Puget Sound Regional Council

FISCAL YEARS 2026 - 2027

BIENNIAL BUDGET and WORK PLAN

JULY 2025 – JUNE 2027



Amended Supplemental July 2026

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

Puget Sound Regional Council
Washington

For the Biennium Beginning

July 01, 2024



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, 2024. 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 2025-2026 budget and work program for the Puget Sound Regional Council (PSRC) for your review and approval.

Working to make housing more affordable, reducing the number of serious injuries and deaths on our roadways, and ensuring transportation funding is readily available are just some of the region's top priorities. The budget and work program before you support these, and other important regional priorities set by PSRC's membership through adopted regional plans and policy. Some major work plan items underway include:

- Development and adoption of a major update to the Regional Transportation Plan.
- Supporting our membership through adoption and certification of comprehensive local plans.
- Adoption of the Regional Safety Action Plan.
- Launching a Housing Research Center at the University of Washington.
- Working to secure critical transportation funding for our membership, including recapitalizing the Washington State Ferries fleet.
- Hosting the National Association of Regional Council's Annual Conference and Exhibition.

The work we do to advance important efforts in the region wouldn't be realized without the support and involvement of our elected officials and their staff from across the PSRC region. I want to personally thank you for your engagement in the work we do on behalf of the region.

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 Puget Sound region!



Northgate Station

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.



Community Transit - Mountlake Terrace Transit Center

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.

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 2040 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 Infrastructure Investment and Jobs (IIJA) Act
- 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 Washington State. Over 71% of the region's population lived in the region's thriving incorporated cities and towns as of April 2020. The region has continued to grow since the COVID-19 Pandemic and by 2024 was home to almost 4.5 million people.

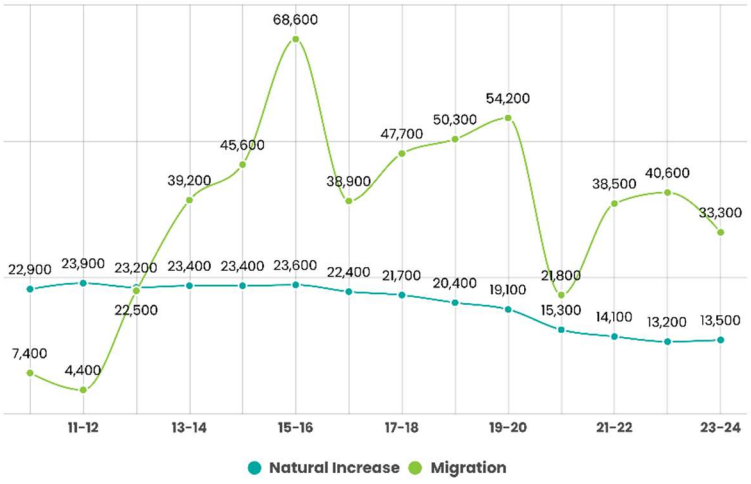
Area	2010 Population	2020 Population	2024 Popualtion
Region	3,691,000	4,264,000	4,484,000
Incorporated	2,527,000	3,040,000	3,226,000
Unincorporated	1,164,000	1,224,000	1,258,000
Five Largest Cities			
Seattle	609,000	761,000	798,000
Tacoma	198,000	213,000	225,000
Bellevue	122,000	148,000	155,000
Kent	92,000	131,000	140,000
Everett	103,000	113,000	115,000

Source: April 1, 2024 Population of Counties, Washington State Office of Financial Management

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. It is nearing 800,000 people and in 2024 is similar in size to the City of San Francisco CA.

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. Since 2021, the population in the region has grown by over 150,000 people. Over 73 percent of the population increase in this time came from people migrating to the region from other places both inside and outside of Washington.



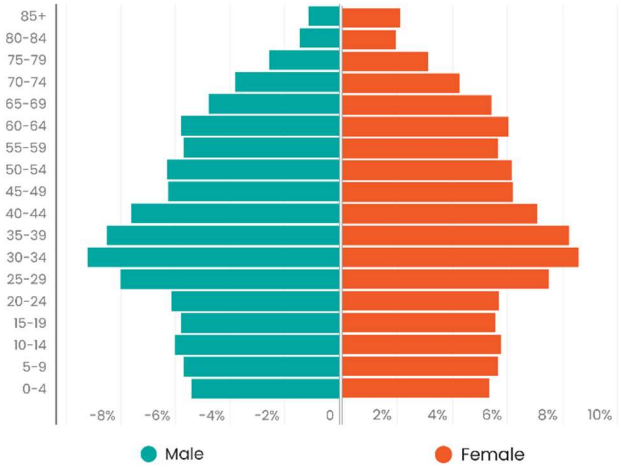
Source: April 1, 2024 Components of Population Change, Washington State Office of Financial Management

Population Distribution

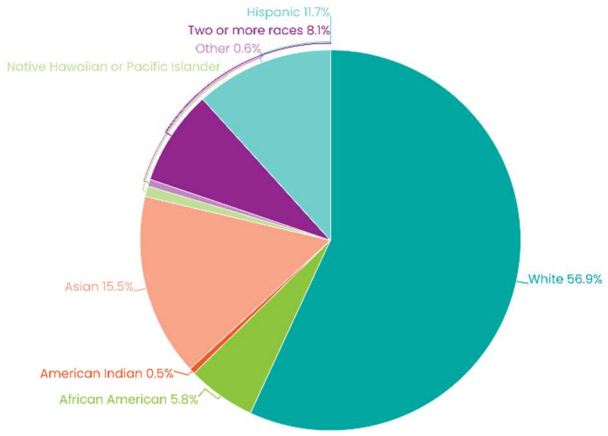
According to the latest American Community Survey data, approximately 63% of the population of the region is non-Hispanic white followed by almost 15% Asian, Hawaiian or Pacific Islander. The region continues to attract many new people from outside the region and the demographic profile continues to 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 2023 1yr Data table B01001



Source: United States Census Bureau, ACS 2023 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 30,000 housing units to the market – the most housing units in the past thirty years.

Type	2018	2019	2020	2021	2022	2023	2024
Total	24,800	27,500	24,200	26,100	27,500	29,100	30,600
Single-Family	8,400	7,600	6,600	7,200	7,400	6,200	6,200
Multi-Family	16,400	19,700	17,800	18,700	19,800	22,800	24,200

Source: April 1, 2024 Postcensal Estimates of Housing Units, Washington State Office of Financial Management

As the region continues to grow, a larger share of the new housing being provided in the region is multi-family housing. Between 2018 and 2024, approximately 73 percent of all new construction was multi-family housing.

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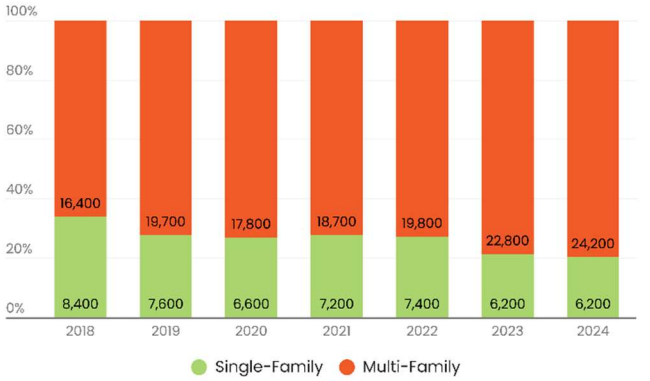
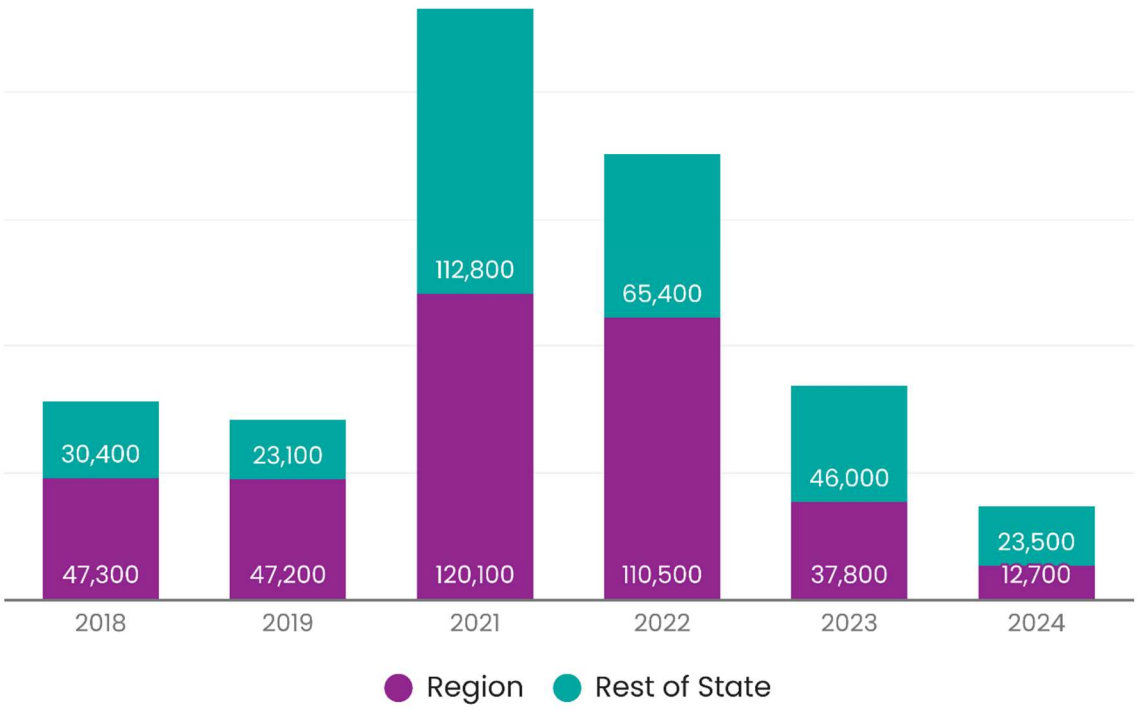


Source: April 1, 2024 Postcensal Estimates of Housing Units, Washington State Office of Financial Management

Employment Growth

Total employment in the Puget Sound Region totaled nearly 2.2 million jobs in April of 2024 and job growth averaged over 1.6% before the impacts of COVID-19. All four counties in our region have added jobs since 2020. The services sector, which includes jobs from IT, business services, recreation and food services, added the most jobs in the region between 2020 and 2024. As shown below, between April 2023 and April 2024, over 12,700 jobs were added to the PSRC region. As of late 2023, the region has reclaimed all 220,000 jobs that were lost due to the pandemic and the region is now about 2% above pre-pandemic job levels.



* Data Note: 2020 was left off chart due to scale. Over -220,000 jobs were lost in the region in April 2020
Source: Washington State Employment Securites Department

Puget Sound Regional Council Jurisdictions

- Counties, Cities, and Tribes -



Figure 1 – Map of PSRC Jurisdictions

Membership and its Benefits


Bellevue Public Library

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 Tribe, and Suquamish Tribe. Of the 82 cities in the region, 77 are members of the PSRC. Statutory members of the PSRC include the four port authorities of Seattle, Tacoma, Everett, and Bremerton; the Washington State Department of Transportation, and the Washington State Transportation Commission. Associate members include Island County, the Thurston Regional Planning Council, University of Washington, Washington State University, Alderwood Water & Wastewater District, Cascade Water Alliance, and Puget Sound Partnership. In addition, a memorandum of understanding with the region's six transit agencies outline 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.

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 continued work on the updated 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 2026-2027 biennium.



Tacoma Narrows Bridge

Integrated Planning Timeline, 2025 – 2034

	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Major Planning Functions										
VISION 2050		5-year Check-in		Plan Development & Adoption (2060 Horizon) (5/2029)						
Regional Housing Strategy	Housing Research, Assistance, Support			Explore Potential Combined Update						
2024 Local Comprehensive Plan Updates										
Plan Certification/Centers Designation	Local Plan Certification & Centers Review									
Regional Transportation Plan	Plan Development & Adoption (2050 Horizon*5/2026)				Plan Development & Adoption (2060 Horizon?/2030)				Plan Development & Adoption (2034)	
Regional Safety Plan	Plan Development & Implementation									
Regional Comprehensive Climate Action Plan	Plan Development & Implementation									
Regional Economic Strategy	Plan Development & Adoption (12/2026)					Plan Development & Adoption (12/2031)				
Data										
Regional Macroeconomic Forecasts			New Forecast - 2060 Horizon							
Land Use Forecasts		LUV-3				LUV-4 (minor update)				
Household Travel Survey	Spring 2025		Spring 2027		Spring 2029		Spring 2031		Spring 2033	
PSRC Project Selection and TIP Development										
Project Selection & TIP Development		Project Selection & TIP		Project Selection & TIP		Project Selection & TIP		Project Selection & TIP		Project Selection & TIP
City and County Planning										
Comprehensive Plans					Climate Updates					Local Plans Adopted
Growth Targets								Targets		
Countywide Planning Policies								CPP Updates		
2034 Periodic Comprehensive Plan Update									Plan Development	

Figure 2 - Integrated Planning Timeline (FY2025-2034)

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 Adopted Supplemental FY2026-2027 Budget and the September 25 Amended FY2026-2027 Budget (July 2025).

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 consolidated planning grant funds provided by Federal Highway Administration (FHWA) and Federal Transit Administration (FTA 5303) grants. The consolidated planning funds 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. These local funds are also used to fund activities directed by PSRC's board that are outside the scope of work directed by federal grant programs. Anticipated revenues are revenues from traditional sources that are expected but not yet available.

Of the $45.68 million in total revenues for the Adopted Supplemental FY2026-2027 Budget, $20.64 million is from federal grants, $1.51 million is from state grants, $15.58 million in local and grant funds carried over from previous fiscal years, $5.41 million in local funds, and $153,000 in anticipated funds from MPO Planning fund. The local funds include $4.18 million in local membership dues and $1.23 million in transit dues. The distribution of the local membership dues and transit dues are shown in Table 5.

Overall revenues for the Adopted Supplemental FY2026-2027 Budget are $265,000 less as the revenues for the September 25 Amended Biennial FY2026-2027 budget.

Funding Uses:



Puget Sound

Table 2 summarizes the expenditures by category for the adopted budget and compares them to the expenditures in the current budget. Of the $45.68 million total budget, 54% is used to fund personnel costs, 11% percent is used for overhead, 6% is for contingency reserve, 10% is for project consultants, 2% is for direct project costs, 5% is for subawards related to the Safe Streets and Roads for all Grant, and 11% is encumbered for anticipated revenues and future work.

Overall salaries in the Adopted Supplemental FY2026-2027 Budget are the same as the salaries in the Adopted Biennial FY2026-2027 budget. The Adopted Supplemental FY2026-2027 Budget maintains a 5% annual merit pool and an increase of 1 position for the overall biennium. Benefits are expected to increase by about 4% percent per year. Indirect costs are expected to decrease by approximately 1% per year.

Direct costs are expected to decrease slightly due to reduced printing and meeting costs 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 has been carried forward from past budget periods.

Table 5 summarizes the distribution of local dues. Of the $5.41 million in local dues, $3.52 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 no overall change from the September 25 Amended FY2026-2027 Budget.

Table 1 - Revenue Comparison Summary

Basic Funding	July - 26 Amend Biennial FY2026-2027	Supplemental Biennial FY2026-2027	Variance
State	$1,508,000	$1,508,000	$0,000
Federal	$20,630,000	$20,190,000	$440,000
Federal Pass Through	$2,381,000	$2,381,000	$0,000
Local Funds, EDD and Service Income	$5,858,000	$5,858,000	$0,000
Carryover (a)	$15,588,000	$15,588,000	$0,000
State/Federal/Local Anticipated	$0,000	$153,000	($153,000)
Total	**$45,966,000**	**$45,678,000**	**$288,000**

-

Table 2 - Expenditure Comparison Summary

Basic Funding	July - 26 Amend Biennial FY2026-2027	Supplemental Biennial FY2026-2027	Variance
Salaries (b)	$16,272,000	$16,272,000	$0,000
Benefits (c)	$8,585,000	$8,585,000	$0,000
Overhead	$5,339,000	$5,147,000	$192,000
s+b+oh	$30,195,000	$30,004,000	$191,000
Direct	$1,004,000	$964,000	$40,000
Consultant (e)	$5,215,000	$4,755,000	$460,000
Subawards (f)	$2,381,000	$2,381,000	$0,000
Anticipated	$0,000	$153,000	($153,000)
Encumbered for Future Work (e)	$4,556,000	$4,808,000	($252,000)
Contingency Reserve PSRC	$2,614,000	$2,614,000	$0,000
Total	**$45,966,000**	**$45,678,000**	**$288,000**

Table 3 - Staffing Comparison by Task

	July - 26 Amend Biennial FY2026-2027	Supplemental Biennial FY2026-2027	Variance
Planning Management	4	4	-
Growth Planning	6	6	-
Transportation Planning	17	17	-
Subtotal Planning	**27**	**27**	**-**
Economic Development District	1	1	-
Data	20	20	-
Council Support	3	3	-
Communications (g)	7	7	-
Administrative Services (d)	12	12	-
Total	**70**	**70**	**-**

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 per year and a $200,000 allowance for salary survey adjustments.

(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.

(e) Anticipatd work that extends beyond current biennial period.

(f) Subrecipients are partner agencies getting pass through funds from PSRC.

(g) Additional Communications and Gov't Relations Staff programmed.

Table 4 - Revenue Comparison by Source

Basic Funding	July - 26 Amend Biennial FY2026-2027	Supplemental Biennial FY2026-2027	Variance
Grant and Local Revenue			
Planning funds			
Regional Transportation Planning Org	$1,508,000	$1,508,000	$0,000
Consilodated Planning Grant	$15,290,000	$15,290,000	$0,000
Subtotal Planning funds	$16,798,000	$16,798,000	$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 via WSDOT	$200,000	$200,000	$0,000
Subtotal Project Funds	$4,700,000	$4,700,000	$0,000
Local Funding			
Local Membership Dues (b)	$4,181,000	$4,181,000	$0,000
Transit Agency Dues	$1,232,000	$1,232,000	$0,000
Subtotal Local Funding	$5,414,000	$5,414,000	$0,000
Grant and Local Revenue Subtotal	$26,912,000	$26,912,000	$0,000
Project Specific Revenue			
Amazon Housing Fund	$445,000	$445,000	$0,000
CDS- Household Survey	$500,000	$0,000	$500,000
Subtotal Project Specific Revenue	$945,000	$445,000	$500,000
CPSEDD Revenue			
CPSEDD - EDA Planning Grant	$140,000	$200,000	($60,000)
Subtotal CPSEDD Revenue	$140,000	$200,000	($60,000)
Carryover PSRC	$17,969,000	$17,969,000	$0,000
Basic Funding Total	**$45,965,000**	**$45,525,000**	**$439,000**
Anticipated Funding			
Anticipated MPO	$0,000	$153,000	($153,000)
Anticipated Funding Total	**$0,000**	**$153,000**	**($153,000)**
Total	**$45,966,000**	**$45,678,000**	**$288,000**

Table 5 - Distribution of Matching funds

Basic Funding	July - 26 Amend Biennial FY2026-2027	Supplemental Biennial FY2026-2027	Variance
Basic Funding Match			
Consolodated Planning Grant	$2,386,000	$2,386,000	$0,000
DOT Safe Streets and Roads for All Phase 2	$0,000	$0,000	$0,000
Other Federal - FTA 5307	$625,000	$625,000	$0,000
Other Federal STBGP	$312,000	$312,000	$0,000
EDA Match	$140,000	$200,000	($60,000)
Anticipated Funding Match			
Contingency	$183,000	$183,000	$0,000
Balance of Local Dues	$1,768,000	$1,683,000	$85,000
Total	**$5,414,000**	**$5,414,000**	**$0,000**

Table 6 - FY2026-2027 Expenditure Allocation

	TASK	SALARIES BENEFITS	OVERHEAD*	DIRECT COST	CONSULTANTS	SUBAWARDS	OTHER**	Budget FY2026-2027 TOTAL
000	**PLANNING MANAGEMENT**	$1,881,000	$880,000	$222,000	$0,000	-	-	$2,982,000
100	**GROWTH PLANNING**	$1,968,000	$918,000	$13,000	$625,000	-	-	$3,524,000
200	**TRANSPORTATION PLANNING**	$5,483,000	$2,557,000	$73,000	$2,232,000	2,381,123	-	$12,727,000
300	**ECONOMIC DEVELOPMENT**	$370,000	$173,000	$23,000	$0,000	-	-	$566,000
400	**DATA**	$6,857,000	$3,204,000	$413,000	$1,579,000	-	-	$12,054,000
500	**COUNCIL SUPPORT**	$1,374,000	$642,000	$170,000	$599,000	-	-	$2,785,000
600	**COMMUNICATIONS**	$2,254,000	$1,053,000	$91,000	$180,000	-	-	$3,578,000
700	**ENCUMBRANCE**	$581,000	-	-	-	-	$4,556,000	$5,137,000
800	**CONTINGENCY/RESERVE**	-	-	-	-	-	$2,614,000	$2,614,000
	GRAND TOTAL	**$20,768,000**	**$9,427,000**	**$1,004,000**	**$5,215,000**	**$2,381,000**	**$7,170,000**	**$45,966,000**

* Overhead includes Administrative Staff, Direct Costs, and Consultants associated with Finance, Human Resources, Information Technology, Graphics, and Information Center.
** Other includes subawards, unfunded contracts, and Contingency Reserves.

TABLE 7
FY2026 & FY2027 REVENUE ALLOCATION

TASK		RTPO	Consolodated Planning Grant	Consolodated Planning Grant Match 13.5%	Consolodated Planning Grant Carryover
000	PLANNING MANAGEMENT	127,000	1,110,000	173,000	980,000
100	GROWTH PLANNING	864,000	668,000	104,000	608,000
200	TRANSPORTATION PLANNING	517,000	2,530,000	395,000	934,000
300	ECONOMIC DEVELOPMENT	-	-	-	-
400	DATA	-	5,925,000	925,000	1,477,000
500	COUNCIL SUPPORT	-	651,000	102,000	1,093,000
600	COMMUNICATIONS	-	934,000	146,000	1,090,000
700	ENCUMBRANCE	-	3,471,000	542,000	-
800	CONTINGENCY/RESERVE	-	-	-	-
	TOTALS	1,508,000	15,290,000	2,386,000	6,182,000

Revenue Allocation (Continued) TASK		Safe Streets for All Phase I Carryover	Safe Streets for All Phase I Carryover Match	Safe Streets for All Phase I Subrecipients	Safe Streets for All Phase II Carryover
000	PLANNING MANAGEMENT	-	-	-	-
100	GROWTH PLANNING	-	-	-	-
200	TRANSPORTATION PLANNING	1,281,000	320,000	478,000	577,000
300	ECONOMIC DEVELOPMENT	-	-	-	-
400	DATA	-	-	-	-
500	COUNCIL SUPPORT	-	-	-	-
600	COMMUNICATIONS	-	-	-	-
700	ENCUMBRANCE	-	-	-	-
800	CONTINGENCY/RESERVE	-	-	-	-
	TOTALS	1,281,000	320,000	478,000	577,000

Revenue Allocation (Continued) TASK		Amazon Housing	EDD EDA grant	EDA grant Match	Carryover Local
000	PLANNING MANAGEMENT	-	-	-	198,000
100	GROWTH PLANNING	445,000	-	-	179,000
200	TRANSPORTATION PLANNING	-	-	-	179,000
300	ECONOMIC DEVELOPMENT	-	140,000	100,000	-
400	DATA	-	-	-	278,000
500	COUNCIL SUPPORT	-	-	-	553,000
600	COMMUNICATIONS	-	-	-	1,114,000
700	ENCUMBRANCE	-	-	-	-
800	CONTINGENCY/RESERVE	-	-	-	2,431,000
	TOTALS	445,000	140,000	100,000	4,931,000

TABLE 7 (continued)
FY2026 & FY2027 REVENUE ALLOCATION

TASK		Consolodated Planning Grant Carryover Match	FTA 5307 2026	FTA 5307 Match 20.0%	FTA 5307 Carryover	FTA 5307 Carryover Match
000	PLANNING MANAGEMENT	153,000	-	-	-	-
100	GROWTH PLANNING	95,000	-	-	-	-
200	TRANSPORTATION PLANNING	146,000	980,000	245,000	463,000	116,000
300	ECONOMIC DEVELOPMENT	-	-	-	-	-
400	DATA	230,000	687,000	172,000	487,000	122,000
500	COUNCIL SUPPORT	171,000	-	-	-	-
600	COMMUNICATIONS	170,000	-	-	-	-
700	ENCUMBRANCE	-	833,000	208,000	-	-
800	CONTINGENCY/RESERVE	-	-	-	-	-
	TOTALS	**965,000**	**2,500,000**	**625,000**	**950,000**	**238,000**

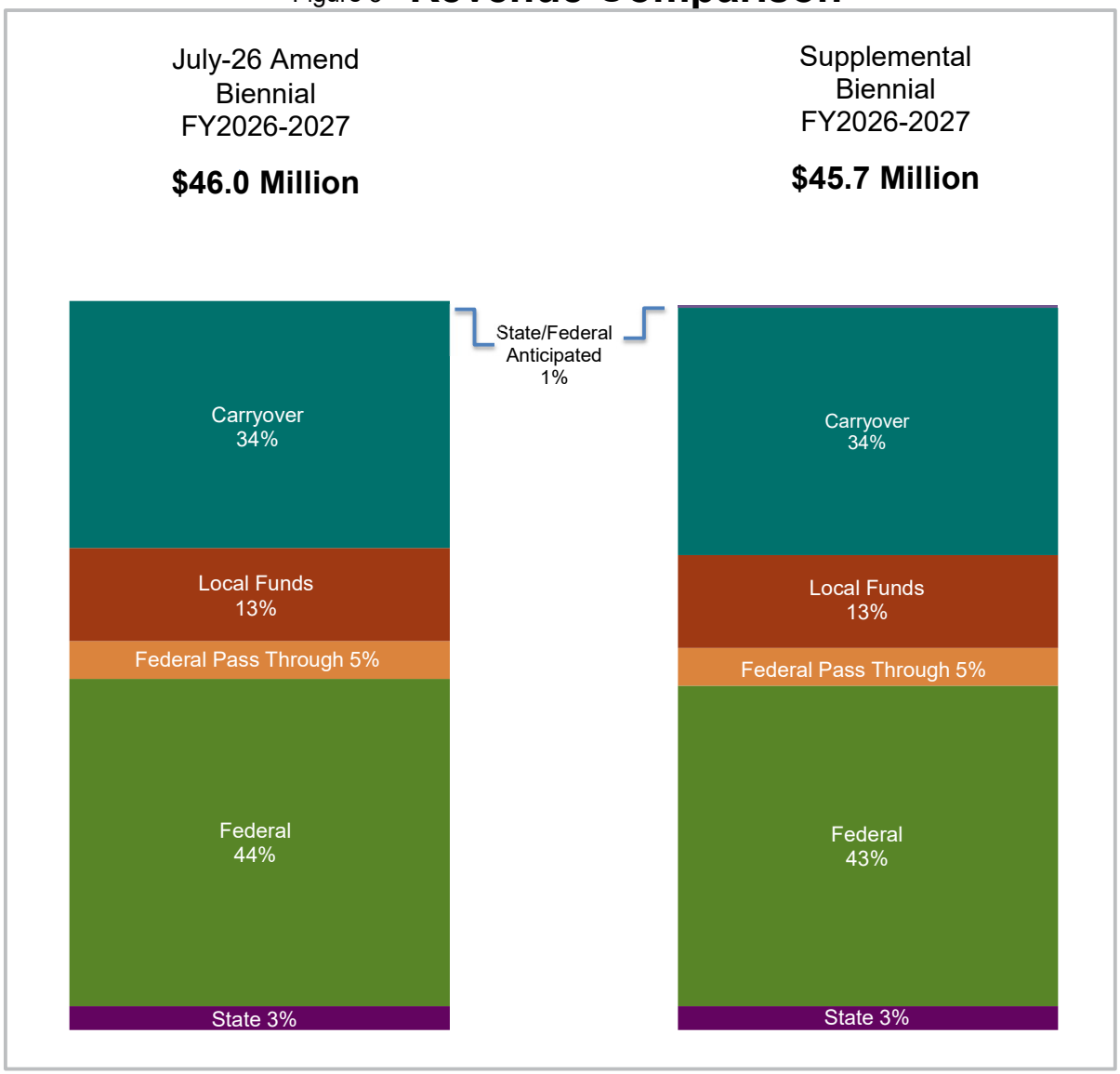
Revenue Allocation (Continued) TASK		Safe Streets for All Phase II Carryover Match	Safe Streets for All Phase II Subrecipients	CDS Grant 2026	STBGP 2026	STBGP 2024 Match 13.5%	FTA 5310 2026
000	PLANNING MANAGEMENT	-	-	-	-	-	-
100	GROWTH PLANNING	-	-	-	-	-	-
200	TRANSPORTATION PLANNING	144,000	1,904,000	-	1,000,000	156,000	200,000
300	ECONOMIC DEVELOPMENT	-	-	-	-	-	-
400	DATA	-	-	500,000	1,000,000	156,000	-
500	COUNCIL SUPPORT	-	-	-	-	-	-
600	COMMUNICATIONS	-	-	-	-	-	-
700	ENCUMBRANCE	-	-	-	-	-	-
800	CONTINGENCY/RESERVE	-	-	-	-	-	-
	TOTALS	**144,000**	**1,904,000**	**500,000**	**2,000,000**	**312,000**	**200,000**

Revenue Allocation (Continued) TASK		Local	Basic Funding Subtotal	Federal Anticipated	Federal Match Anticipated	Anticipated and Match Subtotal	FY2026-2027 Budget
000	PLANNING MANAGEMENT	240,000	**2,982,000**	-	-	-	**2,982,000**
100	GROWTH PLANNING	562,000	**3,524,000**	-	-	-	**3,524,000**
200	TRANSPORTATION PLANNING	163,000	**12,727,000**	-	-	-	**12,726,000**
300	ECONOMIC DEVELOPMENT	326,000	**566,000**	-	-	-	**566,000**
400	DATA	95,000	**12,054,000**	-	-	-	**12,054,000**
500	COUNCIL SUPPORT	217,000	**2,785,000**	-	-	-	**2,785,000**
600	COMMUNICATIONS	123,000	**3,578,000**	-	-	-	**3,578,000**
700	ENCUMBRANCE	83,000	**5,137,000**	-	-	-	**5,137,000**
800	CONTINGENCY/RESERVE	183,000	**2,614,000**	-	-	-	**2,614,000**
	TOTALS	**1,991,000**	**45,966,000**	**-**	**-**	**-**	**45,965,000**

Table 8 - Estimated Carryover Funds from FY2025

	Total Grant Funds Remaining	Contractual Remaining	Subrecipient Remaining	Other Remaining
PL Funds	6,181,572	-	-	6,181,572
FTA 5307	950,482	-	-	950,482
FTA 5310	-	-	-	-
DOT Safe Streets Phase I	1,281,424	1,379,103	-	(97,679)
DOT Safe Streets Phase I - Subawards	477,585		477,585	-
DOT Safe Streets Phase II	576,843	427,496	-	149,347
DOT Safe Streets Phase II - Subawards	1,903,538	-	1,903,538	-
Subtotal	**11,371,444**	**1,806,599**	**2,381,123**	**7,183,722**
Carryover local match	1,666,941			
Carryover local funds	2,500,000			
Contingency/Reserve Carryover (PSRC)	2,431,000			
Total Carryover from FY2025	$ 17,969,386			

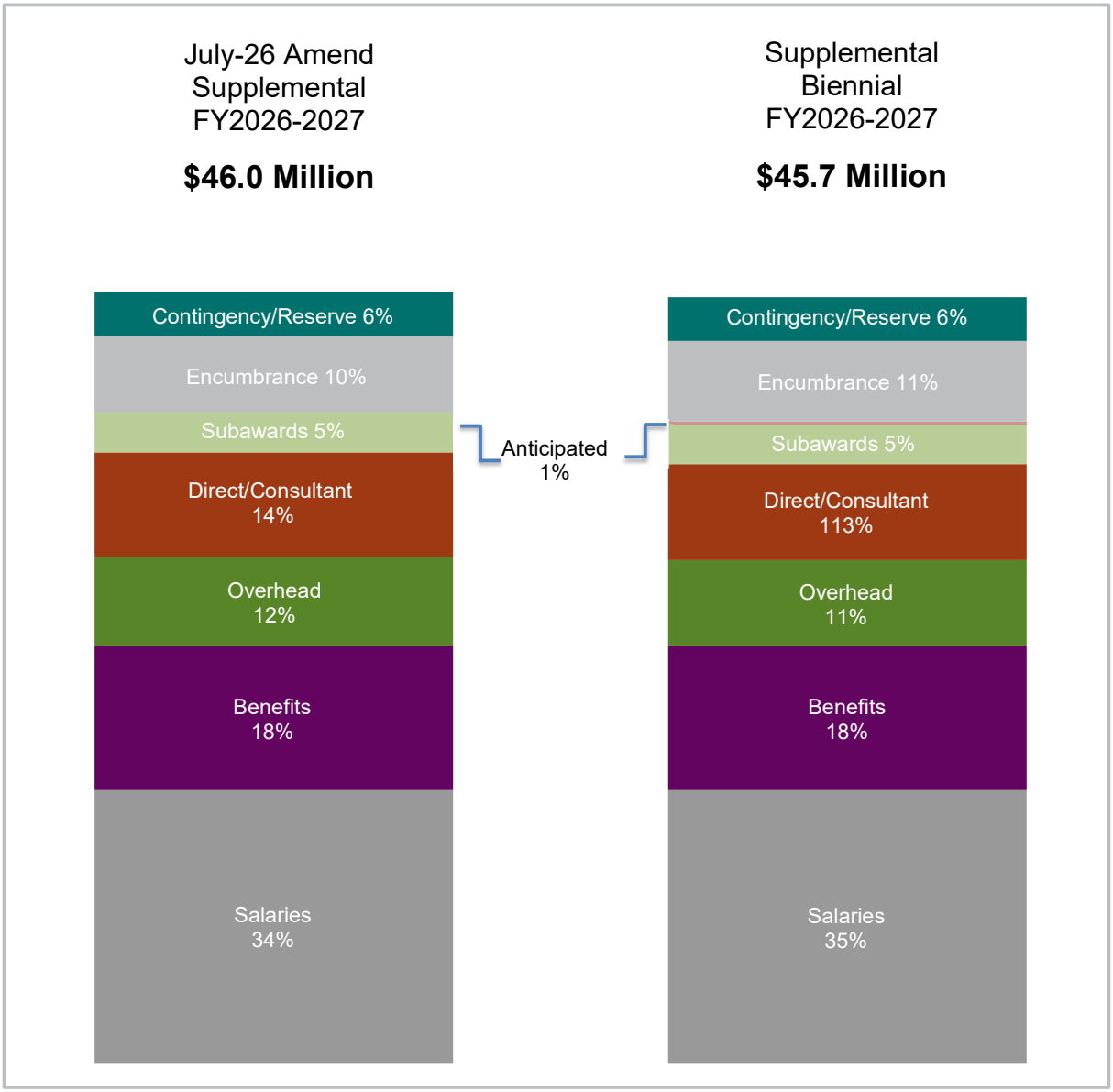
Figure 3 - **Revenue Comparison**



	July26-Amend Supplemental FY2026-2027	Supplemental Biennial FY2026-2027	Variance
State	$1,508,000	$1,508,000	$0,000
Federal	$20,630,000	$20,190,000	$440,000
Federal Pass Through	$2,381,000	$2,381,000	$0,000
Local Funds	$5,858,000	$5,858,000	$0,000
Carryover (a)	$15,588,000	$15,588,000	$1,000
State/Federal Anticipated	$0,000	$153,000	($153,000)
Total	$45,966,000	$45,678,000	$288,000

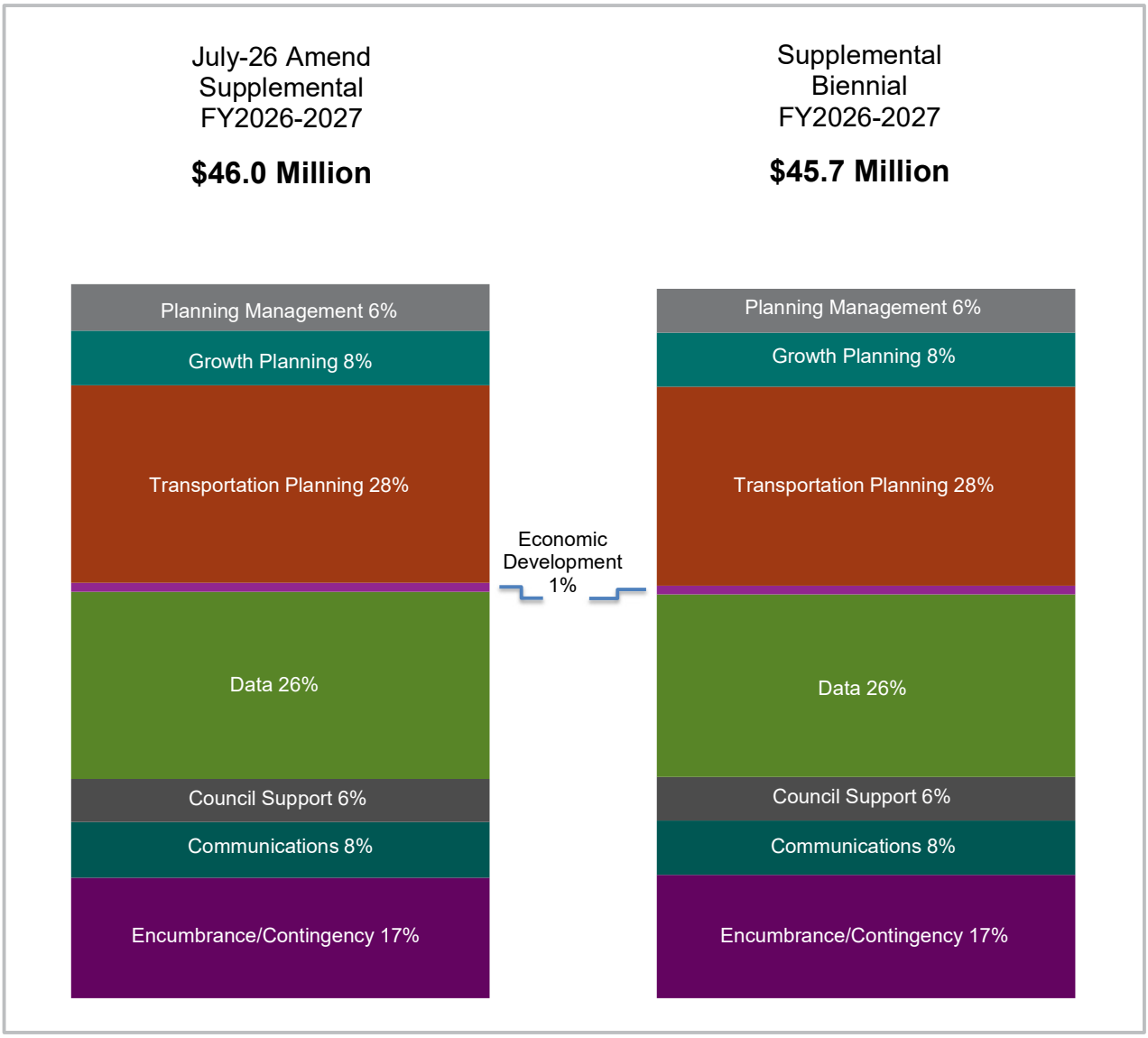
(a) Carryover are available funds that remain unspent in the previous budget cycle and can be used in the next budget cycle.

Figure 4 - Expenditure Comparison



	July26-Amend Supplemental FY2026-2027	Supplemental Biennial FY2026-2027	Variance
Salaries	$16,272,000	$16,272,000	$0,000
Benefits	$8,585,000	$8,585,000	$0,000
Overhead	$5,339,000	$5,147,000	$192,000
Direct/Consult.	$6,219,000	$5,719,000	$500,000
Subawards	$2,381,000	$2,381,000	$0,000
Anticipated	$0,000	$153,000	($153,000)
Encumbrance	$4,556,000	$4,808,000	($252,000)
Contingency/ Reserve	$2,614,000	$2,614,000	$0,000
Total	$45,966,000	$45,678,000	$288,000

Figure 5 - Expenditures by Work Task



	July26-Amend Supplemental FY2026-2027	Supplemental Biennial FY2026-2027	Variance
Planning Management	$2,982,000	$2,826,000	$156,000
Growth Planning	$3,524,000	$3,487,000	$36,000
Transportation Planning	$12,727,000	$12,805,000	($79,000)
Economic Development	$566,000	$560,000	$5,000
Data	$12,054,000	$11,762,000	$292,000
Council Support	$2,785,000	$2,794,000	($9,000)
Communications	$3,578,000	$3,513,000	$65,000
Encumbrance & Contingency	$7,751,000	$7,930,000	($179,000)
Total	$45,966,000	$45,678,000	$288,000

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. While PSRC does not have a capital budget acquired assets will be capitalized if the asset has a useful life of two (2) or more years and an acquisition cost exceeding $5,000. The depreciation schedule for capitalized assets is determined by the type of asset acquired. Generally, hardware is five (5) years while furniture and other leasehold improvements are ten (10) years.

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.


Tacoma Glass Museum

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 FY2024 audit report on the Office of the Washington State Auditor at:

ViewReportFile (wa.gov)

Four Year Consolidated and Fund Financial Schedules:

Beginning Fund Balance	**8,363,475**	**8,072,292**	**8,072,292**
Revenues	Actual FY2022-2023	Budgeted* FY2024-2025	Budgeted FY2026-2027
State/Federal	15,048,135	22,096,000	23,870,000
Local Funds, EDD and Service Income	5,321,489	5,230,000	5,413,000
Carryover (a)	4,191,055	19,586,000	12,330,000
State/Federal/Local Anticipated	-	150,000	153,000
Total	**24,560,679**	**47,062,000**	**41,767,000**
Expenditures	Actual FY2022-2023	Budgeted* FY2024-2025	Budgeted FY2026-2027
Salaries (b)	11,400,728	14,407,000	16,271,000
Benefits (c)	6,821,355	7,855,000	8,403,000
Overhead	4,379,014	4,251,000	5,147,000
s+b+oh	22,601,014	26,514,000	29,821,000
Direct	827,319	1,067,000	864,000
Consultant	1,424,446	10,555,000	5,162,000
Encumbrance/Anticipated	-	6,495,000	3,307,000
Contingency/Reserve PSRC	-	2,431,000	2,614,000
Total	**24,851,862**	**47,062,000**	**41,767,000**
Change in Fund Balance	**(291,183)**	**-**	**-**
Ending Fund Balance	**8,072,292**	**8,072,292**	**8,072,292**
*Budgeted amounts are as of July 2025, Amended Supplemental Budget. FY2025 actual costs have not been audited as of September 2025. Change in Fund Balance is ($335,625) as of FY2024 audited financials.			

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 FY2022-2023, the latest amended supplemental FY2024-2025 budget, as well as the amended FY2026-2027 budget. The FY2022-2023 shows a change in fund balance based on the FY2022 and FY 2023 audited financials. While PSRC does not project a change in fund balance for the current biennium, 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, 2025 through June 30, 2027. 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 2025 the General Assembly is adopted the FY2026-2027 Budget and Work Program.

Changes since the FY2024-2025 Budget and Work Program include:

- Updated financial structure and process section
- Updated performance measures section.

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 99% of the recommended target. In order to build the reserve fund to the recommended target level, the additional local funds generated by a 1% per year increase in the biennium 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 2027, would be subject to reassessment during the development of the fiscal years 2028 to 2029 biennial budget and work program.



Issaquah

Unfunded Sub-Tasks

The narratives include references to unfunded and partially funded work. When developing the FY2026-2027 Budget and Work Program staff identified additional work (staff & consultant) that could be pursued in the event additional revenue is identified.

Regional Planning (000) - $50,000 in consultant funds for Planning Project Engagement.

Growth Management (100) - $150,000 in consultant funds for Public Opinion Survey as well as $50,000 for Focus Groups and Additional Outreach.

Data (400) - $750,000 in consultant funds for Visitors Model Development, Land Use Model Update, Additional Representative Samples for Regional Survey, and Equity Focused Sample for Household Travel Survey.

Communication (600) - $50,000 in consultant funds for an Annual Report Video.

FY2026-27 Biennial Budget & Work Program Development Key Dates

July - August 2024
Prepare estimates of revenues and expenses.

August 2024
Executive Management Team begins discussion on proposed budget schedule and deadlines, initial budget assumptions, and outline of work program elements and format.

September 2024
Operations Committee receives proposed budget schedule.

September – November 2024
Executive Management Team coordinates with STE FTA Caucus on proposed use of FTA5307 funds.

September – November 2024
Executive Management Team collects information form 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 2024
Operations Committee reviews budget assumptions for revenue and expenditures, reviews budgetary policies, and recommends dues increase for Fiscal Years 2026-2027

November 2024
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 2024
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.

December 2024
Economic Development Board reviews budget and work plan for the Central Puget Sound Economic Development District.

January - February 2025
Transportation Policy Board, Growth Management Policy Board, and Executive 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 2025
Operations Committee submits Final Draft Budget and Work Program and any additional changes to Executive Board.

April 2025
Executive Board transmits Final Draft Budget including revisions to General Assembly.

May 2025
General Assembly Agenda including Final Draft Budget and Work Program mailed.

May 2025
General Assembly acts on Final Draft Budget.

May/June 2025
Final Budget and Work Program submitted to and reviewed by federal and state funding agencies.

April – June 2025
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 2025
Economic Development Board adopts Economic Development portion of the budget.

July 1, 2025
Biennial Work Program and Budget Begins.

September 2025
Operations Committee given Supplemental Budget Schedule.

October 2025
Supplemental Biennial Budget updated revenues and expenditures is drafted and reviewed by the Operations Committee.

December 2025
Supplemental Biennial Budget is drafted and reviewed by the Operations Committee.

January – February 2026
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 2026
The Executive Board is asked to propose action on the Supplemental Biennial Budget and Work Program by the General Assembly in May.

May 2026
General Assembly adopts the Supplemental Biennial Budget and Work Program.

July 2026
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). Additional information regarding PSRC's progress for fiscal year 2024 can be found in the annual Progress Report at: Year-End Progress Report: Fiscal Year Ending June 30, 2024 (psrc.org).

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 2022-2027 Performance Measures

PSRC develops policies and coordinates decisions about regional growth, transportation and economic development planning. The success of this work depends on the involvement of stakeholders such as our members as well as the community that lives and works within the region. PSRC has identified the following performance measures to help us identify the success of this participation.

Participation Performance Measures								
Agency Goal	**Milestone or Outcome Measurement**	**PSRC Board or Committee**	**2022**	**2023**	**2024**	**2025 Goal**	**2026 Goal**	**2027 Goal**
Increase Participation on Board Meetings from PSRC Members	PSRC Board Member Participation as a Percentage of Member Attendance	Growth Management Policy Board	66%	75%	70%	**75%**	**75%**	**75%**
		Transportation Policy Board	76%	80%	74%	**80%**	**80%**	**80%**
		Economic Development District Board	57%	65%	63%	**65%**	**65%**	**65%**
		Operations Committee	82%	90%	82%	**90%**	**90%**	**90%**
		Executive Board	75%	85%	91%	**90%**	**90%**	**90%**
Increase Public Participation and Communications	Public Engagement and Interaction	Biennial Household Travel Survey Response Rate (as a percentage of completed surveys)[1]	4%		**4%**		**4%**	
		PSRC.org Visits (per thousands)	131	145	150	**150**	**150**	**150**
		PSRC Social Media Engagements	1,990	2,200	2,500	**2,500**	**2,400**	**2,400**

N/A = Data not available / not measured during the time period.
[1]Household travel Survey is completed on a biennial basis. Low response rates are consistent with industry trends.

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.
- 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 FY2026-27 is based on projected revenues and expenditures in Fiscal Year 2025. Carryover for time periods beyond fiscal year 2027 is based on historical trends and can be adjusted over time.
- While PSRC is near its target of two months of operating expenditures, we have assumed an increase in membership dues that will be used to maintain the reserve fund balance, subject to biennial review and approval by Operations Committee. There is a 1% increase budgeted in FY2026 and a 1% increase budgeted in FY2027.
- 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 2026-2027, an approximate 3.66% deficit in fiscal years 2028-2029 and a projected 13.31% deficit in fiscal years 2030-2031. 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 FY2026-2027	Projected Biennial FY2028-2029	Projected Biennial FY2030-31
State	$1,508,000	$1,226,000	$1,226,000
Federal	$20,630,000	$20,130,000	$20,130,000
Federal Pass Through	$2,381,000	$434,000	$0,000
Local Funds, EDD and Service Income	$5,858,000	$5,771,000	$6,242,000
Carryover (a)	$15,588,000	$11,322,000	$10,156,000
State/Federal/Local Anticipated	$0,000	$777,000	$1,426,000
Total	**$45,966,000**	**$39,660,000**	**$39,180,000**
	-	-	-

Table 10 - Expenditure Comparison Summary

Basic Funding	Projected Biennial FY2026-2027	Projected Biennial FY2028-2029	Projected Biennial FY2030-31
Salaries (b)	$16,272,000	17,926,000	19,752,000
Benefits (c)	$8,585,000	$10,845,000	$12,121,000
Overhead (d)	$5,339,000	$5,230,000	$5,524,000
s+b+oh	$30,195,000	$34,002,000	$37,397,000
Direct	$1,004,000	$1,004,000	$1,004,000
Consultant	$5,215,000	$2,500,000	$2,500,000
Subawards	$2,381,000	$434,000	$0,000
Encumbrance/Anticipated (e)	$4,556,000	$777,000	$1,426,000
Contingency/Reserve PSRC	$2,614,000	$2,972,000	$3,443,000
Total	**$45,966,000**	**$41,688,000**	**$45,769,000**
Variance (Revenues - Expenditures)	$0,000	($2,028,000)	($6,589,000)
	0.00%	4.87%	14.40%

Table 11 - Staffing Comparison by Task

	Projected Biennial FY2026-2027	Projected Biennial FY2028-2029	Projected Biennial FY2030-31
Planning Management	5	5	5
Regional Growth Planning	6	6	6
Long-Range Transportation Planning	16	16	16
Subtotal Planning	**27**	**27**	**27**
Economic Development District	1	1	1
Technical And Data Services	20	20	20
Council Support	3	3	3
Communications	6	6	6
Administrative Servcies (f)	13	13	13
Total	**70**	**70**	**70**

(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 anda $200,000 allowance for salary survey adjustments.
(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

Table 12 - Revenue Comparison by Source

Basic Funding	Projected Biennial FY2026-2027	Projected Biennial FY2028-2029	Projected Biennial FY2030-31
Grant and Local Revenue			
Planning funds			
Regional Transportation Planning Org	$1,508,000	$1,226,000	$1,226,000
Consolodated Planning Grant	$15,290,000	$15,290,000	$15,290,000
Subtotal Planning funds	$16,798,000	16,516,000	16,516,000
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	$4,181,000	$4,458,000	$4,821,000
Transit Agency Dues	$1,232,000	$1,314,000	$1,421,000
Subtotal Local Funding	$5,414,000	$5,771,000	$6,242,000
Grant and Local Revenue Subtotal	$26,912,000	$26,988,000	$27,458,000
Project Specific Revenue			
Amazon Housing Fund	$445,000	$0,000	$0,000
CDS - Household Survey	$500,000	$0,000	$0,000
Subtotal Project Specific Revenue	$945,000	$0,000	$0,000
CPSEDD Revenue			
CPSEDD - EDA Planning Grant	$140,000	$140,000	$140,000
Subtotal CPSEDD Revenue	$140,000	$140,000	$140,000
Carryover PSRC	$17,969,000	$11,756,000	$10,156,000
Basic Funding Total	**$45,965,000**	**$38,883,000**	**$37,754,000**
Anticipated Funding			
FAA Anticipated			
Anticipated MPO (b)	$0,000	$777,000	$1,426,000
Anticipated Funding Total	**$0,000**	**$777,000**	**$1,426,000**

(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.

*Table shows a 4% per year dues increase through FY2029.

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 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

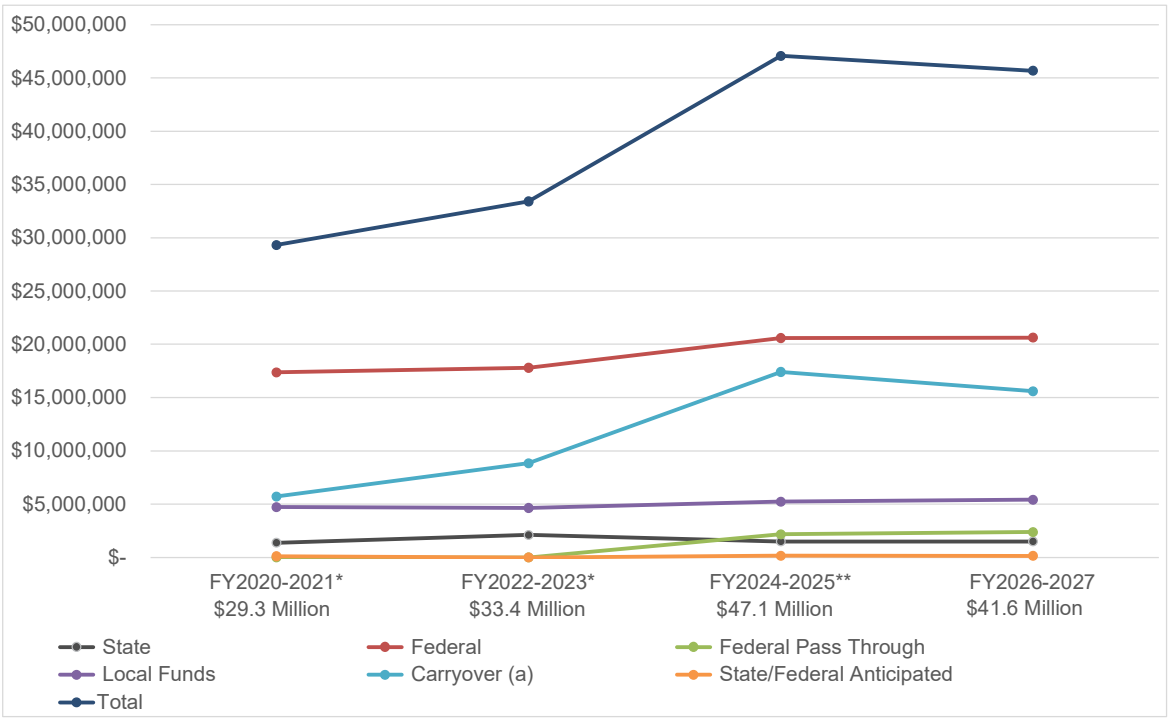
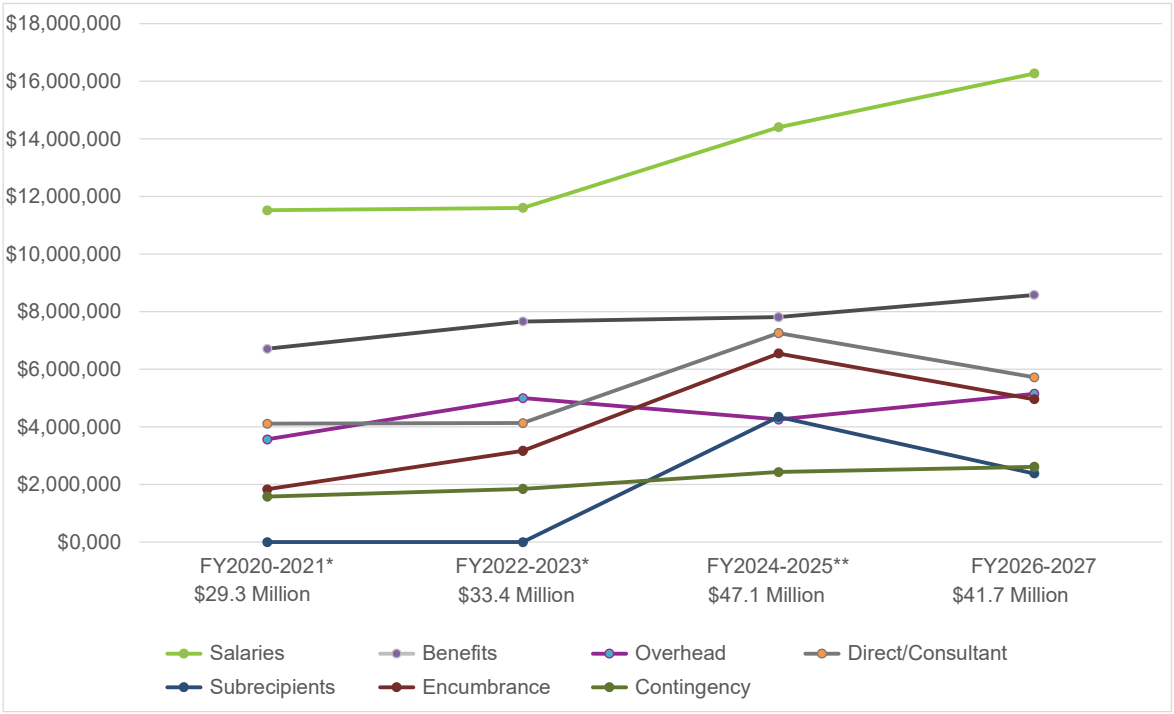


Figure 7 - Biennial Expenditure Trends



* FY2020-2021, FY2022-2023 reflect the Final Biennial Budgets.
**FY2024-2025 Changes Since Supplemental Biennial 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. Support Boards and Committees
Convene the Regional Staff Committee monthly or at least quarterly to discuss key issues to help inform the work of PSRC's boards and committees. Develop meeting agendas and supporting materials; facilitate meetings and special events sponsored by the Regional Staff Committee. Support Central Puget Sound Economic Development District Board, and PSRC Growth Management, Transportation Policy, and Executive Boards as needed.

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. PSRC will continue to engage in regional aviation system planning as needed.

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. Public Outreach and Engagement
The Washington State Growth Management Act establishes minimum requirements for public participation as a component of the planning process. However, many

traditional methods and approaches do not facilitate effective engagement with disadvantaged or hard to reach communities. The Puget Sound Regional Council bylaws and adopted Public Participation Plan establish the agency's strong commitment to public participation and specify that the agency utilize a broad range of engagement opportunities, information campaigns, public meetings after effective notice, open discussion, and consideration of and response to public comments.

PSRC will work with its members, stakeholders, and members of the public to better understand existing community conditions, impacts, and outcomes across the region and recommend targeted strategies to improve the region's capacity to grow while meeting the needs of all residents.

PSRC's engagement leads will work across the agency to develop resources and guidance, and design and implement new project specific engagement programs and performance analyses as needed.

As part of this work, PSRC will support community and staff advisory committees to provide recommendations to PSRC's Policy and Executive Boards. Work will include developing meeting agendas and supporting materials and facilitating meetings and special events.

This task will also continue the refinement and implementation of PSRC's Summer Planning Academy, designed to expose youth to regional planning, build a pipeline of people who may be interested in planning as a profession, and create greater awareness of PSRC and its role in the region.

Sub-Task 6. Long Range Transportation Planning
Support development and implementation of the 2026 Regional Transportation Plan, including ongoing policy and technical research and analysis into a wide variety of transportation mobility topics. Key elements include greenhouse gas reduction, safety, transit (including transportation for those with special needs), transportation demand management, ferries, freight, active transportation, technology, maintenance and preservation, and financial planning.

Unfunded Sub-Tasks

None.

Major Milestones and Products

1. Regional Staff Committee and other advisory committee agendas and meetings (*Ongoing*)
2. PSRC Staff and Board trainings and learning opportunities (*Periodically through 2025 and 2026*)

3. Annual updates and improvements to regional performance dashboards (*December 2025, December 2026*
4. Summer Planning Academy program (*summer 2025 and 2026*)

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:** VISION 2050 and the Regional Transportation Plan include policies 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:	
RTPO	$127,000
Consolidated Planning Grant	$1,110,000
Consolidated PL Grant Match	$173,000
Cons PL Grant Carryover	$980,000
Cons PL Grant Carryover Match	$153,000
Carryover Local	$198,000
Local	$240,000
Total	**$2,982,000**

Expenditures:	
Salaries & Benefits	$1,881,000
Overhead	$879,000
Direct Costs	$222,000
Consultants	$0,000
Unfunded	$0,000
Total	**$2,982,000**

Budget Comparison:	
July 26 Amend Supplemental FY 26-27	$2,982,000
Adopted Supplemental FY 26-27	$2,826,000

FTE Staffing Comparison:	
July 26 Amend Supplemental FY 26-27	4.46
Adopted Supplemental FY 26-27	4.33

Summary of Consultants within Planning

Sub-Task	Description of Work	Amount
5	Public Outreach and Engagement	$50,000
	Total Funded Contracts	**$50,000**
	Total Unfunded Contracts	**$**
	Total Consultant Costs	**$50,000**

Growth Management Planning (Task 100)

Objective

Implement VISION 2050 as the region's growth management, environmental, economic, and transportation long-range plan, and to 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 funding agencies' rules and regulations and the Puget Sound Regional Council's policies.

Sub-Task 2. Support Boards and Committees
Support PSRC's Growth Management Policy Board, Executive Board, Regional Transit Oriented Development Committee, and other boards and 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 work to implement VISION 2050, review of recommendation on certification of local comprehensive and subarea plans, and review of regional centers.

Sub-Task 3. 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, 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 at the region's equitable plan for transit-oriented development, as required by state law. Successful implementation requires 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, convenings and events, assistance, and technical development to support implementation of VISION 2050 through direct PSRC actions and through support to jurisdictions, agencies, and interest groups.

a. Growth Strategy Implementation
PSRC will track the application of local growth targets, monitor rates of growth, and explore new growth projections to support the implementation of VISION 2050 and the Regional Growth Strategy.

b. 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, provides greater affordability options, and lessens the risk and potential impact of displacement. This Sub-Task will include implementation of the 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 data monitoring.

c. Environment and Conservation
PSRC will support strategies to best manage growth and development to support efforts to maintain rural and resource lands while encouraging the vast majority of growth toward cities, centers, and urban areas. PSRC will support actions by the Puget Sound Partnership to restore Puget Sound and address water quality. PSRC will also work to support local efforts to enhance access to open space in urban and underserved areas. This includes regional collaboration to further Transfer of Development Rights programs in each county.

d. VISION 2050 Outreach
PSRC will continue to communicate the goals and policies of VISION 2050 to member jurisdictions, Tribes, regional stakeholders, the business community, and the public. This work will include being a resource to local jurisdictions to help guide the application of regional policy, raise awareness of VISION 2050 to residents across the region; and engage 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 4. 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 boards and the Executive Board on an ongoing basis. During this budget cycle, PSRC will certify individual comprehensive plans that were due to be completed in December 2024 to

meet the requirements of the Growth Management Act. PSRC will conduct a “Taking Stock” review of the plan update cycle following the certification process to collect information from jurisdiction about the process.

Sub-Task 5. Regional Centers Implementation
Based on the adopted Regional Centers Framework, PSRC will coordinate with countywide groups and local jurisdictions on centers designation, subarea planning, and assistance to local jurisdictions as they meet planning and designation criteria in the centers framework. PSRC will conduct a periodic review of centers in 2025 to redesignate existing centers, consider applications for new regional centers, and consider future updates to the Regional Centers Framework.

Sub-Task 6. Transit Oriented Development
PSRC will work to implement the VISION 2050 objective of 65% of housing growth and 75% of employment growth to be located in regional centers and transit station areas. As the region’s high-capacity transit network expands, PSRC will provide data monitoring and technical guidance to assist local governments and transit agencies as they work to develop transit areas with density and design characteristics that accommodate future growth and make the best use of regional transit investments.

Sub-Task 7. Technical Assistance and Coordination
Conduct outreach and provide technical assistance to jurisdictions, agencies, and interest groups on PSRC plans, policies, and programs, especially to support the implementation of VISION 2050 and comprehensive plans.

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 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 development and implementation, Regional Economic Strategy implementation, and other work as opportunities occur. This task will improve the overall coordination and compatibility of planning and research efforts throughout the four-county region.

Sub-Task 8. Monitor & Support Legislation
Provide data and information to support the work of the region’s legislative delegation and PSRC members related to VISION 2050 policy. 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 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 are equipped to implement relevant requirements in their local plans.

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 includes SEPA responsibilities related to the update of the Regional Transportation Plan. This Sub-task is funded at $200,000. Full costs of SEPA analysis to support VISION 2060 and the 2030 Regional Transportation Plan are estimated to be $500,000 and will be spread over two biennia.

Sub-Task 10. Housing Data
Puget Sound Regional Council (PSRC) has been selected by Amazon for a grant to support the creation of a housing data and policy platform to provide parcel level information on housing capacity to help address the housing affordability and supply crisis facing communities across the Puget Sound region. PSRC will deploy an outreach and engagement campaign to ensure the capabilities of the housing data and policy platform are understood by the housing sector including policy makers, government officials, non-profit and market rate developers and housing advocates. PSRC will contract with one or more consultants to create the housing data and policy platform for King, Kitsap, Pierce and Snohomish counties to provide housing data and parcel analysis. Additionally, PSRC will contract with a consultant to assist with outreach and engagement activities, including hosting regional meetings.

Unfunded Sub-Tasks

Public opinion survey in advance of upcoming regional plan updates is not funded.

Focus groups and other outreach in advance of upcoming regional plan updates are not funded.

VISION implementation support, such as consultant support for TOD guidance, anti-displacement strategies, and housing financial analysis are not funded.

SEPA prep for 2060 will require an additional $300K, anticipated to be budgeted in the 2028-2029 fiscal period.

Major Milestones and Products

1. Certify 2024 comprehensive plan updates (January 2025 to September 2025)
2. Provide technical assistance to local jurisdictions to implement comprehensive plans (*Ongoing)*

3. Regional Housing Strategy implementation and coordination (Ongoing)
4. Regional centers review and application window (January 2025 to June 2026)
5. VISION 2050 implementation reporting (July 2025 to June 2026)
6. Provide support to the Growth Management Policy Board (*Ongoing)*
7. 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) 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 the **Planning Enabling Act** (RCW 36.70.547) require 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. **Infrastructure Investment and Jobs Act** [23 CFR Part 450, Subpart C (FHWA) and 49 CFR Part 613, Subpart A (FTA); also know as the Bipartisan Infrastructure Law or BIL], 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).
5. **Washington State Environmental Policy Act** (RCW 43.21c) and PSRC's Adopted Procedures and Policies Implementing the State Environmental Policy Act (Resolution PSRC-EB-2016-01).

6. **VISION 2050** (adopted October 2020), which includes the region's adopted multicounty planning policies, per the state Growth Management (RCW 36.70A), the regional growth strategy, and the regional equitable transit-oriented development strategy pursuant to RCW 81.112.350.

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
Consolidated Planning Grant	$668,000
Consolidated PL Grant Match	$104,000
Cons PL Grant Carryover	$608,000
Cons PL Grant Match Carryover	$95,000
Amazon Housing	$445,000
Carryover Local	$179,000
Local	$562,000
Total	**$3,524,000**

Expenditures:	
Salaries & Benefits	$1,968,000
Overhead	$918,000
Direct Costs	$13,000
Consultants	$625,000
Total	**$3,524,000**

Budget Comparison:	
July 26 Amend Supplemental FY 26-27	$3,524,000
Adopted Supplemental FY 26-27	$3,487,000

FTE Staffing Comparison:	
July 26 Amend Supplemental FY 26-27	5.84
Adopted Supplemental FY 26-27	5.84

Summary of Consultants within Growth Management Planning

Sub-Task	Description of Work	Amount
3	VISION 2060/2030 RTP EIS	$ 200,000
10	Amazon Housing Data	$ 425,000
	Total Funded Contracts	**$ 625,000**
3	Public Opinion Survey	$ 150,000

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 resiliency.

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 funding agencies' rules and regulations and the Puget Sound Regional Council's policies.

Sub-Task 2. Support Boards and Committees
Support PSRC's Transportation Policy Board, Executive Board and five standing transportation committees: Transit Operators Committee; Regional Project Evaluation Committee; Coordinated Mobility and Accessibility Committee; Freight Advisory Committee; and the Bicycle and Pedestrian Advisory Committee. Other PSRC committees will also be supported. This work advances regional planning and coordination with member agencies and other stakeholders related to long-range transportation planning and project funding and implementation across the variety of topics represented.

Sub-Task 3. Long-Range Transportation Planning
Continue work to develop the next Regional Transportation Plan (RTP) to be adopted in May of 2026. The RTP will continue to support implementation of the VISION 2050 regional growth strategy and policies, including the expansion of, and access to, a comprehensive and integrated transit system. Other key elements of the plan will include:

- Incorporation of the Regional Safety Action Plan (RSAP), to be adopted in May of 2025. This will include board direction on how the RSAP will inform investments, direction and/or actions in the RTP, as well as future project selection processes.
- Incorporation of the grant-funded regional Comprehensive Climate Action Plan (CCAP), to be completed by December of 2025 in partnership with the Puget Sound Clean Air Agency, all four counties and key cities throughout the region.

This will include board direction on how the CCAP will inform investments, direction and/or actions in the RTP, as well as future project selection processes.

- A comprehensive reevaluation of the RTP financial strategy, assessing the feasibility of revenue assumptions into the future and addressing current financial challenges.
- Continued emphasis on the evaluation and monitoring of equitable outcomes across PSRC's six focus areas.
- Continued improvements in PSRC's modeling, analysis and visualization tools to evaluate the performance of the RTP. These include tracking of measures and indicators through the RTP Dashboard and improved data and analysis regarding changing travel behaviors post-pandemic and transit ridership recovery. Identification of current and future needs, gaps and disparities across the transportation system is also being developed, including a regional assessment of access to transit.

In addition to the above highlights, the next RTP will also address maintenance and preservation needs, emerging stormwater and water quality issues, and key elements of the transportation system such as freight, active transportation, technology, and other important topics.

Once the RTP is adopted in May 2026, work will commence on any implementation and action items directed in the plan. Ongoing work to improve the understanding of the needs and operations of the regional transportation system will continue, to include continued data collection, research and collaboration with partners on a variety of topics. Technical guidance and best practices will continue to be developed in coordination with PSRC's advisory committees to assist PSRC member agencies in their local planning efforts and the implementation of VISION and the RTP.

This task addresses the required Safe and Accessible Transportation Options set-aside requirement.

Sub-Task 4. Regional Transportation Improvement Program (TIP)

Maintain the 2025-2028 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 also be continued.

Develop the 2027-2030 Regional TIP, following the 2026 project selection process for PSRC's federal funds (refer to Sub-Task 5). This will include the following: air quality conformity analysis; addressing performance-based planning requirements; rigorous reviews of projects for consistency with federal and state rules and regional policy; web mapping; and a public comment process. The project selection process will be informed by the planning work identified under Sub-Task 3.

This task addresses the required Safe and Accessible Transportation Options set-aside requirement.

Sub-Task 5. PSRC Funding

Conduct the project selection process for PSRC's FHWA and FTA funds in 2026, beginning with the development of the *2026 Policy Framework for PSRC's Federal Funds* under board review and direction. This process will also include supporting the Regional Project Evaluation Committee, Transit Operators Committee, and the four countywide transportation committees. In addition, as available and necessary, conduct additional funding distribution processes to address emergent needs and new federal programs.

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.

This task addresses the required Safe and Accessible Transportation Options set-aside requirement.

Sub-Task 6. Air Quality and Emissions

Continue to work with our federal, state, regional and local partners to monitor air quality and climate 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.

As identified in Sub-Task 3, PSRC will continue participating with the Puget Sound Clean Air Agency (PSCAA) and other partner agencies on the development of the regional Comprehensive Climate Action Plan funded under EPA's Climate Pollution Reduction Grant program. Coordination and collaboration with federal, state and other partners will continue to support advancement of regional goals, including emissions reduction, advancement of alternative fuels and system resiliency.

Sub-Task 7. 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 Coordinating 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 in support of the VISION 2050 regional growth strategy. Work will also include continued efforts to improve transit accessibility, performance analysis and monitoring, and technical and policy assistance for future system planning.

Sub-Task 8. Transportation Safety

In spring 2023, PSRC received an Action Plan Grant from the United States Department of Transportation (USDOT) Safe Streets and Roads for All program (SS4A). The objective of the project was to conduct extensive public engagement and to integrate available data sets for analyses of key transportation safety problems facing the region. With its share of the grant funds, PSRC is developing a Regional Safety Action Plan for the metropolitan transportation system based on a Safe System Approach, to be adopted in May of 2025. The regional plan will identify regional safety issues and a toolbox of proven safety countermeasures, strategies, and actions to address context-specific safety conditions.

As part of the consolidated $4.9 million grant award, PSRC sub-awarded $2.2 million of the funds to the cities of Burien, Everett, Kent, Redmond, and Tukwila, and Pierce County to develop detailed local action plans. PSRC will continue to provide administrative support to coordinate these subawards, which are expected to be completed by the end of calendar year 2025. In addition, PSRC is providing support to the region's tribes to advance roadway safety planning on their tribal lands.

In spring 2024, PSRC received a second $2.9 million SS4A Action Plan Grant to coordinate the subaward of funds for nine additional local member jurisdictions (Bonney Lake, Edmonds, Federal Way, Fife, Kirkland, Renton, Shoreline, Sultan, and Snohomish County) to develop local Safety Action Plans conforming with USDOT criteria. In addition, due to lack of local staff capacity, PSRC has contracted with and is managing a consultant for the Town of Eatonville, who will also develop a local Safety Action Plan that conforms with USDOT criteria. The grant also provides funds for PSRC to continue grant administration and conduct additional follow up outreach, research, and public engagement though the duration of the second grant performance period, concluding in mid-2027.

Unfunded Sub-Tasks

1. Annual safety summits and outreach activities
2. Additional RTP implementation efforts, data & visualization tool improvements, and efforts to address emerging issues after RTP adoption

Major Milestones and Products

1. Conduct the project selection process for PSRC's Federal Funds. *(September 2025 through July 2026)*

2. In partnership with PSCAA, complete the grant-funded regional Comprehensive Climate Action Plan. *(December 2025)*
3. Complete all SS4A planning products and oversight of subawardee grants. *(July 2025 through June 2027)*
4. Release draft Regional Transportation Plan (2026-2050) for public review and comment. *(January 2026)*
5. Maintain and report annually on the RTP performance dashboard. *(January 2026 and January 2027)*
6. Adoption of the Regional Transportation Plan (2026-2050). *(May 2026)*
7. Develop and adopt the 2027-2030 Regional TIP. (*July 2026 through January 2027*)
8. Continue to meet and 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*)
9. Conduct monthly amendments to the TIP. *(Ongoing)*
10. Continue project tracking of PSRC funded projects and implementation of FHWA delivery targets. *(Ongoing)*

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. **Infrastructure Investment and Jobs Act** [23 CFR Part 450 Subpart C (FHWA) and 49 CFR Part 613, Subpart A (FTA)], 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).

2. **Federal Clean Air Act** (42 USC Section 7401-7671q) and **Washington Clean Air Act** (RCW 70.94.37) legislates federal and state requirements through Air Quality Conformity rules for transportation plans, programs and projects.

3. **Regional Transportation Planning Organization** legislation (RCW 47.80) requires the preparation of a regional transportation plan and development of a regional transportation improvement program (TIP).

4. **Washington's Commute Trip Reduction (CTR) Program** (RCW 70.94.521-555 and WAC 468-63) requires interjurisdictional cooperation in affected urban growth areas for implementation of CTR plans.

5. **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.

6. **Memorandum of Understanding** between the Puget Sound Clean Air Agency, Washington State Department of Ecology and PSRC describes the preparation of maintenance plans and regional transportation conformity analyses.

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 Transit 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	$517,000
Consolidated Planning Grant	$2,530,000
Consolidated PL Grant Match	$395,000
Cons PL Grant Carryover	$934,000
Cons PL Grant Match Carryover	$146,000
STBGP	$1,000,000
STBGP Local Match	$156,000
FTA 5307	$980,000
FTA 5307 Local Match	$245,000
FTA 5307 Carryover	$463,000
FTA 5307 Carryover Match	$116,000
Safe Streets for All Phase 1	$1,281,000
Safe Streets for All Phase 1 Match	$320,000
Safe Streets for All Phase 1 Sub	$478,000
Safe Streets for All Phase 2	$577,000
Safe Streets for All Phase 2 Match	$144,000

Expenditures:	
Salaries & Benefits	$5,483,000
Overhead	$2,557,000
Direct Costs	$73,000
Subawards	$2,381,000
Consultants	$2,232,000
Total	**$12,727,000**

Safe Streets for All Phase 2 Sub	$1,904,000
FTA 5310	$200,000
Carryover Local	$179,000
Local	$163,000
Total	**$12,727,000**

Budget Comparison:	
July 26 Amend Supplemental	
FY 26-27	$12,727,000
Adopted Supplemental	
FY 26-27	$12,805,000

FTE Staffing Comparison:	
July 26 Amend Supplemental	
FY 26-27	16.95
Adopted Supplemental	
FY 26-27	17.08

Summary of Consultants within Transportation Planning

Sub-Task	Description of Work	Amount
2	RTP Implementation	$ 100,000
2	RTP Implementation - Carryover	$ 265,615
3	TIP Database Update	$ 100,000
8	Safe Streets for All Phase 1 Support	$ 1,379,103
8	Safe Streets for All Phase 2 Support	$ 427,496
	Total Funded Contracts	**$ 2,272,214**
8	Safe Streets for All Phase 1- Subrecipients	$ 477,585
8	Safe Streets for All Phase 2- Subrecipients	$ 1,903,538
	Total Subrecipients	**$ 2,381,123**
	Total Unfunded Contracts	**$ -**
	Total Consultant/Subrecipient Costs	**$ 4,653,337**

Economic Development District (Task 300)

Objective

Provide staff support to the Central Puget Sound 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. General Administration

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

a. Annually updating the Regional Economic Strategy.
b. Developing and maintaining tracking tools, performance measure data and other products to facilitate strategy implementation.
c. Preparing the annual budget and work program.
d. Developing, applying for, and monitoring grants and contracts in support of the Regional Economic Strategy.
e. Securing and managing U.S. Economic Development Administration Planning Grant.

Sub-Task 2. Support Boards and Committees

Convene and provide staff support to the EDD Board of Directors, subcommittees, and other working groups or taskforces.

Sub-Task 3. Economic Strategy Development

The Regional Economic Strategy, adopted in December 2021, is the guiding document for key regional economic initiatives. The next update of the Regional Economic Strategy, scheduled for adoption in December 2026, will include:

a. Identification of emerging industry opportunities, subsectors, or cross-cluster opportunities;
b. Identification of challenges and opportunities faced by the region's economy;
c. Qualitative and quantitative analysis to help detail the region's strengths, weaknesses, opportunities, and threats, and
d. Development of targeted strategies to improve the region's competitive position;

Sub-Task 4. Economic Strategy Implementation
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 developing, implementing, and collaborating on events that bring together economic development interests in the region and highlighting regional priorities.

Unfunded Sub-Tasks

None

Major Milestones and Products

1. Annual Economic Development Work Plan Developed *(2026 and 2027)*
2. U.S. Economic Development Administration Planning Grant Secured *(April 2026)*
3. Regional Economic Strategy Updated *(January 2027)*

Mandates

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

1. 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 sec.*) 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).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. **EDD/PSRC Memorandum of Agreement** dated June 27, 2002.

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	$140,000
PSRC Local	$426,000
Total	**$566,000**

Expenditures:	
Salaries & Benefits	$370,000
Overhead	$173,000
Direct Costs	$23,000
Consultants	$0,000
Total	**$566,000**

Budget Comparison:	
July 26 Amend Supplemental	
FY 26-27	$566,000
Adopted Supplemental	
FY 26-27	$560,000

FTE Staffing Comparison:	
July 26 Amend Supplemental	
FY 26-27	1.13
Adopted Supplemental	
FY 26-27	1.13

Summary of Consultants within Economic Development District

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 housing 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: Household travel survey data, park and ride data, transit ridership and service data, bicycle & pedestrian counts, truck counts
- Forecast: regional macroeconomic forecast, small area land use projections (Land Use Vision)
- Community Data: Providing data on disparities for housing, economics, demographic, and transportation related datasets.

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 and the agency's external facing Data Portal. It also includes the development of Interactive Story Maps, a key data visualization tool used for sharing data related to racial disparities.

Funded Direct costs include:

- $50,000 for additional consultant support for GIS online data storage and visualization. (see Sub-Task 8 for more details).

Modeling. PSRC's suite of forecasting models is integral to the agency's planning efforts, supporting analysis of future 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
- 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. The UrbanSim land use forecasting tools are currently in operation and have been used for allocating subarea growth for VISION 2050. In FY2026-2027, PSRC staff will begin the transition to an updated land use model platform while continuing to support the current model system for use in agency planning.

In FY2026-2027, work on the Activity Model will center on continued improvement to support model improvements post-pandemic with a focus on long-term changes to travel behavior. These updates may include but are not limited to:

- Modeling of evolving transit travel behavior
- Shared Mobility and Technology enhancements
- Changes and improvements to the ways people access transportation
- Work from home
- Visitors Model (unfunded)
- Estimation and development of ActivitySim as the key household demand and travel component of SoundCast (see Sub-Task 7)

Funded Direct costs include:

- $70,000 for continued collaboration with the AMPORF consortium to support development of future versions of the regional Activity Based Model (see Sub-Task 7 for more details).

Unfunded Direct costs include:

- $150,000 for development of a Visitors Model.
- $100,000 for initial development of an Updated Land Use Model

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 and VISION 2050 fall under this sub-task. The Plan-related analysis in FY2026-2027 will include on-going technical analysis for the next iteration of the region's long-range plans that will include both VISION 2050 and the next Regional Transportation Plan.

This sub-task also includes ongoing support for the Puget Sound Trends program. The Data team will continue to develop and analyze data to support this program, as well as participate in project teams with other agency staff to develop findings, assess policy implications, and develop Puget Sound 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
This task represents the continued implementation of the identified improvements to the management practices and related IT systems that were identified in the Data Management long-term plan. These improvements build off the recently developed central agency database and may include (but is not limited to) the following potential improvement measures:

- Further design and implementation of the agencies central SQL database (Elmer) for both tabular and spatial data
- Continued migration of data and databases to the SQL platform
- On-going development of data catalogs to facilitate data search, access, and dissemination
- Continued 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 FY2026-2027, a sixth wave of the survey 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 2028/2029, for survey work targeted to begin in spring 2027. This survey will be the third to occur after the impacts of the COVID-19 pandemic and will provide a further snapshot of how travel behavior has changed as a result compared to the 2017, 2019, 2021, 2023 and 2025 waves of the survey and well as how recovery in travel behavior has occurred relative to the Spring 2021 survey. This survey will directly support the development of the VISION 2050 and Regional Transportation Plan development efforts.

Funded Direct costs include:

- $400,000 to conduct a sixth wave of PSRC's continuous household travel survey program in spring 2027. It is likely that other member jurisdictions will be purchasing add-on samples for the 2027 survey.

Unfunded Direct costs include:

- $150,000 for additional representative samples for the Regional Survey Instrument.
- $350,000 for a community focused sample for the survey that could include new and innovative approaches to reach uniform military personnel and Joint-Base Lewis McChord, Naval Station Kitsap and Naval Station Everett; increased survey participation from rural and small-town residents in the eastern parts on King, Pierce and Snohomish counties; and increased survey participation from marginalized communities.

Sub-Task 7. AMPORF/ActivitySim

PSRC is continuing collaboration with several agencies on state-of-the-practice techniques to improve the 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 FY2026-2027. 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 an optimized code, faster running time and improved readability and ease of use.

Funded 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 8. 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. In FY2022-2023, PSRC staff move forward with the Data Portal project as well as a contract to modernize our GIS infrastructure. Moving forward to FY2026-2027, PSRC can continue implementation of our GIS strategy and continue adapting to the changing landscape of GIS as a software as a service. 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.

Funded Direct costs include:

- $50,000 for additional consultant support for GIS online data storage, data visualization support and the on-going maintenance and update efforts required to support the agency GIS systems.

Sub-Task 9. Regional Transportation Plan Performance Dashboard
In the 2022-2050 adopted Regional Transportation Plan, staff were tasked with the creation of an RTP Performance Dashboard. The dashboard was intended as a place to help the agency track its progress towards the ambitious goals in the adopted Plan. The dashboard was released in early 2023 and included data related to key transportation policy priorities and performance metrics. The dashboard will be continuously updated throughout FY 2026-2027 and the Performance data from the RTP Performance Dashboard will be shared with the Board throughout the year as part of the on-going Puget Sound Trends program.

Sub-Task 10. 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).

Sub-Task 11. Regional Macroeconomic Forecast Data
A macroeconomic forecast product was purchased in the spring of 2023 to support the development of the 2026-2050 Regional Transportation Plan. A similar data purchase is funded with this task to support the development of the next VISION 2050 Plan as well as the Regional Transportation Plan. This forecast data covers all four counties and provides detailed estimates of population and job forecasts for a variety of demographic categories. The forecast data will also include updated estimates of retail sales tax and other consumption metrics used in the Regional Transportation Plan's financial strategy.

Funded Direct costs include:

- $70,000 for the purchase of an updated set of future Macroeconomic forecast data items out to the year 2060.

Sub-Task 12. Housing Data
Housing is a key work program item for PSRC. The agency has been purchasing a variety of housing data related tom housing cost, supply and construction for use in support of the Region's Housing program. This sub-task funds the purchase of a variety of housing related data from commercial vendors in FY2026-2027

Funded Direct costs include:

- $30,000 for the purchase of an updated set of housing related data items.

Sub-Task 13. Data for Emerging Issues

Freight. 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 was provided freight data for technical analysis in the Regional Transportation Plan. For FY2026-2027, updated freight data would be purchased in the summer of 2025 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 of the travel demand forecast models and will be a resource for local planners working on freight delivery issues in their comprehensive planning efforts.

Community Data

Data to support the agency's work programs including various dashboards and performance trackers, which 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 and will be a resource for local planners working on their comprehensive planning efforts.

Non-motorized and Traffic Safety Data

Numerous vendors of traffic data (examples include Citian, Streetlight and Replica) are bundling location based data with safety data to help better inform safety data planning by combining real world data from navigation systems, insurance pay-per-mile dongles and cell phones with data on traffic and pedestrian volumes to provide a fuller picture of what is happening in traffic collisions and where are the riskiest behaviors and near-misses occurring.

The data collected will help support the development of future Regional Safety Action Plans.

Unfunded Direct costs include:

- $50,000 for the purchase of freight related data sets.
- $50,000 for the purchase of community-related data sets.
- $50,000 for the purchase of non-motorized and traffic safety related data sets.

Unfunded Sub-Tasks

As noted above, there are various sub-tasks with unfunded direct costs. The description of the work items is included in the narratives for these sub-tasks above and the costs of the unfunded portions of the work are repeated here for clarity. These unfunded items include**:**

Sub-Task 2 Unfunded Direct costs items:

- $150,000 for development of a Visitors Model.
- $100,000 for initial development of an Updated Land Use Model

Sub-Task 6 Unfunded Direct costs items:

- $150,000 for additional representative samples for the Regional Survey Instrument.
- $350,000 for a community focused sample for the survey that could include new and innovative approaches to reach uniform military personnel and Joint-Base Lewis McChord, Naval Station Kitsap and Naval Station Everett; increased survey participation from rural and small-town residents in the eastern parts on King, Pierce and Snohomish counties; and increased survey participation from marginalized communities.

Sub-Task 13 Unfunded Direct costs items:

- $50,000 for the purchase of freight related data sets.
- $50,000 for the purchase of community-related data sets.
- $50,000 for the purchase of non-motorized and traffic safety related data sets.

Major Milestones and Products

1. Regional Transportation Plan Performance Dashboard (*Winter 2024 then ongoing*)
2. Updated Regional Economic Forecast (*Fall 2025*)
3. Wave five of the Regional Household Travel Survey (*collections begin Spring 2027*)
4. Performance dashboards (*Winter 2024)*
5. Updated Puget Sound Trends (*Ongoing)*

Mandates

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

1. **Infrastructure Investment and Jobs Act** [23 CFR Part 450 Subpart C (FHWA) and 49 CFR Part 613, Subpart A (FTA)], 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).

2. **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.
3. **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.
4. **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.

Policy Direction and Interagency Staff Involvement

Policy directions are 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:	
Consolidated Planning Grant	$5,925,000
Consolidated PL Grant Match	$925,000
Cons PL Grant Carryover	$1,477,000
Cons PL Grant Match Carryover	$230,000
STBGP	$1,000,000
STBGP Local Match	$156,000
FTA 5307	$687,000
FTA 5307 Local Match	$172,000
FTA 5307 Carryover	$487,000
FTA 5307 Carryover Match	$122,000
CDS Grant	$500,000
Carryover Local	$278,000
Local	$95,000
Total	**$12,054,000**

Expenditures:	
Salaries & Benefits	$6,857,000
Overhead	$3,204,000
Direct Costs	$413,000
Consultants	$1,579,000
Total	**$12,054,000**

Budget Comparison:	
July 26 Amend Supplemental	
FY 26-27	$12,054,000
Adopted Supplemental	
FY 26-27	$11,762,000

FTE Staffing Comparison:	
July 26 Amend Supplemental	
FY 26-27	19.57
Adopted Supplemental	
FY 26-27	19.57

Summary of Consultants within Data

Sub-Task	Description of Work		Amount
2	GIS and Other Software Modernization - Carryover	$	58,284
2	GIS and Other Software Modernization	$	50,000
6	Regional Household Travel Survey - Carryover	$	400,903
6	Regional Household Travel Survey	$	500,000
6	Regional Household Travel Survey - CDS	$	500,000
7	ActivitySim Development	$	70,000
	Total Funded Contracts	**$**	**1,579,187**
Sub-Task	**Description of Work**		**Amount**
2	Visitors Model Development	$	150,000
2	Land Use Model Update	$	100,000
6	Additional Representative Samples for Regional Survey	$	150,000
6	Equity Focused Sample for Household Travel Survey	$	350,000
	Total Unfunded Contracts	**$**	**750,000**
	Total Consultant Costs	**$**	**2,329,187**

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; monitor and advise member jurisdictions on federal and state funding opportunities.
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. 2025/2026 General Assembly Meetings (Spring 2025, 2026)
2. Regional workshop for newly elected officials (January 2026)

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. **Infrastructure Investment and Jobs Act** (IIJA 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:	
Consolidated Planning Grant	$651,000
Consolidated PL Grant Match	$102,000
Cons PL Grant Carryover	$1,093,000
Cons PL Grant Match Carryover	$171,000
Carryover Local	$553,000
Local	$217,000
Total	**$2,785,000**

Expenditures:	
Salaries & Benefits	$1,374,000
Overhead	$642,000
Direct Costs	$170,000
Consultants	$599,000
Total	**$2,785,000**

Budget Comparison:	
July 26 Amend Supplemental FY 26-27	$2,785,000
Adopted Supplemental FY 26-27	$2,794,000

FTE Staffing Comparison:	
July 26 Amend Supplemental FY 26-27	3.27
Adopted Supplemental FY 26-27	3.27

Summary of Consultants within Council Support

Sub-Task	Description of Work	Amount
All	Strategic Initiatives	$ 70,000
All	Federal Consultant Support	$ 275,000
All	State Consultant Support - Carryover	$ 104,000
All	State Consultant Support	$ 150,000

Communications (Task 600)

Objective

To guide agency communications with a cohesive brand and message, develop effective visual, written and electronic 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 style guides and accessibility standards; assist staff in editing documents and in planning presentations.
2. Prepare and carry out the agency's public participation plan in coordination with regional planning staff providing outreach 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, 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, blog 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 brand 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 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, Regional Housing Strategy 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. **Infrastructure Investment and Jobs Act (IIJA) (also known as the Bipartisan Infrastructure Law)** 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** requires that transportation planning and programming be nondiscriminatory on the basis of race, color, national origin or disability.
3. **State Environmental Policy Act (SEPA), RCW 43.21C** 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 PSRC 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 [RCW42.17.130]). 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:	
Consolidated Planning Grant	$934,000
Consolidated PL Grant Match	$146,000
Cons PL Grant Carryover	$1,090,000
Cons PL Grant Match Carryover	$170,000
Carryover Local	$1,114,000
Local	$123,000
Total	**$3,578,000**

Expenditures:	
Salaries & Benefits	$2,254,000
Overhead	$1,053,000
Direct Costs	$91,000
Consultants	$180,000
Total	**$3,578,000**

Budget Comparison:	
July 26 Amend Supplemental	
FY 26-27	$3,578,000
Adopted Supplemental	
FY 26-27	$3,513,000

FTE Staffing Comparison:	
July 26 Amend Supplemental	
FY 26-27	7.13
Adopted Supplemental	
FY 26-27	7.13

Summary of Consultants within Communications

Sub-Task	Description of Work		Amount
All	Communication Audit - Carryover	$	100,000
All	On-Call Communications and Outreach Support	$	80,000
	Total Funded Contracts	**$**	**180,000**
	Total Consultant Costs	**$**	**150,000**
	Annual Report Video	$	50,000
	Total Unfunded Contracts	**$**	**50,000**
	Total Consultant Costs	**$**	**230,000**

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, information technology and computer operations, Information Center, office management, graphic design operations, records management, 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 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.

h. Ensure compliance with the Open Public Meetings Act and develop and enforce guidelines for the public when accessing PSRC's offices.

Note: Consultant Costs of $102,243 will be used for HR support, $307,500 for Legal support, and $184,500 for accounting services.

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 meeting rooms and the board room, in addition to staff equipment. 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 $180,000 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.
   - Transition from legacy network drives to store digital content to a new electronic document and records management system, allowing for streamlining of retention and policies and records requests.

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. Maintain PSRC Website
PSRC maintains an active and extensive website that supports all areas of the agency's work program and public participation efforts. The website provides essential information about PSRC's programs and plans to the public and resources to PSRC's membership. It also offers information on regional decision making through meeting agendas, presentations, and the live streaming of board meetings.

Recognizing the importance of this tool, PSRC seeks to continually improve and enhance its website and related tools, including usability and accessibility. PSRC recently conducted a website usability and accessibility audit, and will be making

recommended improvements to the website, as well as provide resources and staff training on creating accessible digital content.

Unfunded Sub-Tasks

None

Major Milestones and Products

1. Prepare Supplemental FY2024-2025 Budget (Fall 2022)
2. Prepare FY2026-2027 Biennial Budget and Work Program (Spring 2024)
3. Coordinate annual audit with State Auditor's Office (Winter 2023/2024)

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. **Infrastructure Investment and Jobs Act** [23 CFR Part 450, Subpart C (FHWA) and 49 CFR Part 613, Subpart A (FTA); also know as the Bipartisan Infrastructure Law or BIL], 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).
3. **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.

4. **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 [RCW42.17.130]). 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

None

Summary of Revenues and Expenditures

Summary Expenditures	
Expenditures:	
Salaries & Benefits	$4,088,000
Overhead	$0,000
Direct Costs	$4,303,000
Consultants	$1,036,000
Total	**$9,427,000**

Budget Comparison:	
July 26 Amend Supplemental FY 26-27	$9,427,000
Adopted Supplemental FY 26-27	$9,290,000

FTE Staffing Comparison:	
July 26 Amend Supplemental FY 26-27	12.15
Adopted Supplemental FY 26-27	12.15

Summary of Consultants within Administrative Services

Sub-Task	Description of Work		Amount
2	HR Support	$	102,243
2	Legal Support	$	307,500
2	Accounting Support	$	184,500
3	Network Support	$	129,581
2	Website ADA Compliance	$	75,000
3	A/V Services	$	51,250
	Total Funded Contracts	**$**	**850,074**
	Total Consultant Costs	**$**	**850,074**

Appendix A

Puget Sound Regional Council Committee Structure

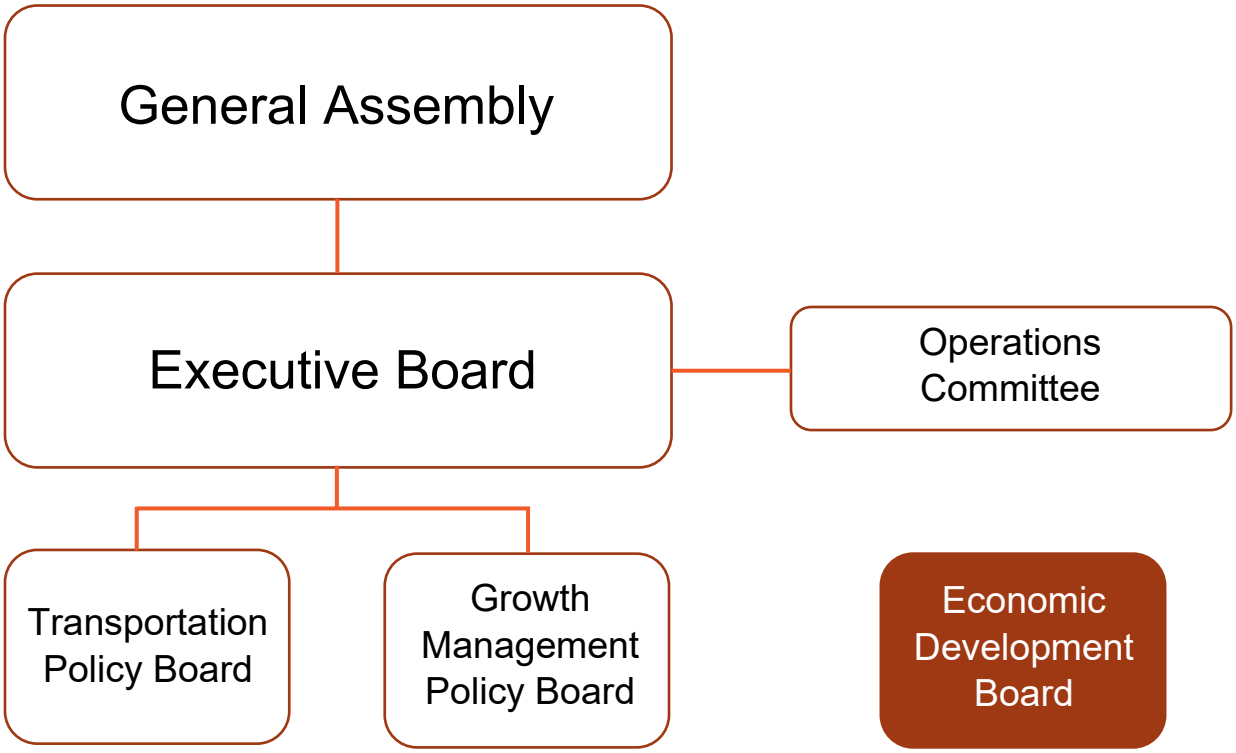
PSRC Organization Resolution

PSRC Organization Chart

Position Summary Schedule

Committee Structure

Puget Sound Regional Council



Puget Sound Regional Council
PSRC

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)

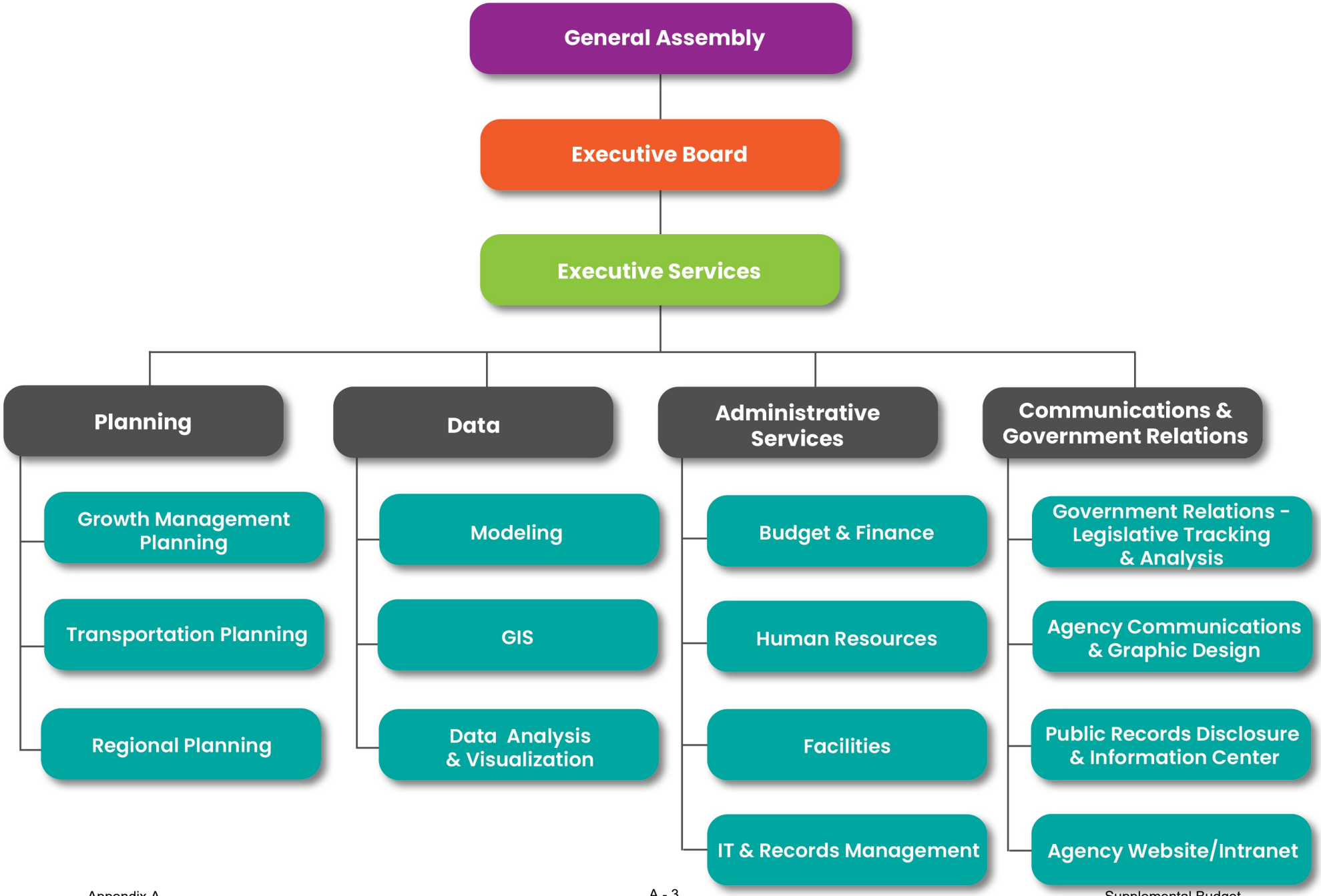
BE IT FURTHER RESOLVED that all acts of the Puget Sound Regional Council, its officers, and employees consistent with the provisions of this resolution are ratified and confirmed.

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

Puget Sound Regional Council Functional Organization Chart



Position Summary Schedule

Position	2022-2023 Budget	2024-2025 Budget	2026-2027 Budget
Planning			
Administrative Assistant II	2.0	2.8	2.7
Assistant Planner	2.0	3.7	3.6
Associate Planner	4.0	5.0	4.0
Associate Economic Planner	-	1.0	-
Data Technician	1.0	1.0	1.0
Director of Growth Management	1.0	1.0	1.0
Director of Regional Planning	0.9	0.9	0.9
Director of Transportation Planning	1.0	1.0	1.0
Executive Assistant	0.2	0.3	0.3
Executive Director	0.4	0.3	0.3
Principal Economic Development Manager	0.3	0.7	-
Principal Planner	4.0	2.0	3.0
Program Manager	-	1.0	3.8
Senior Economic Policy Analyst	0.4	-	-
Senior Planner	7.0	5.0	4.0
Senior Public Engangement Specialist	-	-	1.0
Senior Transportation Analyst	1.0	1.0	-
Total	**25.2**	**26.7**	**26.6**
Economic Development District			
Administrative Assistant II	0.1	0.2	0.2
Assistant Planner	-	0.3	0.6
Associate Planner	-	0.3	-
Director of Regional Planning	0.1	0.1	0.1
Prinicpal Economic Development Manager	0.5	0.2	0.2
Senior Economic Policy Analyst	0.6	-	-
Total	**1.3**	**1.1**	**1.1**
Data			
Administrative Assistant II	0.3	0.3	0.3
Assistant Planner	-	4.0	4.0
Associate Modeler	1.0	-	-
Associate Planner/GIS Analyst	1.0	1.0	1.0
Data Scientist	0.5	0.5	0.5
Director of Data	1.0	1.0	1.0
Principal Modeler	2.0	2.0	2.0
Principal Planner	1.0	-	-
Program Manager	1.8	3.0	3.0
Senior GIS Analyst	0.1	1.0	1.0
Senior Data Manager	1.0	1.0	1.0
Senior Modeler	3.0	3.0	3.0
Senior Planner	5.0	2.0	2.0
Senior Planner/GIS Analyst	1.0	1.0	1.0
Total	**18.7**	**19.8**	**19.8**

Council Support			
Administrative Assistant II	0.8	-	-
Associate Graphic Designer	0.4	-	-
Chief Financial Officer	0.3	-	-
Deputy Executive Director	0.5	0.5	0.5
Executive Assistant	1.5	1.5	1.5
Executive Director	0.3	0.3	0.3
Principal Economic Development Manager	0.2	-	-
Senior Economic Policy Analyst	0.1	-	-
Senior Graphics Designer	0.4	0.8	0.8
Total	**4.5**	**3.1**	**3.1**
Communictations			
Administrative Assistant II	-	1.0	1.0
Associate Communcations Specialist	-	1.0	1.0
Associate Graphic Designer	0.4	-	0.4
Director of Government Relations & Communications	1.0	1.0	1.0
Digital Communications Librarian	0.4	-	-
Librarian	0.4	-	-
Library Manager	-	0.4	0.4
Principal Communications Manager	-	1.0	1.0
Senior Communications & Public Involvement Coordinato	1.0	-	-
Senior Communications Specialist	1.0	0.4	0.4
Senior Graphic Designer	0.4	0.8	0.8
Total	**4.6**	**5.6**	**6.0**
Administrative Services			
Accountant	1.0	2.0	2.0
Accounting Manager	1.0	-	-
Administrative Assistant II	0.2	1.0	1.0
Assistant IT Support Specialist	1.0	1.0	1.0
Associate Graphic Designer	0.2	-	-
Budget Manager	-	1.0	1.0
Chief Financial Officer	0.7	-	-
Deputy Executive Director	0.5	0.5	0.5
Digital Communications Librarian	0.6	-	-
Executive Assistant	0.2	0.2	0.2
Executive Director	0.3	0.3	0.3
Finance Manager	-	1.0	1.0
HR Manager	1.0	1.0	1.0
IT & Facilities Manager	1.0	1.0	-
Librarian	0.6	-	-
Library Manager	1.0	0.7	0.7
Receptionist/Administrative Services Coordinator	1.0	-	-
Senior Accountant	2.0	1.3	1.9
Senior Communications Specialist	-	0.7	0.7
Senior Graphics Designer	0.2	0.4	0.4
Senior IT Specialist	1.0	1.0	1.0
Total	**13.5**	**13.1**	**12.7**
PSRC Total	**67.9**	**69.3**	**70.3**

Appendix B

Puget Sound Regional Council FY2026 and FY2027 Dues Assessment

PSRC Financial & Budgetary Policies

FTA FY2017 Cost Allocation Plan Review Approval

PSRC FY2026 Cost Allocation Plan

PSRC DUES FOR FY2026-2027

	Actual PSRC FY2026 DUES	Estimated PSRC FY2027 DUES	Total FY2026-2027 Dues
UNINCORPORATED COUNTIES			
King	107,225	108,297	215,522
Kitsap	64,756	65,404	130,160
Pierce	157,059	158,630	315,689
Snohomish	145,844	147,302	293,146
TOTAL COUNTIES	**474,884**	**479,633**	**954,517**
CITY MEMBERSHIPS			
Algona	786	794	1,579
Arlington	8,620	8,706	17,326
Auburn*	32,442	32,766	65,208
Bainbridge Island	14,801	14,949	29,750
Beaux Arts	279	282	561
Bellevue	99,019	100,009	199,028
Black Diamond	3,217	3,249	6,466
Bonney Lake	8,497	8,582	17,079
Bothell*	23,925	24,164	48,089
Bremerton	13,931	14,070	28,001
Buckley	2,026	2,046	4,072
Burien	19,007	19,197	38,204
Carnation	786	794	1,579
Clyde Hill	786	794	1,579
Covington	7,860	7,939	15,799
Darrington	514	519	1,033
Des Moines	11,789	11,907	23,696
Du Pont	3,977	4,017	7,994
Duvall	3,706	3,743	7,449
Eatonville	786	794	1,579
Edgewood	5,387	5,441	10,828
Edmonds	20,207	20,409	40,616
Enumclaw	4,797	4,845	9,642
Everett	43,272	43,705	86,977
Federal Way	34,071	34,412	68,483
Fife	5,447	5,501	10,948
Fircrest	2,543	2,568	5,111
Gig Harbor	6,281	6,344	12,625
Granite Falls	1,616	1,632	3,248
Hunts Point	786	794	1,579
Issaquah	20,903	21,112	42,015
Kenmore	10,729	10,836	21,565
Kent	53,404	53,938	107,342
Kirkland	53,644	54,180	107,824
Lake Forest Pk	6,331	6,394	12,725
Lake Stevens	15,212	15,364	30,576
Lakewood	21,704	21,921	43,625
Lynnwood	16,340	16,503	32,843
Maple Valley	11,170	11,282	22,452
Marysville	26,367	26,631	52,998
Medina	786	794	1,579
Mercer Island	20,209	20,411	40,620
Mill Creek	8,979	9,069	18,048
Milton*	3,228	3,260	6,488
Monroe	7,745	7,822	15,567
Mountlake Terrace	8,788	8,876	17,664
Mukilteo	9,814	9,912	19,726
Newcastle	7,057	7,128	14,185
Normandy Park	3,368	3,402	6,770
North Bend	3,955	3,995	7,950
Orting	2,898	2,927	5,825
Pacific*	2,513	2,538	5,051
Port Orchard	6,523	6,588	13,111
Poulsbo	4,959	5,009	9,968
Puyallup	16,340	16,503	32,843
Redmond	44,967	45,417	90,384
Renton	43,309	43,742	87,051

PSRC DUES FOR FY2026-2027

	Actual PSRC FY2026 DUES	Estimated PSRC FY2027 DUES	Total FY2026-2027 Dues
Roy	250	253	503
Ruston	534	539	1,073
Sammamish	36,642	37,008	73,650
SeaTac	13,145	13,276	26,421
Seattle	379,058	382,849	761,907
Shoreline	24,809	25,057	49,866
Skykomish	75	76	151
Snohomish	145,844	147,302	293,146
Snoqualmie	6,558	6,624	13,182
Stanwood	3,907	3,946	7,853
Steilacoom	2,548	2,573	5,121
Sultan	2,439	2,463	4,902
Sumner	6,222	6,284	12,506
Tacoma	78,727	79,514	158,241
Tukwila	11,716	11,833	23,549
University Place	12,543	12,668	25,211
Wilkeson	160	162	322
Woodinville	7,824	7,902	15,726
Woodway	786	794	1,579
Yarrow Point	786	794	1,579
TOTAL CITIES	**1,546,972**	**1,562,446**	**3,109,418**
INDIAN TRIBE MEMBERS*			
The Suquamish Tribe	786	794	1,579
Muckelshoot Indian Tribal Council	786	794	1,579
The Tulalip Tribes	786	794	1,579
Puyallup Tribe of Indians	786	794	1,579
TOTAL INDIAN MEMBERS	**3,143**	**3,174**	**6,317**
TOTAL COUNTY, CITIES & INDIAN TRIBI	**2,024,998**	**2,045,253**	**4,070,252**
ASSOCIATE MEMBERS			
Island County	722	729	1,451
Puget Sound Partnership	786	794	1,579
Thurston Regional Planning Council	786	794	1,579
University of Washington	786	794	1,579
Alderwood Water & Wastewater District	786	794	1,579
Cascade Water Alliance	786	794	1,579
Washington State University	786	794	1,579
TOTAL ASSOCIATE MEMBERS	**5,432**	**5,489**	**10,927**
STATUTORY MEMBERS			
Port of Bremerton	6,463	6,527	12,989
Port of Seattle	97,893	98,872	196,765
Port of Tacoma	58,739	59,326	118,064
Port of Everett	19,579	19,775	39,354
State Transp. Commission	9,790	9,888	19,678
TOTAL STATUTORY MEMBERS	**192,464**	**194,388**	**386,851**
TOTAL DUES	**2,222,894**	**2,245,131**	**4,468,029**

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 1% increase for Fiscal Years 2026 & 2027.

PUGET SOUND REGIONAL COUNCIL
TRANSIT OPERATORS DUES ASSESSMENT
FOR THE FISCAL YEARS 2026-2027

Transit Operator	Actual FY2026 Dues	Estimated FY2027 Dues	FY 2026-2027 Total Dues
Sound Transit**	280,161	282,963	563,124
King County-Metro Transit***	197,153	199,125	396,278
Pierce Transit*	50,061	50,562	100,623
Community Transit*	52,724	53,251	105,975
Everett Transit****	9,377	9,471	18,848
Kitsap Transit*	23,617	23,853	47,470
Total Transit Dues	**613,093**	**619,224**	**1,232,317**

Dues are calculated annually based on the service population.

*Source: OFM.WA.GOV - Population - Special Area - 2022 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, 2022 Population of cities, towns, and counties - King County
****Source: OFM.WA.GOV - Population - April 1, 2022 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 4% increase for both Fiscal Years 2024 and 2025.

Acutal 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 with finance and Program Directors.

3. Budgetary Authority

Two levels of budgetary authority exist to amend budgetary amounts within the corresponding budgetary classifications of Task and Sub-Tasks within the Biennial Budget and Work Program:

- Directors will have the flexibility to transfer budgetary amounts from one sub-task to another within a task provided the amount transferred does not exceed 10% of the total biennial budget.
- The Executive Director will have authority to transfer budgetary amounts between tasks 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. Budget modifications are approved by the Executive Director or their designee.

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 amount 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. PSRC will recognize an half year's depreciation in the year of acquisition and a half year's depreciation in the final year of useful life, regardless of when the asset was acquired during the fiscal year. Additional assets may be capitalized if their individual acquisition is below $5,000 but if in the aggregate collectively exceeds $100,000. Such assets may include computers and furniture.
- A small and attractive asset includes, but is not limited to, any asset, excluding furniture, with a unit cost of less than $5,000 but:
  - More than $300 for laptops, tablets, and smart phones.
  - More than $1,000 for camera equipment, desktop computers, server equipment, and television equipment.

  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, or periodically, as needed. 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.
- Staff sign an Employee Use Agreement Form for all PSRC equipment issued to them and are responsible for safeguarding those assets. The Budget Manager in charge of inventory is the custodian of these forms and will keep them current.

- As needed, the Senior IT Specialist regularly monitors the list of assets that need replacement and proposes to the Deputy Executive Director and Finance. Procurement for asset replacement(s) will follow PSRC'c 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 Finance Manager. The Finance Manager 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. In addition, a police report may also be filed.

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.

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.

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
Administratively Amended August 2021
Administratively Amended August 11, 2023

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.

Puget Sound Regional Council

July 7, 2025

Federal Transit Administration – Region 10
915 Second Avenue, Suite 3142
Seattle, Washington 98174

To Whom it May Concern,

Attached is the proposed indirect cost plan produced for review by the Federal Transit Administration. The rate is based on budgeted fiscal year 2026 indirect expenses and uses fixed rate with carryforward as a basis for the indirect cost plan.

The budgeted fiscal year 2026 benefit rate is 52.25% of salaries. The proposed indirect rate is 45.43% of direct labor costs.

Please also find the following attached for your review:

- Cost Allocation Rate Proposal
- An Organization Chart
- Fiscal Year 2024 Audited Financial Statements
- Proposal Reconciliation with FY 24 Financial Statements
- Certification of Conformance with 2 CFR 200

If you have any questions or concerns you may contact me at 206-971-3268 or lmayer@psrc.org.

Thank you,

Lili Mayer

Lili Mayer
Finance Manger
Phone: 206-688-8221
Email: lmayer@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.

PSRC has made a change in its accounting system. However the change does not significantly impact the approved Indirect Cost Rate Proposal and its basis of application. PSRC's proposed indirect rate does not exceed its previously approved 2017 rate of 53.73% by more than 20%. PSRC has not changed its Indirect Cost Rate Proposal methodology. 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, 2024

Total Employee Benefits Incurred:				
Employee Leave Benefits			1,278,313	
Employee non-leave Benefits			2,720,744	
Total Employee Benefits Incurred			**$ 3,999,056**	
2024 Actual Benefit Rate Calcualtion:				
Total Actual Benefits	=		3,999,056	**62.81%**
Total Actual Salaries			6,367,330	
Total Direct Salaries		$	5,114,109	
Total Allocated Direct Benefits (@ 54.49% of Total Direct Salaries)			2,786,678	
Total Direct Salaries and Allocated Direct Benefits		$	7,900,787	
Total Allocated Indirect Cost per Government Wide Statement				
((@ 48.08% of Direct Salaries and Allocated Benefits ($6,646,826.33 x 48.08%))		$	3,798,697	
Less: Total Actual Net Indirect Cost for FY 2024			3,405,250	
Allocated Indirect Cost less Actual Indirect Cost	**Over (Under)**			**$ 393,448**
Total Allocated Direct Benefits		$	2,786,678	
Less: Total Actual Direct Benefits			3,211,960	
Allocated Direct Benefits less Actual Direct Benefits	**Over (Under)**			$ **(425,281)**
Allocated Indirect Cost and Direct Benefits	**Over (Under)**			**$ (31,834)**
Indirect Salaries			1,253,221	
Indirect Benefits			787,096	
Indirect Costs			1,364,933	
Total Indirect Incurred			**$ 3,405,250**	
2024 Actual Indirect Rate Calcualtion:				
Total Actual Indirect Costs	=		3,405,250	**40.90%**
Total Direct Salaries/Benefits			8,326,069	

Note: FY 2024 Allocated Benefit Rate of 48.08% and Indirect Rate of 54.49% (Based on final Budget vs Actual Report for FY2024)

PUGET SOUND REGIONAL COUNCIL
BENEFIT RATE CALCULATION
FOR THE YEAR ENDING JUNE 30, 2026

FY 2026 Budgeted Benefits	**$**	**4,102,619**
FY 2026 Budgeted Direct Salaries		**6,517,599**
FY 2026 Budgeted Indirect Salaries		**1,333,689**
Total Salaries	**$**	**7,851,289**

BENEFIT RATE

Total Benefits	**=**	**4,102,619**	**=**	**52.25%**
Total Salaries		**7,851,289**		

PUGET SOUND REGIONAL COUNCIL
ESTIMATED FY 2026 BENEFIT COST

Benefit		**2025 Budget**
Fica/Medicare	$	647,834
State L&I		33,874
State Unemployment		143,042
OR State TriMet		800
Vacation/Personal Time		751,128
Excess comp		0
Sick leave		4,264
Floating holiday		67,441
Holiday		362,432
Bereavement/Other		18,432
State Retirement		472,538
PERS Admin Fee		12,360
ICMA		339,564
Medical /Vision Insurance		995,894
Dental Insurance		73,219
LTD		46,449
Life insurance		6,333
Long term care		5,379
STD		60,485
EAP/Misc		8,000
Jury duty		309
EE recog		5,000
Transportation Incentive		47,843
Total	**$**	**4,102,619**

Appendix C

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

FY2026-2027 Unified Planning Work Program Organization

State Fiscal Year 2026 UPWP (July 1, 2025 – June 30, 2026)

Regional Transportation Planning Activities with Federal Funding

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 2022. The following recommendations resulted from the review:

<u>Transportation Planning Process:</u>

- PSRC continues to be engaged in the topic of truck parking. WSDOT is the lead agency, but FHWA and FTA encourages PSRC to remain engaged on this topic, especially in the more rural areas of the MPA boundary to serve the ports in the urban areas.

PSRC is committed to continued engagement on the topic of truck parking, in partnership with WSDOT, PSRC's Freight Advisory Committee and other partners.

<u>Metropolitan Transportation Plan:</u>

- The Federal team recommends that PSRC add language to future System Performance Reports that describe challenges outside of the agency's control that may inhibit ability to achieve performance-based planning and programming targets. The added language should be described in a reader friendly format that informs the general public.

PSRC commits to including this language in future reports.

- The Federal team commends PSRC for including the comprehensive section on EV charging. When developing the EV Infrastructure Plan, the Federal team suggests that

PSRC strongly review the quality, levels of charging stations, and maintenance of EV charging stations that are installed within the region. This will ensure EV charging stations are adequate for use, are functional and maintained, and can work towards the GHG emissions reduction goals for the region.

PSRC will work with partner agencies such as the Puget Sound Clean Air Agency to address these suggestions as part of the development of any future Regional EV Plan and resources under the Puget Sound REV web clearinghouse.

Transportation Performance Management:

- The Federal Review Team recommends that PSRC update the CMAQ Performance Plan to include all federally required elements within a single document. PSRC has confirmed the updated CMAQ Performance Plan will be submitted to WSDOT and included in the biennial performance reports for the Baseline, Mid-Period and Full-Period of each four-year performance period, required under 23 CFR 490.107(c) and 23 USC 149(l). The next PMF is due to FHWA and FTA by October 1, 2022.

This task has been completed and will be implemented for future deadlines.

Financial Planning / Fiscal Constraint:

- The Federal Review Team recommends that PSRC remain diligent on pursuing potential new revenue sources to fully support plan needs. Further work should be pursued to establish a more comprehensive implementation plan for each funding source, including roles and responsibilities at the local, regional, and state level.

The Regional Transportation Plan (RTP) adopted in May 2022 included an implementation item in alignment with this recommendation. Additional work is being conducted as part of reevaluating the financial strategy for the next RTP to be adopted in 2026.

Public Participation:

- The Federal Review Team recommends a glossary of frequently used planning terms, acronyms and/or terms of art, commonly used in the planning process such as ADA, Title VI, EJ and LEP be included in the PPP. PSRC may consider convening community stakeholders who do not have backgrounds in transportation and those with disability considerations to identify which terms to include in the glossary.

- The Federal Review Team recommends the PPP be edited to include how the public can access opportunities to serve on committees or policy boards. Additionally, the Federal Review Team recommends PSRC update their website to include this information in an easily accessible location.

- The Federal Review Team recommends PSRC clearly outline what types of comments (questions) will receive a response and which comments (statements) won't receive a response.

These suggestions were reviewed and considered in the update to PSRC's Public Participation Plan in June 2023 and in information provided on PSRC's website.

Civil Rights (Title VI, EJ, LEP, ADA):

- The Federal Review Team recommends PSRC attach USDOT Standard Title VI Assurances Appendices A-E to the Title VI Plan.

- The Federal Review Team recommends PSRC revise the LEP public notification to include language notifying the public that interpretation and translation services are "free of charge."

These recommendations have been implemented.

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.

- MOU between Puget Sound Regional Council and Washington State Department of Transportation on Roles and Responsibilities in Administration of the FTA Section 5310 Funds Apportioned to the Seattle-Tacoma-Everett Urbanized Areas. This MOU articulates roles and responsibilities in developing a Coordinated Plan according to federal rules including outreach to people with mobility and accessibility needs, identification of regional priorities, and distribution of funding and oversight of subrecipient activities for projects receiving these funds. Effective June 2017.

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, Island County, Puget Sound Partnership, 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 relative to the UPWP continues to be the development and implementation 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.

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 2025-2028 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 Infrastructure Investment and Jobs Act (IIJA) for transportation projects and programs in the central Puget Sound region. The IIJA 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 25, 2024, and is available at https://www.psrc.org/media/8442. Projects selected to receive PSRC's funds in 2024 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 2025-2028 Regional TIP titled "2024 Project Selection Process" available at https://www.psrc.org/sites/default/files/2024-11/tip2024-appendixb-2024projectselectionprocess.pdf.

PSRC's Transportation Planning

The budget and work program includes a description of PSRC's planning activities. Transportation emphasis areas include development of the next Regional Transportation Plan to be adopted in 2026, including incorporation of the regional safety plan to be adopted in 2025, the competitive distribution of PSRC-managed federal funds in 2026, and subsequent development of the next Regional Transportation Improvement Program. 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, Megaprograms & Urban Mobility & Access, and Multimodal Development & Delivery. These WSDOT offices plan and manage the state

transportation system in the central 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 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 nine 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, the City of Seattle and Washington State Ferries. 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. Additional planning projects of regional significance that are being conducted by public transit agencies in PSRC's FY 2026-2027 biennium include:

- **Transit Long-Range Planning**: Transit agencies have been updating their long-range plans in conjunction with VISION 2050 and the Regional Transportation Plan. As local jurisdictions prepared their comprehensive plan updates through 2024, transit agencies continued coordination with their constituent jurisdictions, resulting in inputs for further updates to long range transit plans within the region. For example, Pierce Transit is updating its long-range plan, anticipated to be completed in 2025 and reflecting the agency's latest collaboration with local jurisdictions' comprehensive plans. The remaining transit agencies have plans for updating their long-range plans in the coming years.

- **Service Planning & Market Development:** The region's transit agencies continue to address impacts of the COVID-19 pandemic and resulting shifts in travel behavior. Operator and maintenance workforce shortages, perceptions on safety and security on transit vehicles and stations, and continued t work-from-home trends for employment sectors that traditionally supported transit service to markets like Downtown Seattle are ongoing issues being addressed by the region's transit agencies both individually and collectively.

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, the Washington Clean Air Act and the IIJA. 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 and Regional Staff Committee, as well serves as a non-voting member on PSRC's Transportation Policy Board. PSRC serves on the PSCAA Advisory Council representing Transportation, and also participates on PSCAA's ad hoc advisory committees and stakeholder processes as appropriate . 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 issues related to reducing greenhouse gases and addressing climate change. The most recent example is the partnership project being led by PSCAA to develop the regional Priority and Comprehensive Climate Action Plans funded through EPA's Climate Pollution Reduction Grant Program.

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 in meetings of WSDOT's statewide Tribal Transportation Planning Organization (TTPO) and supporting specific events. 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. Tribes that are current PSRC members have also been invited to participate in specific committees, including the Regional Staff Committee and PSRC's transportation advisory committees.

All Tribes are included in outreach efforts related to the agency's work on transportation, land use and economic development planning. Most recently more focused efforts to engage tribes on safety and water quality have been conducted, with PSRC convening meetings specifically for tribal feedback outside of our board and committee meetings. These efforts will continue into the future to better engage with our tribal partners. 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:
Program Administration *References:* *a. Regional Planning, Sub-Task 1* *b. Growth Management Planning, Sub-Task 1* *c. Transportation Planning, Sub-Task 1 & 7* *d. Data, Sub-Task 1* *e. Administrative Services, Sub-Task 1 & 2*	a. Program Management: 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. b. Regional and Statewide Coordination: PSRC coordinates with local, regional, state, tribal and federal partners, and other government entities. c. Professional Development: PSRC provides internal administrative support, including all aspects of human resources.
Unified Planning Work Program *Reference: Administrative Services, Sub-Task 1*	Develop the two-year budget and work program, detailed project milestones, progress reports, dues schedule, and related documentation.
Annual Performance and Expenditure Report *Reference: Administrative Services, Sub-Task 1 & 2*	Submit annual performance and expenditures report comparing performance to establish goals, progress in meeting schedules, expenditures to budgeted amounts, work program revisions and other relevant data.
Public Participation / Education *Reference: Communications, Sub-Tasks 2 & 13*	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.
Tribal Involvement and Membership *References: Communications, Sub-Task 2 & 13 and Transportation Planning, Sub-Task 7*	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 and membership opportunities.
Title VI Plan and Reporting	PSRC will coordinate Title VI reporting, including actions in response to FHWA and FTA's certification report.

Reference: Administrative Services, Sub-Task 2	
Coordinated Public Transportation - Human Services Transportation Plan *Reference: Transportation Planning, Sub-Task 3*	PSRC develops and maintains the Coordinated Transit-Human Services Transportation Plan. 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.
Transportation Improvement Program *References: Transportation Planning, Sub-Task 4*	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. All federal and state requirements are met, including the self-certification process.
Annual Self-Certification *Reference: Transportation Planning, Sub-Task 4*	PSRC annually certifies compliance with all applicable federal requirements and includes the PSRC/WSDOT signed "Metropolitan Planning Organization Self-Certification for the Metropolitan Planning Area" as part of the TIP.
Annual Listing of Obligated Projects *Reference: Transportation Planning, Sub-Task 4*	A listing of all projects that have obligated or completed in the preceding year is included in the TIP on an annual basis and reported to WSDOT.
Long-Range Transportation Plan *Reference: Transportation Planning, Sub-Task 3*	PSRC prepares, maintains, and updates the region's long-range transportation plan every four years. Work to develop the next plan, scheduled for adoption in May 2026, is underway. All state and federal requirements will be met.
Biennial RTP Review *Reference: Transportation Planning, Sub-Task 3*	PSRC conducts a mid-cycle review of the Regional Transportation Plan and provides opportunities for necessary investment and/or policy updates.
Coordination with Other Planning Organizations *Reference: Transportation Planning, Sub-Task 7*	PSRC will continue to participate in national, state, regional, and local transportation planning efforts. Examples include involvement in state transportation planning such as corridor plans and the WSDOT/MPO/RTPO Coordinating Committee.

Comprehensive Plan and Countywide Planning Policy Certification *Reference: Growth Management Planning, Sub-Task 4*	PSRC will continue conducting certification reviews that improve the overall coordination and compatibility of planning efforts.
Transportation Performance Management *Reference: Transportation Planning, Sub-Task 3-8 and Data, Sub-Tasks 2-13*	PSRC coordinates with WSDOT on the development and reporting of all required federal transportation performance targets and processes. Refer also to the long-range transportation plan and congestion management process sections.
Air Quality Planning Activities *Reference: Transportation Planning, Sub-Tasks 3-7 and Data, Sub-Tasks 2-13*	PSRC conducts air quality and climate analyses on all planning and programming products – VISION 2050, the Regional Transportation Plan and the Transportation Improvement Program – and complies with all federal and state air quality conformity regulations. Regular engagement occurs with partner agencies at all levels of government on these issues.
Congestion Management Process *Reference: Transportation Planning, Sub-Task 3 and Data, Sub-Tasks 2-13*	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, as well as development of a Regional Transportation Plan Dashboard.
USDOT TMA Certification Review *Reference: Full UPWP document and https://www.psrc.org/*	PSRC's last TMA Certification Review was completed in 2022. All applicable recommendations have been addressed.
Federal Emphasis Areas *Reference: tbd*	This section will be completed pending further guidance on updated federal emphasis areas.
State Emphasis Areas *Reference: Budget Strategy and Overview, Transportation Planning*	The State emphasis areas under the topics of Administrative, Planning Collaboration, Urban Areas Update and Federal Functional Classifications, Transportation Asset Management Plan Reporting and Budget are or will be addressed in PSRC's budget document and overall implementation activities.

Addressing Federal Planning Factors

Federal Planning Factors	UPWP Task Citation
Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency	Economic Development – All Tasks Transportation – SubTasks 3, 4, 5, 7 & 8
Increase the safety of the transportation system for motorized and non-motorized users	Transportation – SubTasks 3, 5 & 8 Data – SubTasks 9 & 13
Increase the security of the transportation system for motorized and non-motorized users	Transportation – SubTask 3, 5 & 8 Data – SubTasks 9 & 13
Increase accessibility and mobility of people and freight	Transportation – SubTasks 2 & 3 Data – SubTask 13
Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns	Transportation – SubTasks 3, 5, 6 & 7 Growth – SubTasks 3, 4, 5, 6 & 7
Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight	Transportation – SubTasks 2, 3 & 5
Promote efficient system management and operation	Transportation – SubTasks 2, 3 & 5
Emphasize the preservation of the existing transportation system	Transportation – SubTasks 3 & 5
Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation	Transportation – SubTasks 3 & 6
Enhance travel and tourism	Economic Development – SubTasks 3 & 4 Transportation – SubTask3 Data – SubTasks 2, 6, & 9

Unified Planning Work Program (UPWP) Guidance for Metropolitan Planning Organizations and Regional Transportation Planning Organizations

State of Washington

State Fiscal Year (SFY) 2026
(July 1, 2025 – June 30, 2026)

December 2024

Washington State Department of Transportation

U.S. Department of Transportation
Federal Highway Administration

FTA
Federal Transit Administration

Prepared jointly by the WSDOT Multimodal Planning and Data Division, the Federal Highway Administration and the Federal Transit Administration

Americans with Disabilities Act (ADA) Information

This material can be made available in an alternate format by emailing the Office of Equity and Civil Rights (OECR) 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.

Title VI Notice to the Public

It is the Washington State Department of Transportation's (WSDOT) policy to assure that no person shall, on the grounds of race, color, or national origin, 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 programs and activities. Any person who believes his/her Title VI protection has been violated, may file a complaint with WSDOT's Office of Equity and Civil Rights (OECR).

For additional information regarding Title VI complaint procedures and/or information regarding our non-discrimination obligations, please contact OECR's Title VI Coordinator at (360) 705-7090.

Información de la Ley sobre Estadounidenses con Discapacidades (ADA, por sus siglas en inglés)

Este material puede estar disponible en un formato alternativo al enviar un correo electrónico a la Oficina de Equidad y Derechos Civiles a wsdotada@wsdot.wa.gov o llamando a la línea sin cargo 855-362-4ADA(4232). Personas sordas o con discapacidad auditiva pueden solicitar la misma información llamando al Washington State Relay al 711.

Notificación de Titulo VI al Público

La política del Departamento de Transporte del Estado de Washington (Washington State Department of Transportation, WSDOT) es garantizar que ninguna persona, por motivos de raza, color u origen nacional, según lo dispuesto en el Título VI de la Ley de Derechos Civiles de 1964, sea excluida de la participación, se le nieguen los beneficios o se le discrimine de otro modo en cualquiera de sus programas y actividades. Cualquier persona que considere que se ha violado su protección del Título VI puede presentar una queja ante la Oficina de Equidad y Derechos Civiles (Office of Equity and Civil Rights, OECR) del WSDOT.

Para obtener más información sobre los procedimientos de queja del Título VI o información sobre nuestras obligaciones contra la discriminación, comuníquese con el coordinador del Título VI de la OECR al (360) 705-7090.

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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.

The guidance identifies federal and state emphasis areas and 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 are encouraged to list and/or group the required and suggested tasks in a way that makes performing and reporting on the work convenient.

This guidance is not intended to be a comprehensive summary of all federal and state requirements[1].

SFY 2026 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
- For MPOs, **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://wsdot.wa.gov/engineering-standards/planning-guidance/tribal-regional-planning

Because these documents also serve as public-facing work programs that inform the public 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 should 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 the task should be addressed in some way.

TASK	RTPO	MPO	TMA
Program Administration	✓	✓	✓
Unified Planning Work Program	✓	✓	✓
Annual Performance and Expenditure Report	✓	✓	✓
Public Participation/Education	✓	✓	✓
Tribal Involvement	✓	✓	✓
Invite federally recognized tribes that hold reservation or trust land within the planning area to become voting members of the organization	✓		
Title VI Plan and Reporting	✓	✓	✓
Coordinated Public Transportation – Human Services Transportation Plan (CPT-HSTP)	✓		
Transportation Improvement Program (TIP)	✓	✓	✓
Annual Self-Certification		✓	✓
Annual Listing of Obligated Projects		✓	✓
Long-Range Transportation Plan (M/RTP)	✓	✓	✓
Biennial RTP Review	✓		
Coordination with Other Planning Organizations	✓	✓	✓
Comprehensive Plan and Countywide Planning Policy Certification	✓		
Transportation Performance Management		✓	✓
Air Quality Planning Activities (where applicable)		✓	✓
Congestion Management Process			✓
USDOT TMA Certification Review (4-year cycle)			✓
Work identified to address corrective actions/recommendations from TMA Certification Review			✓

Federal Emphasis Areas

The Federal Highway Administration and Federal Transit Administration have jointly issued updated Planning Emphasis Areas. **MPOs are asked to identify tasks that address these areas (as applicable) in their UPWPs.**

The Planning Emphasis Areas are:

- Tackling the Climate Crisis
- Equity and Justice40 in Transportation Planning
- Complete Streets
- Public Involvement
- Strategic Highway Network Coordination

- Federal Land Management Agency Coordination
- Planning and Environmental Linkages
- Data in Transportation Planning

For more information on the Federal Planning Emphasis Areas please reach out to FHWA and FTA.

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 2026:

Administrative

WSDOT is requesting that MPOs and RTPOs consider the following:

- Update RTPO Duties: The Tribal and Regional Integrated Planning Office (TRIP) looks forward to continuing the effort to assess, analyze, and potentially adjust the duties of RTPOs as found in RCW 47.80. We want to work closely with RTPOs to make sure that we are all aligned on what is expected of RTPOs as well as identify areas where RTPOs can more effectively enhance regional transportation planning.
- Make Public Documents Accessible: Governing documents should be posted online. Governance documents are public documents and should be easily accessible on the MPO/RTPO website. These include Interlocal Agreements, bylaws, and policies.
- WSDOT is committed to combatting racism and is working to enhance diversity, equity, and inclusion efforts as provided in the Healthy Environment for All Act (HEAL Act) prioritizing vulnerable populations and overburdened communities, the equitable distribution of resources and benefits, and eliminating harm. WSDOT will be placing an emphasis on environmental justice assessments of regional transportation plans and regional transportation improvement programs. Please work with your Tribal and Regional Integrated Planning Office regional coordinator to determine how to best address these requirements for your respective organizations.

CONTINUING IN SFY 2026

In 2023, HB1181 updated RCW **36.70A.070**(6)(a) with new requirements for transportation elements:

- Multimodal level of service standards
- Americans with Disabilities Act transition plan
- The transportation demand forecast must prioritize the inclusion of transportation facilities and services providing the greatest multimodal safety benefit to the highest number of roadway users.

Please see RCW 36.70A.070(6)(a) for details.

Planning Collaboration

MPOs and RTPOs are requested to set aside resources to collaboratively develop and/or review planning efforts. Plans and efforts expected to be developed during SFY 2026 include:

- Comprehensive Plan Updates: Many cities and counties in Washington are updating their comprehensive plans for the periodic update. MPOs and RTPOs should coordinate with WSDOT region planning offices in the review and support of the local agency comprehensive plan transportation elements and draft Environmental Impact Statements for those local agencies adopting categorical exemptions for infill housing, per RCW 43.21C.229. As well, per RCW 47.80, RTPOs should certify that transportation elements are consistent with the adopted regional transportation plan

- Multimodal Planning and Data Division Planning Activities: WSDOT will be scoping the update to the Statewide Multimodal Transportation Plan, refining and implementing the legislatively directed performance-based project evaluation model, and addressing updates to legislation related to vehicle miles of travel reduction, land use/housing, and multimodal level of service. MPOs and RTPOs are requested to dedicate resources to coordinate on these efforts during SFY 2026.
- Active Transportation Division (ATD) Planning Activities:
    - Please consider reserving resources to coordinate with WSDOT on Complete Streets, Cycle Highways and project identification for the Sandy Williams Connecting Communities program.
    - Active transportation plans - If the MPO/RTPO is supporting or working on this, please coordinate with ATD. WSDOT's Active Transportation Assistance Program may have resources available to assist smaller jurisdictions in developing plans, particularly in overburdened communities, affecting tribal lands or vulnerable populations.
    - Active transportation data collection - If the MPO/RTPO plans to do this, please coordinate with ATD. WSDOT has identified infrastructure data and network connectivity as significant needs; local data is still needed.
    - Resilience and emergency response planning - identify opportunities for active transportation facilities and services to be incorporated into long-term resiliency plans and into emergency response and disaster relief plans, along with planning for evacuation of nondrivers.
- Public Transportation Division Planning Activities: The Statewide Public Transportation Plan update is underway and MPOs and RTPOs are encouraged to dedicate resources to coordinate and collaborate with WSDOT's Public Transportation Division as they work on these efforts. The state and local Commute Reduction Plans will be finalized by July 1, 2025, and there will be a four-year plan implementation period. Updates to the next plan will begin two years into this four-year period. The due date for the next update to the coordinated public transit-human services transportation plans (CPT-HSTPs) is December 1, 2026. The funding letters for the 25-27 biennium CPT-HSTP grant agreements are expected to be issued by the spring of 2025. Please check WSDOT's public transportation plans webpage in early 2025 for details on an update to the CPT-HSTP guidebook.
- Rail, Freight, and Ports Division Planning Activities:
    - The Rail, Freight, and Ports Division requests that MPOs and RTPOs incorporate truck parking needs into local and regional planning efforts.
    - WSDOT will update the State Rail Plan in 2025 and the State Freight Plan in 2026. Please reserve resources to coordinate with WSDOT.

Federal Functional Classification Update

Following the designations of new urban area boundaries, WSDOT will work with MPOs, RTPOs, and local agencies, as necessary, to update the federal functional classification designations by December 2025.

Transportation Asset Management Plan Reporting

Please work with the local agencies in your regions to develop estimates (% by lane mile) for preservation and maintenance needs and planned spending of pavement and bridge over 10 years on the locally managed National Highway System. WSDOT will need to provide financial information during

the update to the Transportation Asset Management Plan update during SFY 2026 (Click here for example of this information in the current Transportation Asset Management Plan).

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**.

STARTING IN SFY 2026

WSDOT will no longer track FHWA (PL) and FTA (5303) metropolitan planning funds separately. They have been combined to form the Consolidated Planning Grant (CPG) funds. MPOs should reflect these changes in their budget tables.

In addition to Consolidated Planning Grant 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 Surface Transportation Block Grant funds to supplement its program, they should be individually identified in the funding table**.** If an MPO or RTPO anticipates utilizing Surface Transportation Block Grant funds for planning efforts, please clearly indicate this in the funding table.

MPOs should identify a work activity or several activities that total at least 2.5% of the MPO's PL funding that qualify as complete streets activities with an asterisk (*) in the UPWP with a description in a footnote that includes the following: *the Bipartisan Infrastructure Law of 2021 requires each MPO to use at least 2.5% of its PL funds on specified planning activities to increase safe and accessible options for multiple travel modes for people of all ages and abilities. [§ 11206(b)]. The MPO certifies this activity meets this requirement.*

Fund sources being used as match to federal funds should also be included in the financial table.

Toll credits are available to use as match to federal transportation planning funds. MPOs and RTPOs that intend to utilize toll credits should clearly indicate which funds and/or tasks will utilize toll credits as match in the summary budget table.

FHWA will waive the federal match for the non-Federal share for State Planning and Research (SPR) and Metropolitan Planning (PL) funds used for Complete Streets planning activities, per the Clarified Waiver of the Non-Federal Match for State Planning and Research and Metropolitan Planning Funds in Support of Complete Streets Planning Activities (BIL § 11206 - August 13, 2024). Please indicate on the funding table if this is being used.

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 templates 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.**

Planning Activities by Other Partners

The UPWP should also include regional planning activities being led by agencies other than the MPO or RTPO. This could include cities, counties, transit agencies, federal land management agencies, and WSDOT. MPOs and RTPOs may consider including relevant planning efforts identified in WSDOT's State Planning and Research Work Program. Consult with your WSDOT regional planning office and/or your TRIP regional coordinator to identify relevant state planning activities.

Use of Consultants

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**.

AMENDING THE UPWP

MPOs and RTPOs should document their amendment process in their UPWPs, including when an amendment is needed. The TRIP Office approves UPWP amendments for RTPOs and MPOs. Your TRIP regional coordinator is available to assist in the amendment process. For cases when it is unclear whether a formal UPWP amendment is needed, MPO and RTPOs should work with their regional coordinator.

SFY 2025 PERFORMANCE AND EXPENDITURES REPORT

SFY 2025 Performance and Expenditure Reports are due to WSDOT by September 30, 2025, for all Washington MPOs and RTPOs, with the exception of Lewis-Clark Valley MPO whose report is due by December 31, 2025.

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

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 include a table that summarizes overall budgeted versus actual expended amounts**.

For MPOs, 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

UPWP Development Schedule

Key Date	Key Action and Responsible Agencies
On or before December 31, 2024	WSDOT Tribal and Regional Integrated Planning Office (TRIP) provides estimated planning funding allocations to MPOs and RTPOs for SFY 2026.
Winter 2025	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 Office, FHWA and FTA. RTPOs send draft UPWPs electronically to the WSDOT TRIP Office. **Note: draft UPWPs should include preliminary budget information**.
April – May 2025	WSDOT TRIP, Public Transportation Division, WSDOT Region Planners, FHWA, and FTA representatives meet with MPOs to discuss the draft UPWPs. *Note: WSDOT will meet separately with RTPOs not affiliated with MPOs during this same time period.*
May - June 2025	MPOs and RTPOs take final UPWPs to Policy Boards for adoption.
June 13, 2025	MPOs and RTPOs submit the adopted UPWPs electronically to the WSDOT TRIP Office.
June 20, 2025	WSDOT TRIP Office submits MPO adopted UPWPs electronically to FHWA/FTA for approval.
June 30, 2025	FHWA/FTA UPWP issue formal approval.
July 1, 2025	Approved SFY 2026 UPWP work begins.

UPWP Coordination Meeting and Draft Agenda

For your convenience, we are providing an agenda template for the spring MPO/RTPO 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 2025. These meetings may be held virtually, in-person, or in a hybrid format. Please contact your regional coordinator if you have a topic that you would like to discuss at the review meeting.

AGENDA TEMPLATE
SFY 2026 UNIFIED PLANNING WORK PROGRAM COORDINATION MEETING

#	Topic	Responsible Organization
1.	Introductions, Meeting Objectives	WSDOT
2.	MPO/RTPO Presentation a. Successes and Key Accomplishments – SFY 2025 (**please identify 3-5 key accomplishments to share**) b. Major work in progress c. Issues and challenges facing the MPO/RTPO d. Overview of membership, organizational structure, and decision-making processes e. Tribal consultation process f. 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 2026 Unified Planning Work Program	MPO/RTPO
4.	Federal Agency Feedback • Provide additional comments and feedback	FHWA and FTA
5.	State Feedback • Provide additional comments and feedback	WSDOT
6.	Next Steps • Any follow up action • Policy Board adoption date	All
7.	Closing Comments	All

APPENDIX A – SAMPLE FINANCIAL TABLES

Sample Expenditures by Task Table

Note: the table below is only an example. Please only use rows and columns that are relevant to your UPWP

APPENDIX A

SFY XXXX Unified Planning Work Program Proposed Budget

(MPO / RTPO)

		CPG				FHWA - STBG				STATE - RTPO	TASK FUNDING SUMMARY			
Task Code	Task Description	Total	CPG	Local Match	Toll Credits	Total	STBG	Local Match	Toll Credits	Total	STATE-RTPO	FEDERAL	LOCAL	TOTAL
		100%	86.5%	13.5%	"X" if yes	100%	86.5%	13.5%	"X" if yes	100%				
	Element 1- Administration													
	Task A													
	Task B													
	Task C													
	Task D													
	Element 2 - Transportation Planning													
	Task E													
	Task F													
	Task G													
	Task H													
	Element 3 - Transportation Programming													
	Task I													
	Task J													
	Task K													
	Element 4 - Data Collection and Analysis													
	Task L													
	Task M													
	Task N													
	RTPO Planning Duties (in addition to above)													
	Task O													
	Task P													
	Task Q													
	UPWP TOTAL													

Sample Expenditures and Revenues by Fund Type Table

Note: The table below is an example. Please only use rows and columns that are consistent/relevant to your UPWP

Expenditures and Revenue by Fund Type									
Federal Funds									
Funding Source	Element 1- Administration	Element 2 - Transportation Planning	Element 3 - Transportation Programming	Element 4 - Data Collection and Analysis	Total Estimated SFY XXXY Expenditures	Carry Forward from XXXX	Estimated New Revenue for SFY XXXY	Total Revenue Available	Est. Carry Forward to XXXZ
CPG					0			0	0
CPG Local Match 13.5%*					0	N/A	N/A	N/A	
FTA 5310					0	N/A		0	N/A
FHWA STBG Planning Federal Funds					0	N/A		0	N/A
STBG Local Match 13.5%*					0	N/A	N/A	N/A	
Total	0	0	0	0	0	0	0	0	0
State Funds									
	Element 1- Administration	Element 2 - Transportation Planning	Element 3 - Transportation Programming	Element 4 - Data Collection and Analysis	Total Estimated SFY XXXY Expenditures	Carry Forward from XXXX	Estimated New Revenue for SFY XXXY	Total Revenue Available	Est. Carry Forward to XXXZ
RTPO					0	N/A			N/A
*For toll credits, indicate accordingly.									

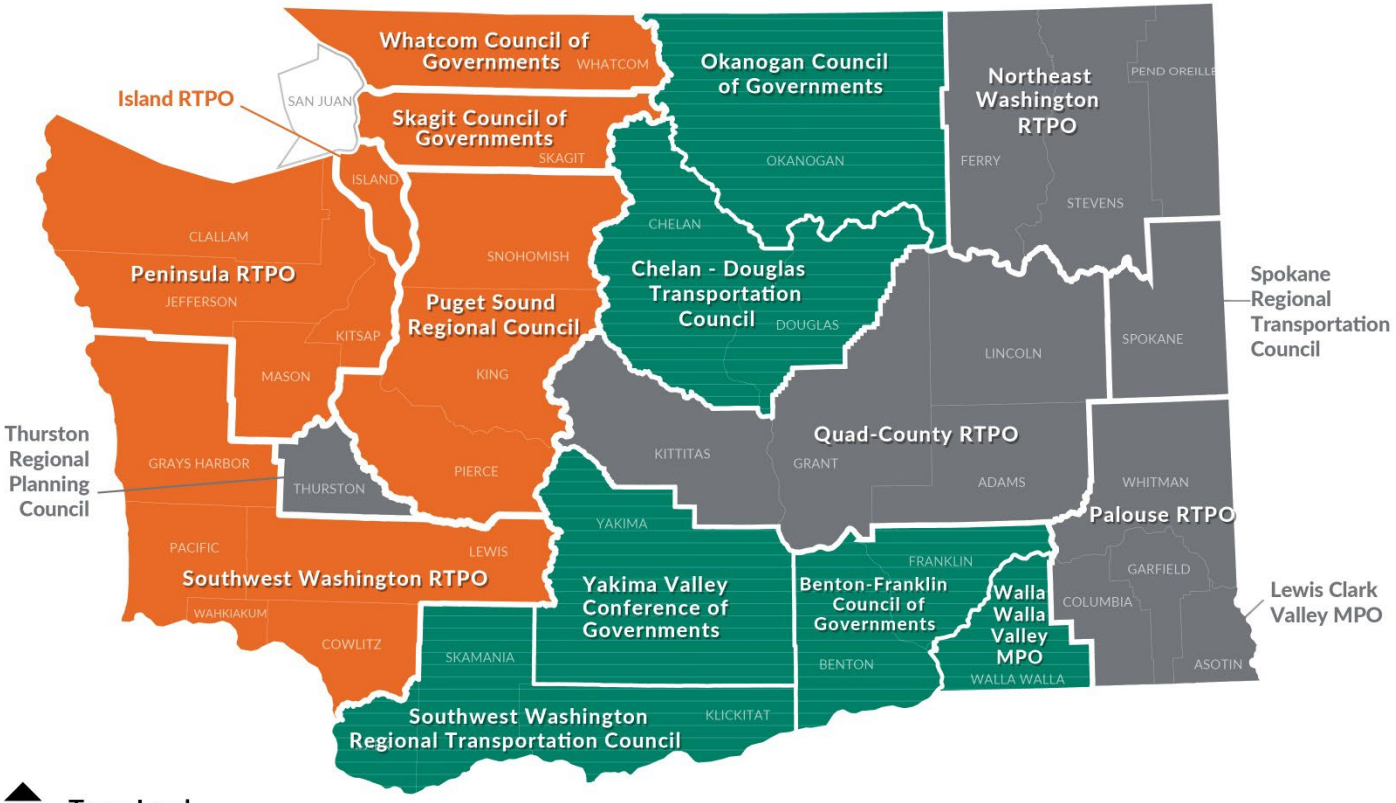
APPENDIX B: REGIONAL COORDINATOR MAP

WSDOT Tribal & Regional Planning Office

REGIONAL COORDINATOR ASSIGNMENTS

WSDOT

AUGUST 2024



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23-12-0377

APPENDIX C: GET HIP WITH TRIP

Ryan Clemens

Regional Coordinator for CWCOG, Island RTPO, Peninsula RTPO, PSRC, SCOG, and WCOG



Ryan got hip with TRIP in February of 2023, and is enthusiastic to equip MPOs and RTPOs with what they need to succeed within his grip. Prior to working for WSDOT, Ryan was a transportation planner for the MPO in Bloomington, Indiana for 4 years and coordinated a tribal energy and sustainability program throughout Alaska. Ryan is an extreme hiker, a casual kayaker, a happy camper, an avid road*trip*per, an unexpectedly good tie-dyer, and is always excited to explore and experience all that Washington has to offer.

Brian Haase

Fiscal Analyst



Brian joined TRIP in January of 2023. Before working at WSDOT he spent almost 6 years as a Loan Originator for a local credit union while also finishing his military career as an Explosive Ordnance Disposal Technician with two deployments to the Middle East. Nowadays his excitement comes from watching the kids play sports. His daughter plays competitive fastpitch all around the US, while his twin sons play football and baseball.

Megan Nicodemus

Tribal Liaison

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

Acting Manager



Anna joined the TRIP team 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 enjoys yoga, crafts and exploring the great outdoors on her bike and while camping.

Kate Tollefson

Regional Coordinator for BFCOG, CDTC, OCOG, RTC, WWVMPO, and YVCOG



Kate joined the TRIP team in May of 2023. Prior to this she was a community liaison with WSDOT's Public Transportation Division for North Central Washington. Kate enjoys paddleboarding, riding trains, good food, and exploring the natural beauty of Washington, on both sides of the Cascades.

Teri Chang

Regional Coordinator for LCVMPO, NEW RTPO, Palouse RTPO, QUADCO, SRTC, and TRPC



Teri started with WSDOT in 2004 in statewide planning. She joined the TRIP team 14 years ago. Teri enjoys creating a productive atmosphere for meetings through facilitation and innovative engagement meeting techniques. A life-long Washingtonian with a brief stint on the east coast, Teri enjoys swimming with her daughter, crafting, and coaching health and wellness.

Regional Transportation Planning Activities with Federal Funding in the 2025-2028 Regional Transportation Improvement Program

Project Sponsor	Project ID	Project Title	Funding Source	Federal Funds	Total Cost of Planning Phase
Kent	KEN-67	Benson Corridor (SR 515) 20-minute Neighborhood Plan	STBG(UL)	$ 709,364	$ 900,000
Kent	KEN-74	Earthworks Park to Downtown Connection	STBG(UL)	$ 375,000	$ 430,000
King County	MET-274	Regional Campaigns & Partner/Community TDM Capacity Building	CMAQ	$ 5,000,000	$ 5,780,347
Lakewood	LW-51	Lakewood Downtown Transportation Feasibility Study	RAISE	$ 1,100,000	$ 1,100,000
Pierce County	PCO-207	Community, Multi-Family Housing, Employer and Youth TDM Programs	CMAQ	$ 1,470,500	$ 1,700,000
Pierce County	PCO-197	TDM Support for Communities, Businesses, and Commuters	CMAQ	$ 900,000	$ 1,200,000
Poulsbo	PB-23	8th Avenue Realignment, Safety and Transit Study	STBG(R)	$ 311,400	$ 360,000
PSRC	PSRC-24	Regional Transportation Planning and Programming, FY24-25	5307(Urban)	$ 1,250,000	$ 5,437,140
PSRC	PSRC-25	Regional Transportation Planning and Programming, FY26-27	5307(Urban) STBG(UL)	$ 2,500,000 $ 2,000,000	$ 5,437,192
PSRC	PSRC-27	Regional Transportation Planning and Programming, FY28-29	5307(Urban) STBG(UL)	$ 2,500,000 $ 2,000,000	$ 5,437,138
PSRC	PSRC-11	Rural Town Centers and Corridors--Planning & Capital Program	STBG(UL)	$ 6,070,000	$ 7,017,342
Seattle	SEA-271	Aurora Avenue N Safety & Transit Access Improvements	5307(Urban)	$ 2,348,037	$ 3,800,037
Seattle	SEA-272	I-5 Lid Planning Downtown Seattle	FHWA Discretionary	$ 2,000,000	$ 2,200,000

Seattle	SEA-267	Planning for Low-Emission Neighborhoods	RAISE	$ 1,200,000	$ 1,500,000
Seattle	SEA-268	S Holgate St At-Grade Crossing Elimination Study	FHWA Discretionary	$ 2,000,000	$ 2,500,000
Shoreline	SL-28	Eastside Off-Corridor Bike Network	TA(UL)	$ 159,160	$ 184,000
Shoreline	SL-31	Trail Along the Rail Master Plan	STBG(UL)	$ 432,500	$ 500,000
Tacoma	TAC-161	Tacoma I-5 Crossing Study	Discretionary	$ 1,300,000	$ 1,625,000
Tacoma	TAC-160	Tacoma Mall Neighborhood Loop Road - Active Transportation Plan	STBG(UL)	$ 284,000	$ 380,000
Tukwila	TUK-69	Tukwila and South King County TDM	CMAQ	$ 550,000	$ 635,838
Woodinville	WNV-16	Eastrail Multi-Use Trail Plan Phase 1	RAISE	$ 1,070,000	$ 1,550,000

Appendix D

PSRC Fiscal Years 2024-2025 Highlights
(To be added at completion of FY2025)

Fiscal Years 2024-2025 Highlights (July 1, 2023 – June 30, 2025)

The following are brief highlights of the agency's major accomplishments during FY 2024-2025.

The long-range planning behind VISION 2050, the Regional Transportation Plan, and the Regional Economic Strategy give our work performance a strategic advantage reflected in the quality of our accomplishments each year. In addition, PSRC continued to deliver on its core mission of advancing racial equity, providing planning resources, transportation funding and regional data, and the bringing regional leaders to work together on key cross jurisdictional challenges.

Regional Growth, Economic Development, and Transportation Planning

The long-range **Regional Transportation Plan (RTP)** for the central Puget Sound region was adopted on May 26, 2022. The RTP implements the region's growth plan, **VISION 2050**. The plan meets all state and federal requirements and is based on the latest data, adopted land use assumptions, and technical tools. Implementation efforts include:

- The Regional Safety Action Plan was developed to improve traffic safety in the central Puget Sound region. The plan was created using a comprehensive, data-informed, equitable and collaborative approach, and was adopted by PSRC's General Assembly in May 2025.
- Creation of the **RTP Performance Dashboard** – resource to help the region understand how well it is meeting long range goals and desired outcomes identified in the **Regional Transportation Plan (RTP)**
- Launch of the **RTP Engagement Hub** to help the public follow along and participate in the development of the updated RTP that will be adopted in 2026.

VISION 2050 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. Implementation efforts include:

- **Regional Housing Strategy**

  Adopted in February 2022, the Regional Housing Strategy is a "playbook" of regional and local actions to preserve, improve, and expand housing stock in the region. It will help guide and support upcoming local comprehensive plan updates by providing data, guidance, and technical assistance to adopt best housing practices and establish coordinated local housing and affordable housing targets. Implementation efforts include:

  - **Housing Innovations Program:** a collection of planning resources that local governments can use to promote housing affordability and new housing choices in their communities. Learn more about the HIP.
  - **Annual Monitoring Reports:** PSRC is monitoring housing conditions and the goals of the Regional Housing Strategy and reporting on the results annually.

- **Comprehensive Planning Support:** VISION 2050's multicounty planning policies, actions, and regional growth strategy guide how and where the region grows through 2050, setting the stage for updates to countywide planning policies and local comprehensive plans done by cities and

counties. PSRC created a number of resources to help support members and implement VISION 2050 through this work. This includes:

Passport to 2044 Series
PSRC teamed up with the Washington State Department of Commerce and the Municipal Research and Services Center to host a series of online workshops to support the comprehensive plan periodic updates. This series was a huge success thanks to all our presenters and attendees!

- Over 2,000 live webinar attendees
- 90% participation from cities and counties in the central Puget Sound region
- 15 sessions over 2 years (some during FY 2023)
- 65 guest speakers from 27 cities and organizations

Guidance and Resources from PSRC
PSRC published several resources to help local jurisdictions with the various elements of their comprehensive plans.

Plan Review

- PSRC's staff team provided comment letters to 80 jurisdictions on their draft comprehensive plans
- PSRC boards have recommended or completed certification review of 36 plans: Arlington, Bellevue, Bothell, Burien, Carbonado, Covington, Edgewood, Enumclaw, Fircrest, Granite Falls, Kenmore, Kent, Kirkland, Lake Stevens, Lakewood, Marysville, Mill Creek, Milton, Monroe, Mountlake Terrace, North Bend, Orting, Port Orchard, Redmond, Sammamish, SeaTac, Shoreline, Skykomish, Snohomish, South Prairie, Stanwood, Steilacoom, Sultan, University Place, Wilkeson, and Woodway

Centers
PSRC is undertaking a process to monitor and redesignate regional centers. The **scope of work** was given direction to proceed by PSRC's Growth Management Policy Board and Executive Board in February 2024. New Centers could apply beginning April 2025.

The **Regional Economic Strategy** was adopted In December 2021 to establish a strategic blueprint for regional collaboration in King, Kitsap, Pierce and Snohomish counties and allows local jurisdictions and eligible organizations to qualify for funding under U.S. Economic Development Administration programs, including programs created in response to the pandemic. In March 2025, PSRC kicked off the process of updating the RES, which will be finalized and adopted in 2026. PSRC has developed an Online Engagement Hub to gather information over the summer from stakeholders on key challenges and opportunities that the region faces and ways that the region can make progress.

Implementation efforts include:

- **Industrial Lands Update.** In 2024, PSRC released an update to the regional Industrial Lands Analysis that was published in 2015. The 2015 analysis included an assessment of economic activity on industrial lands in the central Puget Sound region, including analysis of industry forecasts and the region's ability to accommodate economic growth on industrial lands.

Learning and sharing at TOOLBOX sessions
PSRC hosts peer networking events focused on best practices and resources for local planning and implementation. Recent topics included:

- **July 18, 2025: Community-Led Engagement**
- **May 9, 2025: Streamlining Housing with Pre-Approved ADU Plans**
- **February 7, 2025: PSRC Data Tools for Planners**
- **November 1, 2024: Preventing Commercial Displacement Near Transit**
- **September 27, 2024: Planning for People and Amenities in Transit-Oriented Communities**
- **August 2, 2024: Commercial to Housing Conversion: Unlocking Residential Potential in Our Region's Commercial Districts**
- **April 26, 2024: The Next Generation of Planners**

Transit integration
Transit integration: PSRC published Transit Integration reports in 2023 and 2024 documenting transit coordination activities underway and anticipated in the central Puget Sound region.

Moving transit-oriented development forward
PSRC hosted the event Pandemic to Prosperity, Reimagining Downtowns in 2023. It explored cutting edge data analysis, innovative techniques, and best practices to reimagine downtowns for our shared prosperity.

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.

Other major funding and related activities during FY 2023-2024 included:

- Adopting the Policy Framework for PSRC's federal funds in January 2024, which established the policy guidance and procedures for PSRC's 2024 funding process.
- Completing the 2024 project selection process for PSRC's federal funds, leading to the adoption of the 2027-2028 Regional Transportation Improvement Program
- 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.
- Working with the Equity Advisory Committee to conduct and fund the Equity Pilot Program for PSRC Funds.
- Applying the new, more equitable formula for PSRC's Federal Transit Administration Funds.

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

Heritage Month Trends: PSRC has been analyzing data with the goal of understanding the state of the region's BIPOC community, sharing this information through a series of blog posts and Puget Sound Trends on access to transportation, housing, and employment.

Performance Measures and Dashboard: PSRC has developed a performance dashboard for the Regional Transportation Plan to monitor and report on various performance measures related to plan implementation including, but not limited to, emissions, safety, active transportation, finance, vehicle miles traveled and transit ridership.

Data Portal: PSRC maintains a data portal that makes our most requested regional GIS and tabular data easily accessible, explorable, and downloadable.

Community Profiles Dashboard: The dashboard provides member jurisdictions with a visual and easily viewable presentation of Census data from the 5-year American Community Survey in an accessible, web-based portal.

2023 Census Workshops: PSRC worked with the Census Bureau to host one online workshops covering a wide range of useful Census data products and resources for supporting local planning work.

Government Relations and Communications

Legislative Directives and Federal Updates: We worked tirelessly with our federal partners, legal counsel, and other Metropolitan Planning Organizations to provide regular updates and advocacy on funding and program changes and responding to their impacts at every board meeting.

Legislative Agendas: PSRC adopts a set of recommendations to the Washington State Legislature each year. The legislative agenda advocated for our core plans and programs to sustain and improve transportation funding, increase housing choices and affordability, significantly reduce greenhouse gas emissions, and support a strong economy. Staff have regularly briefed the boards on the status of legislation related to these goals and provided in-depth analysis of bill impacts for legislators and our members during a time of state fiscal uncertainty.

Fund Our Ferries: PSRC convened a group of local elected officials from ferry communities. We hosted multiple calls with elected officials to discuss impacts from reduced ferry service, get updates from Washington State Ferries and hear from state legislators about taking collective action to ensure ferry service is restored. PSRC staff facilitated the leaders sending a letter with over 50 signers to the state

legislature urgently requesting restoration of ferry service and a letter with 32 signers to federal budget leaders to maximize federal funding for ferries. These efforts paid off and resulted in securing strong investments in both workforce development and capital for vessel construction in a challenging budget environment to rebuild WSF during the 2025 legislative session.

Housing Research Center: PSRC hosted a campaign and two successful events to help locate and fund a statewide housing research center. The most recent event was to thank the generous sponsors who contributed to the Housing Futures Center at the University of Washington (UW) and discuss next steps. While the center was not publicly funded in this year's legislative session given the state budget deficit, the UW is moving forward with establishing the center to conduct research on housing across the state with private resources. PSRC will continue to foster efforts to create and support center funding in future legislative sessions.

Workshop for Newly Elected Officials: In March 2024, PSRC conducted its biennial workshop for newly local elected officials focusing on regional issues and how local officials can engage in regional efforts.

VISION 2050 Awards Program: The agency presented VISION 2050 awards annually honoring innovative projects, programs and plans that help achieve the region's growth strategy.

Communications: PSRC staff provided editorial and graphic design services for a variety of communications and outreach materials, including major 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.

Website: PSRC continues to maintain and improve its website featuring new data and navigation tools, streamlined meeting information, and improved interactivity. The website was designed to be accessible and inclusive and can be translated into over 100 languages and we began in-depth work to ensure accessibility for all users.

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.

Additional Agency Highlights

Accounting and Finance: In 2025 PSRC received its 13th clean annual audits in a row. 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 all three years 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 especially in the transition to a hybrid remote and in-person workplace, both for solitary work, teamwork, and meetings as well as for all of PSRC's boards and committees. IT have also been working to prepare for the move to PSRC's new office space.

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 on the new website.

Summer Planning Academy
Our efforts to increase the diversity of the pipeline of planning professionals included the launch of our second Summer Planning Academy. Launched the summer of 2023, PSRC has been hosting an annual cohort of around 23 students.

Equity
Completion of an award-winning Equity Pilot Program that awarded $6 million of federal transportation funds to deploy and test improvements in the evaluation of equity in future grant competitions. Development of an Equity Tracker to ensure policy change results in real outcomes.

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

BIL – Bipartisan Infrastructure Law (aka Infrastructure Investment and Jobs Act)
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
IIJA – Infrastructure Investment and Jobs Act
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