

Unified Planning Work Program

2026 – 2027 Biennium

07.01.2025 – 06.30.2027

Approval Date: 06.12.2025



**Spokane Regional
Transportation Council**

Spokane Regional Transportation Council

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Washington State Department of Transportation

Washington State Transportation Commission

Unified Planning Work Program:

2026 – 2027 Biennium | 07.01.2025 – 06.30.2027

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Spokane Regional Transportation Council

BOARD MEETING 06/12/2025
FOR ACTION

AGENDA ITEM 4
RESOLUTION R-25-13

RESOLUTION of the BOARD OF DIRECTORS of the SPOKANE REGIONAL TRANSPORTATION COUNCIL R-25-13

ADOPTING THE 2026-2027 BIENNIUM UNIFIED PLANNING WORK PROGRAM (UPWP)

WHEREAS, the Spokane Regional Transportation Council Board (SRTC Board) of Directors serves as the federally designated Metropolitan Planning Organization (MPO) for the Spokane Metropolitan Planning Area (SMPA) and as the state designated Regional Transportation Planning Organization (RTPO) for Spokane County; and

WHEREAS, MPO's are required to document metropolitan transportation planning activities performed with funds provided under title 23 U.S.C. and title 49 U.S.C. Chapter 53 in a unified planning work program (UPWP); and

WHEREAS, the development of the UPWP included ample review and input from advisory committee members, state and federal agency partners and the general public; and

WHEREAS, the SRTC Board of Directors is the governing body of SRTC, responsible for agency policy decisions including work program activities and the allocation of planning funds.

NOW, THEREFORE BE IT RESOLVED, that the SRTC Board adopts the 2026-2027 BIENNIUM UNIFIED PLANNING WORK PROGRAM; and

NOW, THEREFORE BE IT FURTHER RESOLVED, that the SRTC Board authorizes the Executive Director to execute the METROPOLITAN/REGIONAL TRANSPORTATION PLANNING ORGANIZATION AGREEMENT (GCC 1194).

ADOPTED: 06/12/2025

ATTEST

A handwritten signature in black ink, appearing to read 'Anadia'.

Anadia Grier
SRTC
Clerk of the Board

A handwritten signature in black ink, appearing to read 'Cris Kaminskas'.

Cris Kaminskas
Mayor, City of Liberty Lake
Vice Chair, SRTC Board of Directors

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Introduction

Background

The Spokane Regional Transportation Council, or SRTC as it is commonly referred to, plays a lead role in transportation planning within Spokane County region (see map in Appendix B). This multi-faceted organization guides how transportation is planned and developed in the region through a continuing, cooperative and comprehensive (3-C) planning process. This includes gathering and analyzing data, creating long-term plans, and using geographic information services to help make informed decisions about transportation. SRTC maintains three important transportation planning designations:

Metropolitan Planning Organization (MPO)

The United States Department of Transportation (USDOT) requires every metropolitan area with a population over 50,000 to have a designated Metropolitan Planning Organization (MPO) to qualify for receipt of federal highway and transit funds. SRTC is the designated MPO for the Spokane Metropolitan Planning Area and is responsible for ensuring compliance with federal transportation planning requirements. Specifically, federal legislation (23 U.S.C. 134) requires the MPO to work in cooperation with the state and public transportation agencies in carrying out a continuing, cooperative, and comprehensive (3-C) metropolitan planning process.

Transportation Management Area (TMA)

Urbanized areas over 200,000 in population are designated by federal legislation ((23 U.S.C. 134(k)(1)(A) and 49 U.S.C. 5303(k)(1)(A)) as Transportation Management Areas (TMA's). SRTC is the federally designated TMA for the Spokane Metropolitan Planning Area. TMA's have additional responsibilities and discretion in allocating certain federal transportation funds within the urbanized area. Those responsibilities require public transportation representation on the SRTC Board, a regionally coordinated Congestion Management Process, and authority for Transportation Improvement Program (TIP) project selection. The Federal Transit Administration (FTA) and the Federal Highway Administration (FHWA) must jointly certify the TMA every four years.

Regional Transportation Planning Organization (RTPO)

SRTC serves as the state designated Regional Transportation Planning Organization (RTPO) for Spokane County as established under RCW 47.80. RTPO's are voluntary associations of local governments authorized as part of the 1990 Washington State Growth Management Act. The state legislature recognized that while the transportation system is owned and operated by numerous public jurisdictions, it should function as one interconnected and coordinated system and that transportation planning should be coordinated with local comprehensive plans.

They further recognized that “To facilitate this coordination and cooperation among state and local jurisdictions, the legislature declares it to be in the state’s interest to establish a coordinated planning program for regional transportation systems and facilities throughout the state.”

Purpose of the UPWP

The purpose of a Unified Planning Work Program (UPWP) is to identify and align all federally funded transportation planning activities conducted in the metropolitan planning area during a one or two-year period. The UPWP developed by SRTC defines the planning activities for a 2-year period along with the associated financial resources that will be available to support our planning efforts. In this case, the UPWP covers a period from July 1, 2025 through June 30, 2027. More specifically, the Code of Federal Regulations (23 CFR 450.308) states “The UPWP shall identify work proposed for the next 1- or 2-year period by major activity and task (including activities that address the planning factors in § 450.306(b)), in sufficient detail to indicate who (e.g., MPO, State, public transportation operator, local government, or consultant) will perform the work, the schedule for completing the work, the resulting products, the proposed funding by activity/task, and a summary of the total amounts and sources of Federal and matching funds.”

SRTC staff is also responsible for carrying out specific activities that go beyond the federally mandated MPO planning activities. For example, SRTC receives funding from Washington State to carry out its duties as an RTPO (RCW 47.80). There may also be grant funding that supports specific planning activities or local funding to support an event or activity. It should be noted there may be overlap within a specific work program task between federal and non-federal planning requirements or activities. In situations where a particular task is relevant as a core MPO function and as an RTPO function (e.g., Program Administration and Coordination), the funding sources used to support these activities will include both the federal and state resources necessary to complete the task. Where there are diverging requirements or directives regarding the purpose and use of funds, activities will be identified accordingly.

Consolidated Planning Grant Participation

Concurrent with the development and implementation of the 2026-2027 Biennium UPWP, SRTC and WSDOT will initiate a Consolidated Planning Grant (CPG). The CPG enables the Washington State Department of Transportation (WSDOT), in cooperation with the MPO, FHWA, and FTA, to consolidate the FHWA PL and FTA 5305(d) metropolitan planning fund allocations into a single grant that is administered by the FHWA Division. These funds are apportioned to WSDOT as the direct recipient and sub-allocated to the MPO’s utilizing a formula approved by the MPO’s and WSDOT, in accordance with 23 CFR 420.109 and 49 U.S.C. Chapter 53.

Agency Organization and Process

SRTC is established through an interlocal agreement of the member governments. As shown in Appendix B, the agency is governed by a Board of Directors that receives advisory recommendations from a Transportation Advisory Committee (TAC) and a Transportation Technical Committee (TTC).

The Board includes 20 voting members and two non-voting members. Board members include elected officials representing each of the local governments with a single seat representing the collective of smaller, rural towns. The Board also includes representation for the Spokane and Kalispel Tribes of Indians, Spokane Transit Authority, Washington State Department of Transportation, Spokane International Airport, the Washington State Transportation Commission, a representative for Major Employers and a representative for the Freight industry. Pursuant to RCW 47.80.040, area members of the Washington State House of Representatives and Senate are considered ex-officio board members of SRTC.

The TTC is composed of 21 professionals from various local, regional, and state agencies and Tribes. The TTC provides technical input and helps ensure a coordinated regional transportation system. Additionally, the TTC participates in SRTC's transportation planning program by conducting technical reviews of activities such as applications for funding, setting performance targets, congestion management reports, amendments to the Transportation Improvement Program, and provides input on the UPWP.

The TAC is composed of 14 community members from an array of geographic areas, modal and policy expertise, agencies, and constituent groups. A key responsibility of the TAC is to advise the Board on policy issues associated with plans, programs, and activities conducted by SRTC. The TAC is also intended to promote agency transparency while providing a forum for public involvement in SRTC's overall transportation planning program.

In developing the 2026-2027 Biennium UPWP, SRTC worked cooperatively with all members of SRTC as well as staff from WSDOT and the Spokane Transit Authority (STA) to define planning priorities, work activities, and associated financial resources. A draft of the 2026-2027 Biennium UPWP was also reviewed by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA).

Public Comment and Document Review

As part of the public comment period, SRTC presented the UPWP monthly at Board and committee meetings from January 2025 through May 2025. The document was posted on the SRTC website, and a 30-day public comment period was announced. No public comments were received.

In addition, SRTC held a document review meeting with federal, state, and local partners. Attendees included representatives from the Federal Highway Administration, Washington State Department of Transportation, and Spokane Transit Authority. Although the Federal Transit Administration was invited, they were unable to attend. SRTC followed up with FTA separately via email.

Comments provided during the review meeting were incorporated into the draft document.

Coordination with Adjacent MPOs and RTPOs

In March 2003, Kootenai County, Idaho became a federally designated urbanized area. Associated with that designation was the establishment of the Kootenai Metropolitan Planning Organization (KMPO). While the SRTC and KMPO Boards are independent from one another, SRTC and KMPO continue to coordinate planning and modeling efforts that affect both MPO areas. All UPWP documents are forwarded to adjacent RTPOs for review.

Topics Addressed in the Planning Process

Current Planning Environment

Over the past several years, national, state, and local governments have been faced with declining revenues for transportation and this trend is expected to continue. Significant competition for dwindling resources presents challenges as we seek to keep pace with a growing region, while also preserving and maintaining the existing infrastructure. The Infrastructure Investment and Jobs Act (IIJA) Public Law 117-58, also known as the “Bipartisan Infrastructure Law” (BIL), was signed into law on November 15, 2021. The IIJA is the largest long-term investment in our infrastructure and economy in our Nation’s history. The IIJA/BIL will reach the end of its 5-year term in September 2026.

In the 2026-2027 Biennium, SRTC will continue to work on several key activities related to performance-based planning requirements. The IIJA performance-based planning requirements are an extension of the FAST Act (and before that the MAP-21). Performance-based planning has enhanced SRTC’s long-range planning and project selection processes. These metrics also ensure local and state agencies rely on shared data resources. Data collection and processing will involve a significant and continuing investment in resources (e.g., software platforms, technical training, data collection and management, etc.). SRTC has balanced implementing performance-based planning requirements with other MPO requirements in our work activities. In striking this balance, SRTC has fully adopted and met the core MPO and RTPO planning functions and now is taking on key efforts to start furthering the accomplishment of statewide performance targets through education, coordination, data acquisition and technical work.

An outcome of performance measures is a greater understanding and awareness of factors contributing to the increases in fatal and serious injury (FSI’s) crashes

on our transportation system. Under a Federal Safe Streets and Roads for All discretionary grant SRTC recently completed a Regional Safety Action Plan to identify critical locations and causal factors in FSI crashes. A follow-up grant award will support efforts to tackle human behavior as a factor through an education and awareness effort.

Additionally, SRTC is updating the long-range metropolitan/regional transportation plan, Horizon 2050. As part of this effort, SRTC is likely to identify other emerging planning issues to be addressed in the 2026-2027 Biennium UPWP and subsequent years. In the previous UPWP, SRTC completed both a SMART Mobility Plan to explore advancing technologies in transportation and a Resiliency Plan to evaluate strategies that keep the transportation system functioning after disruptive events. SRTC expects to pursue implementation of recommendations from these studies as well as others that have been completed in recent years.

Federal Planning Factors

As part of the process of developing the UPWP, the FTA and FHWA require the consideration of federal planning factors in regional transportation planning efforts. These planning factors are established under 23 CFR 450.306(b) which requires the metropolitan transportation planning process shall be continuous, cooperative, and comprehensive, and provide for consideration and implementation of projects, strategies, and services that will address the following factors:

- Support the **economic vitality** of the metropolitan area; especially by enabling global competitiveness, productivity, and efficiency;
- Increase the **safety** of the transportation system for motorized and non-motorized users;
- Increase the **security** of the transportation system for motorized and non-motorized users;
- Increase the **accessibility and mobility** of people and for freight;
- Protect and **enhance the environment, promote energy conservation, improve the quality of life, and promote consistency** between transportation improvements and State and local planning growth and economic development patterns;
- Enhance the **integration and connectivity** of the transportation system, across and between modes, for people and freight;
- Promote **efficient system management and operation**;
- Emphasize the **preservation of the existing transportation system**;
- Improve the **resiliency and reliability** of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and

- Enhance **travel and tourism**.

The 2026-2027 Biennium UPWP reflects these federal priorities and direction through specific work activities.

State Policy Goals

To ensure federal mandates that require planning consistency, and to meet the obligations of an RTPO, the 2026-2027 Biennium UPWP also addresses the six Washington State legislative transportation system policy goals established under RCW 47.04.280:

- **Preservation:** Maintain, preserve, and extend the life and utility of prior investments in transportation systems and services;
- **Safety:** Provide for and improve the safety and security of transportation customers and the transportation system;
- **Stewardship:** Continuously improve the quality, effectiveness, resilience, and efficiency of the transportation system;
- **Mobility:** To improve the predictable movement of goods and people throughout Washington state, including congestion relief and improved freight mobility;
- **Economic Vitality:** Promote and develop transportation systems that stimulate, support, and enhance the movement of people and goods to ensure a prosperous economy; and
- **Environment:** Enhance Washington's quality of life through transportation investments that promote energy conservation, enhance healthy communities, and protect the environment.

In particular, Task 8: RTPO Planning Functions, addresses the specific requirements of RCW 47.04.280.

Finally, the 2026-2027 Biennium UPWP incorporates the Guiding Principles, Policies, and Strategies established in the Horizon 2045 Metropolitan and Regional Transportation Plan (MTP and RTP) and the 2025-2028 TIP, which were both developed within the framework of current federal and state planning requirements.

2024-2025 Biennium UPWP Key Accomplishments

The 2026-2027 Biennium UPWP identifies key accomplishments from the prior UPWP (2024-2025) by Task number. For help understanding the acronyms in this section, refer to the detailed [acronym guide](#) available on the SRTC website.

Task 1: Program Administration and Coordination

- Held monthly meetings for the SRTC Board of Directors, Transportation Technical Committee (TTC), and Transportation Advisory Committee (TAC), including development of meeting notices, minutes, agendas, packets, and presentations. Facilitated recurring meetings for the TIP Working Group, SRTC Budget Committee, Board Administrative Committee, and Equity Working Group.
- Conducted staff meetings, employee performance evaluations, work plan development, and onboarded new staff.
- Finalized updates to the Employee Handbook after legal review and coordinated a health benefits presentation.
- Implemented employee wellness activities and conducted the annual performance review process for staff.
- Successfully hired an Associate Planner 1.
- Managed SRTC finances, including timely submission of monthly invoices, billing, budget tracking, and financial processes. Prepared the CY 2024 Budget and Indirect Cost Plan, approved by the Board in October 2024.
- Coordinated discussions with Tribes regarding annual contributions and finalized the office lease extension.
- Finalized IT vendor selection and contract development.
- Tracked state legislative activities.
- Coordinated with STA and WSDOT on a 23 CFR 40.314 agreement.
- Updated the Continuity of Operations Plan and Finalized the 2024 TMA Certification process.
- Attended and presented at various conferences, including the American Planning Association (APA), Washington State Rideshare Organization (WSRO), and the Association of Metropolitan Planning Organizations (AMPO) Symposium.

- Participated in webinars and workshops on topics such as equity in roadway safety, public engagement, housing and transportation, AICP credit maintenance, emotional intelligence, artificial intelligence advantage, urban mobility, United States Department of Transportation (USDOT) Navigator, retirement program, website and file accessibility, and benefit cost analysis (BCA) presentations.
- Continued developing templates for Request for Proposals (RFP) and/or Qualifications (RFQ) and contracts.
- Completed 2022 Audit with no findings.
- Conducted planning staff first quarter progress meetings.
- Conducted a Peer Exchange with Benton Franklin Council of Governments (BFCOG) to share best practices and support both agencies' ongoing planning activities.

Task 2: Public and Stakeholder Participation and Coordination

- Updated the website and posted to social media multiple times per week.
- Coordinated with Northeast Public Development Authority, Northeast Community Center, Spokane Regional Health District (SRHD), and Spokane Transit Authority (STA) for future plans and programs.
- Attended stakeholder, chamber, and coordination meetings, including ribbon cuttings, legislative forums, and transportation events (Trent Ave. bridge, U-District planning, STA Board, etc.).
- Planned and advertised for the 2023 Transportation Summit, including Save The Date, venue contracts, itinerary planning, partner agency coordination, and creating post-event summaries.
- Created and disseminated communication materials, including Press Releases, Legal Notices, public comments for the TIP 2024-2027 draft, and survey implementation for TMA Certification.
- Developed outreach materials for TIP amendments, Regional Safety Action Plan (RSAP), Commute Trip Reduction (CTR) Plan, and Metropolitan Transportation Plan (MTP) updates.
- Coordinated public outreach for Board & Committee meetings, including Board Chair recognition and media coverage.
- Engaged with community groups, such as the East Central Neighborhood Council and STA open houses, responding to citizen feedback and inquiries.
- Managed communications for the Transportation Advisory Committee (TAC) recruitment and appointments, providing orientation for new members.

- Met with communication staff from stakeholder organizations (STA, WSDOT, Spokane Valley, etc.) to coordinate outreach and media strategies, including addressing negative DivisionConnects Bus Rapid Transit (BRT) video and Gonzaga University outreach.
- Presented and discussed transportation topics at events such as APA conferences, safety pilot final reports, and Whitworth University panels.
- Created and implemented a new SRTC brand, website, and messaging strategy through the SRTC Website Redesign and Update project, including managing the consultant selection process, project management, aiding in developing materials, and strategically launching final products.
- Organized and scheduled outreach events for community engagement, including Summer Parkways, Felts Field, Juneteenth Celebration, and other seasonal activities. Additionally, expanded outreach events for specific events, including to El Mercadito, Liberty Lake Farmers Market, and the Lunar New Year Celebration.
- Developed updated Title VI and Limited English Proficiency (LEP) Plans that reflect state and federal recommendations.
- Annual completion of the Title VI Goals and Accomplishments Report - submitted to WSDOT.
- Created new ADA and Title VI complaint forms and procedures, including updated translations into Vietnamese, Russian, and Spanish.
- Implemented outreach tracking process to aid in record keeping and to measure effectiveness of outreach efforts.

Task 3: Data Management and Systems Analysis

- Maintained GIS software environment and files, tracked GIS software developments, and reviewed ArcGIS products and schema for storing and interacting with GIS data; updated regional bicycle network GIS data, refined map of regional trails and shared use paths, and updated SRTC's regional bicycle network ArcGIS Online web map.
- Provided model and land use data to member agencies and consultants, including the Spokane Fire Department's consultant for emergency deployment; responded to local agency data requests, coordinated with STA on transit datasets for congestion management, and provided travel model data for City of Spokane's transportation impact fee analysis.
- Participated in the Environmental Protection Agency's (EPA's) Motor Vehicle Emissions Model version 4 (MOVES4) Data and Analysis webinar, Region 10 Transportation Air Quality Conformity call, and contributed to conversations

related to statewide efforts like the Washington Zoning Atlas and Washington State Proviso for collecting sidewalk data.

- Coordinated ongoing project management for the Data Applications for Transportation Analysis (DATA) Project, including reviewing quick response freight model (QRFM) implementation options, finalizing reporting mechanisms, and delivering training on the 2022 and 2050 models; provided ongoing assistance to consultants for the Regional Safety Action Plan, reviewed data for the Land Use Allocation Tool (LUAT), and attended DATA Project Land Use Allocation Tool training.
- Ongoing review of CMP-related data sources and methodologies, completed CMP subtask on adding attribute data and calculating severity index for network segments; coordinated updates to regional bridge condition data (PM2), processed 2023 National Bridge Inventory (NBI) data, and developed a regional bridge tracking document and condition dashboard.
- Completed Transportation Analysis Zone (TAZ)-level employment forecast allocation, prepared maps, charts, and tables to visualize results; finalized 2024 Unified List maps and associated datasets, and updated land use maps with data from local jurisdictions.
- Updated and refined land use forecast based on feedback from local agencies and WSDOT, prepared visuals and data summaries to support the review, and provided feedback on model documentation and user guide; held meetings to address feedback from model users and local jurisdictions, and reviewed pipeline land use data and methodology.
- Compiled, processed, and mapped 2023 residential building permits region-wide, mapped future EV charging locations, and initiated scoping and research for the Bike Map update.
- Finalized district-level employment forecast for TAZ allocation, quality assurance and quality control (QA/QC) of bicycle level of traffic stress (LTS) analysis, ongoing refinement of employment and land use data, and interpolated SRTC land use forecast for the Spokane Growth Management Planning Technical Advisory Committee (PTAC) population allocation exercise.
- Initiated GIS software purchases for 2024, coordinated with ESRI, reviewed methodology for node delay functions in the new model set, and contributed to the design and development of SRTC's Regional Data Hub and Map Gallery.
- Developed, reviewed, and cataloged datasets for inclusion in the Regional Data Hub; finalized passive data tech memo and training syllabus for DATA Project, reviewed and provided feedback on the Origin-Destination Data Visualizer tool.

- Scoped and researched updates for regional bicycle network facilities data, including LTS analysis and facility updates from jurisdictions, and coordinated additional data attribution stemming from the Bike LTS project.
- Prepared GIS data for GPC tasks, contributed to conversations related to the Washington Zoning Atlas, and continued QA/QC of SRTC land use forecast in response to local feedback.
- Met with Board Chair to discuss model attributes, held training on delivered DATA hub, and presented updates to Committees and Board.
- Released an updated base-year and forecast-year travel demand model and associated user information as scoped in the DATA project.

Task 4: Metropolitan Transportation Plan & General Long Range Transportation Planning

- Reviewed and provided comments on WSDOT's Carbon Reduction Strategy Final Report, participated in webinar on resiliency planning, EV Council Advisory Committee, and discussed CO2 performance measure with advisory committees.
- Completed intersection analysis for the Bike LTS project, presented it to the Board, coordinated with stakeholders, finalized and received approval, and coordinated FHWA Highway Urban Area draft map adjustments.
- Ongoing development and RFQ scoping for the next MTP update, including strategy discussions, priority networks, public engagement, and Guiding Principles updates.
- Discussed transportation project economic analysis, developed consultant scope, reviewed VMT reduction target agreement, finalized scope for the General Planning Consultant (GPC), conducted pre-submittal video conference, and set up Submittal Review Team.
- Coordinated and finalized FHWA urban boundary adjustments, submitted to WSDOT, participated in review meeting, and worked on regional bridge condition tracking with 2023 NBI data and bridge deterioration forecasting research.
- Prepared for and conducted multiple Regional Clean Transportation Coalition meetings, facilitated discussions, and developed content for smart mobility and resiliency projects, including stakeholder meetings and RFQ process.
- Compiled traffic counts trend data for model validation, and continued RFQ development.

- Processed data for transportation performance management tasks including safety, bridges, and greenhouse gas performance measures, researched planning best practices, and developed initial MTP update tasks with GPC.
- Developed scope for the Policy Framework rewrite, presented materials and overviews at various committee meetings, and began drafting resiliency planning component for SRTC's long-range plan.
- Finalized and executed GPC contract, coordinated with stakeholders on Smart Mobility and Resiliency task orders, facilitated Clean Transportation Coalition meeting, and monitored passenger rail events (Amtrak, All Aboard Washington).
- Set performance targets for safety (PM1) in accordance with the federal requirement.
- Completed and adopted the Smart Mobility Plan and the Resiliency Plan.
- Updated the SRTC Guiding Principles and clarified the corresponding policy language.
- Scoped and kicked-off work for the Needs Assessment Summary project.

Task 5: Transportation Improvement Program

- Developed a Cost Analysis proposal for sole source procurement of Eco Interactive's Project Tracker for the July Board packet and continued testing the Project Tracker application, including training with the consultant team.
- Processed and submitted multiple TIP amendments to WSDOT (July, October, and April) and coordinated administrative modifications, including public comment periods and presentations to committees.
- Continued development of the draft 2024-2027 TIP, presented to the Board and committees, facilitated public engagement, and worked with member agencies on project phasing to meet fiscal constraints.
- Adopted the 2024-2027 TIP by the Board, with projects submitted to WSDOT in SAW, and prepared year-end CMAQ and TAP reports, along with the FY 2023 Annual Obligation Report.
- Coordinated activities related to the development and funding of the 6th-10th-12th connection and discussed funding opportunities for the Centennial Trail with local agencies.
- Held regular TIP Working Group meetings, providing instructions on the Project Tracker application and discussing project obligations and future TIP amendments.

- Continued updates and maintenance of the TIP web map and physical map products for the 2024-2027 TIP and evaluated potential fund swaps with TIB.
- Assisted member jurisdictions and stakeholders in understanding TIP projects and processes while tracking annual obligation authority and participating in statewide meetings regarding project delivery and redistributed OA.

Task 6: Congestion Management Process

- Participated in Spokane Regional Transportation Management Center (SRTMC) Operations Board meetings and presented agenda items.
- Provided data, mapping, travel demand modeling, and GIS support to member agencies as requested.
- Began initial scoping and development of the 2025 Congestion Management Plan (CMP) update, including best practices review, identification of data sources, trial passive data collection, and status updates to the Board and committees.
- Developed a multi-jurisdictional CMP Working Group to review and prepare draft updates to regional objectives for congestion management.
- Ongoing work on the CMP update to draft multimodal performance measures and data collection plans, including the collection, review, and processing of data for performance measures analysis.

Task 7: Planning Consultation and Studies

- Prepared for and participated in SRTC planning meetings, including advisory group meetings for the West Plains Transportation Network Study, Division BRT TAC meetings, and WSDOT US 395 Complete Streets meetings.
- Ongoing work on the SRTC/WSDOT ER collaboration safety pilot project, including the kickoff of the Regional Safety Action Plan (RSAP) development, refining the scope for the RSAP consultant agreement, and managing related data analysis and public involvement.
- Issued an RFP for the RSAP and continued coordination and development of the Unified List of Regional Transportation Priorities for both state and federal use, including meetings with congressional legislative assistants.
- Managed the Transportation Electrification grant with Commerce, including contract reviews, site consultations, quarterly reports, and coordination with sub-recipients.
- Reviewed and provided feedback on the West Plains Transportation Network Plan draft and final reports, and participated in various planning activities,

including the Division Transit Oriented Development RFQ evaluation and WSDOT complete streets review.

- Conducted project management activities for the RSAP, including the development of crash analysis and strategies, and held multiple Steering Committee meetings to present updates.
- Participated in meetings regarding MPO funding for VMT reduction targets, STA's 5310 Call for Projects scoring, and WSDOT's Highways of Statewide Significance multimodal level of service recommendations.
- Coordinated general planning activities, including assessment of bridge conditions, economic analysis discussions, and hosted a pre-submittal conference for the update to SRTC's website.
- Presented the 2025 Unified List process and criteria for approval, updated submission tools, and addressed questions from local agencies regarding project submissions.
- Finalized the 2025 Unified List, both State and Federal versions.
- Presented the 2026 Unified List process and criteria for approval, updated submission tools, and addressed questions from local agencies regarding project submissions.

Task 8: RTPO Functions

- Participated in the Planning Technical Advisory Committee (PTAC) meeting and subcommittee for population allocation, including presenting draft population allocation to the Steering Committee of Elected Officials.
- Coordinated with peer agencies and WSDOT for the Quarterly WSDOT/MPO/RTPO Coordinating Committee meeting, addressing roles, responsibilities, and funding, including preparation and presentation to the Washington State Transportation Commission.
- Continued drafting Comp Plan certification letters for Spokane County's annual amendment cycle and discussed their 2026 Comp Plan update, along with coordinating their periodic update process.
- Held meetings regarding the VMT Reduction Proviso and Targets, discussing strategies and funding, and met with Spokane County staff on comprehensive plan certification.
- Ongoing work on the Regional Safety Action Plan, including developing crash analysis, public involvement plans, and vision/goal setting.

- Participated in project planning meetings, reviewed WSDOT level of service activities, and attended the County charette on land use and transportation issues.
- Managed the Commerce Transportation Electrification grant and served on the scoring team for STA's 5310 Call for Projects.
- Developed a new Commute Trip Reduction (CTR) Plan for 2025-2029. Coordinated with Commute Smart Northwest and local agencies on a regionwide outreach campaign. Hosted several workshops with local agencies to coordinate key parts of the local and regional plans for consistency.
- Reviewed and provided comments on the West Plains Transportation Network Plan final report and participated in the Division BRT Technical Advisory Committee.
- Engaged in miscellaneous communication and coordination regarding state issues, upcoming meetings, and RTPPO activities.
- Facilitated project ranking process for WSDOT Consolidated Grant 2025-2027 applicants.

Task 1: Program Administration and Coordination

Task Overview

Program Administration is a core MPO and RTPPO function. The purpose of this task is to administer the overall metropolitan transportation planning process in an open and collaborative environment. Program administration activities are undertaken to ensure MPO compliance with applicable provisions of Titles 23, 40, and 49 of the US Code and the Code of Federal Regulations that call for a continuing, comprehensive, and cooperative metropolitan transportation planning process. Program administration activities also ensure RTPPO compliance with RCW 47.80 and Chapter 468-86 WAC. Among other activities, this task includes contract development and oversight, the development, tracking and reporting of the Unified Planning Work Program and the professional development and management of personnel.

Task 1 Major Milestones and Products

- Complete annual onsite review and UPWP progress update with WSDOT Tribal and Regional Integrated Planning, FHWA and FTA. (April 2026 and 2027)
- Develop an annual budget and associated work plan, and successfully complete annual audits. (October 2025 and 2026)
- Engage in Strategic Planning and team development activities. (June 2026)
- Review the 2026-2027 Biennium UPWP for potential modifications and develop the Annual UPWP Performance and Expenditure Report as required by federal regulations. (September 2025 and 2026)
- Prepare the 2028-2029 Biennium UPWP. Review and update the associated funding agreement as necessary. (June 2027)

Sub-Task 1.1: Program Management and Support

This subtask includes the activities necessary to effectively manage the metropolitan transportation planning process as required by federal and state regulations.

Ongoing/Continuous Activities

- Administer the metropolitan transportation planning process that complies with applicable federal and state regulations.

- Coordinate meetings and provide support to the Board of Directors, Board Administrative Committee, Transportation Technical Committee, and Transportation Advisory Committee.
- Coordinate with federal, state, local agencies, Tribes, and other partners regarding regional transportation issues, plans, studies, funding, and implementation programs.
- Coordinate and consult with WSDOT, STA, member agencies, Tribal governments, other MPOs, other RTPOs, and other local agencies and planning partners.
- Develop and monitor program activities, interagency agreements, the annual SRTC budget, and the annual Indirect Cost Plan.
- Conduct financial planning and management, including the administration of planning grants.
- Purchase office equipment, supplies, computer hardware, and software.
- Manage and submit reports on agency fiscal status and accomplishment of the approved work plan.
- Develop and administer agency policies and procedures and monitor program and policy changes at the state and federal level.
- General personnel management including benefits review, promotion of health and wellness, staff coordination, work plans and performance review.
- Monitor Federal and State legislative activity, rule-makings and directives.

Sub-Task 1.2: Certification, Agreements, and Work Program

This subtask includes completing federal and state certifications, developing, and reviewing agreements with agencies and stakeholders, and the development and maintenance of the UPWP.

Certifications

The Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) conduct a joint site certification review of the Spokane metropolitan area's transportation planning process every four years. This Transportation Planning Certification Review is required by federal regulations for metropolitan areas that exceed a population of 200,000 and have been designated as a Transportation Management Area (TMA). The last review was completed in January 2024 and the next review will occur outside the time frame of this UPWP period. SRTC develops self-certification documentation in between the four-year cycle.

Ongoing/Continuous Activities

- Continue to implement recommendations from the January 2024 Federal Transportation Planning Certification Review Final Report.
- Complete and transmit the annual self-certification required for a TMA.

MPO Agreements

In recent years, the SRTC Board approved a variety of critical documents relating to the operations of SRTC including an Interlocal Agreement (ILA) relating to the formation and operation of SRTC, the Rules of Procedure and Standing Committee Bylaws, the Employee Handbook, and the Procurement Manual. In addition, SRTC implements and monitors various contracts and agreements required for general operations.

- Monitor and review various operating agreements, contracts for service, and operating procedures to ensure compliance.
- The 2025 MOA between SRTC, WSDOT, and Spokane Transit Administration (STA) is periodically reviewed and will be modified if any changes are needed as noted in the milestones above.

Unified Planning Working Program

SRTC will develop and maintain the 2026-2027 Biennium UPWP to coordinate metropolitan planning activities between SRTC and its member agencies, define planning activities, and identify funding sources for those activities. The UPWP is a core MPO function and identifies and organizes RTPO planning activities. SRTC staff serves as lead in coordination with member agencies, STA, and WSDOT.

Ongoing/Continuous Activities

- Maintain the 2026-2027 Biennium UPWP, which identifies transportation planning activities to be undertaken in the SMPA using federal, state, and local funds.
- Periodically update the Board of Directors on progress in implementing the 2026-2027 Biennium UPWP. As needed, submit UPWP amendments for SRTC Board adoption, then forward to WSDOT for approval. Upon WSDOT approval, transmit amendments to FHWA and FTA.

Sub-Task 1.3: Coordination with State and Federal Legislators

SRTC provides information about the status of transportation plans and programs, regional transportation project priorities, and legislative priorities to both state and federal legislators. SRTC staff also provide updates on metropolitan planning activities where legislators and/or their staff members may be present. In addition, pursuant to RCW 47.80.040, any member of the House of Representatives or the State Senate whose districts are wholly or partly within the boundaries

of the regional transportation planning organization are considered ex officio, nonvoting board members of the regional transportation planning organization. As such, SRTC staff coordinates with area members of the state legislature as regular ex officio members of the SRTC Board.

SRTC does not use state or federal revenue when expenditures include staff time, travel, lodging, or meals for legislative functions. SRTC monitors anti-lobbying rules and regulations regarding unallowable costs.

During the 2026-2027 Biennium, the Executive Director, Deputy Executive Director or senior staff may participate in the following community organized trips to meet with state and federal legislators. Both trips will be paid for solely with local funds:

- Regional Olympia Fly-In (January 2026 and January 2027)
- Regional Washington DC Fly-In (April 2026 and April 2027)

Ongoing/Continuous Activities

- Monitor federal and state legislative issues and actions.
- Provide information regarding regional transportation projects and Board approved priority projects and policies.

Sub-Task 1.4: Professional Development and Training

This subtask supports ongoing staff training, including conferences, seminars, and sessions within budget limits. Professional development is essential for maintaining a knowledgeable MPO staff, especially in federal and state regulations, travel demand modeling, air quality conformity, GIS, and IT systems. Annually, SRTC leadership collaborates with staff to assess training needs and costs. Project-specific training is documented separately. This task also covers memberships in professional organizations such as Association of Metropolitan Planning Associations (AMPO), National Association of Regional Councils (NARC) and Women's Transportation Seminar (WTS).

SRTC is also focused on attracting and retaining highly qualified employees. This task includes continuing education, training and certification for professional planners through American Planning Associations (APA) AICP Certification program and other certifications deemed beneficial to SRTC.

Ongoing/Continuous Activities

- Complete various professional development and training by staff, including leadership and management training, project management, ADA, Title VI and other Federal requirements. Includes costs of certification, membership, and participation in statewide, regional, and national trade organizations.

Task 1 Unfunded Activities

None

Task 1 Responsibilities

SRTC staff serves as lead in coordination with members, STA and WSDOT.

Table 1: Summary of Task 1 Revenues and Expenditures

Revenues		Expenditures	
CPG (FHWA/FTA)	\$ 611,162	Salaries & Benefits	\$ 578,727
FHWA — STBG-Metro Planning	\$ 168,000	Overhead	\$ 222,738
RTPO	\$ 30,000	Direct Costs	\$ 70,000
Local	\$ 92,303	Consultants	\$ 30,000
TOTAL	\$ 901,465	TOTAL	\$ 901,465
Budget Comparison		FTE Staffing Comparison	
2026-2027 Biennium	\$ 901,465	2026-2027 Biennium	1.51
2024-2025 Biennium	\$ 832,223	2024-2025 Biennium	1.53
2022-2023 Biennium	\$ 842,540	2022-2023 Biennium	1.85

Task 2: Public and Stakeholder Participation and Coordination

Task Overview

SRTC creates proactive opportunities for public and stakeholder involvement, participation, and consultation to support planning and programming activities. A robust and ongoing public, business, government and stakeholder participation and coordination process is a vital component of a successful metropolitan transportation planning process. This is a core MPO and RTPPO function, and SRTC supports public coordination and outreach, stakeholder coordination, and Title VI requirements to fulfill this objective. Key provisions in the Public Participation Plan (PPP) ensure: the ongoing provision of information to the public and stakeholders; timely public notice of SRTC meetings; public comment periods, and other activities; full public access to key decisions and decision-making processes; ADA accommodation and support for early and continuing involvement of the public in all planning and programming activities.

Task 2 Major Milestones and Products

- Review and update the Public Participation Plan. (May 2026)
- Develop a proactive communication strategy of regularly scheduled messaging. (Begin January 2026)
- Provide a user-friendly interactive webpage for the Metropolitan Transportation Plan update. (December 2025)
- Host an annual transportation summit in partnership with regional business leaders. (October 2025 and 2026)

Sub-Task 2.1: Public Coordination and Outreach

In accordance with applicable state and federal requirements and adopted public participation procedures, SRTC provides the public with opportunities to participate in the metropolitan planning process. SRTC does this by providing information on specific issues through a variety of channels, as well as providing opportunities to engage in the process at multiple points. SRTC has developed a Public Participation Plan (PPP) to identify specific stakeholders, methods used to engage them, and channels to disseminate project-specific or plan-specific information to them.

In general, the outreach and engagement methods employed by SRTC include:

- Roundtables, focus groups, surveys, and stakeholder interviews on regional transportation issues.

- Work with partner agencies to host educational events such as lunch and learns to promote the sharing of transportation trends and topics and build relationships with regional stakeholders.
- Presentations to groups of various sizes and interest areas, with regard to federal direction including Title VI and the Americans with Disabilities Act.
- Participation in open houses and public meetings, community events, both in-person and online, to inform the public about major SRTC activities and projects (including events hosted by other agencies).
- Issue press releases to local media and media interviews.
- Email distribution lists, flyers and/or direct mailings to publicize meetings and events.
- Procure and utilize a communication software program for routine communications such as a weekly update or monthly newsletter.
- Maintain coordination with Tribal and Land Management agencies per SRTC's Tribal and Land Management Coordination policies.

Ongoing/Continuous Activities

- Maintain contact databases.
- Coordinate with staff to produce brochures, infographics, and other outreach materials.
- Coordinate with staff to develop outreach strategies for planning projects.
- Hold open houses and public meetings to engage and receive feedback.
- Provide alternate communication methods for those without internet.
- Apply enhanced outreach efforts to hard-to-reach populations for information gathering and project engagement.
- Implement the Public Participation Plan and utilize metrics to gauge program success.
- Plan and develop additional education and networking opportunities such as lunch and learns.

Sub-Task 2.2: Stakeholder Coordination

This subtask provides for continuous outreach to a variety of resource agencies, freight operators, security agencies, inter-regional transit, rail providers, the business community, major institutions, and air cargo carriers to integrate them into the metropolitan transportation planning process.

Ongoing/Continuous Activities

- Communicate and coordinate with local Native American Tribes.
- Build and maintain relationships with staff at other agencies for the purpose of coordination on projects and studies and the promotion of agency activities.
- Participate in, engage with, and present to various community groups and organizations such as chambers of commerce, industry organizations, major employers, and Public Development Authorities.
- Utilize stakeholders and focus groups during agency transportation sub-area, and other, studies.
- Include staff from other agencies on SRTC committees and sub-committees and working groups. Facilitate and encourage information-sharing between member agencies.
- Evaluate outreach and public feedback for integration into planning activities. Record how feedback is used in processes, documents, and strategies.

Sub-Task 2.3: Title VI and Other Federal Direction

In accordance with federal requirements (Title VI and Executive Orders), this subtask identifies outreach activities at the regional and project levels. It also provides a means to assess the adequacy of current strategies by focusing on public involvement activities and assessment techniques applied to the MTP and TIP. Additional strategies will be identified and implemented as appropriate.

Ongoing/Continuous Activities

Gather meaningful input from all geographic and demographic sectors of the planning area regarding SRTC projects and activities, including populations with unique or specialized transportation needs such as the elderly, disabled, low-income, and people who speak English as a second language. Include people interested in transportation options for the populations listed above as members of the Transportation Advisory Committee.

- Monitor Title VI Plan information and incorporate it in planning documents and activities as needed.
- Produce the Annual Title VI Report, which includes outreach tracking for the prior year. (November 2025 and 2026)

Sub-Task 2.4: Website and Social Media Management

SRTC maintains an informative and easy-to-use website. It contains SRTC plans, projects, governing documents, ArcGIS maps, a transportation data hub, and other reference documents as well as a calendar of upcoming meetings, public

comment periods, and other agency activities. Board and committee meeting packets and call for projects are posted to the website along with links to other helpful transportation resources in the community. SRTC also maintains and updates social media accounts in Facebook, Instagram LinkedIn, NextDoor, and X (previously Twitter) to share information on transportation issues and increase awareness of SRTC.

Ongoing/Continuous Activities

- Provide regular updates to the website as needed regarding upcoming meeting and events, reference documents, contact information, transportation data, etc.
- Issue and maintain a web-services support agreement to assist in the management and functioning of the SRTC web-site. **This activity will involve consultant assistance.**
- Post meeting notices, public comment opportunities, national/regional transportation articles of interest, construction notices, etc. on Facebook, X, Instagram, NextDoor and LinkedIn.
- Utilize traditional and non-traditional media platforms including polling platforms, podcasts and YouTube videos to communicate with, engage, inform and collect information from a variety of audiences.

Task 2 Unfunded Activities

- Procure MPO-level public polling and/or communications software such as Metro Quest, Konevio, or other comparable options to enhance public engagement efforts.

Task 2 Responsibilities

SRTC staff serves as the lead in coordination with member agencies, STA, WSDOT, other resource agencies, and stakeholders. Ongoing updates to ensure functionality to the SRTC website will be contracted services.

Table 2: Summary of Task 2 Revenues and Expenditures

Revenues		Expenditures	
CPG (FHWA/FTA)	\$ 307,200	Salaries & Benefits	\$ 411,961
FHWA — STBG-Metro Planning	\$ 197,000	Overhead	\$ 150,526
RTPO	\$ 30,000	Direct Costs	\$ 12,500
Local	\$ 48,787	Consultants	\$ 8,000
TOTAL	\$ 582,987	TOTAL	\$ 582,987
Budget Comparison		FTE Staffing Comparison	
2026-2027 Biennium	\$ 582,987	2026-2027 Biennium	1.81
2024-2025 Biennium	\$ 543,975	2024-2025 Biennium	1.45
2022-2023 Biennium	\$ 156,895	2022-2023 Biennium	0.43

Task 3: Data Management and Systems Analysis

Task Overview

This task is a core MPO and RTPPO function. All data, analysis and tools from this task are intended to facilitate informed decision-making by elected and governing officials for other tasks identified in this UPWP including the MTP, the TIP, the CMP and Transportation Performance Management (TPM). The data is applied to the planning process to identify transportation issues, test scenarios, propose solutions, and evaluate activities to be implemented. This task includes collecting, analyzing, maintaining, reporting, and applying data to inform policy decisions. Information in tabular, database, geospatial, and other formats are used. The products are updated and compiled in various formats and made available to SRTC staff, staff from other state and local governments, and the public. This task also involves maintaining various user licenses and agreements and updating computer hardware and software. SRTC will be developing a formalized data program that includes many of the subtasks below.

SRTC staff coordinates and develops systems and information management tasks with member jurisdictions, STA, WSDOT, Environmental Protection Agency, Washington State Department of Ecology, Spokane Regional Health District and Spokane Regional Clean Air Agency. This include activities such as monitoring federal and state legislation and activities related to NAAQS of criteria pollutants that have current or future impacts to the Spokane Metropolitan Planning Area (SMPA).

Task 3 Major Milestones and Products

- Update the residential building permit database. (April 2026 and April 2027)
- Update and refresh maps and other data visualizations for the MTP. (November 2025)
- Coordinate with WSDOT and local agencies to update FGTS data. (August 2027)
- Update demographic data and maps available. (March 2027)
- Coordinate and report local agency transportation performance management data for pavement conditions for WSDOT Transportation Asset Management Plan (TAMP). (February 2026)
- Set annual transportation performance targets for safety (PM-1). (February 2026 and February 2027)

- Set 4-year transportation performance targets for bridge and pavement conditions (PM-2) and congestion measures (PM-3). (April 2027)
- Update SRTC's High Injury Network data and associated maps. (April 2026)
- Develop and implement a data program with the goal of organizing all SRTC's continuous data acquisition, cleaning, analysis and reporting tasks under a single documented program. Subtasks within the program could include the following (September 2026):
 - › Develop a data dictionary outlining SRTC's various data products, including their update schedules, methodologies, uses, and management responsibilities.
 - › Condense task schedules into a single (two year) Gantt chart.
 - › Develop standard data request procedure and architecture.
 - › Build additional data products into online data hub.
 - › Make recommendations for data improvements and necessary budget allocations.
- Update travel demand model, including land use data, to a new base and forecast year in response to comprehensive plan updates and in preparation for the next MTP. (September 2027)
- Integrate AGOL bike map with the Horizon 2050 regional bike priority network. (July 2026)

Sub-Task 3.1: Data and Software Management

Data and software management includes maintaining a variety of datasets used to support regional planning and technical analysis work. It also involves administering and updating SRTC's data analysis and visualization software, as needed. This task supports the MTP, TIP, CMP, Transportation Performance Management (TPM) and other tasks detailed in the work program.

Ongoing/Continuous Activities

- Acquire, update, and maintain various tabular, database, and geospatial datasets.
- Update and maintain datasets on SRTC's Regional Data Hub.
- Collaborate with other agencies to update and share data products and analyses.
- Monitor and coordinate performance management data and targets with WSDOT.

- Update and enhance the system performance report.
- Assess data management process, catalog data sources, develop data architecture plan and recommendations.
- Research new developments in GIS and information technology for analysis and public dissemination of data and plans.
- Administer, update, and review data and visualization software.

Sub-Task 3.2: GIS and Spatial Analysis

GIS and spatial analysis involve using a variety of tools to analyze geospatial data in support of SRTC and its member agencies' planning efforts. It also includes preparing detailed methodologies, metadata, and other documentation for ongoing technical analysis projects and programs. This task supports the MTP, TIP, CMP, and other tasks detailed in the work program.

Ongoing/Continuous Activities

- Collect and evaluate existing geospatial data.
- Create new geospatial datasets.
- Research and develop spatial data analysis methods to support SRTC planning work.
- Utilize GIS and other tools to process and analyze geospatial data.
- Prepare methodologies, metadata, and other documentation for SRTC's geospatial datasets and technical analysis projects.
- Provide GIS and other technical assistance to member agencies.
- Respond to data and analysis requests such as the need for traffic count program.

Sub-Task 3.3: Data Visualization and Cartography

Data visualization and cartography focuses on providing information to the public and decision-makers by applying design and visualization techniques to explain the results of technical analyses in a clear and accessible manner. This includes preparing maps, charts, graphs, tables, and other visualizations for both internal and external audiences. This task supports the MTP, TIP, CMP, and other tasks detailed in the work program.

Ongoing/Continuous Activities

- Produce high-quality maps and other data visualizations to support SRTC planning and analysis work.

- Prepare map and data visualization templates, where possible, to increase efficiency and consistency.
- Research best practices and techniques in data visualization and cartographic design to enhance the clarity and accessibility of SRTC's planning products.
- Update existing maps and data visualizations on SRTC's Data Hub Map Gallery, as needed.
- Develop and maintain interactive maps and applications on ArcGIS Online.

Sub-Task 3.4: Socioeconomic Data Collection and Forecasting

Socioeconomic data collection and forecasting involves the development and maintenance of SRTC's land use forecast. This includes compiling data from various sources to create base year datasets, monitoring regional growth and development trends, maintaining scripts to process raw data, and using these inputs to develop population and employment forecasts.

Ongoing/Continuous Activities

- Review and evaluate regional growth and development trends.
- Acquire, update, and maintain various socioeconomic and land use datasets pertaining to employment, growth and development, demographics, and land capacity.
- Review and update land use forecast methodology, as needed, to ensure consistency with local agency planning efforts.

Sub-Task 3.5: Systems Analysis and Data Application

Systems analysis includes a variety of tools that apply relevant data to help understand how people and goods might travel the system in the future. Diverse data application allows SRTC to consider a variety of possible future impacts which could affect system performance.

The travel demand model forecasts future demand for roadways and transit services and calculates the share of trips completed by a combined bicycle/pedestrian mode. This tool is used in planning a transportation system that serves the future needs of the region and is also a critical element in the air quality conformity determination process.

The travel demand model is used to understand the current and future condition of the regional transportation system. SRTC staff is responsible for maintaining the 2022/2050 regional travel demand model set and related technical tools.

Ongoing/Continuous Activities

- Maintenance of the 2022 base year model and 2050 forecast year model. Model maintenance includes making any updates or corrections to the transportation network or input files. Revisions will be incorporated in the next model update.
- Complete model data requests for member agencies and/or public, as needed. (Note: Significant modeling requests or analysis are considered under Task 7 Planning Consultation and Studies)

Task 3 Unfunded Activities

- Ongoing cross-sectional household travel survey to support the travel demand model.
- Travel demand model training.

Task 3 Responsibilities

SRTC staff coordinates and develops systems and information management tasks with member jurisdictions, STA, WSDOT, Environmental Protection Agency, Washington State Department of Ecology, Spokane Regional Health District and Spokane Clean Air Agency.

Table 3: Summary of Task 3 Revenues and Expenditures

Revenues		Expenditures	
CPG (FHWA/FTA)	\$ 400,000	Salaries & Benefits	\$ 482,044
FHWA — STBG-Metro Planning	\$ 236,000	Overhead	\$ 181,451
RTPO	\$ 39,302	Direct Costs	\$ 67,800
Local	\$ 60,993	Consultants	\$ 5,000
TOTAL	\$ 736,295	TOTAL	\$ 736,295
Budget Comparison		FTE Staffing Comparison	
2026-2027 Biennium	\$ 736,295	2026-2027 Biennium	1.90
2024-2025 Biennium	\$ 1,134,550	2024-2025 Biennium	2.21
2022-2023 Biennium	\$ 1,714,397	2022-2023 Biennium	2.21

Task 4: Metropolitan and General Long-Range Transportation Planning

Task Overview

The MTP (aka the Long-Range Transportation Plan) is a core MPO and RTPO requirement with updates occurring at least every five years, per federal planning regulations, and amendments occurring as warranted through coordination with member agencies. Task 4 includes the development of the MTP and a variety of implementation strategies. SRTC will be finalizing the most recent MTP update, Horizon 2050 during 2026-2027 Biennium timeframe. Task 4 focuses on all modes of transportation.

Additionally, a variety of general long-range transportation planning efforts are conducted under this task. These collaborative efforts help identify regional transportation challenges and provide a forum to develop strategies and solutions. Advancing transportation planning requires planners to analyze the transportation system holistically encompassing mode choice, infrastructure, and operations and how their relationships with environmental, economic, and societal factors support long-term mobility needs.

SRTC staff serves as lead in coordination with member agencies, STA, and WSDOT. SRTC specifically coordinates with STA on transit issues related to long-range planning, studies, technical assistance, and federal funding processes. In addition to the data application tasks detailed in Task 3, SRTC participates in WSDOT's Coordinating Committee which provides opportunity for intergovernmental coordination for freight planning.

Task 4 Major Milestones and Products

- Complete Horizon 2050, SRTC's MTP includes associated needs, guiding principles, financial analysis, and strategies. (November 2025)
- Update the Coordinated Public Transit-Human Services Transportation Plan. (December 2026)
- Develop project evaluation criteria consistent with recommendations from the SRTC Resiliency Plan. (February 2026)
- Include Intelligent Transportation System (ITS) recommendations from the SRTC Smart Mobility Plan in applicable SRTC policies and checklists. (September 2026)
- Conduct updates to regional bike network classifications and LTS ratings and other new information, as appropriate. (October 2026)

- Coordinate with and support STA in their Transit Development Plan. (May 2026 and May 2027)
- In coordination with statewide efforts, conduct a truck parking study to assess truck parking demand, identify gaps, and recommend strategic locations for new or expanded facilities to improve regional truck parking availability. (December 2026)
- Update to Safe and Complete Streets Policy and Checklist in accordance with recommendation from the SRTC Smart Mobility Plan. (June 2027)

Sub-Task 4.1: Long Range Transportation Planning

SRTC provides regionally coordinated long-range transportation planning to support core MPO and RTP federal and state requirements including the MTP/Regional Transportation Plan. SRTC is currently preparing an update to the MTP, Horizon 2050.

As the forum for cooperative transportation planning and decision-making, the MPO is responsible for this task to ensure a comprehensive, holistic look at the needs of the future. Key elements may include policy and technical work related to freight, transit, transportation demand management, transportation system management and operations, active transportation, safety, maintenance and preservation, resiliency, emerging technologies, and financial planning.

Ongoing/Continuous Activities

- Track federal notices of proposed rulemaking as they pertain to transportation planning.
- Align and integrate analytics to monitor and report on long-range policy objectives.
- Work with stakeholders to identify and analyze existing issues and future needs on the Regional Freight Priority Network.
- Coordinate with federal, state, and local partners to develop and track regional freight priorities.
- Coordinate and provide technical assistance to support state and local partners in updates to the Freight and Goods Transportation System (FGTS).
- Monitor planning initiatives and regulatory requirements including new technological trends in connected and autonomous vehicles and electric vehicles.
- Technical support on related committees and studies, including transit-oriented development planning along major transit corridors.

Sub-Task 4.2: Agency Support and Coordination

SRTC provides support and coordination activities with our member agencies to ensure alignment with regional transportation goals, foster collaboration across jurisdictions, and promote efficient, data-driven decision-making for the benefit of the entire transportation network.

Ongoing/Continuous Activities

- Participate and coordinate in WSDOT performance management target-setting work groups and other related working groups such as Target Zero.
- Assist with Practical Solutions and the Washington Transportation Plan as requested.
- Participation in WSDOT project teams for corridor projects, WSDOT modal plans development, and others as needed.
- Participate in member agency committees to provide alignment with regional efforts and foster collaboration as needed.
- Coordinate with STA on the Connect 2035 Strategic Plan and Division BRT.

Sub-Task 4.3: Active and Public Transportation

SRTC efforts in multimodal transportation include planning for improvements in active and public transportation. This task includes activities that support the Regional Bicycle Priority Network and the Regional Transit Priority Network as well as technical analysis and coordination with stakeholders at STA and throughout the region. An effective multimodal system provides safe and convenient choices for cyclists, pedestrians, and transit riders.

This task also focuses on working with STA on the Coordinated Public Transit-Human Services Transportation Plan (CPT-HSTP). This involves full updates to the Plan every four years, consistent with federal requirements, and review of regional needs during WSDOT's biennial Consolidated Grant Program call for projects. Staff regularly coordinate with stakeholders involved in the CPT-HSTP.

Planning activities under this subtask address safe and accessible transportation under 23 USC 134, requiring MPOs/RTPOs to allocate at least 2.5% of FHWA planning funds on such activities.

Ongoing/Continuous Activities

- Planning activities to increase safe and accessible options for multiple travel modes for people of all ages and abilities.
- Coordination of network connections for cyclists, pedestrians, and transit routes.

- Provide support and coordination with WSDOT on active transportation efforts such as Complete Streets, Cycle Highways, Sandy Williams Connecting Communities, and resiliency/emergency response opportunities.

Task 4 Unfunded Activities

- Establish a regional methodology for forecasting operations, maintenance, and preservation activities.
- Conduct before and after studies of transportation projects in Spokane County.

Task 4 Responsibilities

SRTC staff serves as lead in coordination with member agencies, STA, and WSDOT.

Table 4: Summary of Task 4 Revenues and Expenditures

Revenues		Expenditures	
CPG (FHWA/FTA)	\$ 390,000	Salaries & Benefits	\$ 439,536
FHWA — STBG-Metro Planning	\$ 134,000	Overhead	\$ 167,216
RTPO	\$ 30,000		
Local	\$ 52,752		
TOTAL	\$ 606,752	TOTAL	\$ 606,752
Budget Comparison		FTE Staffing Comparison	
2026-2027 Biennium	\$ 606,752	2026-2027 Biennium	1.50
2024-2025 Biennium	\$ 1,156,273	2024-2025 Biennium	1.78
2022-2023 Biennium	\$ 551,375	2022-2023 Biennium	1.64

Task 5: Transportation Improvement Program

Task Overview

As an MPO, SRTC is responsible for developing, maintaining, and tracking implementation of a 4-year Transportation Improvement Program (TIP) under 49 U.S.C. 5303(j) and 23 CFR 450.326. The TIP is developed in cooperation with local agencies, transit and state partners. This 4-year program includes all federally funded and regionally significant projects of all types, such as bicycle and pedestrian projects, safety projects, and transportation demand management projects. SRTC develops policies and procedures to implement a criteria-based project selection funding process, while ensuring projects are consistent with local and regional plans and policies. Additionally, SRTC works to improve project tracking mechanisms, public understanding of projects details and changes, obligation target strategies, coordination between member agencies, WSDOT, STA, FHWA, and FTA. SRTC is required to complete a full update to the TIP at least every two years.

Ongoing duties related to the TIP include maintenance of the current 4-year TIP program, tracking obligation targets and timelines, maintaining a fiscally constrained program, processing amendments and administrative modifications, approving scope changes to projects, implementing a public process, preparing information to improve the funding competitiveness of projects, and developing TIP related materials to present to SRTC Board and Committees. SRTC develops and executes TIP related policies described in the TIP Guidebook, approved by the SRTC Board annually. SRTC staff serves as lead in coordination with member agencies, STA, and WSDOT.

Task 5 Major Milestones and Products

- Develop and approve the 2026-2029 and 2027-2030 TIP in accordance with policies set forth in the annual TIP Guidebook. (October 2025 and October 2026)
- Develop and approve the annual TIP Guidebook to include, but not limited to: updates to policies and procedures for TIP amendments, calls for projects, project prioritization, delayed/deferred projects, and project tracking — both pre- and post- obligation. (December 2025 and December 2026)
- Complete annual TAP and CMAQ Reports. (January 2026 and January 2027)
- Complete FFY 2025 and FFY 2026 Project Obligation Report in compliance with federal regulations. (March 2026 and March 2027)
- Complete a call for projects for SRTC-managed federal funds. (July 2025)

Sub-Task 5.1: TIP Development and Maintenance

SRTC contacts members to gather input on new and existing projects and programs that have secured funding. Projects with secured funding which are regionally significant and/or federally funded are compiled into the six –year regional TIP. SRTC then ensures regional TIP policies are met, the program is fiscally constraint by year and proceeds with public outreach. The SRTC Board reviews this information, considers public feedback, and ultimately approves the regional TIP which is then submitted to the State TIP process (STIP).

Ongoing/Continuous Activities

- Track project status (pre- and post-obligation) of Title 23 and Title 49, Chapter 53 federal funds in accordance with the current TIP Policies and Procedures Guidebook.
- Coordinate Tribal participation in the TIP process.
- Conducts public engagement and communicates with SRTC Board of Directors and Committees on the development of the 4-year TIP.
- Maintain a TIP database which includes regionally significant and federally funded projects.
- Develop economic information to a select group of projects to better position projects for funding opportunities. **This activity will involve consultant assistance.**

Sub-Task 5.2: Coordination and Tracking of Projects

Activities under this task focus on delivering the TIP program and meeting federal funding obligation targets and fostering the development of upcoming project priorities. SRTC will work collaboratively with member agencies to coordinate and deliver projects in a timely manner to increase funding competitiveness for additional obligation authority for regional priority transportation projects. SRTC also provides technical assistance for scope changes, grant writing and letters of concurrence. SRTC, with consultant assistance, will develop economic analytical information for selected projects to better position projects for funding opportunities.

Ongoing/Continuous Activities

- Hold monthly TIP Working Group meetings with partner agencies to maintain accurate project delivery information and troubleshoot delivery challenges.
- Coordinate upcoming calls for projects and disseminate information to our partner agencies.
- Provide letters of concurrence with regional plans for member agencies.

- Supply assistance with grant applications and communications on behalf of members to other funding agencies as requested for projects consistent with MTP.
- Provide updates to the public, SRTC Board of Directors, and Committees on the annual obligation target, amendments to the TIP, TIP Guidebook updates, Calls for Projects, and redistribution of funds through the Contingency Funding Process.

Task 5 Unfunded Activities

None

Task 5 Responsibilities

SRTC staff serves as lead in coordination with member agencies, STA, and WSDOT.

Table 5: Summary of Task 5 Revenues and Expenditures

Revenues		Expenditures	
CPG (FHWA/FTA)	\$ 300,000	Salaries & Benefits	\$ 250,677
FHWA — STBG-Metro Planning	\$ 120,000	Overhead	\$ 100,713
RTPO	\$ 30,000	Direct Costs	\$ 34,500
Local	\$ 35,890	Consultants	\$ 100,000
TOTAL	\$ 485,890	TOTAL	\$ 485,890
Budget Comparison		FTE Staffing Comparison	
2026-2027 Biennium	\$ 485,890	2026-2027 Biennium	0.82
2024-2025 Biennium	\$ 381,445	2024-2025 Biennium	1.02
2022-2023 Biennium	\$ 389,064	2022-2023 Biennium	1.06

Task 6: Congestion Management Process

Task Overview

The Congestion Management Process is a core transportation management area function and provides a mechanism for monitoring system-wide and link-based performance for recurring and nonrecurring congestion. The CMP uses performance data to determine the causes and severity of congestion in the region. The CMP is used at various levels of planning and operational analysis from the MTP to the TIP (i.e., system level prioritization) to the development of individual projects (i.e., project level prioritization). A CMP that is integrated into the metropolitan transportation planning process provides comprehensive information on the performance of the transportation system so citizens, elected officials, and member agencies will have up-to-date information regarding congestion levels and implemented strategies. The CMP also fosters collaboration with the Spokane Regional Transportation Management Center (SRTMC) and Intelligent Transportation Systems (ITS) programs and projects.

SRTC staff serves as lead in coordination with member agencies, STA, and WSDOT. Additionally, SRTC will coordinate with FHWA and FTA. As part of the MPO planning process, SRTC is required to continuously monitor and improve the CMP.

Task 6 Major Milestones and Products

- Prepare annual CMP performance measures report. (Dec 2026)
- Coordinate with the SRTMC and members to produce an update to the 2019 Spokane Region ITS Architecture. **This activity will involve consultant assistance.** (June 2027)

Ongoing/Continuous Activities

- Review Roadway Capacity Justification information for including in the MTP or TIP as needed.
- Collaborate and provide support for ITS, and travel demand strategies through support of the Spokane Regional Transportation Management Center.
- Participate on the Spokane Regional Transportation Management Center Executive Board and Operations Board.

Sub-Task 6.1: CMP Activities

SRTC recently drafted an update to the CMP to incorporate recent planning work, apply new data sources and analytics, and refresh existing CMP data and strategies. New milestones include updating a CMP performance measure report, along with its associated data, maps, and visualizations. Additionally, SRTC will coordinate with SRTMC and members to develop a scope of services for updating the 2019 ITS Region Architecture and/or identify ITS planning that will enable the region to better leverage technology to manage efficient transportation operations. **This activity will involve consultant assistance.**

Sub-Task 6.2: SRTMC Support

SRTC is a member of the SRTMC Executive Committee and Operations Board and will continue to be involved and provide support to its efforts to monitor, evaluate, and manage the transportation network to increase efficiency and improve safety.

Ongoing/Continuous Activities

- Participate in quarterly meetings of the SRTMC Executive Committee and Operations Board.

Task 6 Unfunded Activities

None

Task 6 Responsibilities

SRTC staff serves as lead in coordination with member agencies, STA, and WSDOT. Additionally, SRTC will coordinate with FHWA and FTA.

Table 6: Summary of Task 6 Revenues and Expenditures

Revenues		Expenditures	
CPG (FHWA/FTA)	\$ 47,500	Salaries & Benefits	\$ 54,066
FHWA — STBG-Metro Planning	\$ 145,000	Overhead	\$ 19,088
RTPO	\$ -	Direct Costs	\$ -
Local	\$ 30,654	Consultants	\$ 150,000
TOTAL	\$ 223,154	TOTAL	\$ 223,154
Budget Comparison		FTE Staffing Comparison	
2026-2027 Biennium	\$ 223,154	2026-2027 Biennium	0.19
2024-2025 Biennium	\$ 82,958	2024-2025 Biennium	0.21
2022-2023 Biennium	\$ 96,546	2022-2023 Biennium	0.25

Task 7: Planning Coordination and Studies

Task Overview

In accordance with the federal metropolitan transportation planning regulations (23 CFR 450), the MPO provides existing data and planning information to, and consults with, federal, state, and local agencies responsible for transportation, land use management, natural resources, environmental protection, public health, conservation, and historic preservation concerning the development of plans and programs.

SRTC will provide planning consultation and coordination for specific transportation planning or related projects as appropriate. SRTC may also serve as a supporting or lead agency for planning consultation, studies, or developing and maintaining inventories. SRTC may collect and provide data, interpret data, perform analysis, or participate on study teams. In some cases, these services will require a Memorandum of Agreement (MOA) between SRTC and the lead agency that includes the requested scope of work/tasks to be performed, specific roles and responsibilities, an initial timeline or schedule, and funding, fees, or other resources required. The MOA is to be signed prior to committing the MPO for services in any RFP or consultant contract.

In addition, SRTC may serve to coordinate as the lead agency to develop studies and plans (e.g., subarea transportation studies, modal studies such as pedestrian plans and transit system studies, corridor impact studies, etc.). Funding for transportation system studies must be identified and included in the UPWP prior to committing SRTC as the lead planning agency.

Task 7 Major Milestones and Products

- Deliver regional safety education campaign. **This activity will involve consultant assistance.** (May 2026)
- Update the Unified List of Regional Transportation Priorities and annual priority statements. (Sept. 2025 and 2026)
- Coordinate and implement Electrification of Transportation (ETS) Systems Grant in cooperation with Avista and other partners. (December 2025)
- Develop a scope and schedule for the I-90 & Associated Corridors Joint Planning Study. **This activity will involve consultant assistance.** (January 2027)
- Conduct a transportation funding study to identify and analyze anticipated future revenue gaps and potential revenue-producing strategies to support

long-term transportation financial sustainability. **This activity will involve consultant assistance.** (March 2027)

Sub-Task 7.1: General Planning Support and Coordination

SRTC staff lead and participate in regional transportation planning efforts including safety plans, sub area studies, corridor plans, and other similar efforts. This subtask encapsulates those efforts unless specified under another subtask. This subtask may also include on call services from a general planning consultant.

- Participate in planning/study/technical/advisory committees as requested.
- Incorporate outcomes of studies and plans into the next MTP, TIP, CMP, and other MPO planning activities, as applicable.
- Continue planning consultation with all local jurisdictions.
- Provide existing traffic count and travel forecast data for specific planning efforts including subarea, corridor, and other studies and plans.
- Depending on availability, coordinate with member agencies to conduct special projects, plans, or studies.
- Ongoing coordination with Avista and other partners on the implementation of the ETS grant, develop and initiate sub recipient contracts and site host agreements, continue to promote awareness, education and outreach regarding ETS grant and general EV information.

Sub-Task 7.2: Regional Transportation Priorities

SRTC collaborates with key stakeholders and its member agencies to identify the region's transportation priorities. This includes updating the SRTC Unified List of Regional Transportation Priorities, which outlines critical investments aimed at improving the performance of the regional transportation system. The list includes a variety of project types that are evaluated and prioritized based on several criteria areas relating to the guiding principles identified in Horizon 2045. Additionally, SRTC develops annual priority statements to communicate key issues to help advance regional transportation.

- Coordinate with local agencies to collect up-to-date information on transportation projects identified as regional priorities.
- Update the SRTC Unified List of Regional Transportation Priorities and annual priority statements.
- Develop informational materials on SRTC's regional transportation priorities.

Sub-Task 7.3: Safety Education Campaign

SRTC developed a comprehensive regional safety action plan to reduce fatal and serious injury crashes. A follow up supplementation planning and safety grant was awarded to SRTC to conduct a pilot educational campaign. SRTC will partner with the Washington Traffic Safety Commission and Spokane County Target Zero Task Force and Spokane Regional Health District and **consultant assistance** to coordinate on the campaign that will:

- Raise awareness of safety issues, promote safe behaviors, and strengthen community involvement.
- Engage with communities to understand challenges of vulnerable road users.
- Leverage non-traditional media to deliver targeted safety messages.

Sub-Task 7.4: Interstate 90 - Joint Planning Study

This study aims to comprehensively evaluate the function and connectivity of Interstate 90 and its associated corridors to ensure the efficient movement of people and goods. By assessing current and future transportation needs and land-uses identified by WSDOT and local agencies, the study will help identify strategic priorities for investment and improvements. Given the constraints on available transportation funding, this effort will focus on prioritizing critical infrastructure, emphasizing small but impactful projects and technology, as well as assessing operational needs for funding opportunities.

A consultant will be engaged to conduct a detailed analysis. The study will involve stakeholder engagement to ensure a coordinated planning approach with regional and local agencies is developed. The findings will inform strategies that supports the long-term viability and performance of I-90 and its associated corridors. **This activity will involve consultant assistance.**

Sub-Task 7.5: Transportation Funding Study

Conduct a transportation funding study to identify and analyze anticipated future revenue gaps and potential revenue-producing strategies to support long-term transportation financial sustainability. **This activity will involve consultant assistance.**

Task 7 Unfunded Activities

None

Task 7 Responsibilities

SRTC may serve as a supporting or lead agency for planning consultation, studies, or developing and maintaining inventories. SRTC also may be integral in providing technical data and interpretation of data for planning consultation or studies.

Table 7: Summary of Task 7 Revenues and Expenditures

Revenues		Expenditures	
CPG (FHWA/FTA)	\$ 415,628	Salaries & Benefits	\$ 319,471
FHWA — STBG-Metro Planning	\$ -	Overhead	\$ 118,157
FHWA — STBG I-90 Study	\$ 250,000	Direct Costs	\$ -
FHWA — Safety Education	\$ 388,000	Consultants	\$ 1,981,000
WA Dept of Comm — ETS	\$ 1,200,000		
Local	\$ 165,000		
TOTAL	\$ 2,418,628	TOTAL	\$ 2,418,628
Budget Comparison		FTE Staffing Comparison	
2026-2027 Biennium	\$ 2,418,628	2026-2027 Biennium	1.12
2024-2025 Biennium	\$ 3,338,695	2024-2025 Biennium	0.91
2022-2023 Biennium	\$ 714,204	2022-2023 Biennium	0.75

Task 8: Regional Transportation Planning Organization Functions

Task Overview

SRTC is the state designated RTPO for Spokane County. As the RTPO, SRTC staff serves as lead for this task. The 1990 Washington State Growth Management Act (GMA) created RTPO's with the purpose of coordinating regional transportation planning activities and to develop a regional transportation plan. The duties of RTPOs largely mirror those of federally designated MPOs (including development of a long-range transportation plan and a short-range transportation improvement program). The additional tasks required of RTPOs that are not covered in the previous sections of this UPWP are detailed below. RTPO grant funds are included in all tasks that fulfill state requirements for RTPO related tasks.

Task 8 Major Milestones and Products

- Integrate state requirements for a Regional Transportation Plan into the long-range planning process for the SRTC planning area. (December 2025)
- Convene a working group of member agency planning staff to review and revise Comprehensive Plan Certification procedures. (September 2025)
- Implementation of updated Comprehensive Plan Certification procedures and review of agency Comprehensive Plan Periodic Updates. (June 2026)

Sub-Task 8.1: General RTPO Activities

SRTC's general RTPO duties include providing technical assistance to local jurisdictions in the required periodic updates to comprehensive plans. This may include continued discussion with STA, WSDOT, and/or the Washington State Department of Commerce on transportation element requirements and the SRTC certification process. This will also include continued discussion with the above-mentioned agencies as well as affected jurisdictions, designed to provide clarity regarding the new comprehensive plan and Countywide Planning Policies (CWPP) update certification criteria.

Ongoing/Continuous Activities

- Review and certify local updates and amendments to comprehensive plans and the CWPP consistent with SRTC's Plan Review and Certification Process Instruction Manual.
- Participation and support for the Growth Management Steering Committee of Elected Officials (SCEO) and the Planning Technical Advisory Committee (PTAC) and subcommittees.

- Support coordination with WSDOT with the State Multimodal Plan, Multitmodal Level of Service, Rail, Freight CU/RFC update, and similar efforts.
- Small town coordination.
- Process Federal Functional Classification (FFC) applications.
- Facilitate the prioritization of projects for the WSDOT Consolidated Grant Program.
- Coordinate with Tribal governments on the development of their regional transportation plans and programs, as needed.
- Convene regional discussions about transportation related impacts of growth in the region. Coordinate conversations regarding trade-offs to development approaches to strategically maximize transportation funding.
- Coordinate with state and local agencies to ensure consistency between SRTC forecasts and local planning efforts.
- Facilitate the equity advisory working group to provide feedback on a variety of SRTC planning activities as well as to member agencies.
- Facilitate the Regional Alternative Transportation Fuels Coalition and coordinate infrastructure plans and projects with grant opportunities.
- Monitor newly enacted housing legislation for potential impacts to assumptions in Regional Transportation Plan.

Sub-Task 8.2: Comprehensive Plan and Countywide Planning Policies (CWPP) Certification Process Update

During this UPWP cycle, larger jurisdictions are required to complete periodic comprehensive plan updates by June 2026. To support this, SRTC will undertake certification of transportation elements as required for consistency with relevant state requirements found in RCW 47.80.023, including new requirements for VMT reduction targets. This review process will be conducted in coordination with member agencies and jurisdictions. As part of this effort, SRTC will convene a working group of member agency planning staff to review and revise the Comprehensive Plan Certification procedures. The updated procedures will then be implemented as part of the certification review for agency comprehensive plan periodic updates.

Task 8 Unfunded Activities

None

Task 8 Responsibilities

As the RTPO, SRTC staff serves as lead for this task.

Table 8: Summary of Task 8 Revenues and Expenditures

Revenues		Expenditures	
CPG (FHWA/FTA)	\$ -	Salaries & Benefits	\$ 151,302
FHWA — STBG-Metro Planning	\$ -	Overhead	\$ 54,771
RTPO	\$ 130,000	Direct Costs	\$ -
Local	\$ 76,073	Consultants	\$ -
TOTAL	\$ 206,073	TOTAL	\$ 206,073
Budget Comparison		FTE Staffing Comparison	
2026-2027 Biennium	\$ 206,073	2026-2027 Biennium	0.66
2024-2025 Biennium	\$ 311,992	2024-2025 Biennium	0.41
2022-2023 Biennium	\$ 134,897	2022-2023 Biennium	0.31

2026-2027 Biennium UPWP: Tasks Overview

The 2026-2027 Biennium UPWP identifies priorities for the Spokane Metropolitan Planning Area and allocates resources to specific needs and projects. It also assists local, state, and federal agencies in coordination of urban and rural transportation planning activities.

The tasks and subtasks to be accomplished and developed under the 2026-2027 Biennium UPWP are listed in Table 9. In addition, Table 9 provides a generalized illustration of whether a particular task or subtask is primarily undertaken to satisfy federal (MPO), state (RTPO), or both federal and state requirements. Subtasks provide SRTC the ability to track staff time and deliverables under areas of interest and to align that effort with the areas of focus.

An overview for each task identified in Table 9 is provided beginning on page 16. Major milestones and products for each task are identified next. Following this are the detailed subtasks and the ongoing tasks that are conducted throughout the entire planning period. Next are unfunded planning activities and the responsibility for each task. Budget information follows, including federal, state, and local transportation planning estimated revenues and expenditures and a comparison to the last UPWP budget for reference purposes.

UPWP Guidance

Each year, WSDOT develops and distributes the “Unified Planning Work Program (UPWP) Guidance for Metropolitan Planning Organizations and Regional Transportation Planning Organizations” to assist the Metropolitan Planning Organizations (MPOs) in developing work programs that meet federal statutes and regulations, and to assist Regional Transportation Planning Organizations (RTPOs) in developing work programs that meet state statutes and regulations.

Federal Planning Emphasis Areas

Federal emphasis areas are identified jointly by FHWA and FTA. These are typically posted on-line and incorporated into the guidance document provided to MPO’s/RTPO’s by WSDOT for use in developing the UPWP.

The guidance previously issued have been rescinded by the current administration and is no longer being used to guide the work plan of SRTC and expenditures of federal planning funds. SRTC has made all efforts to communicate with our Federal partners to ensure our activities comply with the most current federal directives and amendments to this plan will be pursued as further direction is provided.

Table 9: 2026-2027 Biennium UPWP Tasks and Subtasks

Task	MPO	RTPO
Task 1: Program Administration and Coordination		
1.1 Program Management & Support	•	•
1.2 Certifications, Agreements, Work Program	•	•
1.3 Coordination with State/Federal Legislators	•	
1.4 Professional Development & Training	•	
Task 2: Public and Stakeholder Participation & Coordination		
2.1 Public Coordination & Outreach	•	•
2.2 Stakeholder Coordination	•	•
2.3 Title VI & Other Federal Direction	•	•
2.4 Website and Social Media Management	•	•
Task 3: Data Management and Systems Analysis		
3.1 Data & Software Management	•	•
3.2 GIS & Spatial Analysis	•	•
3.3 Data Visualization & Cartography	•	•
3.4 Socioeconomic Data Collection/Forecasting	•	•
3.5 Systems Analysis & Data Application	•	
Task 4: Metropolitan and General Long Range Transportation Planning		
4.1 Long Range Transportation Planning	•	•
4.2 Agency Support & Coordination	•	•
4.3 Active & Public Transportation	•	•
Task 5: Transportation Improvement Program		
5.1 TIP Development & Maintenance	•	•
5.2 Coordination & Tracking Projects	•	•
Task 6: Congestion Management Process		
6.1 CMP Activities	•	
6.2 SRTMC Support/TSMO	•	
Task 7: Planning Consultation and Studies		
7.1 General Planning Support/Coordination	•	
7.2 Regional Transportation Priorities	•	
7.3 Safety Educational Campaign	•	•
7.4 I-90 & Associated Corridor Joint Plan Study	•	•
7.5 Transportation Funding Study	•	•
Task 8: RTPO Planning Activities		
8.1 General RTPO Activities		•
8.2 Comp Plan and CWPP Certification Update		•

State Planning Emphasis Areas

The following emphasis areas have been identified by WSDOT as areas MPOs and RTPOs are requested to dedicate time and/or resources towards:

Update RTPO Duties

- Tasks 8.1 General RTPO Activities and 8.2 Comprehensive Plan and County Wide Planning Policies Certification Process Update

Make Public Documents Accessible

- Tasks 2.1 Public Coordination and Outreach and 2.4 Webpage and Social Media Management

Ensure Compliance with Title VI and Heal Act for Vulnerable Populations

- Tasks 2.3 Title VI and 8.1 General RTPO Activities

Statewide Carbon Reduction Strategy

- Tasks 8.1 Regional Alternative Fuels Coalition and 8.2 Comprehensive Plan and Countywide Planning Policies Certification Process Update

Review and Support the Local Agency Comprehensive Plan Transportation Elements

- Task 8.2 Comprehensive Plan and County Wide Planning Policies Certification Process Update

Support the Planning and Implementation Efforts of WSDOT and Other Agencies

- Tasks 2.1 Public Coordination and Outreach, 2.2 Stakeholder Coordination, 4.2 Agency Support and Coordination, 4.3 Active and Public Transportation, and 8.1 General RTPO Activities

Update Federal Functional Classifications

- Tasks 2.2 Stakeholder Coordination and 4.2 Agency Support and Coordination

Assist in Coordinating Transportation Asset Management Data

- Tasks 2.2 Stakeholder Coordination and 4.2 Agency Support and Coordination

Responsibly Manage the Budget as Implemented Through a Consolidated Planning Grant

- Task 1.2 Certification, Agreements and Work Program

Appendix A: 2026-2027 Biennium Budget Information

Table A-1: Revenue Forecast

Funding Source	Amount
Consolidated Planning Grant (CPG — FHWA and FTA)	\$ 2,115,112
CPG Prior Year Carryover	\$ 356,378
FHWA — STBG-Metro Planning	\$ 1,000,000
FHWA — STBG Interstate-90 Study	\$ 250,000
FHWA — Safety — Education	\$ 388,000
WA Dept of Commerce — ETS	\$ 1,200,000
RTPO	\$ 289,302
Local	\$ 562,452
TOTAL	\$ 6,161,244

Table A-2: Expenditure Forecast by Revenue Source and Task

Task	CPG (FHWA/ FTA)	FHWA (SS4A)	FHWA (STBG)	RTPO/ Dept of Comm.	Local	TOTAL
1. Program Administration & Coordination	611,162	-	168,000	30,000	92,303	901,465
2. Public/Stakeholder Participation & Coordination	307,200	-	197,000	30,000	48,787	582,987
3. Data management & Systems Analysis	400,000	-	236,000	39,302	60,993	736,295
4. Metropolitan Transportation Plan (MTP)	390,000	-	134,000	30,000	52,752	606,752
5. Transportation Improvement Program (TIP)	300,000	-	120,000	30,000	35,890	485,890
6. Congestion Management Process (CMP)	47,500	-	145,000	-	30,654	223,154
7. Planning Consultation and Special Studies	415,628	388,000	250,000	1,200,000	165,000	2,418,628
8. RTPO Planning Functions	-	-	-	130,000	76,073	206,073
TOTAL	2,471,490	388,000	1,250,000	1,489,302	562,452	6,161,244

Table A-3: Expenditure Forecast by Activity

Task	Personnel & Indirect Expenses	Education, Training & Travel	Equipment & Software	Consultant & Data Collection	TOTAL
1. Program Administration & Coordination	801,465	70,000	-	30,000	901,465
2. Public/Stakeholder Participation & Coordination	562,487	10,000	2,500	8,000	582,987
3. Data management & Systems Analysis	663,495	3,000	64,800	5,000	736,295
4. Metropolitan Transportation Plan (MTP)	606,752	-	-	-	606,752
5. Transportation Improvement Program (TIP)	351,390	-	34,500	100,000	485,890
6. Congestion Management Process (CMP)	73,154	-	-	150,000	223,154
7. Planning Consultation and Special Studies	437,628	-	-	1,981,000	2,418,628
8. RTPPO Planning Functions	206,073	-	-	-	206,073
TOTAL	3,702,444	83,000	101,800	2,274,000	6,161,244

Table A-4: Expenditure Forecast by Sub-Task

Task	Personnel & Indirect Expenses	Education, Training, & Travel	Equipment & Software	Consultants & Data Collection	TOTAL
1. Program Administration & Coordination					901,465
Administration Sub-Tasks 1.1-1.4 & 1.6	693,479			30,000	723,479
Training 1.5	107,986	70,000			177,986
2. Public/Stakeholder Participation & Education					582,987
Public Coordination & Outreach 2.1	271,213		2,500		273,713
Stakeholder Coordination 2.2	150,501	10,000			160,501
Title VI 2.3	46,953				46,953
Website and Social Media 2.4	93,820			8,000	101,820
3. Data Management & Systems Analysis					736,295
Data & Software Management 3.1	151,535		9,000	5,000	165,535
GIS & Spatial Analysis 3.2	241,154	3,000	44,000		288,154
Data Visualization & Cartography 3.3	67,738		3,000		70,738
Socioeconomic Data Collection & Forecasting 3.4	91,374				91,374
Systems Analysis & Data Application 3.5	111,694		8,800		120,494
4. Metropolitan Transportation Plan (MTP)					606,752
Long Range Transportation Planning 4.1	474,556				474,556
Agency Support & Coordination 4.2	65,004				65,004
Active & Public Transportation 4.3	67,192				67,192
5. Transportation Improvement Program (TIP)					485,890
TIP Development & Maintenance 5.1	206,177		34,500	100,000	340,677
Coordination and Project Tracking 5.2	145,213				145,213
6. Congestion Management Process (CMP)					223,154
CMP Activities 6.1	18,390			150,000	168,390
Spokane Reg. Trans. Mgt. Center Support 6.2	54,764				54,764
7. Planning Consultation & Studies					2,418,628
General Planning Support & Coordination 7.1	212,871			1,200,000	1,412,871
Regional Transportation Priorities 7.2	98,128				98,128
Safety Education Campaign 7.3	53,533			415,000	468,533
Interstate-90 Study 7.4	38,071			250,000	288,071
Transportation Funding Study 7.5	35,025			116,000	151,025
8. RTPO Planning Functions					206,073
General RTPO Activities 8.1	75,697				75,697
Countywide planning policies certification process 8.2	130,376				130,376
TOTAL	3,702,444	83,000	101,800	2,274,000	6,161,244

Table A-5: Estimated FTE by Sub-Task

Task	Associate Planner I	Associate Planner III	Principal Planner	Principal Planner	Principal Planner	Outreach Coordinator	Dep. Exec. Director	Executive Director	Vacant Planner	Intern	TOTAL FTE
1. Program Administration & Coordination											
Administration Sub-Tasks 1.1–1.4 & 1.6	0.03	0.03	0.02	0.07	0.01	0.02	0.55	0.47	0.04	-	1.24
Training 1.5	0.04	0.04	0.05	0.02	0.02	0.01	0.03	0.03	0.03	-	0.27
2. Public/Stakeholder Participation & Education											
Public Coordination & Outreach 2.1	0.02	0.01	0.01	0.03	0.01	0.57	0.04	0.05	0.02	0.25	1.00
Stakeholder Coordination 2.2	-	0.01	-	0.14	0.01	0.04	0.05	0.05	0.01	-	0.31
Title VI 2.3	0.01	0.14	-	-	-	-	-	0.01	-	-	0.16
Website and Social Media 2.4	0.02	0.00	0.02	-	-	0.29	-	0.01	-	-	0.34
3. Data Management & Systems Analysis											
Data & Software Management 3.1	-	0.24	0.18	0.03	-	-	-	0.005	-	-	0.45
GIS & Spatial Analysis 3.2	0.10	0.20	0.12	0.02	-	-	-	0.005	0.30	-	0.74
Data Visualization & Cartography 3.3	0.05	0.05	0.10	-	-	-	-	0.005	-	-	0.21
Socioeconomic Data Collection & Forecasting 3.4	0.02	0.05	0.18	-	-	-	-	0.01	-	-	0.25
Systems Analysis & Data Application 3.5	-	-	-	-	0.25	-	0.01	0.005	-	-	0.26
4. Metropolitan Transportation Plan (MTP)											
Long Range Transportation Planning 4.1	0.19	0.15	0.05	0.45	0.08	0.00	0.05	0.09	0.05	0.13	1.22
Agency Support & Coordination 4.2	0.02	-	-	0.01	-	-	0.04	0.05	-	-	0.12
Active & Public Transportation 4.3	0.03	0.02	-	0.08	-	-	0.01	0.02	-	-	0.15
5. Transportation Improvement Program (TIP)											
TIP Development & Maintenance 5.1	0.01	0.01	-	0.01	0.36	0.00	0.06	0.02	-	-	0.47
Coordination and Project Tracking 5.2	0.10	0.00	-	-	0.16	-	0.06	0.03	-	-	0.35
6. Congestion Management Process (CMP)											
CMP Activities 6.1	0.02	-	0.03	-	-	-	-	0.005	-	-	0.05
Spokane Reg. Trans. Mgt. Center Support 6.2	-	-	0.02	-	-	-	0.01	0.01	0.10	-	0.14
7. Planning Consultation & Studies											
General Planning Support & Coordination 7.1	0.14	0.01	0.06	0.14	0.05	0.02	0.04	0.06	-	-	0.51
Regional Transportation Priorities 7.2	-	-	0.12	0.01	-	-	0.04	0.04	-	-	0.21
Safety Education Campaign 7.3	0.15	-	-	-	-	0.04	-	0.01	-	-	0.20
Interstate-90 Study 7.4	-	-	-	-	-	-	-	0.005	0.10	-	0.11
Transportation Funding Study 7.5	-	-	-	-	-	-	-	-	0.10	-	0.10
8. RTPO Planning Functions											
General RTPO Activities 8.1	0.08	0.04	-	0.01	0.03	-	-	0.03	-	0.13	0.31
Countywide planning policies certification process 8.2	-	-	0.05	-	0.03	-	0.02	-	0.25	-	0.35
TOTAL FTE	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.50	9.50

Table A-6: Estimated FTE by Activity

Task	Associate Planner I	Associate Planner III	Principal Planner	Principal Planner	Principal Planner	Outreach Coordinator	Dep. Exec. Director	Executive Director	Vacant Planner	Intern	TOTAL FTE
1. Program Administration & Coordination	0.07	0.07	0.07	0.09	0.03	0.03	0.58	0.50	0.07	-	1.24
2. Public/Stakeholder Participation & Coordination	0.05	0.16	0.03	0.17	0.02	0.90	0.09	0.12	0.03	0.25	0.27
3. Data management & Systems Analysis	0.16	0.54	0.57	0.05	0.25	-	0.01	0.03	0.30	-	1.00
4. Metropolitan Transportation Plan (MTP)	0.24	0.17	0.05	0.53	0.08	0.00	0.10	0.16	0.05	0.13	0.31
5. Transportation Improvement Program (TIP)	0.11	0.01	-	0.01	0.52	0.00	0.12	0.05	-	-	0.16
6. Congestion Management Process (CMP)	0.02	-	0.05	-	-	-	0.01	0.02	0.10	-	0.34
7. Planning Consultation and Special Studies	0.29	0.01	0.18	0.15	0.05	0.06	0.08	0.11	0.20	-	0.45
8. RTPPO Planning Functions	0.08	0.04	0.05	0.01	0.06	-	0.02	0.03	0.25	0.13	0.74
TOTAL FTE	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.50	9.50

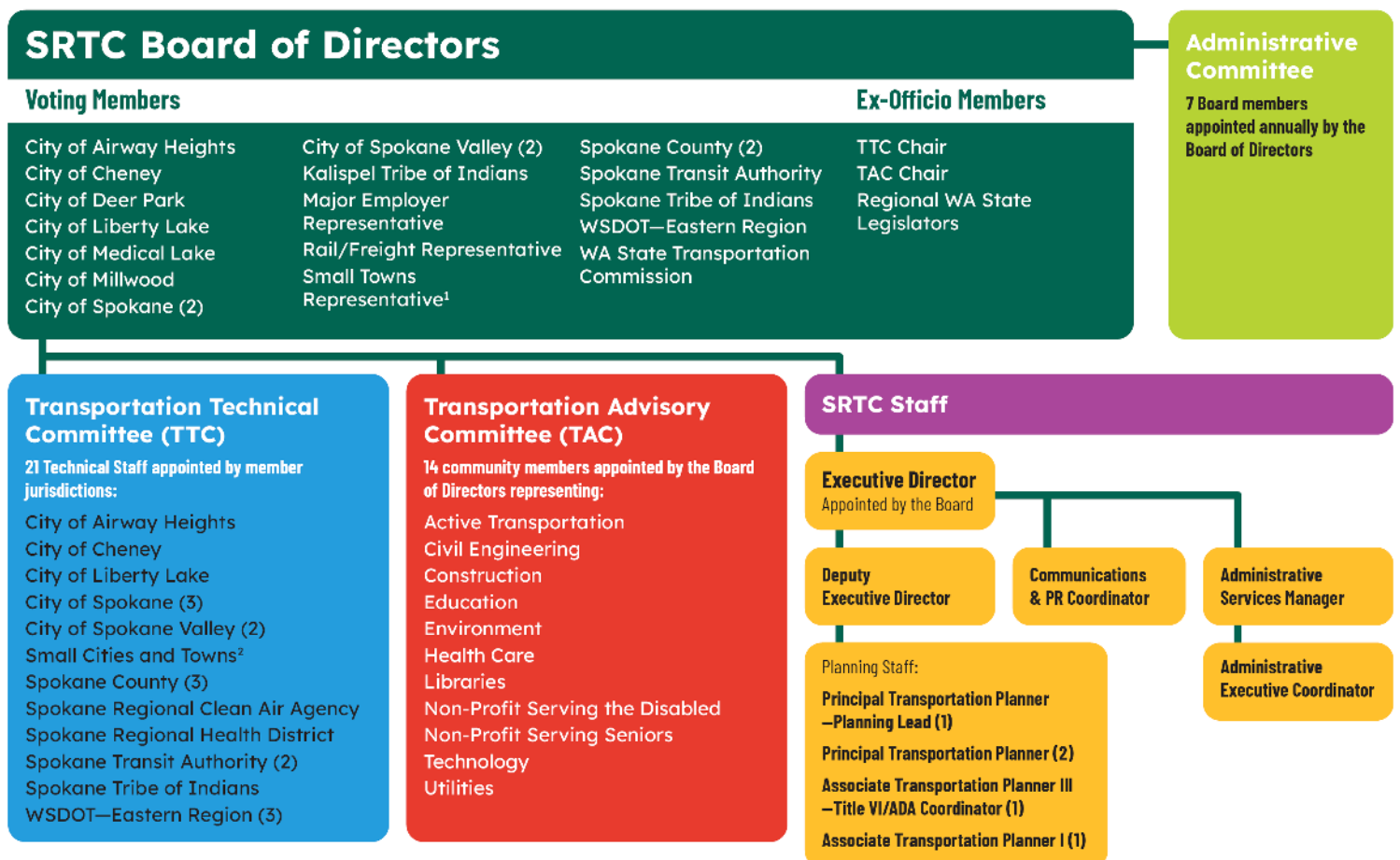
Appendix B: SRTC Organizational Chart and Board of Directors

SRTC Organizational Chart

Last Updated: February 2025



Spokane Regional
Transportation Council



¹ Towns of Fairfield, Latah, Rockford, Spangle, and Waverly

² Towns listed above, plus the cities of Deer Park, Medical Lake, and Millwood



Spokane Regional Transportation Council

2025 Board of Directors

Regional Transportation Decisions Start Here



ROD HIGGINS
CHAIR
City of Spokane Valley
Seat 2 Council Member



CRIS KAMINSKIS
VICE CHAIR
City of Liberty Lake
Mayor



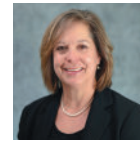
JENNIFER MORTON
City of Airway Heights
Council Member



VINCENT BARTHEL
City of Cheney
Council Member



DIANE PFAEFFLE
City of Deer Park
Council Member



TERRI COOPER
City of Medical Lake
Mayor



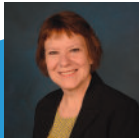
KEVIN FREEMAN
City of Millwood
Mayor



JONATHAN BINGLE
City of Spokane
Seat 1 Council Member



KITTY KLITZKE
City of Spokane
Seat 2 Council Member



PAM HALEY
City of Spokane Valley
Seat 1



DANIEL CLARK
Kalispeel Tribe of Indians



DOUG YOST
Major Employer
Representative



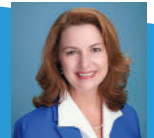
MATT EWERS
Rail/Freight
Representative



MICKI HARNOIS
Small Towns Representative
Council Member



AL FRENCH
Spokane County
Seat 1 Commissioner



MARY KUNEY
Spokane County
Seat 2 Commissioner



KARL OTTERSTROM
Spokane Transit Authority



TIGER PEONE
Spokane Tribe of Indians
Council Member



CHAR KAY
Washington State
Department of Transportation
Regional Administrator



KELLY FUKAI
Washington State
Transportation Commission
Commissioner



BARRY GREENE
Ex-Officio Members
Transportation Technical
Committee Chair



PAUL VOSE
Ex-Officio Members
Transportation Advisory
Committee Chair

Appendix C: Map of SRTC Metropolitan Planning Area



Appendix D: Federal Planning Factors and UPWP Crosswalk

Table D-1: Federal Planning Factors and UPWP Crosswalk Table

UPWP Tasks	Federal Planning Factors									
	Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency	Increase the safety of the transportation system for motorized and non-motorized users	Increase the security of the transportation system for motorized and non-motorized users	Increase accessibility and mobility of people and freight	Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns	Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight	Promote efficient system management and operation	Emphasize the preservation of the existing transportation system	Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation	Enhance travel and tourism
1. Program Administration & Coordination										
Program Management & Support 1.1	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Certification, Agreements & Work Program 1.2	✓						✓			
Coordination with State & Federal Legislators 1.3	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Professional Development & Training 1.4	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2. Public/Stakeholder Participation & Education										
Public Coordination & Outreach 2.1	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Stakeholder Coordination 2.2	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Title VI 2.3				✓						
Website and Social Media 2.4		✓	✓		✓	✓	✓	✓	✓	✓
3. Data Management & Systems Analysis										
Data & Software Management 3.1	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
GIS & Spatial Analysis 3.2	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Data Visualization & Cartography 3.3	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Socioeconomic Data Collection & Forecasting 3.4	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Systems Analysis & Data Application 3.5	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4. Metropolitan Transportation Plan (MTP)										
Long Range Transportation Planning 4.1	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Agency Support & Coordination 4.2	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Active & Public Transportation 4.3	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

UPWP Tasks	Federal Planning Factors									
	Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency	Increase the safety of the transportation system for motorized and non-motorized users	Increase the security of the transportation system for motorized and non-motorized users	Increase accessibility and mobility of people and freight	Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns	Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight	Promote efficient system management and operation	Emphasize the preservation of the existing transportation system	Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation	Enhance travel and tourism
5. Transportation Improvement Program (TIP)										
TIP Development & Maintenance 5.1	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Coordination and Project Tracking 5.2	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
6. Congestion Management Process (CMP)										
CMP Activities 6.1	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Spokane Reg. Trans. Mgt. Center Support 6.2	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
7. Planning Consultation & Studies										
General Planning Support & Coordination 7.1	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Regional Transportation Priorities 7.2	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Safety Education Campaign 7.3		✓	✓	✓	✓	✓	✓	✓	✓	✓
Interstate-90 Study 7.4	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Transportation Funding Study 7.5	✓			✓	✓	✓	✓	✓	✓	✓
8. RTPO Planning Functions										
General RTPO Activities 8.1	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Countywide planning policies certification process 8.2	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Appendix E: Regional Transportation Planning by Other Agencies

Transportation Planning Projects to be Conducted by Spokane Transit Authority

Implement STA Moving Forward

In 2014, the Spokane Transit Board of Directors adopted STA Moving Forward, a ten-year plan that identifies specific improvements and sequencing to implement STA's Long-Range Comprehensive Plan, Connect Spokane. In November of 2016, voters approved Spokane Transit Public Transportation Benefit District Proposition 1, securing funding needed to implement the plan. STA is now engaged in planning to complete the service changes and capital projects outlined by the plan.

Expected Outcomes/Products

STA is engaging stakeholders to define the details of the expanded services and capital projects programed in STA Moving Forward.

Schedule

2025-2028

Source of Funds/Budget

Local, State, Federal

Transit Development Plan

Each year, Spokane Transit is required by state law to develop a Transit Development Plan (TDP) and submit it to the Washington State Department of Transportation no later than September 1. The TDP contains a Six-year Plan, Annual Report, Program of Projects, Service Improvement Program, and Capital Improvement Program.

Expected Outcomes/Products

The development of the 2026-2031 and 2027-2032 TDP will be founded on STA's comprehensive plan, Connect Spokane, and Connect 2035. The TDP includes Spokane Transit's Annual Strategic Plan (as adopted), Program of Projects, Capital Improvement Program, the Service Improvement Program, and the Transit Asset Management Plan. The TDP will define what service and capital improvements

STA is planning for the current year plus the next 6 years. Development of the TDP will include public outreach.

Schedule

2026-2031 TDP: December 2024 – September 2025

2027-2032 TDP: December 2025 – September 2026

2028-2033 TDP: December 2026 – September 2027

Source of Funds/Budget

Local

Transit Asset Management Plan

In July 2016, FTA issued a final rule requiring transit agencies to maintain—and document—minimum TAM standards. The new standards will help transit agencies keep their systems operating smoothly and efficiently. As a designated recipient of funds from the State of Good Repair grant program, STA is required to submit a Transit Asset Management Plan. According to MAP-21, this plan must include, at a minimum, capital asset inventories and condition assessments, decision support tools, and investment prioritization. In the plan, STA must also certify that it complies with the rules issued under USC Section 5326(d).

Expected Outcomes/Products

STA will coordinate with SRTC to prepare a Transit Asset Management Plan in accordance with FTA guidance.

Schedule

Updated Annually

Source of Funds/Budget

Local

Bus Stop Accessibility Improvement Program

Many more barriers to accessibility at STA bus stops exist than possibly can be addressed all at once with available resources. STA must coordinate with local and regional jurisdictions to identify barriers, prioritize addressing them and to outline funding and a timeline to do so.

Expected Outcomes/Products

The effort is expected to result in a plan to systematically prioritize and address obstacles to accessibility at bus stops. STA will also develop procedures to periodically review the location and condition of bus stop areas and bus stop amenities.

Schedule

January 2025-December 2027

Source of Funds/Budget

Local

Title VI Planning and Systems Analysis

Title VI is a federal statute that states “no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” As part of its obligation to adhere to this statute and associated regulations and guidance, STA is required to submit a program to the Federal Transit Administration (FTA) every three years that documents compliance and analyzes the distribution of transit investments, results of the equity analysis for any major service changes and /or fare changes, and the results of the monitoring program for service standards and policies. The Title VI update includes outreach to people with limited English proficiency (LEP).

Expected Outcomes/Products

STA will conduct analyses on fare and service changes as warranted by established Title VI policies and continue its transit monitoring program. SRTC may be called upon to assist in data provision and/or analysis. The resulting information will assist in future planning decisions.

Schedule

Ongoing

Funding

Local

Division BRT Project Development

Upon completion of the Division Connects Implementation Strategy in 2022, STA submitted a request to the Federal Transit Administration to enter Project Development as part of a future Small Starts grant request under the Capital Investment Grant program. In September 2023, the project was accepted into Project Development which allows the project to move forward through the design process.

Expected Outcomes/Products

Complete sufficient engineering to receive a project rating and receive a Small Starts grant. During this phase the project will advance engineering and design through intermediate design, complete the environmental review process, complete all necessary right-of-way acquisitions, complete all critical 3rd party

agreements, prepare a Small Starts grant rating package for submittal to FTA, and establish a comprehensive project scope, schedule and cost estimate.

Schedule

2025-2027

Source of Funds/Budget

Local, State, and Federal

STA Facilities Master Plan Update

The STA Facilities Master Plan will be a major update and follow-up to the 2015 Administrative & Maintenance Facility Master Plan completed in January 2015. The goal of the master plan is to create a tool that continues to enable STA decision makers to initiate plans to remedy near-term and long-term needs with future facility builds in view. The plan builds on the foundations started by the Zero Emissions Transition Plan and Connect 2035. The update will project potential scenarios for development, growth, and modernization through to 2050.

Expected Outcomes/Products

This planning effort will build on past efforts to provide adaptable and effective changes to STA's facilities that meet the ever-changing technologies, fuel types, and operational needs. Existing assets will be leveraged when feasible while optimizing development opportunities on new properties.

Schedule

Phase I Final Report and Board Acceptance – June 2025

Begin Phase II – June 2025 – December 2026

Updates to the 2026-2031 CIP and Transit Development Plan – July 2025

Funding

Local

5-Mile Park & Ride Mobility Hub Study

In the 2017 Update to Connect Spokane, STA added language regarding the development of mobility hubs at existing and future park and ride lots. STA has identified the 5-Mile Park & Ride as a key park & ride to explore the mobility hub concept.

Expected Outcomes/Products

This study will research the 5-Mile Park & Ride capacity issues and provide viable alternatives, evaluate mobility hub connections, and review the current configuration for bus operation. Mobility Hubs will include a variety of mobility

options, including – carshare, bike and scooter share, and transportation network companies (Uber, Lyft, etc.). This study will determine alternatives for implementation and sustainable funding streams.

Schedule

September 2025 – September 2026

Funding

Local

Connect Spokane Update

In 2010, the STA Board of Directors adopted Connect Spokane: A Comprehensive Plan for Public Transportation to guide future decision making related to STA’s services, activities and programs. Connect Spokane contains a policy that the plan will be reviewed and updated as appropriate every three years. The plan was most recently updated in October 2024.

Expected Outcomes/Products

STA will review the existing plan, trends, and industry best practices with internal and external stakeholders and the general public. Revisions will be drafted as needed to address any identified course corrections, updated community goals, new opportunities, and challenges. The revisions will then be reviewed by stakeholders and the general public, followed by a public hearing and ultimately adoption by the STA Board of Directors.

Schedule

March 2027 – September 2027 – Early scoping

Source of Funds/Budget

Local

Implement Connect 2035

In 2024, the Spokane Transit Board of Directors adopted Connect 2035, a ten-year plan that identifies specific improvements and sequencing to implement STA’s Long-Range Comprehensive Plan, Connect Spokane. STA is engaged in planning to complete the initiatives outlined by the plan.

Expected Outcomes/Products

STA is implementing some of the early initiatives while engaging stakeholders to define the details of additional initiatives identified in Connect 2035.

Schedule

2025 - 2035

Source of Funds/Budget

Local

Division Street Bus Rapid Transit (BRT) Corridor Land Use and Infrastructure Plan

STA, in conjunction with the City of Spokane and Spokane County applied for a Federal Transit Administration (FTA) Transit Oriented Development (TOD) grant to build on the collaborative work started with the DivisionConnects project, which provided the basis for the Locally Preferred Alternative (LPA) for the BRT alignment, as well as began initial land use analysis.

Expected Outcomes/Products

Spokane County and the City of Spokane propose to jointly develop a Division Street BRT Transit-oriented Development (TOD) Corridor Land Use and Infrastructure Plan. As jurisdictions responsible for land use planning and regulation, the City and the County are positioning the Division Street Corridor for greater inclusion, housing and transportation equity, and improved economic vitality. The plan will help the County and City successfully meet the needs of each station and maintain continuity of the Division Street corridor, while celebrating the unique character of each neighborhood. Effectively, the resulting plan will be a sub-area plan to the City's comprehensive plan, with an emphasis on how fixed guideway transit, including Business Access and Transit (BAT) lanes, can improve the community. The plan will include corridor development policies and station development plans for the full corridor and will include both a proposed timeline and recommended financing strategies and will set the stage for revised TOD-focused zoning codes and resolutions.

Schedule

2025 - 2026

Funding

Federal/local

Wellesley Route 33 Corridor Development Plan

The Connect 2035 plan calls for improvements to this route to High Performance Transit (HPT) in 2025 -2028 as well as service improvements to accommodate and attract ridership growth, improve access to jobs and services and support the region's economic development. Will require development of a Wellesley HPT Corridor Development Plan (CDP). This CIP will fund engineering, planning, and implementation of HPT stops and stations and ADA improvements throughout the corridor and will acquire property where needed.

Expected Outcomes/Products

A corridor development plan that establishes transit infrastructure improvements and service architecture for the Wellesley Route 33 line. The planning process will engage stakeholders in the corridor, including local cities, and jurisdictions. It will include an evaluation framework for assessing the suitability of sites and facility configurations. It will also prepare a service plan along with a phasing schedule for improvements. The corridor development plan will be followed by design, engineering permitting, construction and implementation phases.

Schedule

September 2025 – December 2029

Funding

Local



Spokane Regional
Transportation Council