PRTPO EXECUTIVE BOARD MEETING

April 15, 2022 | 10:00 – 12:00

Zoom Meeting – Login Below

1.	10:00 – 10:10	**Welcome and Introductions**	*Chair Bek Ashby*
2.	10:10 – 10:15	**Approval of Agenda**	ACTION
		Consent Calendar • *Minutes from February 18, 2022 (Attachment A)*	ACTION
3.	10:15 – 10:45	**WSDOT Olympic Region Annual Update – A Conversation with Steve Roark** *WSDOT Regional Administrator Steve Roark will update the Executive Board on various topics from across the region, answer questions, and discuss with policy makers other matters of interest. This annual discussion is intended to promote better coordination and collaboration between local, state, and tribal partners in the Peninsula Region.*	DISCUSSION *Steve Roark, Regional Administrator*
4.	10:45 – 11:00	**Draft SFY 2022-2023 UPWP Amendment 1** *(Attachment B)* *As PRTPO approaches the midpoint of the biennium it is necessary to review and amend the SFY 2022-2023 Unified Planning Work Program to reflect budget and proposed planning activities for the next fiscal year that begins July 1. The Board will take action to approve the UPWP amendment in June.*	1st READING
5.	11:00 – 11:30	**Regional Climate Planning on the North Olympic Peninsula – Transportation Insights** North Olympic Development Council (NODC) is leading a regional climate change planning process for Clallam and Jefferson Counties. Stakeholders include counties, cities, transit, tribes, ports, and others; there is lots of overlap in membership between PRTPO and NODC. The first two workshops identified transportation-related adaptation and mitigation priorities of potential interest to PRTPO and its members across the four-county region. Insights from the Board on these topics will be useful to NODC as it works to ensure that adopted goals and strategies include current PRTPO thinking about transportation and climate response.	PRESENTATION *Karen Affeld, Executive Director, North Olympic Development Council*
6.	11:30 – 11:40	**2022 HSTP Update – Gap Analysis** *(Attachment C)* *With a consultant team on board, PRTPO is beginning its analysis of gaps in service and other barriers that people face when trying to access basic human services. These gaps will be used later in the evaluation of potential strategies to identify priority measures for improving human services transportation options for the region's most vulnerable residents.*	BRIEFING
7.	11:40 – 11:45	**Fiscal Agent Update** *The Board will be briefed on updates at Jefferson Transit, PRTPO's Fiscal Agent.*	BRIEFING
8.	11:45 – 11:50	**PRTPO Member Recognition**	

9.	11:50 – 11:55	**In-Person Executive Board Meeting** *The Board will discuss potential in-person meeting opportunities and provide direction for an upcoming Board meeting.*	DISCUSSION
10.	11:55	**Public Comment Period** *This is an opportunity for anyone from the public to address the Executive Board.*	
		PRTPO Member Updates *Information sharing among members on topics of general interest to the region and its partners.*	
	12:00	**Adjourn**	

Additional Attachments:
PRTPO Coordinator's Report

Bek Ashby, Chair

Randy Neatherlin, Vice-Chair *Lindsey Schromen-Wawrin, Secretary*

Next Executive Board Meeting – June 17, 2022, 10:00-12:00

ACTION – SFY 2023 UPWP Amendment
ACTION – 3rd Quarter SFY 2022 Invoice Approval
ACTION – CY 2022 Transportation Alternatives Funding Recommendation
HSTP Update – Insights from Early Gap Analysis

Download the 2022 PRTPO Resource Manual here

Register for this Zoom Meeting
https://us02web.zoom.us/meeting/register/tZcuduGorjkpGtfUozK49E4fpXCyWMC7wMPt

Follow this registration link to get your login link and/or phone dial-in information.
You can register in advance OR register when you're ready to enter the meeting.
The meeting room will open 15 minutes before the meeting starts.

PENINSULA RTPO
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ATTACHMENT A

Minutes of Meeting

PRTPO EXECUTIVE BOARD
February 18, 2022
10:00 – 12:00
Via Zoom
Meeting video available on YouTube

CALL TO ORDER

Chair Bek Ashby called the meeting to order at 10:00.

ATTENDEES

Executive Board:

Clallam County	Bill Peach
Jefferson County	Kate Dean
Kitsap County	David Forte *(alternate)*
City of Bainbridge Island	Leslie Schneider
City of Forks	Paul Hampton *(alternate)*
City of Port Angeles	Lindsey Schromen-Wawrin
City of Port Orchard	Bek Ashby
City of Port Townsend	Ben Thomas
City of Poulsbo	Ed Stern
City of Sequim	Rachel Anderson
Port of Bremerton	Gary Anderson
Port of Shelton	Dick Taylor
Clallam Transit	Brendan Meyer
Jefferson Transit	Tammi Rubert
Kitsap Transit	John Clauson
Mason Transit	Amy Asher
Jamestown S'Klallam Tribe	Wendy Clark-Getzin
Lower Elwha Klallam Tribe	Susan Matthews
Squaxin Island Tribe	Tracy Parker
WSDOT Olympic Region	Dennis Engel *(alternate)*

Staff:
Ed Coviello, PRTPO Coordinator, Kitsap Transit Lead Planning Agency
Thera Black, PRTPO Coordinator

Others:
Sara Crouch, PRTPO Fiscal Agent, Jefferson Transit
Steve Gray, Clallam County, TAC Vice-Chair
Cliff Hall, WSDOT Tribal and Regional Planning Office
Lily O'Doherty, Senator Rolfes Legislative Aide

Welcome and Introductions
Chair Ashby welcomed attendees and provided an orientation to the meeting agenda and remote meeting structure for new representatives. She conducted a video-conference roll call.

Approval of Agenda

ACTION: Mr. Taylor moved, and Mr. Peach seconded to approve the agenda. The motion passed unanimously.

Consent Agenda

ACTION: Mr. Peach moved, and Ms. Dean seconded to approve the Consent Agenda. The motion passed unanimously.

- ***Minutes from December 17, 2021***
- ***SFY 2022 2nd Quarter Invoice Approval***
- ***RTP Biennial Currency Review Findings for WSDOT Submittal***

2022 Election of Officers
Chair Ashby reviewed the PRTPO bylaws regarding election of officers and the nomination process. She presented her slate of officers:

Chair	Bek Ashby, Port Orchard
Vice-Chair	Randy Neatherlin, Mason County
Secretary	Lindsey Schromen-Wawrin, Port Angeles

No other nominations were made from the floor.

ACTION: Mr. Meyer moved, and Mr. Stern seconded to approve the slate of officers for 2022-2023 as presented. The motion passed unanimously.

Launch 2022 Transportation Alternatives Call for Projects
Ms. Black reviewed the proposed process for soliciting and prioritizing projects to receive an award of federal Transportation Alternatives grant funding. As proposed, the process with commence on February 28th and conclude in June with the Board's action on funding priorities.

Mr. Stern inquired whether broadband projects are eligible for funding under new rules associated with the recently passed federal infrastructure package. He noted that funding support for broadband coordination activities across the region could be very helpful as partners pre-position for various funding opportunities. Ms. Black reported updates to the US Code were released on February 15th. She advised she would confirm funding eligibility and if needed, update materials to reflect new project funding eligibilities.

ACTION: Mr. Peach moved, and Mr. Clauson seconded to approve the launch of PRTPO's 2022 Transportation Alternatives call for projects to award about $516,000 in federal funding. The motion passed unanimously.

Renew GIS Consortium Annual Service Agreement
Ms. Black reviewed the existing GIS annual service agreement PRTPO obtained one year ago through the Association of Washington Cities GIS Consortium. She reported on the value of renewing the contract for another year. This will support work on the Human Services Transportation Plan, development of data mapping

tools for local and regional use, and other needs. This service agreement can be accommodated within the existing SFY 2022 work program budget.

Chair Ashby confirmed that this would come out of the base PRTPO program funding and not the federal grant for Human Services Transportation Planning.

> **ACTION: Mr. Taylor moved, and Mr. Clauson seconded to approve renewal of PRTPO's GIS Consortium annual service agreement with the Association of Washington Cities for one year at the Tier 3 level of 100 hours for $14,300. The motion passed unanimously.**

Public Participation Plan for 2022 HSTP Update

Ms. Black provided an overview of the overall 2022 work program to update the Human Services Transportation Plan (HSTP). She reported on procurement efforts being conducted by Kitsap Transit to obtain consultant support services. Background work underway now will help that consultant team hit the ground running when they come on board in March.

The Public Participation Plan is part of the background work that will be used by the consultant team. It lays out the target audiences and general approach to engagement that will be employed during the plan update. The HSTP has very specific audiences it must engage to satisfy federal requirements and meet the region's mobility needs. The proposed approach to engagement will rely heavily on virtual meetings and tools, not in-person face-to-face meetings. If there are concerns about the approach, this is a good time to discuss them, so the consultant has clarity of direction.

Chair Ashby noted this is the first update of one of PRTPO's major plans since the transition to an independent organization. The Executive Board will provide input to its development throughout the process. She clarified that the HSTP Public Participation Plan will rely on virtual meetings and not in-person community meetings. No concerns were expressed.

SFY 2023 UPWP Amendment Kick-off

Ms. Black reported that the mid-biennium update of the Unified Planning Work Program (UPWP) is underway. The UPWP is PRTPO's work plan and budget. The Board will review a draft amendment in April. She advised that the Board will be able to identify one or more focus areas for SFY 2023. The memo summarizes several derived from Board discussions and work program activities that may be of interest. She invited members to identify other topics that PRTPO may want to consider within its limited resources and convener and educator capacities. The draft amendment package in April will have preliminary budget numbers for SFY 2023 to put these additional planning activities into context.

Chair Ashby requested feedback from the Technical Advisory Committee on potential topics and the value they might provide to local and regional efforts. She noted the broadband need identified earlier by Mr. Stern is an example of the kind of convening role PRTPO might be able to provide within its existing work program. She invited members to contact her or Ms. Black with priority topics not identified or addressed in the memo.

***Transportation Outlook 2022* Follow-up**

Transportation Outlook 2022 priorities included on-going efforts to support local agencies in their use of federal funds and to increase reliable, predictable revenue options for them. Ms. Black reported on two follow-up activities.

First was a report out on the small working group appointed in December focused on increasing flexibility in rural counties' administration of federal Surface Transportation Block Group (STBG) funds. Two simple measures would assure counties of their ability to program larger amounts of funding onto projects without concern about annual totals or geographic targets. Discussions are underway with WSDOT Local Programs on these measures. The most effective measure for increasing efficient use of federal funds would be to swap them out for state funds. County staff advised that the Washington State Association of Counties/County Engineers was advancing a proposal. Ms. Black talked with WSAC staff and reported they will pursue legislation in 2023, not 2022. PRTPO will continue to monitor progress on that effort.

PRTPO Board members learned in November that the Association of Washington Cities was pursuing a fix to the local option retail sales tax mechanism authorized by Transportation Benefit District legislation. Sequim and Shelton both rely on this voter approved sales tax mechanism. The fix pursued by AWC would remove the two-term limit, allowing local agencies to use this mechanism for as long as voters approve it. Ms. Black reported that the measure has now cleared the Senate and is working its way through the House. Some PRTPO members helped to get it moved out of the Rules Committees.

Chair Ashby reviewed the *Move Ahead WA* state investment package recently released. Several important projects for the region are included on that list, totaling about $173 million. Mr. Clauson advised that it has passed the Senate and is now over on the House side. There appears to be strong support for its passage.

Mr. Forte commented on the importance of the Kitsap projects locally, and for the whole regional system. He described the project that will result in SR 104 holding lanes for the Kingston ferry and free up the local surface streets downtown for commerce and access. Members discussed notable aspects of other projects around the region.

Update on US 101 East Sequim Pre-Design Study

Mr. Engel briefed the Board on activities underway to identify a preferred solution for improving safety, mobility, economic development, and growth along US 101 between the Simdars Road interchange and Palo Alto Road, on the eastside of Sequim. WSDOT is working with Clallam County, Sequim, Clallam Transit, the Jamestown S'Klallam Tribe, and others to evaluate a range of strategies and determine the best approach to address current problems and support future opportunities.

He described safety concerns in the area and then details of the various concepts under consideration. Strategies include completion of the Simdars Road interchange, a variety of different local connector options, use of roundabouts on US 101 at strategic locations, as well as operational and multimodal measures such as incident response teams, variable message boards, and improved transit facilities in Sequim.

Mr. Engel reported on the public outreach efforts. WSDOT conducted a two-week online open house that concluded on February 10. Stakeholder committee members helped to get word out about the study and open house, which was structured to provide background information and collect input on potential improvement options. WSDOT received 815 responses. Entering and existing Palo Alto Road at US 101 was the most cited concern, followed by lack of full access at US 101 and Simdars Road. In terms of potential improvement options, a new frontage road between Palo Alto and Simdars Road was the top choice of respondents followed by completion of the Simdars Road interchange.

The screening process is underway. WSDOT screening criteria include cost, safety, environmental impacts, feasibility, mobility, multimodal support, and right of way impacts. Mr. Engel reported that the stakeholder committee will reconvene in March to review results of the open house and alternative screening results,

WSDOT's study recommendations, and next steps. WSDOT will draft its report and expects to complete the study in May.

Mr. Schromen-Wawrin and Ms. Clark-Getzin inquired about the growth rate and location assumptions used in the analysis of demand and options. Mr. Engel advised that the study assumes an average one percent per year growth rate overall. Location of future growth is based on locally adopted comprehensive land use plans.

Ms. Rubert asked for clarification of the alternatives, specifically the roundabout at Palo Alto. She uses this intersection frequently and could see how a roundabout would help with turning on or off Palo Alto. Mr. Engel explained this concept would control the intersection of Palo Alto and US 101 with a high-speed roundabout, similar to ones WSDOT uses elsewhere around the state. He noted this option received a lot of negative feedback from the public response.

Mr. Peach voiced appreciation for the process but noted that Clallam County and Sequim will sign a letter opposing the roundabout option as unsuitable for this area. Ms. Anderson concurred.

Mr. Peach asked for clarification of how the cost criterion will be weighted in the evaluation process relative to the other criteria. Mr. Engel reported that it will probably have the same or similar weight as the others, but there may be adjustments to any of them when that process gets underway.

Chair Ashby inquired about the timeline, especially in light of the new state funding package. It includes money for project construction here. Mr. Engel advised WSDOT is currently on track to complete the pre-design in May. Since Clallam County and Sequim have already secured funding for design, WSDOT may be able to roll right into design after that though staff resources will be a limiting factor.

PRTPO Coordinator's Report

Ms. Black reviewed the purpose of the report for new representatives and encouraged that it be shared with others who may find the information useful or contact her for more information. She highlighted a few other things not in the report that surfaced since it was written.

- Freight project funding – no local agency pursued federal funding for a freight project via the call for projects underway by WSDOT at this time. She advised the Freight Mobility Strategic Investment Board, or FMSIB, is expected to announce details of its state-funded call for projects in March. Members interested in freight mobility issues can contact her to receive updates directly.
- Electric vehicle infrastructure funding – announcements for the long-awaited "ZEVIP" grant program are expected in February with application materials available in March. Ms. Black reported that efforts are underway between NW Energy and several utilities to develop a proposal for the entire US 101 loop as well as SR 3 and parts of Kitsap County and Grays Harbor County. Several other funding opportunities are lining up behind that. Any interested members or staff not already on PRTPO's EV Infrastructure group are encouraged to contact her to be included.
- VMT Target Reduction – WSDOT and Department of Commerce are working together to respond to a 2021 budget proviso intended to reduce statewide vehicle miles traveled (VMT) through a series of land use measures and multimodal investments, as a part of bigger statewide goals to reduce greenhouse gas emissions. WSDOT released its first report in December. WSDOT will recommend that the list of counties identified in the budget proviso be expanded to include ten other counties around the state. Kitsap County is one of the required counties originally identified in the proviso; WSDOT's recommendation to add additional counties will include Clallam, Jefferson, and Mason Counties. WSDOT expects to propose its statewide targets and identify immediate actions for local partners by June 2022. Information and opportunities for collaboration will be shared with members as it is available.

Public Comments
There were no public comments.

Member Updates
Chair Ashby invited new representatives to introduce themselves.

- Ms. Schneider reported that on Tuesday the Bainbridge Island City Council received its draft Sustainable Transportation Plan which the city has been working on over the last couple of years. The final will be adopted soon. It will align well with the VMT reduction effort coming up. She is interested in collaboration opportunities with others in the region.
- Mr. Thomas reported that he is new to the Port Townsend City Council this year. He has strong transit interests and is also sitting on the Jefferson Transit board.

Other members shared updates on activities of interest to the Board.

- Ms. Rubert announced that Jefferson Transit will launch its new Kingston Express service on Tuesday, February 22nd. This will provide direct service from Port Townsend to the Kingston Ferry Terminal where people can connect with the Fast Ferry to Seattle. She invited members to meet her at the park-and-ride in Port Townsend at 7:15 in the morning and join her for the inaugural trip. Ms. Rubert also reported that her last meeting will be in April. She is retiring after more than 17 years with Jefferson Transit. The Board is deciding now how it will approach recruitment.
- Mr. Hampton requested an update in the future on the Elwha River Bridge replacement. He would like to share information with the Forks community on upcoming plans. Mr. Engel did not have a status update ready but advised that the new Regional Administrator, Steve Roark, would be able to provide that information and answer questions when he meets with the Board in April.
- Ms. Clark-Getzin commended Jefferson Transit for getting the Kingston Express service up and running, noting that it will have direct and positive effects on her family's options for getting to college and work without having to buy another car.
- Ms. Dean commented on Ms. Rubert's retirement, noting it will be a big loss. The Jefferson Transit Board is discussing recruitment strategies. She added that Jefferson Transit just approved its long-range plan and set policies regarding VMT reduction and climate change mitigation. Ms. Dean also reported that Jefferson County met the previous night with Port Townsend, the Port, and the PUD to talk about upcoming funding opportunities. She referenced the Building a Better America Guidebook, which she shared with those in the meeting. She recommended it for local and tribal agencies wanting to learn how to get the most out of the bipartisan infrastructure bill passed in November. A link will be provided on the PRTPO website.

Adjourn
There being no other business, Chair Ashby adjourned the meeting at 11:50.

1st Reading

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: April 8, 2022
Subject: **Draft SFY 2022-2023 UPWP Amendment 1**

1st Reading:

No action is requested. The Board will be asked to adopt the final SFY 2023 UPWP Amendment in June.

Overview

The Unified Planning Work Program (UPWP) is PRTPO's budget and work plan. It identifies how PRTPO will use the state funds it receives to accomplish its requirements as a Regional Transportation Planning Organization (RTPO) in accordance with RCW 47.80. PRTPO receives an allocation of state RTPO funds each biennium. The 2022-2023 biennium funding amount is $274,322 to support PRTPO's planning. A separate award of $80,000 is supporting an update of Human Services Transportation Plan.

In June 2021, the Board adopted its first two-year UPWP. It lays out the PRTPO work program from July 1, 2021 through June 30, 2023, which are State Fiscal Years (SFY) 2022-2023. PRTPO's UPWP Development Policy calls for review and amendment of that two-year UPWP at the mid-point, to make any needed adjustments to the Year 2 work program or budget.

In February the Board discussed the upcoming amendment. Since then, staff met with the Technical Advisory Committee (TAC) to discuss potential work program updates and with the Executive Committee to discuss the budget and workflow projections. The attached draft reflects the outcome of those meetings.

Potential New Work Program Activities in SFY 2023

It is expected that a small budget of about $10,000 will be available for the Board to direct toward one or more discretionary work program activities in this upcoming year. Preliminary concepts presented to the Board were discussed with the Technical Advisory Committee (TAC) in March. PRTPO is interested in work program activities that will have some recognized benefit for its members. Work Element 4 of the attached draft identifies the four potential activities put forward by the TAC; a brief description of each is found in Appendix A.

It is not necessary to refine the list at this time unless it contains something that should not be considered further or is missing something. The draft amendment will identify a small number of activities of interest to the Board. Staff will come back to the Board early in the new fiscal year to identify which one or two activities make sense to pursue along with a more detailed scope of work. This allows PRTPO to consider a variety of needs now and then finalize plans later when budget, workflow details, and other factors are better known. Another advantage to identifying a few activities as unfunded topics of interest is to pre-position PRTPO to possibly receive end-of-biennium RTPO funds from WSDOT, if any are available next spring. In order to respond quickly enough to use the funds it is helpful to have already identified the project need in the existing UPWP.

Next Steps

Any revisions directed by the Board in April will be made to the attached draft before it is sent to WSDOT for review. WSDOT will meet with the Executive Committee on April 26th to review the draft and provide input on overall program compliance. Any revisions directed by WSDOT will be made and a final draft will be presented to the Board for action in June. The amended UPWP will go into effect on July 1.

Attachments:

- *Draft SFY 2022-2023 Unified Planning Work Program – Amendment 1*

For More Information:
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PENINSULA RTPO UNIFIED PLANNING WORK PROGRAM

STATE FISCAL YEAR 2022-2023
(July 1, 2021 – June 30, 2023)

AMENDMENT 1 (Draft)

PRTPO EXECUTIVE BOARD REVIEW DRAFT
April 15, 2022

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PRTPO 2022 Officers

Bek Ashby, Chair
City of Port Orchard

Randy Neatherlin, Vice-Chair
Mason County

Lindsey Schromen-Wawrin, Secretary
City of Port Angeles

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BACKGROUND

The Unified Planning Work Program (UPWP) describes how state funds will be used for regional transportation planning purposes. As the Regional Transportation Planning Organization (RTPO), Peninsula RTPO receives state funds to support a continuous, cooperative, and comprehensive regional transportation planning process across the four-county Peninsula region. This section describes state laws that govern the activities of RTPOs and provides a brief overview of the region. The next section describes the work PRTPO intends to accomplish in SFY 2022 and 2023.

Regional Transportation Planning Organization Responsibilities

RTPOs were established in 1990 as part of a new statewide focus at that time on coordinated planning and growth management. Regional transportation planning coordinated with local land use and transportation planning and decision-making is an important tenet of the Growth Management Act. The Legislature directly appropriates funding for RTPOs to carry out the regional transportation planning program.

Statutory requirements for RTPOs are found in RCW 47.80 and WAC 468.86. Those provisions establish clear roles for Regional Transportation Planning Organizations which are carried out in the work programs they conduct:

- Develop and maintain a minimum 20-year regional transportation plan that reflects locally adopted land use plans and growth strategies, and which considers all modes of travel and all system users. The long-range plan must be consistent with statewide transportation goals in RCW 47.04.280. It must include strategies for achieving the plan's vision and goals and identify funding resources to carry out the recommended strategies.

- Develop and maintain a Coordinated Human Services Transportation Plan that supports mobility needs of the region's population that have special transportation needs. This is updated every four years and serves as the foundation for Consolidated Grants funding recommendations.

- Maintain consistency between local comprehensive plans and the regional transportation plan, and between the regional plan and countywide planning policies. This includes consistency between local, regional, and state level system performance or other level of service standards. It builds on and strengthens on-going coordination and collaboration between the region's transportation partners.

- Produce a six-year Regional Transportation Improvement Program (RTIP) based on those developed by local jurisdictions, transit agencies, and WSDOT.

- Identify projects to receive Transportation Alternatives program funding, and prioritize Consolidated Grants funding candidates that support coordinated human transportation services.

DRAFT

- Collaborate with local, regional, state, federal, and tribal partners as appropriate to support efforts that benefit the regional and statewide multimodal transportation system.

- Create opportunities for public education and engagement in developing and carrying out a regional transportation program.

- Ensure coordination and consultation with Indian tribes.

It is up to each RTPO to determine the right approach and balance of activities to fulfill its requirements in ways that make sense for their region and circumstances.

State Emphasis Areas

In addition to statutory requirements, PRTPO's work program also includes annual emphasis areas identified by WSDOT. These include opportunities to participate in statewide planning activities WSDOT will undertake over this next year that are likely to be of interest to PRTPO and with benefit to the region and its members.

Planning activities WSDOT will undertake in SFY 2022 and 2023 include:

☐ Highway System Plan Update
☐ Multimodal Investment Strategy

More planning activities are likely to be added during this work program horizon.

Additionally, WSDOT recommends a review and update if warranted of the Federal Functional Classification (FFC) of the region's roadway system.

UPWP Development Process

The UPWP development and annual amendment process begins in the 3rd quarter of the state fiscal year with published guidance from WSDOT. PRTPO then develops its UPWP through a collaborative process involving its Executive Committee and Executive Board, Lead Planning Agency and Lead Fiscal Agent, WSDOT Tribal and Regional Integrated Planning Office, and WSDOT Olympic Region.

Schedule and major milestones for PRTPO's SFY 2022-2023 UPWP – Amendment 1 development:

Task or Milestone	Date
Executive Board Kick-off of SFY 2022-2023 UPWP – Amendment 1	February 18, 2022
Executive Committee Review of Draft UPWP	March 31, 2022
Executive Board Review of Draft UPWP	April 15, 2022
WSDOT Review of Draft UPWP	April 26, 2022
Executive Board Adoption of SFY 2022-2023 UPWP	June 17, 2022

UPWP Amendment Process: An amendment to the adopted UPWP is warranted when there is a substantive change to the budgeted work to be accomplished. There are two principal reasons why the UPWP may need to be amended.

a. A substantial redirection of the work program within the existing budget in response to factors that were not anticipated in the current work program, and which should not wait for a subsequent UPWP.
b. An increase in work program funding for additional activities within the current SFY.

In either case, the Executive Board would consider the need for an amendment and take formal action to approve any substantive change before forwarding the amended UPWP to WSDOT for approval.

Description of the Region

Regional transportation planning activities described in this UPWP are for the four-county Peninsula region that includes all of Clallam, Jefferson, Kitsap, and Mason Counties. The map in Figure 1 illustrates the Peninsula region with its geographic complexities and significant proximities.

Figure 1: Map of the Peninsula Region



The Peninsula region had a 2020 population of 446,810 people. About 32 percent of the region's population lives in incorporated jurisdictions, with the other 68 percent living in unincorporated rural areas. The region's largest city is Bremerton (pop. 41,750); the smallest is Forks (pop. 3,680).

Ten Indian Tribes have lands in the Peninsula region. Five of those tribes have an active Interlocal Agreement with PRTPO: Jamestown S'Klallam Tribe, Lower Elwha Klallam Tribe, Makah Nation, Skokomish Tribe, and Squaxin Island Tribe.

Large parts of the region are in national lands. Olympic National Park and Olympic National Forest, combined, account for 37 percent of the entire land area of the Peninsula region. Naval Base Kitsap and its numerous facilities are also located throughout Kitsap and Jefferson County.

Kitsap County is the only county in Washington formally located within two different RTPOs: the highly rural Peninsula RTPO and the highly urban Puget Sound Regional Council. This reflects the important gateway role of Kitsap County in linking the Olympic and Kitsap Peninsulas with the Seattle metropolitan area and I-5 corridor. Kitsap County connects rural communities and businesses to metropolitan opportunities and connects people in those highly urban areas to rural recreational, cultural, tourism, and environmental opportunities throughout the region.

Regional Transportation Planning Organization Structure

PRTPO is governed by a 27-member intergovernmental body comprised of four counties, nine cities, four transit agencies, four port districts, and five Indian Tribes plus WSDOT Olympic Region. PRTPO was reconstituted as an independent organization on July 1, 2019 after 29 years of administration by WSDOT Olympic Region. Appendix B lists the PRTPO member organizations with active Interlocal Agreements.

PRTPO's Executive Board is the decision-making body and is comprised of elected officials and senior staff from member organizations. It is advised on a wide range of topics by a Technical Advisory Committee. If needed it may convene an advisory Transportation Policy Board. An Executive Committee made up of the Chair, Vice-Chair, and Secretary provides direction and coordination in collaboration with the Lead Planning Agency and Lead Fiscal Agency between the Board's bi-monthly meetings.

Kitsap Transit is the designated Lead Planning Agency for PRTPO and is responsible for delivering the regional work program as directed by the Executive Board and established in the UPWP. Kitsap Transit staff are supported in this effort by contracted staff providing PRTPO Coordinator services.

Jefferson Transit is the Lead Fiscal Agency for PRTPO and is responsible for accounting and invoicing functions for the organization.

Lobbying Activities

PRTPO work program activities do not include lobbying. However, if any lobbying activities were to occur outside of those eligible activities conducted as a part of regular activities as described in Title 23 and Title 49 and in RCW 42.17A.635, PRTPO would file a certification and disclosure form as required by federal and state law and use local funds.

PRTPO SFY 2022-2023 WORK PROGRAM

PRTPO's Unified Planning Work Program supports an on-going and open process of collaboration and coordination that advances regional objectives. The SFY 2022-2023 UPWP is organized into four Work Elements:

1. Program Administration
2. Transportation Planning
3. Regional TIP
4. Other PRTPO Activities

Each Work Element includes one or more activities, described in detail in the section that follows. A summary of the Work Elements and associated funding is summarized in the table below.

Kitsap Transit is administering an additional $80,000 in funding from WSDOT to support an update of the Human Services Transportation Plan identified in Work Element 2 – Transportation Planning.

SFY 2022-2023 UPWP Financial Summary – Amendment 1

Funding Source: WSDOT
Funding Amount: $274,322 SFY 2022-2023 RTPO Funds
Work Performed by: PRTPO Lead Planning Agency with contracted staff support and Lead Fiscal Agent, as directed by the PTPO Executive Board

SFY 2022-2023 UPWP Budget and Funding by Work Element *[preliminary estimates]*

PRTPO Work Element	STATE 2022 RTPO Funds	STATE 2023 RTPO Funds	TOTAL 2022-2023 UPWP BUDGET
1. Program Administration	$85,000	$84,922	$169,922
2. Transportation Planning*	$39,000	$37,000	$76,000
3. Regional TIP	$9,200	$9,200	$18,400
4. Other PRTPO Activities	$0	$10,000	$10,000
TOTAL	**$133,200**	**$141,122**	**$274,322**

** Work is supported by an additional $80,000 in funds administered by Kitsap Transit for the Human Services Transportation Plan update.*

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Work Element 1 - Program Administration

Program Administration activities provide the on-going administrative services, accounting, and program management functions that support the overall regional transportation planning program. All work is directed by the Executive Board and administered by the Executive Committee.

Program Administration Summary:

Estimated Cost:	$169,922
Funding Source:	SFY 2022-2023 RTPO Funds
Work Performed By:	PRTPO Executive Committee PRTPO Executive Board PRTPO Technical Advisory Committee Lead Planning Agency with Contract Staff Lead Fiscal Agency

Program Administration Activities:

1.1 Meeting Support

- All administrative, logistical, and communications aspects of meeting support for the Executive Committee, the Executive Board, and the Technical Advisory Committee *(on-going)*

Deliverables:

- Meeting agenda packets and presentation materials, meeting records

1.2 Public Information and Communications

- General public involvement and education, response to inquiries (project specific engagement listed separately) *(on-going)*
- Respond to inquiries from the public and media *(as needed)*
- Website updates *(on-going)*
- Website maintenance and security *(on-going)*
- Maintenance of communications lists *(on-going)*
- Legal notices *(on-going)*

Deliverables:

- Website platform for communications
- Correspondence

1.3 Title VI Compliance

- Title VI monitoring and compliance *(on-going)*
- Annual Title VI report *(September)*

Deliverable:

- Title VI Annual Report

DRAFT

1.4 PRTPO Support

- Biennial by-laws review *(biennial)*
- Maintain policies and procedures *(on-going)*
- Annual appointments *(annual, January-February)*
- Executive Board support – Resource Manual, new member orientations *(on-going)*
- Monitoring state and federal legislation affecting PRTPO and the RTPO process *(on-going)*

Deliverables:

- Updated by-laws (if needed)
- Updated policies and procedures (if needed)
- Updated PRTPO Resource Manual

1.5 Work Program Management

- UPWP development and budget monitoring *(3rd quarter, with on-going monitoring)*
- UPWP Annual Report of performance and expenditure *(September)*
- Work Program coordination *(on-going)*

Deliverables:

- UPWP amendments (as needed)
- SFY 2021 and SFY 2022 UPWP Annual Report of Performance and Expenditure
- SFY 2024-2025 UPWP

1.6 Accounting

- Accounting and invoicing *(on-going)*
- Audit preparation and participation *(as needed)*

Deliverables:

- Monthly invoices
- Quarterly WSDOT invoice and progress reports
- Annual program audits

1.7 PRTPO Administrative Expenses

- Insurance, legal services, legal notices, licenses, membership fees, web platform, cost recovery, audits *(annual on-going)*

Deliverables:

- Varies by expense item

Estimated Level of Effort:

	SFY 2022	SFY 2023	2-Yr Total
1. Program Administration	**$ 85,000**	**$ 84,922**	**$169,922**
1.1 Meeting Support	*$ 21,000*	*$ 21,000*	*$ 42,000*
1.2 Public Information and Communications	*$ 3,000*	*$ 3,000*	*$ 6,000*
1.3 Title VI	*$ 2,500*	*$ 2,422*	*$ 4,922*
1.4 PRTPO Support	*$ 32,500*	*$ 32,500*	*$ 65,000*
1.5 UPWP Management	*$ 3,500*	*$ 3,500*	*$ 7,000*
1.6 Accounting	*$ 2,500*	*$ 2,500*	*$ 5,000*
1.7 PRTPO Administrative Expenses	*$ 25,000*	*$ 20,000*	*$ 45,000*

DRAFT

Work Element 2 – Transportation Planning

Transportation planning activities encompass the planning and on-going coordination, collaboration, and consultation needed to identify issues and opportunities, implement regionally determined strategies, and produce periodic updates to plans or guiding documents. This UPWP reflects the planning priorities on the PRTPO agenda for the 2022-2023 biennium. All work is directed by the PRTPO Executive Board. Implementation details for activities are developed by the Board as a part of its work program delivery process and reflect budget constraints, other activities underway, and circumstances or opportunities available at that time.

Transportation Planning Summary:

Estimated Cost:	$76,000
Funding Source:	SFY 2022-2023 RTPO Funds
Work Performed By:	PRTPO Executive Committee PRTPO Executive Board PRTPO Technical Advisory Committee Lead Planning Agency with Contract Staff

Transportation Planning Activities:

2.1 Long-range Regional Planning

- 2040 RTP Supporting Activities
  - Increase EV readiness across the region *(on-going)*
  - Enhance regional resilience *(on-going)*
  - Conduct biennial review of 2040 RTP *(SFY 2022)*
  - Monitor and respond to emerging regional planning issues *(as warranted)*

Deliverables:

- Meeting materials, communication pieces, maps and data sets
- Biennial RTP review findings

2.2 Regional Coordination and Collaboration

- Participate in MPO/RTPO Coordinating Committee meetings *(quarterly)*
- Participate in inter-regional studies *(as warranted)*
- Participate in WSDOT SFY 2022-23 planning initiatives relevant to the Peninsula region including updates to the Highway System Plan, and as appropriate, the Multimodal Strategic Investment process *(as warranted)*
- Coordination with local agencies to ensure consistency between local and regional plans and strategies *(on-going)*
- Review with local and state agencies and amend as necessary the Federal Functional Classification of the region's roadway system *(SFY 2022)*

Deliverables:

- Correspondence and materials

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2.3 Tribal Consultation

- Support consistency between tribal TIPs and long-range plans and PRTPO RTIP and long-range plan (*on-going)*
- Monitor state and federal policies that affect tribal coordination and planning considerations *(on-going)*
- Maintain communications with tribal partners and identify areas of potential collaboration and partnership *(on-going)*

Deliverables:

- Correspondence and materials

2.4 Human Services Transportation Planning

- Engage transportation service providers *(SFY 2022-2023)*
- Update data and equity profile *(SFY 2022)*
- Assess and update strategies *(SFY 2022-2023)*
- Identify and prioritize mobility needs *(SFY 2023)*
- Prepare, review, and adopt an updated Human Services Transportation Plan *(SFY 2023)*

Deliverables:

- Communication and presentation materials
- Data sets and mapping products
- Human Services Transportation Plan

2.5 PRTPO Transportation Outlook 2022 and 2023

- Produce annual briefing paper of PRTPO transportation priorities *(2nd quarter)*
- Respond to legislative and other inquiries on the briefing paper and its priorities *(on-going)*

Deliverables:

- PRTPO Transportation Outlook 2022 and 2023 materials

2.6 Regional Grants Administration

- Conduct Transportation Alternatives Program call for projects *(SFY 2022)*
- Conduct Consolidated Grants prioritization process *(SFY 2023)*
- Complete annual Transportation Alternatives program status report for WSDOT *(December)*

Deliverables:

- Transportation Alternatives Program grant process and awards
- Prioritized list of candidates for the Consolidated Grants process
- Transportation Alternatives status reports

Estimated Level of Effort:

	SFY 2022	SFY 2023	2-YrTotal
2. Transportation Planning	**$ 39,000**	**$ 37,000**	**$ 76,000**
2.1 Long-range Planning	*$ 9,000*	*$ 9,000*	*$ 18,000*
2.2 Regional Coordination and Collaboration	*$ 10,500*	*$ 10,500*	*$ 21,000*
2.3 Tribal Consultation	*$ 2,000*	*$ 2,000*	*$ 4,000*
*2.4 Human Services Transportation Planning**	*$ 6,000*	*$ 4,000*	*$ 10,000*
2.5 PRTPO Transportation Outlook	*$ 4,000*	*$ 5,000*	*$ 9,000*
2.6 Regional Grants Administration	*$ 7,500*	*$ 6,500*	*$ 14,000*

** Work is supported by additional $80,000 in funding administered by Kitsap Transit*

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Work Element 3 – Regional TIP

PRTPO must compile a six-year Regional Transportation Improvement Program (TIP) based on the six-year TIPs developed by cities, counties, tribes, and WSDOT. Amendments may be needed throughout the year to add new projects or make changes to existing projects.

Regional TIP Summary:

Estimated Cost:	$18,400
Funding Source:	SFY 2022-2023 RTPO Funds
Work Performed By:	PRTPO Executive Committee PRTPO Executive Board PRTPO Technical Advisory Committee Lead Planning Agency with Contract Staff

Regional TIP Activities:

3.1 Develop and Maintain Regional TIP

- Work with local agencies to develop a six-year Regional TIP in the required format *(1st quarter)*
- Develop the Regional TIP documentation including financial plan and other report requirements *(1st quarter)*
- Advertise the draft Regional TIP for public review and comment *(1st quarter)*
- Prepare draft and final versions of the Regional TIP and meeting materials to support TAC review and recommendation, and Executive Board approval *(1st quarter)*
- Develop amendment package materials for the TAC, Executive Board, and WSDOT *(as needed)*

Deliverables:

- Draft and Final 2022-2027 and Draft 2023-2028 Regional TIP
- Amendments as needed to the 2022-2027 Regional TIP
- Meeting materials and other products to support the TAC and Executive Board review and approval process

3.2 Monitor Obligation Authority for Federally Funded Projects

- Review OA reports from WSDOT *(quarterly)*
- Follow-up with project sponsors and PRTPO Executive Board *(as needed)*

Deliverables:

- Correspondence and meeting materials if needed

Estimated Level of Effort:

	SFY 2022	SFY 2023	2-Yr Total
3. Regional TIP	**$9,200**	**$9,200**	**$18,400**
3.1 Develop and Maintain Regional TIP	$9,100	$9,100	$18,200
3.2. Monitor OA for Federally Funded Projects	$ 100	$ 100	$ 200

Work Element 4 – Other PRTPO Activities in SFY 2022-2023

In addition to the core work program activities described in Work Elements 1-3, PRTPO will undertake additional activities in SFY 2022-2023 as funds allow to address specific outstanding needs for the region. These are one-time or occasional activities, separate from the on-going core functions. Specific activities will be identified by the Executive Board and amended into the UPWP as funds are identified.

Other PRTPO Activities in SFY 2022-2023 Summary:

Estimated Cost:	$10,000
Funding Source:	SFY 2022-2023 RTPO Funds
Work Performed By:	PRTPO Executive Committee PRTPO Executive Board PRTPO Technical Advisory Committee Lead Planning Agency with Contract Staff Others TBD

Other PRTPO Activities in SFY 2022-2023:

The PRTPO Executive Board identified four priority work program activities to pursue in SFY 2023 as resources are available. These include:

a. **Increase Resilience of Regional Transportation System.** Initial interest is on multimodal measures to increase system redundancy via alternate routes, strategic partnerships, and innovative opportunities that will increase the region's capacity to respond, recover, and adapt to system disruptions.

b. **Strategies to Increase Rural Intercity Bus Service in the Peninsula Region.** This would bring together the region's public and tribal transit partners to assess opportunities for improved coordination with the aim of making long-distance intercity bus travel in the Peninsula Region more convenient for more people.

c. **Innovations in Rural Transit Service Delivery.** This would assemble the latest research and best practices into a synopsis on the innovative use of technology or service models being applied in rural settings, to support PRTPO's transit partners in their efforts at increasing access to rural transit service in the Peninsula Region.

d. **One-Click/One-Call Coordination Activities.** This would focus on preliminary feasibility and scoping activities for a regional One-Click/One-Call dispatch center to support the efficient delivery of coordinated transportation services for people with special needs, helping pre-position this concept for a future funding opportunity by an appropriate program sponsor.

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Specific work program activities to be undertaken will be identified and scoped by the Executive Board based on resources, timing, and other opportunities and constraints. Specific activities will be indicated below through an administrative amendment to the UPWP.

4.1 To Be Determined by Executive Board

Estimated Level of Effort:

A budget for Other PRTPO Activities will be established at the time work is approved by the Executive Board.

	SFY 2022	SFY 2023	2-Yr Total
4. Other PRTPO Activities in SFY 2022-2023	**$ 0**	**$10,000**	**$10,000**
4.1 TBD			

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Other Planning Activities within the Peninsula Region

WSDOT Olympic Region Planning

Funding Source: State and Federal
Work performed by: WSDOT Olympic Region staff in partnership with local, regional, and federal staff.

WSDOT is involved in three primary areas of planning that are federally funded. These activities are Corridor and Network Planning, Tribal and Regional Coordination, and Enhanced Local Collaboration.

Corridor and Network Planning includes involvement in system planning efforts such as development and evaluation of strategies and projects that meet state system plan policies and service objectives that lead to the development and completion of the Corridor Sketches. Efforts are conducted in cooperation with local, regional, state agencies, and tribes and include determination of existing and long-range deficiencies in the system, development and refinement of strategies for inclusion in the Corridor Sketches.

Tribal and regional coordination efforts consist of WSDOT participation in the planning activities of PRTPO, local jurisdictions, and the federally recognized tribes within the region. Efforts include technical assistance and participation in local and regional planning efforts. Efforts also include statewide planning activities such as updates to the Highway System Plan, Statewide Public Transportation Plan, and other coordinated planning activities.

Enhanced Local Collaboration involves working closely with local jurisdictions to offer early reviews and assistance on their comprehensive plans. This reduces the number of comments on the completed comprehensive plans. In addition, efforts include assisting in the development and review of subarea plans and other comprehensive plan updates or revisions.

WSDOT Olympic Region prepares and adopts its own UPWP. It has identified the following studies for the 2022-2023 biennium:

- US 101 / East Sequim Pre-design Study
- SR 302 / Victor Area Study

Other planning activities of possible interest to PRTPO or its members:

Many different entities conduct planning processes around the region, and some are of possible interest to PRTPO and its members. Board members are active on these studies and report out to other members during Board meetings when those studies are relevant to the region. Potentially relevant regionally significant study efforts known at the time this UPWP was drafted include:

- Gorst Area Coalition (SR 3/SR 16 Gorst/Belfair area mobility concerns)
- North Olympic Development Council (Climate Action Planning for North Olympic Peninsula)

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Appendix A: SFY 2022-2023 Unfunded Needs

PRTPO's Unified Planning Work Program is financially constrained by the state RTPO planning funds available each biennium to conduct this work. Additional regional transportation planning activities would benefit the region and its members if funds were available. Following are priority unfunded needs with a cost range where work is scalable.

A. Increase Resilience of Regional Transportation System
Comments received on the 2040 Regional Transportation Plan revealed public interest in measures that can increase the resilience of the region's transportation system in what is a heavily constrained physical geography. Mountains and water limit traditional opportunities for system redundancy and access, making most communities in the region vulnerable when primary lifeline routes are severed. This is true for all modes of travel in the Peninsula Region.

Innovative strategies are needed to increase route redundancy. Coordination and communication can leverage existing countywide emergency management efforts to ensure regional connectivity is adequately addressed. Collaboration among diverse stakeholders – local, state, federal, tribal, and private – can assess unique backroads opportunities for alternate emergency routes and explore ways the many small ports and boat launches could increase access in times of disaster. The intent is to grow the region's capacity to respond, recover, and adapt to major disruptions in the regional transportation system due to earthquakes, severe weather, climate change, or other such factors.

Estimated cost – $5,000 - $20,000

B. Strategies to Increase Rural Intercity Bus Service in the Peninsula Region
The Region's four transit agencies provide an array of coordinated, connecting services that result in important but limited long-distance rural intercity bus service. PRTPO members support expansion of this coordinated regional intercity service over time, making it easier and more convenient to complete a loop of the Olympic Peninsula via bus. Of particular interest is making reliable connections between every local and tribal community on the Olympic Peninsula to urban transit services on the Kitsap Peninsula that connect to Puget Sound systems.

This planning study is the first step in that process. It would convene the region's key transit and tribal partners along with stakeholders in adjacent Grays Harbor County to assess the challenges and opportunities for greater coordination between service providers, and any measures suitable for follow-up in the near- , medium- , and long-term. This will provide the foundation for future follow-up by PRTPO or its partners to expand that coordination and improve long-distance intercity service in the Peninsula Region.

Estimated cost - $7,500 - $15,000

C. Innovations in Rural Transit Service Delivery
New technologies and innovative service models have emerged in urban settings that are being adapted for rural settings, increasing transit access generally as well as opportunities for more coordinated services in the future. Micro-mobility technologies like e-bikes that can address first-mile/last-mile barriers to transit access in small cities. Real-time travel data generated by smart phones and vehicles can increase transit reliability and system operating efficiency for agencies and

improve transit accessibility for passengers. On-demand service models like Uber and Lyft are inefficient in typical rural settings but may be viable in conjunction with regularly scheduled ferry service in those rural settings. Which of the emerging technologies and innovative service delivery models have potential to support rural system needs of the Peninsula Region?

This planning study would produce a synopsis of new and emerging opportunities with promise for rural systems in the Peninsula Region and key implementation considerations for transit agencies and their local, state, and tribal partners.

Estimated cost = $5,000 - $10,000

D. One-Click/One-Call Coordination Activities

Early engagement during development of the 2022 Human Services Transportation Plan update has revealed interest in a "one-click/one-call" dispatch service. This is a service run by a transportation or human services provider that matches individuals with the optimal mobility service provider for their specific travel needs and circumstances. Coordinated delivery of special needs transportation services across a large rural region can increase system efficiency and connect more people to the human services available to them while increasing travel convenience and reliability for the public.

This work program activity would focus initially on convening the region's various transportation service providers to begin exploring opportunities for establishing such a program in the Peninsula Region, identify candidate entities to lead such an effort, and next steps to advance the concept if it is deemed viable. The intent is to pre-position the concept for a future implementation grant opportunity by an interested proponent.

Estimated cost = $5,000 - $15,000

E. Transportation Strategies that Reduce GHG Emissions in Rural and Small Urban Settings

The nature of existing land use patterns and long-term trends in rural and small urban settings constrain the ability to reduce vehicle miles traveled and corresponding greenhouse gas emissions. Achieving compact urban growth is harder here than in metropolitan areas, leaving these communities with fewer opportunities than big urban places to shift more trips to walking, biking, and transit in lieu of car trips. Broadband access is not yet universal, meaning many people have no choice but to travel. And electric vehicle technology is harder and more expensive per capita to implement in rural communities than in urban ones. Rural communities must work harder and smarter to achieve emissions reduction benefits that come more easily in urban communities.

This study would evaluate the effects of greater adoption of electric vehicles by public sector fleets and by households and look at the effect of regionally significant services like Clallam Transit's Strait Shot, Kitsap Transit's passenger-only ferries, and Worker-Driver Programs serving the Navy Shipyard in reducing greenhouse gas emissions compared to those same trips made by private vehicle. It should consider the emissions reduction benefits of universal broadband access. The aim is to better understand which strategies are most effective in the Peninsula Region in reducing carbon emissions and the conditions under which they are successful, as well as provide PRTPO members with data and information to support their planning and implementation efforts. This would require outside expertise and additional funding resources.

Estimated cost = $15,000 - $50,000

Appendix B: PRTPO Members



PRTPO Members

Clallam County
Jefferson County
Kitsap County
Mason County

Bainbridge Island
Bremerton
Forks
Port Angeles
Port Orchard
Port Townsend
Poulsbo
Sequim
Shelton

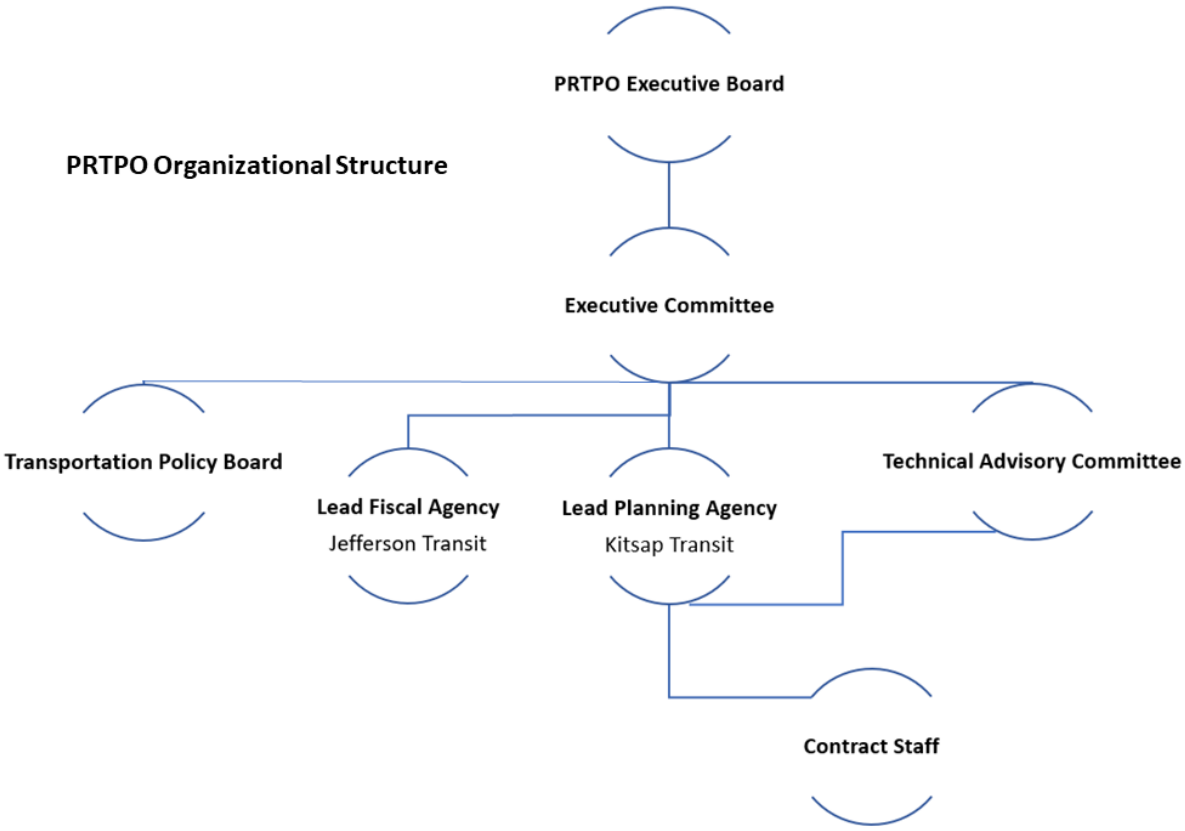
Port of Allyn
Port of Bremerton
Port of Port Angeles
Port of Shelton

Clallam Transit
Jefferson Transit
Kitsap Transit
Mason Transit

Jamestown S'Klallam Tribe
Lower Elwha Klallam Tribe
Makah Tribe
Squaxin Island Tribe
Skokomish Tribe

WSDOT Olympic Region

PRTPO Organizational Structure



DISCUSSION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: April 8, 2022
Subject: **Issues and Gap Analysis for 2022 HSTP Update**

REQUESTED ACTION:

No action is requested though feedback and discussion from the Executive Board is helpful. The Board will review a draft plan in August.

Overview

In December the Executive Board launched an update of PRTPO's Human Services Transportation Plan, or HSTP. This is a required planning product focused on "human services transportation." This refers to a broad range of mobility and access support intended to connect people who have special mobility needs with the human services and social assistance programs available to them. Transportation services are provided by public and tribal transit agencies, nonprofit providers, and for-profit or Medicaid-broker providers. The HSTP is used to identify priority strategies that are later used in evaluating grant applications[1] and to support on-going coordination efforts between service providers.

The HSTP update must comply with federal and state requirements. While the HSTP may include optional elements, it must include:

- An assessment of available services that identifies current transportation providers (public, private, and non-profit)
- An assessment of transportation needs for people with disabilities, seniors, and people with low income
- Strategies, activities, and/or projects to address identified gaps between current services and needs
- Regional priority implementation strategies

Federal guidelines direct that engagement activities specifically involve mobility providers, human services providers, and members of the public within targeted population groups. FTA recognizes that needs and resources vary between regions. It allows great flexibility to organizations in developing their engagement strategies within the parameters of the federal guidelines. The attached scope of work approved by the Executive Board satisfies those requirements.

The time frame for completing this work is highly compressed. The Board is receiving regular briefings and providing input throughout the process. Board insights will help ensure the plan's relevance to this region's needs.

To meet WSDOT deadlines, the Board will review a draft plan update in August before it goes out for public review, with final adoption in October. Between now and then PRTPO Coordinators, with contracted consulting support, will update the inventory of services in the region and the socio-economic profiles for the targeted populations, review and update the assessment of needs and barriers/gaps, refine and prioritize strategies, and develop an updated draft plan for review.

[1] For an example of the kinds of human services transportation projects that receive grant funding, see **2021 Consolidated Grants Process** resources on the **Documents tab** of PRTPO's website. The ECHHO project video provides a good introduction to the kind of innovative, non-traditional transportation services that work in coordination with transit and other services to meet mobility needs of the most vulnerable.

Gap Analysis

In December the Board discussed the stakeholders this process is concerned with, including segments of the population who need help with mobility as well as the various transportation providers who help meet those mobility needs. The populations include seniors, people with limited means, and people with disabilities. PRTPO is also considering mobility needs unique to tribal communities, veterans, and people who do not speak English. These residents across the region have travel needs just like everyone else, but it is harder for them to meet those needs for a variety of reasons.

This stage of the HSTP update is looking at basic travel needs of these populations as well as barriers or gaps in service they face when trying to access essential activities and services available to them. Since this is an update of the 2019 plan, we are revisiting core mobility needs described in that plan and the barriers and gaps identified then to see whether conditions have changed.

The reasons why people with special mobility needs must travel will be familiar to everyone.

Why do people need to travel?

- Get food (grocery store, food bank, other)
- Get to/from work
- Get children to/from school and school activities (focus on K-12)
- Get to/from college or job training
- Get to/from medical appointments
- Get to/from worship
- Civic engagement – library, community activities, volunteering, government meetings, etc
- Recreation or social opportunities
- Access other services and appointments
- Other

What makes travel challenging for these people is that driving is typically not a viable option for most or all of their travel needs, and many live in places where transit simply isn't practical, and driving is often the only viable mode of travel regardless of age, ability, or income. They need to rely on an array of travel options and services that sometimes fill the need and other times don't.

That is where gap analysis comes in. It is a chance to identify recurring barriers or gaps in coverage that keep people with special mobility needs from living a full and independent life.

This synthesis of problems and barriers from the 2019 HSTP provides a starting point for the 2022 gap analysis.

What is the mobility problem or barrier?

Accessibility barriers

- Cannot get to/from the nearest transit service
- Existing transit facilities are uncomfortable or not well-suited for specific mobility needs

- Lack of knowledge about transit services, schedules, how to ride the bus, or get transit information
- Lack of knowledge about non-profit and private sector services, how to schedule or coordinate rides, or get information on ride services or funding assistance
- Many businesses and education/training programs operate outside traditional 9-5 hours, when availability of transportation services is more limited
- US 101 and other busy facilities create pedestrian barriers that must be crossed to get to or from transit stops

Transit operating constraints *(transit includes public and tribal systems)*

- Transit does not run frequently enough
- Transit hours and/or days of service are too limited
- Transit service is not available at all
- Transit trips requiring transfers are complicated and/or take too long
- Complementary ADA paratransit service boundaries do not extend to where they live

Complex trip-making

- Long-distance travel that entails cross-system and/or intermodal coordination can add prohibitive complexity or barriers
- Travel services require advance planning and limit spontaneity or change of plans
- Destinations outside of major activity centers are hard to get to

Other problems

- Owning, maintaining, and operating a personal vehicle is expensive
- Funding to establish and sustain operations for new on-going transit programs is very limited
- Rural areas are expensive to serve with efficient transit service
- People who rely on transit or other mobility services are especially vulnerable during and after a catastrophic event (e.g. flood, landslide, earthquake, fire)

These are the gaps identified in the 2019 HSTP that informed PRTPO's prioritization of projects for Consolidated Grants funding. This 2022 update will revisit and refine these gaps before assessing their priorities. We will also look for insights from the pandemic and any evidence of enduring change.

Gap Analysis Engagement

In February the Board discussed engagement activities and approved a Public Participation Plan that provides guidance on outreach. Engagement will rely heavily on input from the transportation providers themselves in understanding needs and barriers that individuals face. That is because providers work with a wide array of individuals and can provide an aggregate perspective appropriate for this regional plan. They also have first-hand knowledge of the requests they receive for services that they cannot provide. These are valuable insights for the regional plan.

A meeting of transportation service providers has been scheduled for Wednesday, April 20th. As called for in the Public Participation Plan, it will be a virtual meeting. This will be the first chance we are aware of for service providers across the region to come together in joint session to talk together about the problems and barriers their clients face. It is an opportunity to begin exchanging insights between organizations that will benefit people with special mobility needs in this region. We hope to make new connections between these organizations and identify useful resources to support their work.

We will convene these providers again in two months to help us evaluate strategies for addressing these gaps and priorities for the Board to consider in August.

Community Input

While the big focus right now is on engagement with service providers who work with these different groups, we are also planning for general outreach to individuals in these population groups.

We hope to work through the service providers as a conduit to reach the targeted populations. We think that will help make their participation more relevant than if asked to participate by the PRTPO Coordinator or a consultant. We are developing a simple poll intended to get public input on the same topics we're addressing with the service providers – reasons for travel and problems or barriers that hinder that travel as well as some demographic characteristics and self-assessments. This will help us see whether there are other issues beginning to emerge that we have not yet considered or geographic concerns we're not familiar with. This will be useful when developing the draft plan and its priority recommendations.

In September, when the Board releases a draft 2022 HSTP for review we will shift our primary engagement focus from service providers to the general public to provide the Board with feedback on the overall plan and strategic direction as reflected in its priority recommendations.

Other Updates

LSC Transportation Consultants (LSC) out of Colorado Springs was contracted by Kitsap Transit to support PRTPO's plan update. The project manager, A.T. Stoddard, has extensive experience working with tribal and rural transit agencies across the country. LSC has completed numerous Human Services Transportation Plans in the past for an array of organizations. They came on board in late March and are working with us now to develop a demographic profile and system inventory as well as engagement materials for transportation service providers and the general public. They will participate in the April 20th meeting, and we expect they will also participate in the Board's June meeting and engage members in a discussion about priority strategies.

Next Steps

Engagement activities will focus on vetting and refining the baseline needs and gaps in preparation for development of strategies and priorities. This will come back to the Board in June for further discussion. The Board will receive a draft plan in August.

Attachments

- *Executive Board: HSTP Planning Scope of Work*

For More Information:
Thera Black | 360.878.0353 | TheraB@PeninsulaRTPO.org

Executive Board: HSTP Planning Scope of Work [12.8.21]

This scope of work will be delivered by the PRTPO Coordinators with contracted support for engagement and for web-application development.

Task 1: Needs Assessment [December-April]

a. Develop data profile and web-mapping tools providing regional socio-economic and demographic context for the HSTP update
b. Conduct and document a mobility needs assessment with system users, transportation providers, and human services providers

Task 2: Inventory of Transportation Services [December-April]

a. Develop stakeholder list for transportation provider and human services provider engagement
b. Conduct an inventory of services, engaging transportation providers and human services providers to identify mobility services available to support human services transportation needs

Task 3: Gap Analysis [April-May]

a. Evaluate needs assessment against the inventory of mobility services to identify gaps in currently available services, and validate with transportation and human services providers

Task 4: Strategy Evaluation [May-August]

a. Review existing HSTP strategies relative to gap analysis results with service providers and identify any additional strategies that can address outstanding service gaps
b. Develop draft priority array of strategies to address known service gaps and current service needs in the Peninsula Region, for review by users and providers as a part of the draft HSTP
c. Review priority array with Executive Board specific to its use in the Consolidated Grants process [June]

Task 5: Plan Update [April-October, for Board approval of public review draft in August, adoption in October]

a. Develop updated HSTP document elements that satisfy WSDOT requirements
b. Develop web application for online HSTP and information resource that serves as a useful reference for service providers, system users, members, and granting agencies and which can be updated efficiently to support future processes

Task 6: Public Review [September-October]

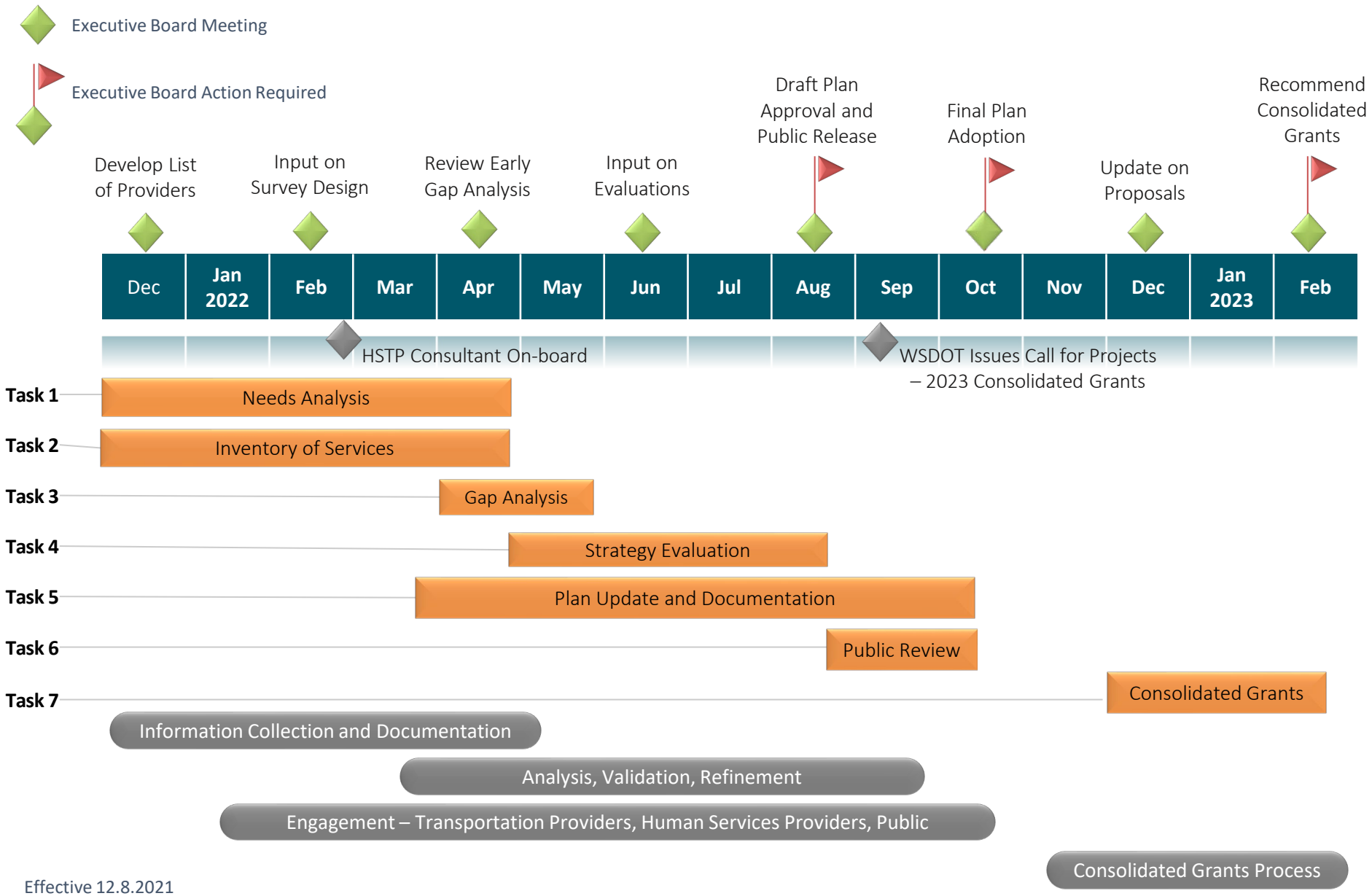
a. Conduct public review of the final draft plan for input to Executive Board prior to adoption in October and document process and results

Task 7: Consolidated Grants Process [November-February]

a. Launch PRTPO review of Consolidated Grants proposals with transportation and service providers
b. Convene a Consolidated Grants Advisory Group to evaluate project proposals and forward a recommendation to the Board
c. Complete the Consolidated Grants review and approval of 2023 project recommendations by the Technical Advisory Committee and Executive Board [Jan-Feb 2023]

Timeline for 2022 Human Services Transportation Plan Update

With Framework for PRTPO Executive Board Engagement



Effective 12.8.2021

INFORMATION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: April 8, 2022
Subject: **PRTPO Coordinator's Report**

This update is for your information. Links to additional resources are provided where appropriate. Some information in this report may have value to others in your organization and is intended to be shared. My contact information is at the end if anyone has follow-up questions.

Other PRTPO Meetings Since the Executive Board's February 18th Meeting

- Technical Advisory Committee, March 17th – TAC members reviewed and commented on potential work program activities in SFY 2023 for Board consideration and the relative value of these activities for member agencies. Dennis Engel provided an overview of WSDOT's upcoming construction season and answered questions about various projects and schedules. There was also discussion about the wide array of funding opportunities beginning to emerge from various state and federal sources.
- Executive Committee, March 31st - EC members reviewed the draft UPWP amendment and budget estimates, received an update on the Human Services Transportation Plan process, discussed Fiscal Agent changes at Jefferson Transit, considerations related to an in-person meeting of the Executive Board, and set the Board's April agenda.

Other Information of Interest:

- **Congressionally Directed Spending / Community Funded Projects Support.** PRTPO provided letters of support for members' appropriations requests to Representative Kilmer, Senator Cantwell, and Senator Murray, including the Squaxin Island Tribe's **SR 108/Old Olympic Highway Safety Project** and Kitsap Transit's **Charleston Base** and **North Base Power Infrastructure** projects. PRTPO also provided a letter of support to the WA Department of Fish and Wildlife in its next bid for federal funding to complete the **US 101 Highway Relocation and Bridge Replacement at Duckabush River** project and for the Jamestown S'Klallam Tribe's funding application to the Economic Development Administration (EDA) for its **Olympic Discovery Trail Michigan School Road to Old Blyn Highway** project.

  Remember to include PRTPO letters of support in your state and federal grants. That regional support often provides a little competitive bump that can help make your project standing. Please contact me if you have any questions about how this works. And don't forget to reach out to Casey Duff, Senator Cantwell's liaison to PRTPO, if you have questions about how the federal appropriations process works. The April 15th deadline for most is nearing. Casey can give you good insights about how to make your proposal stand out and how to think about future appropriations opportunities if this isn't the right year for your request.

- **Great American Rail Trail.** PRTPO was contacted by Jeff Bohman, Board President of the Peninsula Trails Coalition, about early exploratory efforts underway regarding a possible federal RAISE grant for the purpose of completing the Great American Rail-Trail segments between Seattle (via Winslow) and LaPush. Jeff stressed that this is still in an exploratory stage among various interests in Kitsap, Jefferson, and Clallam Counties but he wanted members to be aware it is going on in case they hear anything about it. Jeff invites people to contact him at 360.477.8881 or by email at jrbohman@icloud.com if they want to talk with him about it the concepts or get dialed in to the effort.

- **Electric Vehicle Grants Underway.** WSDOT released two electric vehicle (EV) grants in March. First is the **Zero-Emission Vehicle Infrastructure Partnership program (ZEVIP)** that PRTPO first heard about last summer when compiling EV resources. PRTPO has maintained communications since then with a wide consortium of interests referred to as the EV Infrastructure Exchange Group. They are standing by ready to support a regional initiative shaping up between Energy NW and several of the region's public utility districts to create a fast-charge network around the US 101 loop, on SR 3, and some other key corridors. PRTPO is coordinating with Grays Harbor Council of Governments to support this. Applications are due May 18th and projects must be complete by June 30, 2023.

  The second EV grant to be released is the **Zero-emissions Access Program (ZAP)** grant, a program to provide funding to establish zero-emissions carshare pilot programs in underserved (e.g. rural) and low- to moderate-income communities with limited access to public transportation, or any area where emissions exceed state or federal standards. Applications for this new program are due May 10th. As with the ZEVIP grants, projects must be complete and operational by June 30, 2023. *Communities interested in this program may find this compressed time frame too tight if they have not yet done some preliminary planning for ZEV car-shares. If so, it would be good to look at the program requirements and think about what is needed to pre-position your agency for next year's call for projects.*

  Links to both grant sites provide access to funding notices, background, webinar and resource materials, and program contacts. If you are not yet on PRTPO's EV Infrastructure Exchange Group and want to receive periodic updates on electric vehicle funding or coordination opportunities, please let me know.

- **VMT Reduction Proviso – Extend to Rural Counties.** In accordance with the Legislature's 2001 VMT Reduction Proviso, WSDOT has been evaluating progress since the original 2008 policy to reduce the growth of per capita vehicle miles of travel (VMT) – progress has been good but the state has not met its targets - and make recommendations to the legislature on new target setting and other requirements. The Department of Commerce has a coordinated companion element pertaining to local Comprehensive Plan requirements. The Proviso originally specified applicability to the ten most populous counties. WSDOT is requesting that language be removed and expand requirements to include all counties. This is likely to result in heightened consideration of transportation and land use elements in local Comp Plans and between local agencies and PRTPO as WSDOT and Commerce develop their recommendations on how to approach target setting and coordination needs. Local agencies are probably hearing about this directly from Commerce. We will keep an eye on this from the regional level and look for opportunities to coordinate with PRTPO member agencies on this topic.

Finally, I want to close with an acknowledgement.

Over the last year, **Michael Cardwell**, an Elder from the Quinault Indian Nation, has participated with the PRTPO Executive Board and Technical Advisory Committee as his time allows. The Quinault are not formal members of PRTPO but as a professional planner, Michael recognizes the value of sustained communication and coordination on regional transportation matters and has been participating in that spirit. I've known Michael for many years. This is how he has always approached transportation planning.

I am pleased to report that Michael has been recognized by the American Planning Association with a significant honor. He has been named to the prestigious American Institute of Certified Planners College of Fellows for his outstanding contributions to Tribal, federal, state, and regional planning over the years. To put this into context, Michael is one of but 53 people inducted this year into the national College of Fellows, a process conducted biennially. Michael is the first Native American in the nation to attain this honor. ***Congratulations to Michael Cardwell, FAICP, Quinault Indian Nation, on this significant accomplishment!***

As always, please get in touch if you have questions or need help tracking down information. Thank you!!

For More Information:
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