



Walla Walla Valley
Metropolitan and Sub-Regional
Transportation Planning Organization

Annual Performance & Expenditure Report
State Fiscal Year 2016
(July 1, 2015 through June 30, 2016)

Introduction

Metropolitan and regional transportation planning organizations are tasked to facilitate the coordinated planning and implementation of a seamless transportation system for all users. This effort requires cooperation and close collaboration from all entities involved in implementing, maintaining, and improving individual network segments.

In the Walla Walla Valley, this responsibility is assigned to the Walla Walla Valley Metropolitan Planning Organization and Sub-Regional Transportation Planning Organization (WWVMPO/SRTPO), which includes representation from Oregon and Washington State, Valley Transit, the Port of Walla Walla, as well as cities and counties in the region.

About WWVMPO/SRTPO

The Walla Walla Valley Metropolitan Planning Organization (WWVMPO) is a bi-state Metropolitan Planning Organization (MPO) in the Walla Walla Valley area and was established on March 27, 2013. Agencies participating as members of the MPO include the cities of Walla Walla and College Place in Washington and Milton-Freewater in Oregon; the counties of Walla Walla, Washington, and Umatilla, Oregon; the Port of Walla Walla; Valley Transit; the Oregon Department of Transportation (ODOT); and the Washington State Department of Transportation (WSDOT).

The Walla Walla Sub-Regional Transportation Planning Organization (WWSRTPO) was created by an agreement between Benton-Franklin-Walla Walla RTPO and the WWVMPO as a means to make regional planning efforts with the new MPO efficient. Agencies participating as members of the SRTPO include the MPO members in Washington State and representatives from the cities of Prescott and Waitsburg, Washington.

WWVMPO/SRTPO is responsible for all functions of the MPO and SRTPO, and the combined organization ensures that federal and state transportation planning requirements are met. Developing an annual Unified Planning Work Program (UPWP) and reporting on UPWP progress are part of those requirements.

What is a UPWP?

The UPWP is a report, which outlines the planned activities and associated expenses for each state fiscal year (SFY, July 1 – June 30). It identifies how state and federal transportation planning requirements will be addressed, who will perform the work, the schedule for completing the work and a summary of the funding sources that will be utilized.

What is the Annual Performance & Expenditure Report?

Agencies submitting a UPWP are required to report on annual progress per [23 CFR 420.117](#). WWVMPO/SRTPO must submit Annual Performance and Expenditure Reports (APER) detailing the progress made in fulfilling the UPWP including:

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

This report is documentation of the requirements listed above.

Program Tasks

Task 1: Program Administration

This task includes ongoing agency management and operations, including finance and grant reporting, communications, outreach activities relevant to WWVMPO/SRTPO projects and priorities, and WWVMPO/SRTPO involvement in local, state, tribal, and federal transportation policy development and discussion. Most of the activities identified in this task are ongoing.

SFY 2016 Accomplishments

- Actively monitored and participated in relevant state, tribal, and federal discussions on transportation planning, funding, and/or policy matters
- Finalized Operating Principles and Procedures for the WWVMPO/SRTPO to support operations as a stand-alone agency
- Satisfactorily completed the 2013/2014 audit conducted by the Washington State Auditor’s Office
- Monitored revenue and expenditures and prepared monthly invoices
- Prepared and adopted the calendar year 2016 operating budget
- Maintained and frequently updated the WWVMPO [website](#)
- Held monthly Policy Board and Technical Advisory Committee meetings

Expenditures

Amount Budgeted	Amount Expended	Amount Under Budget	Percent Expended
\$150,000	\$132,155.05	\$17,844.95	88.1%

During SFY 2016, the WWVMPO/SRTPO concluded its transformation to an independent agency, which included the adoption of agency specific *Operating Principles and Procedures*. In order to minimize administrative cost, the agency also moved to a new location, which resulted in significant cost savings.

Task 2: Data Collection and Analysis Part II

This task includes data collection, analysis, maintenance, and reporting activities necessary to sustain the WWVMPO/SRTPO decision making process and produce transportation planning products. Data is captured, processed, and used to identify transportation issues, propose solutions, and monitor performance.

SFY 2016 Accomplishments

- Coordinated information requests with and among member entities
- Completed the data collection effort required for the 2040 Plan
- Concluded the travel demand model development and provided “No-Build” and “Build Scenario” model results for the 2040 Plan
- Shared model results with member agencies as requested

Expenditures

Amount Budgeted	Amount Expended	Amount Over Budget	Percent Expended
\$32,899	\$33,369.58	\$470.58	101.4%

Data collection was particularly important for the completion of Walla Walla Valley’s first long-range metropolitan and regional transportation plan. The WWVMPO/SRTPO closely coordinated with its member entities to minimize any duplication of effort related to data collection and analysis.

Task 3: Develop an Annual Report for July 1, 2014 – June 30, 2015

The Annual Performance and Expenditure Report documents the regionally significant transportation planning efforts. This task includes submitting an annual report, which details the progress made towards accomplishment of all tasks listed in the SFY 2015 Unified Planning Work Program.

SFY 2016 Accomplishments

- Completed and submitted the SFY 2015 Annual Performance and Expenditure Report

Expenditures

Amount Budgeted	Amount Expended	Amount Under Budget	Percent Expended
\$2,000	\$1,106.37	\$893.63	55.3%

Updated processes and tracking procedures employed in SFY 2015 significantly reduced the amount of time needed to complete the development of the report, resulting in significant time savings.

Task 4: Develop a SFY 2017 UPWP for July 1, 2016 – June 30, 2017

The Unified Planning Work Program outlines the planned activities and associated expenses for each state fiscal year (July 1 – June 30). The UPWP identifies how state and federal transportation planning requirements will be addressed, who will perform the work, the schedule for completion of the work, and a summary of the funding sources that will be utilized. The WWVMPO/SRTPO coordinates the development of the UPWP with member entities, and submits the program to WSDOT and ODOT for approval.

SFY 2016 Accomplishments

- Coordinated development of the draft SFY 2017 UPWP with member entities
- Hosted on-site review with representatives from all of its federal and state grant agencies
- Completed and adopted the SFY 2017 UPWP
- Submitted the document to WSDOT, ODOT, Federal Highway Administration (FHWA), and Federal Transit Administration (FTA) for their approval

Expenditures

Amount Budgeted	Amount Expended	Amount Over Budget	Percent Expended
\$3,000	\$3,300.10	\$300.10	110.0%

The format used for the UPWP was completely revised in SFY 2016, resulting in a small increase in staff time spent on the development of the document.

Task 5: Develop a Title VI Annual Report

The WWVMPO/SRTPO is responsible for certifying that it follows all Title VI rules and regulations. Each year, the agency therefore compiles a Title VI Annual Update and Accomplishment Report, which describes staffing or committee changes, provides updates related to the demographic profile of the planning area, lists public outreach events and Limited English Proficiency (LEP) activities, details transportation related contracts, summarizes project impacts on Environmental Justice populations, and provides information on Title VI related complaints or investigations, which occurred during the reporting period.

SFY 2016 Accomplishments

- Completed the development of the first Title VI Annual Update and Accomplishment Report for the WWVMPO/SRTPO
- Updated the Title VI Plan with new staff and address information and submitted revised document to WSDOT and ODOT

Expenditures

Amount Budgeted	Amount Expended	Amount Under Budget	Percent Expended
\$2,000	\$964.14	\$1,035.86	48.2%

Following the WSDOT provided report template was easier than anticipated, resulting in less staff time spent on the compilation and formatting of the necessary Title VI information.

Task 6: Complete a Self-Certification Review for January 1 - December 31, 2015

The WWVMPO/SRTPO is responsible for certifying that it follows all federal and state transportation planning rules and regulations. Each year, in conjunction with the Transportation Improvement Program development, the WWVMPO/SRTPO completes the self-certification process to demonstrate full compliance.

SFY 2016 Accomplishments

- Completed the 2015 Self-Certification and submitted short form to WSDOT

Expenditures

Amount Budgeted	Amount Expended	Amount Under Budget	Percent Expended
\$1,000	\$687.94	\$312.06	68.8%

Initially anticipating the long form, WSDOT requested the completion of the short form, which resulted in a decrease in staff time spent on the completion of the self-certification.

Task 7: Develop a 2016-2019 Metropolitan and Regional Transportation Improvement Program

The WWVMPO/SRTPO is responsible for the development of the four-year Metropolitan and six-year Regional Transportation Improvement Program (M/RTIP), which identifies regionally significant transportation projects that are to be accomplished with federal, state, and local funding. In coordination with member entities, those projects are chosen that are reflective of regional and state transportation priorities, and the resulting project list is fiscally constrained by available funding.

SFY 2016 Accomplishments

- Reviewed previously developed Surface Transportation Program (STP) and Transportation Alternatives Program (TAP) criteria utilized for selection of M/RTIP projects
- Update list of funded metropolitan area and regional projects and compiled list of currently unfunded projects
- Cooperatively developed the fiscally constrained 2016-2021 M/RTIP and submitted document to WSDOT and ODOT
- Completed and submitted the calendar year 2015 Annual Listing of Obligated Projects
- Facilitated completion of M/RTIP amendments and administrative modifications
- In coordination with member entities, developed new M/RTIP project selection criteria based on 2040 Plan goals and objectives following its adoption in March 2016

- Prepared application materials and ranking scheme for Surface Transportation Block Grant (STBG) and Transportation Alternatives (TA) calls for projects
- Successfully initiated the STBG and TA project calls

Expenditures

Amount Budgeted	Amount Expended	Amount Over Budget	Percent Expended
\$5,000	\$11,209.78	\$6,209.78	224.2%

Staff’s initial assessment of the required effort did not account for the passage of the Fixing America’s Surface Transportation (FAST) Act and an associated restructuring of funding programs. The evaluation of potential impacts on project selection and accompanying research of successful models required additional time. Furthermore, the WWVMPO/SRTPO used the 2040 Plan goals and objectives to create a completely new set of project evaluation metrics, which were developed through multiple meetings of the Transportation Improvement Program - Project Selection Subcommittee comprised of interested Technical Advisory Committee members. Subsequently, the development of materials for the associated call for projects, as well as the STBG and TA project calls themselves, also required a significant amount of staff time.

Task 8: Develop a Metropolitan and Regional Transportation Plan

In coordination with WSDOT, ODOT, and its member entities, the WWVMPO/SRTPO develops the Metropolitan and Regional Transportation Plan with input and assistance from the public and interested stakeholders. Fulfilling both federal as well as state transportation planning requirements, the plan documents multi-modal transportation inventories, issues, and needs; identifies available financial resources; analyzes and prioritizes transportation improvements; and includes policy recommendations and a list of financially feasible, multi-modal transportation improvements, which are consistent with local, regional, and state planning efforts.

SFY 2016 Accomplishments

- Conducted multiple rounds of public outreach
- Established a regional transportation vision and associated goals and objectives
- Completed mode-specific transportation infrastructure and service inventories
- Analyzed existing issues and assessed future needs for all modes of transportation
- Formalized 2040 Plan project criteria and related selection process
- Evaluated and prioritized proposed transportation projects
- Projected reasonably available revenues and estimated future project cost to attain fiscal constraint
- Formulated regional project and policy recommendations
- Completed and submitted the adopted 2040 Plan to ODOT, WSDOT, FHWA, and FTA

Expenditures

Amount Budgeted	Amount Expended	Amount Over Budget	Percent Expended
\$30,000	\$38,016.01	\$8,016.01	126.7%

During the previous fiscal year, the long-range plan related data collection and analysis efforts had been significantly affected by the loss of a staff member in late 2014. Additional staff time was invested to ensure the completion of the 2040 Plan ahead of its due date in March 2016.

Task 9: Maintain Coordinated Human Services Transportation Plan

The WWVMPO/SRTPO establishes and fosters relationships with human services agencies and transportation service providers, assesses the prevalence of special needs populations in the region, analyzes the availability of transportation services, and documents unmet needs and transportation service short-falls. The resulting information is incorporated into a Coordinated Public Transit - Human Services Transportation Plan (HSTP), which documents and aims to address identified transportation barriers for the special needs community. Ongoing communication and coordination with community service providers is needed to allow the special needs population to access services, employment opportunities, and daily activities.

SFY 2016 Accomplishments

- Continued compiling relevant socio-demographic data
- Reached out to members of the Human Services Transportation Coalition and other interested agencies
- Analyzed demographic information on individuals with disabilities, older adults, youth, and low-income populations, as well as service data related to public transportation
- Conducted nation-wide literature research related to successful models of regional and rural public transportation planning

Work in Progress

- Continue human services and public transportation outreach activities
- Share information on WSDOT’s Consolidated Public Transportation Grant application process, which is expected to commence in August 2016

Expenditures

Amount Budgeted	Amount Expended	Amount Under Budget	Percent Expended
\$56,000*	\$28,970.96	\$28,006.61	51.7%

* The starting balance carried over from SFY 2015 was \$56,977.57.

Transit and special needs population related data collection efforts were significantly affected by the development of the 2040 Plan. Efforts were resumed in full force in March 2016.

Task 10: Memorandum of Agreement (23 CFR 450.314)

In coordination with WSDOT and Valley Transit, the WWVMPO/SRTPO is responsible for the development of the Memorandum of Agreement (MOA) that outlines roles, responsibilities, and procedures for coordination of efforts and the collaborative development of the Metropolitan Transportation Plan and the Transportation Improvement Program in compliance with the federal requirements.

SFY 2016 Accomplishments

- Coordinated extensively with WSDOT and Valley Transit on the draft agreement
- Finalized and adopted the tri-party MOA

Expenditures

Amount Budgeted	Amount Expended	Amount Under Budget	Percent Expended
\$2,000	\$1,570.78	\$429.22	78.5%

Using WSDOT’s template as a starting point, reduced the required staff time ahead of the completion of the agreement.

Task 11: Update the Public Participation Plan

As outlined in 23 CFR 450.316, the WWVMPO/SRTPO reviews and periodically updates its Public Participation Plan (PPP), which outlines its public involvement and consultation process, and is designed to engage interested parties in the metropolitan transportation planning process. Most recently adopted in 2014, the update to the Public Participation Plan was timely, as valuable outreach and strategy related information became available as a result of the recent completion of the 2040 Plan.

SFY 2016 Accomplishments

- Researched successful outreach models for MPOs across the nation
- Reviewed the effectiveness of various outreach strategies within local context, particularly those which were employed during the development of the 2040 Plan
- In coordination with member entities, prepared a completely revised and updated Public Participation Plan for public review
- Advertised and conducted a 45-day public review period
- Finalized and adopted the 2016 Update of the Public Participation Plan

Expenditures

Amount Budgeted	Amount Expended	Amount Over Budget	Percent Expended
\$3,000	\$5,646.45	\$2,646.45	188.2%

The format used for the Public Participation Plan was completely revised and updated in SFY 2016, resulting in a significant increase in staff time spent on the development of the document.

Funding and Expenditure Overview by Source

Ahead of the December 2015 adoption of the FAST Act, which authorizes federal funding from 2016 through 2020, a significant shortfall in federal planning funds in the amount of \$24,415 was encountered.

Following the determination of final SFY 2016 allocations, and through direct coordination with WSDOT, it was determined that the WWVMPO/SRTPO would be able to utilize a portion of 2015-2017 RTPO monies originally allocated for use in SFY 2017 to accomplish eligible SFY 2016 activities.

The table below contrasts the initially estimated UPWP budgets by funding sources and the updated amounts following the FAST Act adoption with the actual expenditures.

Funding Source ¹ (Grant Agency)	SFY 2016 UPWP Amount Budgeted	SFY 2016 UPWP Amount - Post FAST Act	Actual Amount Expended	Carry-Forward Balance	Percent Expended vs. Estimated
FHWA PL (WSDOT)	\$127,000	\$104,980	\$104,980.00	-	82.7%
FTA 5303 (WSDOT)	\$27,000	\$24,605	\$24,590.37	\$14.63	91.1%
FHWA PL (ODOT)	\$17,650	\$17,650	\$17,650.00	-	100.0%
ODOT PL Match	\$2,020	\$2,020	\$2,020.00	-	100.0%
FTA 5303 (ODOT)	\$3,303	\$3,303	\$3,303.00	-	100.0%
WSDOT RTPO	\$30,000	\$54,000**	\$54,882.83	-	182.9%
FTA HSTP	\$56,000*	\$56,000	\$28,970.96	\$28,006.61	51.7%
Local Match Funds	\$23,926	\$21,048	\$20,600.01	-	86.1%
Total	\$286,899	\$283,606	\$256,997.16	\$28,021.21	89.6%

¹ FHWA = Federal Highway Administration; PL = FHWA Planning Funds; FTA = Federal Transit Administration; 5303 = FTA Planning Funds; RTPO = Washington State Regional Transportation Planning Organization Funds; HSTP = FTA Coordinated Public Transit - Human Services Transportation Planning Funds

* The balance carried over from SFY 2015 was \$56,977.57 (slightly higher than the estimated \$56,000 included in the SFY 2016 UPWP).

** The final SFY 2016 RTPO allocation was \$30,883 (slightly higher than the estimated \$30,000 included in the SFY 2016 UPWP). Distribution of SFY 2017 RTPO funds in the amount of \$24,000 was requested in June 2016 to reimburse SFY 2016 activities.