

2024 UNIFIED PLANNING WORK PROGRAM ANNUAL PERFORMANCE & EXPENDITURES REPORT

July 1, 2023 to June 30, 2024

Longview Urban Area Metropolitan Planning Organization
Southwest Washington Regional Transportation Planning Organization



Cowlitz-Wahkiakum
Council of Governments

TRANSPORTATION

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Cowlitz-Wahkiakum Council of Governments Metropolitan & Regional Transportation Planning Organization Member Jurisdictions & Agencies

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
Federal Transit Administration

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 Longview
Port of Chehalis	Port of Peninsula
Port of Chinook	Port of Willapa Harbor
Port of Grays Harbor	Port of Woodland
Port of Ilwaco	Wahkiakum Port District 1
Port of Kalama	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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Funding Partners

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U.S. Department
of Transportation

**Federal Highway
Administration**



**Washington State
Department of Transportation**



**Oregon
Department
of Transportation**



**Federal Transit
Administration**

Introduction

The Unified Planning Work Program (UPWP) outlines the transportation activities for the Longview Urban Area Metropolitan Planning Organization (MPO) and the five-county Southwest Washington Regional Transportation Planning Organization (SWRTPO) over a state fiscal year (July 1st to June 30th). The Cowlitz-Wahkiakum Council of Governments (CWCOG) staff, with support from planning partners at Grays Harbor Council of Governments (GHCOG) and Lewis County Public Works (LCPW)¹, perform the work activities defined in the UPWP. The UPWP delineates transportation planning activities for a fiscal year in sufficient detail to indicate who will perform the work, the schedule for completing it, expected results from the activity, and a proposed funding estimate for each task. Work tasks described in the document are developed to assist in implementing regional goals, policies, and strategies established in the Metropolitan and Regional Transportation Plan; to follow requirements in federal (23 USC 134) and state (RCW 47.80) laws; and to comply with the Washington Administrative Code (WAC 486).

The UPWP Annual Performance and Expenditures Report summarizes the progress made on approved UPWP tasks, programs, and planning activities. The report includes:

- Comparison of actual performance with established goals
- Budgeted amounts compared to actual expenses
- Cost overruns or underruns
- Approved work program revisions

This report has been compiled to meet the requirements listed above.

Unified Planning Work Program Tasks

Task 1 – Transportation Program Administration

Program administration is a core function which provides the administrative support required to manage and coordinate the overall MPO and SWRTPO transportation planning programs, including compliance with state and federal planning requirements.

Accomplishments

- Completed and submitted monthly reports and invoices to WSDOT.
- Adopted the 2024 CWCOG budget that included the funding for the metropolitan and regional transportation planning programs.
- Developed and executed a consultant contract for a Comprehensive Safety Action Plan for Cowlitz County and six incorporated cities (Castle Rock, Kalama, Kelso, Longview, Rainier [Oregon], Woodland).
- Maintained the CWCOG Transportation webpage, including posting summaries of monthly amendments to the Metropolitan and Regional Transportation Improvement Program (M/RTIP).
- MPO Self-Certification was completed as part of the 2024-2027 Metropolitan and Regional Transportation Improvement Program (M/RTIP).
- Coordinated with local agencies to build support for an expansion of the Metropolitan Planning Area (MPA) boundary to include the Longview Metropolitan Statistical Area (all of Cowlitz County) and the Rainier, Oregon UGB.

¹ The contract between CWCOG and Lewis County Public Works to support SWRTPO planning activities in Lewis County ended April 30, 2024 coinciding with the retirement of the CWCOG liaison at Lewis County.

- The CWCOG Board of Directors adopted a new MPA boundary. CWCOG staff forwarded the adopted resolution and supporting documents to the Governors of Washington and Oregon (through WSDOT and ODOT respectively).
- Prepared and submitted a Title VI Annual Report.
- Participated in Title VI training.
- Developed the 2025 UPWP and reviewed with FHWA, FTA, WSDOT, and ODOT during a meeting on April 9, 2024. The 2025 UPWP was adopted by the CWCOG Board of Directors (Resolution 24-11) on May 23, 2024.
- Compiled and submitted to WSDOT and ODOT the 2023 UPWP Annual Performance and Expenditure Report.
- Authored transportation-related articles for local newsletters, including the Longview-Kelso Chamber of Commerce Business Connections.
- Attended national or regional conferences including the Association of Metropolitan Planning Organizations (AMPO) and the Washington State Transit Association.
- Participated in virtual trainings and webinars on a wide array of topics, including Geographic Information System (GIS) analysis, public transportation, transportation safety, and complete streets.

Deliverables Not Completed

- New SWRTPO Bylaws were not completed in SFY 2024.

Budgeted versus Actual Expenditures

MPO			
Budgeted Amount	Actual Amount Expended	Remaining Balance	Percent Expended
\$113,410	\$186,164	(\$72,754)	164%

SWRTPO			
Budgeted Amount	Actual Amount Expended	Remaining Balance	Percent Expended
\$104,658	\$115,101	(\$10,443)	110%

Task 2 – Multi-Modal Transportation Planning

The Multi-Modal Transportation Planning task activities form the core of the continuous, cooperative, and comprehensive planning process for the MPO/SWRTPO. This task also addresses regional priorities. All statewide transportation planning priorities for Washington and Oregon are considered in the outcomes associated with these activities.

Accomplishments

- Facilitated coordination calls with planning partners GHCOG and LCPW once or twice a month. Note the coordination calls with LCPW did not continue after April 2024.
- Held and participated in Cowlitz Area Technical Advisory Committee (CATAC), CWCOG Board of Directors (MPO policy board), SWRTPO Board, Pacific County Transportation Advisory Committee (TAC), Wahkiakum County TAC, Lewis County Transportation Strategy Council (policy board), Lewis County TAC, GHCOG policy board, Grays Harbor County TAC (as needed), and public transportation stakeholder meetings.
- Established new Transportation Policy Forum groups in the four non-MPO counties (Grays Harbor, Lewis, Pacific, Wahkiakum) to meet twice a year in-person to engage in deeper discussions on transportation issues; to receive feedback on regional planning activities; and to learn from successes/challenges of other agencies. These policy forums were established to replace TACs as advisory groups to the SWRTPO Board outside of the Metropolitan Planning Area.
- Held the first Transportation Policy Forums in the four non-MPO counties in May/June 2024.

- Attended quarterly MPO/RTPO/WSDOT Coordinating Committee meetings in Washington. In Oregon, staff participated periodically and monitored meeting agendas for the ODOT/MPO/Transit coordination meetings, Oregon MPO Consortium board meetings, and the Northwest Oregon Area Commission on Transportation board meetings.
- Participated in Washington Rural RTPO Coordination meetings.
- Attended Washington State Traffic Safety Commission Region 3 Target Zero Coalition meeting.
- Provided information and met with various regional; tribal; state and federal agencies; and state or federal elected officials.
- Distributed legal notices for public comment periods on plans and programs (i.e., UPWP, M/RTIP, M/RTIP Amendments in the MPO, M/RTP) per the CWCOG Public Participation Plan.
- Published annual CWCOG freight newsletter (*Freight News and Notes*) on freight-related topics and information.
- Prepared a Regional Snapshot for the MPO and SWRTPO for use in the Washington State Transportation Commission's 2023 Annual Report to the Legislature.
- Provided regional perspective through participation in several Washington state planning efforts including the following:
 - Moving Ahead for Progress in the 21st Century Act (MAP-21) Performance Measure Target Setting;
 - Highway System Plan;
 - Multimodal Investment Strategy;
 - Statewide Transportation Electrification Strategy;
 - Sandy Williams Connecting Communities Program; and
 - Multimodal Level of Service.
- Coordinated with stakeholders on project development or on work to address critical transportation issues. Examples of projects or coordination included Six Rivers Regional Trail (Cowlitz County), Columbia/Cowlitz Rails-to-Trails (Cowlitz County), I-5 Exit 21 interchange in Woodland (Cowlitz County), Port of Grays Harbor Terminal 4 expansion (Grays Harbor County), SR 109 flooding issues (Grays Harbor County), and EV Charging Station requirements in Elma at Summit Pacific Medical Center (Grays Harbor County). SR 109 flooding issues coordination included working with the Quinault Indian Nation.
- Worked with Grays Harbor County Blue Zones group to introduce the SWRTPO and participate in their process by encouraging non-motorized transportation.
- Informed local agencies of WSDOT grant opportunities; Transportation Improvement Board annual funding opportunities; and some new programs under the Infrastructure Investment and Jobs Act.
- Reviewed and assisted with grant applications upon request and provided letters of support to local agencies for projects consistent with the Metropolitan and Regional Transportation Plan (M/RTP) or Coordinated Public Transit-Human Services Transportation Plan (CPT-HSTP).
- Consultation and technical support provided to various local agencies on issues related to the Metropolitan and Regional Transportation Improvement Program (M/RTIP); Statewide Transportation Improvement Program (STIP); Surface Transportation Block Grant (STBG) or STBG Set Aside obligation; and data collection or analysis for specific projects or developments.
- Worked with local agencies on obligation and assisted with transportation planning work such as the Grays Harbor Transit Authority Transit Development Plan.
- Completed and adopted *Moving Forward 2050*, a new Metropolitan and Regional Transportation Plan. *Moving Forward 2050* includes a System Performance Report with a performance management report card showing how the region is performing.
- Highlights of completed tasks for the regional mobility management program included: 1) Maintained program and Trip Assistant websites; 2) Completed How-to-Ride video series with RiverCities Transit; 3) Created a Regional Mobility Toolkit as an update to the Regional Mobility Guide; 4) Staffed booths at multiple community events and attended events hosted by transit agencies in the region; 5) Worked to update route inventory; 6)

Hosted Regional Transportation Partner meetings; 7) Developed and published regular *Mobility Minutes* newsletters; and 8) Attended board meetings for transit agencies in our region (RiverCities Transit, Grays Harbor Transit, Lewis County Transit, Pacific Transit, CC Rider).

- Tracked local comprehensive plan updates by counties or cities.
- Engaged with WSDOT and ODOT in setting 2024 statewide safety performance measure targets. The MPO adopted a resolution agreeing to plan and program projects to assist in meeting 2024 statewide safety targets.
- Maintained the regional Intelligent Transportation System (ITS) architecture for the MPO.
- Developed a Rural Intelligent Transportation System (ITS) Guide.
- Completed much of the work to develop an SWRTPO Regional Trails Plan with five trail scoping reports. Key work included: 1) Public survey with online comment map developed and responses collected; 2) Two stakeholder committee meetings were held; 3) Public engagement results document was developed; 4) A draft version of an updated GIS trails inventory was compiled; 5) Trails were selected for more detailed scoping reports with assistance from stakeholders; 6) Site visits in each SWRTPO county were completed for trails scoping reports; and 7) Worked on the draft Regional Trails Plan including the trails scoping reports.
- Participated in Washington SS4A work group.
- Attended FHWA SS4A Community of Practice meetings.
- Completed several tasks needed for the Comprehensive Safety Action Plan with the highlights being: 1) Safety data analysis; 2) Outreach activities (public survey with online comment map, local/state agency interviews, community stakeholder interviews, pop-up event in Longview); 3) Equity analysis; and 4) Reviewed work in progress with the Cowlitz Area Technical Advisory Committee.

Deliverables Not Completed

- Pedestrian and bicycle counters were not acquired.
- Comprehensive Safety Action Plan is wrapping up in the first half of SFY 2025.
- Regional Trails Plan with trail scoping reports are being wrapped up in SFY 2025.
- Rails to Trails Planning
- SR 411 Corridor Study

Budgeted versus Actual Expenditures

MPO			
Budgeted Amount	Actual Amount Expended	Remaining Balance	Percent Expended
\$801,779	\$104,945	\$696,834	13%

SWRTPO			
Budgeted Amount	Actual Amount Expended	Remaining Balance	Percent Expended
\$550,998	\$387,654	\$163,344	70%

Task 3 – Transportation Data Development

The Transportation Data Development task includes the ongoing development and maintenance of a transportation planning data library used for assessment of transportation system performance, evaluating level of service standards, and calibration of the regional travel demand model. Development and maintenance of the MPO regional travel demand model, used to analyze future transportation needs and provide technical information to local jurisdictions, is also part of this task.

Accomplishments

- Consultant completed a major update to the MPO travel demand model including the development of Model Documentation.

- Coordinated with applicable MPO and SWRTPO local agencies to develop recommended adjusted urban area boundaries as GIS layers.
- Submitted GIS data to WSDOT and ODOT for the recommended adjusted urban area boundaries.
- Maintained ArcGIS Online web maps, including M/RTIP, Six Rivers Regional Trail, and the SR 4 Corridor.
- Acquired and updated GIS layers from local, state, and federal agencies as needed.
- Produced maps for local agencies in the MPO and/or SWRTPO as needed.
- Developed additional static and interactive maps (on ArcGIS Online) as part of developing the new Metropolitan and Regional Transportation Plan.
- Assisted local agencies and consultants with MPO travel demand model data requests.
- Gathered and provided traffic volume data for areas in the SWRTPO upon request.
- Reviewed federal functional classification requests from the City of Longview and provided a concurrence letter for approval of ten requests to WSDOT Southwest Region Local Programs.

Budgeted versus Actual Expenditures

MPO			
Budgeted Amount	Actual Amount Expended	Remaining Balance	Percent Expended
\$25,706	\$68,190	(\$42,484)	265%

SWRTPO			
Budgeted Amount	Actual Amount Expended	Remaining Balance	Percent Expended
\$24,366	\$17,160	\$7,206	70%

Task 4 – Project Programming and Prioritization

CWCOG staff develops and manages the Metropolitan and Regional Transportation Improvement Program (M/RTIP), a short-range investment plan that identifies federally funded and regionally significant transportation projects with secured funding that originate in local Transportation Improvement Programs, Transit Development Plans, or WSDOT/ODOT project delivery plans. Related to the M/RTIP, CWCOG oversees project prioritization, selection, and project oversight for Surface Transportation Block Grant (STBG), STBG Set-Aside (commonly known as Transportation Alternatives), and Carbon Reduction Program (CRP). STBG and CRP funds are managed for the Cowlitz County, Washington and Rainier, Oregon areas. Transportation Alternatives funding is managed for the five-county SWRTPO.

Accomplishments

- Adopted the 2024-2027 M/RTIP.
- Processed amendments to the 2023-2026 (July-October 2023) and 2024-2027 (January-June 2024) M/RTIPs.
- Published a 2023 Annual Listing of Obligated Projects for Cowlitz County and Rainier, Oregon in March 2024.
- Tracked existing projects previously awarded STBG or STBG Set Aside (Transportation Alternatives) funding to ensure progress toward obligation and completion. Programming schedules were updated regularly to note project obligations.
- Completed two STBG/CRP calls for projects for the Cowlitz County area resulting in project selections in February 2024 and April 2024. The first call for project ended in February 2024. The second one ended in April 2024 and was completed to ensure enough projects would obligate to meet the Federal Fiscal Year (FFY) 2024 regional obligation authority target to avoid penalties.
- An STBG Set-Aside (Transportation Alternatives) call for project was completed and resulted in project selections in December 2023.

- Facilitated completion of annual reports by project sponsors for existing STBG and STBG Set Aside (Transportation Alternatives) projects. The annual reports assisted with tracking project progress. The annual report form was web-based using Monday.com.

Budgeted versus Actual Expenditures

MPO			
Budgeted Amount	Actual Amount Expended	Remaining Balance	Percent Expended
\$11,675	\$26,067	(\$14,392)	223%

SWRTPO			
Budgeted Amount	Actual Amount Expended	Remaining Balance	Percent Expended
\$11,067	\$13,341	(\$2,274)	121%

Budget Versus Actual Expenditures – All Tasks

MPO			
Budgeted Amount	Actual Amount Expended	Remaining Balance	Percent Expended
\$952,570	\$385,366	\$567,204	40%

SWRTPO			
Budgeted Amount	Actual Amount Expended	Remaining Balance	Percent Expended
\$691,089	\$533,256	\$157,833	77%

Estimated Versus Actual Expenditures by Funding Source

MPO				
	Source	Estimated Expenditures	Actual Expenditures	Difference
FHWA	Washington PL	\$503,472	\$208,394	\$295,078
	Oregon PL	\$5,498	\$5,438	\$60
	Oregon STBG	\$9,000	\$0	\$9,000
FTA	Washington 5303	\$45,021	\$45,021	\$0
	Oregon 5303	\$1,639	\$1,765	(\$126)
Other	Non-Federal Match	\$137,940	\$64,046	\$73,894
FHWA	Comprehensive Safety Action Plan - Safe Streets and Roads for All Grant (including match)	\$250,000	\$60,702	\$189,298

SWRTPO				
	Source	Estimated Expenditures	Actual Expenditures	Difference
	Washington RTPD Planning	\$183,484	\$216,480	(\$32,996)
	FTA Human Services Transportation Planning	\$34,000	\$7,727	\$26,273
	Mobility Management - Consolidated Grant (including match)	\$194,605	\$129,369	\$65,236
	Regional Trails Plan - TA Grant (toll credits used in lieu of non-federal match)	\$279,000	\$179,681	\$99,319

Notes:

1. Large remaining balances for the MPO are the result of the following factors. One, the Comprehensive Safety Action Plan did not start until late in the state fiscal year and the full project amount was included in the SFY 2024 UPWP budget even though the work would span two fiscal years. Two, CWCOG has a large amount of carry-forward Washington FHWA PL funds available, and the hope was to make more progress spending down.
2. Remaining balances for the SWRTPO are due to multi-year funding agreements for each source.



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