PRTPO EXECUTIVE BOARD MEETING

February 18, 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 December 17, 2021 (Attachment A)* • *SFY 2022 2nd Quarter Invoice Approval (Attachment B)* • *RTP Biennial Currency Review Findings for WSDOT Submittal (Attachment C)*	ACTION
3.	10:15 – 10:20	**2022 Election of Officers** *(Attachment D)* *The Chair presented a slate of candidates in December and extended a request for additional nominations. Nominations will also be accepted from the floor prior to election. Officers will serve PRTPO through 2022 and 2023.*	ACTION
4.	10:20 – 10:30	**Launch 2022 Transportation Alternatives Call for Projects** *(Attachment E)* *The Board is asked to approve PRTPO's process for selecting Transportation Alternatives projects and launch the 2022 Call for Projects. This came before the Board in December for an initial review.*	ACTION
5.	10:30 – 10:35	**Renew GIS Consortium Annual Service Agreement** *(Attachment F)* This is a request to renew the GIS service agreement one year, at $14,300 for 100 hours of support. PRTPO has a one-year service agreement in place with the AWC GIS Consortium that will expire in March unless it is renewed. It has provided good value to date and would support upcoming work program activities. This can be accommodated within the existing UPWP budget.	ACTION
6.	10:35 – 10:45	**Public Participation Plan for 2022 HSTP Update** *(Attachment G)* *PRTPO is updating its 2019 Human Services Transportation Plan (HSTP) and will be conducting outreach to targeted populations. A public participation plan provides a framework for outreach efforts to ensure limited resources generate the most useful input. The Board will provide feedback on the draft HSTP public participation plan and get a status update on the planning effort.*	DISCUSSION
7.	10:45 – 11:00	**SFY 2023 UPWP Amendment Kick-off** *(Attachment H)* *Work gets underway in February to review and update the 2022-2023 Unified Planning Work Program (UPWP) with a focus on the second-year work plan. The Board is asked to provide direction on potential focus areas for the SFY 2023 work program. This will come back to the Board in April as part of a draft UPWP amendment for review with adoption in June.*	DISCUSSION
8.	11:00 – 11:20	***Transportation Outlook 2022*** **Follow-up – Update on Funding Initiatives** *(Attachment I)* *A variety of funding concerns are active PRTPO legislative priorities. This discussion will include recent efforts to address federal funding issues impacting rural agencies and to support greater predictability and sustainability in local funding options. Members will also have an opportunity to discuss the Move Ahead WA transportation funding package released on February 8.*	DISCUSSION

9.	11:20 – 11:40	**Update on the US 101 East Sequim Pre-Design Study** *WSDOT will brief the Board on the US 101 East Sequim project underway now. PRTPO has long supported the efforts of Clallam County, Sequim, Jamestown S'Klallam Tribe, and others who have worked for many years to improve access and circulation in the vicinity of the Simdars Road interchange. WSDOT will review various options presented recently via an online open house, report on its findings, and lay out next steps in the process. To see visuals of the various options and learn more about the overall project, visit WSDOT's US 101 East Sequim project website.*	BRIEFING *Dennis Engel, WSDOT Olympic Region*
10.	11:40 – 11:45	**PRTPO Coordinator's Report** *(Attachment J)* *Short updates to keep the Executive Board apprised of PRTPO activities not addressed elsewhere on the agenda and opportunities of possible interest.*	BRIEFING
11.	11:45	**Public Comment Period** *This is an opportunity for anyone from the public to address the Executive Board.*	
12.	11:50	**PRTPO Member Updates** *Information sharing among members on topics of general interest to the region and its partners.*	
	12:00	**Adjourn**	

Bek Ashby, Chair

Randy Neatherlin, Vice-Chair *Tammi Rubert, Secretary*

Next Executive Board Meeting – April 15, 2022, 10:00-12:00

ACTION – 3rd Quarter SFY 2022 Invoice Approval
Draft SFY 2023 Unified Planning Work Program Amendment (1st reading)
HSTP Update – Insights from Early Gap Analysis
Transportation Alternatives – Call for Projects Update

Register for this Zoom Meeting
https://us02web.zoom.us/meeting/register/tZ0pdumorTsvHdKdsuXmzHF7KXKpjq8EpkJ1

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 about 15 minutes before the meeting starts.

PENINSULA RTPO
PRTPO.org

This agenda packet is hyper-linked for your navigational ease.
Click on the agenda item to go the attachment.
Quick tip: CNTRL-Home takes you back to the agenda.

ATTACHMENT A

Minutes of Meeting

PRTPO EXECUTIVE BOARD
December 17, 2021
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	Steve Gray *(alternate)*
Jefferson County	Kate Dean
Kitsap County	David Forte *(alternate)*
Mason County	Randy Neatherlin
City of Port Angeles	Lindsey Shromen-Wawrin
City of Port Orchard	Bek Ashby
City of Sequim	Rachel Anderson
City of Shelton	Deidre Peterson
Port of Allyn	Ted Jackson
Port of Bremerton	Gary Anderson
Port of Shelton	Dick Taylor
Jefferson Transit	Tammi Rubert
Kitsap Transit	John Clauson
Mason Transit	Amy Asher
Jamestown S'Klallam Tribe	Wendy Clark-Getzin
Skokomish Tribe	Marty Allen
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:
Michael Cardwell, Quinault Indian Nation
Sara Crouch, PRTPO Fiscal Agent, Jefferson Transit

Welcome and Introductions
Chair Ashby welcomed attendees and provided a video-conference roll call. She announced that the February 2022 Executive Board meeting, originally anticipated as the first in-person meeting in two years, will instead be conducted via Zoom.

Approval of Agenda

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

Consent Agenda

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

- ***Minutes from October 15, 2021***
- ***SFY 2022 1st Quarter Invoice Approval***
- ***Extend Interlocal Agreement with Kitsap County for CY 2022 Legal Services***
- ***Contract Extension for CY 2022 PRTPO Coordinator Services***

2040 RTP Follow-up – EV Readiness Activities

Ms. Black reviewed the proposed activities first presented to the Board in October. The $4,000 estimated cost is accounted for in the Task 2 Transportation Planning activities budget in the SFY 2022 Unified Planning Work Program. Proposed activities will support efforts across the region as stakeholders work to expand electric vehicle (EV) infrastructure. Proposed work program activities align with PRTPO's role as a convener, facilitator, and in information sharing and education.

Ms. Dean spoke in favor of the proposed work. She reported on a recent call with Congressman Kilmer, Governor Inslee, and several state legislators about significant upcoming funding opportunities with revenues from both the state and feds. She noted the proposed work is timely and will help regional partners be better prepared for those opportunities and succeed in grant efforts.

Mr. Forte encouraged efforts to support localized expansion of EV opportunities in addition to activities focused on facilities more regional in nature. Those local efforts need to succeed. Chair Ashby concurred, adding that much of the region is underserved.

Mr. Cardwell noted there may be some additional opportunities for collaboration with tribal enterprises in new partnership efforts, possibly in conjunction with tribal expansion of charging facilities at casinos. Strategic new partnerships can be effective when competing for some of this grant money.

Ms. Clark-Getzin confirmed that this action is about the $4,000 budget for proposed work activities and not the remaining $10,000 earmarked for regional planning activities.

ACTION: Mr. Neatherlin moved, and Mr. Anderson seconded to approve proposed activities and budget in Task 2 of the adopted Unified Planning Work Program to support greater EV readiness in the Peninsula Region. The motion passed unanimously.

PRTPO Regional Transportation Improvement Program (RTIP) Amendment

Mr. Coviello reviewed the six projects proposed for inclusion in the RTIP amendment. The Board received five of the projects in the revised agenda packet sent out December 15th. A sixth was received by PRTPO Coordinators late on December 16th from WSDOT. It is included in this request to accommodate a January ad schedule.

- Skokomish Tribe Project – SR 106/Reservation Road/Tribal Center Road Sidewalk Extension. This project will go into the RTIP and the STIP.

- Jamestown S'Klallam Tribe Project – Tribe Michigan School Road to Old Blyn Highway Olympic Discovery Trail. This project will go into the RTIP.
- City of Shelton Project – Brockdale Road Resurfacing Project – Wallace Kneeland Boulevard to Batstone Cutoff Road. This project will go into the RTIP.
- City of Shelton Project – Safe Routes to School Crosswalk Improvements – State Funding. This project will go into the RTIP.
- Jefferson County Project – Jefferson County Road Departure Reduction. This project will go into the RTIP.

Mr. Coviello provided an overview of the new WSDOT project being added to the amendment request.

- WSDOT Olympic Region Project – Strategic Bridge Preservation – Bridge Deck Patching. This project was already approved by the Board and is currently in the RTIP and the STIP, but it received additional funding. Federal NHPP revenue was increased from $219,320 to $522,352. WSDOT planned to go to ad for construction in late January for this project, but the funding increase necessitates a RTIP and STIP amendment before that can happen. This project is being expedited so that WSDOT can keep its original late-January ad date. Missing this STIP amendment cycle would delay that a month or more. The deadline for making this amendment cycle is December 17th.

Ms. Clark-Getzin advised that she did not receive the updated agenda packet with information about the two Shelton projects and the Jefferson County project and some others agreed. Ms. Black forwarded the staff report describing the five local and tribal projects to Board members. She advised she would post information on the WSDOT project on the website after the meeting after final materials were compiled.

Mr. Allen provided an overview of the Skokomish Tribe project.

> **ACTION: Mr. Neatherlin moved, and Ms. Clark-Getzin seconded to approve the six proposed RTIP project amendments as presented. The motion passed unanimously.**

2022 Transportation Alternatives Program Launch *(1st Reading)*

Ms. Black presented the draft framework for PRTPO's 2022 TAP allocation process. It is based on the approach developed by the Board in 2020, when a biennial process was put into place. The 2022 process will allocate at least $413,500 in federal TAP funds to one or more priority projects submitted from local or tribal members in Clallam, Jefferson, or Mason Counties. Kitsap County participates in PSRC's TAP process, not PRTPO's process.

The process will again rely on a review and funding recommendation from the Technical Advisory Committee (TAC). Project review will be supported by short presentation videos prepared by project sponsors and will entail a "Pairwise forced-choice" evaluation. The schedule assumes a PRTPO call for projects is announced at the end of February with applications due in April. The TAC will review projects and make a recommendation in May. The Board will conduct its review and make its funding decision in June. Ms. Black directed members to the attachment for specific details.

She advised that PRTPO may learn before June of new, higher annual funding targets for TAP due to the federal infrastructure package recently passed. If that happens, then PRTPO can roll those additional funds into this process and award more than $413,500 in June. It is more likely that PRTPO will learn later in 2022 of its new annual targets and can just account for the increase in its next allocation process in two years. She explained that while an increase is expected, it probably won't result in much new money. A 15% increase would be significant, but since PRTPO gets so little to award it would only result in $30,000 extra per year in federal funds.

Ms. Dean asked whether funds have to go to one project or have to be distributed to several projects. Ms. Black explained that it will be the Board's discretion whether to concentrate funds onto one project or fund multiple projects. Materials advise project sponsors that if they are requesting most or all the funds, they should expect to demonstrate why their project warrants all the funds. She pointed out that even if all the funds are put onto a single project, it is not a lot of money to federalize a project.

Ms. Clark-Getzin asked for clarification as to when projects selected for funding could proceed, and how urban versus rural splits will be accommodated. Ms. Black explained that this process will allocate federal fiscal year (FFY) 2025 and 2026 funds. At a minimum, projects should be able to proceed in late 2024, when federal fiscal year 2025 begins though it is expected that most would target the summer 2025 construction season. She advised that if applicants want to proceed earlier than fall of 2024, effort will be made to get approval for that. She added that staff will confirm with WSDOT prior to the call for projects that PRTPO can use averaging over time to account for urban-rural targets currently in place.

This will come back to the Board for approval in February.

2040 Regional Transportation Plan – Biennial Review *(1st Reading)*
Ms. Black presented the Board with the draft Biennial Currency Review. It concludes that the 2040 Regional Transportation Plan remains current and is not in need of an update at this time. The draft findings demonstrate that the 2040 RTP still complies with relevant state laws and continues to serve as a useful framework for the Executive Board in its direction of work program activities. It will come to the Board in February for approval via the Consent Calendar before submission to WSDOT.

Legislative Forum Follow-up – Address Federal Funding Issues
Chair Ashby recapped the November 4th legislative forum. In addition to strong turnout of PRTPO members it was attended by Representatives Tharinger and Chapman, both from the 24th District, Representative Griffey from the 35th, and Senator Rolfes from the 23rd. A separate meeting is scheduled with Senator Randall from the 26th.

She reported legislative interest in PRTPO's concern about the efficient use of federal funds for small local projects and support for helping PRTPO address this. She noted that some thought these issues had already been addressed and were surprised to learn they hadn't. There was support from both sides of the aisle and from House and Senate in moving this forward. They asked for specific recommendations as to what measures they should support. She explained the intent is to approach WSDOT directly but turn to legislative support if those measures fail.

The legislators were briefed on a similar effort to increase the efficient use of resources, this one put forward by the Association of Washington Cities. That measure would eliminate the sunset provisions and term limits of voter-approved sales tax revenue for Transportation Benefit Districts, limits which are not imposed on the councilmanic vehicle fees also allowed under the TBD statute. These restrictions affect Port Angeles, Sequim, and Shelton. Sequim voters recently passed their second and final ten-year fee unless this restriction is lifted. She noted legislative support for this measure as well.

The TAC was asked to revisit the 2020 recommendations that PRTPO endorsed a year ago to ensure these are still appropriate measures for PRTPO to pursue. In its November discussion the TAC renewed its support for the two measures endorsed by PRTPO:

- Eliminate the arbitrary rural-urban targets that WSDOT requires rural counties to achieve in their funding allocations – this provision forces federalization of projects with exceedingly small amounts of federal funds
- Authorize multi-year obligation authority – this would allow counties to "program ahead," concentrating funds onto fewer but larger projects with assurance of obligation authority

Chair Ashby explained these measures would address some of the hurdles that local agencies face when trying to use federal funds, illustrating how these rules affect the way that Clallam, Jefferson, and Mason Counties have to allocate funds and the inefficiencies it creates.

She asked Board members to provide feedback on this initiative. She also asked for interest in forming a small subcommittee to flesh out some specific proposals and messages for Board consideration in February.

Ms. Dean inquired whether this is envisioned as a policy solution or if it might be a solution addressed through a WAC revision. Chair Ashby responded that the goal is to achieve results without requiring a policy solution but keeping it on the table may be useful.

Ms. Black added that there is a timing opportunity right now associated with the new federal infrastructure package. Over the next 6-8 months a working group convened by the Governor's Office will come up with terms by which block grant funds that Washington State will receive are apportioned across the various programs. This is the time to inform that process so that the most flexible funds coming to Washington State are directed to the rural county STBG processes, not the more restricted funds needed to hit statewide urban and rural targets. Addressing that apportionment as it is being developed will be easier than asking for changes to it once it is finalized. These are issues that affect rural regions across the state, not just PRTPO's rural partners.

Mr. Forte reiterated the opportunity resulting from passage of the infrastructure bill and the process Washington will go through in determining the state and local distribution of federal funds, and related distributions of gas tax revenues. That process only happens when a new federal bill is passed and is key to addressing some of the problems local agencies face. The other opportunity is to get broad support for exchanging federal funds for state funds as a part of this effort. That would address most of the underlying issues local agencies face. These are two important steps for PRTPO to pursue and the other measures discussed earlier can build on these.

Chair Ashby agreed that these are things members need to know more about, noting these are the kinds of things a subcommittee might want to dive into. She asked for interest from members in volunteering for this.

Mr. Gray expanded on what the subcommittee might do. He noted that PRTPO has discussed what it might pursue and agreed that getting state support for swapping funds might be too much to handle itself. Perhaps PRPTO could submit a letter of support for or sign onto such an effort. Ms. Black added that this group can help identify those aspects of the policy platforms of other organizations that PRTPO might want to support.

Chair Ashby recognized the interest of Ms. Dean, Mr. Gray, and Ms. Peterson in serving on the subcommittee. She advised she will also solicit input from additional technical staff members with experience in these issues who can bring that perspective to this effort. This will be reported back to the Board in February.

Freight Funding Opportunities and Call for Projects in Early 2022
Ms. Black reported on two near-term funding opportunities for freight projects that local agencies should be aware of. Both will result in a list of projects to the legislature in December 2022 and will direct state and federal project funding for the next several years.

The first is a list being developed by WSDOT as a part of the State Freight Plan update and the associated update of Critical Urban and Rural Freight Corridors. This will direct federal funding for freight projects through 2025. It is expected that a call for projects will be announced shortly after the first of the year. While details are not yet available, PRTPO is expected to prioritize those projects submitted by PRTPO members by March 1st and will do so in February. The exception to this are projects from urban parts of Kitsap County, which are reviewed and prioritized by PSRC. This includes any funding requests for Gorst area improvements.

The second list of projects is being developed by the Freight Mobility Strategic Investment Board (FMSIB) and will direct state funding for freight projects through 2025. That call is expected in March; PRTPO has no role in prioritizing those projects.

She invited members to get in touch with her or direct relevant staff to contact her so that she can communicate directly and efficiently with those most interested in these opportunities with information as it is available.

Mr. Forte provided members with more detail on the WSDOT effort and how it relates to identification of Critical Urban and Freight Corridors. He identified some potential new corridor designations that Kitsap County might pursue and encouraged other members to think about what corridors they might find most beneficial for inclusion. WSDOT is responsible for these updates in rural areas while PSRC is responsible for it in the urban parts of Kitsap County. He urged members to think strategically about corridor identification for future projects.

Ms. Dean asked for information about the corridors resulting from the 2016 process. Ms. Black offered to send Board members a link after the meeting to the WSDOT Freight page with a map of current corridors and information to date on the process for identifying priority projects and designating corridors.

Mr. Forte added PRTPO and local agencies should advocate that corridors identified in 2016 should not be removed unless the projects associated with them have been fully funded and completed.

2022 HSTP Launch and Service Providers Information Request
Ms. Black briefed the Board on the update of the Human Services Transportation Plan. It is focused on mobility needs of federally designated target populations: seniors, people with disabilities, and people with low income. Due to the needs of the Peninsula region, this will be expanded to include veterans and people who don't speak English well. Effort will also be made to identify differences between urban and rural mobility needs.

Initial effort will be focused on outreach with service providers to develop an inventory of services. Ms. Black asked members to look at the staff report list of service providers who participated in the 2019 plan update and let her know if there are organizations working in their communities today who aren't on that list.

Chair Ashby asked if Board members are expected to participate in outreach meetings. Ms. Black noted that in February the Board will be asked to respond to the engagement plan which will outline opportunities for Board member participation. Meetings will likely be virtual and Board members may want to participate in some.

Ms. Asher advised that Coastal CAP is a new transportation provider operating in Mason County and should be added to the list. She also confirmed that this update includes engagement with human services providers, not

just mobility providers, adding that these organizations often provide very useful insights for the transportation service providers.

Ms. Dean noted that emergency services providers are increasingly involved in mobility services. They are not quite like the other organizations on the list but may be worth including. Ms. Black added that emergency services also dovetail with regional interests in resiliency and should be included where appropriate.

Nomination of Officers for 2022-2023

Chair Ashby reviewed the process for nominating and electing PRTPO officers. Officers are limited to two consecutive two-year terms in one position. At the end of 2021, she has served one term as Chair, Mr. Neatherlin has served one term as Vice Chair, and Ms. Rubert has served two terms as Secretary. She advised that the Secretary position must be filled with a new officer, also that Ms. Rubert is not interested in the other two positions.

Chair Ashby also explained that she was asked to consider serving a second term as Chair even though she will no longer sit on the Port Orchard City Council. She consulted with WSDOT to determine if this is allowed and learned that it is allowed so long as it is not precluded by the PRTPO By-laws, which it is not. It has been done previously by PRTPO. She also consulted with the Port Orchard City Council and learned that Council members support her continued representation of the city on the PRTPO Board. Chair Ashby informed the Board of her interest in serving a second term as PRTPO Chair and helping fulfill the promise of the new organization.

She also consulted with Commissioner Neatherlin and confirmed his interest in serving a second term as Vice Chair.

Chair Ashby presented the slate of nominees for 2022-2023 PRTPO Board officers:

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

In presenting her slate of nominees for PRTPO officers in 2022-2023, Chair Ashby explained her interest in achieving a balance of representation from across the region and ensuring participation by different PRTPO member organizations over time.

She invited any additional nominations to be presented to her or to Ms. Black by February 8, 2022. The Board will consider all nominations in February when it elects new officers.

Mr. Shromen-Wawrin encouraged those with interest in serving in a leadership role to speak up and be considered.

PRTPO Coordinators Report

Ms. Black highlighted topics on the Coordinators Report and invited members or their staff or colleagues to follow up with her if there are questions on specific topics.

Public Comments

Mr. Cardwell expressed his appreciation that the Quinault Indian Nation was welcome to participate in PRTPO activities and shared his hope that the QIN would join as a full member in 2022. He was recently recognized by the Planning Association of Washington as a Fellow for his acumen in tribal planning and coordination of Growth

Management Act and Centennial Accord considerations. With this background, he recognized PRTPO as a Regional Transportation Planning Organization as a leader in the arena of coordinated planning and consultation with tribes and a model for other RTPOs across the state. Chair Ashby noted PRTPO's long-standing collaborative relationship between tribal and non-tribal governments in the region and the value it brings to all members. She welcomed the possibility that the Quinault Indian Nation would join PRTPO as a member in 2022.

Member Updates

Members shared updates on activities of interest to the Board.

- Mr. Engle reported on the current list of committee assignments and that Senator Mark Liias will replace Senator Hobbs as Chair of the Senate Transportation Committee now that Senator Hobbs has accepted the position of Secretary of State.

Adjourn

There being no other business, Chair Ashby wished everyone a happy holiday season and adjourned the meeting at 11:45.

ACTION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: February 11, 2022
Subject: **SFY 2022 2nd Quarter Expense Voucher Approval**

REQUESTED ACTION:

Approve 2nd quarter expenditures for the SFY 2022 Unified Planning Work Program in the amount of $28,699.19.

Overview

The PRTPO Executive Board is responsible for approving quarterly expenditures submitted to WSDOT for reimbursement. The attached invoice was prepared by the Fiscal Administrator, reviewed and authorized by the Executive Committee and approved for inclusion on the Executive Board consent calendar.

The budget summary report is below.

Attachment:

- *SFY 2022 2nd Quarter Invoice Reimbursement Package*

Peninsula Regional Transportation Planning Organization
2022-23 UPWP Budget Report - SFY 2022 Quarter 2
October 1, 2021 - December 31, 2021

Work Program Element	SFY 2022 Budget	SFY 2023 Budget	Total 22-23 Biennium	Previous Expenditures	Current Expenditures	Remaining Budget
Program Administration	$ 79,161	$ 79,161	**$ 158,322**	$ 22,045	$ 17,190	**$ 119,086**
Transportation Planning	$ 49,900	$ 49,900	**$ 99,800**	$ 8,650	$ 9,844	**$ 81,306**
Regional TIP	$ 8,100	$ 8,100	**$ 16,200**	$ 3,212	$ 1,665	**$ 11,323**
Other PRTPO Activities	$ -		**$ -**	$ -	$ -	**$ -**
Totals	**$ 137,161**	**$ 137,161**	**$ 274,322**	**$ 33,908**	**$ 28,699**	**$ 211,715**

HSTP Grant Contract expenses are billed directly to Kitsap Transit. They are not included on the WSDOT Quarterly Invoice.

HSTP Grant	
$80,000	Grant Award
($1,500)	Q2 Expenses
$78,500	Balance

Acronyms:

HSTP	Human Services Transportation Planning
RTPO	Regional Transportation Planning Organization
SFY	State Fiscal Year (July 1 - June 30)
TIP	Transportation Improvement Program
UPWP	Unified Planning Work Program

RTPO PLANNING INVOICE VOUCHER

Peninsula RTPO / Kitsap Transit
60 Washington Ave, Ste 200
Bremerton, WA 98337-1888

Vendor # 911209091

RTPO's Certification: I certify under penalty of perjury that the items and totals listed herein are proper charges for materials, merchandise or services furnished to the State of Washington, and that all goods furnished and/or services rendered have been provided without discrimination on the grounds of race, creed, color, national origin, sex, or age. I certify that I have authorized signature authority.

SIGNATURE

DATE **1/27/2022**

TITLE Transportation and Land Use Planner

TOTAL RTPO REIMBURSEMENT requested this invoice **$28,699.19**

Agreement # GCB 3520

Invoice Date 1/27/2022

Billing Time Period
10/1/2021 - 12/31/2021

Allocation Authorized	$274,321.00
Biennium Expenditures-to-Date	$62,606.69
Allocation Balance	$211,714.31

WORK ELEMENT	DESCRIPTION	Previous Expenditures TO-DATE	CURRENT PERIOD EXPENDITURES	Biennium Expenditures TO-DATE
Program Administration	Salaries	$18,267.93	$14,098.58	$32,366.51
	Travel	$0.00		$0.00
	Consultants	$0.00		$0.00
	Miscellaneous	$3,777.23	$3,091.86	$6,869.09
		$0.00		$0.00
	Total	$22,045.16	$17,190.44	$39,235.60
Transportation Planning	Salaries	$8,650.00	$9,844.00	$18,494.00
	Travel	$0.00		$0.00
	Consultants	$0.00		$0.00
	Miscellaneous	$0.00		$0.00
		$0.00		$0.00
	Total	$8,650.00	$9,844.00	$18,494.00
Regional TIP	Salaries	$2,397.56	$1,664.75	$4,062.31
	Travel	$0.00		$0.00
	Consultants	$0.00		$0.00
	Miscellaneous	$814.78		$814.78
		$0.00		$0.00
	Total	$3,212.34	$1,664.75	$4,877.09
Other PRTPO Activities	Salaries	$0.00		$0.00
	Travel	$0.00		$0.00
	Consultants	$0.00		$0.00
	Miscellaneous	$0.00		$0.00
		$0.00		$0.00
	Total	$0.00	$0.00	$0.00
	TOTAL RTPO Reimbursement	$33,907.50	$28,699.19	$62,606.69

RTPO	Peninsula RTI	GCB 3520
Billing Time Period	10/1/2021 - 12/31/2021	

TPO Reviewer	Date
	1/27/2022

RTPO UPWP ACTIVITY DETAIL

ACTIVITY Description - work completed during billing period - and STATUS to date

Program Administration

Meeting Support. Provided staff support for Executive Committee, Executive Board, and Technical Advisory Committee meetings. Support included agenda setting and coordination, development of staff reports and meeting materials, remote meeting hosting and logistics, participation in meetings, recaps, meeting videos posted online, correspondence and follow-up as needed. (on-going)

Public Information and Communications. Maintained PRTPO website, posting updated materials and meeting information. Maintained PRTPO's YouTube channel, posting content associated with work program activities. Responded to inquiries and requests for information. (on-going)

Title VI Compliance. Continued to monitor for Title VI complaints; none were received. (on-going)

PRTPO Support. Developed and executed update of Legal Services and PRTPO Coordinator agreements. Finalized new UPWP development policy. Developed and executed agreement with Kitsap Transit regarding Human Services Transportation Planning funding administration, with briefing materials for Board. Completed PRTPO Resource Manual update version 2.3. Responded to member requests for information. Maintained on-going coordination and communication between lead agencies and Executive Committee and Executive Board. (on-going)

Work Program Management. Facilitated resolution of outstanding HSTP funding questions with PRTPO, WSDOT, and LPA processes, and worked with LPA staff to set up agreements. Reviewed and commented on 2023 work program guidance from WSDOT. Set up quarterly tracking system for new biennium. Monitored work program budget and activities. (on-going)

Accounting. Completed regular accounting and invoicing activities. Completed SFY 2022 2st quarter invoicing for PRTPO expenses. (on-going). Completed and submitted annual financial report to State Auditor's office during 2nd Qtr SFY 22

Consultant/Misc/Travel.:

N/A

Transportation Planning

Long-range Regional Planning. Finalized EV work plan for Executive Board approval. Developed, hosted, and participated in EV infrastructure forum featuring EVSE and organizational perspectives, with follow-up. Maintained communications with EV stakeholders about upcoming funding opportunities and information needs. Completed draft RTP Biennial Review for final Executive Board approval in February. (on-going)

Regional Coordination and Collaboration. Participated in quarterly meetings of MPOs and RTPOs, and WSDOT's MPO/RTPO Coordinating Committee, as well as the statewide rural-only RTPO group. Worked with GHCOG staff to explore collaboration opportunities for local EV grants. Reviewed and commented on transportation element of draft Comprehensive Economic Development Strategy for North Olympic Peninsula. Worked with WDFW staff to prepare Executive Board briefing on the US 101/Duckabush Estuary elevation project, with follow-up. Met with representatives from Energy NW and from Pacific NW National Labs on clean energy and EV opportunities for PRTPO members and stakeholders. Worked with TAC Chair and WSDOT to set up January work session on policy shifts concerning stormwater management and NEPA approval for local agency projects; extended invite to GHCOG, IRTPO, and TRPC local agencies. Met with WSDOT freight staff to get clarity on upcoming WSDOT call for freight projects and regional role in the process and briefed Executive Board on fast-turnaround process. (on-going)

Tribal Consultation. Worked with Makah Nation and WSDOT regarding designation of SR 112 segment as a part of the Makah's roadway inventory. Distributed information to all tribes in the region on FEMA training opportunities for tribal hazard mitigation planning and followed up with links to the webinar and training materials. Maintained on-going communications with tribal members and other tribal partners. (on-going)

Human Services Transportation Planning. Participated in WSDOT Human Services Transportation Planning training session. Developed synthesis of needs and strategies from 2019 HSTP. Evaluated synthesis against the findings of WSDOT's detailed evaluation of 2019 plans to identify areas of common concern and those more specific to rural regions and to the Peninsula region, for later follow-up. Developed scope of work for engagement and data collection, and coordinated opportunities for Board input through 2022. (on-going)

Transportation Outlook. Finalized draft folio and worked with subcommittee to develop agenda for legislative forum. Scheduled and hosted regional legislative forum; participated in individual forum for the 26th district. Followed up with TAC regarding legislative interest in federal funding flexibility measures identified by PRTPO and worked with Board to develop small subcommittee to advance this measure. (on-going)

Regional Grants Administration. Developed 2022 Transportation Alternatives program launch materials and discussed with the TAC and the Executive Board prior to Board approval in February. Attended WSDOT meeting regarding local Obligation Authority funding targets and sanctions. Provided input to WSDOT concerning rollout of new programs in infrastructure bill and opportunities to address some rural concerns. (on-going)

Consultant/Misc/Travel.:

N/A

Regional TIP

Develop and Maintain Regional TIP. Worked on development of ArcGIS RTIP mapping tool; previewed the tool with the TAC and worked with members on follow-up activities. Developed draft 2022-2027 RTIP for TAC review and public comment, and prepared final draft for Executive Board approval and WSDOT submittal. Amended six projects into the RTIP. (on-going)
Monitor Obligation Authority. Monitored OA targets and project obligations. Supported member agency obligation efforts with Local Programs. (on-going)
Consultant/Misc/Travel.:
N/A

Other PRTPO Activities
None.
Consultant/Misc/Travel.:
N/A

OTHER COMMENTS - Additional information to explain approved deviations or delays from original UPWP task descriptions

SIGNATURE	TITLE	DATE
	Transportation and Land Use Planner	1/27/2022

60 Washington Avenue Suite 200
Bremerton, WA 98337
Phone: (360) 478-6234
www.KitsapTransit.com

INVOICE

Invoice Date	**1/20/2022**
Invoice ID	**5995**
Printed on 1/27/2022	Page 1

CUSTOMER

JEFFERSON TRANSIT
63 4 CORNERS RD
PORT TOWNSEND, WA 98368

SHIP TO

Please detach and return this portion with your remittance.

Customer ID	Customer PO No.	Order Date	Shipped Via	FOB
188		1/20/2022		

Terms	Due Date	If Paid By	Deduct	Sold By
	1/20/2022		$ 0.00	

Item No.	Description	Qty	Unit	Unit Price	Discount	Extended Price
14072	PRPTO Expenses	1.00				$25,364.19
14073	Third Party Recovery	1.00				$2,536.42

Subtotal	$27,900.61
Sales Tax	$0.00
Total	$27,900.61
Total Due	$27,900.61

Kitsap Transit
PRPTO
2021

	Jan 2021	Feb 2021	March 2021	1st Q 2020	April 2021	May 2021	June 2021	2nd Q 2021	July 2021	Aug 2021	Sept 2021	3rd Q 2021	Oct 2021	Nov 2021	Dec 2021	4th Q 2021
Staff Salaries & Wages	$1,270.24	$1,580.21	$1,525.72	$4,376.17	$1,089.80	$1,471.23	$817.35	$3,378.38	$1,471.23	$1,634.70	$1,089.80	$4,195.73	$762.86	$926.33	$1,035.31	$2,724.50
Staff Fringe Benefit	$621.46	$628.87	$607.18	$1,857.51	$433.70	$585.51	$325.27	$1,344.48	$585.50	$650.55	$433.71	$1,669.76	$303.59	$368.64	$412.02	$1,084.25
Advertising	$451.95	$671.70	$0.00	$1,123.65	$0.00	$0.00	$0.00	$0.00	$0.00	$354.28	$460.50	$814.78	$0.00	$0.00	$0.00	$0.00
Professional & Tech Service	$150.70	$0.00	$197.40	$348.10	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Other Contract Services	$9,700.00	$9,600.00	$23,750.00	$43,050.00	$6,800.00	$6,800.00	$12,503.44	$26,103.44	$7,082.00	$8,900.00	$7,250.00	$23,232.00	$8,620.00	$7,400.00	$5,000.00	$21,020.00
Operating Supplies	$0.00	$0.00	$0.00	$0.00	$545.00	$0.00	$218.00	$763.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Third Party Recovery	$0.00	$0.00	($59,508.46)	($59,508.46)	$0.00	$0.00	($31,333.26)	($31,333.26)	$0.00	$0.00	($30,365.71)	($30,365.71)	$0.00	$0.00	$0.00	$0.00
Casuality Insurance	$3,150.00	$0.00	$0.00	$3,150.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Membership, Dues, and Subscription	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$300.00	$300.00
Total	**$15,344.35**	**$12,480.78**	**($33,428.16)**	**($5,603.03)**	**$8,868.50**	**$8,856.74**	**($17,469.20)**	**$256.04**	**$9,138.73**	**$11,539.53**	**($21,131.70)**	**($453.44)**	**$9,686.45**	**$8,694.97**	**$6,747.33**	**$25,128.75**

Total Expenses 4th Quarter:	$25,128.75
Reconciliation:	
Salaries and Wages:	3,808.75
Invoice Distribution Report:	21,555.44
Total Variance:	($235.44)
Expenses Square Space Prior:	235.44
Total Unexplained Variance:	$0.00
Total Expenses:	$25,364.19
Admin 10%:	$2,536.42
Total Billed:	$27,900.61

Kitsap Transit
Invoice Expense Allocation Report

Vendor Name / Tax Identification Number	Transaction Date / Transaction Number	Description / Transaction Type	Status	Account Number	Account Description	Amount
3P TRANSPORTATION SERVICES						
3P TRANSPORTATION SERVICES	11/1/2021	OCTOBER SERVICES		10-50313-4102	Other Contractual Services	$8,600.00
XXX-XX-1946	127	Invoice	Paid			
	12/1/2021	NOV SERVICES		10-50313-4102	Other Contractual Services	$7,400.00
XXX-XX-1946	128	Invoice	Paid			
	1/2/2022	DEC SERVICES		10-50313-4102	Other Contractual Services	$5,000.00
XXX-XX-1946	129	Invoice	Paid			
					Totals for 3P TRANSPORTATION SERVICES:	*$21,000.00*
AWC						
AWC	12/16/2021	AWC MEMBER PRTPO		10-50901-4102	Membership Dues & Subs.	$300.00
	94316	Invoice	Paid			
					Totals for AWC:	*$300.00*
BANK OF AMERICA-BUSINESS CARD (BUS)						
BANK OF AMERICA-BUSINESS CARD	6/23/2021			10-50313-4102	Other Contractual Services	$235.44
	JUN-AB-SQUARESPACE	Invoice	Paid			
	10/23/2021	DOMAIN NAME ANNUAL		10-50313-4102	Other Contractual Services	$20.00
	AB-DOMAIN RENEWAL	Invoice	Paid			
					Totals for BANK OF AMERICA-BUSINESS CARD (BUS):	*$255.44*

Kitsap Transit
Invoice Expense Allocation Report

Account Summary

Account Number	Description		Net Amount
10-50313-4102	Other Contractual Services		$21,255.44
10-50901-4102	Membership Dues & Subs.		$300.00
		GRAND TOTAL:	$21,555.44

Kitsap Transit
Invoice Expense Allocation Report

Report name: New Invoice Expense Allocation Report
Include these Invoices: 127, 128, 129, 94316, JUN-AB-SQUARESPACE, AB-DOMAIN RENEWAL
Include all Credit Memos
Include all Invoice dates
Include all Invoice post dates
Include all Accounts
Include all Funds
Include all Classes
Include all Projects
Include all Vendors
Include all Invoice Attributes
Include all Credit Memo Attributes
Include all Account Attributes
Include all Project Attributes
Include all Vendor Attributes
Include all Funding Source(s)
Include these Department(s): 4102

Name:	Date:	Hours:	Amount:	Hourly Rate
Edward Coiello	10/8/2021	4	217.96	54.49
Edward Coiello	10/22/2021	10	544.9	54.49
Edward Coiello	11/5/2021	6	326.94	54.49
Edward Coiello	11/19/2021	11	599.39	54.49
Edward Coiello	12/3/2021	9	490.41	54.49
Edward Coiello	12/7/2021	4	217.96	54.49
Edward Coiello	12/31/2021	6	326.94	54.49

Account Number	Account:	Date:	Amount	Type	Hours	32%
10-50214-4102	Fringe Benefit	10/8/2021	217.96	Debit	4	69.75
10-50214-4100	Fringe Benefit	10/8/2021	217.96	Credit	4	69.75
10-50214-4102	Fringe Benefit	10/22/2021	544.90	Debit	10	174.37
10-50214-4100	Fringe Benefit	10/22/2021	544.90	Credit	10	174.37
10-50214-4102	Fringe Benefit	11/5/2021	326.94	Debit	6	104.62
10-50214-4100	Fringe Benefit	11/5/2021	326.94	Credit	6	104.62
10-50214-4102	Fringe Benefit	11/19/2021	599.39	Debit	11	191.80
10-50214-4100	Fringe Benefit	11/19/2021	599.39	Credit	11	191.80
10-50214-4102	Fringe Benefit	12/3/2021	490.41	Debit	9	156.93
10-50214-4100	Fringe Benefit	12/3/2021	490.41	Credit	9	156.93
10-50214-4102	Fringe Benefit	12/7/2021	217.96	Debit	4	69.75
10-50214-4100	Fringe Benefit	12/7/2021	217.96	Credit	4	69.75
10-50214-4102	Fringe Benefit	12/31/2021	326.94	Debit	6	104.62
10-50214-4100	Fringe Benefit	12/31/2021	326.94	Credit	6	104.62

Total Salaries and Wages:	2724.5
Total Benefits:	871.84
Total FICA:	212.41
Total Recalculated Percent:	32%
Total Expenses:	$ 3,808.75

3P Transportation Services

INVOICE

Date:	November 1, 2021
Client:	Kitsap Transit
Project ID:	KT 19-649
Project Name:	PRTPO Coordinator
Billing Period:	October 1, 2021 – October 31, 2021
Invoice Number:	127

Bill To:
Kitsap Transit
Attention: Steffani Lille
60 Washington Street, Ste 200
Bremerton, WA 98337

Remit To:
3P Transportation Services
Attention: Thera Black
2103 Harrison Avenue NW, # 2-733
Olympia, WA 98502

Description	Amount
PRTPO Coordination Services: 86 hours @ $100/hour *Professional Services in Delivery of the SFY 2022-23 UPWP*	$8,600.00
Total Due	$8,600.00

Thank you!!

360.878.0353
thera@3ptransport.com
2103 Harrison Ave NW, Ste 2-733
Olympia, WA 98502

BILLING REPORT – Invoice 127

Client:	Kitsap Transit
Project ID:	KT 19-649
Project Name:	PRTPO Coordinator
Billing Period:	October 1, 2021 – October 31, 2021

Activity Breakout by UPWP Work Program Elements

Program Administration [41 hours]

Executive Board Meeting – Prepared for the October 15th Executive Board meeting including agenda packet development and distribution, coordination with Chair and LPA staff, and meeting hosting and support. Participated in the meeting, took notes, debriefed, and compiled meeting recap. Downloaded and prepared meeting video for upload to YouTube channel with links from PRTPO website.

PRTPO Support – Coordinated with Lead Planning Agency and Fiscal Agent staff, Executive Committee, and Legal Counsel to develop updated PRTPO service agreements. Finalized new UPWP development policy. Developed draft and final agreements with Kitsap Transit regarding Human Services Transportation Planning grant award. Developed four adopting resolutions and memos for the Board concerning the agreements and new policy. Worked with WSDOT to resolve outstanding FGTS questions. Worked with Chair, Fiscal Agent, Executive Committee and WA State Auditor on response to draft Data Sharing Agreement request from SAO. Responded to inquiries from members.

Work Program Management – Worked with Chair, Fiscal Agent, Executive Committee, Lead Planning Agency, and various WSDOT offices to address outstanding questions regarding federal HSTP funds awarded to PRTPO to support planning activities in current UPWP, and prepared memos for Board, Executive Committee, and WSDOT.

Other Planning Activities – Following are other planning or coordination activities this month that fall under Program Administration.

- Supported Lead Planning Agency staff in completion of 1st quarter invoice and set up FY 2022 reporting system.
- Completed website updates.
- Conducted regular, on-going communication and coordination activities as needed with Lead Planning Agency and Fiscal Agent, PRTPO Chair, members, and others.

Transportation Planning [45 hours]

RTP Follow-up Activities: EV Readiness – Finalized EV readiness work plan and memo for Board. Developed, hosted, and participated in EV Infrastructure forum featuring EVSE and organizational perspectives. Responded to follow-up inquiries. Processed forum video and posted on PRTPO's YouTube channel.

Transportation Outlook 2022 – Finalized draft folio for Executive Board review and follow-up. Worked with legislative aides to identify November 4th forum date and coordinated scheduling with policy makers. Worked with forum sub-committee to establish agenda and meeting format, completed scheduling with advance materials, and coordinated with legislative aides regarding forum logistics.

Human Services Transportation Planning – Participated in WSDOT HSTP training session.

Regional Coordination and Collaboration –

- Rural RTPO Committee – Participated in meeting with WSDOT and other rural RTPOs regarding matters of particular interest in rural-only regions.
- Grays Harbor COG – Met with Executive Director and Grant Administrator regarding opportunities for cooperation and collaboration on upcoming state EV grants.
- NODC CEDS – Reviewed and provided comment on draft Comprehensive Economic Development Strategy for the North Olympic Peninsula.
- WA Department of Fish & Wildlife – Coordinated with WDFW staff and prepared briefing materials to support Board briefing on the Duckabush Estuary / US 101 Elevation project.
- Pacific NW National Labs – Introductory meeting with Melanie Roberts, Director of State and Regional Affairs, to discuss PRTPO and PNNL work programs and potential opportunities for future collaboration.
- Energy Northwest – Introductory meeting with Jennifer Harper, Project Developer, to discuss overlapping interests in EV infrastructure and potential areas for future collaboration.

3P Transportation Services

INVOICE

Date: December 1, 2021
Client: Kitsap Transit
Project ID: KT 19-649
Project Name: PRTPO Coordinator
Billing Period: November 1, 2021 – November 30, 2021
Invoice Number: 128

Bill To:
Kitsap Transit
Attention: Steffani Lille
60 Washington Street, Ste 200
Bremerton, WA 98337

Remit To:
3P Transportation Services
Attention: Thera Black
2103 Harrison Avenue NW, Ste 2-733
Olympia, WA 98502

Description	Amount
PRTPO Coordination Services: 74 hours @ $100/hour *Professional Services in Delivery of the SFY 2022-23 UPWP*	$7,400.00
Total Due	$7,400.00

Thank you!!

360.878.0353
thera@3ptransport.com
2103 Harrison Ave NW, Ste 2-733
Olympia, WA 98502

BILLING REPORT – Invoice 128

Client:	Kitsap Transit
Project ID:	KT 19-649
Project Name:	PRTPO Coordinator
Billing Period:	November 1, 2021 – November 30, 2021

Activity Breakout by UPWP Work Program Elements

Program Administration [36.5 hours]

Technical Advisory Committee Meeting – Developed and distributed agenda packet for November 18th TAC meeting. Participated in pre-meeting with TAC Chair and LPA staff. Prepared for, hosted, and participated in TAC meeting, with follow-up. Coordinated development of January work session concerning new stormwater rules.

Executive Committee Meeting – Developed agenda packet and prepared for December 2nd Executive Committee meeting.

Executive Board Meeting – Developed agenda for December 17th Executive Board meeting and updated scheduling for future meetings.

PRTPO Support – Coordinated with Lead Planning Agency and Fiscal Agent staff and PRTPO leadership to finalize and record PRTPO service agreements. Completed major update for PRTPO Resource Manual v. 2.3 and posted online. Responded to information requests from WSDOT. Developed summary information on Surface Transportation Reauthorization Act funding (FHWA) and distributed with AASHTO recap to TAC members. Responded to inquiries from members.

Work Program Management – Monitored workflow and budget. Reviewed and commented on preliminary guidance from WSDOT for SFY 2023 UPWP updates. Coordinated with Kitsap Transit staff on administration of WSDOT grant for human services transportation planning activities in the UPWP.

Other Planning Activities – Following are other planning or coordination activities this month that fall under Program Administration.

- Supported Fiscal Agent with information for Annual Audit Report. Completed invoicing.
- Completed website updates.
- Conducted regular, on-going communication and coordination activities as needed with Lead Planning Agency and Fiscal Agent, PRTPO Chair, members, and others.

Transportation Planning [37.5 hours]

RTP Follow-up Activities: EV Readiness – Distributed recap and other information resulting from the October 26th EV work session and responded to inquiries about coordination opportunities for upcoming grants. Pursued information regarding potential ZEVIP grant application.

RTP Biennial Currency Review – Reviewed 2040 Regional Transportation Plan for compliance with state requirements and its on-going usefulness as a decision-support tool for the Executive Board. Documented findings in a draft report reviewed and approved by the TAC, in preparation for approval by the Board before submitting to WSDOT.

Tribal Consultation – Responded to information request regarding designation of SR 112 as a part of the Makah Nation's roadway inventory. Distributed information to tribes in the region regarding FEMA training on hazard mitigation planning and provided links to the webinar and training materials afterwards.

Transportation Outlook 2022 – Prepared for and hosted PRTPO 2021 Legislative Forum on November 4th. Followed up with legislative aides and responded to additional requests for information. Engaged TAC in review and validation of findings from October 2020 Federal Funding Flexibility report for input to the Board, in response to legislative request for information during the Forum.

Human Services Transportation Planning – Reviewed findings of WSDOT's detailed evaluation of HSTPs statewide. Developed a synthesis of needs and strategies identified in PRTPO 2019 plan and evaluated against WSDOT findings. Reviewed statements of need and strategies against eligible project types for Consolidated Grants funding. Scoped opportunities for engagement and data collection to contract under the state grant.

Regional Coordination and Collaboration –

- Local Agency Support – Coordinated with local agency staff and WSDOT to arrange a work session in January regarding changes to stormwater rules that will affect project delivery, as well as a pilot program opportunity from WSU that the Skokomish Tribe is participating in regarding rural stormwater management techniques.
- MPO/RTPO Coordination – Participated in the quarterly meetings of MPO and RTPO staff and the MPO/RTPO/WSDOT Coordinating Committee, with follow-up as needed.
- Priority Freight Projects – Met with WSDOT staff to get clarity on upcoming calls for freight projects and implications for future funding opportunities for PRTPO members.
- WA Department of Fish & Wildlife – Responded to request for information from WDFW staff regarding PRTPO support for the Duckabush Estuary / US 101 Elevation project.

Regional Grants Administration – Developed 2022 Transportation Alternatives Program launch materials for TAC review. Participated in WSDOT meeting regarding local agency Obligation Authority funding targets and sanctions. Provided input to WSDOT regarding opportunities to address some rural OA issues through the rollout of the new infrastructure bill.

3P Transportation Services

INVOICE

Date: January 2, 2022
Client: Kitsap Transit
Project ID: KT 19-649
Project Name: PRTPO Coordinator
Billing Period: December 1, 2021 – December 31, 2021
Invoice Number: 129

Bill To:
Kitsap Transit
Attention: Steffani Lille
60 Washington Street, Ste 200
Bremerton, WA 98337

Remit To:
3P Transportation Services
Attention: Thera Black
2103 Harrison Avenue NW, Ste 2-733
Olympia, WA 98502

Description	Amount
PRTPO Coordination Services: 50 hours @ $100/hour *Professional Services in Delivery of the SFY 2022-23 UPWP*	$5,000.00
Human Services Transportation Planning: 12 hours @ $125/hour *Under HSTP services contract with Kitsap Transit*	$1,500.00
Total Due	$6,500.00

Thank you!!

360.878.0353
thera@3ptransport.com
2103 Harrison Ave NW, Ste 2-733
Olympia, WA 98502

BILLING REPORT – Invoice 129

Client:	Kitsap Transit
Project ID:	KT 19-649
Project Name:	PRTPO Coordinator
Billing Period:	December 1, 2021 – December 31, 2021

Activity Breakout by UPWP Work Program Elements

Program Administration [35.5 hours]

Executive Committee Meeting – Participated in and supported December 2nd Executive Committee meeting with Lead Planning Agency and Fiscal Agent, including agenda packet development, meeting hosting and support.

Executive Board Meeting – Prepared for the December 17th Executive Board meeting including agenda packet development and distribution, coordination with Chair and LPA staff, and meeting hosting and support. Participated in the meeting, took notes, debriefed, and compiled meeting recap. Downloaded and prepared meeting video for upload to YouTube channel with links from PRTPO website.

PRTPO Support – Coordinated with Kitsap County on an update to PRTPO Legal Services Agreement and prepared agenda packet materials for Board approval. Develop Coordinators Report for Executive Board agenda packet. Responded to inquiries from members. Prepped for 2022 appointments process.

Work Program Management – Monitored workflow and budget. Set up new UPWP budget tracking report for SFY 2022-2023 UPWP quarterly invoices and prepared cover memo for Board agenda packet.

Other Planning Activities – Following are other planning or coordination activities this month that fall under Program Administration.

- Completed invoicing.
- Completed website updates.
- Conducted regular, on-going communication and coordination activities as needed with Lead Planning Agency and Fiscal Agent, PRTPO Chair, members, and others.

Transportation Planning [14.5 hours]

RTP Follow-up Activities: EV Readiness – Responded to inquiries from EV stakeholders. Prepared briefing materials for Board agenda packet and work program approval. Annotated the UPWP to reflect the Board's work program decision.

RTP Biennial Currency Review – Prepared briefing materials for Board agenda packet.

Transportation Outlook 2022 – Prepared briefing materials on legislative follow-up activities pertaining to funding flexibility, for Board agenda packet. Coordinated and participated in legislative briefing with Senator Randall and Chair Ashby. Initiated outreach to rural RTPOs regarding funding measures.

Human Services Transportation Planning – Prepared briefing materials for Board agenda packet and scheduled future work program activities for the Board.

Regional Coordination and Collaboration –

- Priority Freight Projects – Reviewed latest materials from WSDOT and developed briefing materials for Board agenda packet. Responded to member inquiries regarding freight projects.

Regional Grants Administration – Prepared briefing materials for Board agenda packet on the 2022 Transportation Alternatives Program call for projects. Responded to member inquiries about process.

Human Services Transportation Planning [12 hours]

Outreach – Developed spreadsheet of mobility providers and human services providers engaged in the 2019 HSTP process. Requested input from PRTPO members on mobility and service providers in their communities not included on the list. Reviewed resources from all four counties to identify additional providers that should be included as a part of this outreach effort and began collecting contact information. Obtained information on veterans service providers for all four counties as well as known communications resources regarding human services transportation resources for veterans and other groups.

Data – Assembled 2020 Census data by block group for the region. Reviewed available ACS data tables and identified relevant tables and GIS data needed for HSTP. Reviewed 2-1-1 Counts data and began setting up tables for assessment in the four counties.

Project Management – Developed project schedule and milestones timeline with targeted opportunities for each Executive Board meeting through Consolidated Grants recommendation in February 2023. Prepared timeline exhibit for inclusion in Board briefing materials. Identified consultant tasks for RFP.

Association of Washington Cities

1076 Franklin St SE
Olympia, WA 98501-1346

Phone : (360) 753-4137
Fax : (360) 753-0149

Invoice

Order number: 94316
Date: 12/16/2021
Payment terms: Due upon receipt

Bill to :

Peninsula Regional Transportation Planning Organization
Thera Black
60 Washington Ave Suite 200
Bremerton, WA 98312

Quantity	Item description	Unit price	Discount	Extended
1.00	AWC Associate Member - Public agency/Nonprofit small	$300.00	$0.00	$300.00

Fund: 10
Post Date: 12/16/2021
Purchase Order Number: CONTRACT
Project #: 100
Account Code: 10-50901-4102
Funding Source: DEFAULT
Signed: (approved via email ED)

Payment instructions
1. Log in to wacities.org/profile/fees-payment
2. Enter your ACH payment information to securely pay your bill

If you prefer to pay by check, please reference the order number.

***Administrators** can view and pay the organization's open invoices online by signing in to wacities.org and clicking the Administrator link at the top of the page. To pay membership invoices, click "Pay membership fees." For all other invoices, click "Pay open invoices."*

Subtotal:	$300.00
Sales tax:	$0.00
Shipping/Handling:	$0.00
Grand total:	**$300.00**
Payment total:	$0.00
Amount due:	$300.00

60 Washington Ave. Ste. 200
Bremerton, WA 98337
Phone: 360.479.6962
Fax: 360.377.7086

www.kitsaptransit.com

PURCHASE ORDER

Purchase Order No.	9670
Vendor ID	834
6/9/2021	Page 1

VENDOR

BANK OF AMERICA-BUSINESS CARD (BUS)
PO BOX 15796
WILMINGTON, DE 19886-5796

Attention: BANK OF AMERICA-BUSINESS CARD

SHIP TO

Kitsap Transit
60 Washington Avenue, Suite 200
Bremerton, WA 98337

Attention:

Ship Via	FOB	Terms	PO Date	Buyer
			6/7/2021	
		Department		Confirm To
		Marketing		

Line No.	Product ID	Vendor Part Number	Required / Promised	Unit / Unit Price	Quantity	Extended Price
	Description					
1	PRTPO website switch to Squarespace platform			$216.000		$216.00
2						
					Total	$216.00

By way of performance on this purchase order, vendor hereby acknowledges and agrees to (1) Kitsap Transit's standard terms and conditions and (2) scope of work, if applicable. Unless stated otherwise, terms of payment are net 30 days of either acceptance of goods or services or receipt of invoice, whichever is later.

Authorized Signature

SQUARESPACE

Invoice

Charged on Friday, June 18, 2021

ISSUED TO

Annette Balera

Card Number •••• •••• •••• 1773

ISSUED BY

Squarespace, Inc.
225 Varick Street, 12th Floor
New York, NY 10014

Charges

All prices in US Dollar.

Subscription: Business (Annually) - vuvuzela-orb-knke.squarespace.com	$216.00
Subtotal	$216.00
Discount	–
Sales Tax (9%)	$19.44
Due	$0.00
Paid	**$235.44**

KITSAP TRANSIT
MASTERCARD PAYMENT AUTHORIZATION

REQUESTOR: Annette Balera 235.44 DATE 6-7-2021

AMOUNT OF MASTERCARD PURCHASE $ 216.00 +TAX ☐

DATE OF PURCHASE 6-7-2021 VENDOR Squarespace

PURPOSE OF PURCHASE OR ITEM(S) PURCHASED (PRTPO) -

Squarespace platform

☑ FE PO ATTACHED # 9679 NO SIGNATURES REQUIRED.

☐ NO PO/PARTS PO GL ACCOUNT(S) _____

☐ FE PO PARTIAL PO #'S _____

☐ PAID BY CREDIT CARD, BUT NOT SHIPPED BY VENDOR

NAME ON CREDIT CARD (*other than* Kitsap Transit) : Annette

Annette Balera

SIGNATURE OF REQUESTOR

_____

APPROVED

DATE 6-7-2021

DATE _____

Annette Balera

From: Jeremiah Holcomb
Sent: Friday, June 4, 2021 8:58 AM
To: Annette Balera
Subject: FW: [EXTERNAL] Your Squarespace Website is About to Renew

I just put in another req for this 10224, just FYI.

Jeremiah Holcomb

Kitsap Transit
Marketing & Public Information Coordinator
60 Washington Ave, Ste. 200, Bremerton, WA 98337
360.478.6225

From: Squarespace [mailto:no-reply@squarespace.com]
Sent: Thursday, June 3, 2021 4:38 PM
To: Jeremiah Holcomb
Subject: [EXTERNAL] Your Squarespace Website is About to Renew

SQUARESPACE

ACCOUNT STATUS

Hi Kitsap Transit,

As a friendly reminder, your Squarespace website is set to auto-renew on June 18, 2021. Here are the details:

WEBSITE:
vuvuzela-orb-knkc.squarespace.com

YOUR PLAN:
$216.00 - Business
(plus applicable taxes)

CARD:
MasterCard ending in 1773

If you would like to keep your site online and accept the above-referenced credit card charge, no further action is required. To use a different card, please update your billing information before the renewal date.

UPDATE YOUR BILLING INFORMATION

You can cancel your subscription or disable auto-renewal at any time from your Billing panel, or by contacting Customer Care.

If you have any questions, our award-winning Customer Care Team is available 24/7 at support.squarespace.com.



PURCHASE ORDER

Purchase Order No.	10161
Vendor ID	834
11/4/2021	Page 1

VENDOR

BANK OF AMERICA-BUSINESS CARD (BUS)
PO BOX 15796
WILMINGTON, DE 19886-5796

Attention: BANK OF AMERICA-BUSINESS CARD

SHIP TO

Kitsap Transit

Attention:

Ship Via	FOB	Terms	PO Date	Buyer
			10/18/2021	
		Department		Confirm To
		Service Development		

Line No.	Product ID	Vendor Part Number	Required	Unit	Quantity	Extended Price
	Description		Promised	Unit Price		
1						$20.00
PRTPO domain name annual renewal				$20.000		
2						
PRTPO on Squarespace domain name renewal, annual subscription fee. This is additional to our Google PRTPO subscription fee						
					Total	$20.00

PRTPO Fiscal Agent Expenses
Jefferson Transit Authority
October 1 - December 30, 2021

	October	November	December	Total	Notes
Staff Salaries and Wages	$ 30.20	$ 402.60	$ 60.39	$ 493.19	
Staff Fringe Benefit/OH Rate	$ 18.70	$ 249.30	$ 37.40	$ 305.39	
Other Reimbursables	**$ -**	$ -	$ -	$ -	
	$ 48.89	$ 651.90	$ 97.79	**$ 798.58**	

Reimbursables:

	$ -

Salary Break out data:		Wages	Benefits/OH	Total
Crouch - Recon/Invoice	10/20/2021	$ 30.20	$ 18.70	$ 48.89
Crouch - Annual Report/Invoice	11/8/2021	$ 201.30	$ 124.65	$ 325.95
Crouch - Annual Report	11/9/2021	$ 161.04	$ 99.72	$ 260.76
Crouch - Annual Report	11/10/2021	$ 40.26	$ 24.93	$ 65.19
Crouch - Recon/Invoice	12/7/2021	$ 10.07	$ 6.23	$ 16.30
Crouch - Checks	12/21/2021	$ 40.26	$ 24.93	$ 65.19
Crouch - Check Register	12/22/2021	$ 10.07	$ 6.23	$ 16.30
				$ -
				$ -
				$ -
				$ -
		$ 493.19	$ 305.39	$ 798.58

ACTION ITEM

To: PRTPO Executive Board
From: Thera Black and Edward Coviello, PRTPO Coordinators
Date: February 11, 2022
Subject: **RTP Biennial Currency Review**

REQUESTED ACTION:

Approve the PRTPO Biennial Currency Review of the 2040 Regional Transportation Plan for submittal to WSDOT.

Overview

A requirement in state law governing activities of Regional Transportation Planning Organizations is the need to review the long-range regional transportation plan two years after it is adopted and every two years thereafter to determine if it is still "current" – that is, whether it still complies with state requirements. If regionally significant changes have occurred in the previous two years that make some or all of the adopted plan sufficiently outdated, then a plan update may be warranted. The RCW calls for findings of this biennial review to be forwarded to WSDOT.

The currency review conducted for the 2040 RTP entailed two tests to determine whether the long-range plan retains its usefulness or if an RTP update is warranted.

The first test looked at statutory requirements associated with the RTP, found in RCW 47.80.030 and in WAC 468-86-080 through 468-86-140. These are the standard checks that WSDOT uses to ascertain whether the RTP meets minimum state requirements. The second test was a general assessment of whether the RTP adequately supports the Executive Board in its direction of the regional planning work program and decision-making processes.

Results of both tests indicate that the 2040 RTP is current and remains a relevant resource in supporting regional transportation planning activities and decision making. It concludes that an update of the 2040 RTP is not warranted at this time.

The TAC looked at the Biennial Currency Review and preliminary findings in November and recommended its approval by the Board.

The Board reviewed the draft Review in December and had no comments.

Next Steps:

Upon Board approval the Biennial Currency Review will be submitted to WSDOT. The next review will be in two years.

Attachment:

PRTPO Biennial Currency Review of the 2040 Regional Transportation Plan

For More Information:

Thera Black | 360.878.0353 | TheraB@PeninsulaRTPO.org
Edward Coviello | 360.824.4919 | EdwardC@KitsapTransit.com

PRTPO Biennial Currency Review of the 2040 Regional Transportation Plan

PRTPO's 2040 Regional Transportation Plan (RTP) was adopted by the Executive Board in October 2019. Per a statutory requirement in the Revised Code of Washington (RCW) 47.80.030(2), PRTPO must review the RTP every two years for currency and forward this biennial review to the Washington State Department of Transportation (WSDOT). That is the rationale for this 2021 biennial currency review.

2021 Statement of Currency

PRTPO's 2040 Regional Transportation Plan is current with all state requirements and continues to support the Executive Board's on-going planning and decision-making processes. No update to the long-range plan is warranted at this time.

The next biennial review will occur in late 2023.

Biennial Review Documentation

PRTPO's 2021 biennial review involves two tests to demonstrate that the RTP adopted in October 2019 is still current and useful for its intended purpose:

1 – It continues to comply with RCW and WAC requirements

2 – It continues to support PRTPO's work program and decision-making activities

The following brief documents findings of the biennial currency review.

1. Currency with RCW and WAC Requirements

Requirements spelled out in RCW 47.80.030 and in WAC 468-86-080 through 468-86-140 describe the elements of a statutorily compliant Regional Transportation Plan for state RTPOs. This biennial currency review of PRTPO's 2040 RTP looks for regionally significant changes in the last two years that render some or all of the required elements in the existing RTP outdated and thus meriting an update. Statutory requirements are summarized below. Reviewers wishing to read the full legislative language as well as the Growth Management Act implementing legislation governing the corresponding local planning processes are encouraged to follow the above links to the Washington State legislative website.

a. Identify existing and planned facilities of regional significance

Have plans for new regionally significant facilities been developed in the last two years that were not included in the RTP and now warrant an update for the RTP to remain relevant and useful for PRTPO?

No new plans for regionally significant facilities or services have been introduced in the last two years.

b. Establish level of service for state highways of regional significance

Have changes been made to LOS standards on state highways of regional significance in the last two years that warrant a plan update for the RTP to remain relevant and useful for PRTPO?

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No changes have been made to established Level of Service standards on state highways of regional significance in the last two years.

c. Include a financial plan

Have significant changes occurred in the last two years that warrant updates to the financial plan for the RTP to remain relevant and useful for PRTPO?

No significant changes to revenue sources or likely availability of project funds have occurred in the last two years that can be reasonably forecasted in the RTP.

d. Promote preservation and efficiency of existing system

Have any changes in the last two years reduced the RTP's support for system preservation and efficiency such that it needs to be updated to support PRTPO decision-making?

The RTP continues to emphasize the importance of system preservation and efficiency.

e. Regional transportation goals and objectives

Have significant changes occurred in the last two years that warrant updates to any of the RTP goals and objectives for the RTP to remain relevant and useful for PRTPO?

PRTPO policy makers regularly use the RTP to inform on-going transportation planning and decision-making processes, to promote regional perspectives, to encourage partnerships and collaboration between local, state, and tribal governments, and to support public education and involvement. The current RTP supports Executive Board decisions about work program development (e.g. EV readiness, system resiliency), legislative priorities, and other regional transportation planning concerns relevant to PRTPO members.

f. Regional transportation strategy

Have significant changes occurred in the last two years that warrant updates to the regional transportation strategy for the RTP to remain relevant and useful for PRTPO?

No changes to the transportation strategy or fundamental approach to coordinated regional transportation planning have been introduced in the last two years.

g. Needs, deficiencies, data requirements, and assumptions

Have significant changes occurred in the last two years that warrant updates to any of these elements for the RTP to remain relevant and useful for PRTPO?

- Existing regional transportation facilities and services
- Identification of regional transportation needs
- Forecasts of future travel demand
- Future regional transportation system deficiencies
- Common regional assumptions used for modeling purposes

No significant changes have undermined the inventory and assessments of the existing RTP, nor have pronounced shifts in travel mode or demand materialized sufficiently to support any kind of long-range forecast update for the region.

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Have new performance monitoring metrics been identified to augment traffic volumes and vehicle miles of travel (VMT), which the RTP already includes?

No new regional performance metrics have been introduced in the last two years.

Have regional growth patterns changed sufficiently that the RTP is no longer consistent with local Comprehensive Plans?

No regionally significant changes to local land use plans were proposed in the last two years.

h. Least cost planning

Have significant changes occurred in the last two years that warrant updates to PRTPO's least cost planning approach for the RTP to remain relevant and useful for PRTPO?

PRTPO's advocacy for responsible, cost-effective strategies and investments, including emphasis on system preservation and multimodal efficiency, is still appropriate for the region.

2. Support for PRTPO Work Program and Decision-Making

The second test to demonstrate currency of the existing RTP is whether it adequately supports the Executive Board in developing the regional transportation work program and in its decision-making processes.

a. Work Program Support

Demonstration of how the RTP supports the on-going regional transportation work program is evident in the commitment PRTPO has made to RTP follow-up planning activities in the areas of climate response and system resilience.

- With its modest planning budget PRTPO is convening a diverse group of regional stakeholders in exploring and pre-positioning for grants to expand the region's capacity to support electric vehicles (EV) and other zero-emissions mobility options in the future.
- PRTPO established an online EV resource portal to support the work of its members and other agencies working to establish a regional network of charging facilities across the Olympic and Kitsap Peninsulas.
- PRTPO supports efforts of the WA Department of Fish & Wildlife in obtaining construction funds to elevate US 101 six feet over the Duckabush River estuary, restoring vital salmon habitat and increasing the seismic and inundation resilience of the vital US 101 route.

The RTP clearly provides guidance that supports practical and meaningful planning activities that are feasible within PRTPO's financially constrained work plan, the SFY 2022-2023 UPWP.

The UPWP also identifies some Unfunded Needs derived from the RTP that could be undertaken with additional resources, including efforts to enhance multimodal resilience, expand rural intercity bus travel, increase multimodal system safety, and innovations to reduce greenhouse gas emissions in rural and small urban settings. These can all be traced back to recommendations and public input on the 2040 Regional Transportation Plan and will be pursued by PRTPO or other partners as funding allows. This further demonstrates the currency and usefulness of the 2040 RTP to PRTPO in identifying planning activities that can support regional planning objectives.

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b. Decision-making Support

Demonstration of how the RTP supports Executive Board decision-making is evident in the Transportation Outlook priorities PRTPO develops annually to educate legislators about regional concerns. Consistent with the RTP, Board priorities include stable and reliable funding for system preservation, support for ferry vessel replacement and operations, coordination with WSDOT to get funding support for important state projects, and more efficient use of existing resources. Funding concerns of local agencies reflected in the RTP drives PRTPO support for more efficient and flexible use of federal funds for small local projects. And the Board continues to promote support for EV readiness and system resilience as well as universal broadband access with its legislative delegation.

All projects identified in the 2022 Transportation Outlook are consistent with and supportive of the RTP. The Board has identified no regional policy concerns or priority project needs that conflict with or are inconsistent with the RTP. The RTP continues to adequately support Executive Board decision making and inform its communications and information outreach.

DRAFT

For More Information:

Thera Black | 360.878.0353 | TheraB@PeninsulaRTPO.org
Edward Coviello | 360.824.4919 | EdwardC@KitsapTransit.com

ACTION ITEM

To: PRTPO Executive Board
From: Bek Ashby, PRTPO Chair
Date: February 11, 2022
Subject: **2022 Election of Officers**

REQUESTED ACTION:

Vote to approve the slate of candidates for Executive Board Officers for the 2022-2023 calendar years.

Overview

The PRTPO Executive Board elects a Chair, Vice-Chair, and Secretary to serve as the Executive Committee, providing oversight for the work program in coordination with the Lead Planning Agency and the Fiscal Agent. Per PRTPO bylaws, officers serve a two-year term beginning at the end of the meeting in which they were elected. They may serve no more than two consecutive terms in the same position. The last elections were conducted in February 2020 and so elections will be held in February 2022. It is my responsibility as Chair to solicit nominations and present a slate for Executive Board consideration and election.

Tammi Rubert served as PRTPO's Secretary for the last four years. Having completed two consecutive terms, she is no longer eligible to continue in this role. Tammi has provided valuable leadership on the Executive Committee and will be missed. She will continue to support the PRPTO on the Executive Board.

In December I presented the Board with a slate of candidates for your consideration:

Chair	Bek Ashby, Port Orchard (2nd two-year term)
Vice-Chair	Randy Neatherlin, Mason County (2nd two-year term)
Secretary	Lindsey Shromen-Wawrin, Port Angeles (1st two-year term)

In January, additional nominations were requested via email. As of February 11, no nominations had been received by the PRTPO Coordinator. Additional nominations from the floor will be taken at the meeting before the vote.

ACTION ITEM

To: PRTPO Executive Board
From: Thera Black and Edward Coviello, PRTPO Coordinators
Date: February 11, 2022
Subject: **Launch 2022 Transportation Alternatives Call for Projects**

REQUESTED ACTION:

Approve the launch of PRTPO's 2022 Transportation Alternatives call for projects to award $516,000 in federal funding to priority projects.

Overview

In December the Board considered plans for the 2022 Transportation Alternatives (TA) call for projects. This process will identify one or more priority projects for PRTPO to support with an award of federal TA grant funds. If authorized by the Board, the process will launch the end of February and conclude in June with the Executive Board's decision on funding awards.

The 2022 process is based on PRTPO's 2020 process. Details of the 2022 process have been vetted and refined by the Technical Advisory Committee (TAC). In January the TAC recommended Board approval of the process described in the attached guidance.

Since the Board's meeting in December a few updates were announced by the Washington State Department of Transportation (WSDOT), the agency overseeing the allocation of funds. These changes were discussed with the TAC in January and are reflected in the proposed guidance.

One of these changes is very straightforward. In its review of the proposed process in December the Board understood it would be awarding $413,500 in federal funding to one or more projects in this process. Since then, WSDOT has increased its estimate of funding availability based on passage of the new federal transportation package. As a result, PRTPO will be programming $516,000 in this funding cycle.

The second change merits some explanation.

<u>100% Federal Funding Now Allowable</u>

The other big change that affects this process is that WSDOT now allows 100% federal funding of projects selected from this point on in most of its federal funding programs. This includes the TA program and the rural Surface Transportation Block Grant (STBG) program administered by rural counties in addition to several federal programs that WSDOT manages.

WSDOT is using a mechanism called "toll credits" to eliminate the minimum 13.5% local match requirement associated with the use of most federal transportation funds. Project sponsors will now be able to request 100% federal funding for their projects. The intent is to lower financial barriers that preclude some potential sponsors from participating in these funding programs as well as expedite the flow of federal funds.

Agencies like PRTPO responsible for prioritizing projects can still require applicants to provide a minimum match if so desired. This is a new option that PRTPO or other organizations responsible for prioritizing projects can allow, but they do not have to permit its use. When permitted, it is available for all projects selected in these processes, regardless of mode.

This 100% federal funding option comes with some caveats.

- First, while 100% funding does potentially lower the barrier to participation for some agencies, it means available revenues won't stretch as far as they would with a minimum 13.5% match requirement. For organizations awarding millions of dollars in a single process, this can amount to significant project funding. But for PRTPO, which has only $516,000 to award, the difference between funding projects at 100% versus at 86.5% is $80,500. This is a minimal amount in the realm of federal transportation funding and rarely enough to fully fund a project.

- Second, if agencies bring outside funding to the project, it eliminates this 100% funding option. That is because WSDOT assumes if outside funds are available to the project then the applicant does not need to have the match waived. For example, if an agency has already committed local funds or obtained a state grant for the project then those funds are counted as match. Similarly, projects already in the STIP that have match commitments cannot retroactively have those projects changed to 100% federal funding. Some projects are simply too big to fully fund with available grant resources and so they require additional funding to proceed.

- Third, the same local project "obligation authority" commitments apply as before. If an agency indicates on its application that it will "obligate" the project by a certain date – that is, get it under formal contract with WSDOT – it will be held accountable to that schedule. A delay in schedule can mean losing the option to apply the toll credit mechanism to that project and require the agency to come up with a 13.5% match. Applicants need to be realistic in their assessment of when projects will start, even in a fully-funded scenario.

PRTPO's proposed process described in the attachment allows local applicants to request 100% federal funding for their proposals. It also allows applicants the opportunity to skip that option and bring additional funds to the table. This eliminates the 13.5% minimum match as an eligibility barrier but retains funding contribution as an evaluation factor. The project review and prioritization process is a suitable forum for evaluating projects on their own merits and factoring in financial contributions as but one of several considerations in determining TA funding priorities.

Beyond these two changes, the approach described in the attached applicant guidance reflects the Board discussion in December.

As a reminder, only agencies in Clallam, Jefferson, and Mason Counties are eligible to apply for these funds. Agencies in Kitsap County participate via the allocation process funded through the Puget Sound Regional Council.

Next Steps:

Upon authorization from the Board, we will begin final preparations to launch the 2022 Call for Projects. We expect to have it on the streets no later than February 28, 2022. It will conclude with the Board's funding decision in June.

Attachments:

Transportation Alternatives Program Funding – Application Guide for CY 2022 Call for Projects [Draft]
Mark-up Draft Application Form

For More Information:
Thera Black | 360.878.0353 | TheraB@PeninsulaRTPO.org
Edward Coviello | 360.824.4919 | EdwardC@KitsapTransit.com

TRANSPORTATION ALTERNATIVES PROGRAM FUNDING

APPLICATION GUIDE FOR CY 2022 CALL FOR PROJECTS [DRAFT]

PRTPO issued a Call for Projects for Transportation Alternatives (TA) program funding on February 28, 2022. PRTPO will award a minimum of $516,000 in funding. This includes funding attributed to fiscal years 2025 and 2026 and estimated increases associated with years 2022-2024, which were previously awarded.

This Application Guide is intended to support applicants' understanding of the process and how to complete the TA application form. Detailed federal requirements regarding project and sponsor eligibility will be found in the Appendix. This is a federal funding program with requirements over which PRTPO has no control. Applicants are responsible for knowing if this is a suitable funding opportunity for their particular proposal.

If there are questions about PRTPO's 2022 Transportation Alternatives award process not addressed in this Guide, please contact:

Thera Black
PRTPO Coordinator
360.878.0353
TheraB@PeninsulaRTPO.org

Edward Coviello
PRTPO Coordinator, Lead Planning Agency
360.824.4919
EdwardC@kitsaptransit.com

KEY MILESTONES

28 Feb Launch Call for Projects. Distribute/post application packets

4 Apr Deadline for draft application review [optional application pre-submittal review, ***new***]

11 Apr Final application packets due (6 weeks)

2 May Final recording deadline/submittal deadline for project video presentations

5 May TAC members receive application packages and begin individual review process

19 May TAC conducts formal project evaluation and prioritization process and recommends TA awards to the Board

17 June Board considers TA applications, TAC recommendation, and awards funding to priority TA projects

Projects selected for funding will be identified in the appropriate year as funding secured projects in the local 2023-2028 TIPs under development at the time of project selection in June.

PROCESS FUNDAMENTALS

Available Funds

PRTPO will program at least $516,000 in FY 2025-2026 funds. Project awards are not constrained by annual funding amounts. This 2022 process does not commit post-2026 funds.

Funding Cap

There is no cap on the amount of funds that can be requested for a project. *Sponsors understand that it PRTPO's intent to generate as much regional benefit as possible with this investment.* The larger the funding request, the more value and regional benefit the project sponsor should expect to demonstrate in the proposal. At the same time, PRTPO recognizes that putting small amounts of federal funds on projects is inefficient. It is the Board's prerogative to award all TA funds to a single project if, in its determination, that project is worthy of such an award.

Limit on Number of Proposals

Due to the limited funds available and PRTPO's interest in managing federal funds efficiently, applicants are limited to one proposal per organization.

Optional Rural-Urban Balancing

As a final element in the project evaluation process PRTPO may adjust priorities, if desired, based on attributed levels of rural and urban funding distributions. The table below illustrates the funding levels WSDOT attributes by geographic area.[1] PRTPO does not typically constrain its programming decisions by these amounts, but it is an option the Executive Board may exercise when making its funding decisions.

Program Year	Attributable Amounts by Geography			
	Total	Rural	Urban	Any Area
FFY 2022 Additional	**$ 19,855**	$ 7,255	$ 5,419	$ 7,182
FFY 2023 Additional	**$ 21,494**	$ 7,268	$ 5,428	$ 8,799
FFY 2024 Additional	**$ 19,855**	$ 7,255	$ 5,419	$ 7,182
FFY 2025	**$ 236,438**	$ 79,943	$ 59,710	$ 96,786
FFY 2026	**$ 218,403**	$ 79,802	$ 59,605	$ 78,997
Totals	**$ 516,045**	**$ 181,521**	**$ 135,580**	**$ 198,944**

Ability to Proceed in a Timely Way

Project sponsors are expected to provide realistic estimates of the proposed timeline, including when projects will obligate and get underway. Sponsors should indicate the realistic fiscal year that requested TA funds will be obligated. Project obligation is a time-consuming WSDOT process; applicants should be realistic about when projects will obligate. Funding recipients will participate in an annual status review of their projects.

Use of Federal Funds

Applicants seeking a TA grant should be aware of the complexities associated with using federal funds for project delivery and ensure this is the right funding source for the intended project before applying.

Contingency Awards

In addition to identifying projects to receive a confirmed award of TA funds, the Board may identify Contingency Awards. Contingency Awards specify how any additional funds available in this time-period should be allocated, or what project moves forward if a project selected for funding is unable to proceed as planned. Contingency Awards retain no special standing when the next Call for Projects is conducted in two years.

Next Call for Projects

It is PRTPO's intent to conduct another call for TA projects in 2024 with funding attributed to FFY 2027 and 2028, maintaining a biennial program with annual check-ins for all federally funded projects. Future processes will account for differences between actual and projected funding in earlier processes, rolling any actual funding increases or funding reductions associated with prior years into the next call for projects.

[1] Washington easily meets its minimum federal targets for rural and urban distributions. Were those targets applied at this level of federal programming, these are the minimum funding awards that would be made in both urban and rural geographies. Note that "urban" and "rural" in this context correspond to federal definitions which are different than those local agencies are familiar with in their comprehensive planning processes.

Minimum Qualifying Requirements

To be eligible for consideration, each proposal will need to demonstrate the following:

- **Eligible Project Type**

All project types eligible for TA funding under federal law may be considered in this process. Eligible TA activities account for a wide range of project types. See Attachment A for the list of eligible project types.

- **Eligible Project Sponsor**

All entities eligible to receive TA funds under federal law are eligible to apply. Eligible project sponsors include municipalities, transit agencies, tribes, natural resource or public land agencies, non-profit entities responsible for local transportation safety programs, and regional planning agencies. State DOTs (and MPOs) are not eligible to apply for TA funds, but they can partner on project delivery.

- **CA Status or Sponsor**

Federal funds have special project administration requirements over which PRTPO has no control. Applicants must have Certification Acceptance (CA) status or provide evidence that WSDOT or another CA entity will oversee the project.

Important: Project sponsors who do not have Certification Acceptance (CA) status from FHWA are not disqualified. However, they must demonstrate they have obtained a commitment from WSDOT Olympic Region Local Programs or a CA agency to administer their project if awarded federal funds.

Please contact Bryan Dias at Olympic Region with any questions
360.357.2631 bryan.dias@wsdot.wa.gov

Non-CA project sponsors are advised to contact WSDOT or a potential CA administrator early in project development to make this commitment easier to obtain.

- **Minimum Match**

NEW with the 2022 TA process is the opportunity for applicants to receive 100% federal TA funding for their projects, with no local match requirement. WSDOT is doing this by means of "toll credits" that the state has accrued over the last three decades and can use for this purposed. WSDOT is making this option available to ensure the minimum 13.5% local match requirement is not a financial barrier to applying, and to help federal funds flow expeditiously. *Applicants bringing additional local or state funds to their projects or financial partners are not eligible for this option* since it is presumed that the 13.5% minimum match is not a financial burden for those applicants.

Applicants will choose either "100% Federal Funding" or "Traditional Federal Funding" when completing the Financial section of the application form. Qualifying match can come from local or state sources, or from federal BIA funds. Note that previously expended funds do not qualify as match.

Please contact PRTPO Coordinators early if there are questions about this new provision.

- **Evidence of Project Standing**

Eligible proposals must advance a project, program, or service included in a locally adopted TIP, TDP, CFP, or regional plan, or that is explicitly identified in another public plan that has gone through a public input or review process. This helps to address needs vetted through a public process as well as ensure regional consistency with local plans.

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- **Consistency with 2040 RTP**

Applicants are expected to describe briefly how their proposals support 2040 RTP goals and policies.

- **Public Access**

Project applicants certify that the proposed project will be open for general public access and benefit. Title VI Civil Rights reporting is required.

Consideration of Regional Priorities

Due to the nature of this funding source, priorities are assessed through a multi-faceted review and evaluation process. Each project is evaluated on its own merits and in consideration of the wide range of benefits associated with different project types. The application offers applicants the latitude to explain unique merits of each proposed investment in a manner appropriate for that project type. There are also some universal factors that will go into determining regional priorities regardless of project type.

- **Feasibility of Proposed Project and Schedule**

Feasibility is an assessment of the complexity of the project compared to the proposed schedule and budget. Sections 2, 3, and 4 of the application provide important information for this assessment.

In addition, successful project delivery requires sufficient staff resources in light of other project delivery commitments an agency has already made and will have underway in the same delivery window. Applicants juggling multiple projects in the same time frame as the proposed project – especially if they are federally funded projects – should be prepared to explain how the proposed project can proceed without disrupting existing commitments.

- **Availability of Additional Funds**

New in 2022 is the opportunity for local agencies to receive 100% federal funding for TA projects selected by PRTPO. This eliminates the 13.5% match requirement from being a barrier to participating in this funding program, but it also means available funds won't go as far at that level of funding. Project sponsors requesting 86.5% or less in federal TA funds for their projects are committing outside resources to their projects which helps to accomplish more with available funds.

- **Partnerships**

Proposals with financial partners demonstrate buy-in from other entities and help to stretch limited TA funds. These financial contributions are called out separately on the application form. If applicants identify financial partners, they should include evidence of that commitment in the application materials. This can be in the form of a simple letter or an email from the responsible official with that funding partner.

- **Infrastructure "Shovel-Readiness"**

Section 4 of the application deals with Project Delivery and factors that make an infrastructure project "shovel ready." Infrastructure proposals for which all pre-construction work has been completed and environmental permits secured are considered "shovel-ready" infrastructure projects. From a grant-award perspective, there are multiple benefits to a shovel-ready infrastructure project over one that still has pre-construction work to do: public benefit sooner rather than later; vastly lower risk of project delays or cost overruns including environmental surprises that can create setbacks; and locally demonstrated progress on project delivery. These are not prevalent concerns with non-infrastructure projects.

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Right-of-Way Certification While right-of-way (ROW) is an element of shovel-readiness, it has its own inherent risks. Proposals that entail ROW acquisition or are dependent upon its completion before the project can proceed to construction have inherently more risks to project schedule, viability, and cost than those that do not. Proposals that entail right-of way acquisition or require it before construction funding can be obligated should demonstrate that the proposed schedule is realistic.

- **Scalability for Partial Funding**

Partial funding can be an option for projects with multiple phases or functional segments or elements. For example:

  - funding might be sought for the PE and CN phases of an infrastructure project, but the agency is willing to accept funding for only the PE phase rather than forego any funding
  - a proposal would repave a corridor segment from Point A to Point D but if not funded in its entirety, the agency is willing to accept funding for Points A to B rather than forego any funding
  - the project sponsor would like to fund a three-year program but is willing to accept funding for two years rather than forego any funding

Section 3 asks applicants to indicate whether their proposals are scalable. If so, please specify the funding amount and a logical segment or component that can proceed with partial funding if full funding is not available.

Project Evaluation and Ranking Process

Application Package

The complete application package consists of a pdf of the application form, vicinity map(s), CA sponsor letter (if applicable), funding partnership letter (if applicable), and up to five additional pages of project information that is not already presented in the application. These additional pages may include illustrations or design concepts, letters of support, specific excerpts from the originating plan or study, or any other info that will help reviewers to better understand and evaluate project benefits. Applicants are asked to adhere to the page limitations.

[New in 2022!] Applicants are invited to submit draft applications for pre-submittal internal review with the PRTPO Coordinators to ensure completeness and clarity of the application package and identify any potentially ineligible components or errors to correct before final submission. This allows project sponsors to make any corrections before the final application due date. Applications formally submitted by the due date are expected to be complete and correct and will be the basis for the formal review and prioritization process.

Applicants are also expected to prepare a short presentation video to augment their application package and enhance the review process. PRTPO Coordinators will schedule an appointment with all applicants submitting completed packages to make a recording of their proposal via Zoom. Alternatively, applicants may submit their own project videos of 3-5 minutes in length. Project videos will be included with application materials for project evaluation.

The rest of the review and all of the prioritization process is conducted by members of PRTPO. The TAC conducts the initial review and recommends a priority funding array to the Executive Board. The Board reviews the proposals and TAC recommendation before making its funding decision. Following are details of those two processes.

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TAC Project Review and Prioritization Process

Projects undergo a multipart review before the TAC makes its funding recommendation to the Executive Board. The TA review will be conducted virtually via Zoom to facilitate participation by TAC members and applicants.

1. **Initial Review**
   By May 5, 2022, TAC members will receive an application package for initial review along with review guidance. Each member will be asked to individually review the application materials and videos and note any questions or follow-up information needed to understand the project proposals. A two-week window is scheduled for this prior to the TAC's full evaluation and prioritization meeting. Reviewers will be asked to provide preliminary questions to the applicants in advance of the TAC meeting.

2. **Prioritization and Funding Recommendation**

   The TAC's evaluation process will begin with a general discussion of the projects and materials received for review. This is an opportunity for TAC members to talk with project sponsors about questions that came up during their individual reviews. The objective is for every member of the TAC to be clear on what each proposal entails, the likely benefits it will generate, the cost and funding ask, and the overall project feasibility and suitability as described before the evaluation and prioritization gets underway.

   TAC members will use a Pairwise forced choice model to evaluate and rank the applications. The Pairwise model compares every proposal to every other proposal, resulting in a composite score from high to low of the relative priorities. This will be used to build consensus on rank order priorities. The TAC's final recommended funding array will rely on rank priorities but may entail adjustments based on funding limitations or unique factors identified in the review process.

   Documentation of the TAC prioritization and funding recommendation process will summarize the process and highlight any notable issues, opportunities, or points of dissent. The TAC's recommended funding array and process documentation will be forwarded to the Board for its consideration.

Executive Board Project Review and Funding Action

The Board will conduct its own review of the applications in June, relying heavily on the TAC vetting and prioritization process to inform its discussion. The Board review package will include a summary matrix of the TAC's evaluation process and funding recommendation with any key findings or considerations as well as a complete package of proposals with video links.

The Board will consider the TAC's recommendation in its discussion as well as any other policy considerations that may be warranted in its determination of funding awards. The Board will take action to award a minimum of $516,000 to priority TA program projects and identify a list of contingency projects to proceed if selected project(s) are delayed.

Completion of 2022 Funding Process

The Board will make its funding decision on June 17, 2022. This allows time for local agencies awarded funding to include newly secured projects in their 2023-2028 TIPs and the draft 2023-2026 RTIP. For that reason, it is advantageous for these projects to be included in draft TIPs as planned projects when local TIPs are developed for public review and adoption in the spring.

Project award letters will be sent to grant recipients after the Executive Board's funding decisions are complete.

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Further Notes on Completing the 2022 TA Application

- Some sections of the application request information pertaining to infrastructure projects and to non-infrastructure projects. Applicants should complete the information relevant to their project type and leave the other fields blank.
- The application should be signed by someone with the authority to commit the sponsor to delivering the project on the terms described in the proposal. This person will be different in different agencies, but it regularly includes the mayor or city manager, the city engineer or public works director, or the General Manager. While a scanned and signed signature page or a digitally signed page is preferable, it is acceptable to simply type in the name with that person's approval.
- Three PRTPO plans have particular bearing on this call for projects and are linked below.
    - PRTPO Regional Transportation Plan 2040 is PRTPO's recently adopted long-range plan. Applicants are asked to briefly speak to the ways that their project proposals support the goals and policies of the RTP.
    - Peninsula Regional Non-Motorized Connectivity Study**,** adopted in January 2019, provides useful information on system needs and strategies to improve multimodal connectivity. This information may have bearing on some project types.
    - The 2019 Human Services Transportation Plan, while less narrowly focused than the Non-Motorized Connectivity Study, may have value for some types of projects or demonstrating the need associated with a proposed project. Like the other two plans, it is available on the PRTPO website.

Add hyperlinks to final draft where highlighted

DRAFT

- General Updates:
- Limit length of form fields
- Fix glitches in form auto-fill fields

MARK-UP COPY

PRTPO 2022 Call for Projects

Internal Use

TRANSPORTATION ALTERNATIVES (TA) APPLICATION

Project Title:

Project Sponsor:

Contact Person: *Title:*

Phone Number: *Email Address:*

Project Co-Sponsor:
(only if applicable)
Contact Person: *Title:*

Phone Number: *Email Address:*

1. PROJECT SUMMARY

Transportation Alternatives Project Type – Primary and Secondary Functions:

*Select one box in **Column 1** that best reflects the **primary project type.***

*Select all boxes from **Column 2** reflecting **other TA elements** of the project.*

See page x of the Application Guide for full descriptions of eligible project types.

	1	2
A. Provision of facilities for pedestrians and/or bicycles.	○	☐
B. Infrastructure projects that support safe routes for non-drivers	○	☐
C. Conversion and use of rail corridors for non-motorized travel	○	☐
D. Construction of turnouts, overlooks, and viewing areas	○	☐
E. Community improvement activities (explain details later)	○	☐
F. Mitigation to address stormwater, wildlife mortality, or habitat connectivity	○	☐
G. Recreational Trails Program defined under 23 USC 206 of Title 23	○	☐
H. Safe Routes to School infrastructure project	○	☐
I. Safe Routes to School non-infrastructure project	○	☐
J. Creation of boulevards within ROW of divided highway	○	☐

Summary Description: *Provide a short summary of the proposal, the need it addresses, and the anticipated benefits (approx. 100 words). Also provide a general location of the proposed facility or service. This will be used in future summaries of the project and process. A more expansive project description is found in Section 2.*

General location of facility or service:

Summary Financial Information: *Detailed financial information is found in Section 3.*

Total Project Cost		Is this a multi-phase project?	○ Yes ○ No
TA Funds Requested		Is this project scalable?	○ Yes ○ No
Matching Funds			
Effective Local Match	0%	Proposed Obligation Year (FFY 2025, 2026)	

Application:

2. DETAILED PROJECT DESCRIPTION

Project Location: *Complete for appropriate project type. Attach an 8 ½ x 11 map depicting the project location and vicinity.*

Infrastructure Projects

Facility and termini: _____

Total length: _____

Non-Infrastructure Projects

Location / Extent of Project: _____

Project Duration *(if applicable)*: _____

Will still collect this info, just not be constrained by it

Is this project located in a Census urbanized area, or in a rural area?
See maps in the Application Guide for assistance.

◯ Urban Area ◯ Rural Area

Project Narrative: *Provide a detailed explanation (~ 300 words) of the proposed project, the need that it addresses, the anticipated benefits it is expected to provide, and the system users it is expected to serve. If appropriate, reference any preceding work that this builds upon or leverages or conversely, opportunities it will cue up. If appropriate, describe the role of the project co-sponsor or other partners. Provide sufficient detail to ensure compliance with project eligibility requirements specified in 23 USC 133(h)(3), which are found on page xx of the Application Guide.*

Evidence of Project Standing: *Identify the public plan(s) or program(s) from which this project was drawn. This may be a PRTPO plan or local or state plan, but it should have undergone some prior public review. This may be the RTP, a TIP or CFP, a sub-area or corridor plan, a Transit Development Plan, or any other plan or program developed with public input or review opportunities.*

Support for Regional Transportation Plan 2040: *Briefly explain how this project supports RTP 2040.*

Application:

3. DETAILED FINANCIAL INFORMATION

Project Costs by Phase: *Complete the section for your project type. Specify costs only for the project phase(s) directly associated with this proposal. Do not include costs for prior or subsequent phases of work.*

Infrastructure Projects

- Preliminary Engineering/Design
- Right-of-Way Acquisition
- Construction

Non-Infrastructure Projects

- Program/Services, Action, Study
- Other Project Delivery Costs

Total Project Cost *Sum of all costs above* $ 0

Combine and revamp these two top sections:
- Show cost and revenue estimates by phase.
- Add additional line for project revenue not counted as part of match (eg FLAP, partner).
- Enable applicant to select "100% Federal Funding" as a clear option.

TA Funding Request and Matching Funds:

TA Funding Request	$ 0	
Matching Funds	$ 0	Effective Match Rate: 0%
Total Project Revenue	$ 0	

Source and Availability of Matching Funds *If match includes revenues from a project partner, please provide a letter of funding commitment from that organization.*

Revenue Source	Amount	Secured Funds	Unsecured Funds
_____		◯	◯
_____		◯	◯
_____		◯	◯

If there are any constraints or special considerations about the matching funds, please explain:

Year of Obligation Commitment: *Applicant commits to obligating the project by August 1 of indicated fiscal year.*

The first phase of this project will obligate no later than August 1 of _____

(If applicable) The next phase will obligation no later than August 1 of _____

Add question: Would you obligate earlier if an option?

Note: any successful project applicant failing to meet the Obligation Deadline committed to above risks having awarded funds transferred to another regional project that is ready to proceed, delaying or possibly jeopardizing project funds. Applicants should present realistic obligation timeframes in this proposal and keep PRTPO apprised of any unexpected issues that may cause future schedule delays.

Project Scalability: *This refers to the ability of the applicant to accept partial funding and still complete functional segments or elements of this project as described.*

Is this project scalable? ◯ Yes ◯ No

If yes, what is a lower amount of TA funds that would still be useful?

Explain effects of lower funding on project delivery and how reduced funding can be accommodated within the project phasing, extent, schedule, or duration. How would this change the project?

4. PROJECT DELIVERY INFORMATION

a. Is preliminary engineering and design complete, or not needed? ◯ Yes ◯ No

b. Does this project require right-of-way acquisition? ◯ Yes ◯ No

c. Does this project require an environmental approval? ◯ Yes ◯ No

If yes, what type of approval will be required?

d. Does the applicant have other federal projects underway? ◯ Yes ◯ No

Revamp this to be specific for CN phases only. Is it CE/DCE? If not, what is Enviro type and expected completion? If RW already obtained, has it been certified?

Application:

5. CERTIFICATION ACCEPTANCE (CA) STATUS

All projects must have a designated CA representative who will oversee project delivery. This is a federal requirement over which PRTPO has no control. An agency without CA status itself must secure approval from an agency that does have CA status to administer the project. See page x in the Application Guide for information on how to obtain a CA administrator.

Check one:

- Applicant is a CA agency
- Applicant has obtained a CA administrator



Attach a letter or email confirming CA sponsor

CA Agency:

CA Agency Representative:

6. PROJECT ENDORSEMENT

Briefly explain why this project is worthy of a PRTPO award of Transportation Alternatives funding. This is an opportunity to identify any other contributing factors that make this a priority project. It may include such things as community support, unique timing or partnership opportunities, completion of a gap in the system, or other such considerations that the applicant feels should be considered when evaluating the merits of this project and which are not addressed elsewhere. (approx. 100 words)

7. APPLICATION AUTHORIZATION AND APPROVAL

To be completed and approved by the representative authorized to bind the funding application.

This proposal accurately represents a high priority project that is consistent with and supports the PRTPO Regional Transportation Plan. The project is derived from a prior local or regional plan or process in which the public was invited to participate.

Costs reflect the most current planning level estimates of what is needed to accomplish the work described. The project as described is financially feasible. Match revenue as described will be committed to the project if it is awarded TA funds. The obligation commitment reflects a realistic schedule that we will adhere to. I am aware that failure to meet the obligation deadline may result in funds being reallocated to a different project, possibly resulting in delays or a loss of funding to this project.

I realize the use of federal funds entails administrative and project compliance requirements over which PRTPO has no control. The costs and schedule for this proposal were developed with this awareness of federal requirements and are deemed to be feasible in light of those requirements. PRTPO is not responsible for cost overruns or delays that may be attributed to the use of federal funds.

This project has the full support of the governing / leadership body of this organization. I approve its submittal to PRTPO for consideration of an award of Transportation Alternatives funding.

Set up form to support electronic signatures

_____ _____

Signature *Date*

_____

Name, Title

Please email completed application packets to Thera Black at TheraB@PeninsulaRTPO.org
Applications are due by 5:00 pm on Friday, April 11, 2022

ACTION ITEM

To: PRTPO Executive Board
From: Thera Black and Edward Coviello, PRTPO Coordinators
Date: February 11, 2022
Subject: **Renew GIS Consortium Annual Service Agreement**

REQUESTED ACTION:

Approve renewal of the 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.

Overview

In 2022 the Executive Board authorized PRTPO to procure GIS support services from the Association of Washington Cities' GIS Consortium. AWC offers cost-competitive GIS services through annual service contracts at varying levels of support and cost. Several PRTPO members participate in the GIS Consortium. PRTPO obtained a Level 3 annual service agreement for 100 hours of GIS support costing $14,300 in March 2022.

PRTPO's service agreement expires in March unless it is renewed. We believe there is value in renewing the annual service agreement with the GIS Consortium for another year. This can be accommodated within the existing budget.

Over the last six months the GIS contractors have worked with us to develop a web mapping platform for the Regional Transportation Improvement Program (RTIP), as well as provide us with some basic instruction in developing and applying GIS products using ArcGIS online. About 50 hours remain on the contract. In addition to any remaining work on the RTIP tool development, we are using remaining hours to start building the data and web-mapping foundation for the Human Services Transportation Plan (HSTP) update now underway. A major goal of this HSTP update is migrating the current plan to an interactive, user-friendly online format that is efficient to update and maintain over time and which can provide spin-off benefits for PRTPO members and other mobility stakeholders. It will be built on this GIS platform.

Renewing the service agreement will enable us to complete the foundational data platform on which the analysis, mapping tools, and public-facing products of the HSTP update will be built. This is how we will build momentum for the update to help an incoming consultant team hit the ground running in March or April and meet mandatory deadlines for the update. Remaining service hours at that point will be used for other regional planning processes later.

Renewing the service agreement would provide an additional 100 hours of GIS service credit at a cost of $14,300. This can be accommodated within the existing base RTPO work program in Task 2. That is because some budgeted costs for PRTPO Coordinator support related to the HSTP is shifting to the federal contract managed by Kitsap Transit, freeing up sufficient capacity in the existing SFY 2022 work program budget for this expense.

Since the Board will not meet again until April, this request was reviewed with the Executive Committee prior to bringing it to the Executive Board as an action item. If authorized by the Executive Board, we will renew the GIS Consortium service agreement to March 2023. The Board will consider next February if there is value in renewing another year.

For More Information:
Thera Black | 360.878.0353 | TheraB@PeninsulaRTPO.org
Edward Coviello | 360. 360.824.4919 | EdwardC@KitsapTransit.com

DISCUSSION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: February 11, 2022
Subject: **Public Participation Plan for 2022 HSTP Update**

REQUESTED ACTION:

No action is requested though feedback and discussion of the Public Participation Plan or other aspects of the HSTP update are appreciated. The Public Participation Plan will be provided to the selected consultant team as a framework for their engagement activities.

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. The attached scope of work discussed in October and December satisfies those requirements although the time frame for completing this work is highly compressed. The Executive Board will provide input to the process throughout. The Board's review and comments on the attached draft Public Participation Plan is an example of the input that 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, refine and prioritize strategies, and develop an updated draft plan for review.

Planning for Public Participation

Engagement is central to the plan update and is a component throughout the process. The draft Public Participation Plan outlines the specific audiences this effort will seek to engage and means by which it will be done.

Key stakeholders are defined by the Federal Transit Administration (FTA) for this process and include transportation providers, human services providers, and individuals within the targeted population groups. Those targeted population groups are seniors, people with disabilities, and people with low income. In addition to those mandatory groups PRTPO will also incorporate the region's tribal communities and veterans into its assessment of needs, gaps, and strategies. The draft Public Participation Plan provides more details on who engagement will target.

For a number of reasons, the draft Public Participation Plan depends on virtual meetings and digital media for engagement. In part this is due to Covid and the uncertainties it entails. It is also more cost effective and efficient. Over the last two

[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.

years we have observed that remote access removed many existing barriers to participation, notably the challenges that distance and travel time present in a large rural region such as this. We will work to minimize the potential barriers that online engagement presents, but we believe the benefits outweigh the potential downsides for this HSTP process. The draft Public Participation Plan outlines the various techniques proposed for the engagement process.

The Public Participation Plan does not spell out the schedule of events or meetings, but it does propose that engagement concentrate early in the process on the transportation and human services providers while engagement with individuals will be concentrated later on the draft plan review and comment stage of the process.

The update relies on input from transportation and human services providers to refresh the data and assess the universe of client needs. Engagement with these groups is already underway via "inreach" activities with individuals in different organizations. One-on-one interviews and soliciting feedback during early stages of product development enable us to tap the expertise and insights of providers actively working with targeted populations and create more useful draft products.

The attached draft Public Participation Plan goes into more detail on core stakeholders, engagement techniques, schedule, and other considerations that comply with federal, state, and PRTPO guidelines. It includes a list of known transportation and human services providers that this effort will attempt to engage; this is a dynamic list and new suggestions are always welcome. There is also a schedule for the process that illustrates the relationship of engagement activities to plan development as well as points for Executive Board direction throughout.

Other HSTP Updates

- An RFP for consultant services is on the street, with proposals due by February 15. The Board will get an update on the procurement process. We hope to have someone on board by March 7. That leaves the selected team with a tight turnaround schedule, but we are doing some of the necessary background work now to help them hit the ground running.
- Work is underway using PRTPO's existing GIS services contract to develop the base layers and mapping products needed for the socio-economic profile and the system inventory. As discussed previously, this update will migrate the HSTP to an online, interactive platform that is efficient to maintain over time and which provides on-going value to the region's mobility partners. We are now building the data framework that will underpin this update and support future updates for years to come, and which will support work of the selected consultant team. There is another agenda item before the Board on this topic.
- We have heard from some other RTPOs that they got little or no response to their RFPs for this work. We will not know until the solicitation process closes if that will be PRTPO's experience, but we have scoped a couple of contingency plans in case recruitment efforts are unsuccessful. If any adjustments in overall scope or products are needed, we will bring them to the Board for discussion in April.

Next Steps

Questions or input from the Board will be used to refine the Public Participation Plan. It will be provided to the selected consultant team as PRTPO guidance for their engagement activities when they are onboard.

Attachments

- *Draft Public Participation Plan for 2022 HSTP Update*
- *Executive Board: HSTP Planning Scope of Work*

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

Peninsula Regional Transportation Planning Organization

2022 Human Services Transportation Plan Update
Public Participation Plan
February 2022

Introduction

In June 2021, PRTPO adopted Public Participation Protocols that describe the organization's approach to community engagement and education. Those Protocols specify that major work program activities involving community participation will have their own Public Participation Plans to guide that participation and establish realistic expectations based on the parameters of the specific project and other constraints such as budget and time.

This is the Public Participation Plan for PRTPO's 2022 update of its Human Services Transportation Plan (HSTP). It describes the approach and targeted audiences that PRTPO will pursue in its HSTP update.

2022 Human Services Transportation Plan Update

In 2022 PRTPO will complete a periodic update of its HSTP, which was last updated in 2019. The HSTP is required by the Federal Transit Administration (FTA)and administered at the state level by the Public Transportation Division of the Washington State Department of Transportation (WSDOT). The Plan is concerned with the mobility needs of seniors, people with disabilities, and people with limited means, and their ability to access the human and social services available to them.

FTA provides direction on developing and updating plans to meet federal mandates associated with relevant funding programs. While the HSTP may include optional elements, it must include[1]:

- 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.

Engagement Techniques for the 2022 HSTP Update

PRTPO will conduct engagement activities in its review and update of baseline needs, services, gaps, and strategies in the 2019 HSTP. Much of this engagement will be conducted via digital means including virtual meetings and polls. Focus groups and targeted inreach activities will tap the collective experience and insights

[1] FTA Circular 9070.1G, Chapter V – Coordinated Planning

of providers that serve targeted populations. Effort will be made to identify and address any meaningful barriers that digital engagement presents in obtaining effective input.

Following are techniques that PRTPO will use to obtain input and facilitate communications with targeted stakeholders throughout the update process.

- Virtual meetings via Zoom will be the primary platform for engaging in conversation with stakeholders or facilitating discussion between stakeholders – no in-person meetings or public events are planned for this 2022 HSTP update.
- Online polls or surveys will be used to collect feedback from various stakeholders on specific topics or questions informing content of the plan.
- Inreach sessions with key stakeholders will be used to obtain deep levels of information about service characteristics, client needs, strategy development, and other topics warranting subject matter expertise.
- Familiar and trusted providers and community leaders with established relationships in the various stakeholder groups will be key to disseminating relevant information within their communities more broadly than PRPTO can reach and providing insights on relevant client characteristics of interest to this planning process.
- Window posters and flyers posted in accessible public spaces like libraries, food banks, transit vehicles, etc., will alert stakeholders about the HSTP update and inform them of opportunities to participate.
- Prominent website placement of HSTP notices and updates will communicate update activities to casual visitors to PRTPO's website.
- Public hearing procedures at the conclusion of the draft plan review will enable formal public input on the HSTP prior to final adoption by the Executive Board.

Throughout all these techniques, PRTPO will strive to communicate in plain language that can be readily understood by stakeholders in each of the targeted groups using terms they are familiar with.

Limited English Proficiency PRTPO will engage transportation providers and community organizations that work with the Filipino community and the Spanish-speaking community to assess if and how Limited English Proficiency creates mobility barriers that are not otherwise addressed through existing transportation services, and strategies to address those barriers.

Role of Executive Board PRTPO's Executive Board will provide a forum for information sharing and input throughout the plan update. These regular briefings will provide summary updates to PRTPO members that can be shared within their respective communities. In return, Board member input provides important perspectives that augment what will be learned from stakeholder engagement.

CORE HSTP STAKEHOLDER GROUPS

Engagement activities will be oriented around three specific stakeholder groups.

Mobility providers include those who provide transportation services and include public and tribal transit agencies, nonprofit service providers, and for-profit or Medicaid-broker providers.

Human Services providers include those who provide services to those in the targeted population groups. Human services range from health care, food and shelter, and social services to work force training and more. Services may be provided by public, tribal, nonprofit, or private providers.

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Targeted Populations include the three groups required by FTA: seniors; people with disabilities; and people with low income or limited means. Other population groups that PRTPO is interested in are tribal communities, and veterans who fall into any of the three federal groups. PRTPO will also assess Limited English Proficiency communities to determine if there are additional mobility barriers in these communities not already identified or not addressed through existing services.

Attachment A includes a working list of stakeholders among the mobility providers and human services providers with possible interest in PRTPO's 2022 HSTP update. This is not a static list; it will be updated as needed throughout the planning process.

Schedule for HSTP Engagement

PRTPO must meet schedule requirements for HSTP adoption that result in a compressed update schedule. Attachment B lays out the update schedule with a draft plan for Board review due in August and final adoption in October.

Engagement activities occur throughout the plan update with a particular emphasis on mobility providers and service providers during the early stages of the update and expanding to include broader outreach to individuals in the targeted population groups during draft plan development and review. This is the most expedient and effective way to obtain pertinent information needed to update needs, barriers, and strategies from the 2019 HSTP for input to the 2022 update and its priority strategies.

HSTP Point of Contact

The central point of contact for the HSTP update and matters related to engagement and communications is the PRTPO Coordinator, Thera Black. Questions, suggestions, recommended contacts, and other matters can be sent to her directly by email at TheraB@PeninsulaRTPO.org or by phone at 360.878.0353.

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ATTACHMENT A

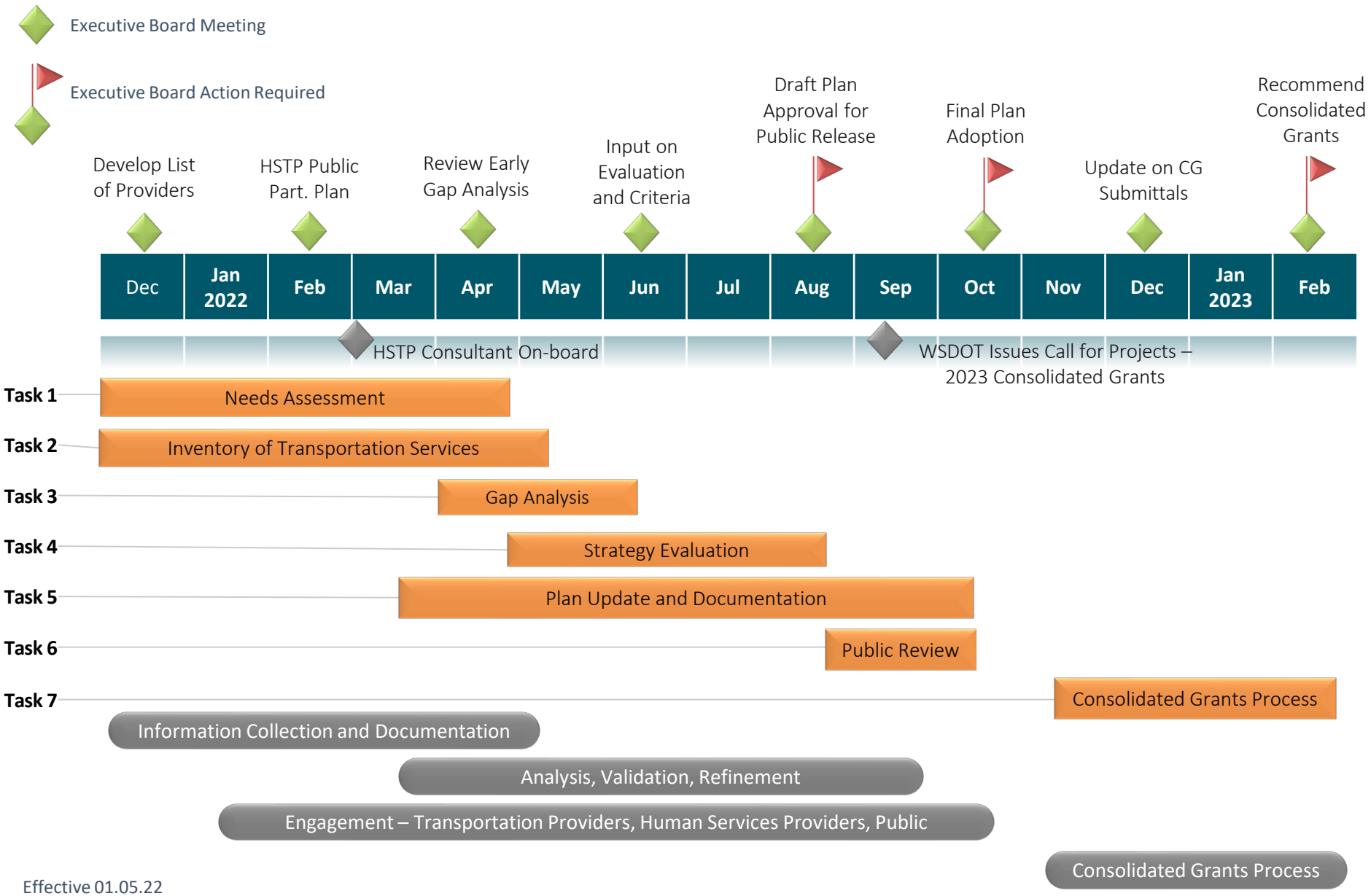
Peninsula Region Transportation Providers and Human Services Providers - 2022 HSTP Update
Working List: 8Feb22
Source: 2019 HSTP with Updates from PRTPO Executive Board

Organization Name	Organization Type
The HUB Senior Center	Human Services Provider
Kitsap Community Resources (KCR)	Human Services Provider
Kitsap County Division of Aging and Long Term Care	Human Services Provider
Lewis-Mason-Thurston Area Agency on Aging	Human Services Provider
Olympic Area Agency on Aging	Human Services Provider
Olympic Community Action Program (OlyCAP)	Human Services Provider
Paratransit Services	NEMT Medicaid Broker
Catholic Community Services - SW Volunteer Transportation	Nonprofit Transportation Provider
Coastal Community Action Program (Coastal CAP)	Nonprofit Transportation Provider
Disabled American Veterans (DAV)	Nonprofit Transportation Provider
Ecumenical Christian Helping Hands Organization (ECHHO)	Nonprofit Transportation Provider
Black Ball Ferry Line	Private Transportation Provider
Bremerton-Kitsap Airporter	Private Transportation Provider
Greyhound Lines	Private Transportation Provider
Olympic Bus Lines	Private Transportation Provider
Rocket Transportation	Private Transportation Provider
The Patty Wagon, Inc	Private Transportation Provider
Clallam Transit	Public Transportation Provider
Jefferson Transit	Public Transportation Provider
Kitsap Transit	Public Transportation Provider
Mason Transit	Public Transportation Provider
Jamestown S'Klallam Tribe Transit Service	Tribal Transportation Provider
Lower Elwha Klallam Transit	Tribal Transportation Provider
Makah Transit	Tribal Transportation Provider
Quileute Nation Community Shuttle	Tribal Transportation Provider
Quinault Indian Nation Rez Racer	Tribal Transportation Provider
Skokomish Tribe Transportation Services	Tribal Transportation Provider
Squaxin Island Transit	Tribal Transportation Provider
Suquamish Tribal Shuttle	Tribal Transportation Provider

Timeline for 2022 Human Services Transportation Plan Update

With Framework for PRTPO Executive Board Engagement

ATTACHMENT B



Effective 01.05.22

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. *Activities with consultant support are highlighted with an asterisk (*).*

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]

DISCUSSION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: February 11, 2022
Subject: **SFY 2023 UPWP Amendment Kick-off**

REQUESTED ACTION:

No action is requested though input on potential planning opportunities is appreciated. The Board will be asked to review a draft SFY 2023 UPWP Amendment in April before it is submitted to WSDOT for review. The Board will 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 and administrative functions plus an additional $80,000 to complete an update of the Human Services Transportation Plan.

In June 2021, the Board adopted its first two-year UPWP (attached). 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 adjustment if needed to the Year 2 work program or budget.

This is the kick-off to that amendment process. The rest of this memo provides an overview of the UPWP itself and insights on the budget and work program status at this point in the biennium. It also lays out some concepts for additional work in SFY 2023. Early indications are that the Executive Board will have some capacity to identify additional work program activities beyond the base program in SFY 2023. The Board is asked to provide input on some potential areas for further work and identify other topics of interest that might be pursued as a part of the work program.

Orientation to the UPWP

PRTPO's UPWP is organized around four primary work elements:

Work Element 1 – Program Administration includes all activities needed to support PRTPO's organizational needs such as meeting support, member services, accounting and legal services, general communications, Title VI compliance, and developing and maintaining the UPWP. It also includes fixed costs such as insurance, software licenses, membership fees, cost recovery fees, public notices, and other recurring expenses.

Work Element 2 – Transportation Planning includes most of the on-going planning functions of PRTPO such as updating and implementing the Regional Transportation Plan and Human Services Transportation Plan, and grant administration for Transportation Alternatives and Consolidated Grants. It includes regional coordination efforts with WSDOT planning processes and with other RTPOs, collaboration and GMA coordination with local partners, and tribal consultation as well as PRTPO's annual Transportation Outlook with legislators.

Work Element 3 – Regional TIP includes development, amendment, and maintenance of the Regional TIP throughout the year as well as monitoring compliance with state Obligation Authority targets.

Work Element 4 – Other PRTPO Activities identifies those activities above and beyond the core program activities in any year that PRTPO will accomplish with its existing resources. The Executive Board identifies these activities throughout the biennium as funding and staff capacity allows.

Appendix A of the adopted UPWP identifies a small number of Unfunded Planning Needs that could be undertaken with additional resources.

PRTPO adopted a UPWP Development Policy that spells out how the UPWP will be developed and amended, and which this process complies with. PRTPO also receives guidelines from WSDOT that are factored into the work program.

There is regular and on-going coordination between the PRTPO Coordinators, Lead Planning Agency, Fiscal Agent, and the Executive Committee throughout the year in monitoring and managing the UPWP, but the Executive Board is responsible for adopting and amending the UPWP and setting the overall work program direction.

Budget Summary for the SFY 2022-2023 UPWP

The base program budget of $274,322 for the 2022-2023 biennium was about 10 percent lower than the previous biennium. State RTPO funds are PRTPO's primary funding for planning and administrative needs, totaling about $137,000 a year. There is another $80,000 in federal funds PRTPO received from WSDOT to support the Human Services Transportation Plan update currently underway. Kitsap Transit is managing that grant on PRTPO's behalf to minimize administrative burdens associated with the use of federal funds, which is why that revenue is tracked separately from the base program.

Following is a summary of the work program budget adopted by the Executive Board last June and the current budget status after the first six months of the biennium.

PRTPO SFY 2022-2023 UPWP Budget and Funding Status as of SFY 2022 Quarter 2

Work Program Element	SFY 2022 Budget	SFY 2023 Budget	Total 22-23 Biennium	Previous Expenditures	Current Expenditures	Remaining Budget
Program Administration	$ 79,161	$ 79,161	**$ 158,322**	$ 22,045	$ 17,190	**$ 119,086**
Transportation Planning	$ 49,900	$ 49,900	**$ 99,800**	$ 8,650	$ 9,844	**$ 81,306**
Regional TIP	$ 8,100	$ 8,100	**$ 16,200**	$ 3,212	$ 1,665	**$ 11,323**
Other PRTPO Activities	$ -		**$ -**	$ -	$ -	**$ -**
Totals	**$ 137,161**	**$ 137,161**	**$ 274,322**	**$ 33,908**	**$ 28,699**	**$ 211,715**

HSTP Grant Contract expenses are billed directly to Kitsap Transit. They are not included on the WSDOT Quarterly Invoice.

HSTP Grant	
$80,000	Grant Award
($1,500)	Q2 Expenses
$78,500	Balance

Acronyms:

HSTP	Human Services Transportation Planning
RTPO	Regional Transportation Planning Organization
SFY	State Fiscal Year (July 1 - June 30)
TIP	Transportation Improvement Program
UPWP	Unified Planning Work Program

When the UPWP was adopted in June 2021, there was no budget associated with Task 4 activities. That is expected to change with this upcoming amendment.

Planning Opportunities in SFY 2023

Looking at the nature of the work in front of PRTPO for the remainder of the fiscal year, there will be a surge of activity around the Human Services Transportation Plan (HSTP) update, discussed elsewhere in this agenda. Most of that work is funded from

a different source of revenue, not the base work program. This means that some of the SFY 2022 budget will roll into SFY 2023 and create opportunity for one or more small planning efforts beyond the core work program. We'll have a better idea after the first of April how much to plan for, when third quarter numbers are available and HSTP consultant details are finalized, but potentially there will be $10,000 to $20,000 that can be directed towards initiatives in SFY 2023 identified by the Board.

In SFY 2021 PRTPO had significant capacity to undertake several Board initiatives that will have lasting value: a new PRTPO website; GIS technical services; an overhaul of PRTPO's outdated Public Participation and Title VI Plans; a strong legislative collaboration process and spin-off work to increase federal funding flexibility for local agencies; and development of an EV resources portal to support stakeholders around the region. While some of those activities entailed a heavy lift and then were done, others are now integral to the current work program.

In preparation for the SFY 2023 UPWP Amendment, it is helpful to identify a small number of initiatives the Board would like to pursue if PRTPO has the resources. This will help us develop a draft work plan for the Board to consider in April that reflects as much as possible priority activities that fit within PRTPO's mission and are doable within its funding resources. It will also help PRTPO rapidly respond to end-of-biennium funding or other opportunities that may emerge in spring of 2023.

It is worth considering activities PRTPO is uniquely suited to carry out, such as convening and facilitating regional stakeholders around a topic or opportunity, or assembling and disseminating information. Conducting in-depth planning processes or studies entails more staff capacity than PRTPO has available and will mean hiring consultants. This adds degrees of complexity and cost that make those kinds of projects harder to accommodate within the constraints of PRTPO's work program, though it's not impossible.

Following are five concepts to start the Board's discussion. They are derived from prior discussions, the list of Unfunded Needs in the current UPWP, and work underway. Each can be scaled for a meaningful process, product, and/or outcome with a budget in the planning range of $5,000 - $15,000. Each can be done in-house, with PRTPO in the role of regional convener or assembling existing resources to support local efforts. Depending on its funding capacity, PRTPO would be able to do a few of these at most, not all of them.

a. **Increase Resilience of Regional Transportation System.** This was one of two measures that emerged as a result of public engagement around the 2040 Regional Transportation Plan that PRTPO identified as a priority follow-up measure (increasing EV readiness was the other and is underway). It could focus on the infrastructure aspects of resiliency or on the human vulnerability aspects such as the HSTP is exploring, though in an emergency response context. In either case this would expand PRTPO's network of regional stakeholders.
b. **Strategies to Increase Rural Intercity Bus Service in the Peninsula Region.** This concept is identified as an Unfunded Need in the current UPWP. It would bring together the region's key transit and tribal partners along with stakeholders in Grays Harbor and Thurston Counties to assess challenges and opportunities for greater coordination, and suitable follow-up strategies that can improve long-distance intercity bus service in the Peninsula Region.
c. **Peninsula Region Safety Planning Resources.** This concept is identified as an Unfunded Need in the current UPWP. It would establish an inventory of safety planning and design resources, best practices, and other information into a resource portal that supports members' work and interagency collaboration. It would be multimodal in its scope. The EV Resource Portal on PRTPO's website is a potential model for what this could be.
d. **Innovations in Rural Transit Service Delivery.** Another Unfunded Need identified in the UPWP, 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 and then work with transit partners to determine if any merit a closer look for possible applicability in the Peninsula region and what follow-up measures would be needed for that assessment.
e. **HSTP Follow-up Activity.** The HSTP update currently underway is intended to identify strategies that can support the coordinated delivery of special needs transportation services and connect more people to the human services available to them. This HSTP update may identify an opportunity for low-level coordination support that PRTPO can undertake on behalf of its members and special needs mobility partners.

Which of these, if any, would have the greatest value for PRTPO and its members at this time? Are there other opportunities that should be considered? It would be good to identify the top three or four policy maker priority areas for focus.

The Board discussion in February will give us insights as to where policy maker priorities are likely to fall in SFY 2023. This will inform the concepts included in Work Element 4 that the Board will review as part of the draft amendment package in April. Detailed scopes will not be developed at this time, but the UPWP will identify those activities most likely to move forward as funding and resources allow. The Board will review project-specific scopes before any activity proceeds.

Next Steps

PRTPO Coordinators, Lead Planning Agency, Fiscal Agent, and Executive Committee members will refine the budget and develop a draft SFY 2023 UPWP Amendment for the Board to review and refine in April. A final draft amendment package will be submitted to WSDOT for review in late April. It will be presented to the Board for adoption in June and go into effect on July 1, 2022.

Attachments:

- *SFY 2022-2023 Unified Planning Work Program, adopted June 2021*

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

PENINSULA RTPO UNIFIED PLANNING WORK PROGRAM

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

APPROVED BY PRTPO EXECUTIVE BOARD
June 18, 2021

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

RESOLUTION 03-2021

Approving the SFY 2022-2023 Unified Planning Work Program for the Peninsula Region

Recitals

WHEREAS, the Peninsula Regional Transportation Planning Organization (PRTPO) is the designated Regional Transportation Planning Organization (RTPO) for the Peninsula region and is in good standing with the Washington State Department of Transportation (WSDOT) in its agreements and certifications; and

WHEREAS, WSDOT requires a Unified Planning Work Program (UPWP) that describes what work will be accomplished with designated state RTPO planning funds prior to use of those funds for regional planning purposes; and

WHEREAS, the PRTPO is responsible for developing and approving a UPWP for the Peninsula region; and

WHEREAS, the SFY 2022-2023 UPWP for the Peninsula Region addresses state and federal compliance requirements for PRTPO and other planning activities with the associated budget to support those activities.

NOW, THEREFORE, BE IT RESOLVED BY THE EXECUTIVE BOARD OF THE PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION:

THAT the scope and budget of the Unified Planning Work Program for SFY 2022-2023 be approved as per the attached document with the understanding that minor changes in work activity or budget may be made with Board approval as long as it does not increase the work program budget; and

THAT the Lead Planning Agency and Lead Fiscal Agency are authorized to file the necessary agreements, execute contracts with the WSDOT, and administer the work program on behalf of PRTPO.

APPROVED, this 18th day of June 2021.

ATTEST:

Bek Ashby, Chair

ATTEST:

John Clauson, Lead Planning Agency

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PRTPO 2021 Officers

Bek Ashby, Chair
City of Port Orchard

Randy Neatherlin, Vice-Chair
Mason County

Tammi Rubert, Secretary
Jefferson Transit

www.PRTPO.org

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.

- 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 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 Agency, the WSDOT Tribal and Regional Integrated Planning Office, and WSDOT Olympic Region.

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

Task or Milestone	Date
Executive Board Kick-off of SFY 2022-2023 UPWP	February 19, 2021
Executive Committee Review of Draft UPWP	April 1, 2021
Executive Board Review of Draft UPWP	April 16, 2021
WSDOT Review of Draft UPWP	April 27, 2021
Executive Board Adoption of SFY 2022-2023 UPWP	June 18, 2021

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.

At this time, the budget is fully funded by state RTPO revenue and additional state financial support for coordinated human services transportation planning.

SFY 2022-2023 UPWP Financial Summary

Funding Source: WSDOT
Funding Amount: $274,322 SFY 2022-2023 RTPO Funds
$80,000 State Funds for Human Services Transportation Planning
Work Performed by: PRTPO Lead Planning Agency with contracted staff and Lead Fiscal Agency, as directed by the PTPO Executive Board, and with engagement support from the region's four transit agencies

SFY 2022-2023 UPWP Budget and Funding by Work Element

PRTPO Work Element	STATE 2022 RTPO Funds	STATE 2023 RTPO Funds	STATE Human Svcs Trans Planning Funds	TOTAL 2022-2023 UPWP BUDGET
1. Program Administration	$79,161	$79,161		$158,322
2. Transportation Planning	$49,900	$49,900	$80,000	$179,800
3. Regional TIP	$8,100	$8,10		$16,200
4. Other PRTPO Activities	$0	$0		$0
TOTAL	**$137,161**	**$137,161**	**$80,000**	**$354,322**

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:	$79,171/year [$158,342 total]
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

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 (if 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	**$ 79,171**	**$ 79,171**	**$158,342**
1.1 Meeting Support	*$ 22,500*	*$ 22,500*	*$ 45,000*
1.2 Public Information and Communications	*$ 5,000*	*$ 5,000*	*$ 10,000*
1.3 Title VI	*$ 3,520*	*$ 3,520*	*$ 7,040*
1.4 PRTPO Support	*$ 20,000*	*$ 20,000*	*$ 40,000*
1.5 UPWP Management	*$ 5,500*	*$ 5,500*	*$ 11,000*
1.6 Accounting	*$ 2,500*	*$ 2,500*	*$ 5,000*
1.7 PRTPO Administrative Expenses	*$ 20,141*	*$ 20,141*	*$ 40,282*

Work Element 2 – Transportation Planning

Transportation planning activities encompass the planning and on-going coordination, collaboration, and consultation that identifies issues and opportunities, works to implement regionally determined strategies, and which produces periodic updates to plans or guiding documents. This UPWP reflects the planning priorities on the PRTPO agenda for the next 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 will reflect budget constraints, other activities underway, and circumstances or opportunities available at that time.

Transportation Planning Summary:

Estimated Cost:	$89,900/year [$179,800 total]
Funding Source:	SFY 2022-2023 RTPO Funds ($99,800) State Human Services Transportation Planning Funds ($80,000)
Work Performed By:	PRTPO Executive Committee PRTPO Executive Board PRTPO Technical Advisory Committee Lead Planning Agency with Contract Staff PRTPO's Four Transit Agencies

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

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 Coordinated Human Services Transportation Plan *(SFY 2023)*

Deliverables:

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

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 a Transportation Alternatives Program call for projects *(SFY 2022)*
- Conduct a 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	**$ 89,900**	**$ 89,900**	**$179,800**
2.1 Long-range Planning	*$ 14,000*	*$ 14,000*	*$ 28,000*
2.2 Regional Coordination and Collaboration	*$ 8,900*	*$ 8,900*	*$ 17,800*
2.3 Tribal Consultation	*$ 2,000*	*$ 2,000*	*$ 4,000*
2.4 Human Services Transportation Planning	*$ 50,000*	*$ 50,000*	*$100,000*
2.5 PRTPO Transportation Outlook	*$ 5,000*	*$ 5,000*	*$ 10,000*
2.6 Regional Grants Administration	*$ 10,000*	*$ 10,000*	*$ 20,000*

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:	$8,100/year [$16,200 total]
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	**$8,100**	**$8,100**	**$16,200**
3.1 Develop and Maintain Regional TIP	$8,000	$8,000	$16,000
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:	TBD
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:

4.1 To Be Determined

Estimated Level of Effort:

A budget for Other PRTPO Activities will be established at the time work is identified.

	SFY 2022	SFY 2023	2-Yr Total
4. Other PRTPO Activities in SFY 2022-2023			
4.1 TBD			

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)

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. These are listed here.

A. Regional EV Readiness Strategies

Comments received on the 2040 Regional Transportation Plan revealed public interest in electrification of the region's transportation system and its capacity to accommodate emerging vehicle technologies. In SFY 2021, the PRTPO Board allocated funding for a small end-of-biennium services contract to establish an inventory of known EV resources for use by PRTPO and its members. When complete, that inventory will provide a starting point for regional efforts to increase "EV readiness" across the Peninsula Region.

While process details will be informed by results of the EV inventory and other factors identified by the Executive Board, EV readiness strategies may focus on the siting of charging infrastructure for a regional network, funding opportunities for local agency planning and implementation, regulatory mechanisms and model codes, workforce and educational opportunities, or other strategic activities or plans that support regional objectives. Wherever possible, we will strive to coordinate with and leverage other efforts underway by PRTPO members and EV system stakeholders across the region. EV readiness strategies should support inclusion of the Peninsula region's EV network into the West Coast Electric Highway Program and advance local, regional, and state implementation activities.

Estimated cost - Work can be scaled according to resources, from $10,000 - $75,000

B. Strategies to Increase Rural Intercity Bus Service in the Peninsula Region

The Region's four transit agencies voluntarily provide an array of coordinated, connecting services that result in important but limited regional intercity transit 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. 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

C. Peninsula Region Safety Planning

Safety considerations are integral to most infrastructure designs and service plans. In recent years transportation agencies have started to conduct systemic safety analysis that provides a more comprehensive assessment of risks and potential mitigation strategies than reacting to individual crashes with spot improvements. This helps guide investments to where they will have the greatest safety benefits for the traveling public using any mode of travel as well as for system operators and workers. Implementation of a local safety assessment plan is increasingly an eligibility criterion or competitive factor in statewide grant programs.

This planning effort would build on existing and current work to create an inventory of resources and expertise around the region for dissemination among local agencies. Particular attention will be paid to tribes and the unique challenges they face in integrating multiple data sets, as well as to the transit and non-motorized assessments that may be generated by organizations other than cities and counties. Notable practices will be highlighted and data gaps identified.

The resulting safety planning inventory will be the foundation for a focused assessment by PRTPO with the TAC as to what information, resources, training, or other help, if any, PRTPO might incorporate into its work program to support system safety strategies across the region. It will not duplicate local, state, or tribal efforts but instead will leverage them to generate regional benefit for all. PRTPO will work to align its inventory and follow-up work program considerations with recommendations from the Washington Traffic Safety Commission and the range of strategies included in *Target Zero,* and with funding opportunities and safety initiatives from WSDOT.

Estimated cost - $10,000

D. Innovations in Rural Transit Service Delivery

New technologies and innovative service models have emerged in urban settings that may be transferable to rural systems, increasing transit access generally as well as opportunities for more coordinated services in the future. Examples include micro-mobility technologies like e-bikes that can address first-mile/last-mile barriers to transit access for many, and the application of real-time travel data generated by smart phones and vehicles to increase transit reliability and system operating efficiency for agencies and improve transit accessibility for passengers. It is difficult for on-demand service models like Uber and Lyft to work in typical rural settings, but what about in connection 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 result in 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. It would include strategies suitable for PRTPO to pursue in its capacity as a regional partner.

Estimated cost = $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 make system investments that increase walking, biking, and transit trip-making 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 work element will evaluate reductions in greenhouse gas emissions associated with regionally identified transportation system components like Clallam Transit's Strait Shot service, Kitsap Transit's passenger-only ferries, and the Worker-Driver Program serving the Navy Shipyard as compared to those same trips made by private vehicle. It will assess the effects of greater adoption of electric vehicles by public sector fleets and by households. To the extent practical it will leverage and/or align with other climate planning efforts underway in the region.

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. This lays the groundwork for potential future work on incentives, investments, and other strategies targeted to those activities generating the most benefit.

Estimated cost - Work can be scaled according to resources, from $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

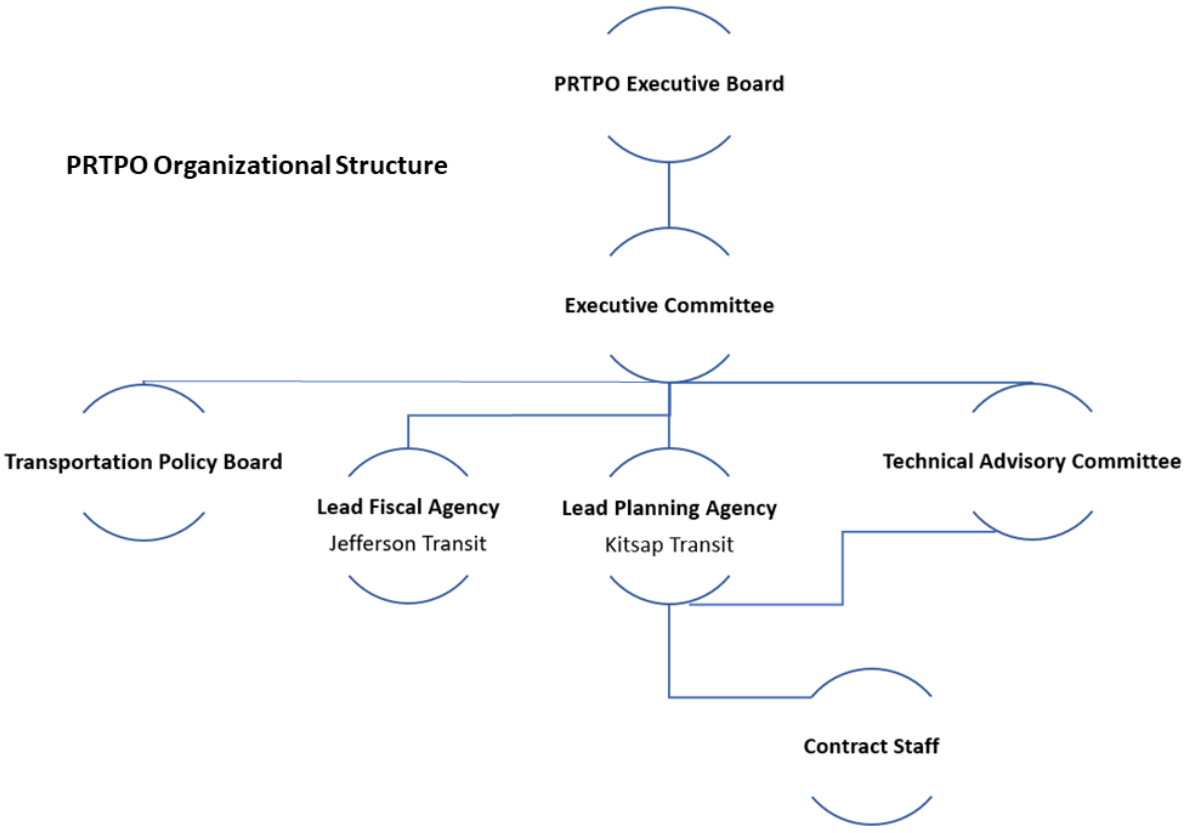
Port of Allyn
Port of Bremerton
Port of Port Angeles
Port of Shelton

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: February 11, 2022
Subject: ***Transportation Outlook 2022*** **Follow-up – Update on Funding Initiatives**

Purpose

No action is requested. This is a discussion of various funding initiatives relevant to PRTPO's *Transportation Outlook 2022* legislative agenda.

Overview

PRTPO's *Transportation Outlook* legislative agendas the last couple of years have emphasized the importance of reliable, sustainable revenues for local agencies and flexibility in the use of federal funds in rural areas. They've also spotlighted projects around the region that members are working to fund and complete, including full funding for *Connecting Washington* projects.

In November, PRTPO met with House and Senate Transportation Committee members from the four-county region to discuss *Transportation Outlook 2022* priorities. Legislators attending included Senator Rolfes (D-23rd), Representative Tharinger (D-24th), Representative Chapman (D-24th), and Representative Griffey (R-35th). They expressed a shared interest in working together with PRTPO and others to address some of the concerns discussed.

Since that time there has been progress in a few areas. In February the Board will discuss recent updates in three areas of funding interest to the region: flexibility in the use of federal funds in rural areas; updates to the voter-approved sales tax option for Transportation Benefit Districts; and the legislature's proposed $16.8 billion transportation funding package announced on February 8th.

<u>Flexibility in Use of Federal Funds</u>

Legislators at the November forum found the need to increase efficient use of federal funds for small projects in rural counties a compelling issue. They asked for specific "fixes" from PRTPO they can pursue on behalf of local agencies.

In December the Board designated a small working group to develop details of the specific "ask" that would be made of legislators. Chair Ashby convened a working group made up of senior Public Works staff from Clallam, Jefferson, and Mason Counties[1]. These are staff responsible for administering their respective county's Surface Transportation Block Group (STBG) programs in compliance with state requirements. They understand the practical implications some of these requirements have on their allocation processes and were well-qualified to refine the measures drafted by the PRTPO Coordinator. Staff included Steve Gray (Clallam County), Monte Reinders and Eric Kuzma (Jefferson County), and Loretta Swanson (Mason County). Ken Gill (Shelton) also participated as Chair of the TAC.

[1] Kitsap County is not included here because it participates in the STBG process administered by the Puget Sound Regional Council (PSRC). Any measures proposed by PRTPO to support flexibility in the use of federal funds are specific to the three rural counties in the region – Clallam, Jefferson, and Mason Counties. They are vested with the same responsibilities as PSRC in administering their STBG programs. Draft measures refined by the work group were developed with input and support from agencies in those three counties via the Technical Advisory Committee. PRTPO has no role itself in programming or administering federal STBG funds.

Swapping federal funds for state funds would address the most confounding issues, but that is bigger than PRTPO can take on. Instead, measures to improve how existing funds can be administered were put forward to reduce the preponderance of small, federalized transportation projects that are expensive to administer and deliver. They include:

- Eliminate the urban and rural targets assigned to rural counties administering federal STBG funds
- Authorize rural counties to program and fully obligate up to four years of funding at one time without being constrained by annual allocation amounts

The measures are modest but meaningful. They would provide rural counties with flexibility to more effectively manage their rural STBG programs by eliminating unnecessary constraints that lead to inefficiently small, federalized projects.

County staff recognized that WSDOT Local Programs might find these measures practical from a program administration perspective and straightforward to implement. They recommended sending the proposal to Local Programs first before requesting legislative support, to gage support and possibly foster collaboration on this front.

Conversations are underway with Local Programs staff. The Board will be briefed on the status of those discussions.

Reform Transportation Benefit District Voter-Approved Tax Option

The legislature authorized Transportation Benefit Districts in 2005 with passage of RCW 37.73 to give cities and counties more local funding options to raise revenue locally for priority funding needs. It authorized two funding options for local use.

One is a councilmanic option establishing an annual license fee that is now up to $40 a year. This is a popular option in part because it does not require a vote of the public, nor does it have a sunset provision.

The second option is a voter-approved retail sales tax of up to 0.2%. This is a particularly attractive option in communities with a large retail sales tax base, but unlike the councilmanic license fee option, the sales tax measure is only allowed for (2) ten-year terms, each requiring voter approval.

Sequim and Shelton have both implemented the voter-approved sales tax option. Sequim was the first in Washington to implement the sales tax measure and is in its second ten-year term. It will be the first to lose this option without a change in statute.

Efforts are underway to remove the limit on how often voters can choose to tax themselves to pay for local transportation needs. Senate Bill 5510 and House Bill 1523 are identical bills working their way through the legislature. As of this writing, both have moved out of Rules Committee and are scheduled for a public hearing on February 17th.

$16.8 Billion Legislative Transportation Package

On February 8th the House and Senate Chairs released *Move Ahead WA,* a 16-year, $16.8 billion transportation funding package. It includes $3 billion for preservation, $5.4 billion for electrification and expanded multimodal options, $3.1 billion for transit, and $50 million earmarked for non-motorized investments in historically underfunded communities. In addition to statewide significant projects like replacing the I-5 Columbia River Bridge, the proposed package includes numerous investments throughout the Peninsula region. A copy of the spending and revenue summary and list of projects is attached.

Attachment:

- *2022 Move Ahead WA Funding Package*

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

Move Ahead WA - 18th Amendment Restricted and Other Funds Spending Summary

	Spending Summary 16 years (FY23-FY38)	16 Year Total
Highway & Ferry Spending		**11,195**
1	**Ferries (non-Climate Commitment Act amounts only)**	**1,136**
	Build 4 New Vessels	626
	Ferries Preservation Support	160
	Ferries Operating Account Support	350
2	**New Projects**	**2,626**
	I-5 Columbia River Bridge	1,000
	US 2 Trestle	210
	SR 18 Widening	640
	I-5 HOV Improvements	244
	I-5 Nisqually Delta	75
	Hood River Bridge	75
	Other State & Local Projects (see lists)	382
3	**Existing Projects**	**1,406**
	I-405 Corridor Construction	380
	SR 520 Project	406
	CWA backfill projects:	620
	SR 167/SR 509 Puget Sound Gateway	434
	I-90 Snoqualmie Pass	155
	I-5/NB Marine View Dr to SR 529	31
4	**Fish Barrier Removal**	**2,435**
5	**Preservation & Maintenance**	**3,000**
6	**Equity Initiatives (PASS, OMWBE, Driver licenses & identicards)**	**83**
7	**PCC Freight Rail**	**150**
8	**Aviation**	**45**
9	**Debt service**	**450**
10	**Contingency**	**59**
11	**Total**	**11,390**

LEAP Transportation Document 2022-A as developed February 8, 2022

Move Ahead WA Climate Commitment Act (E2SSB 5126) Spending

(Dollars in Millions)

	Spending Summary 16 years (FY23-FY38)	16 year Total
1	**Active Transportation**	**1,273**
	Safe Routes to School	290
	School Based Bike Program	216
	Bike/Ped Grant Program	278
	Bike/Ped Project List	293
	Complete Streets (TIB)	146
	Connecting Communities Grants	50
2	**Transit Programs & Projects**	**3,053**
	Transit Support Grants	1450
	Transit Projects	293
	Tribal Transit Mobility Grants	80
	Transit Coordination Grants	5
	Special Needs Transit Grants	600
	Bus & Bus Facility Grant Program	400
	Green Transit Grants	200
	Transportation Demand Management (inc. CTR)	25
3	**Alt Fuel & Electrification**	**488**
	State & Local De-Carbonization Projects	392
	Carbon Emissions Reduction Local Grants	96
4	**Ferries (CCA only)**	**435**
	Portion of Build Cost of 4 New Hybrid-Electric Vessels	210
	18 & Under Free Fare Policy	32
	Electrification (Vessel Refits & Terminals)	193
5	**Rail (CCA only)**	**162**
	Ultra-High Speed Rail	150
	Operating Rail Program - 18 & Under Free Fare Policy	12
	Total CCA Expenditures	**5,411**

LEAP Transportation Document 2022 NL-1 as developed February 8, 2022
Move Ahead WA (Non-CCA) Capital Projects
(dollars in thousands)

	Project Title	Leg Dist	State or Local	16 Year Total
New Projects (State and Local)				**2,627,217**
1.	Columbia River Bridge Replacement/Hood River to White Salmon	14	State	75,000
2.	I-5 Columbia River Bridge	49	State	1,000,000
3.	I-5 JBLM HOV Improvements	27, 28, 29	State	244,144
4.	I-5 Nisqually Delta	02, 22, 28	State	75,000
5.	SR 18 Widening - Issaquah Hobart Road to Raging River Road	05	State	639,882
6.	US 2 Trestle Capacity Improvements & Westbound Trestle Replacement	38, 44	State	210,541
7.	SR 104 Realignment for Ferry Traffic	23	State	18,555
8.	SR 3/Belfair Area - Widening and Safety Improvements (Phase 2)	35	State	35,000
9.	SR 3/Gorst Area - Widening	26, 35	State	74,298
10.	SR 305/Suquamish Way Access Road	23	State	8,000
11.	SR 522 Widening	01, 39	State	10,000
12.	Hwy 162/Hwy 410 Interchange	31	State	7,000
13.	US 101/Simdars Bypass	24	State	30,497
14.	Woodinville SR 202 and Trestle Widening	45	State	5,000
15.	156th Street Railroad Overcrossing	38	Local	500
16.	224th Corridor Completion	47	Local	20,600
17.	City Center Access Project - Federal Way	30	Local	30,000
18.	Inchelium Vicinity Road Improvements	7	Local	2,500
19.	Paine Field Access (100th St. SW) - Everett	38	Local	8,400
20.	Poplar Way Bridge	32	Local	20,000
21.	SR 99 BAT Lanes: 148th St SW to Airport Rd - Everett	21, 38	Local	25,000
22.	Port of Tacoma Road, East of I-5	25	Local	35,000
23.	42nd Ave Bridge	11	Local	17,000
24.	Ballard-Interbay Regional Transportation (BIRT) System Corridor	36	Local	25,000
25.	Lummi Island Ferry System Modernization and Preservation	42	Local	5,300
26.	Snoqualmie Parkway Rehabilitation Project	05	Local	5,000
Existing Projects (Funding Gaps)				**1,405,340**
27.	I-405/SR 167 Corridor Improvements	Multiple	State	380,000
28.	I-5/NB Marine View Dr to SR 529	38	State	30,500
29.	I-90 Snoqualmie Pass - Widen to Easton	13	State	155,600
30.	SR 167/SR 509 Puget Sound Gateway	99	State	433,914
31.	SR 520 Seattle Corridor Improvements - West End	43	State	405,326
Highway Preservation Projects				**58,511**
32.	SR 243 Pavement Preservation and Shoulder Rebuild	13	State	12,511
33.	SR 525 Bridge Replacement - Mukilteo	21	State	46,000
Rail Projects				**150,000**
34.	Palouse River and Coulee City RR - Rehabilitation	09, 12, 13	State	150,000

LEAP Transportation Document 2022-NL-3 as developed February 8, 2022
Move Ahead WA Transit Projects

(Dollars In Thousands)

	Project Title	Leg Districts	16 Year Total
Public Transportation Program (V)			**283,900**
1.	All-Electric Fast Foot Passenger Ferry (Kitsap Transit)	26	6,500
2.	Island Transit Electrification	10	7,000
3.	Division Street Bus Rapid Transit - Spokane Transit Authority	03, 06, 07	50,000
4.	Island Transit's Terry's Corner Staff Support Facility	10	310
5.	Intercity Transit Maintenance Facility Renovation	22	5,046
6.	S 356th Street - Link Light Rail Access	30	20,000
7.	Bellingham Station Expansion (Whatcom Transportation Authority)	42	5,000
8.	King County Metro RapidRide I Line (Auburn Segment)	47	8,000
9.	Swift Bus Rapid Transit - Green Line Extension (Community Transit)	01, 38	10,000
10.	Terrace Heights Transit Extension (Yakima Transit)	14, 15	191
11.	Pierce Transit Bus Rapid Transit II Corridor Improvements	27, 28, 29	10,000
12.	Fleet Electrification (Ben Franklin Transit)	08, 16	10,560
13.	Long Range Service Corridor Engineering (Ben Franklin Transit)	08, 16	4,250
14.	Mobility Hubs (Ben Franklin Transit)	08, 16	8,400
15.	South Base Campus Electrification (King County Metro)	11	5,000
16.	South Annex Base – Electrification Elements (King County Metro)	11	10,000
17.	Base Refurbish & Expansion for Growth/Columbia County Public Transportation	16	1,500
18.	Swift Bus Rapid Transit - Silver Line (Community Transit)	21, 38, 44	10,000
19.	Swift Bus Rapid Transit - Gold Line (Community Transit)	38	10,000
20.	Skagit Transit Maintenance Operations and Administration Facility	40	5,000
21.	Burien & KC Metro: Ambaum Blvd & H Line Transit Improvements	34	7,000
22.	Mill Plain Bus Rapid Transit (C-TRAN)	17, 49	5,000
23.	CIty of Seattle/Seattle Center Monorail Station Improvements	36	5,000
24.	Light Rail Access Fife to Tacoma	25, 27	20,000
25.	I-5/164th St SW Lynnwood Link Improvements (WSDOT)	21	20,000
26.	Contingency		40,143

LEAP Transportation Document 2022 NL-2 as developed February 8, 2022

Move Ahead WA Pedestrian and Bike Safety Projects

(Dollars in Thousands)

	Project Title	Leg Dist	16 Year Total
	Total		**302,588**
1.	SR 167 Bike & Pedestrian Access from Fife to Puyallup	25	35,500
2.	Meet Me on Meeker Multimodal Improvements	47	10,000
3.	North Broadway Pedestrian Bridge	38	12,900
4.	Eustis Hunt and 216th Sidewalks	29	650
5.	Liberty Park Land Bridge- Spokane	03	4,000
6.	Maple Valley Pedestrian Bridge over SR 169	05	5,000
7.	Clinton to Ken's Corner	10	3,520
8.	SR 99 Revitalization Project	21	22,500
9.	Puyallup Avenue Transit/Complete Street Improvements	27, 28	9,000
10.	Cook Street Greenway Bicycle/Pedestrian Improvements	3	2,200
11.	Pacific Avenue Greenway Bicycle/Pedestrian Improvements	3	3,900
12.	Millwood Trail - Spokane	03, 04	5,800
13.	Usk Bridge Shared-Use Pathway Retrofit (Kalispell Tribe)	7	9,600
14.	East-West Corridor	14	3,200
15.	Pacific Northwest University of Health Sciences Crosswalk	15	750
16.	Warren Avenue Bridge	23	25,000
17.	31st and Parkway Safe Route to School	28	1,620
18.	148th Street Non-Motorized Bridge Project Phases 1 & 2	32	7,000
19.	Interurban Trail Improvements	33	2,000
20.	Barnes Creek Trail South Segment - Des Moines	33	3,500
21.	White Center Pedestrian Safety Improvements	34	500
22.	Bradley Road Safe Routes Pedestrian Improvements	42	430
23.	State Route 547 Pedestrian and Bicycle Safety Trail (Kendall Trail)	42	4,129
24.	16th Street NE Centennial Trail Connector - Phase I	44	2,500
25.	South Lake Stevens Road Multi-Use Path - Phase 2	44	3,000
26.	Town Center to Burke Gilman Trail Connector	46	100
27.	61st Ave NE Sidewalk Replacement Project	46	3,500
28.	Rapid Flashing Beacon on State St at 7th Avenue S	48	150
29.	Eastrail Multi-Use Corridor through Bellevue	48	18,000
30.	Mountains to Sound Greenway Trail "Bellevue Gap"	05, 41, 45, 48	6,900
31.	North Aurora Safety Improvements	32, 36, 43, 46	50,000
32.	Eastrail Corridor South	33, 41	6,000
33.	Island View to Vista Field Trail System	8	5,000
34.	Daisy Street Sidewalk Improvements	12	425
35.	Port of Ilwaco - Discovery Trail Route Connection	19	240
36.	Interuban Trail Extension to Puyallup	25	1,400
37.	Cascade Elementary Safe Routes to School	39	474
38.	Sidewalk on E Side of 116th Ave NE from NE 73rd to North of NE 75th Place	48	500
39.	SR-500 & NE Stapleton Road/NE 54th Avenue Bicycle & Pedestrian Overcrossing	49	6,000
40.	Garrison Road Sidewalk Infill	49	700
41.	Schuster Parkway Trail Improvements	27	15,000
42.	Contingency		10,000

Move Ahead WA - Revenue Summary

(Dollars in Millions)

	Revenue Summary 16 years (FY23-FY38)	16 Year Total	Notes
Major Sources			
1	Climate Commitment Act	5,411	
2	Federal: New Surface Transportation Reauthorization IIJA	3,400	
3	One-Time State Operating Budget Support	2,000	
4	Exported Fuel	2,053	6 cent differential tax effective February 1, 2023
5	License Plate Fee (motorcycle/car)	1,388	$10 car original to $50, $10 car replace. to $30, $4 original m/cycle to $20, and $4 replace. m/cycle to $12. Effective 7/1/2022
6	Existing Bond Authority	956	
7	Equivalent of Sales Tax on Proposed Projects Moved to TR Accts	403	Transfers from the state general fund beginning in FY 2026
8	Stolen Vehicle Check Fee	319	$15 fee increases to $50, beginning July 1, 2022
9	Dealer Temporary Permit	312	$15 fee increases to $40, beginning July 1, 2022
10	Enhanced Driver's License and Identicard	189	$24 fee increases to $42 for 6 year license, and $32 fee to $56 for 8 year license, effective October 1, 2022
11	Driver Abstract Fee	123	$13 fee increases to $15 on October 1, 2022, and to $17 on July 1, 2029
12	General Fund Tax Credit Backfill Elimination	80	
Other Sources			
13	Interest Earnings	25	
14	Aircraft Fuel Tax	25	11 cent tax increases to 18 cents, effective on July 1, 2022, with proceeds restricted to air-related programming
15	DOL admin fees	24	$0.75 fees expanded to trucks 1/1/2023
16	Driver's License Photo/Update Only	33	$10 fee increases to $20 on October 1, 2022. Aligns with $20 fee for replacement of lost or stolen driver's license.
17	Legislative and OFM Transportation Staff Cost Offset	60	
18	**Total**	16,801	

INFORMATION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: February 11, 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 Board's December 17th Meeting

- Technical Advisory Committee met on January 20th – TAC members reviewed and recommended for Board approval final approach for Transportation Alternatives call for projects. The TAC elected Ken Gill of Shelton and Steve Gray of Clallam County as Chair and Vice-Chair, respectively, for 2022-2023, and recognized Wendy Clark-Getzin, out-going Chair, for her service. The bulk of the meeting was devoted to a work session with Melanie Vance, Environmental Manager for WSDOT Local Programs. The TAC looked at policy shifts in how stormwater management will affect NEPA approval going forward and other implications for local project delivery. A video of the work session can be found on PRTPO's YouTube channel.
- Executive Committee met on February 3rd - EC members provided direction on the upcoming work program and budget development process, received updates on the Human Services Transportation Plan contract and work program, discussed the GIS services contract renewal, and approved the Executive Board's December agenda.
- Federal Funding Work Group met on January 19th – A working group met to refine two measures for increasing federal funding flexibility and provided input to subsequent Local Programs outreach. (agenda topic)

Other Information of Interest:

- **WSDOT Local Programs Update on New Federal Infrastructure Package:** In January I attended a briefing from WSDOT Local Programs regarding the federal infrastructure package passed in November. Of particular note for PRTPO members:

  - Agencies administering Surface Transportation Block Group (STBG) programs for their counties or regions should estimate funding to be ten percent higher than previous allocation levels, retroactive to FY 2022. It's possible final funding levels will be higher, but they won't be lower. Final figures will not be available until April or May at the earliest. ***This will result in an increase in Obligation Authority (OA) targets as well. Agencies will be responsible for hitting the new, higher targets when they are established and should begin thinking now about what their programming options will be when faced with an OA bump.***
  - If approved by the granting agency, **local STBG and TA projects can now be 100% federally funded.** This applies only to projects selected for funding from this point on; it is not retroactive to projects that already committed match resources for federally funded projects. WSDOT is using a mechanism available to it from USDOT called "toll credits" to eliminate the match requirement. It is **applicable to all modes of projects** – road, transit, pedestrian, bike. Toll credits are not money. They simply make it possible for projects to be 100% federally funded. The recipient needs to do nothing special to receive or document the toll credit. The

only documentation is that the project is approved in an RTIP with 100% federal funding, no other funds that could be considered match. **If a project includes state grants or other local funds, it does not qualify** for toll credits because the non-federal match is presumably not a barrier to using federal funds. The downside is that **available resources will not go as far at 100% funding levels** as when local match is required. It is the decision of the granting agency whether or not to allow projects to receive 100% federal funding.

- The new infrastructure package included reauthorization of existing federal transportation programs like STBG, TA, HSIP, etc. Those on-going programs will continue relatively unimpeded though final funding levels are still to be determined. It will take longer for the new programs included in the bill to roll out while Congress and other entities hash out new rules and implementation details. This includes programs such as: funding for Alternative Fuel Corridors (Sec. 1401); programs to reduce truck idling and emissions at port facilities (sec. 1402); the Carbon Reduction Program, a new formula-based funding program that will bring about half again as much funding to Washington as the Transportation Alternatives program does (Sec. 1403); and the new PROTECT resilience improvement grant program (Sec. 1406). We will continue to monitor progress on the new programs and update members as more information is available. If there is anything in particular you are watching in the new federal package, let me know and I'll keep an eye on it.

- Stephanie speculated that it may be hard for Washington State to meet its statewide OA target this year if the state receives a big bump in obligation authority after the new revenue numbers are finalized. She advised that where possible, it may be strategic for agencies to have a project in the wings that could be put forward and obligated very quickly if Washington ends up with more funding authority than it can meet (think 30 days or less). She reported that the state as a whole is extremely low in its obligations to date in the current fiscal year compared to previous years.

PRTPO has a concise section-by-section summary of the federal infrastructure bill from the Environment and Public Works Committee on the Resources tab of its website, under Federal Funding. You can also find there the preliminary funding program breakouts for Washington State.

- **PSRC's Regional Transportation Plan Open House, through February 28** – The Puget Sound Regional Council is conducting a public review of its 2050 Regional Transportation Plan via an online, multimedia open house. This plan will guide transportation investments and policies throughout the central Puget Sound, including Kitsap County. PSRC invites participation and comments from those who live and work within the region as well as those outside it. Given the important relationship between PRTPO and PSRC in terms of travel demand and multimodal system connectivity, I wanted to be sure you were aware of the review and opportunity to comment on their draft plan.

- **Electric School Bus Grant Program – Applications due March 24th** The Department of Ecology is awarding $10 million in grants to school districts for the replacement of diesel-powered school buses with electric school buses. If you know of school districts in your community that are interested in converting to clean vehicles, encourage them to look at this funding opportunity. See Ecology's Electric School Bus Grant Program 2022-2023 for more details. Look for more EV funding opportunities for vehicles and infrastructure in the months ahead.

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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