

**Regional Transportation Commission  
of Washoe County**

**UNIFIED PLANNING WORK PROGRAM**

**FY 2024 – FY 2025: July 1, 2023 to June 30, 2025**



**April 2023  
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**REGIONAL TRANSPORTATION COMMISSION  
OF WASHOE COUNTY**

**UNIFIED PLANNING WORK PROGRAM  
FY 2024 – FY 2025**

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# UNIFIED PLANNING WORK PROGRAM FY 2024 – FY 2025

## 1.0 INTRODUCTION

The Fiscal Years 2024 – 2025 Unified Planning Work Program (UPWP) is developed by the Regional Transportation Commission of Washoe County (RTC). The UPWP describes transportation planning activities scheduled in Washoe County during the period July 1, 2023 to June 30, 2025. These activities will be undertaken by the RTC utilizing the annual federal funding allocations from the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) as well as local funds.

The RTC is designated by the Governor as the Metropolitan Planning Organization (MPO) for Washoe County. As the MPO, the RTC administers the federally required transportation planning process within the metropolitan planning area. The RTC planning process considers all modes of transportation and yields plans and programs consistent with the planned development of the urbanized area. The RTC coordinates transportation planning activities with its three member entities of City of Reno, City of Sparks, and Washoe County. The RTC also coordinates with partner agencies including, but not limited to, the Nevada Department of Transportation (NDOT), Truckee Meadows Regional Planning Agency (TMRPA), Washoe County Health District – Air Quality Management Division (WCHD-AQMD), Washoe County School District, Reno-Sparks Indian Colony (RSIC) and Reno-Tahoe Airport Authority (RTAA).

The UPWP has been organized into six major elements with each element subdivided into specific tasks. The six major elements are as follows:

- Administration
- Development review for consistency with the Regional Transportation Plan (RTP)
- Active transportation planning
- Street and highway planning
- Public transportation
- Air quality planning

## 2.0 PLANNING EMPHASIS AREAS

On December 30, 2021, the FHWA and FTA Administrators updated the Planning Emphasis Areas (PEAs) which MPOs, State Departments of Transportation, and Public Transportation Agencies should consider when developing tasks for the UPWP or other work programs. The planning emphasis areas have been integrated into the RTC planning work program for Fiscal Years 2024 – 2025, as shown in Table 1.

**Table 1: Planning Emphasis Areas and UPWP Tasks**

UPWP Task	Planning Emphasis Area							
	Climate	Equity/ Justice 40	Complete Streets	Public Involvement	Strategic Hwy Network	FLMA Coordination	PEL	Data
1.1 Administration/ Continuing Planning		•		•		•	•	•
1.2 Unified Planning Work Program	•	•	•	•	•	•	•	•
1.3 MPO Certification	•	•	•	•	•	•	•	•
1.4 Statewide Planning	•	•	•	•	•	•	•	•
1.5 Training	•	•	•	•	•	•	•	•
2.1 RTC Development Review & Meeting Attendance	•	•	•		•	•		•
3.1 Regional Transportation Improvement Program	•	•	•	•	•	•	•	•
3.4 Regional Transportation Plan (RTP) Activities	•	•	•	•	•	•	•	•
3.5 Congestion Management Process	•	•	•	•	•	•		•
3.10 Public Participation Plan Development		•		•		•	•	•
3.11 Community Involvement Planning	•	•	•	•	•	•	•	•
3.13 Corridor and Area Planning	•	•	•	•	•	•	•	•
4.1 Regional Road Impact Fee Activities		•	•	•			•	•
4.2 Geographic Information System (GIS) Mgt.	•	•	•	•	•	•	•	•
4.3 Traffic Forecasting	•	•			•		•	•
4.18 RTC Traffic Model Upgrade / Conversion to TransCAD	•	•		•	•			•
4.27 TMRPA Shared Services	•	•	•			•		•
4.31 Data Collection and Analysis Program	•	•	•	•				•
5.2 Transit Planning	•	•	•	•		•		•
6.1 Air Quality Modeling/Analysis	•	•	•		•		•	•
6.2 CMAQ Planning	•	•	•	•		•		•
6.3 RTIP/RTP Conformity Analysis	•	•	•		•	•		•
• Indicates that task supports planning factor								

## 2.1 Implementing MAP-21 and IIJA

The metropolitan transportation planning process specified by Infrastructure Investment and Jobs Act (IIJA) and the implementing regulations contained in Title 23 Part 450 of the Code of Federal Regulations (CFR) requires the RTC to maintain a cooperative, continuous and comprehensive framework for making transportation investment decisions in the metropolitan area.

IIJA carries forward the performance-based transportation planning framework enhanced under the Moving Ahead for Progress in the 21st Century (MAP-21) Act. This UPWP includes data collection and analysis tasks that will facilitate annual reporting regarding transportation safety, travel time reliability, pavement condition, alternative mode share, and other performance metrics. It also includes tasks to continue evaluation of the transportation performance measures and performance targets established in the Regional Transportation Plan (RTP). The project prioritization process for the RTP reflects consideration of the adopted performance measures.

Transportation legislation (23 CFR 450.206) also requires the planning process to consider ten factors in the MPO's development of their regional transportation plans and programs. The ten factors are as follows:

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

Table 2 depicts how each of these planning factors fit into the Fiscal Years 2024 – 2025 RTC planning work program.

**Table 2: Planning Factors and UPWP Tasks**

UPWP Tasks and Planning Factors									
Economic Vitality	Safety	Security	Accessibility and Mobility	Environment and Quality of Life	Integration and Connectivity	Transportation System Management	Preservation of Existing System	Resiliency and Reliability	Travel and Tourism
1.1 Administration/Continuing Planning									
	•		•	•	•	•	•		
1.2 Unified Planning Work Program									
•	•	•	•	•	•	•	•	•	•
1.3 MPO Certification									
•	•	•	•	•	•	•	•	•	•
1.4 Statewide Planning									
•	•	•	•	•	•	•	•	•	•
1.5 Training									
•	•	•	•	•	•	•	•	•	•
2.1 RTC Development Review & Meeting Attendance									
•	•		•	•	•	•			•
3.1 Regional Transportation Improvement Program									
•	•	•	•	•	•	•	•	•	•
3.4 Regional Transportation Plan (RTP) Activities									
•	•	•	•	•	•	•	•	•	•
3.5 Congestion Management Process									
	•		•	•	•	•	•	•	
3.10 Public Participation Plan Development									
•	•		•	•	•	•	•		•
3.11 Community Involvement Planning									
•	•	•	•	•	•	•	•	•	•
3.13 Corridor and Area Planning									
•	•	•	•	•	•	•	•		
4.1 Regional Road Impact Fee Activities									
•				•		•	•	•	
4.2 Geographic Information System (GIS) Mgt.									
•	•	•	•	•	•	•	•	•	•
4.3 Traffic Forecasting									
	•		•	•	•	•	•		•
4.18 RTC Traffic Model Upgrade									
	•		•	•	•	•	•		•
4.27 TMRPA Shared Services									
	•		•	•	•	•	•		•
4.31 Data Collection and Analysis Program									
•	•		•	•	•	•	•	•	
5.2 Transit Planning									
•	•	•	•	•	•			•	•
6.1 Air Quality Modeling/Analysis									
				•		•	•	•	•
6.2 CMAQ Planning									
				•		•	•	•	•
6.3 RTIP/RTP Conformity Analysis									
				•		•	•	•	•

## 2.2 Regional Models of Cooperation

Through UPWP-related efforts under the Regional Transportation Plan Activities and Statewide Planning tasks, RTC ensures a regional approach to transportation planning by promoting cooperation and coordination across transit agency, MPO and state boundaries. The Nevada MPOs and NDOT, in partnership with the FHWA Nevada Division Office and FTA Region 9 Office, have adopted a coordinated approach to transportation planning through the formal Planning Executive Group and various sub-committees. This coordinated approach allows for information sharing about data, needs assessments, funding projections, financial reporting, planning initiatives, project delivery and other issues. RTC participates in several multi-jurisdictional and multi-state investment studies coordinated through its local partners and NDOT.

As an organization that integrates the functions of the MPO, transit service provider, and regional street and highway program, RTC seamlessly integrates planning for multimodal transportation needs.

## 2.3 Ladders of Opportunity

The U.S. DOT created Ladders of Opportunities to develop and enhance initiatives, program guidance, tools, and standards that empower transportation leaders and communities to revitalize, connect, and create workforce opportunities that lift more Americans into the middle class. The following paragraphs demonstrate a small sample of the transportation planning efforts that the RTC undertakes to support this initiative.

RTC strives to provide safe access to essential services for all residents of Washoe County. Through the Geographic Information Systems (GIS) task, RTC is able to analyze transportation service and access to employment, health care, schools/education, and other services at a regional scale. Through the Community Involvement Planning task, RTC develops and evaluates new approaches and techniques to expanding public participation, particularly in disadvantaged communities.

The Regional Freight Study will be completed through the Regional Transportation Plan (RTP) Activities task, and will serve as an extension of NDOT's Statewide Freight Plan, which is in the process of being updated. The focus of this study will be more localized, seeking to better understand the freight network and goods movement patterns in the Reno-Sparks area. This study will be conducted in coordination with, and serve as an attachment to, the RTP update in order to standardize goals and reduce the potential for duplication of work and conflicting recommendations.

The RTP Activities task will also include development of an Active Transportation Plan, which, expands upon the existing Bicycle and Pedestrian Master Plan, and will help define how best to implement a safe and connected pedestrian and bicycle network that will encourage future growth. A refined project prioritization framework was developed through the 2050 RTP process, which will be used in conjunction the Data Collection and Analysis Program to better prioritize future bicycle, pedestrian, and ADA improvements. Additional project suggestions received as part of the Active Transportation Plan outreach efforts will be evaluated for inclusion in the updated RTP. The RTC recently completed an update to its Vision Zero

Truckee Meadows Action Plan, identifying a High-Injury Network (HIN), which was used in prioritizing capital projects for funding. Many of these projects are located entirely within underserved areas of the community and will improve mobility for many residents reliant on alternative modes of transportation. In addition, the RTC will develop an Equity Analysis/Strategy to identify other approaches to engaging and supporting underserved communities with transportation investments. This effort will be conducted under the RTP Activities task.

Under the Transit Planning task, staff will implement recommendations from the Transit Optimization Plans Strategies (TOPS), which has identified opportunities to better serve residents with enhanced mobility options. In addition, the RTC will develop a Transit Oriented Development (TOD) study for the South Virginia Street corridor. This study will envision the future extension of the Virginia Line Bus Rapid Transit (BRT) service to South Reno and develop the land use planning tools that will encourage a walkable, transit-supportive development pattern that meets the growth and development needs of the region.

### 3.0 ENVIRONMENTAL JUSTICE/TITLE VI

Achieving equity and environmental justice in the provision of transportation projects and services is an important goal of the RTP. The RTC strives to serve the transportation needs of all residents in the planning area without discrimination based on age, income, race, language, ethnicity, or ability. RTC complies with the federal policies and requirements listed below:

- Title VI of the Civil Rights Act of 1964: No person in the U.S. shall, on the basis of race, color, or national origin, be excluded from participation in, denied benefits of, or subjected to discrimination under any program receiving federal funding. RTC is required to take steps to ensure that no discrimination on the basis of race occurs. Title VI requires reporting about how transit services are implemented and what measures the RTC is taking to provide equal access to public transportation.
- Americans with Disabilities Act (ADA) of 1990: Requires that disabled persons have equal access to transportation facilities. This includes wheelchair accessible accommodations in the transit system.

## RTC Title VI Policy

The RTC is committed to ensuring that no person is excluded from participation in, or denied the benefits of, its services on the basis of race, color or national origin as protected by Title VI of the Civil Rights Act of 1964, as amended.

No person or group of persons will be discriminated against with regard to fares, routing, scheduling, or quality of transportation service that the RTC furnishes on the basis of race, color, or national origin. Frequency of service, age and quality of RTC vehicles assigned to routes, quality of RTC stations serving Washoe County, and location of routes will not be determined on the basis of race, color or national origin.



- Executive Order on Environmental Justice: Executive Order 12898 requires the identification and assessment of disproportionately high and adverse impacts on minority and low-income populations.

Transportation projects and services are implemented in conformance with the RTC Title VI Report. RTC submits a Title VI Report to the Federal Transit Administration every three years, with the most recent approved by RTC's Board in February 2023. As identified in the report, the following measures are in place to comply with Title VI requirements:

- Minority, low-income and Limited English Proficiency (LEP) persons are able to provide meaningful input into the planning process through participating in public meetings held in locations near transit routes and where translators and materials are provided in Spanish and English.
- RTC has a complaint procedure in place to investigate and track Title VI concerns.
- RTC submits an annual Title VI Certification and Assurance to the US Department of Transportation.

The 2050 RTP includes a chapter to specifically address promoting equity and environmental justice in regional transportation. This chapter includes an analysis of impacts of RTC projects and services on low income and minority populations and will be refreshed as part of the overall RTP update.

As part of the planning process for all applicable tasks, socioeconomic and environmental data are analyzed. Environmental justice applies to all transportation services and is part of the overall planning process. As the Metropolitan Planning Organization (MPO), the RTC complies with Title VI and addresses environmental justice by:

- Enhancing analytical capabilities to ensure that the RTP and the RTIP comply with Title VI.
- Identifying residential, employment and transportation patterns of low-income and minority populations so that their needs can be identified and addressed and the benefits and burdens of transportation investment can be fairly distributed.
- Evaluating and, where necessary, improving the public involvement processes to eliminate participation barriers and engage minority and low-income populations in transportation decision making.

## **4.0 TRANSPORTATION PLANNING PRIORITIES FOR FY 2024 – FY 2025**

This section describes the priorities of the RTC planning program for the next two years.

### **4.1 2050 Regional Transportation Plan Guiding Principles & Goals**

The RTC Board approved the resolution adopting the 2050 Regional Transportation Plan (RTP) on March 19, 2021 and subsequently received conformity determination from the Federal Highway Administration (FHWA), Federal Transit Administration (FTA) and the Environmental Protection Agency (EPA). The RTP reflects over eighteen months of community outreach and agency coordination and provides a balanced approach to

# 2050 RTP Guiding Principles & Goals

The four guiding principles include promoting:

- Safe and Healthy Communities
- Economic Prosperity, Equity, and Innovation
- Sustainability and Climate Action
- Increased Travel Choices

The ten goals include:

- Improve and Promote Safety
- Integrate All Types of Transportation
- Promote Healthy Communities and Sustainability
- Promote and Foster Equity and Environmental Justice
- Integrate Land Use and Economic Development
- Manage Existing Systems Efficiently
- Enhance Regional Connectivity
- Improve Freight and Goods Movement
- Invest Strategically
- Engage the Public and Encourage Community Involvement

improving safety, livability and regional connectivity. The plan represents the region's transportation vision and quality of life investments for Safe and Healthy Communities; Economic Prosperity, Equity, and Innovation; Sustainability and Climate Action; and Increased Travel Choices.

The RTP was developed with significant input from community residents and stakeholder agencies. The public participated through in-person planning workshops, online surveys, virtual open houses, and several presentations to local jurisdictions. In addition, area specific outreach was accomplished through both in-person and virtual meetings.

The 2050 RTP establishes the guiding principles and goals for regional transportation planning in Washoe County, as described below. These priorities are implemented through the planning projects in this UPWP.

The UPWP links the long-range guiding principles of the 2050 RTP to performance-based planning and project delivery. For example, the annual reporting of performance targets in the RTP will be conducted, in part, through the data collection and analysis program in the UPWP. The Community Involvement Planning task will allow RTC to continue the collaborative partnerships with other agencies, organizations, and members of the general public that were established or strengthened through the RTP development process. The corridor studies included in the UPWP will facilitate analysis of safety and multimodal

transportation issues that are at the core of the guiding principles to provide safe and healthy communities and increase travel choices. The corridor studies allow for an approach that links planning and environmental analysis early in project development. This focus on safety and multimodal transportation planning also adheres to federal legislation (Public Law 117-58 §11206) that requires MPOs to use 2.5% of their State Planning and Research funds to carry out activities to increase safe and accessible options for multiple travel modes for people of all ages and abilities.

The FY 2024 – FY 2025 UPWP will develop the updated RTP throughout the two-year program. The RTC will also conduct several planning initiatives that support the RTP. In addition to the Active Transportation Plan, mentioned previously, staff will implement a regional travel characteristics study, and conduct a travel demand model calibration using data collected in the regional travel characteristics study. An emphasis on regional safety is also a significant component of the RTP, while RTC staff continues to partner with groups such as Vision Zero Truckee Meadows.

## **4.2 Public Participation**

Public and agency coordination is the cornerstone of the transportation planning process. The Public Participation Plan was updated in FY 2022 and the RTC will continue to monitor its implementation. Although it refined the RTP and RTIP amendment processes, streamlining timelines for less significant changes to these documents, the update also emphasized the use of virtual and social media outreach platforms. The list of social media and other outreach tools was expanded, and the RTC plans to track the level of success of these methods to ensure desired levels of participation are attained.

The Public Participation Plan ensures that residents are given the opportunity to be part of the planning efforts that will shape their communities in the future. The plan describes a proactive process for engagement with the RTC, and addresses complete information, timely public notice, full public access to key decisions, and support of early and continuous involvement of the public in developing regional plans and programs. The purpose of the Public Participation Plan is to increase community awareness and participation while broadening the range of voices and views in the planning process. The plan outlines strategies for increasing public outreach and involvement in the planning process. RTC uses a wide range of public participation approaches, including community planning workshops, roundtable discussions, open house meetings, websites, social media, surveys, and print and broadcast media.

## **4.3 Performance-Based Planning**

The 2050 RTP identified performance measures that are consistent with the national priorities included in MAP-21. The performance measures are being tracked and analyzed by RTC, as well as being reported to NDOT for their use in carrying out the requirements of the national performance management program. The information from this analysis will be used in future updates to the RTP as projects are evaluated. Performance measures are linked to the congestion management process (CMP), which considers safety, alternative mode priorities, operations, and travel delay in project selection and prioritization. The performance

management program and CMP will be used to analyze any potential changes that could be made through the RTP process.

As national and state performance targets are developed or refined, RTC will update the regional performance targets as necessary. RTC is actively participating with NDOT and other Nevada MPOs as targets for the performance measures are being established or updated. The performance measures, established under separate Performance Management Final Rules, are identified in the 2050 RTP, updated with more recent amendments to the RTIP, and provided in the tables below.

**Table 3  
National PM1 Performance Measures**

RTP Goal	Performance Measures	Performance Target	2019 Performance Measure Status	2021 Performance Target Status
<b>Improve Safety</b>	Number of fatal crashes (5-year average)	8% annual reduction from previous year trend line (43 for year 2019)	42	Met 2019 goal and working towards aspirational goal of Zero Fatalities
	Number of fatal crashes per 100 million VMT (5-year average)	1.12 for year 2019 based on fatal crashes target	1.09	Met 2019 goal and working towards aspirational goal of Zero Fatalities
	Number of serious injury crashes (5-year average)	Maintain existing decreasing trend (139 for year 2019)	139	Met 2019 goal and working towards aspirational goal of Zero Fatalities
	Number of serious injury crashes per 100 million VMT (5-year average)	3.68 based on serious injury crashes target	3.62	Met 2019 goal and working towards aspirational goal of Zero Fatalities
	Number of non-motorized fatalities (5-year average)	8% annual reduction from previous year trend line (14 for year 2019)	14	Met 2019 goal and working towards aspirational goal of Zero Fatalities
	Number of non-motorized serious injuries (5-year average)	Maintain existing decreasing trend (27 in 2019)	29	Met 2019 goal and working towards aspirational goal of Zero Fatalities

**Table 4  
National PM2 Performance Measures**

Performance Measures	Baseline	2-Year Condition/Performance	2-Year Target	4-Year Target
Percentage of Pavements of the Interstate System in Good Condition		81.8%		74.7%
Percentage of Pavements of the Interstate System in Poor Condition		0.3%		1.4%
Percentage of Pavements of the Non-Interstate NHS in Good Condition	79.4%	77.6%	67.6%	55.8%
Percentage of Pavements of the Non-Interstate NHS in Poor Condition	4.7%	4.1%	5.7%	6.5%
Percentage of NHS Bridges Classified as in Good Condition	42.2%	42.9%	35.0%	35.0%
Percentage of NHS Bridges Classified as in Poor Condition	0.5%	0.9%	7.0%	7.0%

Note: in Table 4, the statewide budget for fiscal years 2018 and 2019 was much higher than anticipated after the 2-year targets were established. Therefore, the increase in spending led to better than expected 2-year pavement and bridge condition. The 4-year targets, which were established at the same time as the 2-year targets, have not been revised; but it is estimated that the 4-year pavement and bridge condition will exceed the targets.

**Table 5  
National PM3 Performance Measures (System Performance/Freight)**

RTP Goal	Performance Measures	Performance Target	2021 Performance Measure Status	2021 Performance Target Status
<b>Congestion Reduction</b>	Percentage of person-miles traveled that are reliable on the Interstate System	90%	95.10%	Met goal
	Percentage of person-miles traveled that are reliable on the Non-Interstate National Highway System (NHS)	75%	82.60%	Met goal
	Truck Travel Time Reliability (TTTR) Index"	1.5	1.29	Met goal

**Table 6  
National PM3 Performance Measures (CMAQ)**

Performance Measure (CMAQ-funded projects)	Progress Achievement October 2017 – September 2021
Total emission reduction of NOx	62.655 kg/day
Total emission reduction of VOC	106.260 kg/day
Total emission reduction of PM <sub>10</sub>	0.523 kg/day
Total emission reduction of CO	846.749 kg/day

#### 4.4 Regional Transportation Improvement Program

The short-range planning document, the Regional Transportation Improvement Program (RTIP), represents the first five years of the current RTP. The document is developed in draft form by RTC staff based upon joint work by RTC staff and staff representatives of the local government agencies. RTC's advisory committees then review the document and the RTC Board adopts it through a public hearing process following a 21-day public comment period. The RTC and NDOT work together to develop, analyze, and coordinate projects included in the RTIP and Statewide Transportation Improvement Program (STIP). The most recent project listing is available for the public to review through the electronic STIP (eSTIP) at <https://estip.nevadadot.com/default.asp>.

#### 4.5 Air Quality

One of the requirements for both the RTP and RTIP is that they conform to all applicable State Implementation Plans (SIPs) and the Clean Air Act (CAA). Should the need arise to amend either document, staff will work with the Air Quality Interagency Consultation Workgroup to ensure conformity on any proposed amendments if applicable.

The RTC also partners with the Washoe County Health District in community outreach and education programs to promote public health through active transportation, including Nevada Moves Day, the annual Washoe County Healthy Community Forum, and Bike to Work/School Month.

### 5.0 WORK ELEMENTS AND TASK DESCRIPTIONS

This section describes the six major elements and the tasks within those elements. Except as otherwise noted the RTC is the administrator of each of the tasks.

#### **WORK ELEMENT: 1.0 ADMINISTRATION**

##### **PREVIOUS AND ONGOING WORK**

The tasks in this work element cover activities related to the overall administration of RTC's transportation planning program. All tasks are annual or ongoing activities undertaken to maintain compliance with federal/state regulations, organize and manage Planning Department activities and improve staff skills.

This element also funds the reproduction and distribution of the many required planning documents including the RTIP, RTP, UPWP, Public Participation Plan, and other documents mandated by IIJA. In addition, this work element funds the continuing, comprehensive, and cooperative planning and public involvement process required by IIJA, including publication of public notices and providing support to the RTC advisory committees.

RTC continues to work in coordination with local governments and state and federal transportation agencies to implement and accomplish planning programs. This occurs through the monthly meeting and review of the Technical Advisory Committee (TAC); monthly Planning Executive Group (PEG) and sub-group meetings with NDOT, FHWA, and the other Nevada MPOs; RTC staff participation with the TPAC; the Truckee Meadows Regional Planning Agency (TMRPA); technical advisory groups for specific projects and studies; and many other committees and groups.

## **TASKS**

### **1.1 Administration/Continuing Planning**

#### **Task Elements**

Perform general administrative functions concerning the transportation planning program including preparation of administrative reports, analyses, budgets, goals and objectives, correspondence, documents, memos, etc. Also includes the time and materials used for the advertising, preparation and conducting of the public involvement activities including all RTC advisory committees and their subcommittees, the RTP Agency Working Group and any special committees convened to address regional transportation issues and other public meeting/involvement activities. Provide dues, subscriptions and professional memberships to organizations as appropriate.

#### **Expected Products**

- Monthly agendas for advisory committees and general administrative functions
- Miscellaneous reports, analyses, correspondence and memoranda

**Completion Date:** Ongoing task

<b>Funding:</b>	Federal PL Funds	\$536,133
	Local	<u>\$28,218</u>
	TOTAL	\$564,351

### **1.2 Unified Planning Work Program**

#### **Task Elements**

Prepare and process the quarterly reports for the FY 2024 – FY 2025 Unified Planning Work Program (UPWP) as well as year-end reports. Prepare and submit any necessary amendments to the UPWP. Prepare and adopt the FY 2026 – FY 2027 UPWP in cooperation with local, state and federal agencies.

#### **Expected Products**

- FY 2024 – FY 2025 UPWP quarterly and annual reports
- Amendments to the FY 2024 – FY 2025 UPWP as necessary
- An adopted FY 2026 – FY 2027 UPWP

**Completion Date:** June 2025 as well as ongoing task

<b>Funding:</b>	Federal PL Funds	\$15,540
	Local	<u>\$818</u>
	TOTAL	\$16,358

### 1.3 MPO Certification

#### Task Elements

This task includes preparing and maintaining documentation of all planning activities carried out by RTC for MPO certification by the Secretary of the U.S. Department of Transportation (USDOT) pursuant to MAP-21 and IJJA requirements. The last certification review was completed in January 2020, and the next review is anticipated in the fall of 2023.

#### Expected Products

- Support for MPO certification

**Completion Date:** Late 2023/early 2024 as well as ongoing task

<b>Funding:</b>	Federal PL Funds	\$27,196
	Local	<u>\$1,431</u>
	TOTAL	\$28,627

### 1.4 Statewide Planning

#### Task Elements

Participate in the statewide transportation planning process including attendance and participation in the TPAC, PEG, and other project advisory committees, coordination on planning studies and data sharing efforts, involvement in the project selection process, input on safety improvements and other applicable activities.

#### Expected Products

Coordinated state planning process and documents

**Completion Date:** Ongoing task

<b>Funding:</b>	Federal PL Funds	\$38,850
	Local	<u>\$2,045</u>
	TOTAL	\$40,895



## 1.5 Training

### Task Elements

Facilitate and attend training courses and webinars related to multimodal transportation planning and safety as appropriate, including training on specific planning tools and programs such as TransCAD, GIS, etc. Maintain in-house library of transportation planning publications and other materials for use by RTC and local agency staff.

### Expected Products

- Increased staff skill and knowledge levels
- Organized, up-to-date and functional library

**Completion Date:** Ongoing task

<b>Funding:</b>	Federal PL Funds	\$155,401
	Local	<u>\$8,179</u>
	TOTAL	\$163,580

## **WORK ELEMENT: 2.0 DEVELOPMENT REVIEW**

### PREVIOUS AND ONGOING WORK

The Cities of Reno and Sparks and Washoe County solicit comments from RTC on all major residential, commercial, industrial and other proposed developments, particularly those of regional significance. RTC provides comments on the anticipated traffic impacts associated with the development and the need to provide right-of-way and improvements to serve all modes of travel per the RTIP and RTP. The information generated by this review process serves as an important input to the transportation planning process.

One of the most important products of the development review task is the identification of development impacts to long-range transportation improvements contained in the RTP. In particular, the development review process has identified right-of-way needs and allowed for corridor protection through building setbacks, project redesign and advance right-of-way acquisition, when appropriate. This process also allows RTC to identify and request accommodations for transit services and provide information on trip reduction opportunities where applicable.

### TASKS

#### 2.1 RTC Development Review and Meeting Attendance

### Task Elements

Perform reviews of proposed developments to determine transportation impacts, recommend mitigation measures and comment to public agencies in a timely fashion. Represent RTC as

the MPO at development-related meetings and provide supporting information to local commissions, boards, planning staffs and consultants regarding RTC comments.

Maintain a development review database containing information on project location, land-use, trip generation and RTC comments. Document the consistency of the population and employment impacts of approved projects in future year forecasts.

### **Expected Products**

- Letters to the local jurisdictions containing RTC comments on proposed developments as necessary
- Current and continuously updated and accurate database for approved development

**Completion Date:** Ongoing task

<b>Funding:</b>	Federal PL Funds	\$34,966
	Local	<u>\$1,840</u>
	TOTAL	\$36,806

## **WORK ELEMENT: 3.0 ACTIVE TRANSPORTATION PLANNING AND PROGRAMMING**

### **PREVIOUS AND ONGOING WORK**

This work element encompasses RTC's multimodal planning and programming activities. During the FY 2022 – FY 2023 timeframe, the major activities under this task included an update to the Public Participation Plan, amendments to the FFY 2021 – 2025 RTIP and 2050 RTP, and an update to the Vision Zero Truckee Meadows Action Plan. In addition, the Electric and Alternative Fuel Vehicle Infrastructure and Advance Mobility Plan and the Verdi Area Multimodal Transportation Study were completed.

### **TASKS**

#### **3.1 Regional Transportation Improvement Program (RTIP)**

##### **Task Elements**

Develop an update resulting in adoption of the FFY 2023-2027 RTIP. Include new transportation projects within the urbanized area funded with RTC, state or federal funds and prepare and complete all necessary amendments and administrative modifications.

##### **Expected Products**

- FFY 2023-2027 RTIP
- Amendments and modifications to the RTIP as needed
- Initial development of the FFY 2025-2029 RTIP toward the end of the two-year UPWP

**Completion Date:** FFY 2023 – 2027 RTIP to be adopted July 2023; additional tasks ongoing throughout UPWP term

<b>Funding:</b>	Federal PL Funds	\$29,526
	Local	<u>\$1,554</u>
	TOTAL	\$31,080

### **3.4 Regional Transportation Plan (RTP) Activities**

#### **Task Elements**

The 2050 RTP was adopted by the RTC Board on March 19, 2020. This task will include development of an update to the RTP and will use tools such as scenario planning to inform project and policy decisions. It is anticipated that the updated RTP will be adopted toward the end of the two-year program. As part of the update, a travel characteristics study will be used to inform and update the travel demand model, which ultimately plays a key role in shaping the RTP. These activities will be managed by RTC staff with consultant support.

This task also includes completion of the Active Transportation Plan. The Active Transportation Plan will evaluate best practices for development of bicycle and pedestrian infrastructure within the context of different land use and traffic patterns and will offer recommendations on how to encourage active transportation as a mobility option for all users, thereby establishing a safe and connected network. Following completion of the Statewide Freight Plan developed by NDOT, the RTC will conduct a more detailed study of the freight network, goods movement, and needs assessment for the Reno-Sparks area. This study will examine potential policy and infrastructure improvements to better facilitate the movement of goods throughout the region. The concepts and recommendations from these two studies will be carried forward in the updated RTP. Both studies will be managed by RTC staff with consultant support.

#### **Expected Products**

- RTP update
- Completed Active Transportation Plan
- Regional Freight Study
- Regional travel characteristics study
- Updated travel demand model
- Analysis and deliverables on applicable requests

**Completion Date:** RTP update to be completed spring 2025; Active Transportation Plan completion late winter 2024; Regional Travel Characteristics Study and updated Travel Demand Model completion fall 2024; Regional Freight Study to be completed late 2024; additional tasks ongoing throughout UPWP term

<b>Funding:</b>	Federal PL Funds	\$935,632
	Local	<u>\$49,244</u>
	TOTAL	\$984,876

### **3.5 Congestion Management Process**

#### **Task Elements**

An updated congestion management process will be developed to reflect the guiding principles, goals, and project prioritization framework in the updated RTP. This process will include analysis of several factors as input to the CMP. The CMP will be used to evaluate new projects that are suggested for incorporation into the RTP.

#### **Expected Products**

CMP evaluation of proposed projects for the updated RTP

**Completion Date:** Ongoing task, incorporation into RTP update in spring of 2025.

<b>Funding:</b>	Federal PL Funds	\$7,770
	Local	<u>\$409</u>
	TOTAL	\$8,179

### **3.10 Public Participation Plan Development/Update**

#### **Task Elements**

The Public Participation Plan should be periodically reviewed to reflect changes in federal legislation, current outreach procedures, and changes to the structure of RTC advisory committees. This is an ongoing task to ensure that the public participation plan is in compliance with federal regulations and that the agency is making the best use of all the available methods to engage the public in the planning process.

#### **Expected Products**

Maintenance of the Public Participation Plan

**Completion Date:** Ongoing task, evaluation of Plan during RTP update process.

<b>Funding:</b>	Federal PL Funds	\$7,770
	Local	<u>\$409</u>
	TOTAL	\$8,179

### **3.11 Community Involvement Planning**

#### **Task Elements**

RTC will continue to build on the community outreach activities including those related to planning studies, visioning, and other regional transportation planning issues. This task includes development of outreach and presentation materials. The RTC is also a participant in the Vision Zero Truckee Meadows Task Force and will continue to help facilitate data sharing and outreach to support the goals of this community partnership.

## Expected Products

Outreach activities

**Completion Date:** Ongoing task

<b>Funding:</b>	Federal PL Funds	\$38,850
	Local	<u>\$2,045</u>
	TOTAL	\$40,895

### 3.13 Corridor and Area Planning (CS)

#### Task Elements

It is anticipated that only one major area study (a “neighborhood” as defined in the Active Transportation Plan) will be undertaken as part of this UPWP. However, activities for the FY 2024 – FY 2025 UPWP also include any special planning analyses/corridor studies to further overall regional goals and objectives as needed. It is expected that consultant support will be used to develop neighborhood plans. These activities represent the required minimum 2.5% of planning funds that must be spent on Complete Streets planning and will be billed at 100% federal.

#### Expected Products

- Neighborhood Plan (CS)
- Various special planning analyses/corridor studies as needed (CS)

**Completion Date:** Neighborhood Plan to be completed early 2025; additional tasks ongoing throughout UPWP term

<b>Funding:</b>	Federal PL Funds	\$362,932
	Local	<u>\$2,500</u>
	TOTAL	\$365,432

### WORK ELEMENT: 4.0 STREET AND HIGHWAY PLANNING

#### PREVIOUS AND ONGOING WORK

The Regional Transportation Plan provides the basis for future development of Washoe County's transportation system. Major activities during the previous UPWP included:

- An updated and upgraded TransCAD regional travel demand model, including streamlined conversion of data for use in air quality modeling.
- Regional travel characteristics study.
- Identification of long-term trends and post-project implementation performance through the Data Collection and Analysis program.

- Continued development of RTC's Geographic Information System (GIS) capability, including the production of several online interactive maps and enhanced safety data.
- Continued coordination of traffic counts and forecasts as needed to support RTC, NDOT and local government activities.

**TASKS**

**4.1 Regional Road Impact Fee (RRIF) Activities**

**Task Elements**

Conduct planning work, as the MPO, associated with the update and maintenance of the RRIF program in cooperation with local government agencies and the RRIF Technical Advisory Committee. Tasks will include planning work necessary to update socioeconomic data, provide travel forecasts, and evaluate capacity improvement solutions.

**Expected Products**

- Continued review of the RRIF
- Continuous update of socioeconomic data and provision of travel forecasts

**Completion Date:** Ongoing task, next anticipated update of RRIF Capital Improvement Program and General Administrative Manual (8<sup>th</sup> edition) summer/fall 2025.

<b>Funding:</b>	Federal PL Funds	\$15,540
	Local	<u>\$818</u>
	<b>TOTAL</b>	<b>\$16,358</b>

**4.2 Geographic Information System (GIS) Management**

**Task Elements**

Maintain and continue to refine network files, traffic analysis zone structures and other GIS files necessary to support a variety of RTC planning needs. Frequent analysis of socioeconomic, transportation, safety, land use, and environmental data as part of the planning process, including analysis of 2020 Census data. Analyses will be conducted for planning-level alternatives developed for long-range and/or corridor studies. Products such as interactive mapping will be developed to provide transparent and up-to-date project information to the public.

**Expected Products**

GIS products adequate to support ongoing RTC planning activities

**Completion Date:** Ongoing task

<b>Funding:</b>	Federal PL Funds	\$97,126
	Local	<u>\$5,112</u>
	TOTAL	\$102,238

### 4.3 Traffic Forecasting

#### Task Elements

Provide traffic forecasts as requested at system and corridor level for the RTIP, RTP and other planning projects to further overall regional goals and objectives. Respond to travel forecast requests from NDOT, regional and local governments, and the public that are at a planning level analysis and not otherwise identified as part of regional or corridor analyses.

#### Expected Products:

Traffic forecasts and projections as requested

**Completion Date:** Ongoing task

<b>Funding:</b>	Federal PL Funds	\$11,656
	Local	<u>\$613</u>
	TOTAL	\$12,269

### 4.18 RTC Traffic Model Upgrade

#### Task Elements

The travel demand model will continue to be refined based on data collection and calibration efforts as well as necessary software requirements. The RTC integrates land use data for the region into the travel demand forecasting model that assists in the identification of current and future transportation needs through the shared work program with the Truckee Meadows Regional Planning Agency (TMRPA). RTC will collaborate with TMRPA in the development of the 2024 Consensus Forecasts, which will inform the travel demand model. A regional travel characteristics study will be conducted to capture changes in travel behavior and provide data for the travel demand model development. The travel demand model will be recalibrated based on the regional travel characteristics study to build a more robust and comprehensive model. These efforts will be completed with consultant support.

#### Expected Products

- Data and study report from the travel characteristics study
- Recalibrated model based on the regional travel characteristics study
- Continued refinement of the travel demand model
- Integration of the disaggregated 2024 Consensus Forecasts into the travel demand model

**Completion Date:** Travel characteristics study to be completed by summer 2024; updated travel demand model to be completed by summer/fall 2024; additional tasks ongoing throughout UPWP term.

<b>Funding:</b>	Federal PL Funds	\$1,233,241
	Local	<u>\$64,907</u>
	TOTAL	\$1,298,148

#### **4.27 Truckee Meadows Regional Planning Agency (TMRPA) Shared Services**

##### **Task Elements**

This task will provide shared staff resources and expertise between the RTC and TMRPA for MPO activities. The core areas of this shared program delivery under the UPWP include GIS analysis, data collection, online data access, and development of the 2024 Consensus Forecasts. TMRPA will also work with RTC to forecast the traffic impacts of various development scenarios.

##### **Expected Products**

Expected products will include shared GIS data resources, collaborative public outreach materials and events, and analytical staff reports on various planning topics.

**Completion Date:** Consensus forecasts to be completed by fall 2024; additional tasks ongoing throughout UPWP term.

<b>Funding:</b>	Federal PL Funds	\$143,790
	Local	<u>\$7,568</u>
	TOTAL	\$151,358

#### **4.31 Data Collection and Analysis Program**

##### **Task Elements**

This task includes data collection related to safety, regional bicycle and pedestrian counts, traffic calming treatments, and other transportation infrastructure data as needed. Analysis of mode share by auto, transit, bicycle, and pedestrian will be conducted. This program will support monitoring of transportation performance measures included in the RTP. In addition, this data will be used to assist with prioritization of future multimodal infrastructure investment. These efforts will be completed with consultant support.

##### **Expected Products**

Creation and maintenance of GIS data, updated multimodal count database, and analysis for the performance measures identified in the annual report. Prioritization of active transportation improvements.



**Completion Date:** Ongoing task, data collected at last 20 locations by fall 2024.

<b>Funding:</b>	Federal PL Funds	\$136,233
	Local	<u>\$7,170</u>
	TOTAL	\$143,403

## **WORK ELEMENT: 5.0 PUBLIC TRANSPORTATION**

### **PREVIOUS AND ONGOING WORK**

The Transit Optimization Plan Strategies (TOPS) was developed to produce a thorough review and evaluation of the effectiveness and efficiency of current transit routes, schedules and service standards, and a five-year capital and operating plan, including any new service recommendations. The Coordinated Human Services Transportation Plan (CTP) will be updated, likely in coordination with the updated RTP. This plan is required by the FTA for activities to be funded by the Section 5310 program, and addresses means to maximize the use of existing resources and increase the efficiency of transportation service delivery among various agencies and organizations through the private, non-profit, and public sectors. Continued analysis of transit route performance will also occur throughout this UPWP cycle to maximize system efficiency.

Additionally, completion of the South Virginia Street Transit Oriented Development Study is anticipated early in the FY 2024 – FY 2025 UPWP cycle. Following the projected schedule, this would mean completion of final outreach activities (public workshop and project technical advisory committee meeting) and finalization of recommendations ahead of presentation of the completed study to the RTC Board. Additional transit studies may be necessary during the course of the FY 2024 – FY 2025 UPWP cycle.

### **TASKS**

#### **5.2 Transit Planning**

##### **Task Elements**

This task will include transit planning related to bus route analysis and modifications, bus stop facilities and amenities, bus maintenance facilities, transit fleet monitoring and implementation of new technology, and monitoring of transit performance measures.

The RTC received a Federal Transit Administration (FTA) Transit-Oriented Development (TOD) Planning grant award to fund a planning study to support the proposed extension of the Virginia Line Bus RAPID Transit (BRT) route. The resulting South Virginia Street TOD Study is underway and will be finalized, providing a vision for the corridor and tools for local jurisdictions to utilize in guiding development, as the RTC plans the BRT extension. The City of Reno will continue to be an active partner in this study, which is also utilizing consultant services.

The RTC will continue to monitor and update the Transit Asset Management (TAM) Plan as needs and priorities change. TAM plans are required of all agencies that own, operate, or

manage capital assets used to provide public transportation and receive federal financial assistance.

Additionally, the RTC will continue to implement recommendations from the Transit Optimization Plan Strategies (TOPS), formerly known as the RTC Short Range Transit Plan (SRTP). Proposed changes to the fixed-route system will address potential impacts on the ADA paratransit system and compliance with Title VI, Limited English Proficiency (LEP) and Environmental Justice (EJ) requirements and regulations. Expansion and reconfiguration of FlexRIDE services will add new sections of the Truckee Meadows to RTC’s service area and will provide on-demand transportation for individuals of all abilities. Other efforts, such as an update to the CTP and additional transit studies will likely utilize consultant services.

### **Expected Products**

- Monthly transit system operations reports and sections of the annual report related to performance measures
- Completion of the South Virginia Street TOD Study

**Completion Date:** TOD Study to be completed summer 2024; additional tasks ongoing throughout UPWP term.

<b>Funding:</b>	Federal PL Funds/ FTA TOD Planning	\$369,966
	Local	<u>\$66,840</u>
	TOTAL	\$436,806

## **WORK ELEMENT: 6.0 AIR QUALITY PLANNING**

### **PREVIOUS AND ONGOING WORK**

During the previous UPWP, the RTC continued participation in the air quality interagency consultation group comprised of various agencies including Washoe County Health District — Air Quality Management Division (WCHD-AQMD) and the Nevada Department of Environmental Protection (NDEP) in order to meet the Transportation Conformity requirements for the 2050 RTP. Staff will continue to participate in planning activities that seek to improve Washoe County’s attainment/maintenance status for PM<sub>10</sub> and CO criteria air pollutants.

### **TASKS**

#### **6.1 Air Quality Modeling/Analysis**

##### **Task Elements**

Perform transportation monitoring and analysis required as part of the Washoe County Transportation Conformity Plan. This task will include, as needed, analysis of alternate base years and mobile source measures proposed for inclusion in local air quality plans.

Continue to attend meetings and monitor activities of the WCHD-AQMD and other organizations dealing with air quality issues. The interagency consultation group meets on a quarterly basis.

### **Expected Products**

- Continued participation in the conformity process established in the Washoe County Transportation Conformity Plan
- Air quality analysis as needed under the current RTP.

**Completion Date:** Ongoing task

<b>Funding:</b>	Federal PL Funds	\$15,540
	Local	<u>\$818</u>
	TOTAL	\$16,358

## **6.2 CMAQ Planning**

### **Task Elements**

Continue to conduct planning-level emission reduction calculations and cost benefit analyses for CMAQ projects. Prepare the annual CMAQ report which is used as the basis for reporting performance targets under the MAP-21 national performance management program.

### **Expected Products**

- CMAQ planning-level emission reduction calculations and cost benefit analysis
- Annual CMAQ report and updated performance targets

**Completion Date:** Annual report submitted first quarter each CY; additional tasks ongoing throughout UPWP term

<b>Funding:</b>	Federal PL Funds	\$11,656
	Local	<u>\$613</u>
	TOTAL	\$12,269

## **6.3 RTIP/RTP Conformity Analyses**

### **Task Elements**

Prepare updated conformity analyses of RTC plans and programs as required to comply with Clean Air Act mandates and guidelines. Conformity analyses will encompass the non-attainment or maintenance area appropriate for each criteria air pollutant.

### **Expected Products**

Continue to perform conformity analyses, as needed, for the RTP and the RTIP

**Completion Date:** Ongoing task

<b>Funding:</b>	Federal PL Funds	\$3,886
	Local	<u>\$205</u>
	TOTAL	\$4,090

## TABLE 7 FY 2024-2025 UNIFIED PLANNING WORK PROGRAM

Totals may vary slightly due to rounding

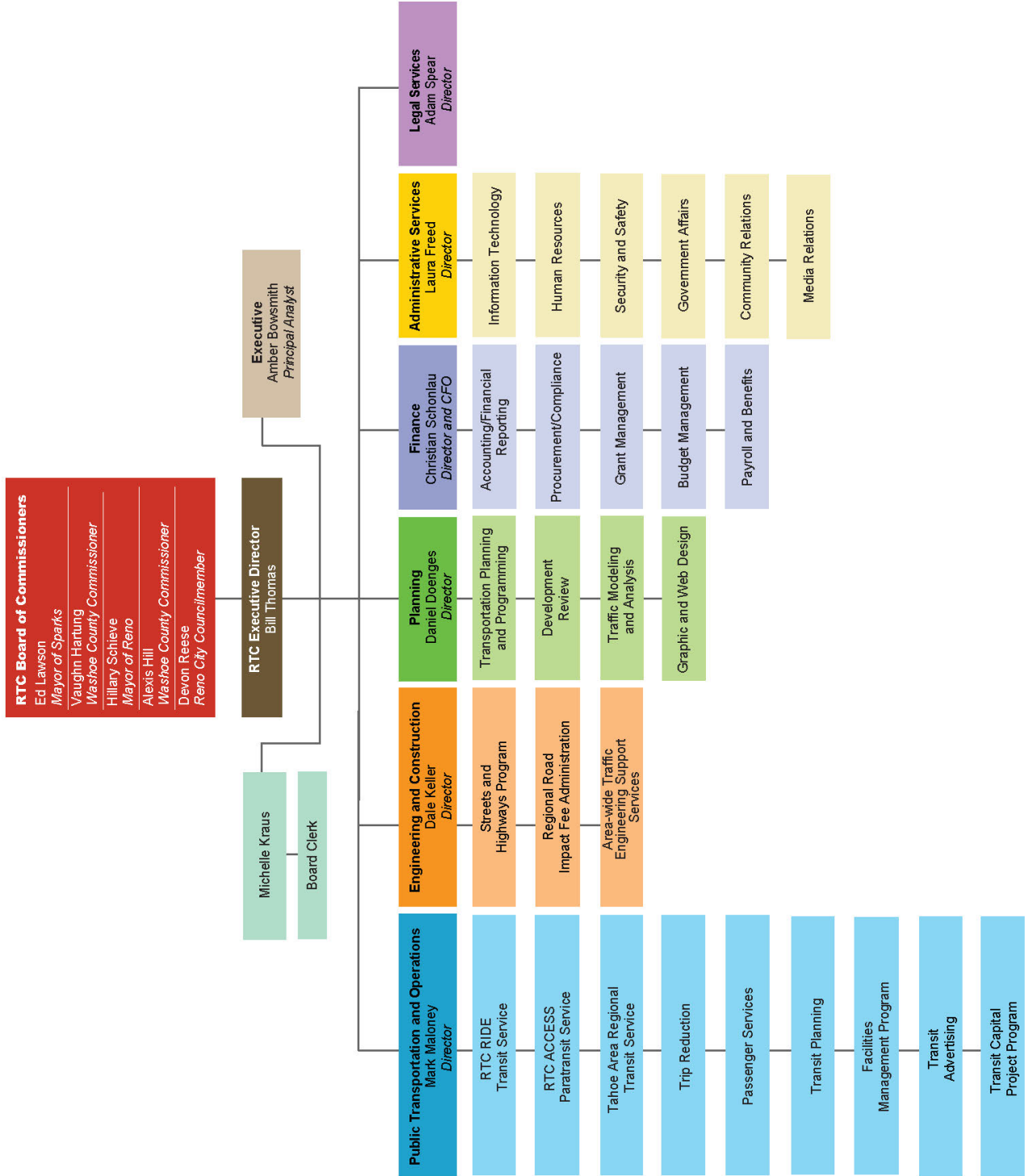
WORK ELEMENT	TASK	STAFF HOURS	% HOURS	COSTS			FUNDING SOURCES						
				STAFF	CONSULT	TOTAL	Federal PL FUNDS	Local MATCH*	RTC Fuel TAX	RTC Sales TAX	TOTAL LOCAL	TOTAL	
<b>1.0</b>	<b>ADMINISTRATION</b>												
	1.1 Administration/Continuing Planning	6,900	33.2%	\$564,351	\$0	\$564,351	\$536,133	\$28,218	\$28,218	\$0	\$28,218	\$564,351	\$564,351
	1.2 Unified Planning Work Program	200	1.0%	\$16,358	\$0	\$16,358	\$15,540	\$818	\$818	\$0	\$818	\$16,358	\$16,358
	1.3 MPO Certification	350	1.7%	\$28,627	\$0	\$28,627	\$27,196	\$1,431	\$1,431	\$0	\$1,431	\$28,627	\$28,627
	1.4 Statewide Planning	500	2.4%	\$40,895	\$0	\$40,895	\$38,850	\$2,045	\$2,045	\$0	\$2,045	\$40,895	\$40,895
	1.5 Training	2,000	9.6%	\$163,580	\$0	\$163,580	\$155,401	\$8,179	\$8,179	\$0	\$8,179	\$163,580	\$163,580
	<b>Subtotal:</b>	<b>9,950</b>	<b>47.9%</b>	<b>\$813,811</b>	<b>\$0</b>	<b>\$813,811</b>	<b>\$773,120</b>	<b>\$40,691</b>	<b>\$40,691</b>	<b>\$0</b>	<b>\$40,691</b>	<b>\$813,811</b>	<b>\$813,811</b>
<b>2.0</b>	<b>DEVELOPMENT REVIEW</b>												
	2.1 RTC Development Review & Meeting Attendance	450	2.2%	\$36,806	\$0	\$36,806	\$34,966	\$1,840	\$1,840	\$0	\$1,840	\$36,806	\$36,806
	<b>Subtotal:</b>	<b>450</b>	<b>2.2%</b>	<b>\$36,806</b>	<b>\$0</b>	<b>\$36,806</b>	<b>\$34,966</b>	<b>\$1,840</b>	<b>\$1,840</b>	<b>\$0</b>	<b>\$1,840</b>	<b>\$36,806</b>	<b>\$36,806</b>
<b>3.0</b>	<b>MULTI-MODAL PLANNING &amp; PROGRAMMING</b>												
	3.1 Regional Transportation Improvement Program	380	1.8%	\$31,080	\$0	\$31,080	\$29,526	\$1,554	\$1,554	\$0	\$1,554	\$31,080	\$31,080
	3.4 Regional Transportation Plan (RTP) Activities	4,400	21.2%	\$359,876	\$625,000	\$984,876	\$935,632	\$49,244	\$49,244	\$0	\$49,244	\$984,876	\$984,876
	3.5 Congestion Management Process	100	0.5%	\$8,179	\$0	\$8,179	\$7,770	\$409	\$409	\$0	\$409	\$8,179	\$8,179
	3.10 Public Participation Plan Development	100	0.5%	\$8,179	\$0	\$8,179	\$7,770	\$409	\$409	\$0	\$409	\$8,179	\$8,179
	3.11 Community Involvement Planning	500	2.4%	\$40,895	\$0	\$40,895	\$38,850	\$2,045	\$2,045	\$0	\$2,045	\$40,895	\$40,895
	3.13 Corridor and Area Planning (CS - 100% federal)	800	3.9%	\$65,432	\$300,000	\$365,432	\$362,932	\$2,500	\$2,500	\$0	\$2,500	\$365,432	\$365,432
	<b>Subtotal:</b>	<b>6,280</b>	<b>30.3%</b>	<b>\$513,641</b>	<b>\$925,000</b>	<b>\$1,438,641</b>	<b>\$1,382,481</b>	<b>\$56,161</b>	<b>\$56,161</b>	<b>\$0</b>	<b>\$56,161</b>	<b>\$1,438,642</b>	<b>\$1,438,642</b>
<b>4.0</b>	<b>STREET AND HIGHWAY PLANNING</b>												
	4.1 Regional Road Impact Fee Activities	200	1.0%	\$16,358	\$0	\$16,358	\$15,540	\$818	\$818	\$0	\$818	\$16,358	\$16,358
	4.2 Geographic Information System (GIS) Mgt.	1,250	6.0%	\$102,238	\$0	\$102,238	\$97,126	\$5,112	\$5,112	\$0	\$5,112	\$102,238	\$102,238
	4.3 Traffic Forecasting	150	0.7%	\$12,269	\$0	\$12,269	\$11,656	\$613	\$613	\$0	\$613	\$12,269	\$12,269
	4.18 RTC Traffic Model Upgrade/Conversion to TransCAD	1,200	5.8%	\$98,148	\$1,200,000	\$1,298,148	\$1,233,241	\$64,907	\$64,907	\$0	\$64,907	\$1,298,148	\$1,298,148
	4.27 TMRPA Shared Services	200	1.0%	\$16,358	\$135,000	\$151,358	\$143,790	\$7,568	\$7,568	\$0	\$7,568	\$151,358	\$151,358
	4.31 Data Collection and Analysis Program	225	1.1%	\$18,403	\$125,000	\$143,403	\$136,233	\$7,170	\$7,170	\$0	\$7,170	\$143,403	\$143,403
	<b>Subtotal:</b>	<b>3,225</b>	<b>15.5%</b>	<b>\$263,774</b>	<b>\$1,460,000</b>	<b>\$1,723,774</b>	<b>\$1,637,585</b>	<b>\$86,188</b>	<b>\$86,188</b>	<b>\$0</b>	<b>\$86,188</b>	<b>\$1,723,773</b>	<b>\$1,723,773</b>
<b>5.0</b>	<b>PUBLIC TRANSPORTATION</b>												
	5.2 Transit Planning <sup>A</sup>	450	2.2%	\$36,806	\$400,000	\$436,806	\$369,966	\$66,840	\$0	\$66,840	\$66,840	\$436,807	\$436,807
	<b>Subtotal:</b>	<b>450</b>	<b>2.2%</b>	<b>\$36,806</b>	<b>\$400,000</b>	<b>\$436,806</b>	<b>\$369,966</b>	<b>\$66,840</b>	<b>\$0</b>	<b>\$66,840</b>	<b>\$66,840</b>	<b>\$436,807</b>	<b>\$436,807</b>
<b>6.0</b>	<b>AIR QUALITY PLANNING</b>												
	6.1 Air Quality Modeling/Analysis	200	1.0%	\$16,358	\$0	\$16,358	\$15,540	\$818	\$818	\$0	\$818	\$16,358	\$16,358
	6.2 CMAQ Planning	150	0.7%	\$12,269	\$0	\$12,269	\$11,656	\$613	\$613	\$0	\$613	\$12,269	\$12,269
	6.3 RTIP/RTP Conformity Analysis	50	0.2%	\$4,090	\$0	\$4,090	\$3,886	\$205	\$205	\$0	\$205	\$4,090	\$4,090
	<b>Subtotal:</b>	<b>400</b>	<b>1.9%</b>	<b>\$32,717</b>	<b>\$0</b>	<b>\$32,717</b>	<b>\$31,081</b>	<b>\$1,636</b>	<b>\$1,636</b>	<b>\$0</b>	<b>\$1,636</b>	<b>\$32,717</b>	<b>\$32,717</b>
<b>FY 2024-2025 Anticipated Funding</b>		<b>\$4,500,000</b>											
<b>Totals</b>		<b>20,755</b>	<b>100%</b>	<b>\$1,697,555</b>	<b>\$2,785,000</b>	<b>\$4,482,555</b>	<b>\$4,229,199</b>	<b>\$253,356</b>	<b>\$186,516</b>	<b>\$66,840</b>	<b>\$253,356</b>	<b>\$4,482,555</b>	<b>\$4,482,555</b>

\*Local match is either RTC fuel tax or sales tax funds

<sup>A</sup>Transit Planning task utilizes both PL funds and FTA TOD Planning funds

# APPENDIX A REGIONAL TRANSPORTATION COMMISSION ORGANIZATIONAL CHART

2023 RTC Organizational Chart



## **APPENDIX B**

### **NDOT/RTC Roles and Responsibilities**

The purpose of this statement is to outline the roles and responsibilities of the Nevada Department of Transportation (NDOT) and the Regional Transportation Commission of Washoe County (RTCWC), as required by 23 CFR Sec.450.314 and is incorporated in the Unified Planning Work Program per 23 CFR 450.314.

#### **I. General Roles & Responsibilities**

RTCWC will perform the transportation planning process for Washoe County and develop procedures to coordinate transportation planning activities in accordance with applicable federal regulations and guidance.

The transportation process will, at a minimum, consist of:

- A. Development of an annual Unified Planning Work Program (UPWP) that lists and describes all transportation planning studies and tasks to be completed during the year.
- B. Development and update of a long range, multi-modal metropolitan transportation plan, known as the Regional Transportation Plan (RTP).
- C. Development and maintenance of a short-range transportation improvement program (TIP).
- D. Financial planning to ensure plans and programs are fiscally constrained within anticipated funding levels.
- E. Development of planning studies and system performance monitoring, including highway corridor and intersection studies, transit system studies, application of advanced computer techniques, and transportation data collection and archiving.
- F. Public outreach to the community throughout the transportation planning process, including the electronic dissemination of reports and supporting information on the RTCWC's website, and consideration of public comments. Public outreach activities should take into account the needs of persons with limited proficiency in English.
- G. Ensuring low income or minority populations, including the elderly and persons with disabilities are not significantly or disproportionately impacted.
- H. Development and implementation of a Congestion Management Process as appropriate.
- I. Ensuring plans, projects and programs are consistent with and conform to air quality goals of reducing transportation-related emissions and attaining National Ambient Air Quality Standards.

#### **II. The Regional Transportation Plan (RTP)**

The RTP will be prepared and compiled through a cooperative process between federal agencies, the Nevada Department of Transportation, RTCWC (including RTCWC in its capacity as the provider of public transportation), the Washoe County Health District-Air Quality Management Division (WCHD-AQMD), and the local city and county governments in the region.

### Responsibilities of the Regional Transportation Commission

- A. The RTCWC will be responsible for preparing and developing the Regional Transportation Plan (20-30 year). The RTP will be converted into a format that will allow it to be downloaded from the internet.
- B. The RTCWC may develop an executive summary report for the region that includes the key issues facing the area and identifies priority programs and projects.
- C. The RTCWC will provide opportunities for the public and other interested parties to provide input during the development of the Regional Transportation Plan, in accordance with the Public Participation Plan. The draft of each update to the RTP will be made available for public and agency review and comment. Prior to taking formal action on the Plan or Plan update, the RTCWC Board will be informed of the extent and nature of comments received and the response to such comments.
- D. The RTCWC will, in cooperation with NDOT, develop estimates of future inflation to be used to convert project costs and revenues to a “year of expenditure” basis.
- E. The RTCWC will coordinate with the WCHD-AQMD to assess air quality impacts and conduct the regional emissions assessment of the RTP.
- F. The RTCWC, acting as the transit agency for Washoe County, will ensure the RTP includes information on local bus capital projects that are consistent with the transit capital program. The RTP will also identify future bus needs and services, including new routes, service expansion, vehicle needs, and operating financial needs.
- G. The RTCWC will prepare an estimate of local and regional revenues available for debt service, street and highway routine maintenance and operations, system preservation and highway modernization, facilities, transit and other infrastructure and overhead cost and reserves to be expended on transportation projects in Washoe County over the 20-30 year time frame of the plan.

### Responsibilities of the Nevada Department of Transportation

- A. The Nevada Department of Transportation (NDOT) will provide the following information and data in support of developing the RTP:
  1. An estimate of federal funds expected to be available over the 20-30 year time frame of the plan for highway and transit programs. This estimate of funds will be provided at a time mutually agreed upon by the RTCWC and NDOT so that the fiscal limits of the RTP can be determined before project prioritization begins.
  2. A list of projects in Washoe County, developed in cooperation with the RTCWC, to be undertaken by NDOT over the 20-30 year time frame of the plan using Federal program funds reserved in the State for use anywhere in the State. The state’s regionally significant project list will be provided at a time mutually agreed upon by the RTCWC and NDOT so that air quality conformity analysis can be performed at the appropriate time in the course of the RTP’s development.



3. A list of projects in Washoe County for which funds have been earmarked or otherwise designated in federal transportation legislation.
  4. An estimate of state funds expected to be expended on transportation projects in Washoe County over the 20-30 year time frame of the plan. In the interests of public information, and to assist the RTCWC in demonstrating the fiscal feasibility of the Plan, NDOT will also provide information as to how these expenditures relate to the state transportation revenues available after allowing for the cost of maintenance, operations, debt service, administration and other calls on these fund sources.
  5. Traffic count data and other performance indicators for state roads in the Region.
- B. For those federal program funds intended to be distributed between various entities or regions within the State, NDOT will either provide the basis for the allocation between areas as defined by Law, or will work cooperatively with the RTCWC and other jurisdictions to establish mutually agreed formulae for the allocation between areas of such funds for forecasting and financial planning purposes.

NDOT will provide information on projects to be undertaken in Washoe County using transit or other federal program funds allocated to non-urbanized areas of the State, and will consult with the RTCWC on the basis for selecting such projects.

### **III. Transportation Improvement Program (TIP)**

The TIP will be prepared and compiled through a cooperative process between federal agencies, NDOT, the RTCWC (including the RTCWC in its capacity as the provider of public transportation), and the local city and county governments in the region.

#### Responsibilities of the Regional Transportation Commission

- A. The RTCWC will be responsible for preparing and developing the Transportation Improvement Program (5 year) for the region. The TIP will be converted into a format that will allow it to be downloaded from the internet. The RTCWC will maintain the TIP by tracking changes to projects (schedule, scope and cost) made through the amendments and administrative action process. The TIP will include an estimate of anticipated local funds to be expended on all projects identified in the TIP.
- B. The RTCWC, in consultation with NDOT and local city and county governments, shall develop the list of locally-sponsored transportation projects to be included in the TIP.
  1. In the case of the Congestion Mitigation and Air Quality Program (or successor program of similar intent), the RTCWC shall follow the Transportation Conformity Plan process and consult with the WCHD-AQMD and other agencies as appropriate in the development of the list of projects to be included in the TIP.
  2. In the case of the Transportation Alternatives Program (or successor program of similar intent), the RTCWC shall also consult with all eligible project sponsors in the development of the list of projects to be included in the TIP.
- C. The RTCWC, as the provider of public transportation services, shall develop the list of transit projects to be included in the TIP.

1. In the urbanized area, the RTCWC shall consult with not-for-profit agencies and other providers of specialized transportation and human services, in accordance with the Coordinated Public Transit-Human Services Plan.
  2. For non-urbanized area transit programs, the RTCWC shall consult with NDOT and other providers of transportation services to the non-urbanized parts of the region.
- D. The RTCWC will develop an estimate of anticipated local funds to be expended on transit projects identified in the TIP. In the interests of public information and to assist in demonstrating the fiscal feasibility of the TIP, the RTCWC will also document how these expenditures relate to the local revenues available for transit after allowing for the cost of maintenance, operations, debt service, administration and other calls on these fund sources.
- E. The RTCWC will provide information on proposed TIP amendments and administrative modifications relating to projects sponsored by the RTCWC or local entities. Amendments and administrative modifications will include a project description that provides sufficient detail to explain the proposed changes to the RTCWC board, as well as a justification for the change.

#### Responsibilities of the Nevada Department of Transportation

- A. NDOT will prepare an initial list of NDOT-sponsored projects to be included in each new TIP. This list will be based on the current TIP and an assessment of which projects will be obligated for funding before the end of the current federal fiscal year.
- B. NDOT will provide information on proposed TIP amendments and modifications relating to projects sponsored by NDOT. Amendments will include a project description that provides sufficient detail to allow the proposed changes to be explained to the RTCWC Board, as well as a justification for the change.
- C. NDOT will provide a list of projects obligated during the federal fiscal year at the end of each program year. The annual list of obligated projects should include both highway and transit projects and should identify the fund source and the amount obligated in accordance with 23 CFR 450.332.
- D. NDOT will provide, for each federal fund source, the revenues available (including both unobligated funds carried forward from prior years and the amount appropriated during the fiscal year), the total amount obligated, any other deductions and the balance of funds remaining at the end of the fiscal year.

#### **IV. Statewide Transportation Improvement Program (STIP)**

- A. NDOT will develop a four-year STIP including projects in the areas of each MPO and in the rural regions of the State and will be responsible for securing the approval of the STIP by the United States Department of Transportation.
- B. The TIP, as developed by the RTCWC, will be incorporated into the STIP without change, directly or by reference.
- C. NDOT, in consultation with the RTCWC and the other MPOs in the State, shall develop procedures for the modification and amendment of the STIP. NDOT

shall be responsible for notifying the RTCWC of the effective date of modifications and the approval date of amendments.

## **V. Public Transportation Planning**

- A. The RTCWC, acting as the transit agency for the Region, will ensure the RTP and TIP include all transit projects (both capital and operating) that are funded by Federal program funds.
- B. The RTCWC will consult with NDOT to ensure the RTP and TIP include information on transit projects in the non-urbanized parts of the region that are funded by Federal program funds.
- C. The RTCWC will include in the RTP information on the transit system and will outline the objectives of the RTCWC in respect of the various types and modes of public transportation in the region.

## **VI. Air Quality Planning**

- A. The preparation of a new or revised RTP will be coordinated with the State Air Quality Implementation Plan (SIP) and the transportation demand and system management (TDM/TSM) measures.
- B. In accordance with the Clean Air Act and the U.S. EPA's conformity regulations (40 C.F.R. Part 51), the RTCWC, acting as the MPO, makes an air quality conformity determination on any new or revised RTP prior to Plan approval. Any such new or revised RTP is also provided to the FHWA and the FTA with a request that these federal agencies approve the conformity finding.

## **VII. Public Participation Program**

- A. The RTCWC will develop and maintain a Public Participation Plan that sets out the procedures to include the public and interested parties in the development of the Regional Transportation Plan and Transportation Improvement Program and other parts of the planning process, to seek public input and comment, and to inform decision makers of the extent and nature of comments received and the response to such comments
- B. The RTCWC will review, evaluate, and update its public participation plan at least every four years.
- C. The RTCWC will maintain a list of interested organizations and individuals who will receive notices of MPO plans, programs and projects.
- D. The RTCWC will work to ensure that low-income, minority and transit dependent areas are afforded an adequate opportunity to participate in the transportation planning process, receive a fair share of the transportation improvement benefits and do not endure a disproportionate transportation burden.
- E. The RTCWC will maintain its website to provide clear and concise information on the transportation planning process and provide an opportunity to download reports and documents. This will include developing project and study summaries,

converting reports into a pdf or text format, and maintaining a list of available documents. The website will provide links to other associated organizations and agencies.

### **VIII. Fiscal/Financial Planning**

- A. NDOT will provide the RTCWC with up-to-date fiscal and financial information and projections on the statewide and regional transportation improvement programs to the extent practicable.
- B. This will include anticipated federal funding resources by federal aid category by year for the four years covered by the TIP and by five-yearly intervals for the 20-30 year time frame of the RTP for the inclusion in the TIP and RTP financial charts.
- C. For each federal program for which funds are sub-allocated to Washoe County, NDOT will provide an annual statement identifying:
  - 1. Unobligated funds brought forward from the previous year;
  - 2. Funds appropriated during the year;
  - 3. Fund obligated during the year and any adjustments thereto;
  - 4. Unobligated funds balance.
- D. For each federal transit program for which funds are allocated to Washoe County, the RTCWC will provide an annual statement identifying:
  - 1. Unobligated funds brought forward from the previous year;
  - 2. Funds appropriated during the year;
  - 3. Funds obligated during the year and any adjustments thereto;
  - 4. Unobligated funds balance.
- E. NDOT will notify the RTCWC when the anticipated cost of a project, regardless of funding category, has changed in accordance with the agreed upon TIP/STIP amendment and administrative action process.

### **IX. Performance Measurement and the Management of Congestion**

- A. In developing the RTP and TIP, RTCWC will incorporate the national goals, measures and standards of system performance established under the provisions of MAP-21.
- B. RTCWC will coordinate with NDOT in the establishment of multimodal transportation system performance targets for the region. These will reflect national goals and standards as applied to the circumstances and priorities of the region.
- C. RTCWC will cooperate with NDOT to collect data and conduct system performance monitoring. RTCWC will report on progress towards meeting system performance targets as part of the biennial development of major TIP updates and will assist NDOT as needed in meeting state reporting requirements under MAP-21.
- D. To address the national goal of reducing congestion, RTCWC will gather and analyze data to define the extent and duration of congestion in the region, to identify the causes of congestion and to identify congestion management strategies.
- E. As part of the Congestion Management Process (CMP), the RTCWC will develop implementation activities in coordination with NDOT to address congestion and other performance issues, and will include priority projects in the RTP and TIP.

### **Amendments to this Document**

This Statement on Transportation Planning may be amended from time to time to coincide with annual UPWP approval as jointly deemed necessary or in the best interests of all parties, including Federal transportation agencies.

### **Effective Date**

This Statement will be effective after it has been endorsed by the RTCWC as part of the UPWP, and as soon as that UPWP has been approved by NDOT and the relevant Federal transportation agencies.

### **No Limitation on Statutory Authority**

Nothing contained in this Statement is intended to or shall limit the authority or responsibilities assigned to signatory organizations under Nevada law, federal law, local ordinance, or interlocal agreement.

