

Walla Walla Valley Metropolitan and Sub-Regional Transportation Planning Organization

Annual Performance & Expenditure Report State Fiscal Year 2022 (July 1, 2022 through June 30, 2023)

Final – September 6, 2023 Adopted by the Policy Board

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City of College Place (WA) • City of Prescott (WA) • City of Waitsburg (WA) • City of Walla Walla (WA) • Port of Walla Walla (WA) • Valley Transit (WA) • Walla Walla County (WA) • Washington State Department of Transportation

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Table of Contents

Introduction	1
About the WWVMPO/SRTPO	
What is a Unified Planning Work Program?	1
What is the Annual Performance & Expenditure Report?	
Program Tasks	2
Task 1: Provide Program Administration	2
Task 2: Collect and Analyze Data	
Task 3: Develop SFY 2020 Annual Performance and Expenditure Report	3
Task 4: Develop SFY 2022 Unified Planning Work Program	∠
Task 5: Develop Annual Title VI Report	2
Task 6: Complete Annual Self-Certification Review	
Task 7: Develop 2021-2026 Metropolitan and Regional Transportation Improvement Program and	
2020 Annual Listing of Obligated Projects	5
Task 8: Implement 2045 Plan, Monitor Performance, and Provide Local Planning Assistance	
Task 9: Foster Coordinated Public Transit - Human Services Transportation Planning	<i>6</i>
Task 10: Provide Technical Assistance for Long-Term Arterial Planning	
Task 11: Review Public Participation Plan	8
Task 12: Coordinate Regional Bicycle and Pedestrian Improvements	
Task 13: Complete Regional Travel Demand Model Update	9
Task 14: Provide Air Quality Planning	9
Task 15: Explore Regional Collaboration on High Priority Transportation Topics	10
Revenue and Expenditure Overview by Funding Source	12

Introduction

Metropolitan and regional transportation planning organizations facilitate the coordinated planning and implementation of a seamless transportation system for all users. This effort requires cooperation and close collaboration among all entities involved in implementing, maintaining, and improving individual network segments. In the Walla Walla Valley, the responsibility for regionwide coordination is assigned to the Walla Walla Valley Metropolitan Planning Organization and Sub-Regional Transportation Planning Organization (WWVMPO/SRTPO) and its member entities.

About the WWVMPO/SRTPO

The Walla Walla Valley Metropolitan Planning Organization (WWVMPO) is a federally designated, 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 College Place, Prescott, Waitsburg, and Walla Walla in Washington; the counties of Walla Walla, Washington, and Umatilla, Oregon; the Confederated Tribes of the Umatilla Indian Reservation (CTUIR); 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 (SRTPO) was created by an agreement between the Benton-Franklin Council of Governments and the WWVMPO in order to make regional planning efforts with the new MPO more efficient. Agencies participating as members of the SRTPO include the MPO members in Washington State.

The 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 and reporting on planning progress are an integral part of those requirements.

What is a Unified Planning Work Program?

The Unified Planning Work Program (UPWP) 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, a summary of anticipated expenditures, and the sources of funding that will be used.

What is the Annual Performance & Expenditure Report?

As a subrecipient of both ODOT and WSDOT, the WWVMPO/SRTPO is required to monitor and report on its federally funded activities in compliance with <u>23 CFR 420.117</u>. The agency therefore submits an Annual Performance and Expenditure Report (APER) detailing the progress made towards completing tasks laid out in the UPWP. In general, the APER must include the following elements:

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

This report is documentation of compliance with the requirements listed above.

Program Tasks

Task 1: Provide Program Administration

Program administration includes ongoing agency management and operations, encompassing finance and grant reporting, communications, outreach activities relevant to WWVMPO/SRTPO projects and priorities, and agency involvement in local, state, tribal, and federal transportation policy development and coordination.

SFY 2023 Accomplishments

- Actively monitored and participated in relevant state, tribal, and federal discussions on transportation planning, funding, and/or policy matters
- Provided general office and staff management
- Monitored revenues, cash flow, and expenditures
- Reviewed, amended, and updated agreements
- Maintained and frequently updated the WWVMPO/SRTPO website
- Prepared and advertised various public notices and conducted public outreach according to the adopted Public Participation Plan
- Submitted 2022 financial information to the Washington State Auditor's Office (SAO)
- Prepared and adopted the WWVMPO/SRTPO Calendar Year 2023 Operating Budget

Expenditures

Original Budget	Revised Budget	Amount Expended	Amount Under Budget	Percent Expended
\$198,500.00	N/A	\$239,108.27	(\$40,608.27)	120.46%

Planning projects were postponed in order to focus on the organization's finances and operations,

Task 2: Collect and Analyze Data

Data collection, analysis, maintenance, and reporting activities are necessary to sustain the WWVMPO/SRTPO decision-making process and produce relevant transportation planning products. The compiled data is used to identify transportation issues, propose solutions, and monitor performance. Data maintained by the WWVMPO/SRTPO is accessible to member agencies and the public.

Data collection and analysis tasks may include the acquisition and maintenance of hardware, software, or licenses for travel demand modeling, geographic information systems, and traffic simulation applications.

Data collection and analysis activities are coordinated with ODOT, WSDOT, CTUIR, cities, counties, public transportation providers, and port districts to avoid duplication of efforts and to support statewide and regional transportation planning and programming priorities, as well as investment decisions, as called for by the performance-based planning requirements of the MAP-21 and FAST Acts. Particular emphasis is placed on data analysis and monitoring that is supportive of advancing the seven national performance areas:

- Safety
- Infrastructure condition (i.e., bridge, pavement, and transit)
- Congestion reduction

- System reliability
- Freight movements and economic vitality
- Environmental sustainability
- Reduced project delivery delays

In addition, SFY 2023 activities will also focus on the continued analysis of socio-economic forecast data, land use changes, multi-modal transportation data, and recent traffic or technology trends in support of the implementation of the 2045 Plan (Task 8) and the completion of the Regional Thoroughfare System Plan (Task 10).

SFY 2023 Accomplishments

- Primarily within a Geographic Information System (GIS) environment, compiled and analyzed transportation, land use, and socio-economic data, supporting multiple activities and tasks:
 - U.S. Census urban-rural designation changes
 - Member agency Local Road Safety Plans
 - Regional travel demand model (TDM) update
 - Setting transportation performance targets and monitoring related performance
 - Active transportation origin and destination analysis
- Maintained and shared up-to-date socio-demographic, land use, transportation, and TDM data

Expenditures

Original Budget	Revised Budget	Amount Expended	Amount Over Budget	Percent Expended
\$23,200.00	N/A	\$14,348.65	\$8,851.35	61.85%

Expenditures for this task were much lower than expected, due to a shift in focus toward improving the functioning and operation of the agency. One important cost to note is the change in travel demand model platform to TransCad.

Task 3: Develop SFY 2021 Annual Performance and Expenditure Report

The Annual Performance and Expenditure Report (APER) describes the progress made towards fulfilling the activities outlined in the previous year's Unified Planning Work Program. The APER also details associated expenses and discusses any departure from the originally proposed task budgets.

SFY 2023 Accomplishments

- Tracked progress towards individual task goals and compiled detailed expenditure data
- Completed and submitted the SFY 2022 Annual Performance and Expenditure Report

Expenditures

Original Budget	Revised Budget	Amount Expended	Amount Under Budget	Percent Expended
\$850.00	N/A	\$2,100.67	(\$1,250.67)	247.14%

Expenditures for Task 3 were slightly higher than planned due to work on the SFY 2023 APER beginning earlier than scheduled.

Task 4: Develop SFY 2023 Unified Planning Work Program

The Unified Planning Work Program (UPWP) serves as the basis for requesting federal planning funds from the U.S. Department of Transportation's Federal Highway Administration and the Federal Transit Administration. The UPWP is also a management tool for scheduling, budgeting, and monitoring progress of planning activities. Developed in cooperation with its member entities, the activities identified in the WWVMPO/SRTPO's UPWP are consistent with the regional transportation goals and objectives identified in the Metropolitan and Regional Transportation - 2045 Plan.

Updated annually, the UPWP lists major activities which were accomplished in the preceding state fiscal year. It also describes those planning activities anticipated for the new state fiscal year, along with information on associated budget, responsible lead agency, and anticipated completion date for all related activities. The UPWP assists local, state, tribal, and federal agencies in coordinating transportation planning activities.

SFY 2023 Accomplishments

- Coordinated development of the draft SFY 2024 UPWP with member entities
- Participated in a virtual review meeting with representatives from the WWVMPO/SRTPO's federal and state grant agencies
- Submitted the draft SFY 2024 UPWP to ODOT, WSDOT, FHWA, and FTA for on-site review
- Submitted adopted SFY 2024 UPWP to ODOT, WSDOT, FHWA, and FTA for their approval

Expenditures

Original Budget	Revised Budget	Amount Expended	Amount Over Budget	Percent Expended
\$2,800.00	N/A	\$902.40	\$1,897.60	32.23%

Development of the SFY 2024 UPWP was completed in a condensed schedule, resulting in fewer hours being spent on this task.

Task 5: Develop Annual Title VI Report and Update Title VI Plan

The WWVMPO/SRTPO is responsible for certifying that the agency consistently follows Title VI rules and regulations. Each year, the WWVMPO/SRTPO completes an Annual Title VI Report, which provides an overview of relevant outreach activities and accomplishments for the various programs and activities the agency administers. With the new 2045 Plan in place, the WWVMPO/SRTPO will also develop a complete update to its current Title VI Plan and then submit the revised document to ODOT and WSDOT.

SFY 2023 Accomplishments

- Tracked activities and expenditures related to Title VI
- Completed and submitted the WWVMPO/SRTPO SFY 2022 Annual Title VI Report

Expenditures

Original Budget	Revised Budget	Amount Expended	Amount Over Budget	Percent Expended
\$2,900.00	N/A	\$1,359.35	\$1,540.65	46.87%

The Title VI Plan update was substantially complete during SFY 2023.

Task 6: Complete Annual Self-Certification Review

The WWVMPO/SRTPO is responsible for certifying that the agency follows all federal transportation planning rules and regulations. Each year in conjunction with the Transportation Improvement Program (TIP) development, the WWVMPO/SRTPO completes the required self-certification. The Policy Board adopts and includes the approved certification in the submittal of the final TIP.

SFY 2023 Accomplishments

- Reviewed agency's procedural compliance with laws governing the metropolitan planning process
- Completed and submitted the Calendar Year 2022 Self-Certification

Expenditures

Original Budget	Revised Budget	Amount Expended	Amount Over Budget	Percent Expended
\$350.00	N/A	\$40.24	\$309.76	11.50%

The annual self-certification review was done concurrently with the 2023-2028 M/RTIP development.

Task 7: Develop 2022-2027 Metropolitan and Regional Transportation Improvement Program and 2021 Annual Listing of Obligated Projects

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, projects consistent with the long-range transportation plan and reflective of regional and state transportation priorities are selected, resulting in a project list that is fiscally constrained by available funding.

The WWVMPO/SRTPO is also required to annually publish a list of transportation improvement projects which obligated federal funds in the preceding calendar year. The overview of these federal funding awards is documented in the Annual Listing of Obligated Projects (ALOP), which serves as record of project delivery and as a progress report for the purpose of disseminating public information and providing government transparency.

Furthermore, in preparation for the development of next year's 2024-2029 M/RTIP, WWVMPO/SRTPO and member entity staff will review and, as necessary, revise the Surface Transportation Block Grant (STBG) and Transportation Alternatives (TA; an STBG-Set Aside) project selection criteria ahead of a regionwide competitive call for projects in the Winter of 2023.

SFY 2023 Accomplishments

- Updated the list of funded metropolitan area and regional projects and compiled a list of currently unfunded projects
- Updated the M/RTIP policies
- Completed and submitted a fiscally constrained 2023-2028 M/RTIP
- Completed and submitted the calendar year 2022 Annual Listing of Obligated Projects

Original Budget	Revised Budget	Amount Expended	Amount Over Budget	Percent Expended
\$8,800.00	N/A	\$5,973.38	\$2,826.62	67.88%

The SFY 2023 Call for Projects was completed during the January through May timeframe.

Task 8: Implement 2045 Plan, Monitor Performance, and Provide Local Planning Assistance

Adopted on February 3, 2021, the Walla Walla Valley Metropolitan and Regional Transportation – 2045 Plan offers an overview of cross-jurisdictional transportation inventories, identifies region-wide issues and existing needs, analyzes future travel demand, and delineates fiscally constrained investments to improve performance of the transportation system. The update helps to account for changing socioeconomic conditions and transportation technology environments since the WWVMPO/SRTPO's previous 2040 Plan. After adoption, the WWVMPO/SRTPO monitors the implementation of 2045 Plan recommendations and provides related policy guidance and technical assistance to its member entities. Amendment requests are also processed in accordance with the adopted plan amendment procedures, regulatory requirements, financial constraint considerations, and public involvement guidelines.

In addition, the WWVMPO/SRTPO offers ongoing support to member agency staff during the update of interdependent transportation elements of local county and city comprehensive plans, as well as during the development of six-year Comprehensive Transportation Programs, Transportation System Plans, and six-year Transit Development Plans.

SFY 2023 Accomplishments

- Evaluated WSDOT-administered safety and bridge project awards for consistency with the regional planning goals and objectives
- Provided policy guidance and technical assistance to member entities as requested for the purpose of updating local comprehensive plans, transportation system plans, six-year comprehensive transportation plans, and transit development plans, as well as for the review of proposed developments, in order to support consistency with the 2045 Plan
- Facilitated road classification changes for member agencies
- Compiled and analyzed transportation performance data and tracked progress

Expenditures

Original Budget	Revised Budget	Amount Expended	Amount Over Budget	Percent Expended
\$11,300.00	N/A	\$0.00	\$11,300.00	0.00%

Staffing limitations reduced the expected time committed to this task.

Task 9: Foster Coordinated Public Transit - Human Services Transportation Planning

The WWVMPO/SRTPO establishes and fosters relationships with human services agencies and public 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 shortfalls. The resulting information is incorporated into a Coordinated Public Transit - Human Services Transportation Plan (CPT-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 vital services, employment opportunities, and daily activities.

Access to essential services, such as housing, employment, health care, education, and recreation, is a particularly important function of the regional transportation system for those individuals with special transportation needs. The WWVMPO/SRTPO is actively engaged in various multi-agency and multi-jurisdictional coordination and advocacy groups, such as the Council on Housing, the Accessible Communities Advisory Committee, and others. In addition, the WWVMPO/SRTPO seeks out the continued dialogue with service providers, such as health-care, human-services, and housing-related agencies, as well as public and private transportation providers, whose work affects transportation users with special needs.

SFY 2023 Accomplishments

- Reconvened and expanded the Human Services Transportation Coalition (HSTC) to spur public participation in the development of a new CPT-HSTP
- Sought out and secured a consultant to develop the new CPT-HSTP
- Analyzed demographic information on individuals with disabilities, older adults, and low-income populations, and compiled the latest available service data related to public transit
- WWVMPO/SRTPO staff regularly participated in the Walla Walla County's Council on Housing and Accessible Communities Advisory Committee

Expenditures

Original Budget	Revised Budget	Amount Expended	Amount Under Budget	Percent Expended
\$32,900.00	N/A	\$35,795.40	(\$2,895.40)	108.80%

Staff support time was higher than anticipated during SFY 2023.

Task 10: Complete Regional Thoroughfare System Plan

In 2004 and 2005, Walla Walla County and the cities of College Place and Walla Walla jointly developed a long-term vision for an arterial system that would serve the combined urban area. The purpose was to plan for a seamless transportation system with cross-jurisdictional connectivity to accommodate anticipated future growth. The 2045 Plan recommends the updating of the Regional Thoroughfare System Plan, which is the successor to the former Long-Term Arterial Plan (LTAP). This effort draws upon updated comprehensive plans from each participating entity, providing a multi-jurisdictional vision for the function and conceptual design of significant transportation arterials, in order to create a regionwide thoroughfare plan.

SFY 2023 Accomplishments

 Continued research and discussion of examples of thoroughfare planning efforts in other regions of the country

Original Budget	Revised Budget	Amount Expended	Amount Over Budget	Percent Expended
\$8,500.00	N/A	\$518.82	\$7,981.18	6.10%

This task will restart in SFY 2024.

Task 11: Update Public Participation Plan

Developed in coordination with member entities and in consultation with all interested parties, the WWVMPO/SRTPO's Public Participation Plan (PPP) was last updated in 2016. It outlines the agency's participation and consultation process, and the strategies and tools contained therein were designed to engage interested parties and involve the public in the metropolitan and regional transportation planning process at key decision points.

Even though the WWVMPO/SRTPO has annually reviewed the efficacy of strategies and tools documented in the PPP, the agency will undertake a complete update to its current Public Participation Plan in SFY 2023.

SFY 2023 Accomplishments

Completed a first draft of the Public Participation Plan

Expenditures

Original Budget	Revised Budget	Amount Expended	Amount Over Budget	Percent Expended
\$4,300.00	N/A	\$2,171.05	\$2,128.95	50.49%

The final public participation plan will be complete in SFY 2024.

Task 12: Coordinate Regional Bicycle and Pedestrian Improvements

Active transportation modes – walking and cycling – are an integral part of the transportation system. These modes of transportation provide options that are beneficial to both individual and environmental health, as well as contribute to the efficiency of the entire transportation network. Pedestrian and bicycle facilities that are accessible, direct, and continuous have also been shown to be economically beneficial to the surrounding community, and they improve safety for everyone using the roadway system. Overall, walking and cycling enriches the livability of the Walla Walla Valley, reduces congestion, improves mobility, and enhances the quality of life for residents.

WWVMPO/SRTPO staff work with planning partners, advocacy groups, interested stakeholders, and the public to advance integrated and cross-jurisdictional, non-motorized transportation and trails network projects. This includes continued support of the current active transportation and trails plan, the Blue Mountain Region Trails Plan, as well as working to improve public health by planning for a better and more active pedestrian and cyclist network.

SFY 2023 Accomplishments

• Coordinated with Blue Mountain Region Trails (BMRT) project partners, consisting of member entities, cities, counties, county health departments, ports, as well as regional, state, and federal resource agencies, and others

- Participated in Centers for Disease Control (CDC)-led Walkability Action Institute Community of Practice meetings to learn and share best practices and ideas with other transportation, elected, planning, and engineering peers from around the country
- Worked towards implementation of the Walkability Virtual Academy (WVA) Team Action Plan, collaborating with regional and local partners and the public on policy, program, and project changes that promote regional walkability
- Analyzed regional bicyclist and pedestrian usage patterns through Strava Metro data analysis and started a new manual and automatic counting program

Original Budget	Revised Budget	Amount Expended	Amount Over Budget	Percent Expended
\$8,500.00	N/A	\$1,512.83	\$6,987.17	17.80%

Continue to meet the goals develop in the walkability/ moveability action plan in SFY 2024.

Task 13: Support Blue Zones Project and Regional Walkability

In SFY 2021, a multi-disciplinary and multi-jurisdictional team comprised of Walla Walla Valley member entity representatives participated in a Centers for Disease Control (CDC)-supported Walkability Action Institute that was hosted by the National Association of Chronic Disease Directors (NACDD). Building on the team's newly acquired knowledge and understanding of the built environment's impact on public health, and following the completion of its Team Action Plan, the WWVMPO/SRTPO and its partners are now well-poised to implement the identified policies, program strategies, and small-scale demonstration projects, all of which are aimed at improving walkability within the region's communities.

Combining these walkability efforts with the policy and system changes promoted by the Walla Walla Valley Blue Zones Project (BZP) initiative, the WWVMPO/SRTPO plans to work with local partner agencies on built environment and walkability improvements designed to increase access to vital services; increase individual and community health; positively impact economic vitality, environmental sustainability, and safety; and thereby improve community mobility as well as health outcomes.

SFY 2023 Accomplishments

- Participated in regular Blue Zones Project Built Environment committee meetings
- Attended regional Blue Zones Project events and conferences
- Examined previous bike/pedestrian count and Strava Metro user data to determine optimal siting locations for automatic trail counters

Expenditures

Original Budget	Revised Budget	Amount Expended	Amount Over Budget	Percent Expended
\$3,500.00	N/A	\$2,034.91	\$1,465.09	58.14%

The Blue Zones Project and regional walkability support was limited.

Task 14: Provide Air Quality Planning

In order to ensure levels of outdoor air pollutants meet federal and state air quality standards, the Washington State Department of Ecology (ECY) and local clean air agencies monitor and track

emissions. A particular focus is directed towards U.S. Environmental Protection Agency (EPA) designated criteria pollutants, which are identified in the Clean Air Act (42 USC 7401 et seq.). This law requires that EPA set National Ambient Air Quality Standards (NAAQS) for six common air pollutants, including particulate matter – small particles with a diameter of ten microns or less (PM10) – which penetrate deep into the lungs and cause health problems.

The Walla Walla Valley has an air quality maintenance area for the PM10 pollutant, since data collected at a monitoring site located in western Walla Walla County near Wallula previously violated the respective air quality standard. Exceedances of the standard have since been identified as natural events tied to the occurrence of high winds. However, since conformity requirements were triggered by the initial violation of the standard, the WWVMPO/SRTPO will – through the remainder of the Wallula site's maintenance period (ending on September 26, 2025) – fulfill the air quality conformity determination requirements, which are laid out in 40 CFR 93. All associated air quality activities are closely

SFY 2023 Accomplishments

- Communicated with interagency consultation partners and attended quarterly air quality meetings
- Complied with state and federal requirements and determined air quality conformity for the 2023-2028 M/RTIP

Expenditures

Original Budget	Revised Budget	Amount Expended	Amount Over Budget	Percent Expended	
\$1,700.00	N/A	\$86.28	\$1,613.72	5.08%	

Air quality tasks were performed by a single employee for the majority of SFY 2023.

Task 15: Explore Regional Collaboration on High Priority Transportation Topics

Recent trends, such as climate adaptation, infrastructure resiliency, electrification of vehicle fleets and personal automobiles, emergence of autonomous vehicles, rising rates of injury and fatality crashes, among others, have introduced both challenges as well as opportunities for exploration of transportation-related solutions. These could and should be investigated and coordinated with adjacent planning jurisdictions, and also affect agencies not traditionally involved in transportation planning.

SFY 2023 Accomplishments

- Continued monitoring the implementation of electric vehicle fueling infrastructure in the region and followed relevant news and literature coverage on electric vehicles (EVs)
- Coordinated with member agency staff on development of their Local Road Safety Plan (LRSP)
- Engaged peer agencies to inquire about lessons learned related to traffic safety campaigns in their own regions
- Shared findings with the local Traffic Safety Coalition to build support for regionwide education campaign

Original Budget	Revised Budget	Amount Expended	Amount Over Budget	Percent Expended
\$5,700.00	N/A	\$1,078.21	\$4,621.79	18.92%

Staff did not spend as much collaboration time on this task as anticipated.

Revenue and Expenditure Overview by Funding Source

The table below contrasts the initially estimated UPWP revenue and total funds received by funding source. Actual expenditures and related carry-forward balances are included as well.

Funding Source (Grant Agency)	Original or Revised SFY 2023 UPWP Budget	Actual Revenue Received	Actual Amount Expended	Unused/Carry Forward to SFY 2024	Percent Expended versus Budget	Percent Expended versus Received
FHWA PL (WSDOT)	\$167,953	\$315,625.00	\$149,133.34	\$166,491.66	89%	47%
FTA 5303 (WSDOT) FTA 5310 (WSDOT)	\$29,000	\$66,882.00	\$25,410.24	\$41,471.76	88%	38%
FHWA PL (ODOT)	\$18,381	\$17,994.95	\$17,994.95	\$0.00	98%	100%
PL Match (ODOT)	\$2,104	\$2,053.88	\$2,053.88	\$0.00	98%	100%
FTA 5303 (ODOT)	\$5,619	\$6,055.05	\$6,055.05	\$0.00	108%	100%
RTPO (WSDOT)	\$59,477	\$52,213.50	\$78,499.11	\$0.00	132%	150%
Local Match Funds	\$31,384	\$34,992.00	\$27,933.91	\$7,058.09	89%	80%
Total	\$313,918	\$495,816	\$307,080	\$215,022	98%	62%

FHWA = Federal Highway Administration; PL = FHWA Planning Funds; FTA = Federal Transit Administration; 5303 = FTA Planning Funds; RTPO = Washington State Regional Transportation Planning Organization Funds

Actual revenue received for WSDOT FHWA and FTA included rollover from previous SFY allocations.

A total of \$104,427.00 was made available for use in the 2021-2023 biennium, which, for budgeting purposes, was split across the two associated state fiscal years – 2022 and 2023.