon local agency adoption of a new, or updated, comprehensive plan, CWCOG staff will review and update as needed the earlier comments/findings of consistency. As Needed

4. CWCOG staff to present any comprehensive plan transportation element certification reviews completed from June 2020 through April 2021 to the SWRTPO Board in a batch for acceptance with direction to the CWCOG Executive Director and Board Chair as to whether to sign the review. As Needed in April/May (second SWRTPO Board meeting of the calendar year)

Deliverable

1. Completed comprehensive plan transportation element review checklists accepted by the SWRTPO board as formal certification that a local plan’s transportation element is consistent with the Regional Transportation Plan. Most years have a few of these deliverables as some local agencies are behind in updating their comprehensive plans.

2.4 Public and Stakeholder Participation, Outreach, and Education

Involving the public and stakeholders in the transportation planning activities and tasks described elsewhere in this UPWP is very important. This task is concerned with identifying opportunities for outreach to the public and stakeholders.

Responsibilities/Timelines

1. CWCOG staff distributes legal notices or new releases to news organizations to publicize events, opportunities to comment on plans/programs, and policy decisions. Ongoing

2. When planning documents are released for comment from the public and stakeholders, CWCOG staff will track and document any comments received. Ongoing

3. CWCOG staff with assistance from GHCOG and LCPW will attend community and public meetings (including Chambers of Commerce, service organizations) to make community connections and explain what the MPO and SWRTPO transportation programs do. Ongoing

4. CWCOG staff to explore set-up of social media accounts to broaden how the public receives information on regional transportation planning such as public notices rather than only using print media. Ongoing

5. CWCOG staff to outreach to the City of Rainier, OR and ODOT to ensure bi-state, regional collaboration.

Deliverables

1. Legal notices and news releases to publicize regional planning activities and direct people to a public notice on the CWCOG website.

2. Public notices posted to the CWCOG website to explain in simpler terms a plan or program and is being proposed.

3. Attendance at agency meetings and community/public meetings or events.

4. Explore the use of Hootsuite to manage multiple agency social media accounts.
2.5 Regional Transportation Plan

The 2045 Regional Transportation Plan (RTP) for the Longview-Kelso-Rainier MPO and the Southwest Washington RTPO was adopted in December 2018. The 2045 RTP was developed through a cooperative process of regional stakeholders consisting of 2 state Departments of Transportation, 29 cities, 5 counties, 5 tribal governments, 12 ports, 4 public transit authorities, and numerous other stakeholders. The next update of the RTP is not due until December 2023 per federal rules. A state-required biennial review however is due to WSDOT in December 2020. The biennial review will be completed in the first half of SFY 2021. This review will look at the existing conditions (population, traffic level of service, etc.) included in the 2045 RTP and whether these have changed, and importantly by how much, to determine whether the plan is still “current” or in need of immediate updates. Further, CWCOG will go above the state requirements specified in the RCW and use the biennial review as an opportunity to map out an initial scope of the next plan update. The biennial review will be developed with assistance of stakeholders on technical advisory committees and/or policy boards.

Responsibilities/Timelines

1. CWCOG staff to prepare a summary report reviewing existing conditions and how each has changed to determine whether the 2045 RTP is still “current” or in need of immediate updates. The summary report will also describe an initial scope for the next RTP update. Summer/Fall 2020
2. CWCOG staff with support from planning partners (GHCOG and LCPW), will hold one or two outreach sessions with technical advisory committees (or county transportation policy boards) in each county. Fall 2020

Deliverables

1. Biennial review summary report accepted by CWCOG (MPO) and SWRTPO boards.

2.6 Coordinated Public Transit - Human Services Transportation Plan

A complete update of the Coordinated Public Transit-Human Services Transportation Plan (CPT-HSTP) was adopted by the SWRTPO Board in December 2018. Staff continues to remain engaged and facilitate quarterly stakeholder meetings with public transit agencies, tribal transit, nonprofit public transportation providers, and other interested stakeholders to identify opportunities to work on implementation of some 2018-CPT-HSTP regional strategies. The first half of SFY 2021 is planned to include completion of a regional ranking process for the next round of Consolidated Grant program funding and an amendment to the 2018 CPT-HSTP to include updates to the project list.

Responsibilities/Timelines

1. CWCOG staff and planning partners (GHCOG and LCPW) continue to engage public transportation stakeholders to work on 2018 CPT-HSTP regional strategy implementation. Ongoing
2. Staff facilitates quarterly public transportation stakeholder meetings. Ongoing
3. Staff works with public transportation stakeholders to determine a recommended regional project ranking process for the 2021-2023 Consolidated Grant program with the SWRTPO board having the decision-making authority on the process used. Summer/Fall 2020
4. Staff facilitates the approved regional project ranking for 2021-2023 and provides ranked list to the SWRTPO board for approval and adoption prior to sending the project rankings to WSDOT Public Transportation Division. Fall 2020
5. Staff prepares an amendment to the 2018 CPT-HSTP to update the project list to ensure inclusion of projects submitted for the 2021-2023 Consolidated Grant program. Fall 2020

Deliverables

1. Agenda packets for public transportation stakeholder meetings.
2. SWRTPO board approved regional project rankings for the Consolidated Grant program.
3. Adoption of an amendment to the 2018 CPT-HSTP.

2.7 Transportation Performance Management

MAP-21 established, and the FAST ACT continued, a requirement for metropolitan planning organizations to set performance measure targets in several categories. To maintain compliance with federal requirements, during SFY 2020, CWCOG adopted the 2020 statewide safety targets for Washington and Oregon and agreed to plan and program projects to help in meeting the targets. Earlier in this UPWP tables were provided showing all past actions taken regarding performance management. Part of the ongoing work is reviewing the latest available information on the various performance measures to ensure the MPO continues to do what it is required to do to remain in compliance. In SFY 2021, CWCOG action will be taken on 2021 safety performance measure targets and public transportation safety. Possible action may occur on pavement, bridge, system performance, and freight if Washington updates the statewide targets in 2020. This task also includes work to monitor MPO operational performance measures established in the 2045 RTP and to publish a performance scorecard.

Responsibilities/Timelines

1. CWCOG staff, in coordination with the Cowlitz Area TAC and CWCOG (MPO) board, to set performance targets for all required performance measures. Ongoing and As Needed
2. CWCOG staff to develop an MPO performance scorecard to monitor progress in meeting MPO operation performance measures included in the 2045 RTP. Winter/Spring 2021

Deliverables

1. Resolutions adopting performance measure targets.
2. MPO Performance Scorecard showing progress in meeting operational performance measures established in the 2045 RTP (Chapter 7).

2.8 Pedestrian and Bicycle Counters

CWCOG staff has determined that acquisition of pedestrian and bicycle count data would enhance the understanding of multi-modal travel behavior and inform transportation planning and modeling activities. This task will involve the purchase of pedestrian and bicycle counters so CWCOG staff in coordination with the Cities of Kelso, Longview, and Rainier can begin to use the counters to start building a database of bike/ped count data. This will allow CWCOG staff to become familiar with the technology and how to capture, store, and publish the data collected. These counters would be owned and maintained by CWCOG, but their use would be coordinated with local agencies. Data collected will also be shared with WSDOT and ODOT.

Responsibility/Timeline

1. CWCOG staff to consult with WSDOT Southwest Region staff to learn from their experience with pedestrian and bicycle counters. By End of 2020
2. CWCOG staff to follow procurement procedures to purchase pedestrian and bicycle counters. By Spring 2021

Deliverable

1. Acquisition of pedestrian and bicycle counters.

2.9 Lewis & Clark Bridge Origin and Destination Study

Based on accelerated traffic congestion on the Oregon side of the Lewis & Clark Bridge, CWCOG and partners are working on an origin and destination study to better understand traffic flows on and around the Lewis & Clark Bridge as an aid to regional transportation planning. CWCOG staff has spent significant time in SFYs 2019 and 2020 exploring the
functionality of using Streetlight, or other comparable data, to complete this study or whether to hire a consultant and have them complete a more traditional Origin and Destination study. In SFY 2021, the plan is the Origin and Destination study will be completed and results integrated into the regional travel demand model.

**Responsibilities/Timelines**

1. CWCOG staff to hire a consultant to complete an Origin and Destination Study. *Summer/Fall 2020*
2. Selected consultant will develop the Origin and Destination Study and CWCOG staff will facilitate stakeholder outreach with the Cowlitz Area Technical Advisory Committee.
3. CWCOG staff to work with Transpo Group to incorporate the study results into the Travel Demand Model. *Spring 2021*
4. CWCOG staff, ODOT, WSDOT, City of Rainier, and other affected jurisdictions to review the final study and model updates to identify possible improvement strategies around the Lewis and Clark Bridge. *Spring 2021*

**Deliverables**

1. Origin and Destination Study for the Lewis & Clark Bridge published on the CWCOG Transportation webpage.
2. Inclusion of study data into the Travel Demand Model.

**2.10 Intelligent Transportation System (ITS) Architecture Maintenance**

The Longview-Kelso-Rainier MPO Regional Intelligent Transportation System (ITS) Architecture was primarily developed in SFY 2019. This regional architecture is used as an essential tool to facilitate effective interagency coordination that will be needed to successfully deploy and operate ITS facilities. The Architecture Maintenance Plan specifies that a review, and possible update, is needed by Spring 2024; the review and update will occur in close alignment with the next update to the RTP. This task allows for ongoing maintenance to the architecture as requested by local or state agencies.

**Responsibility/Timeline**

1. CWCOG staff to process modifications to the regional architecture at the request of an ITS project sponsor. *As needed*

**Deliverables**

1. Regional ITS Architecture maintenance forms processed and filed by CWCOG staff.
2. Updates to the RAD-IT database files.

**2.11 Rural Intelligent Transportation System (ITS) Architecture Best Practices Report**

Based on the Longview-Kelso-Rainier MPO ITS Architecture, this task will develop a report describing ITS best practices to assist rural communities in understanding all the types of transportation technologies that are considered ITS, as well as how to build a city, county, or regional ITS architecture. This task is being continued from SFY 2020 as staff workload has not allowed the task to be completed.

**Responsibilities/Timelines**

1. CWCOG staff to incorporate the information learned from development of the MPO Regional ITS Architecture to develop a rural ITS best practices report. *Fall 2020 and Winter/Spring 2021*
2. CWCOG staff with assistance from planning partners (GHCOG and LCPW) to engage local agencies in the RTP to help in the development of the report and most importantly to provide an educational opportunity for local agency staff on what is involved in ITS. *Fall 2020 and Winter/Spring 2021*

**Deliverable**
1. Report documenting ITS best practices for rural communities to use as a user’s guide.

2.12 Local Road Safety Plan Summary Report

Local Road Safety Plans are required, or strongly encouraged, as part of various grant funding programs. Currently, local MPO agencies create their own analysis every time a grant application is prepared and submitted. The Cities of Kelso and Longview have worked to each develop their own citywide local road safety plan. The FHWA Systemic Safety Project Selection Tool is a guide to the development of these citywide local road safety plans. To inform the next update to the Regional Transportation Plan on types of crashes and safety countermeasures considered to be priorities for addressing them within the Metropolitan Planning Area (MPA), a summary report of these citywide efforts will be prepared. In addition, this summary report will also describe the process of creating a local road safety plan to assist the City of Rainier, Oregon in potentially doing a citywide safety plan in the future. The task is being continued from SFY 2020 due to a final scope of work for this task developed part way through the year and not leaving enough time for completion.

Responsibilities/Timelines

1. CWCOG staff to review the citywide local road safety plans developed by the Cities of Kelso and Longview and prepare a summary report of these plans. The report will also describe the process of creating a local road safety plan. Winter/Spring 2021
2. CWCOG (MPO) Board to be the approval authority to review and accept a completed summary report. Spring 2021

Deliverable

1. Summary Report of Local Road Safety Plans accepted by the CWCOG (MPO) Board. The summary report will be a roadmap to assist other agencies, such as Rainier, Oregon in the MPA or any in the SWRTPo, in creating their own local road safety plans.

2.13 State Route 4 Corridor Study

The purpose of this planning study is to develop a plan that defines, supports, and prioritizes strategic actionable outcomes (cost effective and feasible improvements) that will support long-term economic growth along the State Route (SR) 4 corridor through the Longview-Kelso Area. This corridor study is being led by Washington State Department of Transportation (WSDOT) Southwest Region staff with assistance from CWCOG staff. CWCOG is under contract with WSDOT Southwest for planning assistance with this study. The study, divided into two phases, was started in SFY 2020. Phase 2 work is being worked during SFY 2021.

Responsibility/Timeline

1. Phase 2 will be an analysis of improvement concepts for the corridor. The phase includes analyzing improvement concepts, public outreach, and development of a final report. WSDOT and CWCOG will develop memo explaining improvement concept analysis results as well as the final report. Local agencies will lead public outreach with assistance from CWCOG as needed. Summer/Fall 2020

Deliverables

1. Bi-Monthly Stakeholder Meetings
2. Final corridor study report published by WSDOT.
**Element 3: Transportation Data Development**

Element 3 includes the ongoing development and maintenance of transportation data needed to support the metropolitan and regional transportation planning programs. All of the transportation data is used to assess transportation system performance, evaluate level of service standards, calibrate the regional travel demand model, and provide resources for stakeholders and the public. Ongoing maintenance of the MPO travel demand model used to estimate and analyze future transportation needs and provide technical support to local jurisdictions is also included in Element 3.

**3.1 Data Acquisition, Analysis, Maintenance, and Mapping**

This task involves coordination and collaboration with planning partners, member jurisdictions, stakeholders, and others to collect, analyze, and maintain transportation data. Spatial data is incorporated into Geographic Information System (GIS) databases. In SFY 2021 the overarching goal is continuing to improve how GIS data is organized to increase usability and data integrity. The organizational process includes cleaning up older files and developing data models to standardize GIS data collection and development. ArcGIS web maps and applications will continue to be deployed as a tool for making better data-driven decisions, and as a way to educate stakeholders and the public.

**Responsibilities/Timelines**

1. CWCOG staff, with support from planning partners (GHCOG and LCPW) and in coordination with WSDOT and ODOT, will collect and maintain transportation planning data. *Ongoing*
2. CWCOG staff to continue developing GIS data models for improved data collection, development, and maintenance. *Ongoing*
3. CWCOG staff to collect data (including traffic counts) to support performance-based planning and programming. *Ongoing*
4. CWCOG staff to maintain GIS data useful for performance measure reporting, tracking, and analysis. *Ongoing*
5. CWCOG staff, with assistance from planning partners (GHCOG and LCPW), will work on improving how GIS is used for visualization and analysis. *As needed.*
6. Staff to facilitate data sharing between public transportation providers. *Ongoing*
7. CWCOG staff to assist local agencies, and receive support from the Cowlitz Area Technical Advisory Committee, to process updates to a highway’s functional classification. *As needed*

**Deliverables**

1. Thematic maps to support transportation and land use planning.
3. Launch and maintain one new ArcGIS Online web map or application. Links to online maps will be added to the CWCOG website to make them easily accessible by the public.
4. Maps for transportation planning documents, reports, and presentations.
5. Maintenance of a functionally classified road network.

**3.2 Travel Demand Modeling, Forecasting, and Traffic Counts**

Maintain the travel demand model to ensure the most accurate forecasts of future transportation congestion and issues. New traffic counts will be completed and incorporated into the model in SFY 2021.

**Responsibilities/Timelines**

1. Consultant with assistance from CWCOG to run model scenarios for various planning reports. *As needed*
2. Consultant with assistance from CWCOG to conduct basic annual maintenance to include minor model updates and small enhancements/re-validations. *Ongoing*
3. CWCOG staff will complete a Request for Proposals (RFP) process in order to hire a consultant to collect traffic count data. *Winter 2021*

4. CWCOG staff will participate in Washington and Oregon statewide travel demand modeling efforts to help ensure our regional travel demand model is referenced in statewide modeling, when appropriate. *As needed*

**Deliverables**

1. Maintained Travel Demand Model updated and recalibrated with data one new traffic count.
2. Model plots and reports produced as a result of requests from member jurisdictions or the private sector representing transportation or land development projects.
Element 4: Project Programming and Prioritization

CWCOG staff, in consultation with MPO and SWRTPO member jurisdictions, has the responsibility to develop and maintain the Regional Transportation Improvement Program (RTIP), a combined Metropolitan and Regional Transportation Improvement Program. The RTIP is compiled from transportation projects in the Transportation Improvement Programs of every city and county, the Transit Development Plans for transit agencies, and in WSDOT and ODOT long-term project plans.

4.1 Regional Transportation Improvement Program Administration

In coordination and collaboration with local government agencies, public transit agencies, WSDOT Regions, and ODOT develop a new version of the RTIP and maintain it by processing formal amendments and administrative modifications each month between January and October.

Responsibilities/Timelines

1. CWCOG staff, in coordination with cities, counties, public transit agencies, WSDOT Regions (South Central, Olympic, Southwest), and ODOT to develop, maintain, and track the implementation of projects in the RTIP. **Ongoing**

2. CWCOG staff to prepare and present a new version of the RTIP to the CWCOG (MPO) and SWRTPO boards for adoption. **September 2020**

3. CWCOG staff to submit adopted RTIP to WSDOT and ODOT for approval. **October 2020**

4. CWCOG staff to coordinate with local agencies and process RTIP amendments for the SWRTPO and MPO prior to forwarding to WSDOT for inclusion in the Statewide Transportation Improvement Program (STIP). RTIP Amendments for the MPO are sometimes located in Oregon and coordinated with the City of Rainier, Oregon or ODOT prior to processing and forwarding to for inclusion in the Oregon STIP. **July – October 2020 & January – June 2021.**

Deliverables

1. Adopted 2021-2024 RTIP.

2. Public notices for comment period held prior to action to adopt the 2021-2024 RTIP.

3. Public notices for MPO project formal amendments to either the 2020-2023 RTIP or the 2021-2024 RTIP.

4. CWCOG RTIP Amendment Report filed, forwarded to local and state agency staff, and posted to the CWCOG website each month when RTIP Amendments are processed.

5. WSDOT TIP Amendment Checklist for MPO project RTIP Amendments.


7. CWCOG (MPO) Board Resolutions or CWCOG Administrative Modification forms approved MPO RTIP Amendments.

4.2 Surface Transportation Block Grant Program Administration

The Surface Transportation Block Grant Program (STBGP) provides flexible federal funding for a wide variety of surface transportation projects. These federal funds must be used in a timely manner and projects are selected through a competitive call for projects. This task is for the administration of STBGP funds allocated to CWCOG for use in Cowlitz County and Rainier, Oregon.

Responsibilities/Timelines

1. CWCOG staff ensures the STBGP project funding process follows federal and state requirements and facilitates a competitive call for projects. **Ongoing/As needed**
2. CWCOG staff in coordination with the Cowlitz Area Technical Advisory Committee, and approval of the CWCOG (MPO) Board, develops evaluation criteria and ranks/prioritizes projects as part of a call for projects. *As needed*

3. CWCOG coordinates completion of an annual report for all active STBGP projects and remains engaged with project sponsors to monitor progress. *January 2021/Ongoing*

4. CWCOG is responsible for ensuring that local agencies obligate awarded funds on, or ahead of, schedule in order to meet the regional obligation authority target set annually by WSDOT. *Ongoing*

**Deliverables**

1. List of ranked projects.
2. Programming Schedule
3. CWCOG Board Resolutions approving a call for projects guidance document and awarding STBGP funds.
4. Award Letters

### 4.3 Surface Transportation Block Grant Program Set-Aside Administration

The Surface Transportation Block Grant Program Set-Aside (also known as the Transportation Alternatives Program) provides federal funding for bicycle and pedestrian-related projects selected through a competitive call for projects process. This task is for the administration of STBGP Set Aside funds allocated to CWCOG for use in the five-counties of the SWRTPO.

**Responsibilities/Timelines**

1. CWCOG staff ensures the STBGP Set Aside project funding process follows federal and state requirements and facilitates a competitive call for projects. *Ongoing/As needed*

2. CWCOG staff in coordination with the technical advisory committees in all the SWRTPO counties, and approval of the SWRTPO Board, develops evaluation criteria for a call for projects. *As needed*

3. CWCOG staff facilitates a five-member ranking committee, comprised of one person per county and approved by the SWRTPO Board, to rank/prioritize projects as part of a call for projects. *As needed*

4. CWCOG coordinates completion of an annual report for all active STBGP Set Aside projects and remains engaged with project sponsors to monitor progress. *January 2021/Ongoing*

CWCOG is responsible for ensuring that local agencies obligate awarded funds on, or ahead of, schedule in order to meet the regional obligation authority target set annually by WSDOT. *Ongoing*

**Deliverables**

1. List of ranked projects.
2. Programming Schedule
3. SWRTPO Board Resolutions approving a call for projects guidance document and awarding STBGP Set Aside funds.
4. Award Letters
4.4 Annual Listing of Obligated Projects

As the Longview-Kelso-Rainier MPO an annual listing of all federal funds obligated for projects within Cowlitz County and Rainier, Oregon is prepared each year.

Responsibility/Timeline

1. CWCOG staff develops, submits to WSDOT and ODOT, and posts to the CWCOG website a report showing all federal funds obligated (and closed) during the previous year. March 2021

Deliverable

1. Annual Listing of Obligated Projects report
2021 Unified Planning Work Program Budget

Budget Summary

Below is a summary of the 2021 Unified Planning Work Program budget by element and by program. For additional details on the various funding sources for the metropolitan and regional transportation planning programs, as well as, a more detailed budget with costs by each work task please refer to the appendices.

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Anticipated Consultant Contracts

The table below lists contracts anticipated for SFY 2021 to assist with task(s) described in this UPWP.

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<td>Travel Demand Model Maintenance, Recalibration, and Model Scenarios (Task 3.2)</td>
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<td>Traffic Counts (Task 3.2)</td>
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Note: The contract with Transpo Group is ongoing and overlaps more than one state fiscal year.
Unfunded Transportation Planning Needs (Unranked) and Estimated Cost

SWRTPO

1. Woodland/Lewis River Bridge Study: Full study to identify potential location, alignment, costs, and connection to the existing roadway network - $100,000

2. Local Road Safety Plan development for incorporated cities and towns. -- $250,000

3. ADA Transition Plan development for seven cities in Grays Harbor County -- $500,000

4. Coordinated rail planning effort for Lewis, Grays Harbor, and Cowlitz Counties – $500,000-$600,000

5. At-Grade Rail Crossing Study to examine the traffic and life/safety impacts of at-grade rail crossings and identify mitigation options – $150,000

6. Regional Trails planning, including segment mapping and engineering/construction, estimates in Grays Harbor County – $80,000

7. Quiet Zone development: planning, grade crossing inventory forms, grant writing, and implementation assistance in Elma, Montesano, and Aberdeen – $500,000

8. Rail yard relocation study: Feasibility study to identify potential relocation sites, costs, and permitting issues for the Aberdeen rail yard -- $200,000

Please note that these unranked planning needs provide an estimated cost only. Final cost estimates will be developed if funding is identified.
Appendix A: Funding Sources Overview

FHWA Planning Grant (PL)

Federal Highway Administration (FHWA) funding to metropolitan planning organizations (MPOs) for transportation planning activities.

- Estimated WA State PL funding for SFY 2021: $171,381
- Estimated WA State PL carry-forward from SFY 2020: $617,800
- Estimated OR State PL funding for SFY 2021: $5,428

**TOTAL FHWA PL funds available for SFY 2021**: $794,609

FHWA Surface Transportation Block Grant Program (STBGP)

Federal Highway Administration (FHWA) funding available for surface transportation projects, including planning, selected through a competitive MPO project prioritization and ranking process. The CWCOG Board approved STBGP funds for general planning on December 21, 2017 (Resolution 17-13). In Oregon STBGP awards maybe exchanged for state funds at $0.94 on the dollar. The estimated funds below reflect the exchange to state funds.

- Estimated OR State STBGP carry-forward from SFY 2020: $9,400

FTA Planning Grant (Section 5303)

Federal Transit Administration (FTA) funding to MPOs for transportation planning activities.

- WA State FTA 5303 funding for SFY 2021: $32,548
- OR State FTA 5303 funding for SFY 2021: $1,572

**TOTAL FTA 5303 funding for SFY 2021**: $34,120

Non-Federal Match

FHWA and FTA funds require a local match. CWCOG’s local matching funds are from an annual assessment of local MPO member jurisdictions. The local match ratios are listed below.

- Estimated non-federal match for SFY 2021:
  - WA State FHWA (PL) 20.0% match (local government participating agencies): $197,295
  - OR State FHWA (PL) 11.5% match (ODOT): $621
  - WA State FTA (5303) 20.0% match (Cowlitz Transit Authority): $8,137
  - OR State FTA (5303) 11.5% match: $180

**TOTAL non-federal match needed for SFY 2021**: $206,233

Washington State Regional Transportation Planning Organization Planning Grant

Washington State’s regional transportation planning funds are distributed among 16 Regional Transportation Planning Organizations (RTPOs) based on number of counties in the RTPO and population. These state funds are intended for planning and coordination activities as required by RCW 47.80. This grant requires no local match.

**TOTAL WA State RTPO funding for SFY 2021**: $190,000

Washington State Department of Transportation Southwest Region Office

**TOTAL WSDOT Southwest Region carry-forward from SFY 2020 for Task 2.13**: $30,000

**TOTAL, All Sources**: $1,264,362
### Funding Sources for Metropolitan Planning

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### Funding Sources for Regional Planning

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## Appendix B: 2021 Budget by Work Task

### Task Code 1.0 Transportation Program Administration

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**RTPO Total**: 1,064,362

**FHWA SWR**: 200,000

**Unallocated**: 190,000

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### Task Code 2.0 Multi-Modal Transportation Planning

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**Multi-Modal Transportation Planning Total**: 450,000

**FHWA SWR**: 100,000

**Unallocated**: 13,000

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### Task Code 3.0 Transportation Data Development

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**Transportation Data Development Total**: 246,000

**FHWA SWR**: 70,000

**Unallocated**: 16,000

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### Task Code 4.0 Project Programming & Prioritization

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**Project Programming & Prioritization Total**: 73,000

**Unallocated**: 13,000

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**UPW TOTAL**: 1,064,362

**FHWA SWR**: 200,000

**Unallocated**: 190,000

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**Unified Planning Work Program SFY 2021**
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