

Biennial Budget and Work Program

Fiscal Years 2022 - 2023 (July 2021 - June 2023)

Amended Supplemental Biennial Budget



Puget Sound Regional Council



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**Puget Sound Regional Council
Washington**

For the Biennium Beginning

July 01, 2021

Christopher P. Morill

Executive Director

Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to Puget Sound Regional Council (PSRC), Washington, for its Annual Budget for the fiscal year beginning July 1, 2021. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

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Message from the Executive Director

Introduction

We are pleased to present the FY 2022-2023 budget and work program for the Puget Sound Regional Council for your review and approval. This biennial budget and work program advances PSRC's regional planning, funding, and data activities and provides essential services to our members.

PSRC convenes elected leaders and regional partners to work together on solutions to shared challenges. Helping the region recover from the coronavirus pandemic, advance racial equity, and prepare for anticipated growth are top priorities. PSRC's work program focuses on boosting economic recovery, tackling regional transportation needs, and moving forward with VISION 2050 implementation actions.

Keeping the Region Moving

PSRC will adopt an updated **Regional Transportation Plan** in 2022. The plan will lay out the actions needed to meet current and future transportation needs and support the VISION 2050 regional growth strategy. Key focus areas include access to transit, special transportation needs, safety, climate, and equity. The plan will incorporate data and analysis of impacts and trends related to COVID-19.

PSRC will continue to maintain the four-year Regional Transportation Improvement Program, including **project selection for federal transportation funds**. Project tracking will ensure funds are used as quickly as possible to meet the transportation needs of a growing population. PSRC will conduct a major project selection process for federal transit and highway funds in 2022.



Capitol Hill Link Station



Eagle Harbor Marina - Bainbridge Island

Economic Recovery and Resiliency

The Economic Development District (EDD) Board will guide the **update of the Regional Economic Strategy** in 2022. The EDD will oversee a \$400,000 CARES Act grant from the U.S. Economic Development Administration to support regional coordination of recovery efforts and to develop targeted industry-specific disaster recovery and resiliency plans.

Advancing Racial Equity

PSRC will develop its first-ever **Regional Equity Strategy**. This strategy will address racial disparities and the needs of marginalized groups in PSRC's regional planning activities. We will work with our members and regional partners to develop targeted strategies, data, and tools to improve equity in planning at the local and regional levels. We will convene an Equity Advisory Committee to provide recommendations to PSRC's boards and committees. The agency will also launch an online **Equity Dashboard** offering data and visualizations related to racial equity trends and outcomes.

Planning for a Growing Region

In fall 2020, PSRC adopted the VISION 2050 plan to guide growth over the next three decades. During this biennium, the agency will take steps to implement the plan. Focus areas include:

- **Housing:** PSRC will finalize the Regional Housing Strategy, support local housing strategy efforts, and provide guidance for comprehensive plan updates.
- **Growth Strategy:** PSRC will offer guidance and technical assistance for countywide planning policies, growth targets and updates to local plans required by the Growth Management Act.



Arlington

- **Conservation Tools and Strategies:** PSRC will develop and update tools and strategies for managing growth and development in rural and resource lands, including transfer of development rights (TDR) programs.

Regional Data and Modeling



Everett Community College

PSRC will continue to serve as a center for **regional data and forecasts** on population, housing, land use, transportation, and the economy. PSRC's travel demand and land use modeling will help inform the update of the Regional Transportation Plan.

We will continue to track the **impacts of COVID-19** through data collection and analysis. PSRC will conduct another wave of the **Puget Sound Household Travel Survey** in 2023, which will help uncover how travel behavior is changing over time. The agency will also begin work to develop an updated **2050 Regional Macroeconomic Forecast** that will include analysis of COVID-19 on long-term population and employment growth

forecasts for the region. This forecast will be finalized in 2023.

More information on PSRC's budget and work program is available in the pages ahead. I look forward to hearing your feedback. Thank you for joining us in our work to create a thriving and healthy region!

Josh Brown

Executive Director, Puget Sound Regional Council

PSRC at a Glance

What is the Puget Sound Regional Council?

The Puget Sound Regional Council (PSRC) is a regional planning organization that develops policies and makes decisions about transportation planning, economic development and growth management in the four-county Puget Sound region.

Under state and federal mandates and an Interlocal Agreement signed by its members, PSRC conducts and supports numerous state and federal planning, compliance and certification programs which enable members and other jurisdictions and entities in the region to obtain state and federal funding.



Community Transit - Mountlake Terrace Transit Center

PSRC is designated under federal law as the Metropolitan Planning Organization, and under state law as the Regional Transportation Planning Organization, for King, Kitsap, Pierce and Snohomish counties.

PSRC provides creative, pragmatic regional planning and research to address current issues, and to explore future needs and options that could benefit the region.

As a regional planning agency, PSRC does not duplicate the activities of local and state operating agencies but supports their needs with complementary planning and advocacy. PSRC performs strategic analyses of trends, consequences of future growth and transportation policies, and implications of future options to address growth and transportation needs. It is a center for the collection, analysis and dissemination of information vital to business, citizens and governments in the region.

Mission

The mission of the Puget Sound Regional Council as established in the Interlocal Agreement is "...to preserve and enhance the quality of life in the central Puget Sound area." To achieve this mission, the PSRC will:

- Prepare, adopt and maintain goals, policies, and standards for regional transportation and regional growth management in the central Puget Sound area, in accordance with federal and state law and based on local comprehensive plans of jurisdictions within the region.
- Ensure that provisions of state and federal laws pertaining to regional

transportation planning and regional growth management are implemented in the region.

Functions

PSRC 's Interlocal Agreement establishes the organization's growth management, transportation, economic development, forum and technical assistance responsibilities, highlighting the following functions:

- Meet Metropolitan Planning Organization responsibilities for the four counties, including development and maintenance of a regional transportation plan, and programming federal transportation funds.
- Fulfill Regional Transportation Planning Organization requirements prescribed by state law for the four counties; ensure that regional transportation, land use and economic development plans are integrated and that state, regional and local transportation plans are consistent.
- Maintain VISION 2050 as the adopted regional growth, transportation and economic strategy.
- Develop and maintain a regional database; forecast and monitor economic, demographic and travel conditions in the region as the foundation for local and regional planning.
- Provide technical assistance to local governments, state and federal governments, and business and community organizations.
- Provide a forum to discuss emerging regional issues.
- Provide staff support for the region's Economic Development District.

Other Agency Mandates

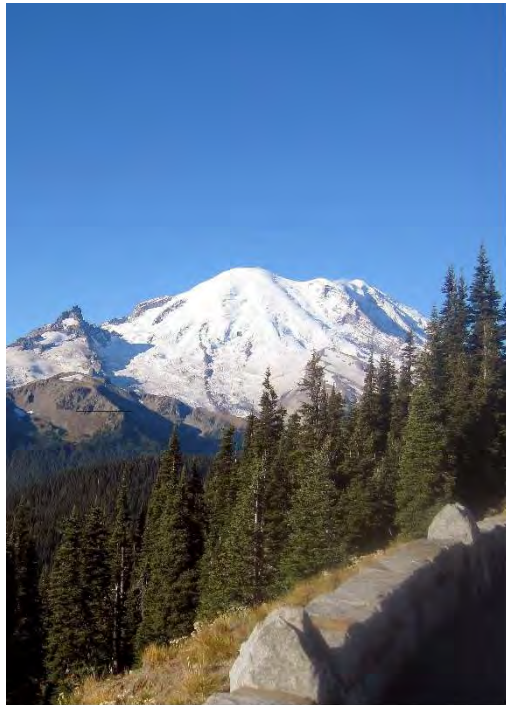
In addition to its own governing Interlocal Agreement, PSRC operates under numerous federal and state laws, including:

- The federal Fixing America's Surface Transportation (FAST) Act
- Amendments to the federal and state Clean Air Acts
- The state Growth Management Act
- Numerous state transportation statutes, including transportation demand management and commute trip reduction laws, and the High Capacity Transit Act

As the designated Metropolitan Planning Organization for the four-county central Puget Sound region, PSRC meets these federal and state requirements so that the region is eligible to receive transportation funds from the state and federal government.

PSRC works to meet its mandates under these and other laws in a variety of ways. It has specifically established institutional relationships with member governments and other key regional decision-makers to help ensure these mandates are met and the region's goals are achieved.

For example, in addition to representation from local government members, PSRC 's Transportation Policy Board includes representatives from the Washington State Department of Transportation, the state Freight Mobility Strategic Investment Board, transit operators, ports, tribes, the Puget Sound Clean Air Agency, businesses, labor groups, community groups and other organizations. The Growth Management Policy Board includes representatives from business, labor, environmental and community organizations.



Mount Rainier

PSRC also utilizes a number of other advisory bodies, including a Regional Staff Committee composed of senior staff from local governments, state agencies, transit agencies, and ports, to provide ideas and valuable insights on ways to address important regional issues.

Other committees, involving member agency staff and representatives of business, environmental, citizen and other interests, research and resolve technical issues related to regional policy development, and review and recommend major transportation projects, including bicycle, pedestrian and other transportation enhancement projects, for funding.

PSRC also engages in many outreach activities to inform and involve communities and residents of the region. These efforts include forums, surveys, workshops, conferences, open houses, and a large variety of reports, technical papers and other publications. PSRC also maintains a website (www.psrc.org).

Regional Profile

The Puget Sound Regional Council covers over 6,267 square miles in land area. There are 82 cities and towns that make up the membership of PSRC. In 2020, the Puget Sound region accounted for 56% of the population of

Area	2010 Population	2020 Population	Change in Population
Region	3,691,000	4,264,000	573,000
Incorporated	2,527,000	3,040,000	513,000
Unincorporated	1,164,000	1,224,000	60,000
City	2010 Population	2020 Population	Change in Population
Seattle	609,000	761,000	152,000
Tacoma	198,000	213,000	15,000
Bellevue	122,000	148,000	26,000
Kent	92,000	131,000	39,000
Everett	103,000	113,000	10,000

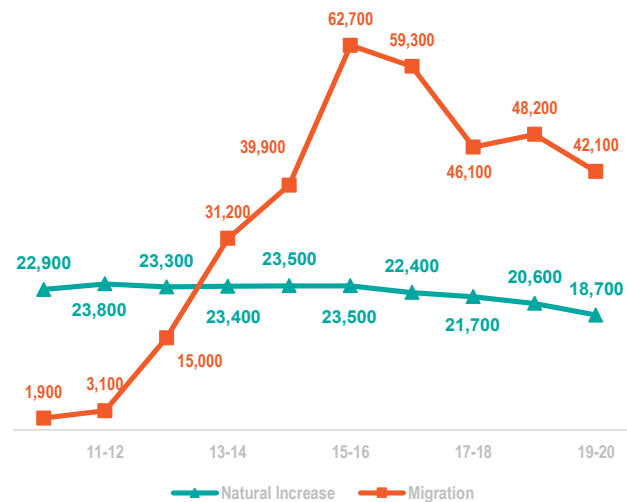
Source: April 1, 2020 Population of Counties, Washington State Office of Financial Management

Washington State. Over 71% of the region's population lived in the region's thriving incorporated cities and towns as of April 2020.

Seven of the ten largest cities in Washington are located in the PSRC area. Of these, the top five largest in cities in the region are shown in the table above. Seattle continues to be the largest city in the state and has increased the most in population since 2010, accounting for over 27% of the total regional population growth since 2010.

Population Growth

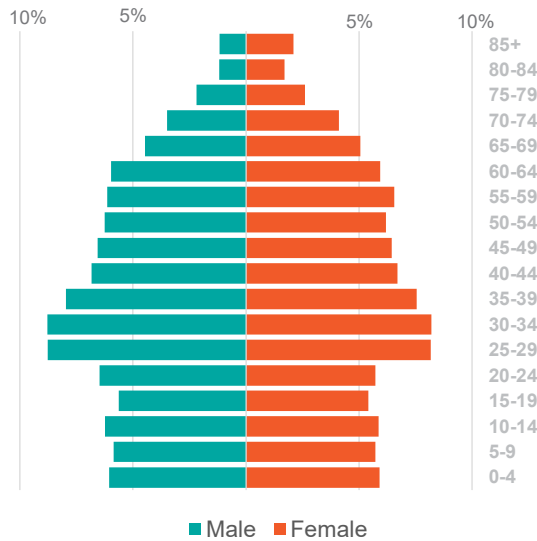
The region has experienced a rapid increase in population since early 2013 as the region has continued to recover from the Great Recession. Between 2019 and 2020 over 60,800 new people moved to the region. Over 69% of the population increase between 2019 and 2020 came from people migrating to the region from other places both inside and outside of Washington. Californians made up the largest component of the migration from places outside of Washington.



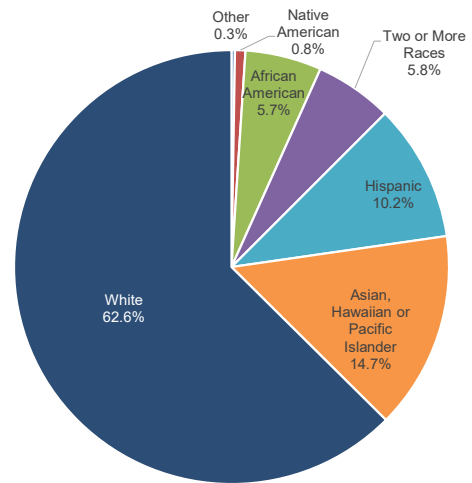
Population Distribution

According to the latest American Community Survey data, approximately 63% of the population of the region is non-Hispanic white followed by almost 15% Asian, Hawaiian or Pacific Islander. The region continues to attract many new people from outside the region and the demographic profile continues to reflect those changes in diversity.

Men and women between the age of 25-35 made up almost 16% of the region's population in 2020 and were the two largest 5-yr age groups for both men and women in the region. As the population continues to age, it is expected that the upper end of the age/gender pyramid will shift to a larger population share in the older age groups.



Source: United States Census Bureau, ACS 2019 1yr Data table S0101



Source: United States Census Bureau, ACS 2019 1yr Data table B03002

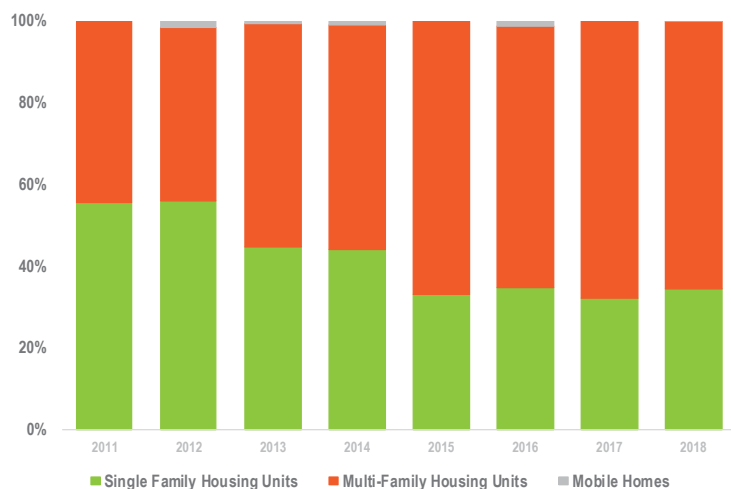
Housing Growth

Recovery in the housing market following the Great Recession accelerated in the Puget Sound Region along with the population and employment growth in late 2012 and 2013. In the past year the region added over 27,000 housing units to the market – almost three times the number of housing units that were added between 2010 and 2011.

New Housing Units		2015		2016	2017	2018	2019	2020
Total	20,500	21,020	23,400	24,810	27,540			27,180
Single Family	6,790	7,280	7,520	8,360	7,630			8,110
Multi-Family	13,740	13,620	15,810	16,430	19,700			18,870

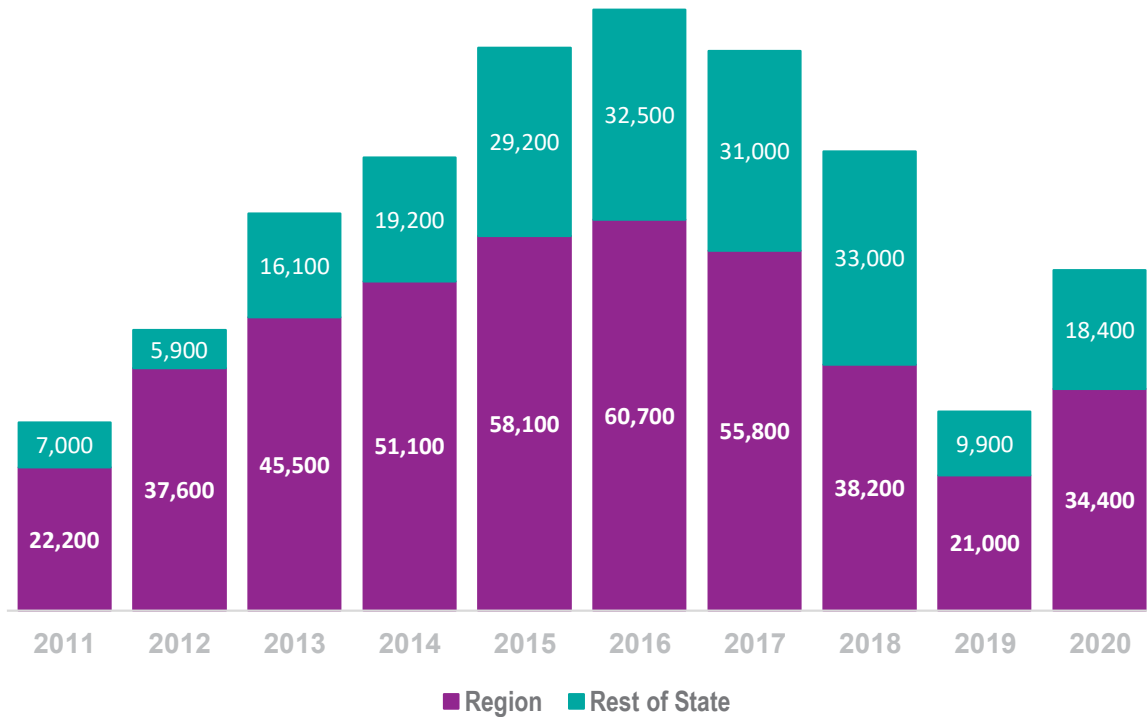
Source: Postcensal Estimates of April 1 Housing Units, 1990 to Present, Office of Financial Management, Forecasting and Research Division

As the region continues to grow, a larger share of the new housing being provided in the region is multi-family housing. Between 2010 and 2011, approximately 45% all new construction was multi-family housing. This increased to over 69% between 2019 and 2020.



Employment Growth

Total employment in the Puget Sound Region totaled nearly 2.2 million jobs in March of 2020 and job growth averaged over 1.6% before the impacts of COVID-19. All four counties in our region added jobs. The services sector, which includes jobs from IT, business services, recreation and food services, added the most jobs in the region between 2019 and 2020. As shown below, between March 2019 and March 2020 over 34,000 jobs were added to the PSRC region.



Puget Sound Regional Council Member Jurisdictions

– Counties, Cities and Tribes



Figure 1 – Map of PSRC Member Jurisdictions

Membership and its Benefits

The PSRC membership includes the four counties of King, Kitsap, Pierce, and Snohomish and most of the cities they contain, and the Muckleshoot Tribe, Puyallup Tribe of Indians, Tulalip Tribes, and Suquamish Tribe. Of the 82 cities in the region, 77 are members of the PSRC. The jurisdictions of the region are shown in Figure 1.

Statutory members of the PSRC include the four port authorities of Everett, Seattle, Bremerton and Tacoma; the Washington State Department of Transportation, and the Washington State Transportation

Commission. Associate members include the Snoqualmie Tribe, Island County, the Thurston Regional Planning Council, University of Washington, Puget Sound Partnership, Alderwood Water & Wastewater District, Cascade Water Alliance, Washington State University, and Port of Edmonds. In addition, a memorandum of understanding with the region's six transit agencies outlines their participation in the PSRC. Fifty percent of the county and city elected officials who serve on the PSRC Executive Board must also serve on transit boards.



Bellevue Public Library

Benefits of Membership

- **A voice in key regional decisions** – Membership provides opportunities for elected officials and staffs of member jurisdictions and agencies to work together and to resolve growth, transportation and economic issues that cross jurisdictional boundaries.
- **Distribution of federal transportation dollars** –PSRC receives approximately \$234 million in federal transportation dollars each year and conducts a competitive project selection process every two to three years.
- **Economic Development** – The Central Puget Sound Economic Development District and the Puget Sound Regional Council joined forces in 2004 to better integrate economic, growth and transportation planning for the region. In addition to benefiting the members, we are working closely with the federal Economic Development Administration and the public and private partners around the region to promote economic development.
- **Technical assistance to obtain federal and state funding** – Membership also provides access to information and technical assistance to obtain federal and state transportation funds. A large portion of the dues that members pay is used as matching funds for state and federal grants; more than six dollars are received in state and federal grants for every dollar of dues used as matching funds.
- **Education & training** – Members participate in a wide variety of workshops and other education and training opportunities to learn about important issues for local jurisdictions.

- **Data to meet special planning needs** – Membership also makes available a broad range of information and data to meet specific needs. This information includes employment, population and travel data necessary to meet the requirements of the Growth Management Act and other laws, and technical studies and policy analyses available through universities, private research and other sources, to meet special needs. This includes a large amount of data and information that a number of PSRC members, especially smaller jurisdictions, might not have enough staff time or resources to acquire on their own. Members receive highest priority when requesting data or information.
- **Geographic Information Systems** – Many of the PSRC databases are integrated into map formats for use in Geographic Information System (GIS) software. These databases are accessible to members, along with GIS assistance and custom map products.
- **Free standard and secondary data products and working data sets** – These data are provided free to members. Members also are not charged for custom requests that can be done in a short period of time, and a portion of the costs for members' larger requests are charged against a prorated portion of members' dues, while non-members pay the full costs of custom data requests.
- **Technical expertise** – Membership also provides access to an extensive range of technical expertise in areas such as transit and transportation planning, economics and economic development, growth management, demographics, and use of geographic information systems.

Organization and Decision-Making



Kitsap County Point No Point

The Puget Sound Regional Council is governed by a General Assembly and Executive Board. The Growth Management and Transportation Policy Boards and Operations Committee advise the Executive Board.

Appendix A, (Page A-1; Puget Sound Regional Council Committee Structure) provides an overview of the Regional Council's organizational structure.

General Assembly

The General Assembly is composed of all member jurisdictions and agencies. At Assembly meetings, all elected officials from the executive and legislative branches of member cities, towns, counties, tribes, ports and representatives from the state agencies are eligible to attend and vote on behalf of their members. Votes are allocated proportionally as specified in the Interlocal Agreement signed by all members. The Assembly meets at least annually to review and vote on key Executive Board recommendations such as those concerning the budget and work program and growth and transportation plans and amendments. The General Assembly also elects the president and vice president of PSRC.

Executive Board

Members of the Executive Board are appointed by their General Assembly constituents to represent the member governments. The Board is chaired by the PSRC president, meets monthly, and carries out delegated powers and responsibilities between meetings of the General Assembly.

Operations Committee

The Operations Committee is composed of Executive Board members and is chaired by the PSRC's vice president. The committee reviews and makes recommendations to the Executive Board on the budget and work program, and on contracts and other financial and personnel issues.

Policy Boards

The Interlocal Agreement provides for two key policy boards to advise the Executive Board – a Transportation Policy Board and a Growth Management Policy Board. The Transportation Policy Board also is required under PSRC's responsibilities as the Regional Transportation Planning Organization for the central Puget Sound region. Both boards include representatives of the PSRC's member jurisdictions and other appropriate representatives of regional business, labor, civic and environmental groups.



Pacific Science Center

Economic Development District

Through the signed Memorandum of Agreement with the Central Puget Sound Economic Development District, PSRC provides contract services to support District Board activities and work program.

Budget Strategy & Overview

Budget Strategy and Overview

The budget and work program supports regional objectives, local government priorities, mandates associated with PSRC's designation as the Metropolitan Planning Organization and Regional Transportation Planning Organization for the region, and established state and federal emphasis areas, the state Growth Management Act, and the services provided to the Central Puget Sound Economic Development District.

PSRC's Integrated Planning Timeline

The Integrated Planning Timeline (Figure 2) is a multi-year schedule of PSRC's regional planning activities. The intent is to coordinate major planning products to ensure that PSRC meets state and federal requirements, avoids conflicts, integrates with local planning schedules, and completes internal work needed to support major planning products in a timely manner.

How the PSRC budget ties to long term planning goals and priorities

The biennial budget and work program supports regional land use, transportation, and economic development planning and coordination. The budget provides resources to complete an update of the region's growth management strategy, VISION 2050, and for preliminary work on a scheduled 2022 update of the Regional Transportation Plan. Resources are also identified for continued improvement of the region's transportation demand and land use models, development of updated growth forecasts, and for collection and analysis of data to support the planning work. Forward-looking regional plans and up-to-date data and analysis tools are timed to support required updates of PSRC members' local comprehensive plans, anticipated for adoption in the 2024-2025 biennium.



Tacoma Narrows Bridge

Integrated Planning Timeline, 2021 – 2029

	2021	2022	2023	2024	2025	2026	2027	2028	2029
Major Planning Functions									
VISION 2050					Check-in/Centers Review				
Regional Equity Strategy	Equity Dashboard/Data	Equity Toolkit							
Regional Housing Strategy	Housing Strategy	Housing Assistance and Support							
Regional Transportation Plan	Plan Dev. Review & Adoption			Scoping	Plan Dev. (2050 horizon)	Review & Adoption			
Regional Economic Strategy	Plan Dev. Review & Adoption								
Data									
Regional Macroeconomic Forecasts			Minor Update (2050 horizon) - Post Covid				(horizon TBD)		
Land Use Forecasts		Land Use Vision (horizon TBD)							
Household Travel Survey	Spring 2021		Spring 2023		Spring 2025		Spring 2027		Spring 2029
PSRC Project Selection and TIP Development	Policy Framework	Policy Selection & TIP Dev.	Policy Framework	Policy Selection & TIP Dev.	Policy Framework	Policy Selection & TIP Dev.	Policy Framework	Policy Selection & TIP Dev.	
City and County Planning									
Comprehensive Plans									
Growth Targets									
Buildable Lands Reports									
Countrywide Planning Policies									

Figure 2 - Integrated Planning Timeline (FY2021-2029)

Short-term factors influencing budget decisions

During the development of the biennial budget proposal several factors were taken into consideration including:

- PSRC's effort to sustain financial health, ensure agency resources are used in an effective and accountable manner, and maintain internal management controls.
- The need for a balanced budget proposal based on conservative revenue estimates from reliable sources.
- Accomplishing the regional planning activities that are outlined in the Integrated Planning Timeline.
- Completing work tasks on time with identified resources.
- Updating policies to keep current with the latest regulations.
- Inflationary factors.
- Maintaining sufficient funds to meet current expenses (cash flow).
- Increasing amount of reserve funds to meet minimum recommended balance.
- Impact of the rising costs of employee benefits on the total cost of labor.
- The need for wage increases sufficient to remain competitive in job market

Estimated Revenues and Expenditures



Bremerton Fountain Park

The revenue and expenditure assumptions are illustrated in tables 1 - 7 and figures 3 - 5. Figures 3 - 5 show the revenue and expenditure comparison between the May 2023 Amended Supplemental FY2022-2023 Budget and the July 2022 Amended Supplemental FY2022-2023 Budget.

Funding Sources: Table 1 summarizes the revenue by funding source and compares the adopted budget to the current budget. Table

4 provides a more detailed listing of each revenue source and amount.

As shown on Table 4, of the different funding sources, the largest are the planning funds provided by Federal Highway Administration (FHWA) and Federal Transit Administration (FTA 5303) grants. The funds from the FHWA and FTA are associated with the Metropolitan Planning Organization requirements of federal law. To remain eligible for these funds, the Regional Council is required to:

- Review Regional Transportation Plan for conformance with federal requirements and revise it, if necessary;

- Develop, in all four counties now included in the designated Metropolitan Area Boundary (rural and urbanized areas), a transportation project selection process and analyze the operations of the current and future transportation systems; and
- Ensure that the Transportation Improvement Program meets new federal requirements.

(These activities are partly supported by state and local funds.)

Regional Transportation Planning Organization (RTPO) funds provided by the Washington State Department of Transportation to Regional Transportation Planning Organizations such as PSRC provide for local governments and the state to coordinate transportation planning for regional transportation facilities.

Federal Transit Administration Urbanized Area Formula Grants (FTA5307) are available for transportation-related planning.

Federal Transit Administration Enhanced Mobility of Seniors & Individuals with disabilities – Section 5310 (FTA 5310) formula funding is made available to states for the purpose of assisting nonprofit groups in meeting transportation needs of the elderly and persons with disabilities.

Surface Transportation Block Grant Program (STBGP) funds from FHWA are allocated by WSDOT to Metropolitan Planning Organizations for prioritizing and selecting projects that align with regional priorities.

The Economic Development Administration (EDA) Planning Grant supports the work of the Central Puget Sound Economic Development District. See the Economic Development work element.

Membership dues from member towns, cities, counties, tribes and transit agencies provide matching funds for grants, support various elements of the work program and provide for PSRC's reserve funds. Anticipated revenues are revenues from traditional sources that are expected but not yet available.

Of the \$39.43 million in total revenues for the May 2023 Amended Supplemental FY2022-2023 Budget, \$24.42 million is from federal grants, \$1.51 million is from state grants, \$8.22 million in local and grant funds carried over from previous fiscal years, \$4.84 million in local funds. The local funds include \$4.54 million in local membership and transit dues, and \$301,000 from the Central Puget Sound Economic Development District. The distribution of the local membership dues and transit dues are shown in Table 5.

Overall revenues for the May 2023 Amended Supplemental FY2022-2023 Budget are higher than the revenues for the July 2022 Amended Supplemental FY2022-2023 budget due to receipt of a new Department of Transportation Grant. Local dues increase approximately 4% for the biennium. The proceeds from the dues increase will be used to help build PSRC's reserve fund balance to the recommended target of 2 months of operating expenditures or \$2.32 million.

Funding Uses:

Table 2 summarizes the expenditures by category for the amended budget and compares them to the expenditures in the current budget. Of the \$39.43 million total budget, 51% is used to fund personnel costs, 9% percent is used for overhead, 5% is for contingency reserve, 21% is for project consultants, 3% is for direct project costs and 11% is encumbered for anticipated revenues and future work.



Puget Sound

Overall salaries in the May 2023 Amended Supplemental FY2022-2023 Budget are slightly higher as salaries in the July 2022 Amended Supplemental FY2022-2023 budget due to addition of 1 staff member to support the new Department of Transportation grant. The May 2023 Amended Supplemental FY2022-2023 Budget includes a 5% annual merit pool. Benefits are expected to increase by less than 1% percent per year. Indirect costs are expected to decrease by approximately 4.5% per year.

Direct costs are expected to increase due to several data purchases needed for the upcoming biennium. Consultant costs and the amount encumbered for long-term projects continue to decrease in the budget as we complete work that had been carried forward from past budget periods.

Table 5 summarizes the distribution of local dues. Of the \$4.84 million in local dues, \$3.22 million is used as match for the federal/state funds. For every dollar of local match, members receive approximately four dollars in grant funded planning services. The remaining local dues are allocated to Growth, Transportation, and Economic Development Planning, Data, Planning Management, and Executive and Administrative Services.

Membership dues also provide support for PSRC to manage and distribute project money to the region.

Table 3 shows staffing levels Increasing by 1.

Table 1 - Revenue Comparison Summary

Basic Funding	May 2023 Amended Supplemental FY2022-2023	July 2022 Amended Supplemental FY2022-2023	Variance
State	\$1,511,000	\$1,511,000	\$0,000
Federal	\$24,422,000	\$19,562,000	\$4,860,000
Local Funds, EDD and Service Income	\$5,269,000	\$5,307,000	(\$38,000)
Carryover (a)	\$8,223,000	\$8,223,000	\$1,000
State/Federal/Local Anticipated	\$0,000	\$0,000	\$0,000
Total	\$39,425,000	\$34,603,000	\$4,822,000

Table 2 - Expenditure Comparison Summary

Basic Funding	May 2023 Amended Supplemental FY2022-2023	July 2022 Amended Supplemental FY2022-2023	Variance
Salaries (b)	\$12,725,000	\$12,718,000	\$8,000
Benefits (c)	\$7,428,000	\$7,423,000	\$5,000
Overhead	\$3,382,000	\$3,382,000	\$0,000
s+b+oh	\$23,536,000	\$23,524,000	\$12,000
Direct	\$1,079,000	\$1,093,000	(\$14,000)
Consultant	\$8,465,000	\$3,376,000	\$5,089,000
Anticipated	\$0,000	\$0,000	\$0,000
Encumbered for Future Work	\$4,309,000	\$4,574,000	(\$265,000)
Contingency Reserve PSRC	\$2,036,000	\$2,036,000	\$0,000
Total	\$39,425,000	\$34,603,000	\$4,822,000

Table 3 - Staffing Comparison by Task

	May 2023 Amended Supplemental FY2022-2023	July 2022 Amended Supplemental FY2022-2023	Variance
Planning Management	4	4	-
Regional Growth Planning	6	6	-
Transportation Planning	15	16	-
Subtotal Planning	26	26	-
Economic Development District	1	1	-
Data	19	19	-
Council Support	3	3	(1)
Communications	5	5	-
Administrative Services (d)	15	15	1
Total	69	69	-

Notes:

- (a) Carryover are available funds that remain unspent in the previous budget cycle and can be used in the next budget cycle.
- (b) Includes all agency staff salaries for the two year period. Assume 5% merit pool first year and 5% merit pool second year.
- (c) Benefits include vacation, sick leave, holiday, retirement medical, dental, short and long term disability, life, a deferred compensation plan, etc.
- (d) Administrative Services include: Executive Administration, Finance, HR, IT, Information Center, and Graphics.

Table 4 - Revenue Comparison by Source

Basic Funding	May 2023 Amended Supplemental FY2022-2023	July 2022 Amended Supplemental FY2022-2023	Variance
Grant and Local Revenue			
Planning funds			
Regional Transportation Planning Org	\$1,506,000	\$1,506,000	\$0,000
Federal Transit Administration (MPO) and	\$3,473,000	\$3,473,000	\$0,000
Federal Highway Administration (MPO)	\$11,189,000	\$11,189,000	\$0,000
Subtotal Planning funds	\$16,168,000	\$16,168,000	\$0,000
Project Funding			
FTA/5307	\$2,500,000	\$2,500,000	\$0,000
Estimated STBGP	\$2,000,000	\$2,000,000	\$0,000
FTA/5310	\$200,000	\$200,000	\$0,000
Subtotal Project Funds	\$4,700,000	\$4,700,000	\$0,000
Local Funding			
Local Membership Dues	\$3,435,000	\$3,435,000	\$0,000
EDD Membership Dues (a)	\$301,000	\$301,000	\$0,000
Subtotal Membership Dues	\$3,736,000	\$3,736,000	\$0,000
Transit Agency Dues	\$1,101,000	\$1,101,000	\$0,000
Subtotal Local Funding	\$4,837,000	\$4,837,000	\$0,000
Grant and Local Revenue Subtotal	\$25,705,000	\$25,705,000	\$0,000
Project Specific Revenue			
Safety Grant	\$4,860,000	\$0,000	\$4,860,000
UW Partnership	\$62,000	\$0,000	\$62,000
Space Sector Study Support	\$5,000	\$5,000	\$0,000
City of Seattle - Household Survey	\$270,000	\$270,000	\$0,000
City of Bellevue - Household Survey	\$100,000	\$100,000	\$0,000
City of Bothell - Household Survey	\$0,000	\$100,000	(\$100,000)
Subtotal Project Specific Revenue	\$5,297,000	\$475,000	\$4,822,000
CPSEDD Revenue			
CPSEDD - EDA Planning Grant	\$200,000	\$200,000	\$0,000
EDA - CARES	\$0,000	\$0,000	\$0,000
Subtotal CPSEDD Revenue	\$200,000	\$200,000	\$0,000
Carryover PSRC	\$8,223,000	\$8,223,000	\$0,000
Basic Funding Total	\$39,425,000	\$34,603,000	\$4,822,000
Anticipated Funding			
FAA Anticipated	\$0,000	\$0,000	\$0,000
Anticipated MPO	\$0,000	\$0,000	\$0,000
Anticipated Funding Total	\$0,000	\$0,000	\$0,000
Total	\$39,425,000	\$34,603,000	\$4,822,000

(a) EDD Membership dues have been collected from PSRC membership since 2005 to support Economic Development.

Table 5 - Distribution of Matching funds

Basic Funding	May 2023 Amended Supplemental FY2022-2023	July 2022 Amended Supplemental FY2022-2023	Variance
Basic Funding Match			
MPO combined	\$2,288,000	\$1,938,000	\$350,000
Other Federal - FTA 5307	\$625,000	\$625,000	\$0,000
Other Federal STBGP	\$312,000	\$312,000	\$0,000
Safety Grant	\$670,000	\$0,000	\$670,000
EDA Match	\$200,000	\$200,000	\$0,000
Anticipated Funding Match			
FAA Anticipated	\$0,000	\$148,000	(\$148,000)
Contingency EDD Dues	\$12,000	\$12,000	\$0,000
Contingency	\$177,000	\$177,000	\$0,000
Balance of EDD Local Dues	\$90,000	\$90,000	\$0,000
Balance of Local Dues	\$464,000	\$1,336,000	(\$872,000)
Total	\$4,837,000	\$4,837,000	\$0,000

Table 6 - FY2022-2023 Expenditure Allocation

		SALARIES BENEFITS	OVERHEAD*	DIRECT COST	CONSULTANTS	OTHER**	Budget FY2022-2023 TOTAL
TASK							
000	PLANNING MANAGEMENT	\$1,400,000	\$664,000	\$175,000	\$255,000	-	\$2,493,000
100	REGIONAL GROWTH PLANNING	\$1,627,000	\$776,000	\$21,000	\$509,000	-	\$2,934,000
200	TRANSPORTATION PLANNING	\$4,279,000	\$2,037,000	\$27,000	\$5,800,000	-	\$12,142,000
300	ECONOMIC DEVELOPMENT	\$378,000	\$181,000	\$18,000	\$240,000	-	\$817,000
400	DATA	\$5,853,000	\$2,781,000	\$505,000	\$1,207,000	-	\$10,346,000
500	COUNCIL SUPPORT	\$922,000	\$447,000	\$243,000	\$288,000	91,000	\$1,990,000
600	COMMUNICATIONS	\$1,406,000	\$672,000	\$91,000	\$167,000	-	\$2,336,000
700	ENCUMBRANCE	\$112,000	-	-	-	\$4,218,000	\$4,330,000
800	CONTINGENCY/RESERVE	-	-	-	-	\$2,036,000	\$2,036,000
GRAND TOTAL		\$15,976,000	\$7,559,000	\$1,079,000	\$8,465,000	\$6,346,000	\$39,425,000

* Overhead includes Administrative Staff, Direct Costs, and Consultants associated with Finance, Human Resources, Information Technology, Graphics, and Information Center.

** Other includes unfunded contracts and Contingency Reserves.

TABLE 7
FY2022 & FY2023 REVENUE ALLOCATION

TASK	RTPO	FHWA	FHWA Match 13.5%	FHWA Carryover	FHWA Carryover match
000 PLANNING MANAGEMENT	127,000	1,873,000	292,000	-	-
100 REGIONAL GROWTH PLANNING	864,000	737,000	115,000	171,000	27,000
200 TRANSPORTATION PLANNING	515,000	4,026,000	628,000	176,000	27,000
300 ECONOMIC DEVELOPMENT	-	-	-	-	-
400 DATA	-	2,223,000	347,000	1,450,000	226,000
500 COUNCIL SUPPORT	-	754,000	118,000	603,000	94,000
600 COMMUNICATIONS	-	1,521,000	237,000	264,000	41,000
700 ENCUMBRANCE	-	54,000	8,000	-	-
800 CONTINGENCY/RESERVE	-	-	-	-	-
TOTALS	1,506,000	11,189,000	1,746,000	2,665,000	416,000

Revenue Allocation (Continued)	FTA 5307 2022	FTA 5307 Match 20.0%	FTA 5307 Carryover	FTA 5307 Carryover Match	STBGP 2022
TASK					
000 PLANNING MANAGEMENT	-	-	-	-	-
100 REGIONAL GROWTH PLANNING	-	-	-	-	-
200 TRANSPORTATION PLANNING	1,470,000	368,000	386,000	96,000	1,000,000
300 ECONOMIC DEVELOPMENT	-	-	-	-	-
400 DATA	1,030,000	258,000	360,000	90,000	1,000,000
500 COUNCIL SUPPORT	-	-	-	-	-
600 COMMUNICATIONS	-	-	-	-	-
700 ENCUMBRANCE	-	-	-	-	-
800 CONTINGENCY/RESERVE	-	-	-	-	-
TOTALS	2,500,000	625,000	746,000	187,000	2,000,000

Revenue Allocation (Continued)	*EDA grant Match	EDA CARES Carryover	*EDD Dues	UW Partnership 2,023	Space Sector Support
TASK					
000 PLANNING MANAGEMENT	-	-	-	-	-
100 REGIONAL GROWTH PLANNING	-	-	-	-	-
200 TRANSPORTATION PLANNING	-	-	-	-	-
300 ECONOMIC DEVELOPMENT	200,000	326,000	90,000	-	-
400 DATA	-	-	-	62,000	-
500 COUNCIL SUPPORT	-	-	-	-	5,000
600 COMMUNICATIONS	-	-	-	-	-
700 ENCUMBRANCE	-	-	-	-	-
800 CONTINGENCY/RESERVE	-	-	12,000	-	-
TOTALS	200,000	326,000	101,000	62,000	5,000

*EDD membership dues have been collected from PSRC membership since 2005 to support Economic Development function.

TABLE 7 (continued)
FY2022 & FY2023 REVENUE ALLOCATION

TASK	FTA5303	FTA 5303 Local Match 13.5%	FTA5303 Carryover	FTA5303 Carryover Match	Safe Streets Grant	Safe Streets Match
000 PLANNING MANAGEMENT	-	-	-	-	-	-
100 REGIONAL GROWTH PLANNING	514,000	80,000	48,000	7,000	-	-
200 TRANSPORTATION PLANNING	1,084,000	169,000	64,000	10,000	1,443,000	199,000
300 ECONOMIC DEVELOPMENT	-	-	-	-	-	-
400 DATA	1,875,000	293,000	297,000	46,000	-	-
500 COUNCIL SUPPORT	-	-	-	-	-	-
600 COMMUNICATIONS	-	-	-	-	-	-
700 ENCUMBRANCE	-	-	-	-	3,417,000	471,000
800 CONTINGENCY/RESERVE	-	-	-	-	-	-
TOTALS	3,473,000	542,000	408,000	64,000	4,860,000	670,000

Revenue Allocation (Continued)	STBGP 2020 Match 13.5%	FTA 5310 2022	Seattle HH Survey	Bellevue HH Survey	EPA Stormwater Carryover	EDD EDA grant
TASK						
000 PLANNING MANAGEMENT	-	-	-	-	-	-
100 REGIONAL GROWTH PLANNING	-	-	-	-	253,000	-
200 TRANSPORTATION PLANNING	156,000	200,000	-	-	-	-
300 ECONOMIC DEVELOPMENT	-	-	-	-	-	200,000
400 DATA	156,000	-	270,000	100,000	-	-
500 COUNCIL SUPPORT	-	-	-	-	-	-
600 COMMUNICATIONS	-	-	-	-	-	-
700 ENCUMBRANCE	-	-	-	-	-	-
800 CONTINGENCY/RESERVE	-	-	-	-	-	-
TOTALS	312,000	200,000	270,000	100,000	253,000	200,000

Revenue Allocation (Continued)	Carryover Local	Local	Basic Funding Subtotal	Federal Anticipated	Federal Match Anticipated	Anticipated and Match Subtotal	FY2022-23 Budget
TASK							
000 PLANNING MANAGEMENT	200,000	-	2,493,000	-	-	-	2,493,000
100 REGIONAL GROWTH PLANNING	118,000	-	2,934,000	-	-	-	2,934,000
200 TRANSPORTATION PLANNING	124,000	-	12,142,000	-	-	-	12,142,000
300 ECONOMIC DEVELOPMENT	2,000	-	817,000	-	-	-	817,000
400 DATA	262,000	-	10,346,000	-	-	-	10,346,000
500 COUNCIL SUPPORT	416,000	-	1,990,000	-	-	-	1,990,000
600 COMMUNICATIONS	146,000	126,000	2,336,000	-	-	-	2,336,000
700 ENCUMBRANCE	42,000	338,000	4,330,000	-	-	-	4,330,000
800 CONTINGENCY/RESERVE	1,848,000	177,000	2,036,000	-	-	-	2,036,000
TOTALS	3,159,000	640,000	39,425,000	-	-	-	39,425,000

*EDD membership dues have been collected from PSRC membership sin

Table 8 - Estimated Carryover Funds from FY2021

	Total Grant Funds Remaining	Contractual Remaining	Other Remaining
FHWA	2,664,679	-	2,664,679
FTA 5303	408,478	-	408,478
FTA 5307	746,317	-	746,317
FTA 5310	-	-	-
EDA CARES	325,595	240,029	-
EPA - Stormwater	252,750	160,000	92,750
City of Seattle	-	-	-
Subtotal	4,397,819	400,029	3,912,224
Carryover local match	666,205		
Carryover local funds	1,308,634		
EDD Carryover local Funds	2,056		
Contingency/Reserve Carryover (PSRC)	1,848,000		
Total Carryover from FY2019	\$ 8,222,714		

Figure 3 - **Revenue Comparison**

May 2023 Amended
Supplemental
FY2022-2023

\$39.4 Million

July 2022 Amended
Supplemental
FY2022-2023

\$34.6 Million



	May-23 Amend Supplemental FY2022-2023	July-22 Amend Supplemental FY2022-2023	Variance
State	\$1,511,000	\$1,511,000	\$0,000
Federal	\$24,422,000	\$19,562,000	\$4,860,000
Local Funds	\$5,269,000	\$5,307,000	(\$38,000)
Carryover (a)	\$8,223,000	\$8,223,000	\$1,000
State/Federal Anticipated	\$0,000	\$0,000	\$0,000
Total	\$39,425,000	\$34,603,000	\$4,822,000

(a) Carryover are available funds that remain unspent in the previous budget cycle and can be used in the next budget cycle.

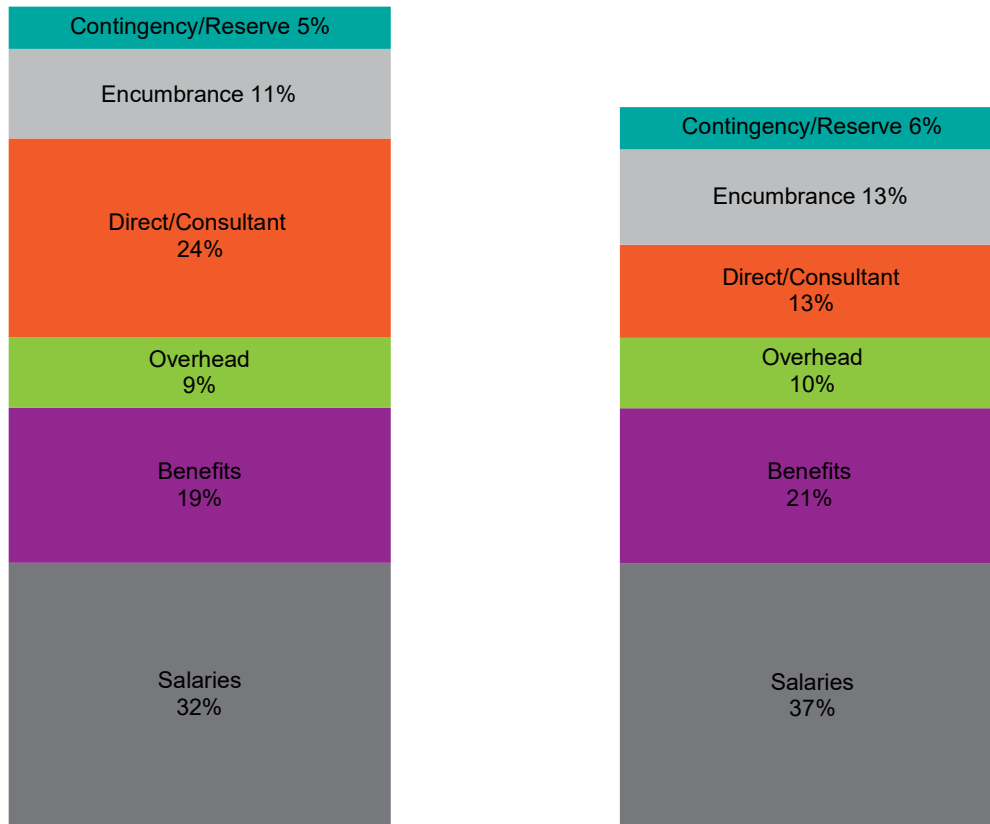
Figure 4 - **Expenditure Comparison**

May 2023 Amended
Supplemental
FY2022-2023

\$39.4 Million

July 2022 Amended
Supplemental
FY2022-2023

\$34.6 Million



	May-23 Amend Supplemental FY2022-2023	July-22 Amend Supplemental FY2022-2023	Variance
Salaries	\$12,725,000	\$12,718,000	\$8,000
Benefits	\$7,428,000	\$7,423,000	\$5,000
Overhead	\$3,382,000	\$3,382,000	\$0,000
Direct/Consult.	\$9,544,000	\$4,469,000	\$5,075,000
Anticipated	\$0,000	\$0,000	\$0,000
Encumbrance	\$4,309,000	\$4,574,000	(\$265,000)
Contingency/ Reserve	\$2,036,000	\$2,036,000	\$0,000
Total	\$39,425,000	\$34,603,000	\$4,822,000

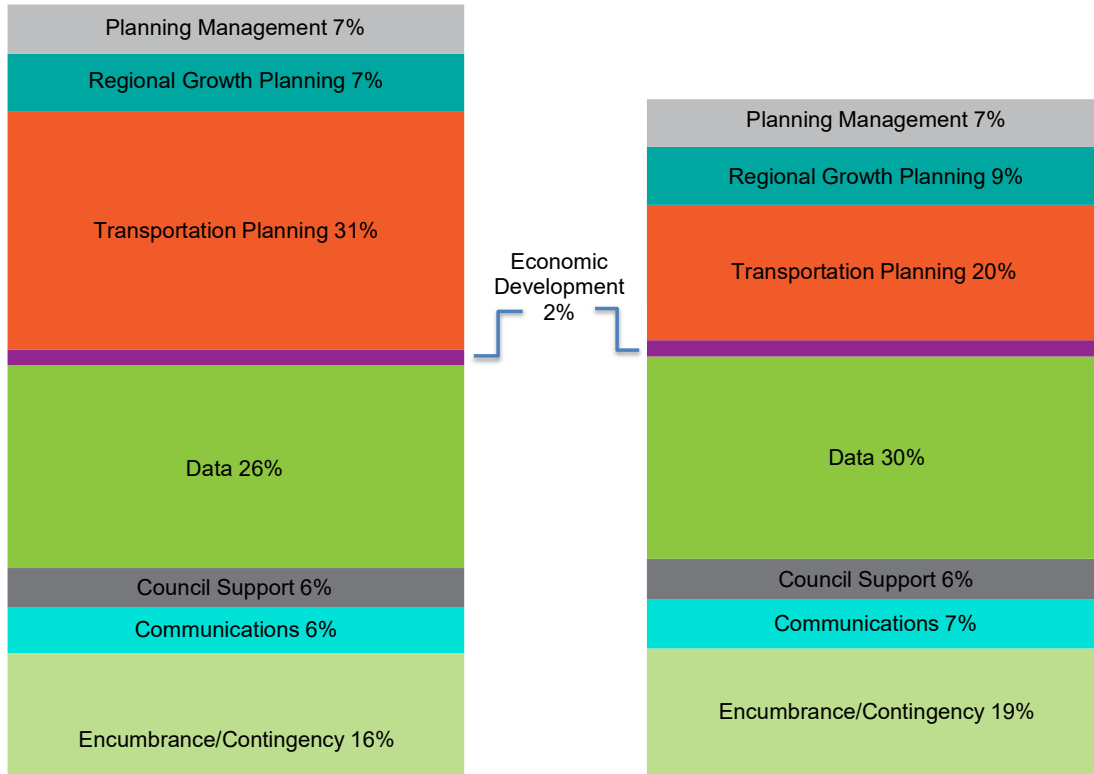
Figure 5 - **Expenditures by Work Task**

June 2022 Amended
Supplemental
FY2022-2023

\$39.4 Million

May 2022
Supplemental
FY2022-2023

\$34.6 Million



	May-23 Amend Supplemental FY2022-2023	July-22 Amend Supplemental FY2022-2023	Variance
Planning Management	\$2,493,000	\$2,431,000	\$62,000
Regional Growth Planning	\$2,934,000	\$2,955,000	(\$22,000)
Transportation Planning	\$12,142,000	\$6,903,000	\$5,239,000
Economic Development	\$817,000	\$820,000	(\$2,000)
Data	\$10,346,000	\$10,322,000	\$23,000
Council Support	\$1,990,000	\$2,046,000	(\$55,000)
Communications	\$2,336,000	\$2,518,000	(\$182,000)
Encumbrance & Contingency	\$6,367,000	\$6,608,000	(\$241,000)
Total	\$39,425,000	\$34,603,000	\$4,822,000

Financial Structure and Process

Fund Descriptions:

PSRC has one fund, the General Fund. The General Fund is the chief operating fund and it accounts for all financial resources except those required to be accounted for in another fund. PSRC does not currently have any financial resources required to be accounted for in other funds, such as debt or capital items. All of PSRC' departmental functions are captured under the General Fund. Revenues include federal grants, state grants, and member dues. Expenditures include salaries, benefits, overhead, and direct costs. For a complete description of revenues and expenditures, see Tables 1 - 5.



Seattle Center

Basis of Budgeting:

The basis of budgeting determines when revenues and expenditures should be recognized for budget control. The basis of accounting determines when revenues and expenditures are recognized in the financial reporting system. PSRC uses the modified accrual basis for both accounting and budgeting. Expenditures are created when the underlying liability is incurred. Revenues are recognized when they are measurable and available.

Capital Budget & Debt:

PSRC does not have debt payments or a capital budget, which simplifies the relationship between accounting and budgeting basis.

Fund Balance:

Fund balance is the difference between a governmental fund's assets and liabilities. In the fund financial

statements, governmental funds report the following classes of fund balances in accordance with GASB 54, Fund Balance Reporting and Governmental Fund Type Definitions.

Nonspendable fund balances are amounts that cannot be spent because they are either in a nonspendable form or are legally/contractually required to be maintained intact, including inventories, prepaid expenses, advances, etc.

Restricted fund balances are amounts that can be spent only for specific purposes stipulated by donors, grantors, creditors or by law.

Committed fund balances are amounts that are constrained for a specific purpose determined by a formal action of PSRC's General Assembly and Executive Board, PSRC's highest level of decision-making authority. The same action is required to remove or change the constraint as it did to impose the constraint.

Assigned fund balances are amounts constrained by the PSRC's intent that they will be used for specific purposes. PSRC has adopted its policy to delegate the authority to assign amounts to be used for specific purposes to its Executive Board and/or Executive Director. PSRC's General Assembly adopts its budget, including amounts assigned for contingency purposes. The Executive Board has approved increases to the contingency reserve going forward, up to the recommended level of two months of operating expenses. Dues increases fund the increases to the contingency reserve.

Unassigned fund balances are amounts not classified as nonspendable, restricted, committed or assigned in the general fund. For a complete description of PSRC's components of fund balance, see the FY2016 audit report on the Office of the Washington State Auditor at:

<http://portal.sao.wa.gov/ReportSearch/Home/ViewReportFile?arn=1018785&isFinding=false&sp=false>



Tacoma Glass Museum

Four Year Consolidated and Fund Financial Schedules:

Revenues	Actual FY2018-2019	Budgeted* FY2020-2021	Budgeted FY2022-2023
State/Federal	16,919,901	19,313,000	18,825,000
Local Funds, EDD and Service Income	4,825,013	4,648,000	4,837,000
Carryover (a)	-	8,850,000	6,398,000
Tenant Improvement Reimbursement	55,193	-	-
State/Federal/Local Anticipated	-	-	124,000
Total	21,800,107	32,811,000	30,185,000
Expenditures	Actual FY2018-2019	Budgeted* FY2020-2021	Budgeted FY2022-2023
Salaries (b)	9,560,749	11,605,000	12,736,000
Benefits (c)	6,265,562	7,657,000	7,653,000
Overhead	3,142,138	4,997,000	4,536,000
s+b+oh	18,968,449	24,259,000	24,925,000
Direct	718,121	702,000	987,000
Consultant	1,584,542	3,204,000	1,965,000
Encumbrance/Anticipated	-	2,799,000	272,000
Contingency/Reserve PSRC	-	1,847,000	2,036,000
Total	21,271,112	32,811,000	30,185,000
Change in Fund Balance	528,995	-	-

* As of June 2020 Supplemental Budget. FY2020 actual costs have not been audited as of December 2020.

The above table shows PSRC's revenues, expenditures, and changes in fund balance. The data is displayed for the most recent biennium of actual costs in FY2018-2019, the latest amended supplemental FY2020-2021 budget, as well as the draft FY2022-2023 budget. While PSRC does not project a change in fund balance, it does show an increase in contingency funds. This is the result of an increase in member dues in order to achieve the recommended two months of operating expenditures. For budgetary purposes, PSRC displays fund balance information on a biennial basis.

Budget Development

The Puget Sound Regional Council budget is a two-year budget and work program running from July 1, 2021 through June 30, 2023. The biennial budget includes the option for adjustment after the first year with a supplemental budget or a simple budget amendment. The work program is divided into tasks. The work tasks are presented in detail in the Work Descriptions by Task section of the budget. The next budget and work program section presents more specifics on work tasks by the

program areas to better reflect the ongoing effort of PSRC to build cross-departmental teams that more effectively perform the work required of the agency.



Mukilteo Ferry Dock

The original budget review process begins with the Operations Committee meeting in December to review and refine the budget and work program. The process continues in January through March with reviews by the Growth Management and Transportation Policy Boards, Economic Development Board, Regional Staff Committee and other PSRC staff committees, and analysis and input from the countywide planning organizations, member jurisdictions, and state and federal

agencies, to help ensure that the budget and work program contains items important and helpful to member jurisdictions.

In May 2019 the General Assembly adopted the FY2020-2021 Budget and Work Program.

Changes since the FY2018-2019 Budget and Work Program include:

- Consolidation of Long-Range Transportation Planning and Short-Range Transportation Planning into a single task called Transportation Planning.

Budget Policies

The PSRC Financial and Budgetary Policies can be found in Appendix B of this document.

The policies are designed to guide and inform decision making and related administrative procedures and practices. The policies include a reserve fund policy with a target reserve fund balance of two months of operating expenditures. Currently, the agency's reserve fund balance is approximately 78% of the recommended target. In order to build the reserve fund to the recommended target level, the additional local funds generated by a 2% dues increase in 2022 and 4% increase in 2023 will be dedicated to the reserve fund. The recommended policies also call for a reassessment of the need for a dues increase each biennium during the biennial budget development process. Any future dues increase, beyond fiscal year 2023, would be subject to reassessment during the development of the fiscal years 2024 to 2025 biennial budget and work program.



Issaquah

Unfunded Sub-Tasks

The narratives include references to unfunded and partially funded work. When developing the FY2022-23 Budget and Work Program staff identified additional work (staff & consultant) that could be pursued in the event additional revenue is identified.

The following unfunded or partially funded sub-tasks are identified in the narratives:

Regional Planning

- Aviation Planning (additional work dependent on grant funding)

FY2022-23 Biennial Budget & Work Program Development Key Dates

August 2020

Prepare estimates of revenues and expenses.

August 2020

Executive Management Team begins discussion on proposed budget schedule and deadlines, initial budget assumptions, and outline of work program elements and format.

September 2020

Operations Committee receives proposed budget schedule.

September 2020

Executive Committee reviews budget assumptions for revenues and expenditures.

September – November 2020

Executive Management Team coordinates with STE FTA Caucus on proposed use of FTA5307 funds.

September – November 2020

Executive Management Team collects information from project leads and program managers on individual work element narratives, review the budget assumptions and review the initial revenue and expenditure projections. Staff describe the major tasks and milestones proposed over the next two years.

October 2020

Operations Committee reviews budget assumptions for revenue and expenditures and reviews budgetary policies.

November 2020

Accounting staff prepare Internal Draft Biennial Budget and Work Program and distribute to Directors and Program Managers. Discuss proposed budget assumptions and schedule at all staff meeting.

December 2020

Operations Committee recommends dues increases for Fiscal Years 2022-2023.

January 2021

Operations Committee finalizes full Draft Budget and Work Program and briefs Executive Board. Staff authorized to release Draft Budget and Work Program. The draft budget is posted on PSRC.org website for review by members of Transit Operators Committee (TOC), ED Board, PSRC Policy Boards, the Regional Staff Committee, RPEC, STE FTA Caucus, Transit General Managers and other PSRC staff committees, member jurisdictions, countywide planning agencies, state and federal funding agencies and other interested parties.

February 2021

Economic Development Board reviews EDD Work element of Draft Budget and Work Program, forward comments to Operations Committee by March 16.

February – March 2021

Transportation Policy Board & Growth Management Policy Board as well as Economic Development Board, review Draft Budget and Work Program, forward comments to Operations Committee for consideration by March. All PSRC staff committees forward comments on draft budget to Operations Committee by March 16.

March 2021

Operations Committee submits Final Draft Budget and Work Program and any additional changes to Executive Board. Executive Board transmits Final Draft Budget including revisions to General Assembly.

April 2021

General Assembly Agenda including Final Draft Budget and Work Program mailed.

April 2021

General Assembly acts on Final Draft Budget.

April/May 2021

Final Budget and Work Program submitted to and reviewed by federal and state funding agencies.

April – June 2021

PSRC staff works with state and federal funding agencies on grant applications that support Budget and Work Program, status reports on the progress are given to the Operations Committee and Executive Board as needed.

June or July 2021

Economic Development Board adopts Economic Development portion of the budget.

July 1, 2021

Biennial Work Program and Budget Begins.

September 2021

Operations Committee given Supplemental Budget Schedule.

October 2021

Supplemental Biennial Budget updated revenues and expenditures is drafted and reviewed by the Operations Committee.

December 2021

Supplemental Biennial Budget is drafted and reviewed by the Operations Committee.

January – February 2022

Draft Supplemental Biennial Budget and Work Program is reviewed by the Growth Management Policy Board, the Transportation Policy Board, the Economic Development Board, Regional Staff Committee, and the Executive Board.

March - April 2022

The Executive Board is asked to propose action on the Supplemental Biennial Budget and Work Program by the General Assembly in May.

May 2022

General Assembly adopts the Supplemental Biennial Budget and Work Program.

July 2022

Economic Development Board adopts Economic Development portion of the Supplemental Budget and Work Program.

Performance Measures, Milestones & Reporting

The budget and work program identifies milestones and products for the various tasks and sub-tasks.

Once the budget and work program is approved, progress toward completion of milestones and products is reported to PSRC funding partners in monthly, quarterly and/or semi-annual progress reports. The frequency of reporting depends on reporting requirements of each funding source. Project level accounting reports track expenditures on projects and compare the budgeted expenditures to actual. Contract expenditures and percent complete are tracked separately in a monthly contract status report.

Directors and Program Managers meet quarterly with finance staff to review budget-to-actual reports and to discuss project timelines. The emphasis of these meetings is to complete contracts and work tasks on time and under budget. These meetings also provide an opportunity for program staff to communicate with finance staff. If necessary, transfers of resources may be needed to complete vital projects on time or in other instances when timelines may need to be adjusted due to unforeseen circumstances, such as staff vacancies or competing priorities.

As a requirement of our MPO agreement with WSDOT, PSRC produces an annual progress report that is published on our website (PSRC.org) and delivered to WSDOT, FHWA and FTA within three months of the close of each fiscal year (June 30).

The following reports are provided to the Operations Committee and Executive Board at each meeting:

- Contract status report
- Grant status report
- Budget-to-actual comparison by program area
- Recently completed contracts list

The budget and work program is reviewed and updated annually.

Fiscal Years 2020-2021 Major Milestones and Products

As part of Puget Sound Regional Council's budget and work program for the fiscal years 2020-2021 PSRC identified the following major milestones and products.

Regional Planning (Task 000)	FY 20 Progress Complete	FY 21 Progress Complete	Notes
Research, analysis, coordination, and planning work for the development of the Regional Aviation Baseline Study (<i>Ongoing</i> , final report and	50%	100%	Ongoing, multi-year project. Final report completed and published May 2021. Project delayed by changes to public outreach and engagement

products <i>Fall 2020</i>)			tasks in response to COVID-19
Regional Growth Management Planning (Task 100)	FY 20 Progress Complete	FY 21 Progress Complete	Notes
Public review of draft VISION 2050 (<i>Summer 2019</i>)	100%	100%	
Policy board recommendation for VISION 2050 (<i>December 2019</i>)	100%	100%	GMPB recommendation December 2019
Publication of Final Supplemental Impact Statement for VISION 2050 (<i>March 2020</i>)	100%	100%	
Adoption of VISION 2020 (<i>May 2020</i>)	90%	100%	Adoption completed October 2020, delayed by changes to public meeting in response to COVID-19
VISION 2050 implementation guidance (<i>May 2021</i>)	0%	100%	Ongoing Effort – Initial work completed to initiate VISION 2050, including launch of the Regional Housing Strategy
Coordination with jurisdictions and agencies to support implementation of VISION 2050 (<i>June 2020 to June 2021</i>)	50%	100%	Staff regularly met with countywide groups, counties, and cities to support implementation of VISION 2050
Transportation Planning (Task 200)	FY 20 Progress Complete	FY 21 Progress Complete	Notes
Research, analysis, coordination, and planning work for the development of the 2022 Regional Transportation Plan (<i>July 2019 through June 2021</i>)	100%	100%	The majority of preparatory work for the RTP has been completed, including the milestones expected by June 2020. Further work continues, as we now move into plan analysis and documentation. Coordination will continue, as well
Publish the annual Regional Transit Integration Report. (<i>Fall 2019 and Fall 2020</i>)	100%	100%	
Project selection process for PSRC's Federal Funds (<i>July 2019 through July 2020</i>)	100%	100%	
Development and adoption of	100%	100%	

the 2021-2024 Regional TIP (July 2020 through January 2021)			
Economic Development District (Task 300)	FY 20 Progress Complete	FY 21 Progress Complete	Notes
Annual Economic Development Work Plan developed and adopted (2020 and 2021)	75%	100%	2020 work plan was adopted. 2021 work plan has been reviewed by EDD Board.
EDA Planning Grant secured (June 2020, and June 2021)	100%	100%	We are now on a 3-year grant cycle and funding has been secured for 2020-2022
Data (Task 400)	FY 20 Progress Complete	FY 21 Progress Complete	Notes
2018 Updated Base Year for modeling (Spring 2020)	75%	100%	COVID affected work progress and work was completed in Summer 2020.
Updated Regional Economic Forecast (if necessary) (Fall 2020)	0%	0%	Deferred to fiscal year 2022 due to COVID impacts to data availability
Wave three of the regional household travel survey (Collection begins Spring 2021)	0%	100%	The 2021 Regional Household Travel Survey data was collected in Spring of 2021 and the data has been cleaned, processed and provided to analysis partners.
Technology and Shared Mobility modeling related improvements (Winter 2020)	50%	100%	Improvements to the Shared Mobility and Technology abilities to SoundCast were completed in FY21 and were an important part of the analysis tools for the Regional Transportation Plan.
Phase 1 of UrbanSim 2.0 conversion (Fall 2020)	75%	100%	Initial work on the implementation of UrbanSim 2.0 was completed in FY21 and further enhancements to the land use modeling tool are planned for future work plans.

Council Support (Task 500)	FY 20 Progress Complete	FY 21 Progress Complete	Notes
2020 General Assembly meetings (<i>Spring 2020</i>)	100%	100%	
2021 General Assembly meetings (<i>Spring 2021</i>)	0%	0%	Occurs in fiscal year 2021
Regional workshop for newly elected officials (<i>January 2020</i>)	100%	100%	
Communications (Task 600)	FY 20 Progress Complete	FY 21 Progress Complete	Notes
Awards program (<i>Spring 2020</i>)	100%	100%	
Awards program (<i>Spring 2021</i>)	0%	0%	Canceled due to pandemic
Administration (Task 900)	FY 20 Progress Complete	FY 21 Progress Complete	Notes
Prepare Supplemental FY2020-2021 Budget (<i>Spring 2020</i>)	100%	100%	
Prepare FY2022-2023 Biennial Budget and Work Program (<i>Spring 2021</i>)	0%	100%	Occurred in fiscal year 2021
Coordinate annual audit with State Auditor's Office (<i>Winter 2019</i>)	100%	100%	
Coordinate annual audit with State Auditor's Office (<i>Winter 2020</i>)	0%	100%	Occurred in fiscal year 2021

Additional information regarding PSRC's progress for fiscal year 2020 can be found in the annual Progress Report at: [Year-End Progress Report: Fiscal Year Ending June 30, 2020 \(psrc.org\)](https://psrc.org/Year-End-Progress-Report-Fiscal-Year-Ending-June-30-2020).

Long-Term Financial Projections & Strategy

PSRC's six-year financial projections are shown in Tables 9 - 12.

In preparing these estimates we made the following assumptions:

- State and Federal grant revenue projections for MPOs and RTPOs are based on estimates provided by our funding partners (WSDOT, FTA, FHWA).
- We have projected no increases in the funding level from the Economic Development Administration (EDA). This funding has remained relatively constant for the past 10 years.

- Funding from FTA 5307 and STBGP are based on Project Selection Task Force recommendations and approved by the PSRC Executive Board. The region's transit agencies are consulted on the amounts of FTA 5307 funds. The projects funded with FTA 5307 funds are developed in collaboration with the Transit Operators Committee and are approved by the region's transit executives.



State Route 520

- FTA 5310 funds are projected to remain at the current level of \$200,000 per biennium.
- LiDAR funds are not currently available.
- Carryover indicates available funds and related work that remain unspent in the previous budget cycle and can be used in the next budget. Carryover amount for FY2022-23 is based on projected revenues and expenditures in Fiscal Year 2021. Carryover for time periods beyond fiscal year 2023 is based on historical trends and can be adjusted over time.
- Until the reserve funds balance reaches the target of two months of operating expenditures, we have assumed a 4% per year increase in membership dues that will be used to increase the reserve fund balance, subject to biennial review and approval by Operations Committee. There is a 2% increase budgeted in FY2022 and a 4% increase budgeted in FY2023.
- Anticipated funds are estimates that are likely but not known and may be contingent upon a future event. We budget the potential revenue and encumber the potential expenditures until the amount and the exact nature of the work are known. The anticipated MPO amount listed is based on possible increases in annual funding resulting from the FAST Act. Until we have a more accurate estimate we will show these funds as anticipated and related expenditures will not be authorized until funding becomes available.

Analysis: PSRC is required to adopt a balanced budget for each biennium. The projections shown in this six-year plan show a balanced budget for fiscal years 2022-2023, an approximate 2.02% surplus in fiscal years 2024-2025 and a projected 13.23% deficit in fiscal years 2026-2027. If additional revenues are not identified by the time that these future budgets are prepared for adoption, then reductions in expenditures will be required. These reductions will come from salaries, consultant or direct costs and will be determined during the budget development process.

Table 9 - Revenue Comparison Summary

Basic Funding	Projected Biennial FY2022-2023	Projected Biennial FY2024-2025	Projected Biennial FY2026-2027
State	\$1,511,000	\$1,506,000	\$1,506,000
Federal	\$24,422,000	\$19,890,000	\$17,442,000
Local Funds, EDD and Service Income	\$5,269,000	\$5,187,000	\$5,659,000
Carryover (a)	\$8,223,000	\$5,900,000	\$5,600,000
State/Federal/Local Anticipated	\$0,000	\$901,000	\$1,444,000
Total	\$39,425,000	\$33,384,000	\$31,651,000

Table 10 - Expenditure Comparison Summary

Basic Funding	Projected Biennial FY2022-2023	Projected Biennial FY2024-2025	Projected Biennial FY2026-2027
Salaries (b)	\$12,725,000	14,034,000	15,473,000
Benefits (c)	\$7,428,000	\$8,670,000	\$9,690,000
Overhead (d)	\$3,382,000	\$4,763,000	\$5,020,000
s+b+oh	\$23,536,000	\$27,467,000	\$30,183,000
Direct	\$1,079,000	\$470,000	\$491,000
Consultant	\$8,465,000	\$1,500,000	\$1,500,000
Encumbrance/Anticipated (e)	\$4,309,000	\$901,000	\$1,444,000
Contingency/Reserve PSRC	\$2,036,000	\$2,385,000	\$2,858,000
Total	\$39,425,000	\$32,723,000	\$36,476,000
Variance (Revenues - Expenditures)	\$0,000	661,000	(\$4,825,000)
	0.00%	-2.02%	13.23%

Table 11 - Staffing Comparison by Task

	Projected Biennial FY2022-2023	Projected Biennial FY2024-2025	Projected Biennial FY2026-2027
Planning Management	3	3	3
Regional Growth Planning	6	6	6
Long-Range Transportation Planning	17	17	17
Subtotal Planning	26	26	26
Economic Development District	1	1	1
Technical And Data Services	19	19	19
Council Support	3	3	3
Communications	3	3	3
Administrative Services (f)	14	14	14
Total	66	66	66

(a) Carryover are available funds that remain unspent in the previous budget cycle and can be used in the next budget cycle.

(b) Includes all agency staff salaries for the two year period. Assume 5% merit per year

(c) Benefits include vacation, sick leave, holiday, retirement medical, dental, short and long term disability, life, a deferred compensation plan, etc.

(d) Overhead assumes a growth of 5% per year on some expenses.

(e) Encumbrance/Anticipated includes State/Federal/Local Anticipated, Tenant Improvement, and Local Match for Anticipated.

(f) Administrative Services include: Finance, HR, IT, Information Center, and Graphics

*Any and all lobbying will be paid with local funds.

Table 12 - Revenue Comparison by Source

Basic Funding	Projected Biennial FY2022-2023	Projected Biennial FY2024-2025	Projected Biennial FY2026-2027
Grant and Local Revenue			
Planning funds			
Regional Transportation Planning Org	\$1,506,000	\$1,506,000	\$1,506,000
Federal Transit Administration (MPO) and	\$3,473,000	\$4,234,000	\$3,315,000
Federal Highway Administration (MPO)	\$11,189,000	\$10,756,000	\$9,227,000
Subtotal Planning funds	\$16,168,000	16,496,000	14,048,000
Project Funding			
FTA/5307	\$2,500,000	\$2,500,000	\$2,500,000
FTA/5310	\$200,000	\$200,000	\$200,000
STBGP	\$2,000,000	\$2,000,000	\$2,000,000
Subtotal Project Funds	\$4,700,000	\$4,700,000	\$4,700,000
Local Funding			
Local Membership Dues	\$3,435,000	\$3,716,000	\$4,019,000
EDD Membership Dues (a)	\$301,000	\$326,000	\$353,000
Subtotal Membership Dues	\$3,737,000	\$4,042,000	\$4,372,000
Transit Agency Dues	\$1,101,000	\$1,145,000	\$1,288,000
Subtotal Local Funding	\$4,838,000	\$5,187,000	\$5,659,000
Grant and Local Revenue Subtotal	\$25,705,000	\$26,383,000	\$24,407,000
Project Specific Revenue			
DOT Safe Streets for All	\$4,860,000	\$0,000	\$0,000
UW Partnership	\$62,000	\$0,000	\$0,000
Space Sector Study Support	\$5,000	\$0,000	\$0,000
City of Seattle - Household Survey	\$270,000	\$0,000	\$0,000
City of Bellevue - Household Survey	\$100,000	\$0,000	\$0,000
City of Bothell - Household Survey	\$0,000	\$0,000	\$0,000
Subtotal Project Specific Revenue	\$5,297,000	\$0,000	\$0,000
CPSEDD Revenue			
CPSEDD - EDA Planning Grant	\$200,000	\$200,000	\$200,000
Subtotal CPSEDD Revenue	\$200,000	\$200,000	\$200,000
Carryover PSRC	\$8,223,000	\$5,900,000	\$5,600,000
Basic Funding Total	\$39,425,000	\$32,483,000	\$30,207,000
Anticipated Funding			
Anticipated MPO (b)	\$0,000	\$901,000	\$1,444,000
Anticipated Funding Total	\$0,000	\$901,000	\$1,444,000
Total	\$39,425,000	\$33,384,000	\$31,651,000

(a) EDD membership dues have been collected by PSRC membership since 2005 to support Economic Development function.

(b) Anticipated MPO reflects a 2% per year increase in FHWA MPO Funding. Subject to FAST Act Funding.

*Table shows a 4% per year dues increase through FY2025. Updated PL Funds per letter.

Budget Trends

Figures 6 and 7 illustrate the historical biennial revenue and expenditure trends.

Here are some observations based on this graphical representation of eight years of budgets past, present and future:

- Overall total revenues have been declining.
- The steepest decline has been in the amount of carryover funds. This decline in carryover funds is related to the completion of several multi-period projects that carried over from one budget period to the next. The proposed budget has fewer of these carryover projects and less related direct and consultant expenditures.
- The decline in the encumbered amount of expenditures is also related to the completion of long-term projects in carry-over.
- Amounts from other funding sources other than carry-over are relatively stable.
- Over the eight years budgeted salaries, benefits and overhead continue to rise creating a growing gap between revenues and expenditures.
- The budgets have been balanced by decreasing staff and keeping direct and consulting costs to a minimum.
- The contingency amount has grown as a result of dues increases dedicated to increasing reserves.

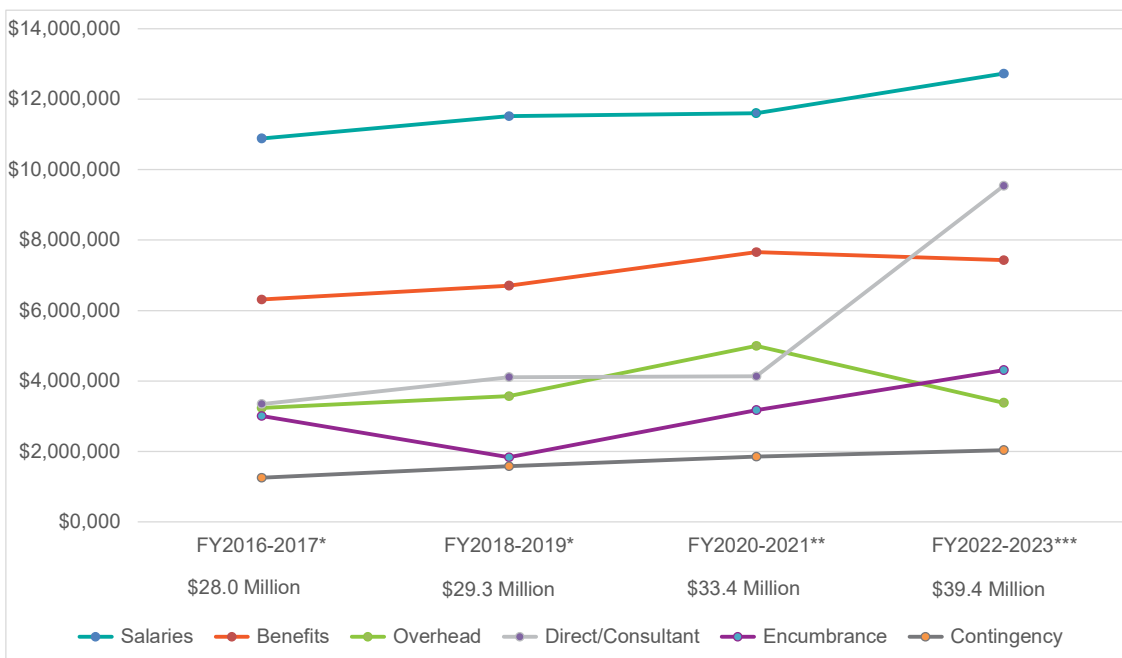


Seattle Waterfront

Figure 6 - **Biennial Revenue Trends**



Figure 7 - **Biennial Expenditure Trends**



* FY2016-2017 and FY2018-2019 reflect the Final Biennial Budgets.

**FY2020-2021 as of September Amended 2020 Supplemental Budget.

***FY2022-2023 May 2023 Amended Supplemental Budget.

Work Description by Task

Regional Planning (Task 000)

Objective

Oversee the development, maintenance and implementation of effective regional strategies for growth and transportation, and to improve regional coordination of planning programs. Develop short-term regional planning projects and programs in response to emerging issues and identified agency priorities.

Sub-Tasks

Sub-Task 1. Departmental Administration

Manage and administer the regional planning work program, including work program development, schedule, budget, progress and evaluation reports and related documentation. Support PSRC's Growth Management and Transportation Policy Boards and key technical and advisory committees. Support the Central Puget Sound Economic Development District Board and the PSRC Executive Board. Participate on the PSRC Executive Management Team to set strategic direction for the agency. Represent PSRC in local, regional, state, and national planning efforts, and inform regional planning from that work. Budget includes resources for on-call Hearing Examiner associated with development of long-range plans.

Sub-Task 2. Regional Staff Committee

Convene the Regional Staff Committee monthly or at least quarterly to discuss key issues to help inform the work of the policy boards, Operations Committee, and Executive Board. Develop meeting agendas and supporting materials; facilitate meetings and special events sponsored by the Regional Staff Committee.

Sub-Task 3. Aviation Planning

In cooperation with FAA, airport operators, and the WSDOT Aviation Division, PSRC is involved in a wide variety of activities related to planning and support for the central Puget Sound region's public use airport system. Periodically, PSRC receives funding from the FAA to support aviation planning in the region. Most recently, PSRC received a grant from the FAA to support the development and publication of a Regional Aviation Baseline Study. PSRC will continue to engage in regional aviation system planning as needed.

Budget identifies resources to potentially match a possible future Federal Aviation Administration grant. PSRC's aviation planning element is unfunded in this budget and work program.

Sub-Task 4. Growth Management Planning: VISION 2050 Implementation

Support implementation of VISION 2050, including ongoing policy development, public outreach, and technical research into a range of growth management and other topics.

Sub-Task 5. Racial Equity and Social Justice

The central Puget Sound region has a long history of racism that continues to cause enormous harm. Generations of discrimination, disinvestment, and inequitable opportunities have helped lay the groundwork for a region where people of color and white residents too often have completely different experiences.

As a planning agency, the Puget Sound Regional Council (PSRC) makes decisions that shape transportation, land use, and the built environment. The agency has a responsibility to dismantle systems of inequity and reimagine a region where race can no longer predict life outcomes. The region's vision for advancing prosperity, a healthy environment, housing choices, and great public spaces in vibrant urban centers is not available to everyone, especially people of color who face ongoing discrimination in education, health services, employment and safe access to public spaces.

PSRC will develop a Regional Equity Strategy to improve outcomes for marginalized communities and how the agency operates internally. It will work with its members and stakeholders to identify existing inequities across the region and recommend targeted strategies to improve the region's capacity to grow in an equitable manner, recognizing the unique needs of marginalized groups. PSRC will lead with race, which has proven to be an effective method for not only increasing equitable outcomes for people of color but developing a framework, tools, and resources that can remove barriers for other marginalized groups.

The Regional Equity Strategy will implement the policies in VISION 2050 that work towards equitable outcomes and will inform future regional and local planning. It will provide guidance to help members work in a coordinated manner towards the region's goal of providing an exceptional quality of life and opportunity for all. It will also provide guidance and training for staff to ensure the agency effectively uses its roles to advance racial equity.

PSRC will work to incorporate and center racial equity and social justice in its public and member engagement, approaches to analysis, data and resources for its members, development of regional policy, and its internal practices and procedures, staff training, and professional development opportunities.

As part of this work, PSRC will create and support a new standing Equity Advisory Committee to provide recommendations to the Growth Management and Transportation Policy Boards, other technical and advisory committees, and the Executive Board. Work will include develop meeting agendas and supporting materials; facilitating meetings and special events sponsored by the Equity Advisory Committee.

Sub-Task 6. Long Range Transportation Planning

Support development and adoption of the 2022 Regional Transportation Plan, including ongoing policy and technical research into a wide variety of transportation mobility topics. Key elements include transit, including special needs transportation,

transportation demand management and passenger only ferries; freight; active transportation; technology; maintenance and preservation; and financial planning.

Unfunded Sub-Tasks

Sub-Task 3. Aviation Planning

Budget identifies resources to potentially match a possible future Federal Aviation Administration grant. PSRC's aviation planning element is unfunded in this budget and work program.

Major Milestones and Products

1. Regional Staff Committee agendas and meetings (*Ongoing*)
2. Equity Advisory Committee agendas and meetings (*Ongoing*)
3. Equity Dashboard (August 2021)
4. Regional Equity Existing Conditions Report (December 2021)
5. Regional Equity Impact Tool and Toolkit (March 2022)

Mandates

This work element provides for the program development, administration and management of the regional planning and implementation work element as required by:

1. **Interlocal Agreement for Regional Planning of the Central Puget Sound Region:** Requires that PSRC provide information and services to local governments, state and regional agencies, Indian tribes, community organizations, businesses, individuals, and other interested parties. This work also is mandated by numerous federal and state requirements for public information and involvement.
2. **VISION 2050 Maintenance and Implementation:** Interlocal Agreement for Regional Planning of the Central Puget Sound Area, Regional Transportation Planning Organization (RTPO) Legislation, Washington's Growth Management Act, Fixing America's Surface Transportation (FAST) Act, VISION 2050, Washington State Environmental Policy Act.
3. **Long-Range Transportation Planning:** Interlocal Agreement for Regional Planning of the Central Puget Sound Area, Regional Transportation Planning Organization (RTPO) Legislation, Washington's Growth Management Act, Fixing America's Surface Transportation (FAST) Act, Federal Clean Air Act, Clean Air Washington Act, Washington's Commute Trip Reduction (CTR) Program, Corridor Planning [RCW 47.06.120].
4. **Short-Range Transportation Planning and PSRC Funding:** Interlocal Agreement for Regional Planning of the Central Puget Sound Area, Regional Transportation Planning Organization (RTPO) Legislation, Fixing America's Surface Transportation (FAST) Act, Federal Clean Air Act.
5. **Implementing VISION 2050, the Regional Transportation Plan, and Amazing Place, the Regional Economic Strategy:**
VISION 2040 and the Regional Transportation Plan commit the region to periodically report on environmental, growth management, transportation, and

economic issues, based on the region's adopted goals and multicounty planning policies.

6. **Regional Airport Systems Policies**, adopted in VISION 2050 and the Regional Transportation Plan that address existing aviation capacity and planning for the future.

Policy Direction and Interagency Staff Involvement

Policy Direction from the PSRC Policy Boards, the PSRC Executive Board, the Central Puget Sound Economic Development District Board, and from the PSRC Executive Management Team. Interagency staff involvement with the Regional Staff Committee; subarea and county-wide planning forums; Transit Executives and the Transportation Operators Committee; Sound Transit staff; WSDOT staff; and other local agency staff from around the region.

Summary of Revenues and Expenditures

Summary Revenues & Expenditures			
Revenues:		Expenditures:	
RTPO	\$127,000	Salaries & Benefits	\$1,400,000
FHWA	\$1,873,000	Overhead	\$664,000
FHWA Local Match	\$292,000	Direct Costs	\$175,000
Carryover Local	\$200,000	Consultants	\$255,000
Local	\$0,000	Unfunded	\$0,000
Federal Match Anticipated	\$0,000		
Total	\$2,493,000	Total	\$2,493,000

Budget Comparison:		FTE Staffing Comparison:	
May 2023 Amended		May 2023 Amended	
Supplemental FY 22-23	\$2,493,000	Supplemental FY 22-23	4.12
July 2022 Amended		July 2022 Amended	
Supplemental FY 22-23	\$2,431,000	Supplemental FY 22-23	3.72

Summary of Consultants within Planning

Sub-Task	Description of Work	Amount	Start Date	End Date
	Government Alliance on Racial Equity (GARE)	\$ 25,000		
	Regional Planning Support	\$ 50,000		
	Economic Development Implementation	\$ 100,000		
	Regional Public Opinion Survey	\$ 50,000		
	Translation Services	\$ 30,000		

	Total Funded Contracts	\$ 255,000		
	Total Unfunded Contracts	\$ -		
	Total Consultant Costs	\$ 255,000		

Regional Growth Management Planning (Task 100)

Objective

Implement VISION 2050 as the region's growth management, environmental, economic and transportation strategy, ensure conformity and consistency of local plans and policies with state and regional planning requirements, and provide technical assistance on PSRC plans, policies, and programs.

Sub-Tasks

Sub-Task 1. Departmental Administration

Manage and administer the growth management work program, including work program development, schedule, budget, progress and evaluation reports, and related documentation. Ensure compliance with rules and regulations of funding agencies and the Puget Sound Regional Council.

Sub-Task 2. VISION 2050 Implementation

VISION 2050 is the region's plan to keep the central Puget Sound region healthy and vibrant as it grows. As the region prepares to add more people and jobs in the coming decades – about 1.6 million more people by 2050 – VISION 2050 identifies the challenges we should tackle together as a region and establishes the vision for the next 30 years.

VISION 2050 serves as the framework for countywide and local planning conducted under the Growth Management Act and for regional planning, such as the Regional Transportation Plan. VISION 2050 also serves as the region's equitable plan for transit oriented development. VISION 2050 identifies policies and key actions necessary for implementation. Successful implementation will require continued regional coordination and support for counties and cities in their efforts to make VISION 2050 a reality at the local level. This Sub-Task will include outreach, assistance and technical development to support implementation of VISION 2050 through direct PSRC actions and through support to jurisdictions, agencies, and interest groups.

a. Housing Implementation

A priority topic for VISION 2050 is to ensure that the region's housing supply keeps up with the region's strong economic and job growth, provide greater affordability options, and lessen the risk and potential impact of displacement. This Sub-Task will include development of Regional Housing Strategy, coordination with member agencies to improve the information available related to housing supply and affordability, support for local housing strategy efforts, and guidance for local comprehensive plan updates.

b. Growth Strategy Implementation

PSRC will develop guidance and provide assistance on how VISION 2050 and the Regional Growth Strategy can be used to support development of updates to the countywide planning policies, new countywide targets, and updates to local plans, as required by the Growth Management Act.

c. Conservation Practices

PSRC will develop and update tools and strategies to best manage growth and development in rural and resource lands as a means to support county efforts to maintain rural jobs and character while also encourage the vast majority of growth toward cities, centers, and urban areas. This will include a menu of tools, and look specifically at the opportunities to expand Transfer of Development Rights programs.

d. VISION 2050 Outreach

PSRC will develop an outreach program for VISION 2050 that is designed to communicate the goals and policies of VISION 2050 to member jurisdictions, regional stakeholders, the business community, and the public. This work program will:

- Build awareness of VISION 2050 among local jurisdictions in advance of the development of local comprehensive plans.
- Raise awareness of PSRC as the desired outcomes of VISION 2050 to residents across the region.
- Collaborate with residents who are historically underrepresented in the planning process to ensure all voices are heard in regional planning.

e. Additional implementation

PSRC will work towards the actions and measures identified in VISION 2050 in addition to the items listed above. This includes data collection, progress tracking and reporting, collaboration with external partners and university research departments, and other items that will further implementation of VISION 2050 and the region's understanding of important policy areas.

Sub-Task 3. Technical Assistance and Coordination

Conduct outreach and provide technical assistance to jurisdictions, agencies, and interest groups on PSRC plans, policies, and programs, especially as a means to support implementation of VISION 2050. The sub-task will include building support and providing guidance for incorporating VISION 2050 into countywide planning policies, local comprehensive plans, and other planning efforts.

Key activities include outreach to member jurisdictions, countywide planning groups, and other partner agencies and interest groups. Specific technical assistance will be provided to local jurisdictions regarding establishing growth targets, implementing housing affordability strategies, countywide planning policies, comprehensive plans,

centers plans, and transit station area plans to foster alignment with VISION 2050 and the Regional Transportation Plan.

In addition, the Growth Management team assists other PSRC teams in carrying out their work. This includes support of the Transportation Improvement Program, work on the Regional Transportation Plan implementation, Regional Economic Strategy implementation, climate change work, and other work as assigned. This task will improve the overall coordination and compatibility of planning and research efforts throughout the four-county region.

Sub-Task 4. Support Boards and Committees

Support PSRC's Growth Management Policy Board and key technical committees. This sub-task will provide and support forums for regional policy development and decision making. Growth Management Policy Board work items are expected to include review and recommendation of a final VISION 2050, work to implement VISION 2050, and review of recommendation on certification of local comprehensive and subarea plans.

Sub-Task 5. Regional Centers Implementation

Based on the adopted Regional Centers Framework, PSRC will implement steps identified in the final report, including coordination with countywide groups and local jurisdictions on centers identification and planning and providing assistance to local jurisdictions as they update center subarea plans to be consistent with the framework.

Sub-Task 6. Local Comprehensive Plan Review and Certification

The Washington State Growth Management Act and Regional Transportation Planning Organization legislation directs PSRC to formally certify countywide planning policies and the transportation-related provisions in local comprehensive plans for conformity with state planning requirements and consistency with adopted regional plans and multicounty policies. Certification reports are brought to policy and executive boards on an ongoing basis. During this budget cycle, members will begin the process of updating countywide planning policies. Individual jurisdictions will be adopting limited local updates that fall between the required periodic update schedules. PSRC will provide assistance and guidance to countywide and local organizations in preparation for upcoming plan updates.

Sub-Task 7. PSRC Performance Trends Support

PSRC will continue to implement a program to assess regional trends and successes in implementing the policy objectives, projects, and programs adopted in VISION 2040/2050, the Regional Transportation Plan, and the Regional Economic Strategy. The Performance Trends program will integrate planning and data activities and draw resources from all PSRC program areas. The Growth Management division will participate on project teams with other agency staff to assess data developed by the Data division, develop findings, assess policy implications, and develop Performance Trends products.

Sub-Task 8. Monitor Legislation

Periodically monitor and review proposed state and federal legislation related to growth management. Particular attention will be given to topics consistent with legislative priorities identified by the Growth Management Policy Board and adopted by the Executive Board as recommendations to the Washington State Legislature. Interpret and implement appropriate new and existing state and federal regulations, statutes and policies. This sub-task will ensure PSRC boards, committees, membership and agency staff are aware of potential legislation and implement relevant requirements.

Sub-Task 9. State Environmental Policy Act

Prepare and communicate PSRC's comments on regionally significant environmental documents and function as the SEPA Responsible Official when PSRC undertakes environmental reviews. The sub-task will fulfill the agency's responsibilities under the Washington State Environmental Policy Act and PSRC SEPA Procedures. This will include SEPA responsibilities related to the updates of the Regional Transportation Plan.

Sub-Task 10. Stormwater Parks Project

PSRC will conduct a study to learn lessons from already-built stormwater parks, identify opportunities for stormwater park retrofits region wide, and catalyze the planning and development of new stormwater parks to improve water quality, support compact development, and bolster public health.

Unfunded Sub-Tasks

None

Major Milestones and Products

1. Coordination with jurisdictions and agencies to support implementation of VISION 2050 (*July 2021 to June 2022*)
2. VISION 2050 implementation guidance (*July 2021 to March 2022*)
3. Regional housing strategy and housing guidance (*September 2021 to June 2022*)
4. Provide technical assistance to local jurisdictions (*Ongoing*)
5. Provide support to the Growth Management Policy Board (*Ongoing*)
6. Coordinate with regional, state, and federal partners related to growth management (*Ongoing*)

Mandates

This work element provides for the maintenance and implementation of VISION 2050 as the region's growth management, environmental, economic, and transportation plan. These activities are designed to fulfill PSRC's responsibilities as the Metropolitan Planning Organization (MPO) and Regional Transportation Planning Organization (RTPO) for the central Puget Sound Region, as required by:

1. **Interlocal Agreement for Regional Planning of the Central Puget Sound**

Area

- a. Section VI, which provides direction for certifying transportation elements in local comprehensive plans, reviewing transportation projects for consistency with the regional transportation plan, and commenting on proposed actions and projects with potential significant impact on implementation of the regional transportation plan.
 - b. Sections VII, B, E, and F, which require maintaining VISION 2050 as the adopted regional growth management and transportation strategy, providing technical assistance to jurisdictions as required, and which establish PSRC as a forum for discussing regional issues.
2. **Regional Transportation Planning Organization (RTPO) Legislation** (RCW 47.80), which requires certification of consistency between countywide policies and the adopted regional transportation plan, as well as the transportation-related provisions in local comprehensive plans.
 3. **Washington's Growth Management Act** (RCW 36.70A.210, RCW 47.80, WAC 468.86), which requires multicounty planning policies to provide a common framework to ensure consistency in planning efforts where there are common borders or related regional issues. [RCW 36.70A.510] and **Planning Enabling Act** [RCW 36.70.547] requires cities and counties to use their comprehensive plan and development regulations to discourage the siting of incompatible uses adjacent to general aviation airports. PSRC evaluates consistency of airport compatible land uses as part of its review and certification of local plans.
 4. **Fixing America's Surface Transportation Act** (FAST Act), which requires that a continuing, cooperative and comprehensive planning process be maintained that results in plans and programs for an integrated intermodal transportation system.
 5. **VISION 2050** (adopted October 2020), which includes the region's adopted multicounty planning policies, per the state Growth Management (RCW 36.70A), and the regional growth strategy.
 6. **Washington State Environmental Policy Act** (RCW 43.21c) and PSRC's Adopted Procedures and Policies Implementing the State Environmental Policy Act (Resolution EB 97-01).

Policy Direction and Interagency Staff Involvement

Policy direction is received from the Executive Board, Growth Management Policy Board (primary policy direction and guidance for overall growth management, environmental, economic, and transportation policy and programs), Transportation Policy Board (primary policy direction and guidance for transportation issues and plans), and the Economic Development District Board (primary policy direction on economic issues).

Summary of Revenues and Expenditures

Summary Revenues & Expenditures	
Revenues:	
RTPO	\$864,000
FHWA	\$737,000
FHWA Local Match	\$115,000
FHWA Carryover	\$171,000
FHWA Carryover Local Match	\$27,000
FTA 5303	\$514,000
FTA Local Match	\$80,000
FTA 5303 Carryover	\$48,000
FTA 5303 Carryover Match	\$7,000
EPA Stormwater Carryover	\$253,000
Carryover Local	\$118,000
Local	\$0,000
Total	\$2,934,000

Expenditures:	
Salaries & Benefits	\$1,627,000
Overhead	\$776,000
Direct Costs	\$21,000
Consultants	\$509,000
Total	\$2,934,000

Budget Comparison:	
May 2023 Amended	
Supplemental FY 22-23	\$2,934,000
July 2022 Amended	
Supplemental FY 22-23	\$2,955,000

FTE Staffing Comparison:	
May 2023 Amended	
Supplemental FY 22-23	5.52
July 2022 Amended	
Supplemental FY 22-23	5.52

Summary of Consultants within Regional Growth Management Planning

Sub-Task	Description of Work	Amount	Start Date	End Date
	VISION 2050 Implementation and Outreach	\$ 150,000		
	Vision 2050 Outreach	\$ 50,000		
	Carryover - Housing Assistance	\$ 72,000		
	Carryover - VISION Outreach	\$ 7,476		
	Carryover - Stormwater	\$ 230,000		
	Total Funded Contracts	\$ 509,476		
	Total Unfunded Contracts	\$ -		
	Total Consultant Costs	\$ 509,476		

Transportation Planning (Task 200)

Objective

Provide regionally coordinated long-range transportation planning to support VISION, the Regional Economic Strategy, and to meet state and federal requirements. Develop and maintain a Regional Transportation Improvement Program, including the distribution of PSRC-managed federal funds through a competitive project selection process and implementation of a project tracking program to ensure timely delivery of projects throughout the region. Continue PSRC's work with federal, state, regional and local partners to monitor air quality issues in the region, and advance regional policies related to the reduction of emissions and preparation of the region for the impacts from climate change and other natural hazards.

Sub-Tasks

Sub-Task 1. Departmental Administration

Manage and administer the transportation planning work program, including work program development, schedule, budget, progress and evaluation reports and related documentation. Administration will also include assuring compliance with rules and regulations of funding agencies and the Puget Sound Regional Council.

Sub-Task 2. Long-Range Transportation Planning

Complete the preparation and adoption of the 2022 Regional Transportation Plan, which includes ongoing policy and technical research into a wide variety of transportation mobility topics. Key focus areas include access to transit, including for people with special transportation needs; safety; climate; equity; identifying and addressing the needs of the current system, as well as identifying opportunities for strategic expansion and multimodal accessibility to address growth into the future. The plan will also address additional items such as telework trends and other transportation demand management strategies; freight and goods movement; active transportation; technology; maintenance and preservation needs; and financial planning. The short-term uncertainty due to COVID-19 will be addressed, with regular monitoring of data and system impacts, to help prepare the region for future planning.

Continue planning and coordination with member agencies and PSRC advisory committees to expand upon the topics above and advance implementation of the Regional Transportation Plan. In particular, coordinate with the region's transit and mobility providers via the Transportation Operators Committee, Transportation Demand Management Advisory Committee and the Special Needs Transportation Committee to continue development and monitoring of the regional integrated transit network and improve accessibility for all users. Coordinate with PSRC's freight stakeholders to address goods movement and freight mobility issues throughout the region. Coordinate with the Bicycle Pedestrian Advisory Committee on implementation of the Active

Transportation Plan. Coordinate with the Regional Traffic Operators Committee and other stakeholders on addressing needs and gaps of regional Intelligent Transportation Systems. Ongoing work to improve the understanding of the needs and operations of the regional transportation system will continue. This includes continued data collection, research and collaboration with partners on a variety of topics, including: maintenance and preservation, transportation finance, bicycle and pedestrian facilities, truck and other forms of freight movement, shared mobility services, new technologies, resilience, and others. Technical guidance and best practices may be developed, as appropriate, to assist PSRC member agencies in their local planning efforts and the implementation of VISION and the Regional Transportation Plan.

The Puget Sound Regional Council (PSRC) will develop a Regional Safety Plan for the central Puget Sound region's metropolitan transportation system, in coordination with the cities of Burien, Everett, Kent, Redmond, and Tukwila, and Pierce County, Washington, who will develop detailed local Safety Action Plans for their jurisdictions. The action plans will conform with USDOT criteria published in the USDOT Safe Streets and Roads for All (SS4A) Federal Fiscal Year 2022 Notice of Funding Opportunity for the Safe Streets and Roads for All (SS4A) Discretionary Grant Opportunity. Per the scope of the grant agreement, after completion of the regional analysis, PSRC will provide technical assistance and consultant support to additional local jurisdictions to create local safety action plans, prioritizing jurisdictions with high proportions of underserved communities.

Sub-Task 3. Regional Transportation Improvement Program (TIP)

Maintain the 2021-2024 Regional TIP, including the following: maintenance of the monthly routine amendment process; maintenance and improvements to the Regional TIP database; provision of assistance to member agencies; maintenance of the web-based TIP map; and continued improvements to the website and online applications system. Work to enhance and modernize the web-based and database tools utilized for the TIP and member agency support will be conducted.

Develop the 2023-2026 Regional TIP, following the 2022 project selection process for PSRC's federal funds (refer to Sub-Task 4). This will include the following: air quality conformity analysis; addressing performance-based planning requirements; environmental justice / social equity analysis; rigorous reviews of projects for consistency with federal and state rules and regional policy; web mapping; and a public comment process.

Sub-Task 4. PSRC Funding

Conduct the project selection process for PSRC's FHWA and FTA funds in 2022, beginning with convening a Project Selection Task Force and developing the *2022 Policy Framework for PSRC's Federal Funds*. This process will also include supporting the Regional Project Evaluation Committee, Transportation Operators Committee, and the four countywide transportation committees. In addition, as available and necessary, distribute funds via the PSRC adopted contingency funding processes.

Maintain and enhance the project tracking system to monitor progress of projects funded with PSRC funds and ensure the region successfully meets its annual delivery targets for FHWA funds. Continue the monitoring and reporting of project statuses to each of the recommending committees and the PSRC Boards, with a key focus on the annual delivery targets.

Sub-Task 5. Air Quality and Climate Change

Continue to work with our federal, state, regional and local partners to monitor air quality and climate change issues in the region and to estimate regional emissions from plans, programs and projects using the best available technical tools. This sub-task will ensure PSRC meets federal and state requirements regarding the conformity of the Regional Transportation Plan and the Regional TIP to the State Implementation Plan for Air Quality, including ongoing interagency consultation, and will advance regional policies related to the reduction of emissions.

Continue to improve the technical tools for estimating project-level emissions, both for project selection and the reporting of estimated emissions from projects funded with PSRC's Congestion Mitigation and Air Quality Improvement Program funds, as well as for additive improvements to the regional technical analyses.

Continue to improve and monitor the implementation of the region's adopted Four-Part Greenhouse Gas Strategy and continue technical and policy research into the reduction of greenhouse gas emissions. This will include collaboration with partner agencies on the broad spectrum of emissions from all sectors and potential reduction strategies, as well as providing technical assistance on the estimation of transportation emissions. Continue participation in efforts such as the Regional Electric Vehicle Coordination forum and other groups advancing alternative fuels.

Advance the region's work on climate preparedness and resilience, including the refinement of previously completed work to develop a regional inventory of risks and hazards. Continue research and coordination with partner agencies such as the Puget Sound Regional Climate Preparedness Collaborative.

Sub-Task 6. Planning Coordination

Continue to coordinate with federal, state, regional and local partners on all relevant planning work. This will include continued participation in state forums such as the WSDOT/MPO/RTPO Coordination Committee and specific state planning efforts on various transportation related topics.

Continue cooperative planning efforts with member agencies, in particular the region's transit agencies as identified in PSRC's 5307 Work Program. This work program includes addressing transit needs for the VISION 2050 regional growth strategy, including the focus around high capacity transit areas, transit oriented development and supporting the Regional Equity Strategy. Work will also include continued efforts to improve transit accessibility, performance analysis and monitoring, and technical and policy assistance for future system planning.

Unfunded Sub-Tasks

None

Major Milestones and Products

1. Finalize analysis and development of the draft 2022 Regional Transportation Plan to be released for public comment. *(July 2021 through December 2021)*
2. Final development and adoption of the 2022 Regional Transportation Plan. *(January 2022 through May 2022)*
3. Continue to improve the federally required Congestion Management Process and performance-based planning measures as part of the Regional Transportation Plan and analysis of regional outcomes, including submittal of required reporting. *(Ongoing)*
4. Publish the annual Regional Transit Integration Report. *(Fall 2021 and Fall 2022)*
5. Project selection process for PSRC's Federal Funds. *(July 2021 through July 2022)*
6. Development and adoption of the 2023-2026 Regional TIP. *(July 2021 through January 2022)*
7. Monthly amendments to the TIP. *(Ongoing)*
8. Project tracking of PSRC funded projects and implementation of FHWA delivery targets. *(Ongoing)*
9. Continue work with regional, state and federal partners to monitor air quality and climate change issues, and coordinate on the implementation of emission reduction strategies. *(Ongoing)*
10. Continue to advance work on climate preparedness and regional resilience to hazards, including the preparation of a regional inventory and best practices. *(Ongoing)*
11. Complete development of the first Regional Safety Plan. *(December 2024)*

Mandates

These activities and other related activities are designed to fulfill PSRC's responsibilities as the Metropolitan Planning Organization (MPO) and Regional Transportation Planning Organization (RTPO) for the central Puget Sound region, as required by:

1. **Interlocal Agreement for Regional Planning of the Central Puget Sound Area**
Article VII requires that PSRC produce a Regional Transportation Plan as prescribed by federal and state law and regulations and is based on local comprehensive planning. The plan is required to establish planning direction for regionally significant transportation projects, as defined in state law, and to be consistent with the regional growth management strategy.
2. **Regional Transportation Planning Organization** legislation (RCW 47.80), which requires the preparation of a regional transportation plan and development of a regional transportation improvement program (TIP).

3. **Fixing America's Surface Transportation Act (FAST)** [23 CFR Part 450 Subpart C (FHWA) and 49 CFR Part 613, Subpart A (FTA)], which requires a metropolitan planning process that includes the development of a transportation plan and an integrated multimodal transportation system, including a description of performance measures and targets, as well as the development of a transportation improvement program (TIP).
4. **Federal Clean Air Act** (42 USC Section 7401-7671q) and **Washington Clean Air Act** (RCW 70.94.37) which legislates federal and state requirements through Air Quality Conformity rules for transportation plans, programs and projects.
5. **Memorandum of Understanding** between the Puget Sound Clean Air Agency, Washington State Department of Ecology and PSRC regarding the preparation of maintenance plans and regional transportation conformity analyses.
7. **Washington's Commute Trip Reduction (CTR) Program** (RCW 70.94.521-555 and WAC 468-63) which requires interjurisdictional cooperation in affected urban growth areas for implementation of CTR plans.

Policy Direction and Interagency Staff Involvement

Policy direction and oversight will continue under the Transportation Policy Board, with formal actions taken by the Executive Board. This work element will continue to have extensive involvement from PSRC's advisory committees, including the Regional Staff Committee (RSC), Regional Project Evaluation Committee (RPEC), and the Transportation Operators Committee (TOC), as well as the four countywide transportation organizations.

This work element will also continue to have extensive involvement from PSRC's regional air quality consultation partners, including the Puget Sound Clean Air Agency, Washington State Departments of Ecology and Transportation, the U.S. Environmental Protection Agency, and the Federal Highway and Transit Administrations.

Summary of Revenues and Expenditures

Summary Revenues & Expenditures	
Revenues:	
RTPO	\$515,000
FHWA	\$4,026,000
FHWA Local Match	\$628,000
FHWA Carryover	\$176,000
FHWA Carryover Local Match	\$27,000
FTA 5303	\$1,084,000
FTA Local Match	\$169,000
FTA 5303 Carryover	\$64,000
FTA 5303 Carryover Match	\$10,000
STBGP	\$1,000,000

Expenditures:	
Salaries & Benefits	\$4,279,000
Overhead	\$2,037,000
Direct Costs	\$27,000
Consultants	\$5,800,000
Total	\$12,142,000

STBGP Local Match	\$156,000
FTA 5307	\$1,470,000
FTA 5307 Local Match	\$368,000
FTA 5307 Carryover	\$386,000
FTA 5307 Carryover Match	\$96,000
DOT Safe Streets for All	\$1,443,000
DOT Safe Streets for All Match	\$199,000
WSDOT Passenger-Only	\$0,000
FTA 5310	\$200,000
Carryover Local	\$124,000
Local	\$0,000
Total	\$12,142,000

Budget Comparison:	
May 2023 Amended	
Supplemental FY 22-23	\$12,142,000
July 2022 Amended	
Supplemental FY 22-23	\$6,903,000

FTE Staffing Comparison:	
May 2023 Amended	
Supplemental FY 22-23	15.26
July 2022 Amended	
Supplemental FY 22-23	15.51

Summary of Consultants within Transportation Planning

Sub-Task	Description of Work	Amount	Start Date	End Date
	RTP - Public Comment & Outreach	\$ 125,000		
	RTP - Implementation and Emerging Issues	\$ 100,000		
	TIP Database and Web Applications Overhaul	\$ 150,000		
	Safe Streets for All Regional Safety Plan	\$ 3,000,000		
	Safe Streets for All Subrecipients	\$ 2,180,363		
	Carryover - RTP & SEPA	\$ 45,000		
	Carryover - RTP Public Comment & Outreach	\$ 25,000		
	Carryover - RTP Implementation	\$ 100,000		
	Carryover - Air Quality Tool	\$ 40,000		
	Carryover - TIP Database Maintenance	\$ 34,160		
	Total Funded Contracts	\$ 5,799,523		
	Total Unfunded Contracts	\$ -		
	Total Consultant Costs	\$ 5,799,523		

Economic Development District (Task 300)

Objective

Provide staff support to the Economic Development District (EDD) Board of Directors. Maintain the central Puget Sound region's eligibility for economic development planning and technical assistance funding from the federal Economic Development Administration. Develop, update, and assist in implementation of the Regional Economic Strategy, which serves as the region's Comprehensive Economic Development Strategy (CEDS). Under direction from the EDD Board of Directors, coordinate with public, private, and community stakeholders to develop and implement initiatives that strengthen the region's economy.

Sub-Tasks

Sub-Task 1. EDD General

Ongoing administrative, managerial, and operational efforts are required to maintain status as the Central Puget Sound Economic Development District (EDD), including:

- a. Convene and provide staff support to the EDD Board of Directors, subcommittees, and other working groups or taskforces.
- b. Annually update the Regional Economic Strategy.
- c. Develop and maintain tracking tools, performance measure data and other products to facilitate strategy implementation.
- d. Coordinate events and programs, as appropriate, to aid in implementation of the Regional Economic Strategy.
- e. Prepare budget and work program.
- f. Review and evaluate employee performance.
- g. Develop, apply for, and monitor grants and contracts in support of the Regional Economic Strategy.

Sub-Task 2. Regional Economic Strategy Implementation

The Regional Economic Strategy, adopted in September 2017, is the guiding document for key regional economic initiatives. The EDD Board will maintain a work plan of initiatives to implement the strategy, informed by ongoing evaluation. Economic development staff will work with regional partners to implement these initiatives, including:

- a. Identify emerging industry opportunities, subsectors, or cross-cluster opportunities;
- b. Identify challenges and opportunities faced by the region's economy;
- c. Perform and coordinate qualitative and quantitative analysis to help detail the region's strengths, weaknesses, opportunities, and threats and develop targeted strategies to improve the region's competitive position;
- d. Develop, run, and collaborate on events that bring together economic development interests in the region and highlight regional priorities.

Sub-Task 3. E.D.A. CARES Act Grant

Utilize U.S. Economic Development Administration CARES Act funding to support disaster recovery and resiliency coordination, including efforts targeting highly impacted regional industries.

Unfunded Sub-Tasks

None

Major Milestones and Products

1. Annual Economic Development Work Plan Developed and Adopted (*2020 and 2021*)
2. EDA Planning Grant Secured (*June 2019, June 2020, and June 2021*)

Mandates

This work element provides for program development, administration and management of regional economic development planning activities as required by:

1. **EDD/PSRC Memorandum of Agreement** dated June 27, 2002.
2. Authority for the CPSEDD creation is by a **Joint Exercise of Powers Agreement** between the counties of King, Kitsap, Pierce and Snohomish dated May 5, 1971 and amended November 13, 2003.
3. Federal authority for the creation, recognition and funding of multi-jurisdictional economic development districts is found in the **Public Works and Economic Development Act of 1965** (Public Law 89-136, 42 U.S.C. 3121 *et seq.*) as amended, including the comprehensive amendments by the Economic Development Administration Reform Act of 1998 (Public Law 105-393) and the Economic Development Administration Reauthorization Act of 2004 (Public Law 108-373). Criteria for district program functions and funding are found in 13 CFR Part 301 (area eligibility), 302 (district designation), 303 (district planning process) and 306 (planning assistance).

Policy Direction and Interagency Staff Involvement

Economic Development receives policy direction from the EDD Board of Directors.

Summary of Revenues and Expenditures

Summary Revenues & Expenditures	
Revenues:	
EDA Grant	\$200,000
EDD Dues	\$290,000
EDD CARES Carryover	\$326,000
PSRC Local	\$2,000
Total	\$817,000

Expenditures:	
Salaries & Benefits	\$378,000
Overhead	\$181,000
Direct Costs	\$18,000
Consultants	\$240,000
Total	\$817,000

Budget Comparison:	
May 2023 Amended Supplemental FY 22-23	\$817,000
July 2022 Amended Supplemental FY 22-23	\$820,000

FTE Staffing Comparison:	
May 2023 Amended Supplemental FY 22-23	1.43
July 2022 Amended Supplemental FY 22-23	1.38

Summary of Consultants within Economic Development District

Sub-Task	Description of Work	Amount	Start Date	End Date
	Carryover – CARES	\$ 240,028		
	Total Funded Contracts	\$ 240,028		
	Total Unfunded Contracts	\$ -		
	Total Consultant Costs	\$ 240,028		

Data (Task 400)

Objective

To oversee the development and maintenance of effective data collection, management, and analysis tools to support all PSRC activities including planning, modeling, forecasting, and technical assistance to local jurisdictions.

Sub-Tasks

Sub-Task 1. Data Administration

Manage and administer the Data department work program, including development, schedule, budget, progress and evaluation reports and related documentation. Assure compliance with rules and regulations of funding agencies and PSRC. Administration also includes staff training and education to support effective implementation of the Data work program.

Sub-Task 2. Data/GIS/Model Development and Maintenance

Data and Visualization. PSRC produces and serves as a clearinghouse for an array of regional demographic, housing, land use, economic, transportation, and forecast datasets that form the core data infrastructure supporting the agency's forecasting/modeling efforts and regional planning analyses, as well as local planning by PSRC member agencies. Maintenance and regular updates to these datasets are among the mandated MPO functions that constitute this work sub-task:

- Demographic: Decennial Census, American Community Survey
- Housing: residential building permit estimates, rental data and home sales
- Land Use: parcel/assessor data, future land use dataset
- Economic: employment & wage estimates as well as unemployment data by sector and race/ethnicity
- Transportation: Census Transportation Planning Package (CTPP), household travel survey data, park and ride data, parking inventory data, bicycle & pedestrian counts, truck counts
- Forecast: regional macroeconomic forecast, small area land use projections (Land Use Vision)

The Data and Visualization subtask continues the effort to grow staff capacity and expertise in the area of data visualization, including web-mapping and other interactive web-based data tools, visual analytics for modeling systems, and common programming languages (e.g. Python, JavaScript, R) used for data visualization applications.

GIS. This subtask addresses ongoing maintenance and upkeep of PSRC’s geographic information systems, including its associated repositories of geospatial data and analytic tools in a central enterprise geo-database.

Modeling. PSRC’s suite of forecasting models are integral to the agency’s planning efforts, supporting analysis of future year land use and travel conditions, whether being used to produce forecast products or to inform policy analysis and plan development. Currently, the agency maintains the following primary models:

- A macroeconomic model of the four-county region
- The UrbanSim land use modeling suite
- A four-step travel demand model known as 4K
- An activity-based travel model known as SoundCast

While the models have seen significant advances in their capabilities, ongoing refinement and improvement remains an agency priority. In FY2022-2023, this work will center on continued improvement to support the Regional Transportation Plan update. The focus of travel model updates will continue to be the SoundCast activity-based travel model. These updates may include but are not limited to:

- Transit modeling
- Updated Base Year
- Shared Mobility and Technology enhancements
- Work from home
- Sensitivity Analysis around observed COVID-19 impacts on travel behavior

The UrbanSim land use forecasting tools are currently in operation and have been used for allocating subarea growth for VISION 2050. In FY2022-2023, PSRC staff will continue updating key model for migration to the UrbanSim 2.0 model platform. This migration is needed for a variety of reasons including the fact that the UrbanSim code currently in use at PSRC is no longer commercially supported. This update will also enable faster run times, increased transparency and enhanced collaboration with other users around the country.

Sub-Task 3. Internal Technical Support

This sub-task includes preparation and evaluation of data and analytical products to support internal PSRC planning efforts as opposed to external consumers such as member jurisdictions. Regional growth management, transportation and economic development planning depends on demographic, land use, employment and transportation data and forecasts on an ongoing basis for policy development and alternatives evaluation.

Data, analysis and forecasting/modeling support for the Regional Transportation Plan fall under this sub-task. The Regional Transportation Plan related analysis will include the technical analysis for the Regional Transportation Plan environmental analysis and board decision making. This analysis will include various sensitivity tests that are enabled with the model enhancements listed above.

This sub-task also includes ongoing support for the PSRC Performance Trends program. The Performance Trends program integrates planning and data activities and draw resources from all PSRC program areas. The Data team will continue to develop and analyze data to support this program, as well as participate on project teams with other agency staff to develop findings, assess policy implications, and develop Performance Trends products.

Sub-Task 4. External Technical Support

This sub-task includes preparation and dissemination of data, analytical and modeling products and services to support PSRC members, per PSRC's MPO mandates and Interlocal Agreement. PSRC's member agencies, including counties, cities, tribes, ports, transit agencies and WSDOT, rely on PSRC for regional data collection, estimation, forecasting, analysis and modeling support on an ongoing basis. This sub-task also involves outreach and data/modeling coordination efforts through the Land Use Technical Advisory Committee (LUTAC), and Model Users Group (MUG), as well as general support for the agency's Boards and other Committees as needed.

Examples of technical support tasks include responding to data and modeling requests by members, PSRC support for regional data coordination efforts, and online publication of data and analysis and other technical resources. In addition to routine products and services, members may occasionally request assistance with large labor-intensive projects that may involve additional revenues provided by the member agency.

Sub-Task 5. Data Management System Improvements

During FY2017, the Data Department undertook a consultant project to have its data management practices and related IT systems evaluated. The project goal was to identify targeted improvements that could be implemented to: a) improve basic data organization and management, b) support and promote more efficient work flows and data processes, and c) facilitate easy and intuitive data access and dissemination, both internally within the agency and externally to the public.

This task represents the continued implementation phase of this initiative effort, and may include (but is not limited to) the following potential improvement measures: 1) further design and implementation of a central SQL database for both tabular and spatial data, 2) migration of data and databases to the new SQL platform, 3) development of data catalogs to facilitate data search, access, and dissemination, 4) provide in-house staff training on new standards, systems, and practices.

Sub-Task 6. Continuous Household Travel Survey

In FY2014-2015, PSRC initiated a program of continuous household travel survey data collection. The goal is to conduct the survey annually or biannually as budget allows. Historically, PSRC collected household travel survey data every 7-8 years to understand trends in travel behavior and to support modeling, but this continuous approach offers several advantages. One advantage to more continuous collection is that rapidly changing travel trends such as technological shifts can be incorporated into planning and modeling. This approach also allows for better monitoring of transportation changes. Finally, the more frequent surveying approach will reduce initial survey startup efforts since each survey design and analysis phase will occur more often and with a smaller time gap since last survey.

Data produced by the travel survey is used by PSRC and many member agencies to develop models that predict household travel behavior. In addition, the surveys have been used to build household location models used in land use analysis. The continuous survey approach will also provide information for performance measures such as mode choices in regional centers and for before-after studies of infrastructure improvements.

For FY2022-2023, a fourth wave of the survey supported by a budget of \$500,000 for consultant services is planned for implementation with the budget planned for use towards survey design by consultants, administering the survey to a sample of regional residents, and completion of final survey deliverables by consultants in winter 2022/2023, for survey work targeted to begin in spring 2023. This survey will be unique in that it will occur after the impacts of the COVID-19 pandemic have been known for a few years and will provide a snapshot of how travel behavioral has changed as a result compared to the 2019 and 2017 waves of the survey and well as how recovery in travel behavior has occurred relative to the Spring 2021 survey.

Consultant costs include:

- \$500,000 to conduct a fourth wave of PSRC's continuous household travel survey program in spring 2023. Due to budget impacts of COVID-19, it is unknown if other member jurisdictions will be purchasing add-on samples for the 2023 survey.

Sub-Task 7. Regional Macroeconomic Forecast

A consultant contract project could be initiated during FY2023 to update the Regional Macroeconomic Forecast for use in future planning efforts and Comprehensive Plan Updates by member jurisdictions. An updated final forecast would be published in FY2023 and would include analysis of possible long-term impacts of COVID-19 on long term population and employment growth forecasts for the region.

Direct costs include:

- \$75,000 planned for the full execution of an updated 2050 Macroeconomic forecast.

Sub-Task 8. AMPORF/ActivitySim

PSRC is continuing collaboration with several agencies on state-of-the-practice techniques to improve run time, quality, and usefulness of travel forecasting products. That collaboration began in FY2014-2015 through a contract with the Association of Metropolitan Planning Organization Research Foundation (AMPORF) and that work is planned to continue through FY2022-2023. This work is leading to major improvements that will make their way into PSRC's current activity-based model in subsequent budget periods. These improvements include optimized code, faster run time and improved code readability and ease of use.

Direct costs include:

- \$70,000 for continued collaboration with the AMPORF consortium to support development of future versions of the regional Activity Based Model.

Sub-Task 9. Regional Parking Inventory

The Parking Inventory will occur in 2022-2023. The inventory will be a data collection effort of accessible off-street parking in the defined study areas: Seattle, Bellevue, Bremerton, Everett, and Tacoma central business districts, the Bainbridge, Kingston, and Southworth ferry terminals, and the University District. The primary data attributes that will be collected are parking capacity, occupancy, rate, and parking type.

The data collected from the inventory will help support the development of both the land use and travel demand forecast models. In addition, will be a resource for local planners working with parking policies and parking supply management.

Direct costs include:

- \$20,000 for temporary intern personnel to support the Regional Parking Inventory.

Sub-Task 10. Freight Data

In the fall of 2020, freight origin-destination data for both heavy and medium trucks was purchased to enhance the calibration of the SoundCast travel demand model as well as provide observed freight data for technical analysis in the Regional Transportation Plan. For FY2022-2023, updated freight data would be purchased in the spring of 2023 for use in the updated base year of the SoundCast model system and to correspond to updated information post COVID-19 from the Household Travel Survey.

The data collected will help support the development the travel demand forecast models and will be a resource for local planners working on freight delivery issues in their comprehensive planning efforts.

Direct costs include:

- \$50,000 for the purchase of freight data.

Sub-Task 11. COVID-19 Impact Data

COVID-19 has impacted tax revenue, housing markets, travel behavior and shopping habits. It is still too early to know the long-term impacts of these changes, but data is beginning to emerge. For FY2022-2023, PSRC would look to purchase data that helps us further explain and understand the impacts of COVID-19 on long term forecasts. Data could include traffic counts, rental and housing data, tax revenue and retail behavior.

The data collected will help support the development of travel demand forecast models for future modeling and analysis and will be a resource for local planners working on their comprehensive planning efforts.

Direct costs include:

- \$50,000 for the purchase of COVID-19 related data.

Sub-Task 12. Equity Data

Data to support the agency Equity Work Program, including but not limited to the Equity Dashboard, will require access to data sources that have not traditionally been utilized by MPO's. This sub-task will enable the agency to pursue data sources that help fill in the gaps in our traditional data products to enhance the understanding of how our plans and policies impact and benefit people across the region.

The data collected will help support the development of travel demand forecast models for future modeling and analysis related to racial equity and will be a resource for local planners working on their comprehensive planning efforts.

Direct costs include:

- \$50,000 for the purchase of Equity related data.

Sub-Task 13. Industrial Lands Data

In FY2022-2023, PSRC's Growth Management Planning team will be undertaking a project to update the regional industrial lands inventory. This sub-task will fund the purchase of additional data that may be required to further the analysis. Data could include land supply and costs as well as any sector specific data that may enhance the understanding of industrial land use in the region.

The data collected will help support the development of an updated regional industrial lands inventory and will be a resource for local planners working on their comprehensive planning efforts.

Direct costs include:

- \$50,000 for the purchase of Industrial Lands related data.

Sub-Task 14. Geospatial and Web Mapping Consultant Support

PSRC's Data Management and Visualization efforts have included a desire to increase the web-presence of PSRC data products for use by our member jurisdictions. Now that the internal storage and data architecture has progressed, in FY2022-2023 PSRC can move forward with the GIS Web Portal and Visualization project. This project includes representation across the agency and this sub-task provides resources for technical support in the use of the software tools used in the project.

Direct costs include:

- \$20,000 for additional consultant support for GIS online data storage and visualization.

Sub-Task 15. Transit Model Tools

Updates to PSRC modeling capabilities that improve functionality for transit and transit-related modeling will be funded through a grant from the Federal Transit Administration (FTA) known as the FTA 5307 program. Portions of the grant will be spent pursuing continued transit modeling updates. The grant will also be used to enhance ferry modeling capabilities for incorporation into future ferry planning efforts across the region. The results of this work may be useful to the region's ferry operators for their long- and short-range facility, service, and operations planning. Refinements to this work program will be coordinated with transportation operators through the Transportation Operators Committee (TOC).

Unfunded Sub-Tasks

None

Major Milestones and Products

1. Regional Transportation Plan Analysis and Modeling (*Winter 2022*)
2. Updated Regional Economic Forecast (*Spring 2023*)
3. Wave four of the Regional Household Travel Survey (*collections begin Spring 2023*)
4. Equity dashboard (*Winter 2021*)
5. Updated Puget Sound Trends (*Ongoing*)
6. Phase 2 of UrbanSim 2.0 conversion (*Spring 2022*)

Mandates

This work element provides for the program development, administration, and management of the regional technical assistance, data collection, data maintenance, forecasting, and modeling activities as required by:

1. **Interlocal Agreement for Regional Planning of the Central Puget Sound Area** (Article VII), which requires that, as requested, the agency shall provide technical assistance to local, state, and federal governments through regional data collection and forecasting services, consistent with the mission and functions of the agency; and that a regional database (including demographic, economic,

and travel condition data) and modeling capabilities will be established and maintained to support development of the Regional Transportation Plan and VISION 2040.

2. **Regional Transportation Planning Organization legislation** [RCW 47.80], which requires establishment and maintenance of a coordinated planning program for regional transportation systems and facilities, and integrated transportation and comprehensive planning.
3. **Fixing America's Surface Transportation Act (FAST)** [23 CFR Part 450 Subpart C (FHWA) and 49 CFR Part 613, Subpart A (FTA)], which requires a metropolitan planning process that includes the development of a transportation plan and an integrated multimodal transportation system, including a description of performance measures and targets, as well as the development of a transportation improvement program (TIP).
4. **Federal Clean Air Act** (42 USC Section 7401-7671q) and the **Washington Clean Air Act** [RCW 70.94.37] which legislates federal and state requirements through air quality conformity rules for transportation plans, programs, and projects.

Policy Direction and Interagency Staff Involvement

Policy direction is received from the Executive Board. This work element will also have regular ongoing interactions with the Regional Staff Committee (RSC), Land Use Technical Advisory Committee (LUTAC), and Model Users Group (MUG).

Summary of Revenues and Expenditures

Summary Revenues & Expenditures			
Revenues:		Expenditures:	
FHWA	\$2,223,000	Salaries & Benefits	\$5,853,000
FHWA Local Match	\$347,000	Overhead	\$2,781,000
FHWA Carryover	\$1,450,000	Direct Costs	\$505,000
FHWA Carryover Local Match	\$226,000	Consultants	\$1,207,000
FTA 5303	\$1,875,000	Total	\$10,346,000
FTA Local Match	\$293,000		
FTA 5303 Carryover	\$297,000		
FTA 5303 Carryover Match	\$46,000		
STBGP	\$1,000,000		
STBGP Local Match	\$156,000		
FTA 5307	\$1,030,000		
FTA 5307 Local Match	\$258,000		
FTA 5307 Carryover	\$360,000		
FTA 5307 Carryover Match	\$90,000		
Seattle HH Survey	\$270,000		
Bellevue HH Survey	\$100,000		
UW Partnership	\$62,000		

Carryover Local	\$262,000
Local	\$0,000
Total	\$10,346,000

Budget Comparison:	
May 2023 Amended	
Supplemental FY 22-23	\$10,346,000
July 2022 Amended	
Supplemental FY 22-23	\$10,322,000

FTE Staffing Comparison:	
May 2023 Amended	
Supplemental FY 22-23	19.32
July 2022 Amended	
Supplemental FY 22-23	19.23

Summary of Consultants within Data

Sub-Task	Description of Work	Amount	Start Date	End Date
	Household Travel Survey	\$ 500,000		
	Household Travel Survey - City of Seattle	\$ 270,000		
	Household Travel Survey - City of Bellevue	\$ 100,000		
	ActivitySim	\$ 70,000		
	ESRI GIS Consulting Support	\$ 29,000		
	Carryover - Household Travel Survey	\$ 137,785		
	Travel Model Implementaion and Technical Support	\$ 100,000		
	Total Funded Contracts	\$ 1,206,785		
Sub-Task	Description of Work	Amount	Start Date	End Date
	Total Unfunded Contracts	\$ -		
	Total Consultant Costs	\$ 1,206,785		

Council Support (Task 500)

Objective

To provide staff assistance to the Puget Sound Regional Council General Assembly, Executive Board, Operations Committee, Economic Development District Board, and member jurisdictions.

Sub-Tasks

1. Provide assistance to the General Assembly.
2. Provide assistance to the Executive Board.
3. Provide assistance to the Operations Committee.
4. Provide support for Executive Committee meetings.
5. Provide assistance to the Economic Development District Board.
6. Establish working relationships with member organizations' elected officials and staff and participate in countywide planning and decision processes.
7. Conduct a regional workshop for newly elected officials.
8. Conduct legislative briefings and develop legislative positions.
9. Participate in the National Association of Regional Council's NARC.
10. Implement an integrated ongoing program to evaluate regional trends and success in effecting the policy objectives, projects, and programs adopted in VISION 2050, the Regional Transportation Plan, and the Regional Economic Strategy.
11. Continued outreach efforts to member jurisdictions and other groups.
12. Organize with PSRC leadership and associated staff the approach to PSRC's Federal Planning Certification Review process, including preparing the response submittal and organizing the site visit. Coordinate PSRC's responses and ensure timely follow up, if there are any actions determined by the federal review team. Document all follow-up action items for the next review.
13. Provide reports to the Executive Board related to conferences and other major events where Executive Board members participate.

Unfunded Sub-Tasks

None

Major Milestones and Products

1. 2022/2023 General Assembly Meetings (Spring 2022, 2023)
2. Regional workshop for newly elected officials (January 2022)

Mandates

This work element supports numerous PSRC functions as required by:

1. **Interlocal Agreement for Regional Planning of the Central Puget Sound Area**, which requires providing information and services to local governments,

state and regional agencies, Indian tribes, community organizations, businesses, individuals, and other interested parties. This work also is mandated by numerous federal and state requirements for public information and involvement.

2. **Fixing America's Surface Transportation Act (FAST Act)**, which requires that a continuing, cooperative and comprehensive planning process be maintained that results in plans and programs for an integrated intermodal transportation system.

Policy Direction and Interagency Staff Involvement

The Executive Board and General Assembly provide policy direction. The Regional Staff Committee and countywide planning organizations provide interagency staff involvement.

Summary of Revenues and Expenditures

Summary Revenues & Expenditures	
Revenues:	
FHWA	\$754,000
FHWA Local Match	\$118,000
FHWA Carryover	\$603,000
FHWA Carryover Local Match	\$94,000
Carryover Local	\$416,000
Space Sector Support	\$5,000
Local	\$0,000
Total	\$1,990,000

Expenditures:	
Salaries & Benefits	\$922,000
Overhead	\$447,000
Direct Costs	\$243,000
Encumbered	\$91,000
Consultants	\$288,000
Total	\$1,990,000

Budget Comparison:	
May 2023 Amended	
Supplemental FY 22-23	\$1,990,000
July 2022 Amended	
Supplemental FY 22-23	\$2,046,000

FTE Staffing Comparison:	
May 2023 Amended	
Supplemental FY 22-23	2.62
July 2022 Amended	
Supplemental FY 22-23	3.32

Summary of Consultants within Council Support

Sub-Task	Description of Work	Amount	Start Date	End Date
	Strategic Initiatives	\$ 288,000		
	Total Funded Contracts	\$ 288,000		
	Total Unfunded Contracts	\$ -		
	Total Consultant Costs	\$ 288,000		

Communications (Task 600)

Objective

To develop effective visual, written and electronic communications materials for the Puget Sound Regional Council's activities and responsibilities; and assist the agency and its staff in reaching out to and effectively involving member jurisdictions, members of the public, and other interests throughout the region in Puget Sound Regional Council activities.

Sub-Tasks

1. Develop and apply Puget Sound Regional Council publication and accessibility standards; assist staff in editing documents and in planning presentations.
2. Prepare and carry out the agency's public participation plan providing for public involvement and education as appropriate; coordinate agency's MPO and RTPO requirements for public involvement. Continuously evaluate the effectiveness of public involvement and outreach strategies and make changes that reflect ongoing analysis of effectiveness. Actively seek public participation on appropriate PSRC committees and task forces. Assist staff in outreach efforts.
3. Design, publish, and coordinate production of newsletters, electronic newsletters, newspaper supplements, brochures, maps, as well as other materials including registration materials and other graphics products as required; prepare visual presentations covering issues and projects
4. Maintain, develop and enhance PSRC's website and online engagement, including social media strategy.
5. Conduct the PSRC's VISION 2050 Awards Program. Continue to actively promote VISION 2050 awards in a variety of media as appropriate.
6. Oversee maintenance of agency mailing lists of community, business, and special interest groups and distribute newsletters and other information materials to these groups as appropriate.
7. Provide information to the public and officials on issues, projects, and agency operations.
8. Assist internal staff communications as appropriate.
9. Create and maintain a professional image for the Puget Sound Regional Council; maintain a consistent, high level of quality in all communications via a variety of tools.

10. Coordinate work of vendors for printing, production, reproduction, and mailing of agency products; assist in maintaining vendor files and price lists.
11. Prepare and distribute news releases concerning actions and activities as appropriate.
12. Maintain contacts with the news media; arrange/coordinate press interviews and conferences with local officials and staff as appropriate; monitor press coverage.
13. Work with Federal Transit Administration and Federal Highway Administration staff to assure that the agency's public participation plan and public involvement strategies meet and exceed federal guidance relating to engaging underserved (minority and low income) communities, engaging people with limited English proficiency, individuals with disabilities, and native tribes. Continuously evaluate the effectiveness of strategies and make changes, as needed, to the agency's plan.

Unfunded Sub-Tasks

None

Major Milestones and Products

1. Maintain and continuously improve agency website (*Ongoing*)
2. Write and post news updates on PSRC's website. (*Ongoing*)
3. Engage the public through digital outreach, including social media advertising and email marketing and electronic newsletters. (*Ongoing*)
4. Maintain, improve and implement the agency's Public Participation Plan (*Ongoing*)
5. Awards program (*Ongoing*)
6. Ongoing support for all of the initiatives identified in the agency's budget and work program including: the Regional Transportation Plan, Regional Economic Strategy, VISION 2050 implementation, and data and performance trends (*Ongoing*)

Mandates

This work element helps the Puget Sound Regional Council meet the federal, state and local requirements for consultation, coordination and public participation, including the following laws:

1. **Fixing America's Surface Transportation Act (FAST Act)**, which requires that a continuing, cooperative and comprehensive planning process be maintained that results in plans and programs for an integrated intermodal transportation system.
2. **Title VI of the Civil Rights Act of 1964**
The Title VI of the Civil Rights Act of 1964 requires that transportation planning and programming be nondiscriminatory on the basis of race, color, national origin or disability. The fundamental principles of environmental justice include:
 - Avoiding, minimizing or mitigating disproportionately high and adverse health

- or environmental effects on minority and low-income populations
 - Ensuring full and fair participation by all potentially affected communities in the transportation decision-making process
 - Preventing the denial, reduction or significant delay in the receipt of benefits by minority populations and low-income communities
3. **State Environmental Policy Act (SEPA), RCW 43.21C**
PSRC uses SEPA to guide its environmental review for key decision making. SEPA rules adopted by the Puget Sound Regional Council require that whenever PSRC issues a Declaration of Non-Significance (DNS) under WAC 197-11-360-(3), PSRC will give public notice.
 4. **State Growth Management Act (GMA), RCW 36.70A**
For the development and adoption of multicounty policies under the GMA, the Puget Sound Regional Council will comply with GMA procedures that apply to countywide planning policies, including "a public hearing or public hearings on the proposed policies," [RCW 36.70A.210 (2)(e)] with appropriate public notification and participation. The public notification and procedures will include, as required by the GMA, "broad dissemination of proposals and alternatives, opportunity for written comments, public meetings after effective notice, provision for open discussion, communication programs, information services, and consideration of and response to public comments." [RCW 36.70A.140]
 5. **Washington State Open Public Meetings Act, RCW 42.30**
All PSRC committee and board meetings are open to the public, and public comment periods are provided during each regular meeting. Board chairs may limit comment periods as needed. PSRC streams Executive Board, Transportation Policy Board, Growth Management Policy Board, and Economic Development Board meetings live on its website.
 6. **Public Records Act, RCW 43.56**
Anyone may request to view PSRC records for any reason (although Washington state places some limits on how certain records may be used, including but not limited to prohibiting using lists of individuals for commercial purposes [RCW 42.56.070(9)] and prohibiting using lists of persons to promote election of persons or for promotion or opposition of ballot measures [RCW 42.17.130]). PSRC's Public Records Officer may be reached via PSRC's website (<https://www.psrc.org/contact-center/information-center/public-records-request>), phone (206-464-7532) or email (amarkley@psrc.org). All public records requests are answered within five business days.

Policy Direction and Interagency Staff Involvement

Policy direction comes from the General Assembly and the Executive Board. Interagency staff involvement occurs as needed.

Summary of Revenues and Expenditures

Summary Revenues & Expenditures	
Revenues:	
FHWA	\$1,521,000
FHWA Local Match	\$237,000
FHWA Carryover	\$264,000
FHWA Carryover Local Match	\$41,000
Carryover Local	\$146,000
Local	\$126,000
Total	\$2,336,000

Expenditures:	
Salaries & Benefits	\$1,406,000
Overhead	\$672,000
Direct Costs	\$91,000
Consultants	\$167,000
Total	\$2,336,000

Budget Comparison:	
June 2022 Amended Supplemental FY 22-23	\$2,336,000
Adopted Supplemental FY 22-23	\$2,518,000

FTE Staffing Comparison:	
June 2022 Amended Supplemental FY 22-23	4.34
Adopted Supplemental FY 22-23	5.47

Summary of Consultants within Communications

Sub-Task	Description of Work	Amount	Start Date	End Date
	On-Call Communications and Outreach Support	\$ 166,605		
	Total Funded Contracts	\$ 166,605		
	Total Consultant Costs	\$ 166,605		

Administrative Services (Task 900)

Objective

To develop and maintain an effective and responsive administrative program for the Puget Sound Regional Council that includes administering the budget and work program, and supporting the agency's legal, personnel, contractual, computer operations, Information Center, office management, graphic design operations, mail and copy center, purchasing, and financial duties.

Sub-Tasks

Sub-Task 1. Program Development and Management

- a. Prepare and adopt administrative recommendations that improve the operational relationship of the Regional Council with members, businesses, community organizations, and the public.
- b. Develop and prepare the two-year budget, detailed project milestones, progress reports, dues schedule, and related documentation.
- c. Provide internal administrative support services, including all aspects of human resource management such as recruitment, staff assignment and evaluation; develop and process interagency agreements; manage consultant selection, contract negotiation, and contract performance; and assure agency compliance with appropriate rules, regulations, and conditions.

Sub-Task 2. Administration, Legal and Financial Management

- a. Monitor contracts with federal and state agencies; ensure agency compliance with regulations; and maintain liaison with federal, state, and local officials and state auditors.
- b. Manage outside legal support service required by the Regional Council, including such activities as drafting and/or reviewing all agency legal documents, and overseeing legal counsel to ensure the Regional Council carries out the role and responsibility as the designated Metropolitan Planning Organization and Regional Transportation Planning Organization under federal and state law.
- c. Review and analyze proposed state and federal legislation and regulations affecting Regional Council responsibility.
- d. Facilitate process, preparation and amendments of the agency's two-year operating budget and work program.
- e. Prepare, monitor and report financial operations, including organizational cash flow, disbursement of payments to contractors, and investment of agency funds.
- f. Maintain and implement the agency's personnel, recruitment, compensation and training programs, the agency's Employee Handbook and Affirmative Action Plan, and prepare and implement organizational and leadership continuity plan for PSRC.

- g. Coordinate Title VI reporting, including actions in response to FHWA and FTA's certification report.

Note: Consultant Costs of \$78,000 will be used for HR support, \$157,000 for Legal support, and \$146,000 for accounting services. \$16,000 of consultant services will also be needed for the PSRC's continuity planning.

Sub-Task 3. Technology and Information Systems

PSRC's information systems function provides and maintains the computer server, network and desktop infrastructure as well as electronic technology for the five board and meeting rooms. The latter includes audio and video conferencing, live webcasting, and digital multimedia presentation facilities. The agency maintains a Technology Plan which sets forth agency technology strategies and goals. The goal of this work task is to maximize the efficiency of PSRC staff efforts and communication with our member agencies and with the public.

Most tasks are ongoing. Consultant costs of \$90,000 will go toward network services and maintenance and audio-visual systems support.

Sub-Task 4. Information Center

- a. Outreach and Public Service Activities
 - Answer reference questions about the agency and its products for members and the public.
 - Make agency products accessible for public review.
 - Support outreach activities and distribute agency products.
 - Respond to Public Records Act requests.
- b. Council and Staff Support
 - Support the work of staff by responding to requests for information and conducting research.
 - Serve as a parliamentary resource.
 - Assist with proofreading and editing agency products.
- c. Technology Support
 - Assist with the agency's social media program and track web and social media statistics.
 - Manage and maintain the agency's intranet.
 - Maintain the agency website.
 - Support staff use of technology by training, troubleshooting and providing information about tools and shortcuts.
- d. Management of Collection and Agency Products
 - Acquire and manage reference materials and subscriptions.
 - Develop and maintain databases for reference materials and agency products.
 - Digitize older PSRC reports.
- e. Planning and Implementation of Agency's Records Management Program.

- Follow state records retention schedules and disposition of obsolete records.
- Oversee removal of noncurrent records from active office storage.
- Transfer historically valuable records to the State Archives system.
- Support staff records management activities.
- Maintain records databases.

Sub-Task 5. Facilities

Routine maintenance and repairs as necessary.

Sub-Task 6. Graphics

- a. Provide ongoing graphics support for Agency.
 - Maintain agency's visual brand, including designing logo, letterhead, and templates for agendas and presentations
 - Design and produce agency reports and other publications
 - Develop and maintain digital library of photos for agency use
 - Design and order staff business cards, office name plates and update organization charts for agency
 - Develop plaques and awards for agency
- b. Plan, implement, and maintain the agency website and social media presence
 - Support maintenance and plan improvements to the website
 - Provide support for maintaining accessibility of agency's electronic publications
 - Design charts, infographics and other visuals for agency's website, social media and email campaigns
- c. Provide support for agency meetings and events
 - Advise staff on room set-up
 - Design and produce materials for meetings, including nametags, signs, and handouts.

Sub-Task 7. Website Redesign and Update

PSRC maintains an active and extensive website that supports of all areas of the agency's work program and public participation efforts. The website provides essential information about programs and plans to the public and resources to PSRC's membership. It also offers information on regional decision making through agendas, updates, and livestreaming of board meetings. Recognizing the importance of the tool, PSRC seeks to continuously improve and enhance its website and related tools.

In 2021, PSRC will migrate its current website, which is built on the Drupal 7 content management system, to a new content management system. Migrating from Drupal 7 is required because this version of Drupal is reaching its "end of life" in November

2022 and will no longer be supported. As part of this migration, PSRC will review the functionality, design and features of the current website, and make improvements to meet the agency's evolving needs for outreach, data and public information.

Consultant costs include \$76,000 for website development.

Unfunded Sub-Tasks

None

Major Milestones and Products

1. Prepare Supplemental FY2022-2023 Budget (Fall 2021)
2. Prepare FY2024-2025 Biennial Budget and Work Program (Spring 2022)
3. Coordinate annual audit with State Auditor's Office (Winter 2021/2022)
4. Launch new website (Summer 2022)

Mandates

This work element provides for the program development, administration and management of the Executive and Administrative Services required by:

1. **Interlocal Agreement for Regional Planning of the Central Puget Sound Area**, which requires providing information and services to local governments, state and regional agencies, Indian tribes, community organizations, businesses, individuals, and other interested parties. This work also is mandated by numerous federal and state requirements for public information and involvement.
2. **Fixing America's Surface Transportation Act (FAST Act)**, which requires that a continuing, cooperative and comprehensive planning process be maintained that results in plans and programs for an integrated intermodal transportation system.

Policy Direction and Interagency Staff Involvement

None

Summary of Revenues and Expenditures

Summary Expenditures	
Expenditures:	
Salaries & Benefits	\$4,177,000
Overhead	\$0,000
Direct Costs	\$2,795,000
Consultants	\$587,000
Total	\$7,559,000

Budget Comparison:	
June 2022 Amended	
Supplemental FY 22-23	\$7,559,000

FTE Staffing Comparison:	
June 2022 Amended	
Supplemental FY 22-23	14.36

Summary of Consultants within Administrative Services

Sub-Task	Description of Work	Amount	Start Date	End Date
2	HR Support	\$ 95,000		
2	Legal Support	\$ 225,000		
2	Accounting Support	\$ 147,000		
3	Network Support	\$ 120,400		
3	Disaster Planning	\$ -		
	Total Funded Contracts	\$ 712,400		
	Total Consultant Costs	\$ 712,400		

Appendix A

Puget Sound Regional Council Committee Structure

PSRC Organization Resolution

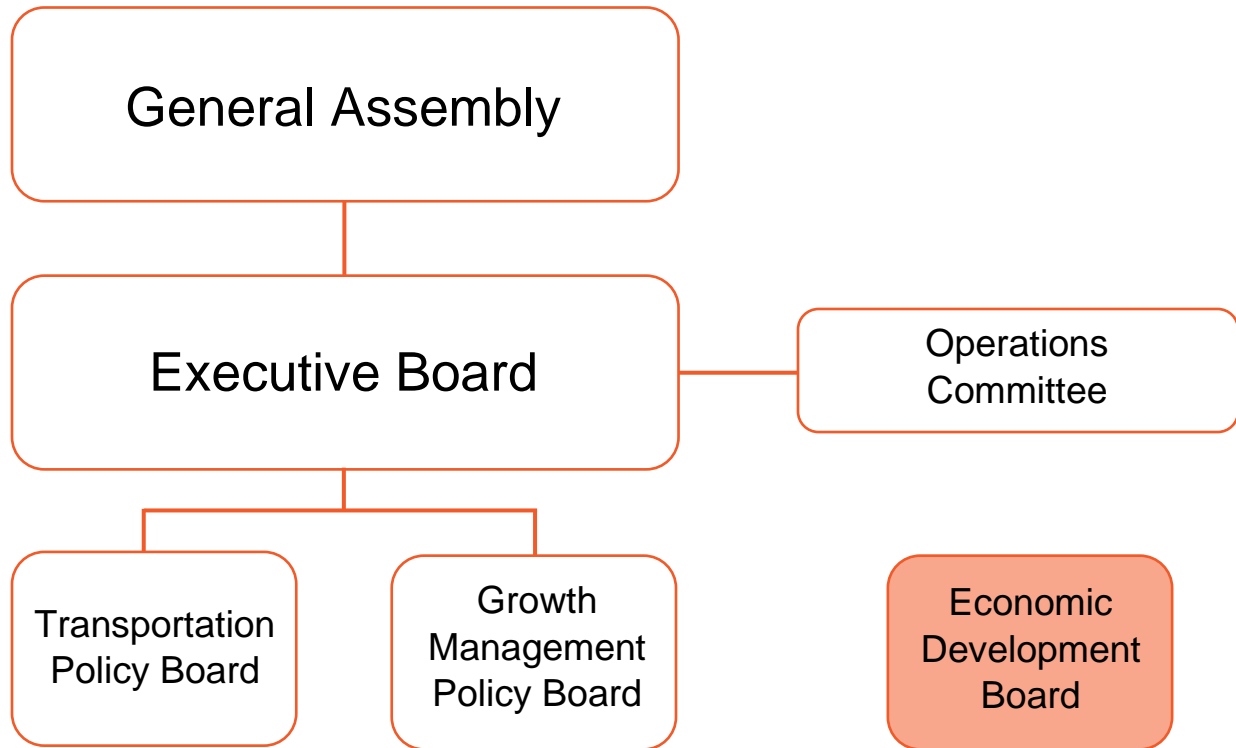
PSRC Organization Chart

Position Summary Schedule

Committee Structure



Puget Sound Regional Council





RESOLUTION NO. PSRC-EB-2015-01

**A RESOLUTION of the Puget Sound Regional Council
Confirming the Council's Organizational Status**

WHEREAS, a regional planning agency now known as the Puget Sound Regional Council (PSRC) was organized in 1956 as the "Puget Sound Regional Planning Conference" by resolution of King, Kitsap, Pierce and Snohomish Counties. The entity changed its name to the "Puget Sound Governmental Conference" in 1958. Several cities within those counties soon joined the entity, which in 1965 was reorganized consistent with changes in state law. In 1975 it was again reorganized as the "Puget Sound Council of Governments," and in 1991 as the "Puget Sound Regional Council." In 1993 the current "Interlocal Agreement for Regional Planning in the Central Puget Sound Area" was executed.

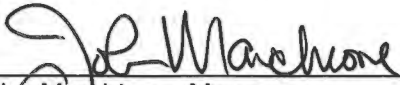
WHEREAS, because of the various formal arrangements under which the PSRC has operated for nearly sixty years, and because of the variety of tasks the PSRC performs under applicable law, it is appropriate to confirm the PSRC's multiple sources of legal authority and responsibilities.

NOW THEREFORE BE IT RESOLVED that the Puget Sound Regional Council confirms that it draws its membership, exercises its authority, and carries out its responsibilities pursuant to a variety of statutes, including without limitation:


1. Chapter 39.34 RCW (Interlocal Cooperation Act);
2. RCW 36.64.080-.110 (Joint Governmental Activities);
3. RCW 36.70.060 (Regional Planning Commissions);
4. Chapter 47.80 RCW (Regional Transportation Planning Organizations);
5. Chapter 36.70A RCW (Growth Management Act);
6. RCW 36.01.085 (County Economic Development Activities)
7. RCW 35.21.703 (City Economic Development Activities);
8. 23 U.S.C. §§134-135 (Metropolitan Planning Organizations);
9. RCW 35.21.660-670, RCW 35A.35.020 (Model Cities);
10. RCW 35.21.730-.755 (Federally-assisted Programs, Projects, and Activities); and
11. RCW 35.63.070 (Regional Planning Commissions)
12. 42 USC 3121, 42 USC 3211; 13 CFR 302 & 304 (Public Works and Economic Development Act of 1965)

BE IT FURTHER RESOLVED that all acts of the Puget Sound Regional Council, its officers, and employees consistent with the provisions of this resolution are ratified and confirmed.

ADOPTED by the Executive Board this 23 day of July, 2015.

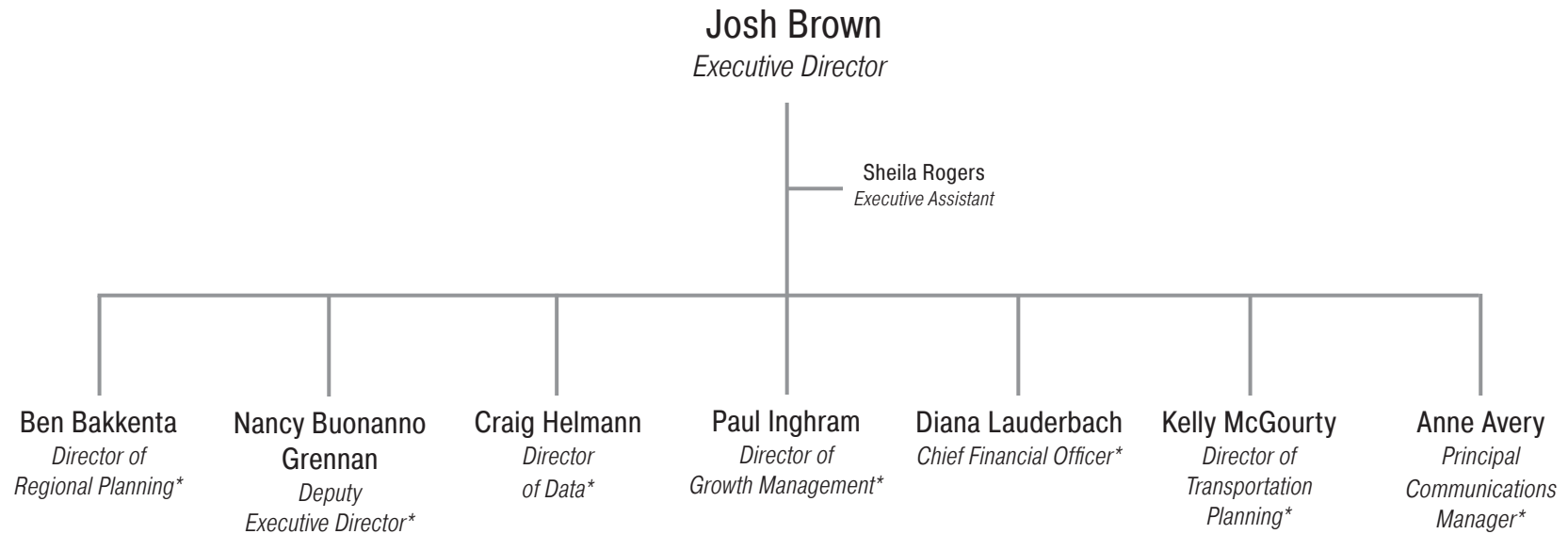


John Marchione, Mayor
City of Redmond
President, Puget Sound Regional Council

ATTEST: 

Josh Brown, Executive Director

Management Team



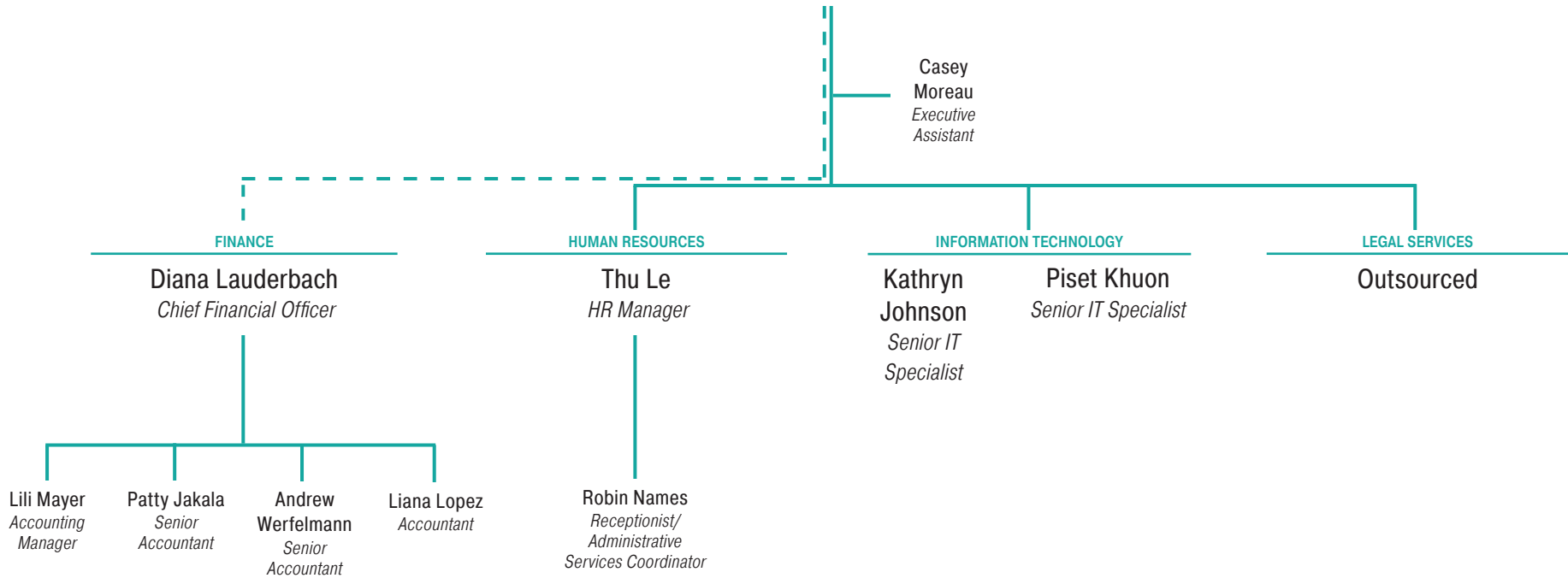
Puget Sound Regional Council

FTE = 2

* Counted in other department

Administrative Services

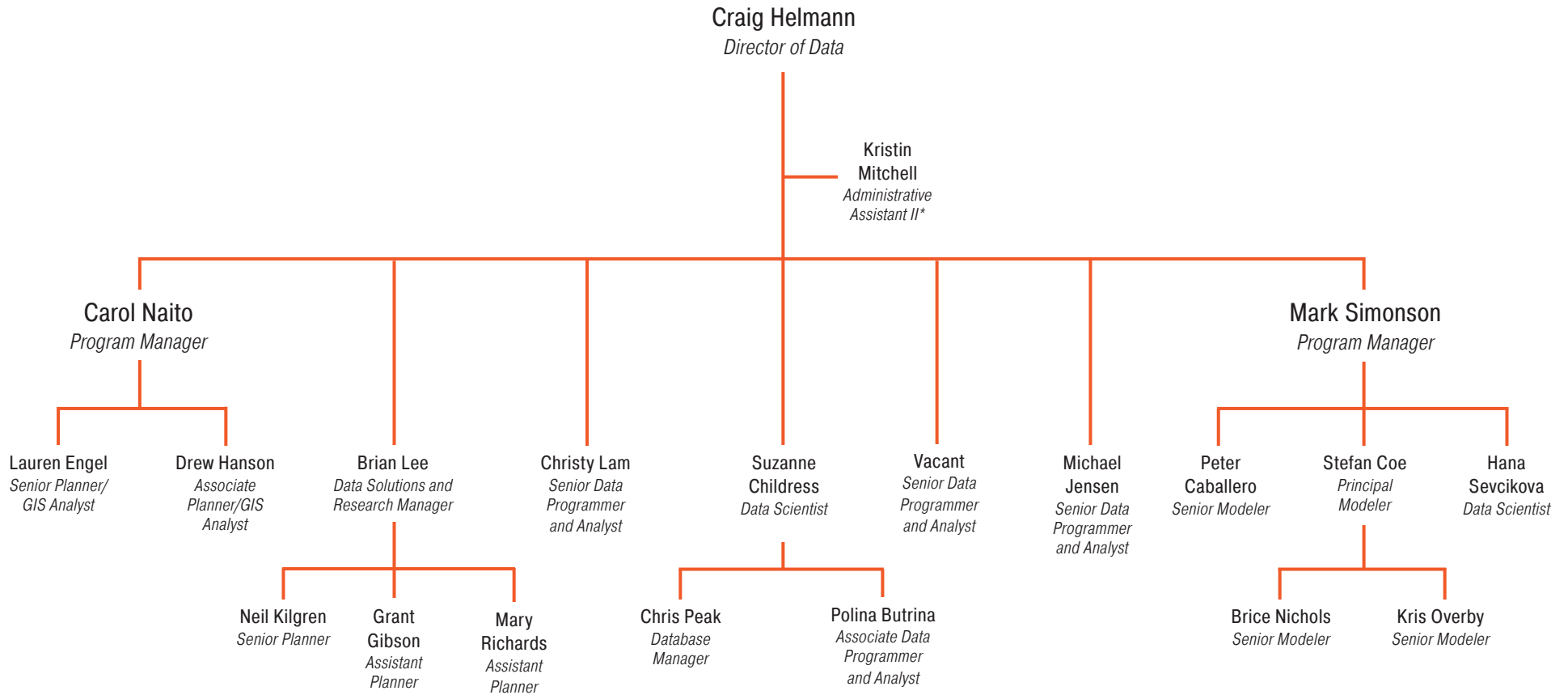
Nancy Buonanno Grennan
Deputy Executive Director



FTE = 11

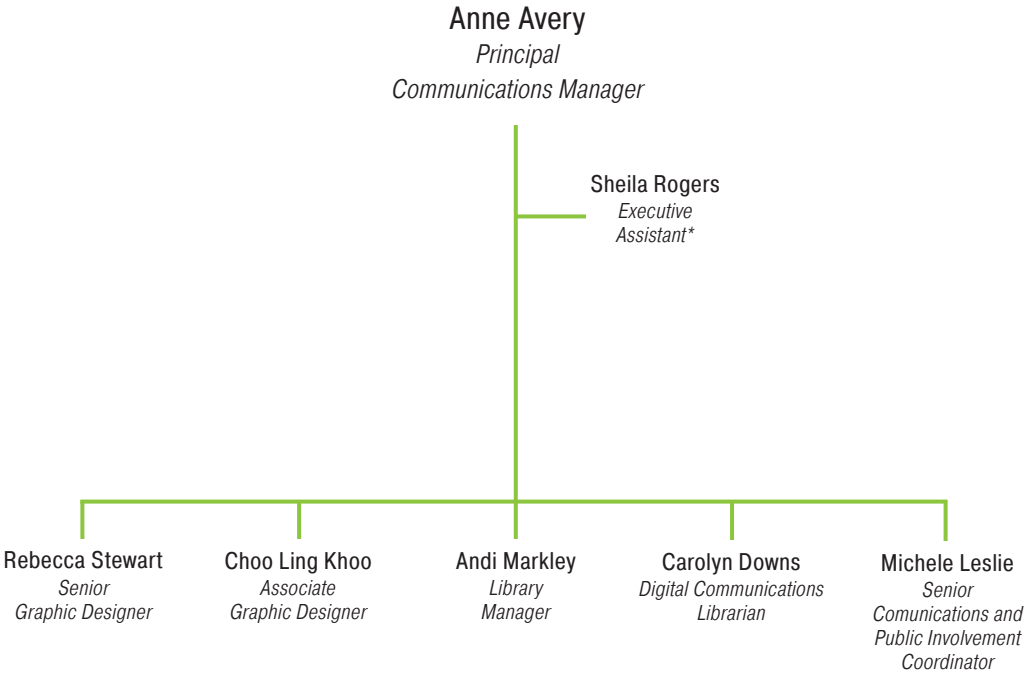
--- indirect report

Data



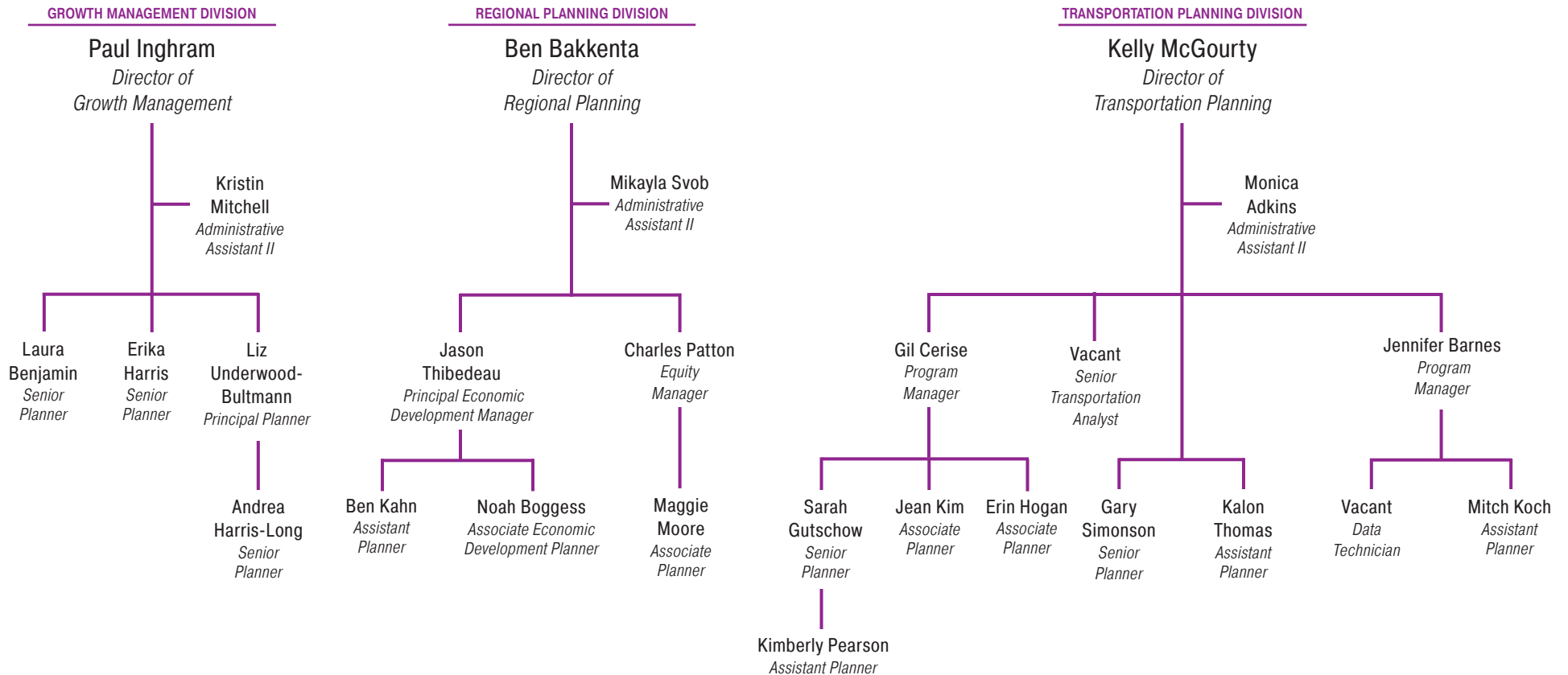
FTE = 15
Part-Time = 4
* Counted in other department

Communications



FTE = 6
* Counted in other department

Planning



Position Summary Schedule

Position	2018-2019 Budget	2020-2021 Budget	2022-2023 Budget
Planning			
Administrative Assistant	1.7	-	-
Administrative Assistant II	0.7	2.4	2.0
Assistant Planner	1.0	2.0	2.0
Associate Economic Policy Analyst	0.3	-	-
Associate Planner	4.0	4.0	4.0
Associate Planner/GIS Analyst	0.5	-	-
Data Technician	1.0	1.0	1.0
Director of Government Relations & Communications	-	0.1	-
Director of Growth Management	-	1.0	1.0
Director of Regional Planning	0.1	0.9	0.9
Director of Transportation Planning	-	1.0	1.0
Executive Assistant	1.0	0.3	0.2
Executive Director	-	0.4	0.4
Principal Economic Development Manager	0.3	0.3	0.3
Principal Planner	5.0	4.0	4.0
Program Manager	0.1	-	-
Senior Air Quality Modeler	1.0	-	-
Senior Data Manager	1.0	-	-
Senior Economic Policy Analyst	-	0.4	0.4
Senior Planner	7.0	7.0	7.0
Senior Program Manager	3.0	-	-
Senior Transit Planner	-	-	-
Senior Transportation Analyst	-	1.0	1.0
Total	27.6	25.8	25.2
Economic Development District			
Administrative Assistant II	0.1	0.1	0.1
Assistant Economic Policy Analyst	-	-	-
Director of Regional Planning	-	0.1	0.1
Principal Economic Development Manager	0.7	0.5	0.5
Program Manager	-	-	-
Senior Economic Development Specialist	0.7	-	-
Senior Economic Policy Analyst	-	0.6	0.6
Senior Economic Policy Specialist	-	-	-
Total	1.5	1.3	1.3
Data			
Administrative Assistant	0.3	-	-
Administrative Assistant II	-	0.3	0.3
Associate GIS Analyst	1.0	-	-
Assistant Planner	1.0	-	-
Associate Modeler	2.0	1.0	1.0
Associate Planner	-	-	-
Associate Planner/GIS Analyst	-	1.0	1.0
Data Scientist	-	0.5	0.5
Data Systems Technical Expert	0.5	-	-
Director of Data	1.0	1.0	1.0
Principal Modeler	1.0	2.0	2.0
Principal Planner	0.8	1.0	1.0
Principal GIS Analyst	1.0	-	-
Program Manager	1.8	1.8	1.8
Senior GIS Analyst	0.1	0.1	0.1

Senior Data Manager	-	1.0	1.0
Senior Modeler	2.0	3.0	3.0
Senior Planner	5.0	5.0	5.0
Senior Planner/GIS Analyst	1.0	1.0	1.0
Senior Program Manager	1.0	-	-
Total	18.3	18.7	18.7

Council Support

Administrative Assistant II	0.6	-	0.8
Associate Planner	0.1	-	-
Associate Graphic Designer	-	0.3	0.4
Chief Financial Officer	0.1	0.3	0.3
Deputy Executive Director	0.5	0.5	0.5
Director of Government Relations & Communications	-	-	-
EDD Program Manager	-	-	-
Executive Assistant	0.5	1.5	1.5
Executive Director	0.6	0.3	0.3
Principal Economic Development Manager	0.1	0.2	0.2
Principal Planner	0.2	-	-
Program Manager	1.0	-	-
Senior Economic Policy Analyst	-	0.1	0.1
Senior Graphics Designer	0.5	0.3	0.4
Senior Planner	0.1	-	-
Total	4.1	3.5	4.5

Communications

Associate Graphic Designer	-	0.5	0.4
Director of Government Relations & Communications	1.0	0.9	1.0
Digital Communications Librarian	-	0.3	0.4
Librarian	-	0.3	0.4
Senior Communications & Public Involvement Coordinatc	1.0	1.0	1.0
Senior Communications Specialist	0.8	1.0	1.0
Senior Graphic Designer	0.5	0.3	0.4
Total	3.3	4.3	4.6

Administrative Services

Accountant	-	0.3	1.0
Accounting Manager	-	0.7	1.0
Administrative Assistant II	0.7	0.2	0.2
Assistant IT Support Specialist	1.0	1.0	1.0
Associate Graphic Designer	-	0.2	0.2
Chief Financial Officer	1.0	0.7	0.7
Deputy Executive Director	0.5	0.5	0.5
Digital Communications Librarian	-	0.7	0.6
Executive Assistant	0.5	0.2	0.2
Executive Director	0.4	0.3	0.3
HR Manager	1.0	1.0	1.0
IT & Facilities Manager	1.0	1.0	1.0
Librarian	1.0	0.7	0.6
Library Manager	1.0	1.0	1.0
Receptionist/Administrative Services Coordinator	1.0	1.0	1.0
Senior Accountant	3.0	2.3	2.0
Senior Graphics Designer	1.0	0.4	0.2
Senior IT Specialist	1.0	1.0	1.0
Total	14.1	13.2	13.5

PSRC Total	68.8	66.8	67.8
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Appendix B

Puget Sound Regional Council FY2022 and FY2023 Dues Assessment

PSRC Financial & Budgetary Policies

FTA FY2017 Cost Allocation Plan Review Approval

PSRC FY2021 Cost Allocation Plan

**COMBINED PSRC AND CPSEDD
DUES FOR FY2022-2023**

	Estimated FY2022			Estimated FY2023			FY22-23 Total
	PSRC FY2022 DUES	*CPSEDD FY2022 DUES	Total FY2022 Dues	PSRC FY2023 DUES	*CPSEDD FY2023 DUES	Total FY2023 Dues	Total FY2022-2023 Dues
UNINCORPORATED COUNTIES							
King	84,624	7,428	92,052	88,009	7,725	95,734	187,785.96
Kitsap	52,014	4,566	56,579	54,094	4,748	58,843	115,422
Pierce	119,346	10,475	129,822	124,120	10,894	135,014	264,836
Snohomish	115,809	10,164	125,973	120,441	10,571	131,012	256,985
TOTAL COUNTIES	371,793	32,633	404,426	386,665	33,938	420,603	825,029
CITY MEMBERSHIPS							
Algona	635	56	692	661	58	719	1,411
Arlington	6,106	536	6,641	6,350	557	6,907	13,548
Auburn*	24,600	2,159	26,760	25,584	2,246	27,830	54,590
Bainbridge Island	11,907	1,046	12,953	12,384	1,087	13,471	26,424
Beaux Arts	221	19	241	230	20	250	491
Bellevue	81,482	7,152	88,634	84,741	7,438	92,179	180,813
Black Diamond	1,744	153	1,897	1,814	159	1,973	3,870
Bonney Lake	6,486	569	7,055	6,746	592	7,338	14,393
Bothell*	19,916	1,748	21,664	20,712	1,818	22,530	44,194
Bremerton	10,690	938	11,628	11,117	976	12,093	23,721
Buckley	1,468	129	1,596	1,526	134	1,660	3,256
Burien	15,698	1,378	17,076	16,326	1,433	17,759	34,835
Carnation	635	56	692	661	58	719	1,411
Clyde Hill	635	56	692	661	58	719	1,411
Covington	5,983	525	6,509	6,223	546	6,769	13,278
Darrington	387	34	420	402	35	437	857
Des Moines	9,593	843	10,436	9,977	876	10,853	21,289
Du Pont	3,142	275	3,417	3,267	286	3,554	6,971
Duvall	2,606	228	2,835	2,710	238	2,948	5,783
Eatonville	635	56	692	661	58	719	1,411
Edgewood	3,767	330	4,097	3,918	344	4,261	8,359
Edmonds	16,461	1,444	17,905	17,119	1,502	18,621	36,526
Enumclaw	3,617	317	3,934	3,762	330	4,092	8,026
Everett	36,306	3,186	39,492	37,758	3,314	41,072	80,564
Federal Way	27,314	2,397	29,711	28,406	2,493	30,899	60,610
Fife	4,071	357	4,428	4,234	371	4,605	9,033
Fircrest	2,007	176	2,184	2,088	184	2,271	4,455
Gig Harbor	4,574	402	4,976	4,757	418	5,175	10,150
Granite Falls	635	56	692	661	58	719	1,411
Hunts Point	635	56	692	661	58	719	1,411
Issaquah	16,586	1,456	18,042	17,250	1,514	18,763	36,805
Kenmore	8,480	745	9,225	8,819	774	9,594	18,819
Kent	41,862	3,674	45,536	43,536	3,821	47,357	92,893
Kirkland	41,696	3,660	45,355	43,363	3,806	47,170	92,525
Lake Forest Pk	5,157	453	5,610	5,363	471	5,834	11,444
Lake Stevens	10,073	884	10,957	10,475	920	11,395	22,352
Lakewood	16,742	1,470	18,212	17,412	1,529	18,941	37,153
Lynnwood	13,319	1,169	14,488	13,852	1,216	15,068	29,556
Maple Valley	8,256	724	8,980	8,586	753	9,339	18,319
Marysville	19,511	1,713	21,223	20,291	1,781	22,072	43,295
Medina	635	56	692	661	58	719	1,411
Mercer Island	16,650	1,462	18,112	17,316	1,520	18,837	36,949
Mill Creek	7,269	638	7,906	7,559	663	8,222	16,128
Milton*	2,384	209	2,593	2,479	217	2,697	5,289
Monroe	5,864	515	6,379	6,099	536	6,634	13,013
Mountlake Terrace	6,745	592	7,337	7,015	615	7,630	14,967
Mukilteo	8,204	720	8,924	8,532	749	9,281	18,205
Newcastle	5,276	463	5,740	5,488	482	5,969	11,709
Normandy Park	2,642	232	2,873	2,747	241	2,988	5,862
North Bend	2,718	239	2,957	2,827	248	3,075	6,032
Orting	2,244	197	2,441	2,334	205	2,538	4,979
Pacific*	1,972	173	2,145	2,051	180	2,231	4,376
Port Orchard	4,311	378	4,689	4,483	394	4,876	9,565
Poulsbo	3,701	324	4,025	3,849	337	4,186	8,211
Puyallup	13,216	1,160	14,376	13,745	1,206	14,951	29,327
Redmond	33,362	2,928	36,291	34,697	3,046	37,742	74,033
Renton	35,003	3,072	38,076	36,403	3,195	39,599	77,674

**COMBINED PSRC AND CPSEDD
DUES FOR FY2022-2023**

	Estimated FY2022			Estimated FY2023			FY22-23 Total
	PSRC FY2022 DUES	*CPSEDD FY2022 DUES	Total FY2022 Dues	PSRC FY2023 DUES	*CPSEDD FY2023 DUES	Total FY2023 Dues	Total FY2022-2023 Dues
Roy	207	18	225	215	19	234	460
Ruston	427	38	465	444	39	484	949
Sammamish	27,822	2,442	30,263	28,934	2,540	31,474	61,737
SeaTac	10,857	953	11,810	11,291	991	12,282	24,092
Seattle	343,786	30,175	373,961	357,537	31,382	388,919	762,880
Shoreline	19,664	1,726	21,389	20,450	1,795	22,245	43,634
Skykomish	65	6	71	68	6	74	146
Snohomish	3,181	279	3,461	3,309	291	3,599	7,060
Snoqualmie	5,243	460	5,703	5,453	478	5,931	11,634
Stanwood	2,115	186	2,301	2,200	193	2,393	4,694
Steilacoom	2,002	175	2,178	2,082	182	2,265	4,443
Sultan	1,472	130	1,601	1,531	135	1,665	3,267
Sumner	4,664	409	5,073	4,851	425	5,276	10,350
Tacoma	62,132	5,454	67,586	64,618	5,672	70,290	137,876
Tukwila	9,739	855	10,594	10,129	889	11,017	21,611
University Place	9,697	851	10,548	10,085	885	10,970	21,518
Wilkeson	130	11	141	135	12	146	287
Woodinville	5,916	519	6,435	6,153	540	6,693	13,128
Woodway	635	56	692	661	58	719	1,411
Yarrow Point	635	56	692	661	58	719	1,411
TOTAL CITIES	1,148,224	100,783	1,249,007	1,194,154	104,814	1,298,969	2,547,976
INDIAN TRIBE MEMBERS*							
The Suquamish Tribe	635	56	692	661	58	719	1,411
Muckelshoot Indian Tribal Council	635	56	692	661	58	719	1,411
The Tulalip Tribes	635	56	692	661	58	719	1,411
Puyallup Tribe of Indians	635	56	692	661	58	719	1,411
TOTAL INDIAN MEMBERS	2,542	224	2,766	2,644	233	2,877	5,643
TOTAL COUNTY, CITIES & INDIAN TRIBE MEMBERS	1,522,558	133,640	1,656,200	1,583,463	138,986	1,722,449	3,378,648
ASSOCIATE MEMBERS							
Island County	635	-	635	661	-	661	1,296
Puget Sound Partnership	635	56	692	661	58	719	1,411
Port of Edmonds	635	56	692	661	58	719	1,411
The Snoqualmie Tribe	635	56	692	661	58	719	1,411
Thurston Regional Planning Council	635	56	692	661	58	719	1,411
University of Washington	635	56	692	661	58	719	1,411
Alderwood Water & Wastewater District	635	56	692	661	58	719	1,411
Cascade Water Alliance	635	56	692	661	58	719	1,411
Washington State University	635	56	692	661	58	719	1,411
TOTAL ASSOCIATE MEMBERS	5,718	449	6,167	5,948	467	6,415	12,582
STATUTORY MEMBERS							
Port of Bremerton	5,230	459	5,689	5,439	477	5,916	11,605
Port of Seattle	79,210	6,955	86,166	82,379	7,234	89,612	175,778
Port of Tacoma	47,529	4,173	51,702	49,430	4,340	53,770	105,472
Port of Everett	15,843	1,390	17,233	16,476	1,446	17,922	35,155
State Transp. Commission	7,922	695	8,617	8,239	722	8,962	17,579
TOTAL STATUTORY MEMBERS	155,734	13,672	169,405	161,963	14,219	176,182	345,587
TOTAL DUES	1,684,010	147,761	1,831,771	1,751,373	153,672	1,905,045	3,736,816

Dues are calculated annually based on the most recent OFM population, and assessed values.
The amounts listed above are merely estimates and are not guaranteed.

Note: As stated in our Financial and Budgetary Policies "Each biennium, while developing the revenue and expenditure assumptions for the next biennial budget and work program, PSRC will reassess the need for a dues increase."

This budget provides for a 2% increase for Fiscal Year 2022 & a 4% increase for Fiscal Year 2023.

*EDD membership dues have been collected from PSRC membership since 2005 to support Economic Development function.

**PUGET SOUND REGIONAL COUNCIL
TRANSIT OPERATORS DUES ASSESSMENT
FOR THE FISCAL YEARS 2022-2023**

Transit Operator	Estimated FY2022 Dues	Estimated FY2023 Dues	FY 2022-2023 Total Dues
Sound Transit**	245,907	255,743	501,650
King County-Metro Transit***	173,424	180,361	353,786
Pierce Transit*	44,181	45,949	90,130
Community Transit*	46,603	48,467	95,070
Everett Transit****	8,646	8,991	17,637
Kitsap Transit*	20,880	21,716	42,596
Total Transit Dues	539,641	561,227	1,100,868

Dues are calculated annually based on the service population.

*Source: OFM.WA.GOV - Population - Special Area - 2018 Population Estimates of Public Transportation Benefit Area

**Source: Sound Transit - as agreed by Transit Operators Committee February 2017

***Source: OFM.WA.GOV - Population - April 1, 2018 Population of cities, towns, and counties - King County

****Source: OFM.WA.GOV - Population - April 1, 2018 Population of cities, towns, and counties - City of Everett

Note: As stated in our Financial and Budgetary Policies "Each biennium, while developing the revenue and expenditure assumptions for the next biennial budget and work program, PSRC will reassess the need for a dues increase." This budget provides for a 2% increase for Fiscal Year 2022 & a 4% increase for Fiscal Year 2023.

Actual Dues may vary based on future updates to population information.

PSRC FINANCIAL & BUDGETARY POLICIES

The following financial and budgetary policies were developed to guide and inform decision making, and related administrative procedures and practices. These policies will be incorporated into the Biennial Budget and Work Program and will be reviewed and updated every two years by the Operations Committee during the budget development process, or as necessary.

PSRC exercises its authority and carries out its responsibilities pursuant to a variety of statutes per Resolution No. PSRC-EB-2015-01, adopted July 23, 2015 (Appendix A-2).

FINANCIAL & BUDGETARY PLANNING POLICIES

1. **Balanced Budget Policy**

PSRC is committed to a balanced budget and will maintain a balanced budget over the two-year period of the Biennial Budget and Work Program. This means that operating revenues must fully cover operating expenditures.

2. **Budgeted Carryover**

Awarded grant revenues that were not expended in the biennium will be carried over into the next biennium. The local funds required to match the remaining grant would also be carried over into the next biennium. Project progress will be monitored by quarterly progress meetings as described in the Operating Expenditure Accountability policy.

3. **Budgetary Authority**

Two levels of budgetary authority exist to amend budgetary amounts within the corresponding three levels of budgetary classifications of Task, Work Elements, and Functions within the Biennial Budget and Work Program:

- Program Managers will have the flexibility to transfer budgetary amounts from one task to another within a Work Element.
- Directors will have the authority to transfer budgetary amounts between Work Elements provided that the amount transferred does not exceed 10% of the total biennial budget.
- The Executive Board's approval will be required to transfer budgetary amounts between Work Elements when the amount exceeds 10% of the biennial total budget.

4. **Budget Development, Adoption and Amendment**

The Operations Committee has primary responsibility for the development and maintenance of the biennial budget and work program. Every two years a biennial budget is prepared with the option of a supplemental budget after the first year. The Operations Committee recommends budgets and budget amendments to the Executive Board for approval. The General Assembly meets annually in the spring and votes to adopt the approved biennial budget or supplemental budget.

Budget amendments: A budget amendment is needed for a major revision to the budget and work program that involves either the addition or deletion of a major work task; the addition or deletion of a new funding source; or any transfer of funds within the budget that exceeds 10% of the overall budget. Budget amendments require Executive Board approval.

Administrative budget modifications: Administrative budget modifications include minor changes to the funding of a previously- included work task; or minor changes (less than 10%

of total budget amount) to a previously included funding amounts. Administrative budget modifications do not require Operations Committee review or Executive Board approval.

5. Unified Planning Work Program Amendments (UPWP)

Washington State Department of Transportation (WSDOT) tracks all amendments to the UPWP. Budget amendments that do not exceed 10% of the total budget may be amended without approval by WSDOT. All other budget amendments, including those that add new sources of funding and new scopes of work, must be included in an UPWP amendment request sent to WSDOT, Federal Highway Administration and Federal Transit Administration for approval before funds can be spent.

6. Long Range Financial Planning

PSRC will assess the long term financial implications of changes to our current or proposed budget. PSRC will develop and maintain a six-year financial plan and project a long-term revenue and expenditure forecast of proposed changes. The six-year financial plan will serve as a forecast of likely financial outcomes of our proposed workplan.

7. Assets

a. Inventory

Accounting is responsible for maintaining records for all assets (capital and small and attractive assets) belonging to the Puget Sound Regional Council.

- Capital assets are any asset such as computers, office equipment and software systems, with a unit cost greater than \$5,000 and an estimated useful life in excess of two years. Capital assets are recorded at cost and depreciated or amortized on the straight-line method over the estimated useful life of the asset.
- A small and attractive asset is any asset with a unit cost of more than \$300 and less than \$5,000, excluding furniture, but may include smart phones, laptop computers, photographic equipment, etc. Small and attractive assets are inventoried for physical and accounting control, but not capitalized.
- Finance staff, with the help of IT staff, will inventory and assess the condition of all capital assets annually. Information recorded about assets may include description, location, physical dimension, condition, warranties, maintenance history, estimated replacement cost, usage statistics (mileage), book value, original useful life and remaining useful life. Assets will also be evaluated periodically to determine if they still provide the most appropriate method to deliver services.
- Upon completion of the annual inventory, a list of assets that need replacement will be proposed by the chief Financial Officer and presented for approval by the Executive Director or his/her designee. Procurement for asset replacement(s) will follow PSRC's Purchasing Policies.
- The biennial budget will anticipate the need for asset replacements and provide ample budget within the depreciation line item of the indirect cost budget to cover the cost of replacing obsolete assets.

b. Lost or Stolen Property

It is PSRC's duty to immediately report any known or suspected loss of public funds or assets or illegal activities (RCW 43.09.185). If, after a thorough search, an asset is determined to be lost or stolen, it will be reported immediately to the Chief Financial Officer (CFO). The CFO will report the loss to the State Auditor's Office. For more information on reporting known or suspected losses, refer to the SAO website at <http://www.sao.wa.gov>.

REVENUE POLICIES

8. Revenue Diversification & Stabilization

PSRC encourages diversification of revenue sources by seeking funding opportunities that contribute to accomplishing the Budget and Work Program and fulfill the mission of PSRC. Diversified sources of revenue enhance agency stabilization and allow PSRC to handle fluctuation in any one revenue source.

9. Membership Dues

PSRC and Central Puget Sound Economic Development District (EDD) assess dues to membership annually. Revenue from membership dues is used to provide match funds for Federal and State grants and to support the agency Work Program.

PSRC and EDD dues are invoiced annually to each member on a single combined invoice. Each biennium, while developing the revenue and expenditure assumptions for the next biennial budget and work program, PSRC will reassess the need for a dues increase.

10. Use of Project Specific Revenues

Project specific revenues will support project specific expenditures as well as the appropriate overhead cost.

11. Use of Unpredictable Revenues

For budgeting purposes, revenues shall be estimated conservatively. Highly likely but uncertain revenue sources will be classified as anticipated. The expenditures associated with these anticipated revenues will be shown in the budget as encumbered until the anticipated revenues are secured.

EXPENDITURE POLICIES

12. Debt Capacity

Use of debt requires authorization of the Operations Committee and Executive Board. PSRC may use short-term debt, with a term of three years or less, to cover cash flow shortages that may be caused by a temporary delay in receiving federal and or state grant reimbursements.

The use of long term debt, with a term of more than three years, may be considered on a case-by-case basis subject to approval by the Executive Board.

13. Reserve Account

A reserve fund amount will be budgeted every two years to provide for unanticipated expenditures of a nonrecurring nature and/or to meet unexpected increases in costs or decreases in revenue.

PSRC will maintain a reserve fund balance of between one and three months of projected expenditures. A target reserve fund balance of two months of operating expenditures is recommended. If PSRC falls below the recommended reserve fund balance then any excess year-end local funds will be used to build or replenish the reserve fund.

a. Authorization of Use of Reserve Funds

Reserve funds can be authorized for use in either a non-emergency or emergency situation.

Authorization of reserve funds in a non-emergency situation will be approved by the Operations Committee and Executive Board. A non-emergency situation can include, but is not limited to temporary revenue shortfalls, temporary cash flow shortfalls or unpredicted one-time expenditures.

Either the PSRC Executive Board President or Vice President may determine if an emergency situation exists and authorize the Executive Director or their designated representative to use reserve funds to provide continuity of business. Use of reserve funds for an emergency shall not exceed more than 50% of total reserve funds. An emergency is generally considered to be an event or set of circumstances—natural, technological, or human-caused—that requires a response to protect life or property, or results in loss of life or property (e.g., earthquakes, severe weather, flood or water damage, fire, tsunamis, public health and medical emergencies, and other occurrences requiring an emergency response).

Following an emergency, financial staff will complete a financial reconciliation report of emergency funds expended for review by the Operations Committee.

14. Operating Expenditure Accountability

To help project managers stay on time and under budget with their projects, monthly budget-to-actual, grant status, and contract status reports are produced by finance and distributed to directors, program managers and project managers. Quarterly meetings between financial management and program management ensure that project progress is monitored and operating expenditures are consistent with revenues. Budget adjustments are made as necessary.

AMENDMENTS

Approved by the Operations Committee December 4, 2014

Adopted by the General Assembly April 30, 2015

Amended by the Operations Committee December, 2016

Administratively Amended May, 2017



U.S. Department
of Transportation
**Federal Transit
Administration**

REGION X
Alaska, Idaho, Oregon,
Washington

915 Second Avenue
Federal Bldg. Suite 3142
Seattle, WA 98174-1002
206-220-7954
206-220-7959 (fax)

February 15, 2018

Diana Lauderbach
Chief Financial Officer
Puget Sound Regional Council
1011 Western Avenue, Suite 500
Seattle, WA 98104

RE: 2017 Cost Allocation Plan
Puget Sound Regional Council

Dear Ms. Lauderbach:

This letter concludes the Federal Transit Administration (FTA) review of the 2016-2017 Cost Allocation Plan submitted by the Puget Sound Regional Council (PSRC). FTA understands that the submitted Cost Allocation Plan is the second such plan submitted by Metro for Federal approval following a change in PSRC's rate type to a "fixed with carryforward" rate. For the review, PSRC identified FTA as its "cognizant agency" – which is the Federal agency responsible for reviewing, negotiating, and approving cost allocation plans and indirect cost rate proposals on behalf of all Federal agencies.

FTA contracted with TFC Consulting, Inc (TFC) to complete the review. A copy of the Final Report dated January 9, 2018 is enclosed. Based on the results of the review, FTA accepts the recommendation of the TFC, and hereby approves the following rate for PSRC:

Type	Effective	Base	Indirect Cost Rate
Fixed	1/1/2017 – 12/31/2017	Direct Salaries and Wages	53.73%

TFC consulting conducted its review during the summer and fall of 2017. The approved rate is based on actual costs for the fiscal year ending June 30 2015, and would be applied in the period ending June 30, 2017. Differences between the applied rate and the actual costs of the period covered by that rate are treated as a carried forward adjustment to the rate computation for the subsequent period.

In accordance with FTA Circular 5010.1E, each year's Cost Allocation Plan (CAP) and/or Indirect Cost Rate Proposal (ICRP) shall be updated and made available to the agency's

independent auditor at the annual audit. Note that Appendix F of FTA Circular 5010.1E requires that subsequent CAP/ICRPs be submitted to the cognizant Federal agency for approval when one or more of the following events occurs:

- The recipient has made a change in its accounting system that significantly impacts the previously approved Indirect Cost Rate Proposal and its basis of application.
- The recipient's proposed Indirect Cost Rate Proposal exceeds the rate(s) last approved by FTA by more than 20 percent.
- The recipient changes the Indirect Cost Rate Proposal methodology.
- The recipient is either a local governmental unit that receives more than \$35 million in direct federal funding or a non-profit entity. In accordance with 2 CFR part 200, these entities must submit their plan annually to their cognizant agency.

Prior to charging indirect costs to an FTA grant, a grant recipient must first have a CAP/ICRP approved by its cognizant agency, and any indirect costs must be specifically identified in the grant prior to grant approval. Thus, in order to seek FTA reimbursement for indirect costs, the following steps must occur: (1) the cognizant Federal agency approves the CAP/ICRP; (2) the approved CAP/ICRP is attached as part of the FTA electronic grant at the time of application; and (3) the proposed FTA grant application specifically identifies indirect costs as a grant expense (usually by identifying a specific activity line item in the budget).

If you have comments or questions regarding the enclosed report or indirect costs, please feel free to contact Scot Rastelli, FTA Transportation Program Specialist, at 206.220.7965.

Sincerely,

Susan Fletcher
Director of Operations and Program Management

Enclosure

cc: Andrew Werfelmann, PSRC
Jedediah Stancato, TFC Consulting, Inc.



July 1, 2020

Mrs. Linda Gehrke
Regional Administrator for Region 10
Federal Transit Administration – Region 10
915 Second Avenue, Suite 3142
Seattle, Washington 98174

Dear Mrs. Gehrke,

Attached is the proposed indirect cost plan produced for review by the Federal Transit Administration. The rate is based on budgeted fiscal year 2021 indirect expenses and uses fixed rate with carryforward as a basis for the indirect cost plan.

The budgeted fiscal year 2021 benefit rate is 61.97% of salaries. The proposed indirect rate is 63.34% of direct labor costs.

Please also find the following attached for your review:

- Cost Allocation Rate Proposal
- An Organization Chart
- Fiscal Year 2019 Audited Financial Statements
- Proposal Reconciliation with FY 19 Financial Statements
- Certification of Conformance with 2 CFR 200

If you have any questions or concerns you may contact me at 206-464-5416 or dlauderbach@psrc.org.

Thank you,

Diana Lauderbach

Diana Lauderbach
Chief Financial Officer
Phone: 206-464-5416
Email: dlauderbach@psrc.org
Enclosure

INTRODUCTION

The Puget Sound Regional Council (PSRC) is a voluntary organization of local governments in King, Kitsap, Pierce, and Snohomish counties. As set forth in the interlocal agreement, the mission of the Regional Council is to preserve and enhance the quality of life in the central Puget Sound area. In so doing, it shall

- Prepare, adopt and maintain goals, policies and standards for regional transportation and regional growth management in the central Puget Sound area, in accordance with federal and state law and based upon local comprehensive plans of jurisdictions within the region;
- Ensure implementation in the region of the provisions of state and federal law which pertain to regional transportation planning and regional growth management.

The Regional Council is financed by a variety of federal, state and local agencies and jurisdictions. The basic sources of funding are the Federal Transit Administration, the Federal Highway Administration, Federal Aviation Administration, Washington State Department of Transportation, local transit agencies, and dues assessed to member jurisdictions.

PSRC develops its indirect cost plan based on the requirements of FTA Circular 5010.1E Appendix F “Cost Allocation Plans” and Appendix G “Indirect Cost Rate Proposals”, 2 CFR 200 Appendix V “State/Local Government-wide Central Service Cost Allocation Plans”, and 2 CFR 200 Appendix VII “States and Local Government and Indian Tribe Indirect Cost Proposals”.

Methodology: PSRC will use a fixed indirect cost rate with carry forward. PSRC began using the fixed with carry forward method July 1, 2016. Before the adoption of 2 CFR 200, PSRC used a provisional rate with a reconciliation at year end to actual indirect costs. The new method of fixed with carry forward will present a more accurate allocation, while also limiting administrative efforts of updating the plan.

Cost Bases: PSRC charges indirect costs to its federal grants under the indirect cost plan. Indirect costs are defined as those costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted. These costs include, but are not limited to, rent, office supplies, office maintenance, hardware, software, and insurance. The cost base for indirect costs is total direct salaries and benefits.

PSRC also charges costs for support staff and benefits under the indirect cost plan. Support staff includes, but are not limited to Information Technology, Human Resources, Finance, and Administrative employee costs. PSRC’s indirect cost plan has a benefits rate and an indirect cost rate. The cost base for benefits costs is total salaries.

As PSRC’s proposed indirect rate of 63.34% does not exceed its previously approved 2017 rate of 53.73% by more than 20% PSRC will not submit the plan to FTA for approval but will be kept on file and made available to review as required.

**RECONCILIATION OF ALLOCATED DIRECT EMPLOYEE BENEFITS AND OH
VS PAID DIRECT EMPLOYEE BENEFITS
FOR THE YEAR ENDING JUNE 30, 2019**

Total Employee Benefits Incurred:

Employee Leave Benefits	843,539	
Employee non-leave Benefits	2,127,001	
Total Employee Benefits Incurred	\$ 2,970,540	

2019 Actual Benefit Rate Calculation:

<u>Total Actual Benefits</u>	=	2,970,540	63.62%
Total Actual Salaries		4,668,970	

Total Direct Salaries	\$ 3,663,262	
Total Allocated Direct Benefits (@ 62.31% of Total Direct Salaries)	2,282,578	
Total Direct Salaries and Allocated Direct Benefits	<u>\$ 5,945,840</u>	
Total Allocated Indirect Cost ((@ 49.94% of Direct Salaries and Allocated Benefits (\$6,115,532 x 49.94%))	\$ 2,969,352	
Less: Total Actual Net Indirect Cost for FY 2018	3,300,525	
Allocated Indirect Cost less Actual Indirect Cost	Over (Under)	\$ (331,173)

Total Allocated Direct Benefits	\$ 2,282,578	
Less: Total Actual Direct Benefits	2,330,678	
Allocated Direct Benefits less Actual Direct Benefits	Over (Under)	\$ (48,098)

Allocated Indirect Cost and Direct Benefits	Over (Under)	\$ (379,271)
--	---------------------	---------------------

Indirect Salaries	1,005,708	
Indirect Benefits	639,862	
Indirect Costs	1,654,955	
Total Indirect Incurred	\$ 3,300,525	

2019 Actual Indirect Rate Calculation:

<u>Total Actual Indirect Costs</u>	=	3,300,525	55.06%
Total Direct Salaries/Benefits		5,993,939	

Note: FY 2019 Allocated Benefit Rate of 62.31% and Indirect Rate of 49.94% (Based on final Budget vs Actual Report for FY2019)

**PUGET SOUND REGIONAL COUNCIL
BENEFIT RATE CALCULATION
FOR THE YEAR ENDING JUNE 30, 2021**

FY 2021 Budgeted Benefits	\$ 3,625,642
FY 2021 Budgeted Direct Salaries	4,664,540
FY 2021 Budgeted Indirect Salaries	1,186,492
Total Salaries	\$ 5,851,033

BENEFIT RATE

<u>Total Benefits</u>	=	<u>3,625,642</u>	=	<div style="border: 1px solid black; padding: 2px;">61.97%</div>
Total Salaries		5,851,033		

**PUGET SOUND REGIONAL COUNCIL
ESTIMATED FY 2021 BENEFIT COST**

Benefit	2021 Budget
Fica/Medicare	\$ 468,371
State L&I	24,490
State Unemployment	36,735
Vacation/Personal Time	568,355
Excess comp	0
Sick leave	14,190
Floating holiday	46,305
Holiday	244,267
Bereavement/Other	10,384
State Retirement	787,965
PERS Admin Fee	12,000
ICMA	242,634
Medical /Vision Insurance	948,146
Dental Insurance	83,539
LTD	19,166
Life insurance	6,964
Long term care	3,854
STD	22,818
EAP/Misc	3,000
Jury duty	4,922
EE recog	500
Transportation Incentive	77,036
Total	\$ 3,625,642

**PUGET SOUND REGIONAL COUNCIL
INDIRECT COST RATE CALCULATION
FOR THE YEAR ENDING JUNE 30, 2021**

FY 2021 Budgeted Indirect Cost	\$ 4,785,551
FY 2021 Budgeted Direct Salaries	4,664,540
FY 2021 Budgeted Direct Benefits (Budgeted Salaries x Budgeted Benefit Rate)	2,890,616
Estimated FY 2021 Direct Salaries & Benefits	\$ 7,555,156

INDIRECT COST RATE

<u>Total Indirect Cost</u>	=	4,785,551	=	63.34%
Total Direct Salaries & Benefits		7,555,156		

**PUGET SOUND REGIONAL COUNCIL
ESTIMATED FY 2021. INDIRECT COST BUDGET**

Categories	2021 Budget
Indirect Salaries and Benefits	\$ 1,921,712
Other contract services	178,353
Accounting and auditing	55,010
legal services	79,568
Rent	1,023,039
Paper	5,305
Copier Expense	30,000
Graphics & Printing	5,000
Postage	5,000
Office Supplies	20,259
Records Storage	2,122
Maintenance & Repairs	20,000
Telephone	25,000
Furniture & fixtures	45,000
Delivery charges	250
Advertising	4,000
Conferences	5,000
Education & Training	40,000
Meetings	2,000
Professional Dues	6,000
Publications	4,000
Web Page	25,000
Equipment lease	16,780
Recruiting & Advertising	8,000
moving	1,000
Vehicle Parking & Fuel& maintenance	22,510
Data Acquisition	-
Miscellaneous	500
Hardware	30,000
Software	35,000
Hardware Maintenance	16,000
Software Maintenance	25,000
Teleconferencing	24,401
Internet	20,000
Computer Supplies	6,000
Cloud Services	90,000
Temporary Personnel	15,000
Insurance	50,648
Travel	15,000
Depreciation	150,000
FY2021 Total Indirect Costs	4,027,456
Plus: Estimated Cumulative Under Allocation as of 06/30/2019	758,095
Totals	\$ 4,785,551

**PUGET SOUND REGIONAL COUNCIL
SCHEDULE OF DIRECT AND INDIRECT COST
FOR THE YEAR ENDING JUNE 30, 2019**

Categories	Total Cost	Direct Cost	Indirect Cost
Salaries	\$ 4,668,970	\$ 3,663,262	\$ 1,005,708
Benefits	2,970,540	2,330,678	639,862
Total Salaries & Benefits	\$ 7,639,509	\$ 5,993,939	\$ 1,645,570
Other contract services	1,245,622	1,184,695	60,926
Accounting and auditing	40,534	0	40,534
legal services	46,084	0	46,084
Rent	1,001,278	0	1,001,278
Paper	2,969	0	2,969
Copier Expense	20,737	0	20,737
Graphics & Printing	7,063	3,216	3,847
Postage	1,250	0	1,250
Office Supplies	12,690	1,060	11,630
Records Storage	2,676	0	2,676
Maintenance & Repairs	5,362	0	5,362
Telephone	19,142	0	19,142
Furniture & fixtures	0	0	0
Delivery charges	0	0	0
Advertising	313	313	0
Conferences	21,962	19,853	2,109
Education & Training	12,308	0	12,308
Meetings	24,440	24,440	0
Professional Dues	9,761	4,150	5,611
Publications	4,429	1,484	2,946
Web Page	30,334	690	29,644
Equipment lease	16,779	0	16,779
Recruiting & Advertising	1,552	0	1,552
moving	455	455	0
Vehicle & Parking	20,612	0	20,612
Data Acquisition	974	974	0
Miscellaneous	6,701	0	6,701
Hardware	69,601	0	69,601
Software	39,728	789	38,938
Hardware Maintenance	22,056	0	22,056
Software Maintenance	46,318	34,939	11,379
Teleconferencing	22,020	0	22,020
Internet	6,323	0	6,323
Computer Supplies	2,144	87	2,057
Cloud Services	70,872	0	70,872
Temporary Personnel	32,392	31,304	1,088
Insurance	44,893	1,418	43,475
Travel	40,458	31,260	9,199
Depreciation	43,252	0	43,252
Totals	\$ 2,952,833	\$ 1,341,130	\$ 1,654,955
Total Actual Net Indirect Cost for FY 2019			<u>3,300,525</u>

Total Indirect Cost Collected :

(Direct Salaries + Allocated Benefits) x Indirect Rate	\$ 2,969,352
Total Allocated Indirect Cost less Actual Net Indirect Cost	\$ (331,173)
Total Allocated Direct Employee Benefits less Direct Employee Benefits Paid	\$ (48,098)
Allocated Cost FY2019 less Actual Cost	Over (Under) Allocated
	<u>\$ (379,271)</u>

Total Over (Under) Allocated Cost Collected for Year Ending 06/30/19	\$ (379,271)
Cumulative Over (Under) Allocated Carryforward from 06/30/18	(378,824)
Cumulative Over (Under) Allocated @ 06/30/19	<u>(758,095)</u>

CERTIFICATE OF COST ALLOCATION PLAN

This is to certify that I have reviewed the cost allocation plan submitted herewith and to the best of my knowledge and belief:

(1) All costs included in this proposal for the fiscal year ending June 30, 2021, are to establish billing or final indirect costs rates for July 1, 2020 through June 30, 2021 are allowable in accordance with the requirements of the Federal award(s) to which they apply and 2 CFR 200 Appendix VII "States and Local Government and Indian Tribe Indirect Cost Proposals". Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.

(2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal government will be notified of any accounting changes that would affect the predetermined rate.

I declare that the foregoing is true and correct

Governmental Unit: Puget Sound Regional Council

Signature: *Diana Lauderbach*

Name of Official: Diana Lauderbach

Title: Chief Financial Officer

Date of Execution: 07/01/20

Appendix C

PSRC Metropolitan Transportation Planning Process Unified Planning Work Program (UPWP)

FY2022-2023 Unified Planning Work Program Organization

State Fiscal Year 2022 UPWP (July 2021 – June 30, 2022)

Regional Transportation Planning Activities with Federal Funding

Under and Unfunded Work Elements for the 2022 – 2023 PSRC Budget/UPWP

PSRC's Unified Planning Work Program (UPWP) Guide

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PSRC's Unified Planning Work Program (UPWP) Guide

As part of the Metropolitan Transportation Planning process, federal regulations require Metropolitan Planning Organizations (MPOs) such as the Puget Sound Regional Council (PSRC), in cooperation with the state and operators of publicly owned transit, to maintain a Unified Planning Work Program (UPWP) for the identified planning area (Planning Regulation 23, CFR, Part 450, Subpart C). The majority of elements required in PSRC's UPWP are included in previous sections of the PSRC's Budget and Work Program. The remainder are identified or referenced here.

PSRC as Coordinating Agency

PSRC was created as a regional planning agency that provides a forum for local governments to work on issues of regional significance. PSRC serves in a coordinating capacity, and supports the activities of local governments, state transportation agencies, and local and regional transit providers through cooperative regional planning. PSRC also serves as a center for the collection, analysis, and dissemination of information vital to citizens and governments in the region by providing baseline population, employment, and transportation forecasts that are used by local agencies as part of their planning activities. Federal laws require the establishment of Metropolitan Planning Organizations (MPOs) in major metropolitan areas around the country to work on regional transportation issues. Each of the four counties – King, Kitsap, Pierce, and Snohomish – are required to be members of an MPO. The governor designates the actual boundaries of the MPO.

Federal Certification Review Recommendations

Every four years, the federal government completes a certification review of PSRC. The purpose of certification is to validate that the MPO is operating according to federal transportation planning laws and regulations and is complying with Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act of 1990. The most recent certification review was conducted in July of 2018. The following recommendations resulted from the review:

Performance Based Planning:

- PSRC should continue to develop a clear and understandable performance-based evaluation system to identify investment priorities and strategies. PSRC should continue to add and refine performance objectives and measures to address Federal requirements as well as local needs.

PSRC adopted the required federal performance targets for transit asset management, safety, pavement and bridge condition, system performance, and the Congestion Mitigation and Air Quality (CMAQ) Improvement Program in 2018. In addition, performance measures were adopted for the 2018 Regional Transportation Plan, and these measures will continue to be refined and coordinated with federal performance-based planning requirements as part of the next plan update. All subsequent required federal targets have been, and will be, adopted by the required deadlines.

Financial Planning / Fiscal Constraint:

- PSRC should further develop a long-term financial plan (*for the Regional Transportation Plan*) that includes additional detail to support justification of future revenue assumptions

and document why these assumptions should be considered reasonable by federal partners.

PSRC will continue to monitor the implementation of the financial strategy of the Regional Transportation Plan, and engage with federal, state and regional partners on new initiatives and approaches to transportation finance. PSRC also monitors current conditions and implementation of new finance mechanisms and projects. The update to the Regional Transportation Plan, to be adopted in May 2022, will provide a refreshed look at the state of current and future financial conditions and expectations.

Interlocal Agreements

PSRC develops and maintains interlocal agreements (memorandums of understanding or agreement) with local and state entities to define responsibilities and procedures between the MPO, state, and transit operators for planning (including corridor and subarea studies) and programming (project selection), as well as between the MPO and State Implementation Plan development agencies for air quality planning responsibilities. PSRC currently maintains the following interlocal agreements relevant to the UPWP:

- MOU for Transportation Planning Coordination and Cooperation between the Puget Sound Regional Council and the Washington State Department of Transportation (WSDOT). Effective May 2016.
- MOA Implementing the Transportation Equity Act for the 21st Century (TEA-21) between the Puget Sound Regional Council, the Puget Sound Clean Air Agency, and the Washington State Department of Ecology. This MOA establishes responsibilities for the development of the Puget Sound region's air quality maintenance plan and the preparation of air quality conformity analyses. Effective December 2001. This MOA is being updated.
- MOU for Planning Coordination and Cooperation between the Puget Sound Regional Council and the Central Puget Sound Regional Transit Authority (Sound Transit); Snohomish County Public Transportation Benefit Area Corporations; City of Everett, Transportation Services; King County Metro; Kitsap Public Transportation Benefit Area Authority; Pierce County Public Transportation Benefit Area Authority; and City of Seattle. Effective November 2017.
- MOA Between the Puget Sound Regional Council and the Central Puget Sound Economic Development District concerning coordination of Economic Planning Efforts between the two Agencies. Effective September 2015.
- Growing Transit Communities Regional Compact, which is the ongoing commitment among public, private, and non-profit partners from around the region to continue the work towards implementing equitable transit communities. Original signatures are kept on file at PSRC.

The entities and agencies listed above all engage in ongoing coordination regarding regionally significant planning activities and provide staff expertise to each other as needed.

Interagency Coordination through PSRC's Boards

In addition to the four counties of King, Kitsap, Pierce, and Snohomish, PSRC's members include 77 cities and towns in the region, the Muckleshoot Tribal Council, the Suquamish Tribe the Puyallup Tribe of Indians and the Tulalip Tribes. Statutory members include the four port authorities of Everett, Seattle, Bremerton and Tacoma; WSDOT; and the Washington State Transportation Commission. Associate members include the Alderwood Water & Wastewater District, the Cascade Water Alliance, Port of Edmonds, Island County, Puget Sound Partnership, Snoqualmie Tribe, Thurston Regional Planning Council, the University of Washington and Washington State University.

PSRC is governed by a General Assembly and Executive Board. The Growth Management and Transportation Policy Boards advise the Executive Board. The boards include all agencies responsible for regional transportation planning, and discussions by the boards include conversations about major regional transportation planning efforts. In addition, 50 percent of the county and city elected officials who serve on PSRC's Executive Board must also serve on transit boards.

All PSRC member jurisdictions and agencies are members of the General Assembly, with votes allocated based on population as indicated in PSRC's Bylaws. Member jurisdictions and agencies are represented at the Assembly by elected officials from the executive and legislative branches of member cities, towns, and counties; port commissioners; tribal council members; and representatives of member state transportation agencies. The Assembly meets at least annually each spring, and votes on key Executive Board recommendations, such as those concerning the annual budget and major policy documents.

Executive Board members are appointed by their General Assembly constituents to represent the member governments. The Board is chaired by the PSRC president and carries out delegated powers and responsibilities between meetings of the General Assembly. It generally meets on the fourth Thursday of each month. The Growth Management and Transportation Policy Boards include representatives of PSRC's member jurisdictions, the Puget Sound Clean Air Agency, and other appropriate representatives of regional business, the state legislature, labor, civic, and environmental groups. The Growth Management Policy Board generally meets on the first Thursday of the month, and the Transportation Policy Board generally meets on the second Thursday of each month.

PSRC also coordinates with and relies on the work of other key technical advisory committees and countywide groups. The countywide groups include the following:

- Kitsap Regional Coordinating Council
- Pierce County Regional Council
- Snohomish County Tomorrow Steering Committee
- Eastside Transportation Program (King County)
- South County Area Transportation Board (King County)
- SeaShore Transportation Forum (King County)

Coordination in Developing the UPWP

In addition to the ongoing coordination between PSRC and other entities undertaking transportation planning activities in the region, formal coordination occurs through the

development and maintenance of the Regional Transportation Plan, the Regional Transportation Improvement Program (TIP), the UPWP, and study committees. For more information, please refer to Task 200 (Transportation Planning) of the Budget and Work Program.

Regional Planning Priorities

The primary planning priority facing the central Puget Sound region continues to be the maintenance and refinement of the Regional Transportation Plan and the programming of transportation investments, including those conducted through PSRC's project selection process for Federal Highway Administration and Federal Transit Administration funds. These efforts are designed to most effectively achieve the policies adopted in VISION 2050, the region's growth management, environmental, economic and transportation strategy.

PSRC completed the most recent version of the Regional Transportation Plan in May 2018. The next update to the plan, currently underway and scheduled for adoption in May 2022, will include demographic and land use changes out to 2050 and will be supportive of VISION 2050 and *Amazing Place*, the Regional Economic Strategy. The plan will be responsive and compliant with all relevant federal and state requirements.

Work related to these regional planning priorities is represented throughout PSRC's Budget and Work Program, with greatest emphasis in element 200 (Transportation Planning).

Regionally Significant Transportation Planning

The UPWP of MPOs such as PSRC is required to include the following:

- Documentation of planning activities to be performed with funds provided under Title 23, USC, and the Federal Transit Act.
- A description of all metropolitan transportation and transportation-related air quality planning activities (including the corridor and subarea studies discussed in §450.318) anticipated within the area during the next one or two year period, regardless of funding sources or agencies conducting activities.

These descriptions should include who will perform the work, the schedule for completing it, and products to be produced. The following text describes regionally significant transportation planning activities in the central Puget Sound region.

Transportation Planning Using Federal Funds

Attached is a list of all planning activities programmed in the 2021-2024 Regional Transportation Improvement Program (TIP) to receive federal funds. The Regional TIP is a four year program of projects that is developed through the regional decision-making process, maintained by PSRC, and updated every two years. Under federal and state legislation, the Regional TIP is required to include all of the region's transportation projects requesting federal transportation funding under Title 23 CFR (Highways) and 49 CFR (Transit), as well as all non-federally funded, regionally significant projects. For more information on any of the projects or programs in the attached list, please refer to the specific entry in the Regional TIP, available at <https://www.psrc.org/our-work/funding/transportation-improvement-program>.

PSRC receives several types of federal funds available through programs established by the Fixing America's Surface Transportation (FAST) Act for transportation projects and programs in the central Puget Sound region. The FAST Act requires the region to develop a funding

recommendation and allocation program to identify, prioritize, and make decisions regarding the funding of transportation projects consistent with the region's long-range Regional Transportation Plan. Overall guidance for the allocation and programming of PSRC funds is provided by VISION 2050, the Regional Transportation Plan, and local comprehensive plans as required by the state Growth Management Act. In addition, PSRC is required to maintain a board-adopted document providing more specific policy direction, guidance, and procedures for recommending projects to receive PSRC funds. The *Policy Framework for PSRC's Federal Funds* serves this purpose.

The framework is updated and adopted prior to PSRC's project recommendation process and corresponding development of a new Regional TIP. The document includes policies and procedures for the recommendation process, as well as the funding estimates available for programming. The most recent version of the Policy Framework was adopted by the Executive Board on January 23, 2020 and is available at <https://www.psrc.org/sites/default/files/00tip-2020policyframeworkforpsrcfederalfunds.pdf>. Projects selected to receive PSRC's funds in 2020 were recommended using the process outlined in the framework, which includes extensive collaboration with local governments, transit agencies, WSDOT, and PSRC. For more information, please refer to Appendix B of the 2021-2024 Regional TIP titled "2020 Project Selection Process" available at <https://www.psrc.org/our-work/funding/transportation-improvement-program>.

PSRC's Transportation Planning

The budget and work program includes a description of PSRC's planning activities. The main emphasis will be on developing the next Regional Transportation Plan, which will plan for growth and investment through 2050. This will include demographic and land use changes as well as updates to reflect new project information and emerging issues such as expansion of passenger only ferry service and new technologies. The update will be supportive of VISION 2050; *Amazing Place*, the Regional Economic Strategy; and will be responsive and compliant with all relevant federal and state requirements. Additional consultant support will be obtained for public involvement and outreach with a strong focus on equity and reaching historically underrepresented populations. PSRC will also continue to advance the work program in the areas of freight, special needs transportation, active transportation, resilience, air quality and climate change, performance-based planning and the financial strategy. Please refer to element 200 (Transportation Planning) of the PSRC work program for a full description of these transportation planning activities.

Transportation Planning by Other Agencies

Additional planning activities for the central Puget Sound region, beyond those included in the Regional TIP and identified in the PSRC budget and work program, are undertaken by a number of agencies. One of PSRC's primary roles as an MPO and Regional Transportation Planning Organization (RTPO) is to coordinate these regional planning activities between the participating jurisdictions, agencies, and interest groups to help ensure the optimal use of limited local, state, and federal resources. The following sections summarize regionally significant transportation planning activities by other agencies in the region.

Washington State Department of Transportation (WSDOT)

WSDOT planning for the central Puget Sound region is carried out by several offices. These include the Northwest and Olympic Regions, Tolling, Public Transportation, Multimodal

Planning, Washington State Ferries, Rail, and Management of Mobility within the Urban Mobility and Access Office. These WSDOT offices plan and manage the state transportation system in the Puget Sound region and coordinate their plans with the Puget Sound Regional Council, Federal agencies and local partners.

WSDOT performs numerous transportation planning and external coordination activities in the Puget Sound region. Some of the key activities are conducted through the WSDOT/MPO/RTPO Coordinating Committee, as well as various corridor and planning studies throughout the region in which PSRC participates. Examples include the Highway System Plan Steering Committee, Investment Strategy Committee, Freight Stakeholder Group, Puget Sound Gateway Program Executive and Steering Committees, and the I-405/SR 167 Interagency Working Group and Executive Advisory Group.

Transit Agencies

There are eight agencies within the central Puget Sound region that provide public transportation service: Community Transit, Everett Transit, King County Metro, Kitsap Transit, Pierce County Ferries, Pierce Transit, Sound Transit, and the City of Seattle. Each of the public transportation agencies in the region are working to implement their long-range plans consistent with PSRC's Regional Transportation Plan. Many of the PSRC planning initiatives, particularly those found in PSRC's transit-related work program, are planning efforts that help the region's public transportation agencies to accomplish their work and implement the projects found within the Regional Transportation Plan.

In addition to this work led by PSRC, the region's transit agencies routinely coordinate and collaborate on planning efforts to support transit riders and implementation of the system. Given the 2020 pandemic and impacts to transit ridership through the region, many of these efforts have focused on ensuring public health and safety. Additional planning projects of regional significance that are being conducted by public transit agencies in PSRC's FY 2022-2023 biennium include:

- **Next Generation ORCA:** The seven transit agencies that make up the region's One Regional Card for All (ORCA) fare system partnership are working together to develop and design the next generation of ORCA fare payment, which is scheduled to come online in phases, beginning in 2021.
- **Expansion of ORCA Lift and New Subsidized Annual Pass Program:** Agencies are working to expand the reach of transit assistance to low-income residents throughout the region, through innovative ways of engagement and distribution of ORCA Lift cards and new subsidized annual passes for customers with the lowest incomes.
- **Long Range Plan Updates and Realignment of Projects:** Transit agencies in the region are planning around the policies and regional growth strategy in the recently adopted VISION 2050 in support of the development of the 2022 Regional Transportation Plan, as well as working with local jurisdictions within their service areas as they update their comprehensive plans. This work is informing updates to each transit agency's long range plan and the realignment of project delivery. Many transit agencies have recently started long range plan updates or intend to start them within the next budget cycle.

Air Quality Planning

The Puget Sound Clean Air Agency (PSCAA) is responsible for carrying out certain requirements of the state and federal Clean Air Acts in King, Pierce, Snohomish, and Kitsap counties. This organization encompasses a variety of sources of emissions including stationary, area and on and off-road mobile sources, except for certain types of stationary sources regulated statewide by the State Department of Ecology. The clean air agency works to adopt and enforce air quality regulations, sponsor voluntary initiatives to improve air quality and educate people and businesses about clean-air choices.

PSCAA and the Washington State Department of Ecology (Ecology) develop and administer the State Implementation Plan for Air Quality (SIP) in the Puget Sound region, in cooperation with the Environmental Protection Agency and with the assistance of PSRC and other stakeholders. The SIP provides a blueprint of how maintenance and nonattainment areas will meet the National Ambient Air Quality Standards (NAAQS). In developing the plan, PSCAA and Ecology, in coordination with these other agencies, prepare emission inventories, conduct air quality modeling, develop control strategies and voluntary measures, prepare motor vehicle emission budgets, and ensure compliance with the Washington State Environmental Policy Act (SEPA) and the National Environmental Policy Act (NEPA). PSRC provides transportation and emissions data and technical expertise required to complete the SIP for the Puget Sound Region.

PSRC is responsible for demonstrating conformity of the long-range regional transportation plan and the four-year Transportation Improvement Program (TIP) to the SIP, under the requirements of the federal Clean Air Act, Fixing America's Surface Transportation (FAST) Act and the Washington Clean Air Act. The intent of transportation conformity is to ensure that new projects, programs and plans do not impede an area from meeting and maintaining air quality standards. Formal consultation procedures for conducting conformity analyses are required under federal and state conformity rules, a major task of which is the presentation of methodologies and assumptions. PSRC holds a public scoping meeting with federal, state, and local agencies to present the key analytical assumptions involved in the conformity analysis. Those invited to the meeting include representatives from the following agencies (referred to as PSRC's air quality consultation partners): the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), EPA, the Washington State Department of Transportation (WSDOT), Washington Department of Ecology, and Puget Sound Clean Air Agency (PSCAA).

In addition to SIP and conformity work, PSRC and PSCAA provide technical expertise and assistance to each other for various work programs related to air quality planning. For example, PSCAA participates as a member of PSRC's Regional Project Evaluation Committee, which has a lead role in PSRC's project selection process for federal funds. PSRC participates on PSCAA's advisory committees and stakeholder processes as appropriate (PSRC is currently appointed to the PSCAA Advisory Council). In addition, PSRC works on a regular basis with the air quality consultation partners mentioned above to coordinate and assist with air quality issues affecting the region, including the emerging issues related to reducing greenhouse gases and addressing climate change.

Tribal Governments

The central Puget Sound region is home to nine federally recognized tribal governments: Muckleshoot Indian Tribe, Puyallup Tribe of Indians, Tulalip Tribes, Sauk-Suiattle Indian Tribe, Port Gamble S'klallam Tribe, Snoqualmie Indian Tribe, Stillaguamish Tribe of Indians, The

Suquamish Tribe, and Nisqually Indian Tribe, which also coordinates with the Thurston Regional Planning Council. The region is also home to the Duwamish Tribe.

PSRC encourages full involvement of Tribes in the development of the Regional Transportation Plan, the Transportation Improvement Program, and other regional planning. Consultation may include outreach meetings, sending informational letters, newsletters, and emails, providing presentations, and attending meetings. PSRC will also continue participating on and hosting meetings of WSDOT's statewide Tribal Transportation Planning Organization (TTPO), including supporting specific events the TTPO puts on. This statewide planning forum is a good venue to present and get feedback on PSRC work program efforts from Tribes that choose to participate in the TTPO. The Washington Indian Transportation Policy Advisory Committee (WITPAC), which WSDOT also convenes, discusses issues related to MPOs from time to time. Upon invitation, PSRC will attend these meetings when MPO and other relevant matters are on the agenda.

Tribal governments are encouraged to become PSRC members, which includes voting seats on the Transportation and Growth Management Policy Boards, as well as being able to vote at PSRC's General Assembly. The Muckleshoot Indian Tribe, Puyallup Tribe of Indians, Suquamish Tribe and the Tulalip Tribes are PSRC members. The Snoqualmie Indian Tribe is an associate PSRC member. Tribes that are current PSRC members have also been invited to participate in specific committees, including the Regional Project Evaluation Committee, Regional Staff Committee, and Special Needs Transportation Committee.

All Tribes are included in outreach efforts related to the agency's work on transportation, land use and economic development planning. PSRC will evaluate the effectiveness of its efforts with the goal of continuously improving the coordination between PSRC and the Tribes in regional affairs.

Planning Activity & Budget and Work Program Reference	Budget and Work Program Element:
<p>Program Administration</p> <p><u>References:</u></p> <p>a. <i>Regional Planning, Sub-Task 1</i></p> <p>b. <i>Growth Management Planning, Sub-Task 1</i></p> <p>c. <i>Transportation Planning, Sub-Task 1 & 6</i></p> <p>d. <i>Data, Sub-Task 1</i></p> <p>e. <i>Administration, Sub-Task 1</i></p>	<p>a. <u>Program Management:</u> The Directors of Regional Planning, Growth Management Planning, Transportation Planning and Data manage and administer their respective work programs, including compliance with all federal and state rules and regulations.</p> <p>b. <u>Regional and Statewide Coordination:</u> PSRC coordinates with local, regional, state, tribal and federal partners, and other government entities.</p> <p>c. <u>Professional Development:</u> PSRC provides internal administrative support, including all aspects of human resources.</p>
<p>Unified Planning Work Program</p> <p><u>Reference:</u> <i>Administration, Sub-Task 1</i></p>	<p>Develop the two-year budget and work program, detailed project milestones, progress reports, dues schedule, and related documentation.</p>
<p>Public and Stakeholder Participation and Education</p> <p><u>Reference:</u> <i>Communications, Sub-Task 13</i></p>	<p>Work with federal partners to assure that the agency's public participation plan and public involvement strategies meet and exceed federal requirements relating to engaging traditionally underserved communities, engaging people with limited English proficiency, disabled individuals, and native tribes.</p>
<p>Tribal Consultation</p> <p><u>References:</u> <i>Communications, Sub-Task 2 & 3 and Transportation Planning, Sub-Task 6</i></p>	<p>The central Puget Sound region is home to nine federally recognized tribal governments. PSRC will continue to conduct ongoing outreach, consultation and coordination with tribes on transportation planning issues.</p>
<p>Data Acquisition, Analysis & Reporting</p> <p><u>Reference:</u> <i>Data – All Sub-Tasks</i></p>	<p>The Data Department develops and maintains effective data collection, management, and analysis tools to support all PSRC activities including planning, modeling, forecasting, and technical assistance to local jurisdictions.</p>
<p>Metropolitan Transportation Plan</p> <p><u>Reference:</u> <i>Transportation Planning, Sub-Task 2</i></p>	<p>PSRC prepares, maintains, and updates the region's long-range transportation plan every four years. The next update will incorporate population and employment forecasts out to 2050; continue implementation of the regional integrated transit network; and address key issues such as equity, safety and access to transit.</p>

Transportation Improvement Program <u>References:</u> <i>Transportation Planning, Sub-Task 3</i>	This work element provides for the development and maintenance of a Regional Transportation Improvement Program (TIP) with an emphasis on customer service, conducting the project selection processes for the federal funds PSRC manages, and implementing regional policy related to the effective use of PSRC funds and the timely delivery of projects to implement the Regional Transportation Plan.
Air Quality Conformity <u>Reference:</u> <i>Transportation Planning, Sub-Task 4</i>	PSRC will continue working with planning partners to monitor air quality issues in the region, estimate regional emissions and ensure conformity of the Regional Transportation Plan and the Regional Transportation Improvement Program to the State Implementation Plan for Air Quality.
Congestion Management Process <u>Reference:</u> <i>Transportation Planning, Sub-Task 2 and Milestone 3</i>	PSRC has integrated the Congestion Management Process into the agency-wide performance trends and performance-based planning program, including as part of the Regional Transportation Plan. Work continues to improve these processes, including refined measures and baseline inventories leading up to the next transportation plan update.
Intelligent transportation Systems <u>Reference:</u> <i>Transportation Planning, Sub-Task 2</i>	PSRC convenes, facilitates and coordinates ongoing work of the Regional Traffic Operations Committee (RTOC). The agency also develops and maintains the Regional ITS Architecture as well as other planning activities related to ITS and regional operations.
Planning Consultation and Services <u>Reference:</u> <i>Transportation Planning, Sub-Task 6</i>	PSRC will continue to participate in national, state, regional, and local transportation planning efforts.
Title VI Plan and Annual Report <u>Reference:</u> <i>Administration, Sub-Task 2</i>	PSRC will coordinate Title VI reporting, including actions in response to FHWA and FTA's certification report.
Action Strategy -Biennial Report <u>Reference:</u> <i>Transportation Planning, Sub-Task 1 & 2</i>	PSRC prepares a biennial report on the region's progress implementing the Regional Transportation Plan and also summarizes the region's transportation investment priorities for the coming decade.
Certify transportation elements of comprehensive plans <u>Reference:</u> <i>Growth Management Planning, Sub-Task 6</i>	PSRC will continue conducting certification reviews that improve the overall coordination and compatibility of planning efforts.

Coordinated Human Service Transportation Plan Ladders of Opportunity <u>Reference:</u> <i>Transportation Planning, Sub-Task 2</i>	PSRC develops and maintains the Coordinated Transit-Human Services Transportation Plan. Consistent with the Ladders of Opportunity initiative, PSRC will develop and use performance measures and analytical methods to assess the transportation system's connectivity to essential services, particularly for traditionally underserved populations.
Participate in statewide activities related to the Highway System Plan and other modal plans as appropriate <u>Reference:</u> <i>Transportation Planning, Sub-Task 6</i>	PSRC will continue to participate in state transportation planning such as corridor plans, the Highway System Plan and various modal planning programs.
WA State Policy Goal: Economic Vitality FAST Act Planning Factor: Economic Vitality <u>References:</u> <i>Economic Development District Support, All Sub-Tasks and Transportation Planning, Sub-Task 2</i>	In 2003, the Economic Development District (EDD) merged with the PSRC. The EDD carries out several tasks to ensure economic vitality within the region including the Regional Economic Strategy which is incorporated in VISION 2050 and the Regional Transportation Plan.
WA State Policy Goal: Preservation FAST Act Planning Factor: Preservation <u>Reference:</u> <i>Transportation Planning, Sub-Task 2</i>	Preservation and maintenance of the existing transportation system is a key goal of the Regional Transportation Plan. PSRC's ongoing work program includes significant efforts focused on keeping the region's transportation system in a state of good repair, including extensive outreach to member agencies for investment needs to be reflected in the Regional Transportation Plan financial strategy.
WA State Policy Goal: Safety FAST Act Planning Factor: Safety <u>Reference:</u> <i>Transportation Planning, Sub-Task 2 & 3</i>	Safety continues to be a key issue in PSRC's transportation planning programs. Safety is one of the key policy focus areas in the Regional Transportation Plan and incorporated in the project evaluation criteria for PSRC's project selection processes. Reports are provided to PSRC boards on safety performance trends and progress towards the state's Target Zero Plan.
FAST Act Planning Factor: Security <u>Reference:</u> <i>Transportation Planning, Sub-Task 2 & 5</i>	PSRC coordinates with partner agencies on safety & security efforts related to transportation as applicable. A related work program is the effort to advance resilience and preparedness to climate and other impacts.
WA State Policy Goal: Mobility FAST Act Planning Factor: Accessibility & Mobility of People & Freight	PSRC coordinates the long-range regional transportation planning work in the four-county region. The Regional Transportation Plan includes a variety of mobility elements for all users of the system, including transit, freight, special needs

<p><u>References:</u> <i>Transportation Planning, Sub-Task 2</i></p>	<p>transportation, nonmotorized access and others. PSRC convenes staff committees on transit, freight, special needs transportation and other topics on a monthly, bi-monthly or quarterly basis.</p>
<p>WA State Policy Goal: Environment</p> <p><u>References:</u> <i>Growth Management Planning, Sub-Task 9 and Transportation Planning, Sub-Task 5</i></p>	<p>The PSRC SEPA Official communicates PSRC's comments on regionally significant environmental documents and functions as the SEPA Responsible Official when PSRC prepares environmental documents. PSRC also will continue to work with partners to monitor air quality emissions and climate change issues.</p>
<p>FAST Act Planning Factor: 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.</p> <p><u>References:</u> <i>Growth Management Planning, Sub-Task 2, and Transportation Planning, Sub-Task 2 & 3</i></p>	<p>The objective of the Growth Management Planning element is to implement VISION 2050 as the region's growth management, environmental, economic and transportation strategy, ensure conformity and consistency of local plans and policies with state and regional planning requirements, and provide technical assistance on PSRC plans, policies, and programs.</p> <p>The Regional Transportation Plan and the distribution of the federal funds PSRC manages are designed to develop a sustainable, multimodal transportation system that supports the policies and regional growth strategy in VISION.</p>
<p>MAP-21 Implementation</p> <p>Performance Measures</p> <p><u>References:</u> <i>Transportation Planning, Sub-Task 2 & 3</i></p>	<p>PSRC has completed the first set of federal performance-based planning targets, and continues working with WSDOT on required updates and implementation. The Regional Transportation Plan and the development of the Regional Transportation Improvement Program use a consistent set of performance measures to implement regional goals and federal policy.</p>
<p>WA State Policy Goal: Stewardship</p> <p>FAST Act Planning Factor: System Management and Operation</p> <p><u>References:</u> <i>Transportation Planning, Sub-Task 2</i></p>	<p>PSRC supports ongoing planning activities related to transportation system management and operations including the Regional Transportation Operators Committee. The Regional Transportation Plan supports the commitment to continuously improve the quality, effectiveness, and efficiency of the transportation system.</p>
<p>Models of Regional Cooperation</p> <p><u>Reference:</u> <i>Transportation Planning, Sub-Task 6</i></p>	<p>PSRC will continue to participate in national, state, regional, and local transportation planning efforts. Data sharing and coordination is a frequent part of this type of collaboration, particularly at the state and local levels.</p>

Interlocal Agreements <i>Reference: Administration, Sub-Task 2</i>	PSRC maintains several Interlocal agreements that are maintained and updated on an as needed basis.
Website Requirement <i>References: Administration, Sub-Task 4c & 6</i>	PSRC maintains an extensive website at www.psrc.org that contains extensive regional data and information. This website is refreshed daily with blog posts regarding economic, transportation and land use issues within the four-county region.
FAST Act Planning Factor: Enhance the integration and connectivity of the transportation system, across and between modes, people and freight <i>Reference: Transportation Planning, Sub-Task 2</i>	As part of the Regional Transportation Plan, PSRC has developed an Active Transportation Plan as well as a Regional Integrated Transit Network that reflects the long-range transit service planning of all the transit agencies in the region. PSRC also works closely with the Ports, the State of Washington and freight stakeholders through ongoing regional planning work.
FAST Act Planning Factor: Improve resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation <i>Reference: Transportation Planning, Sub-Task 2 & 5</i>	PSRC will continue to work with local planning agencies on system resiliency. Reliability is a system performance measure of the Regional Transportation Plan, including for freight. PSRC continues to refine cost estimates related to mitigating stormwater impacts in the region.
FAST Act Planning Factor: Enhance travel and tourism <i>Reference: Economic Development District, Sub-Task 1 & Regional Planning, Sub-Task 3</i>	PSRC's Economic Strategy contains a Tourism cluster. Additionally, tourism is a consideration in PSRC aviation planning.

Regional Transportation Planning Activities with Federal Funding in the 2021-2024 Regional Transportation Improvement Program

Project Sponsor	Project ID	Project Title	Funding Source	Federal Funds	Total Cost of Planning Phase
Port Orchard	PO-10	Bay Street Pedestrian Pathway West, Situational Study	STP/UL	\$490,000	\$566,474
Poulsbo	PB-19	Poulsbo Complete Streets Plan	STP/US	\$215,000	\$250,000
PSRC	PSRC-11	Rural Town Centers and Corridors - Planning and Capital Program	STP/UL	\$5,470,000	\$6,953,107
PSRC	PSRC-23	Regional Transportation Planning and Programming, FY22-23	STP/UL, FTA 5307	\$3,500,000	\$5,107,500
PSRC	PSRC-24	Regional Transportation Planning and Programming, FY24-25	STP/UL, FTA 5307	\$4,500,000	\$5,437,140
Roy	ROY-2	Yelm Prairie Line Trail	STP/US	\$45,000	\$52,023
Seattle	SEA-244	Pilot Program for TOD	FTA Discretionary	\$1,750,000	\$2,655,000
Tacoma	TAC-105	Links to Opportunity	FTA Discretionary	\$1,160,000	\$1,450,000

Title VI Notice to Public

It is the Washington State Department of Transportation's (WSDOT) policy to assure that no person shall, on the grounds of race, color, national origin or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities. Any person who believes his/her Title VI protection has been violated, may file a complaint with WSDOT's Office of Equal Opportunity (OEO). For additional information regarding Title VI complaint procedures and/or information regarding our non-discrimination obligations, please contact OEO's Title VI Coordinator at (360) 705-7090.

Americans with Disabilities Act (ADA) Information

This material can be made available in an alternate format by emailing the Office of Equal Opportunity at wsdotada@wsdot.wa.gov or by calling toll free, 855-362-4ADA(4232). Persons who are deaf or hard of hearing may make a request by calling the Washington State Relay at 711.

Notificación de Título VI al Público

Es la política del Departamento de Transporte del Estado de Washington el asegurarse que ninguna persona, por razones de raza, color, nación de origen o sexo, como es provisto en el Título VI del Acto de Derechos Civiles de 1964, ser excluido de la participación en, ser negado los beneficios de, o ser discriminado de otra manera bajo cualquiera de sus programas y actividades financiado con fondos federales. Cualquier persona quien crea que su protección bajo el Título VI ha sido violada, puede presentar una queja con la Comisión Estadounidense Igualdad de Oportunidades en el Empleo. Para obtener información adicional sobre los procedimientos de queja bajo el Título VI y/o información sobre nuestras obligaciones antidiscriminatorias, pueden contactar al coordinador del Título VI en la Comisión Estadounidense de Igualdad de Oportunidades en el Empleo 360-705-7090.

Información del Acta Americans with Disabilities Act (ADA)

Este material es disponible en un formato alternativo enviando un email/correo electrónico a la Comisión Estadounidense de Igualdad de Oportunidades en el Empleo wsdotada@wsdot.wa.gov o llamando gratis al 855-362-4ADA (4232). Personas sordas o con discapacidad auditiva pueden solicitar llamando Washington State Relay al 711

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Purpose of the Guidance

This Unified Planning Work Program (UPWP) Guidance is intended 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. This guidance is not intended to be a comprehensive summary of all federal and state requirements¹.

The guidance identifies federal and state emphasis areas. The emphasis areas may include long-standing tasks in regulation that need attention, MAP-21/FAST Act tasks still in process, as well as federal and state initiatives.

The guidance serves as a resource to assist MPOs and RTPOs, to:

- Meet federal UPWP requirements in [23 CFR 450.308](#) and [23 CFR 420.111](#); [49 USC § 5303](#), [49 USC § 5305](#) and [FTA Circular 8100.1C](#)
- Fulfill reporting requirements identified in the MPO/RTPO funding agreement
- Provide sufficient detail to determine eligibility of work tasks, programs, and activities, and allow the state to recommend approval of UPWPs to the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA)

MPOs and RTPOs shall have the flexibility to develop the UPWP in a way that best meets their needs. MPOs and RTPOs are encouraged to list and/or group the required and suggested tasks in a way that makes performing and reporting on the work convenient.

SFY 2022 Unified Planning Work Program

Required Level of Detail for all Work Tasks

Each MPO and/or RTPO, in cooperation with WSDOT and the public transportation operator(s), is required to develop a UPWP that includes a discussion of the planning priorities within the planning area boundaries. For all tasks identified, the UPWP shall describe:

- Work proposed for the next one or two-year period by major activity and task
- For MPOs, how the proposed activities address the planning factors in [23 CFR 450.306](#)
- Descriptions of work in sufficient detail to indicate per [23 CFR 450.308](#) and [23 CFR 420.111](#):
 - Who will perform the work (e.g., MPO, State, public transportation operator, local government, or consultant)?
 - The schedule for completing the work
 - The resulting products
 - The proposed funding by funding source
 - A summary of the total amounts and sources of federal and matching funds (this includes federal funds from sources other than Title 23 U.S.C. and/or Title 49 U.S.C.)
 - Unfunded tasks

¹ WSDOT provides a comprehensive summary of the relevant federal and state requirements for MPOs and RTPOs, respectively available at <https://www.wsdot.wa.gov/planning/TribalRegional.htm>

Because these documents also serve as public-facing work programs that inform citizens and stakeholders of the planning work to be done over the next fiscal year(s) please consider making your descriptions concise and avoid jargon where possible.

Required Tasks

Based on state and/or federal requirements, the following tasks must be included in your UPWP. A check mark has been placed in each row to indicate whether it is a task required for an RTPO, an MPO, and/or a Transportation Management Area (TMA). Each task identified below is not required to be individually listed and/or tracked in your UPWP, but they should be addressed in some way. Please feel free to organize these and other tasks you identify in a way that best suits your organization's needs.

TASK	RTPO	MPO	TMA
Program Administration	✓	✓	✓
Unified Planning Work Program	✓	✓	✓
Annual Performance and Expenditure Report	✓	✓	✓
Public Participation/Education	✓	✓	✓
Tribal Involvement	✓	✓	✓
Long-Range Transportation Plan	✓	✓	✓
Transportation Improvement Program (TIP)	✓	✓	✓
Coordination with Other Planning Organizations	✓	✓	✓
Title VI Plan and Reporting	✓	✓	✓
Coordinated Public Transportation – Human Services Transportation Plan (CPT-HSTP)	✓		
Comprehensive Plan Certification	✓		
Self-Certification		✓	✓
Transportation Performance Management		✓	✓
Congestion Management Process			✓
Federal Certification Review (4-year cycle)			✓
Work identified to address corrective actions/recommendations from certification reviews			✓

Federal Emphasis Areas

The Federal Highway Administration and Federal Transit Administration would like MPOs to place an emphasis on the performance-based planning requirements, including developing data and targets, as well as reflecting Performance-Based Planning and Programming and Transportation Performance Management in the Transportation Improvement Program, Metropolitan Transportation Plan, and overall transportation planning process.

State 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 during state fiscal year 2022.

Administrative

WSDOT is requesting that MPOs and RTPOs consider the following:

- Consider transitioning to a two-year UPWP. Transitioning to a two-year UPWP, beginning July 1, 2021, and future biennia can provide for closer alignment with the biennial budget cycle. It should be noted that federal statutes allow MPOs the option to do one-year UPWPs. Transitioning to a two-year UPWP is simply a recommendation.
- Ensure your website is current and the public is informed on what the MPO/RTPO is working on. The public should be able to find what the organization is currently working on and the issues it is facing. It should also be clear and easy to find policy board and committee membership, meeting dates, agendas, meeting summaries, and important events, etc., on your website.
- Governing documents should be posted online. Governance documents are public documents and should be easily accessible on the website. These include Interlocal Agreements, bylaws, and policies. This practice also allows peer MPOs and RTPOs to look for good examples to follow when developing their governance documents.

Planning Collaboration

WSDOT will be developing multiple statewide plans during SFY 2022. MPOs and RTPOs are requested to set aside resources to collaboratively develop and/or review the plans. Plans and efforts expected to be developed during SFY 2022 include:

- Highway System Plan: MPOs and RTPOs are encouraged to participate in the Highway System Plan steering committee and engage with WSDOT during the development of the plan.
- Multimodal Investment Strategy: MPOs and RTPOs are invited to engage with WSDOT to explore ways to improve the state's system for making transportation investment decisions and to participate with WSDOT in a process to develop a shared problem statement, establish a vision, and identify principles for collaboration.

Federal Functional Classification (FFC)

All states are required to maintain and update their respective Federal Functional Classification (FFC) network (23 CFR 470). WSDOT encourages all local agencies, MPOs, and RTPOs to periodically review their respective Functional Classification Networks to ensure that system continuity, accessibility, and mobility needs are being met based on the Guidelines for Amending Functional Classification in Washington State. We also suggest reviewing any unbuilt proposed routes that have been on the system for six years or more. If construction for these projects is not reasonably expected to begin within the STIP 4-year timeframe, consider removing them from the network for now.

If the MPO and RTPO member agencies review their FFC network, request additions and corrections as needed, and comment on the viability of legacy proposed unbuilt routes, it will aid WSDOT's efforts leading up to the Urban Boundary Review/Adjustment process resulting from the 2020 Census.

Financial Accounting

MPOs and RTPOs are encouraged to be as complete and transparent as possible in the UPWP budget. The UPWP should clearly identify all fund sources expected to be utilized in the delivery of the work program. In addition to expected expenditures, fund sources (revenues) should be identified, **including any available rollover from the previous year**, and account for any applicable matching funds. This will provide MPOs additional flexibility as they are reimbursed from the budgeted amounts.

If consultants will be used to implement portions of the UPWP, MPOs and RTPOs should clearly identify which tasks will be supported by consultants. The funds expected to be used for consultant contracts should also be identified. **WSDOT requests that a table of all expected consultant contracts also be included in the UPWP.**

The Annual Performance and Expenditure Report should clearly identify funds expended (by source and task) compared to the budgeted amount, **including a table that summarizes overall budgeted versus actual expended amounts.** Significant differences should be accompanied with an explanation for the difference.

For more guidance on financial accounting in the UPWP, please see the Budget section or the SFY 2021 Performance and Expenditures Report section of this guidance document.

Budget

The UPWP should **identify the expected revenues and planned expenditures by fund type.** It should also **account for any federal funds that are being rolled over from the previous year. WSDOT cannot reimburse funds that exceed the amount included in the approved UPWP, e.g., carry-forward funds allocated to the MPO but not in the UPWP.** Fund sources being used as match to federal funds should also be included in the financial table. In addition to FHWA PL and FTA 5303 funds, [23 CFR 450.308](#) requires that UPWPs list other federal funding that will be used for transportation planning. If the MPO or RTPO expects to use STBG funds to supplement its program, **all subcomponents of STBG funds (e.g. STBG-UL, STBG-US, STBG-R) should be individually identified in the funding table as well.** Two sample tables, *Revenues by Fund Type* and *Expenditures by Task*, have been prepared for your consideration and are included in Appendix A – Sample Financial Tables (excel files containing the example budget tables are available upon request). It is not required that your financial tables be formatted in this way, but WSDOT requests that each MPO/RTPO provide a comparable level of financial detail.

Amending the UPWP

MPOs and RTPOs should document their amendment process in their UPWPs, including when an amendment is needed. The WSDOT Tribal and Regional Integrated Planning Office (TRIP) approves UPWP amendments for RTPOs. FHWA and FTA jointly approve UPWP amendments for all MPOs following a recommendation for approval from TRIP. Your Regional Coordinator in TRIP is always available to assist in the amendment process. For cases when it is unclear whether a formal UPWP amendment is needed, MPOs should work with TRIP and consult with FHWA/FTA if necessary.

SFY 2021 Performance and Expenditures Report

The Performance and Expenditures Report should summarize progress made on approved UPWP tasks, programs, and planning activities. The monthly invoice detail provides useful information when developing the annual report.

WSDOT is required by [23 CFR 420.117](#) to submit MPO annual performance and expenditure reports to FHWA and FTA, including a report from each MPO, which contain at a minimum:

- Comparison of actual performance with established goals
- Progress in meeting schedules
- Status of Expenditures in a format compatible with the work program, including a comparison of budgeted amounts and actual expenditures

- Cost overruns or underruns
- Approved work program revisions
- Other pertinent supporting data

If actual expenditures vary considerably from the UPWP budgeted amount, please provide a brief explanation for the variance.

As much as possible, when creating the annual performance and expenditures report, please try to mirror the formatting and organization used in the UPWP. **Please consider including table that summarizes overall budgeted versus actual expended amounts.**

SFY 2021 performance and expenditure reports are due to WSDOT by September 30, 2021 for all Washington MPOs and RTPOs.

The Lewis-Clark Valley MPO's performance and expenditure report is due by December 31, 2021.

UPWP Development Schedule

Key Date	Key Action and Responsible Agencies
On or before December 31, 2020	WSDOT Tribal and Regional Integrated Planning Office (TRIP) provides estimated planning funding allocations to MPOs and RTPOs for SFY 2022.
February 2021	WSDOT TRIP schedules UPWP coordination meetings among WSDOT, FHWA, FTA, and the MPOs/RTPOs (as applicable).
Three weeks prior to date of onsite coordination meeting	MPOs send draft UPWPs electronically to the WSDOT TRIP, FHWA and FTA. RTPOs send draft UPWPs electronically to the WSDOT TRIP. Note: draft UPWPs should include preliminary budget information.
April – May 2021	WSDOT TRIP, Public Transportation Division, WSDOT Region Planners, FHWA, and FTA representatives meet with MPOs to discuss the draft UPWPs. <i>Note: WSDOT will meet separately with RTPOs not affiliated with MPOs during this same time period.</i>
May - June 2021	MPOs and RTPOs take final UPWPs to Policy Boards for adoption.
June 14, 2021	MPOs and RTPOs submit the adopted UPWPs electronically to the WSDOT TRIP.
June 21, 2021	WSDOT TRIP submits MPO adopted UPWPs electronically to FHWA/FTA for approval
June 30, 2021	FHWA/FTA UPWP issue formal approval
July 1, 2021	Approved SFY 2022 UPWP work begins

On-Site Coordination Meeting and Draft Agenda

For your convenience, we are providing an agenda template for the spring MPO/RTPO on-site UPWP coordination meetings. **Please modify this sample agenda as appropriate and distribute before the meeting.**

These meetings typically last approximately 2 hours, based on the need for discussion, and will be scheduled in the spring of 2021.

Agenda Template MPO/RTPO SFY 2022 Unified Planning Work Program On-Site Coordination Meeting

#	Topic	Responsible Organization
1.	Safety Briefing, Introductions, Meeting Objectives	WSDOT
2.	MPO/RTPO Presentation <ul style="list-style-type: none">a. Successes and Key Accomplishments – SFY 2021b. Major work in progressc. Issues and challenges facing the MPO/RTPOd. Overview of membership, organizational structure, and decision-making processese. Tribal consultation processf. Federal performance measures and target-setting/Performance Based Planning and Programming and Transportation Performance Management	MPO/RTPO (no more than 20 mins)
3.	Overview of the proposed SFY 2022 Unified Planning Work Program	MPO/RTPO
4.	How can the federal and state team assist more?	All
5.	Federal Agency Feedback <ul style="list-style-type: none">• Identify high points• Provide comments and feedback	FHWA and FTA
6.	State Feedback <ul style="list-style-type: none">• Identify high points• Provide comments and feedback	WSDOT
7.	Next Steps <ul style="list-style-type: none">• Any follow up action• Policy Board adoption date	All
8.	Closing Comments	All

Appendix A – Sample Financial Tables

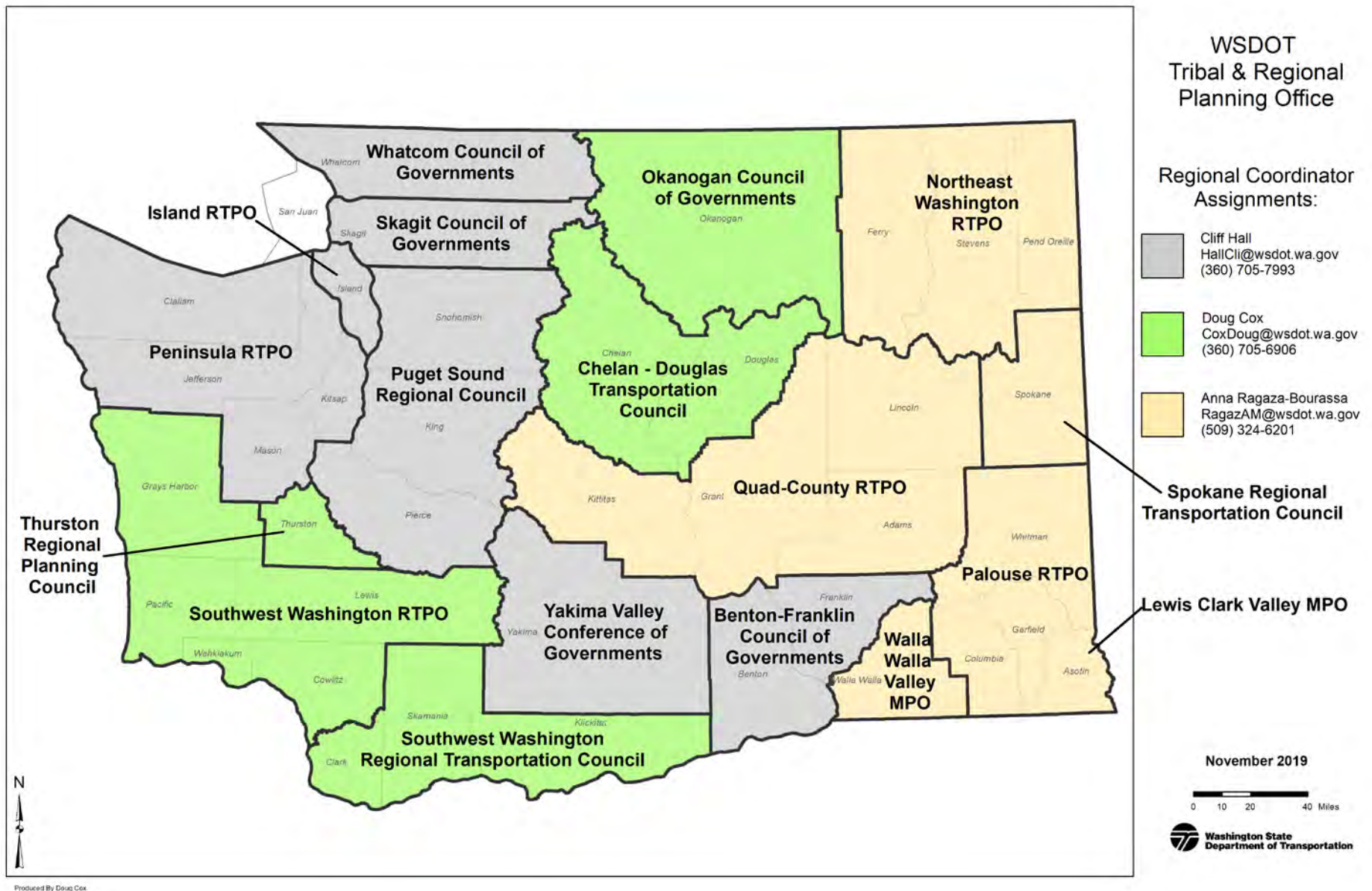
Sample Expenditures by Task Table

SFY XXXX Unified Planning Work Program Proposed Budget (MPO / RTPO)															
		FHWA - PL			FHWA - STBG			FTA - 5303			STATE - RTPO	TASK FUNDING SUMMARY			
Task Code	Task Description	Total 100%	PL 86.5%	Local Match 13.5%	Total 100%	STBG 86.5%	Local Match 13.5%	Total FTA 100%	FTA 86.5%	Local Match 13.5%		FEDERAL	STATE - RTPO	LOCAL	TOTAL
	Program Administration														
	Task A		0	0		0	0		0	0		0	0	0	0
	Task B		0	0		0	0		0	0		0	0	0	0
	Task C		0	0		0	0		0	0		0	0	0	0
	Task D		0	0		0	0		0	0		0	0	0	0
	Administration Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Transportation Planning														
	Task E		0	0		0	0		0	0		0	0	0	0
	Task F		0	0		0	0		0	0		0	0	0	0
	Task G		0	0		0	0		0	0		0	0	0	0
	Task H		0	0		0	0		0	0		0	0	0	0
	Transportation Planning Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Data Collection and Analysis														
	Task I		0	0		0	0		0	0		0	0	0	0
	Task J		0	0		0	0		0	0		0	0	0	0
	Task K		0	0		0	0		0	0		0	0	0	0
	Data Collection and Analysis Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Transportation Improvement Program (TIP)														
	Task L		0	0		0	0		0	0		0	0	0	0
	Task M		0	0		0	0		0	0		0	0	0	0
	Task N		0	0		0	0		0	0		0	0	0	0
	Transportation Improvement Program (TIP) Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	RTPO Planning Duties (in addition to the above requirements)														
	Task O													0	0
	Task P													0	0
	Task Q													0	0
	Task R													0	0
	Task S													0	0
	RTPO Planning Duties Total										0			0	0
	UPWP TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Sample Expenditures and Revenues by Fund Type Table

Expenditures and Revenue by Fund Type								
Federal Funds								
Funding Source	Program Administration	Transportation Planning	Data Collection and Analysis	Transportation Improvement Program	Total Estimated SFY XXXY Expenditures	Carry Forward from XXXX	Total Estimated Revenue	Est. Carry Forward to XXXZ
FHWA PL								
Local Match 13.5%						N/A		
FTA 5303								
Local Match 13.5%						N/A		
FTA 5310						N/A		
FHWA STBG Planning Federal Funds						N/A		
Local Match 13.5%						N/A		
Total								
State Funds								
	Program Administration	Transportation Planning	Data Collection and Analysis	Transportation Improvement Program	Total Estimated SFY XXXY Expenditures	Carry Forward from XXXX	Total Estimated Revenue	Est. Carry Forward to XXXZ
RTPO						N/A		N/A

Appendix B: Get Hip with TRIP



Doug Cox



Originally from Pittsburgh, Pennsylvania, Doug has called Washington home since 2004. Prior to coming to the Tribal and Regional Integrated Planning Office, Doug learned the joys of regional planning as

the manager for the Island Regional Transportation Planning Organization. When not at work, he spends his time cycling around Olympia and hanging out with his two young children.

Cliff Hall



With over 19 years of experience working as a liaison between MPOs, RTPOs, and WSDOT, Cliff is our most seasoned regional coordinator. He's been instrumental in shepherding agreements, processing TIP amendments,

establishing context, and providing astute "Cliffisms" that help this work move forward. Fun fact: Cliff is a talented guitar player and singer, focusing on classic rock and roll.

Megan Nicodemus

Megan is WSDOT's Tribal Liaison for the eastern portion Washington state. One quarter of Megan's time is spent helping TRIP work to improve and increase tribal coordination, facilitate the Tribal Transportation Planning Organization, and manage the National Tribal Transportation Facilities Inventory. While not assigned as a liaison to any particular organization, Megan is happy to help with tribal coordination issues for any of our partner MPOs and/or RTPOs. Megan has been with WSDOT since 2007 and a Washington state employee for over 20 years and she is an active member of the Coeur d'Alene Tribe.

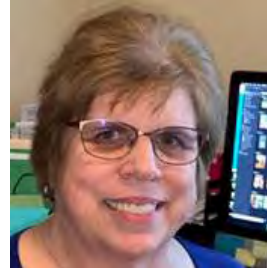
Anna Ragaza-Bourassa



Anna is the newest member of the TRIP team, joining us in October of 2019! Prior to a brief stop in WSDOT's Eastern Region Planning Office, Anna was a key member of Spokane Regional Transportation

Council's staff for more than 15 years. Anna spends most of her free time trying to keep up with her two sons and loves camping, yoga, and long bike rides.

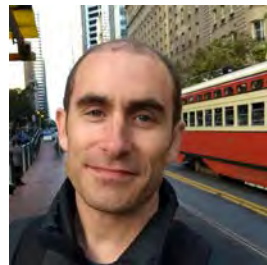
Gail Renschler



Gail is TRIP's fiscal expert. In addition to processing invoices, reviewing balances, and obligating federal funding, she's the glue that keeps the team together. Her positive attitude and infectious smile inspire us

all to serve you better. Gail has kindly declined our pleadings to delay her retirement and is planning on taking some time to see more of the country, beginning April 1, 2020.

Gabe Philips



Gabe has been in the Tribal and Regional Integrated Planning Office since April of 2019.

Before that he worked in WSDOT's Public Transportation Division, Skagit Council of Governments, and worked as a

consultant. He has a keen interest in regional transportation planning, governance, and collaboration. Gabe recently relocated his family to Spokane and is looking forward to mountain biking, hiking, and playing pickle ball with his retired father.

Regional Transportation Planning Activities with Federal Funding in the 2021-2024 Regional Transportation Improvement Program

Project Sponsor	Project ID	Project Title	Funding Source	Federal Funds	Total Cost of Planning Phase
Port Orchard	PO-10	Bay Street Pedestrian Pathway West, Situational Study	STP/UL	\$490,000	\$566,474
Poulsbo	PB-19	Poulsbo Complete Streets Plan	STP/US	\$215,000	\$250,000
PSRC	PSRC-11	Rural Town Centers and Corridors - Planning and Capital Program	STP/UL	\$5,470,000	\$6,953,107
PSRC	PSRC-23	Regional Transportation Planning and Programming, FY22-23	STP/UL, FTA 5307	\$3,500,000	\$5,107,500
PSRC	PSRC-24	Regional Transportation Planning and Programming, FY24-25	STP/UL, FTA 5307	\$4,500,000	\$5,437,140
Roy	ROY-2	Yelm Prairie Line Trail	STP/US	\$45,000	\$52,023
Seattle	SEA-244	Pilot Program for TOD	FTA Discretionary	\$1,750,000	\$2,655,000
Tacoma	TAC-105	Links to Opportunity	FTA Discretionary	\$1,160,000	\$1,450,000

FY2020-21 Unfunded Work Elements of the 2020-2021 PSRC Budget/UPWP:

Regional Planning

Aviation Planning (additional work dependent on grant funding)[Pg. 64](#)

Appendix D

Fiscal Years 2020-2021 Major Milestones and Products Progress

Fiscal Years 2020-2021 Highlights (July 1, 2019 – June 30, 2021)

Following are brief highlights of the agency's major accomplishments during FY 2020-2021. Additional information is available in the Puget Sound Regional Council's 2019 and 2020 Annual Reports.

Since the start of the COVID-19 pandemic, PSRC has successfully adjusted to new ways of delivering on the agency's work program through remote working, virtual board meetings, and engaging the public through webinars, online open houses, and other virtual events. During this period, PSRC continued to provide planning resources, transportation funding and regional data, and helped to convene regional leaders to work together on key challenges.

Regional Growth, Economic Development, and Transportation Planning

VISION 2050 Adopted: PSRC finalized and adopted the VISION 2050 plan in October 2020. The plan supports thriving communities, a healthy environment and a strong economy as the region grows by an anticipated 1.8 million people and 1.2 million jobs over the next three decades. VISION 2050 provides a framework for long-range planning by PSRC and the region's jurisdictions, transit agencies and other partners.

Major milestones for VISION 2050 during FY 2020-2021 included:

- Releasing a draft plan for public comment in July 2019
- Hosting series of in-person open houses and hosting booths at fairs and community events around the region
- Hosting an online open house on PSRC's website
- Holding a public hearing on the draft plan on September 5, 2019
- Preparing a Final Supplemental Environmental Impact Statement for VISION 2050 in accordance with the State Environmental Policy Act in March 2020

The process to adopt VISION 2050 was paused during the early months of the pandemic as PSRC limited board meetings to essential business. On October 29, 2020, the PSRC General Assembly took action to adopt the plan.

Regional Housing Strategy: PSRC began work to develop a Regional Housing Strategy. PSRC fielded a Housing Incentives and Tools Survey in summer 2019 to learn how local jurisdictions use these methods to promote housing development and affordability. Staff also updated content and redesigned the online Housing Innovations Program (psrc.org/hip) that provides resources for local planning.

PSRC conducted a Regional Housing Needs Assessment in fall 2021 to capture data on housing conditions and trends. A draft Regional Housing Strategy is set to be released for public feedback in July 2021.

Regional Equity Strategy: PSRC completed a work plan to guide development of a Regional Equity Strategy. This strategy will seek to improve outcomes for marginalized communities and how the agency operates internally. It will include data, strategies, and best practices that PSRC and member jurisdictions can use to create a more equitable region.

In spring 2021, the agency sought out community members and organizations to apply to serve on a new Equity Advisory Committee, which will co-create the Regional Equity Strategy. Initial phases of the equity strategy will be finalized in 2022 and this work will be ongoing.

Resources for local planning: PSRC continues to provide support and technical assistance to the region's jurisdictions as they work on the next round of comprehensive plan updates due in 2024. PSRC coordinated closely with local planning staff to develop updated resources following the adoption of VISION 2050, including publishing growth target guidance in spring 2021. PSRC also worked with local planning staff to update the Plan Review Manual and created a new web page with VISION 2050 planning resources by policy topic area.

Transit-oriented development: PSRC continued to convene the Regional Transit-Oriented Development Committee, a broad regional coalition that advances equitable transit-oriented development and the region's growth strategy. Following adoption of VISION 2050, PSRC updated the committee's charter and structure to provide more alignment with current and future transit-oriented development work across the region.

TOOLBOX Peer Networking: PSRC hosted periodic events focused on best practices and resources for local planning and implementation. Topics covered included:

- Advancing Equity in Regional Transportation Planning (April 2021)
- Transit Planning after COVID-19 (February 2021)
- Public Space and COVID-19 – Retrofits for Recovery (October 2020)
- Safety and Transportation (July 2020)
- Access to Transit (February 2020)
- Partnerships to Tackle Big Problems (November 2019)
- Bringing the Region Together: Bus Rapid Transit (October 2019)

Advancing the Regional Economic Strategy: The Central Puget Sound Economic Development District (EDD) and PSRC continued to work with partners on initiatives to strengthen the region's global competitiveness and increase economic opportunity. Staff facilitated a midpoint review of the current Regional Economic Strategy (Amazing Place) in October 2019.

Beginning in 2020, staff began developing a scope for the new Regional Economic Strategy, scheduled to be submitted to the U.S. Economic Development Administration by January 2022. Early work has included reaching out to stakeholders and using the agency's new community engagement tool, engage.psrc.org, to hear input on priorities for the strategy.

CARES Act economic recovery funding: PSRC provided resources to help jurisdictions and organizations access federal funding for planning and implementing economic recovery strategies in response to the coronavirus pandemic, including hosting a webinar on how to apply for these funds. Additionally, the Economic Development District received a \$400,000 CARES Act Recovery Assistance grant, which will help the region respond to economic impacts from the pandemic.

Regional Transportation Plan: PSRC began work to develop the next Regional Transportation Plan, which will respond to the priorities and growth strategy identified in VISION 2050. Early work has included enhanced data collection on current transportation facilities and programs, improvements to

PSRC's analysis tools and performance metrics, and additional research on key topics. The agency developed a new interactive map that shows the region's transportation system in the context of demographics like income and race, land use, and more.

Additionally, the agency is conducting outreach on the plan to hear perspectives from people across the region. Major activities have included:

- **Future of Transportation Survey:** In March 2021, PSRC fielded a representative survey to support the development of the Regional Transportation Plan. It covered telework, travel after the pandemic subsides, transportation features around home and work, as well as special needs transportation services. Over 1,900 people participated in 6 different languages. Additionally, PSRC provided an online version of the survey on the agency's community engagement site, engage.psrc.org. The survey is available in English, Simplified Chinese, Somali, Spanish, Vietnamese, and Traditional Chinese.
- **Youth outreach:** PSRC staff organized a series of virtual meetings to hear the diverse perspectives of youth throughout the region on their current travel patterns, barriers to transportation and what they think transportation will look like in 2050.

Passenger-Only Ferry Study: At the direction of the Washington State Legislature, PSRC led the Puget Sound Passenger-Only Ferry Study examining options for expanding passenger ferry services in Western Washington. The study assessed potential new routes and identified potential future terminal locations throughout the 12 counties bordering Puget Sound and on Lake Washington and Lake Union. The final report was completed in January 2021 and submitted to the state Legislature.

Regional Aviation Baseline Study: In May 2021, PSRC completed a two-year Regional Aviation Baseline Study designed to provide a clear picture of the aviation needs in the region and set the stage for future planning efforts. The Regional Aviation Baseline Study identifies a range of scenarios that could meet varying levels of the projected demand, with an analysis of the potential economic, environmental, and community impacts. PSRC released study findings to the public throughout the project, and directly shared with people who expressed interest through community engagement opportunities as well as with PSRC members and state and local elected officials.

Transit integration: PSRC published Transit Integration reports in 2019 and 2020 documenting transit coordination activities underway and anticipated in the central Puget Sound region.

PSRC Funding and Transportation Improvement Program

A key role of PSRC is to secure federal transportation funding for the region's communities. This work includes maintaining the Regional Transportation Improvement Program (TIP) that ensures transportation projects meet state and federal requirements and help achieve the region's transportation goals.

Pandemic relief to transit agencies: PSRC distributed federal transportation funding to alleviate impacts from the pandemic. In April 2020, the Executive Board approved distribution of \$538 million in CARES Act funding to the region's transit agencies. In April 2021, the Executive Board approved distribution of

an additional \$580 million of transit funding from the Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSAA).

Other major funding and related activities during FY 2020-2021 included:

- Adopting the Policy Framework for PSRC's federal funds in January 2020, which established the policy guidance and procedures for PSRC's 2020 funding process.
- Completing the 2020 project selection process for \$549 million in PSRC's federal funds, leading to the adoption of the 2021-2024 Regional Transportation Improvement Program in October 2020.
- Continuing to maintain and enhance the project-tracking system to monitor progress of projects receiving PSRC's federal funds and ensure federal targets are met.

Regional Data and Analysis, Modeling and Technical Support

PSRC staff continued to offer high quality data and modeling to the region's jurisdictions and to support major regional planning efforts, including VISION 2050 and the Regional Transportation Plan. PSRC also continued to collect and provide data to support regional and local planning needs, including population, housing and employment estimates, American Community Survey products, regional parking inventory results, and Geographic Information Systems products.

PSRC maintains four primary models that forecast future land use and travel conditions:

- SoundCast activity-based travel model
- A macroeconomic model of the four-county region
- UrbanSim land use modeling suite
- Travel demand model known as 4K

Puget Sound Regional Household Travel Survey: PSRC's household travel survey is conducted every two years to collect data on the travel patterns of people living in the region. Having a more complete picture of travel behavior makes PSRC's forecasts more accurate and helps produce better plans for the future. In 2020, staff published final data from the 2019 wave of the survey and produced a series of data stories highlighting findings related to displacement, travel by people of color, ride-hailing and car-sharing, and household deliveries and online shopping. PSRC launched the 2021 household travel survey in April 2021.

COVID-19 Mobility Survey: The University of Washington and PSRC are working together to understand how the COVID-19 pandemic is impacting daily schedules, lifestyle choices, and mental well-being. PSRC staff and UW researchers conducted two waves of the COVID-19 Mobility Survey in 2020 (spring and fall). Reports from each survey were published on PSRC's website.

Park and ride data dashboard: Staff launched a new Tableau dashboard with park-and-ride data from 2002-2020 at the county and subarea levels.

Census workshops: PSRC hosted two online Census workshops in May and June 2020 on the Economic Census, privacy issues, data tools, and 2020 Census updates.

Opportunity mapping: In March 2020, PSRC staff published an interactive map and report showing levels of opportunity in different areas around the region. The map displays an index of opportunity based on five key elements, including education, economic health, housing and neighborhood quality, mobility and transportation, and health and environment.

Displacement risk mapping: In September 2020, the agency published an online interactive map and report showing where residents are most at risk for displacement across the region. PSRC is using this research to help local governments and community partners prevent displacement as the region grows.

Highlighting trends and sharing data: PSRC continued to publish data-focused articles and reports, including six Puget Sound Trends during FY 2020-2021. These are short reports with data visualizations and brief analysis. Topics included population growth, telecommuting, vehicle miles traveled, fish passage corrections, and Sea-Tac passenger and air cargo volumes. PSRC also frequently shared additional data stories on the agency's blog, social media, and in the PSRC Executive Director's e-newsletter.

Administrative Services

New members join PSRC: In 2020, the City of Carnation joined PSRC as a new member and the Tulalip Tribes chose to move from associate to full membership. The Cascade Water Alliance joined as an associate member in 2020.

Workshop for Newly Elected Officials: In January 2020, PSRC conducted its biennial workshop for newly local elected officials focusing on regional issues and how local officials can engage in regional efforts.

Accounting and Finance: In 2019 and 2020, PSRC received clean annual audits. The audits covered the financial statements for both PSRC and the Central Puget Sound Economic Development District, and accountability and federal grant compliance for PSRC. PSRC also received Distinguished Budget Awards in 2019 and 2020 from the Government Finance Officers Association.

Human Resources: PSRC works to ensure the agency continues to have a talented, diverse workforce. The agency annually reviews affirmative action plans. A group of PSRC staff continue to participate in the Government Alliance on Race and Equity (GARE) Northwest.

PSRC conducts an annual employee survey that provides valuable input. The agency continues to focus on employee compensation, professional development opportunities, growth opportunities, and cross-team communication. PSRC also annually updates the Leadership Continuity plan, identifying the short-term and long-term career goals of key staff members.

Information Systems: PSRC's IT staff provided essential support during the move to remote work during the pandemic. Because of prior work to migrate systems to the cloud and to provide flexible tools like laptops, PSRC employees were able to smoothly transition to working from home, accessing all PSRC applications and data just as if they were at their desks in the office. PSRC administrative,

communications and IT staff also provided key support in transitioning board and committee meetings to Zoom, allowing for accessible virtual board and General Assembly meetings and other events during the pandemic.

Information Center: The Information Center continued to ensure efficient access to agency information by answering reference questions for members of the public and staff, distributing agency publications in print and via the website, and responding to public records requests.

Communications: PSRC staff provided editorial and graphic design services for a variety of communications and outreach materials, including VISION 2050 documents and other plans and reports, presentations, display boards for public meetings, and board meeting communications. The agency worked to share information and resources with the broader public and news media through blog posts, email newsletters, social media, and news releases. Staff also maintained and made improvements to the PSRC website and CRM and email marketing systems.

Community engagement site: In spring 2021, PSRC launched a new online community engagement site called Engage PSRC (engage.psrc.org) with outreach tools that will be used to encourage and collect public input on development of the Regional Transportation Plan, Regional Economic Strategy, Regional Housing Strategy, Regional Equity Strategy, and other planning initiatives. This online outreach tool will complement focused outreach to community partners and other stakeholders.

Title VI: PSRC continued to evaluate Title VI activities throughout the agency and provided an annual report on Title VI compliance to the Washington State Department of Transportation. Staff increased visibility of language translation services and accessibility accommodations available to the public through an updated language assistance webpage.

VISION 2040 Awards Program: The agency presented VISION 2040 awards in summer/fall 2019, honoring innovative projects, programs and plans that help achieve the region's growth strategy. The awards program planned for summer/fall 2020 was canceled due to COVID-19 and is anticipated to re-launch in FY 2022.

Appendix E

Glossary of Financial Terms

Frequently Used Acronyms

Glossary of Financial Terms

Accounting System – The total set of records and procedures that are used to record, classify, and report information on the financial status of an entity or fund during a specific time period. PSRC uses Microsoft's Dynamics SL accounting software for almost all of its accounting. This is a computerized, integrated accounting system that provides the basic financial information and detailed reporting. In addition, PSRC uses excel spreadsheets for additional reporting, particularly for reconciliation and analysis of accounting information.

Accrual Basis – A basis of accounting in which transactions are recognized at the time they are incurred, as opposed to when cash is received or spent.

Approved Budget – The official expenditure plan of PSRC as authorized by the General Assembly for a specified Biennium.

Amended Budget – A budget that includes PSRC and granting agencies authorized changes to the original adopted budget.

Balanced Budget – A balanced budget is defined where PSRS's estimated expenditures match PSRC's estimated available revenue. PSRC cannot plan to spend more than is available.

Benefits – Federal and State mandated employee benefits and other Regional Council approved programs such as health insurance, dental, retirement, etc. PSRC is a member of the Washington State Department of Retirement Systems (DRS).

Capital Budget – A financial plan for projected capital projects (i.e., a building) containing estimated expenditures and revenues to cover those expenditures for a specified period of time.

Capital Expenditures – Expenditures related to acquiring or maintaining fixed assets, such as land, buildings and equipment.

Contingency – Unallocated appropriations for unanticipated expenditures.

Direct Costs – Expenses specifically traceable to specific goods, services, or programs. Direct expenses differ from indirect expenses in that the latter cannot be specifically traced and so must be allocated on a systematic and rational basis.

DRS – The Washington State Department of Retirement Systems, of which most state employees, school districts, political subdivisions, and council of governments in Washington are members.

Encumbered Carryforward – A reserve of financial resources for work in a prior year that are brought forward to a subsequent fiscal year.

Expenditures – The total amount of funds paid out by PSRC to acquire various goods and services.

Fiscal Year (FY) – The period designated for the beginning and ending of transactions. PSRC sets this period as beginning July1 and ending June 30.

Fringe Benefits – Non-salary employee compensation.

Full Time Equivalent Positions (FTE's) – The amount of staff resources dedicated to a function converted to a decimal equation related to a full time position. PSRC budgets 1832 hours for a full time position with the remaining hours attributed to Holidays or Personal Time Off which is budgeted under benefits.

Fund – A fiscal and accounting entry with a self-balancing set of accounts in which cash and other financial resources, all related liabilities and residual equities or balances, and changes therein, are recorded and segregated to carry on specific activities to attain certain objectives in accordance with special regulations, restrictions, or limitations.

Fund Balance – The amount of resources remaining in a fund when revenues exceed expenditures.

Funds – An accounting entity with a self-balancing set of accounts in which financial resources, related liabilities and residual equity or balances, are recorded and segregated for specific activities or to attain certain objectives in accordance with regulations, restrictions, or limitations.

General Fund – This fund is used to account for the general operations and activities of PSRC not requiring the use of other funds.

General Assembly – The governing body of the PSRC made up of all mayors, county executives, commissioners, and councilmembers of PSRC member jurisdictions which meets at least annually to vote on major decisions, establish the budget and elect new officers.

Generally Accepted Accounting Principles – Generally Accepted Accounting Principles (GAAP) which refer to a set of standard accounting rules and procedures used by governmental agencies to account for the receipt and expenditures of funds.

Grant – A contribution by a government or other organization to support PSRC programs as authorized by the General Assembly.

Indirect Cost – Those elements of cost necessary in the production of a good or service which are not directly traceable to the product or service. Usually these costs relate to objects of expenditure that do not become an integral part of the finished product or service, such as rent, insurance, and audit services. PSRC files an indirect cost plan annually with the Federal Transportation Administration. Approval of this plan, allows PSRC to be reimbursed throughout the year at the approved rate.

In-Kind Contributions – Match requirements met by non-monetary means.

Line-Item Budget – A traditional budget format. Costs included in a line-item budget include items such as personnel, benefit costs, indirect costs (overhead), direct, and consultants that are allocated to specific program functions.

Modified Accrual – A method for recording the receipt and expenditure of funds in which revenues are recorded when the amount becomes measurable and available to pay current liabilities and expenditures are recorded when the liability is actually incurred.

One-time – Refers either to revenues or expenditures and denotes budget items that will only have an impact for one fiscal year.

Ongoing – Refers either to revenues or expenditures. Ongoing items are expected to impact budgets for several years, if not indefinitely.

Operating Budget – A financial plan for providing day to day cost of performing PSRC programs for a specified period of time, usually a biennial period.

Paratransit – Any type of public transportation that is distinct from conventional transit, such as flexibly scheduled and routed services such as airport limousines, carpools, etc.

Performance Measure – A target or result to accomplish during a one-year time frame (or other time frame as noted) which is specific, measurable, realistic, and consistent with overall departmental and organizational goals. Data is subsequently collected to determine how effective or efficient a program is in achieving its overall goals.

Personnel Cost – A category of expenditures for employee salaries and related taxes benefits.

Program – An organized set of activities directed toward a common goal proposed by an organization to carry out its responsibilities.

Program Budget – A budget that shows all costs related to providing a particular program.

Restricted Reserves – Resources including monies, the use of which is restricted by legal or contractual requirements.

Revenues – The gross income received by PSRC to be used for the provision of programs.

Special Revenue Funds – These funds account for the use of revenues earmarked for a particular purpose.

Task – A task is the lowest level in the PSRC Unified Planning and Work Program (UPWP) and Biennial Budget structure. The most specific service performed for the purpose of accomplishing a program for which PSRC is responsible.

Unencumbered Carryforward – Grant award available to pay current or future fiscal year expenditures.

Unified Planning Work Program and Budget - The UPWB and Biennial Budget is prepared biennially by PSRC program staff to describe the regional planning activities that will be conducted during the coming biennium. The report highlights the accomplishments of the prior biennium and identifies the goals, objectives, and new projects that PSRC will pursue in the new biennium.

The UPWP details the regional activities that PSRC conducts and coordinates with federal and state grantors and local participating agencies. Information about how these planning activities will be administered is included in the UPWP and Biennial Budget.

Frequently Used Acronyms

Organizations

AMPO – Association of Metropolitan Planning Organizations
AMPORF – Association of Metropolitan Planning Organizations Research Foundation
FHWA – Federal Highway Administration
FTA – Federal Transit Administration
GFOA – Government Finance Officers Association
NACSLB – National Advisory Council on State and Local Budgeting
OFM – Office of Financial Management
PSRC – Puget Sound Regional Council
RSC – Regional Staff Committee
WSDOT – Washington State Department of Transportation

Committees

BPAC – Bicycle/Pedestrian Advisory Committee
FAST – FAST Freight Advisory Committee
FMRT – Freight Mobility Roundtable
GMPB – Growth Management Policy Board
LUTAC – Land Use Technical Advisory Committee
MUG – Model Users Group
RFPC – Regional Food Policy Council
RPEC – Regional Project Evaluation Committee
RSC – Regional Staff Committee
RTF – Regional Technical Forum
RTOC – Regional Traffic Operations Committee
RTOD – Regional Transit-Oriented Development Committee
SNTC – Special Needs Transportation Committee
TOC – Transportation Operators Committee
TPB – Transportation Policy Board

Growth Related Terms

FLU – Future Land Use
GTC – Growing Transit Communities
LUV – Land Use Vision
MPP – Multicounty Planning Policies
MPO – Metropolitan Planning Organization
RGS – Regional Growth Strategy
ROSS – Regional Open Space Strategy
SEPA – State Environmental Policy Act

Transportation Related Terms

CMP – Congestion Management Process
CTR – Commute Trip Reduction
FAC – Freight Advisory Committee
FAST ACT– Fixing America’s Surface Transportation Act
FAF – Freight Analysis Framework
HOV – High Occupancy Vehicle
ITS – Intelligent Transportation System
LOS – Level of Service
MAP-21 – Moving Ahead for Progress in the 21st Century
RTPO – Regional Transportation Planning Organization
SAFETEA-LU – Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users
STBGP – Surface Transportation Block Grant Program
TDM – Transportation Demand Management
TIP – Transportation Improvement Plan
TOD – Transit Oriented Development
WSF – Washington State Ferries
WTP – Washington Transportation Plan

Economic Related Terms

CPSEDD – Central Puget Sound Economic Development District
EDA – Economic Development Administration
IRBC – International Regional Benchmarking Consortium
RES – Regional Economic Strategy

Data Terms

CTPP – Census Transportation Planning Package
GIS – Geographic Information System
LiDAR – Light Imaging, Detection and Ranging

Miscellaneous

CFR – Code of Federal Regulation
CY – Calendar Year
FY – Fiscal Year
GMA – Growth Management Act
RCW – Revised Code of Washington
UPWP – Unified Planning and Work Program
USC – United States Code
WAC – Washington Administrative Code