PRTPO EXECUTIVE BOARD MEETING

August 19, 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 June 17, 2022 (Attachment A)* • *SFY 2022 4th Quarter Invoice Approval (Attachment B)* • *2022 Title VI Annual Report (Attachment C)* • *Critical Rural Freight Corridor Designation (Attachment D)*	ACTION
3.	10:15 – 10:40	**Draft Human Services Transportation Plan – Approve for Public Review and Comment** *(Attachment E)* *The draft Human Services Transportation Plan (HSTP) identifies proposed strategies to address mobility needs of the most vulnerable residents. Service providers will pursue funding through WSDOT's Consolidated Grants and other processes to implement these strategies. The Board is asked to approve the draft HSTP for public review and comment. The HSTP will come back to the Board for adoption in October.*	ACTION
4.	10:40 – 10:45	**Regional Freight Project Priorities for FMSIB Submittal** *(Attachment F)* *The Freight Mobility Strategic Investment Board (FMSIB) solicited proposals for $100 million in freight funding through regional agencies like PRTPO. In July the TAC reviewed proposed projects and recommended Board approval. The Board is asked to approve attached projects for submittal to FMSIB as priority projects from the Peninsula region.*	ACTION
5.	10:45 – 11:15	**WSDOT Review of Projects in the Peninsula Region** *Every year WSDOT briefs the Executive Board on the projects it is submitting to PRTPO for inclusion in the Regional Transportation Improvement Program (RTIP). The RTIP is approved by the Board in October. This briefing is an opportunity to learn what WSDOT has on deck over the next four years and opportunities for coordination.*	BRIEFING *George Mazur, WSDOT Olympic Region*
6.	11:15 – 11:40	**2023 Transportation Outlook and Legislative Agenda** *(Attachment G)* *PRTPO's Legislative Work Group convened in July to discuss legislative priorities. The Work Group polled members on 2022 topics and potential 2023 topics. The Board is asked to provide direction on proposed topics, key messages, and folio development. A final draft will come to the Board in October for approval ahead of the annual legislative forum in November.*	DISCUSSION

7.	11:40 – 11:45	**PRTPO Coordinator's Report** *(Attachment H)* *Short updates to keep the Executive Board apprised of PRTPO activities not addressed elsewhere on the agenda and opportunities of possible interest.*	BRIEFING
8.	11:45	**Public Comment Period** *This is an opportunity for anyone from the public to address the Executive Board.*	
		PRTPO Member Updates *Information sharing among members on topics of general interest to the region and its partners.*	
	12:00	**Adjourn**	

Bek Ashby, Chair

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

Next Executive Board Meeting – October 21, 2022 10:00-12:00

ACTION – 2022 Human Services Transportation Plan
ACTION – 2023 Transportation Outlook and Legislative Agenda
ACTION – 2023-2028 Regional Transportation Improvement Program
Launch Consolidated Grants Prioritization Process

Register for this Zoom Meeting
https://us02web.zoom.us/meeting/register/tZwvdeGtqTgvGdF5vjnWux4RnNJz4sBKgynJ

The PRTPO Executive Board meets virtually via Zoom. The public is invited to listen or watch the meeting via the link above. Pursuant to the Open Public Meetings Act, Kitsap Transit's Conference Room at 60 Washington Avenue #200, Bremerton, will be made available for in-person public attendance.

PENINSULA RTPO
PRTPO.org

ATTACHMENT A

Minutes of Meeting

PRTPO EXECUTIVE BOARD
June 17, 2022
10:00 – 12:00
Via Zoom
Meeting video available on YouTube

CALL TO ORDER

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

ATTENDEES

Executive Board:

Jefferson County	Kate Dean
Kitsap County	David Forte *(alternate)*
Mason County	Randy Neatherlin
City of Bainbridge Island	Leslie Schneider
City of Bremerton	Vicki Grover
City of Forks	Paul Hampton
City of Port Angeles	Lindsey Schromen-Wawrin
City of Port Orchard	Bek Ashby
City of Port Townsend	Ben Thomas
City of Poulsbo	Ed Stern
City of Sequim	Rachel Anderson
Port of Bremerton	Gary Anderson
Port of Port Angeles	Chris Hartman
Clallam Transit	Brendan Meyer
Jefferson Transit	Miranda Nash *(alternate)*
Mason Transit	Jason Rowe *(alternate)*
Jamestown S'Klallam Tribe	Wendy Clark-Getzin
Skokomish Tribe	Marty Allen
Squaxin Island Tribe	Tracy Parker
WSDOT Olympic Region	Theresa Turpin *(alternate)*

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

Others:
Jim Fetzer, Clallam Transit
Dina Geizler, OlyCAP
Mattias Jarvegren, Clallam PUD
Monte Reinders, Jefferson County
Elizabeth Safsten, WSDOT Community Liaison
A.T. Stoddard, LSC Transportation Consultants

Welcome and Introductions
Chair Ashby welcomed attendees and conducted a video-conference roll call.

Approval of Agenda

ACTION: Mr. Schromen-Wawrin moved, and Mr. Stern seconded to approve the agenda. The motion passed unanimously.

Consent Agenda

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

- ***Minutes from April 15, 2022***
- ***SFY 2022 3rd Quarter Invoice Approval***

RTIP Amendment Request – Squaxin Island Tribe SR 108/Old Olympic Highway Safety Project
Mr. Coviello briefed the Board on the amendment requested by the Squaxin Island Tribe. The project to be amended into the Regional Transportation Improvement Program would improve the ramp terminal intersections of US 101 at SR 108/Old Olympic Highway, replacing the two-way stop signs with compact urban roundabouts. The project would also add a dedicated non-motorized pathway and lighting, creating a safe alternative to walking through the interchange on the edge of the unlit road for tribal members traveling between residential neighborhoods and the employment center, store, and transit hub for the Tribe. The Tribe is working to secure funding for this project.

ACTION: Mr. Allen moved, and Mr. Schromen-Wawrin seconded to approve amending the Squaxin Island Tribe's project into the Regional Transportation Improvement Program. The motion passed unanimously.

SFY 2022-2023 UPWP Amendment 1
Ms. Black explained this amendment is needed to rebalance the transportation budget and work program between the first and second years of the biennium. In this rebalancing, $10,000 of existing budget is being directed to Task Element 4 in the UPWP. This is the work element for projects directed by the Board above and beyond the base program requirements. Ms. Black highlighted the potential topics identified by the Board that might be pursued as a part of this work element. She explained that the specific activities and scoped of work would be developed by the Board later in the year. Identifying it as a placeholder in this way will expedite that process and help keep the work program nimble.

ACTION: Ms. Clark-Getzin moved, and Ms. Dean seconded to approve Resolution 01-2022 adopting Amendment 1 to the SFY 2022-2023 UPWP as presented. The motion passed unanimously.

Executive Board Meeting Format
Chair Ashby provided the Board with an overview of the options PRTPO has considered over this past year in regards to meeting format. While there is great appreciation for the opportunity to network and build relationships that happens best when meeting in person, virtual meetings have enabled more members to participate by eliminating the barriers that travel time and distance present in a region such as this. After much discussion, the Executive Committee is recommending that PRTPO assume virtual meetings as the standard meeting format going forward. PRTPO's legal counsel, Lisa Nickel, was consulted. She provided guidance as to how to proceed in order to comply with rules of the Open Public Meetings Act once all Executive Orders concerning the pandemic are retired.

Mr. Coviello explained that Kitsap Transit has a remote access set-up that can be used for members of the public who want to watch the meeting via Zoom, which is necessary if PRTPO were to adopt virtual meetings as their standard format after pandemic precautions are lifted.

Mr. Meyer asked if there are cost implications associated with this transition. Chair Ashby noted that meeting in person has cost implications and that it is much more efficient to meet virtually.

> **ACTION: Mr. Schromen-Wawrin moved, and Mr. Stern seconded to approve the use of virtual online meetings as the standard format for PRTPO meetings with an opportunity for public viewing at Kitsap Transit. The motion passed unanimously.**

Designation of Critical Rural Freight Corridors

Ms. Black briefed the Board on a need to identify about 17 miles of rural roads and highways for federal designation as a Critical Rural Freight Corridor. This request comes from the Freight Mobility Office of WSDOT. She explained that the designation request has no funding associated with it, but it could be strategically advantageous for agencies interested in pursuing funding for a freight project over the next few years, or calling attention to a problem area. The WSDOT schedule requires submittal by July 15th. The process she proposed was to use the criteria provided by WSDOT and complete the designation request, submit it to WSDOT on July 15th, and then retroactively review it with the TAC and Board. If there are any discrepancies between the submittal and what is approved by the Board, it can be corrected with WSDOT at that time. If this process is approved, the Board will receive the list of recommended corridor segments in August.

> **ACTION: Mr. Allen moved and Mr. Anderson seconded to approve the proposed approach for designating 17.1 miles of local roadways as Critical Rural Freight Corridors and authorize submittal of a designation package to WSDOT by July 15, 2022. The motion passed unanimously.**

2022 Transportation Alternatives Call for Projects Debrief

Ms. Black updated the Board on the 2022 call for projects. The Board approved the call for projects in February and it launched March 1. No projects had been submitted when the application process closed on April 11th. Ms. Black discussed this with TAC members at their May meeting. They reported on several issues including the small pot of federal funds to be awarded and the limited capacity of local agency staff. There are many funding opportunities on the streets right now. This one was not big enough to make it worthwhile, especially given the color of the money. TAC members suggested issuing a call less frequently than every two years, programming further ahead so the pot of money is larger. Additional coordination ahead of time can also be useful.

Ms. Schneider asked whether it might be possible to reopen the process. Chair Ashby responded that with the current workload it would be best to revisit this late this year or early next.

Update on Rural STBG Funding Authorizations

Ms. Black noted that for several years PRTPO has advocated for greater flexibility from WSDOT Local Programs in how the Surface Transportation Block Group (STBG) funding is administered by the three rural counties in the region. Revenues to the three counties range from $440,000 to $1.1 million per year. Allocated among projects to meet urban and rural funding targets, this results in federalizing small local projects. This is not an efficient use of federal funds and increases the cost and schedule for delivering these projects.

Ms. Black reported on work she had done with the county leads and Local Program staff over the winter, and discovery of some flexibility in the use of these funds that local agencies may not be aware of. She explained that Bryan Dias of Local Programs attended the TAC meeting in May to discuss these additional flexibilities so

that local partners could incorporate them as appropriate in their processes. Most notable is the ability to not just "program ahead" four years – that is, assign future funding to future projects, but also to "obligate ahead" four years. That allows counties to program more than one year for expenditure at a single time, enabling larger projects to be funded and to proceed without having to wait. Additionally, while there is a need to achieve minimum urban and rural targets, counties can look at those as rolling averages over time instead of hitting each target each year. This will reduce the need to parse out funding onto several small projects.

JTC Process for Allocating Federal Funds in WA State

Chair Ashby updated the Board on efforts underway to distribute federal funds coming to Washington State from the recently passed Bipartisan Infrastructure Law (BIL). She explained the process by which various stakeholders meet to determine how much of the funds coming to the state should go to WSDOT and how much should go to local agencies directly and through various programs. The resulting decision will have minimal impact on PRTPO specifically, but it will have big implications for local agencies in terms of the STBG funds they receive to allocate as well as funding available through the Bridge program, safety program, and other important grants that local agencies rely on.

Chair Ashby noted an issue with the process itself. RTPO policy makers were not part of the decision-making process and were afforded no opportunity to provide input although a representative from the Spokane region was appointed to represent all RTPOs on this committee. She advised on her conversation with WSDOT staff about this issue.

This led to discussion about how RTPO priorities are identified and considered separate from the priorities and issues put forward by the major metropolitan areas. Members acknowledged the value of PRTPO's own legislative agenda for putting forward priority topics. Chair Ashby asked for volunteers to participate on the next Legislative Work Group to help identify priorities that PRTPO can promote with its legislative delegation. She recognized John Clauson, Steve Gray, Wendy Clark-Getzin, and Michael Bateman from last year, and all agreed to assist with this again. The Chair of the TAC, Ken Gill, will also be invited to participate.

2022 HSTP Update – Mobility Strategies and Strategic Priority Considerations

Ms. Black reviewed Board activities to date on the 2022 update of the Human Services Transportation Plan. She explained the purpose of today's discussion and advised that input and direction from the Board will be used to refine the strategies included in the draft HSTP. This is the final Board discussion before a draft plan is assembled. The Board will review that draft in August before releasing it for public review.

To emphasize the importance of human services transportation, Ms. Black presented a chart of population growth since 2000 in Clallam, Jefferson, Kitsap, and Mason Counties of population age 65 and over. She noted the strong growth across the region but especially in Clallam and Jefferson Counties. Pronounced growth in this population segment is a good indicator of future demand for specialized mobility services. That is one of the reasons why the Human Services Transportation Plan is important.

Ms. Black introduced A.T. Stoddard of LSC Transportation Consulting. Mr. Stoddard has been leading the consultant team contracted to update the HSTP.

Mr. Stoddard provided an overview of the process to date, highlighting engagement with service providers who helped with updating the inventory of transportation services and who also assisted in distributing a community survey. He reviewed findings of the engagement efforts and insights into unmet needs that shaped development of the strategies.

Mr. Stoddard presented the Board with the draft strategies under consideration for the HSTP. Strategies fall into four general "buckets" or categories of projects. These include Maintain Existing Transportation Services, Enhance or Expand Transportation Services, Increase Public Awareness of Available Transportation Resources, and Increase Cooperation and Coordination Among Transportation Providers. He provided examples of the kinds of strategies associated with each.

Ms. Black asked the Board for questions and invited feedback and discussion on the proposed strategies.

Mr. Stern noted that over the next two years the state intends to invest about $200 million in broadband, with potentially another billion in funding from the feds. He commented that broadband is an important means for reducing the need to travel, which is important for people who don't drive. Ms. Black advised this would be a logical addition to the strategies. Inclusion in the HSTP could be a strategic advantage to any agency in the future competing for broadband funding.

Mr. Schromen-Wawrin concurred that broadband is an important strategy, but not a silver bullet. He spoke to the importance of local government siting facilities for medical services, social programs, affordable and senior housing, and other activities directly on bus routes. Often these facilities are located in places that are difficult for transit to serve. He commented on the wide range of providers and services, noting that networking and coordination among so many programs is a challenge.

Members did not express opinions as to whether existing services are more important than new or expanded services, or whether there is a perceived priority between capital or operating kinds of projects. All play an important role in meeting mobility needs.

Ms. Black advised that in August the Board will receive a pre-publication draft to review and revise prior to releasing it for public review in September. She reminded them that the final plan must be adopted in October to meet WSDOT deadlines.

Freight Mobility Strategic Investment Board Call for Projects

Ms. Black reported that FMSIB is conducting a call for projects and relying on RTPOs to submit a list from each region of priority freight needs. FMSIB will evaluate those projects in light of criteria from the legislature before presenting them with a list of projects to receive about $100 million in state funding over the next five years. She explained she would reach out to local agency staff to solicit project ideas. Those projects will be presented in July to the TAC for review and recommendation and come to the Board in August for final approval at which point the list of priority projects will be submitted to FMSIB.

Public Comments

There were no public comments.

Member Updates

There were no other updates.

Adjourn

There being no other business, Chair Ashby adjourned the meeting at 12:00.

ATTACHMENT B

ACTION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: August 12, 2022
Subject: **SFY 2022 4th Quarter Expense Voucher Approval**

REQUESTED ACTION:

Approve 4th quarter expenditures for the SFY 2022 Unified Planning Work Program in the amount of $22,969.11.

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 4th Quarter Invoice Reimbursement Package*

Peninsula Regional Transportation Planning Organization
2022-23 UPWP Budget Report - SFY 2022 Quarter 4
April 1, 2022 - June 30, 2022

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	$ 77,125	$ 14,203	$ 66,994
Transportation Planning	$ 49,900	$ 49,900	$ 99,800	$ 29,244	$ 7,900	$ 62,656
Regional TIP	$ 8,100	$ 8,100	$ 16,200	$ 6,231	$ 866	$ 9,103
Other PRTPO Activities	$ -		$ -	$ -	$ -	$ -
Totals	$ 137,161	$ 137,161	$ 274,322	$ 112,600	$ 22,969	$ 138,753

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
($1,818)	Q3 Expenses
($33,731)	Q4 Expense
$42,951	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

Agreement # GCB 3520

Invoice Date 4/22/2022

Billing Time Period
4/1/2022 - 6/30/2022

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 edward coviello — **7/21/2022**

TITLE Transportation and Land Use Planner

TOTAL RTPO REIMBURSEMENT requested this invoice **$22,969.11**

Allocation Authorized	$274,321.00
Biennium Expenditures-to-Date	$135,569.01
Allocation Balance	$138,751.99

WORK ELEMENT	DESCRIPTION	Previous Expenditures TO-DATE	CURRENT PERIOD EXPENDITURES	Biennium Expenditures TO-DATE
Program Administration	Salaries	$47,647.79	$11,127.27	$58,775.06
	Travel	$0.00		$0.00
	Consultants	$0.00		$0.00
	Miscellaneous	$29,477.42	$3,075.92	$32,553.34
		$0.00		$0.00
	Total	$77,125.21	$14,203.19	$91,328.40
Transportation Planning	Salaries	$29,244.00	$7,900.00	$37,144.00
	Travel	$0.00		$0.00
	Consultants	$0.00		$0.00
	Miscellaneous	$0.00		$0.00
		$0.00		$0.00
	Total	$29,244.00	$7,900.00	$37,144.00
Regional TIP	Salaries	$5,415.91	$865.92	$6,281.83
	Travel	$0.00		$0.00
	Consultants	$0.00		$0.00
	Miscellaneous	$814.78		$814.78
		$0.00		$0.00
	Total	$6,230.69	$865.92	$7,096.61
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	$112,599.90	$22,969.11	$135,569.01

RTPO	Peninsula RTI	GCB 3520
Billing Time Period	4/1/2022 - 6/30/2022	

TPO Reviewer	Date

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. Updated PRTPO "Quick Start Guide." Conducted orientation meetings with new members. Monitored updated OPMA requirements and established virtual meeting format as standard for PRTPO meetings, with appropriate in-person accommodation. Developed Coordinator Reports for the Board. 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. Completed Amendment #1 to the SFY 2022-2023 UPWP. Monitored work program budget and activities. (on-going)

Accounting. Completed regular accounting and invoicing activities. Completed SFY 2022 3rd quarter invoicing for PRTPO expenses. (on-going)

Consultant/Misc/Travel.:

Misc. is for the 10% Kitsap Transit administration charge and the Jefferson Transit admistration charge.

Transportation Planning

Long-range Regional Planning. Provided coordination support in development of a US 101 ZEVIP grant application by Energy NW. Maintained communications with EV stakeholders about upcoming funding opportunities and information needs. Monitored rollout and implications of draft statewide EV plan on regional funding opportunities. (on-going)

Regional Coordination and Collaboration. Participated in quarterly meeting of MPOs and RTPOs, and WSDOT's MPO/RTPO Coordinating Committee. Launched the Critical Rural Freight Corridors designation process with local members, and coordinated with WSDOT and PSRC on approach for Kitsap County. Launched a call for freight projects in response to FMSIB funding request. Participated in the WSDOT Highway System Plan scenario planning worksession. Prepared briefing materials for the Board and TAC. Responded to member requests and WSDOT information needs. (on-going)

Tribal Consultation. Maintained on-going communications with tribal members and other tribal partners. Worked with tribal partners to evaluate various project funding opportunities. (on-going)

Human Services Transportation Planning. Prepared Executive Board briefing materials on the Human Services Transportation Plan update and coordinated with consultant team on approach and content for Board meeting. Met with WSDOT Community Liaison regarding alignment between upcoming Consolidated Grants process and schedule with HSTP update schedule. Supported HSTP non-profit in pursuit of planning funds. (on-going)

Transportation Outlook. Scoped strategy for 2023 Outlook and began assembling information for the legislative work group. (on-going)

Regional Grants Administration. Monitored obligation targets and supported members in their efforts to respond to Local Programs information requests and updates to the statewide OA policy. Facilitated a Local Programs STBG training session for the TAC. Responded to member questions. (on-going)

Consultant/Misc/Travel.:

N/A

Regional TIP

Develop and Maintain Regional TIP. Maintained SFY 2022-2027 Regional Transportation Improvement Program, completed an RTIP amendment, and responded to member requests for support. (on-going)

Monitor Obligation Authority. Monitored OA targets and project obligations. Supported member agency obligation efforts with Local Programs and response to proposed changes in OA policy. (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
edward coviello	Transportation and Land Use Planner	7/21/2022

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

INVOICE

Invoice Date	6/30/2022
Invoice ID	6301
Printed on 7/21/2022	Page 1

CUSTOMER

& 9 8 3 6 8 6 &
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		6/30/2022		

Terms	Due Date	If Paid By	Deduct	Sold By
	6/30/2022		$ 0.00	

Item No.	Description	Qty	Unit	Unit Price	Discount	Extended Price
14886	PRPTO Expenses 2022 April - June	1.00				$19,893.19
14887	Third Party Recovery	1.00				$1,989.32

2022 Second Quarter

Subtotal	$21,882.51
Sales Tax	$0.00
Total	$21,882.51
Total Due	$21,882.51

Kitsap Transit
PRPTO January 2022 - June 2022

	Jan 2022	Feb 2022	March 2022	1st Q 2022	April 2022	May 2022	June 2022	2nd Q 2022
Staff Salaries & Wages	$789.60	$1,198.40	$676.80	$2,664.80	$394.80	$676.80	$789.60	$1,861.20
Staff Fringe Benefit	$361.73	$600.23	$340.22	$1,302.18	$198.18	$337.44	$396.37	$931.99
Advertising	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Professional & Tech Service	$451.20	$0.00	$0.00	$451.20	$0.00	$0.00	$0.00	$0.00
Other Contract Services	$8,950.00	$22,550.00	$6,100.00	$37,600.00	$3,800.00	$6,700.00	$6,600.00	$17,100.00
Operating Supplies	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Third Party Recovery	$0.00	$0.00	($45,341.18)	($45,341.18)	$0.00	$0.00	$0.00	$0.00
Casuality Insurance	$3,323.00	$0.00	$0.00	$3,323.00	$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
	$13,875.53	**$24,348.63**	**($38,224.16)**	**$0.00**	**$4,392.98**	**$7,714.24**	**$7,785.97**	**$19,893.19**

Total Expenses	$19,893.19
10% Charge:	$1,989.32
Total Invoiced Amount:	$21,882.51

Name:	Date:	Hours:	Amount:	Hourly Rate
Edward Coiello	4/8/2022	3	169.2	56.40
Edward Coiello	4/22/2022	4	225.6	56.40
Edward Coiello	5/6/2022	8	451.2	56.40
Patrick Rogers	5/20/2022	4	225.6	56.40
Edward Coiello	6/3/2022	6	338.4	56.40
Edward Coiello	6/17/2022	8	451.2	56.40

Account Number	Account:	Date:	Amount	Type	Hours	32%
10-50214-4102	Fringe Benefit	4/8/2022	169.20	Debit	3	54.14
10-50214-4100	Fringe Benefit	4/8/2022	169.20	Credit	3	54.14
10-50214-4102	Fringe Benefit	4/22/2022	225.60	Debit	4	72.19
10-50214-4100	Fringe Benefit	4/22/2022	225.60	Credit	4	72.19
10-50214-4102	Fringe Benefit	5/6/2022	451.20	Debit	8	144.38
10-50214-4100	Fringe Benefit	5/6/2022	451.20	Credit	8	144.38
10-50214-4102	Fringe Benefit	5/20/2022	225.60	Debit	4	72.19
10-50214-4100	Fringe Benefit	5/20/2022	225.60	Credit	4	72.19
10-50214-4102	Fringe Benefit	6/3/2022	338.40	Debit	6	108.29
10-50214-4100	Fringe Benefit	6/3/2022	338.40	Credit	6	108.29
10-50214-4102	Fringe Benefit	6/17/2022	451.20	Debit	8	144.38
10-50214-4100	Fringe Benefit	6/17/2022	451.20	Credit	8	144.38

Total Salaries and Wages:	1861.2
Total Benefits:	595.58
Total FICA and PERs	336.41
Total Recalculated Percent:	32%
Total Expenses:	$ 2,793.19

3P Transportation Services

INVOICE

Date:	May 2, 2022
Client:	Kitsap Transit
Project ID:	KT 19-649
Project Name:	PRTPO Coordinator
Billing Period:	April 1, 2022 – April 30, 2022
Invoice Number:	133

Fund: 10
Post Date: April 2022
Purchase Order Number: 10439
Project #: 100
Account Code: 50.313-4102
Funding Source: Dejaret / Local
Signed:

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: 38 hours @ $100/hour *Professional Services in Delivery of the SFY 2022-23 UPWP*	$3,800.00
Human Services Transportation Planning: 29 hours @ $125/hour *Under HSTP services contract with Kitsap Transit*	$3,625.00
Total Due	$7,425.00

Thank you!!

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

BILLING REPORT – Invoice 133

Client:	Kitsap Transit
Project ID:	KT 19-649
Project Name:	PRTPO Coordinator
Billing Period:	April 1, 2022 – April 30, 2022

Activity Breakout by UPWP Work Program Elements

Program Administration [28 hours]

Executive Board Meeting – Supported the April 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 – Met with Chair, outgoing Fiscal Agent, and new Jefferson Transit staff regarding future support for PRTPO. Maintained agenda planning calendar for EC, Board, and TAC meetings. Provided scheduling support for various meetings. Responded to inquiries from members and other stakeholders on variety of topics.

Work Program Management – Monitored workflow and budget. Prepared amendment package briefing materials for Executive Board agenda packet. Submitted draft UPWP to WSDOT and participated in annual work program review and follow-up. Compiled 2nd quarter activities report for WSDOT invoice.

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

- Provided letters of support for member agency grants and appropriations requests.
- Compiled Coordinator's Report for Executive Board.
- Completed invoicing.
- Completed website updates.
- Conducted regular, on-going communication and coordination activities with Lead Planning Agency and Fiscal Agent, PRTPO Chair, members, and others.

Transportation Planning [10 hours]

RTP Follow-up Activities: EV Readiness – Met with stakeholders to evaluate new WSDOT grants and potential member funding opportunities.

Human Services Transportation Planning – Prepared staff report for Executive Board briefing on gap analysis. Maintained communications between LPA staff and consultant team.

Regional Coordination and Collaboration –

- Statewide Coordination – Attended Local Programs briefing on new federal funding opportunities associated with unexpectedly large funding target at state level. Distributed information to local partners on the funding opportunity and responded to questions.
- RTPO Support for Local Agencies – Responded to member questions regarding various funding opportunities.

Consultation – Met with tribal members to evaluate new funding opportunities in light of priority project needs and develop strategies to enhance project competitiveness for various grants.

Regional Grants Administration – Coordinated with LPA staff and Chair in response to lack of applicants for 2022 TA process.

Human Services Transportation Planning [29 hours]

Following are activities conducted as a part of the HSTP planning grant.

Engagement –

- Reached out through PRTPO tribal members to identify and initiate engagement with appropriate representatives for HSTP engagement. Updated contact lists and distributed to consultant team.
- Scheduled and hosted the April 20th stakeholder meeting and participated in the development and presentation of materials. Debriefed with LSC team and Chair. Processed meeting video and posted on PRTPO YouTube channel. Responded to follow-up questions from attendees and others who could not attend.
- Reviewed and provided feedback to LSC team on first and second drafts of the Provider Inventory poll and the Community Survey. Worked to make survey tools and information to be collected relevant to PRTPO and its members, and minimize complexity of their participation.

Planning –

- Revised baseline understanding of 2019 needs, issues or gaps, and opportunities as a result of the stakeholder meeting, and forwarded to LSC team.
- Emailed and talked with WSDOT PTD staff regarding regional HSTP priorities and implications for local project competitiveness for the wide array of other revenues awarded through the Consolidated Grants process. Discussed new revenue sources being added to the Consolidated Grants process in light of HSTP-specific priority strategies.
- Reviewed WSDOT data reporting requirements of Consolidated Grants recipients for alignment with data PRTPO is requesting from providers for the HSTP profile of services.

Project Management –

- Reviewed scope of work and project needs in light of LSC staffing changes and updated internal project delivery strategy. Provided detailed schedule for draft and final deliverables to LSC team for upcoming Executive Board mailouts.
- Met with LSC team and LPA staff and maintained regular communications and coordination.

3P Transportation Services

INVOICE

Date: July 1, 2022
Client: Kitsap Transit
Project ID: KT 19-649
Project Name: PRTPO Coordinator
Billing Period: June 1, 2022 – June 30, 2022
Invoice Number: 135

Bill To:
Kitsap Transit
Attention: Steffani Lillie
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: 66 hours @ $100/hour *Professional Services in Delivery of the SFY 2022-23 UPWP*	$6,600.00
Human Services Transportation Planning: 20 hours @ $125/hour *Under HSTP services contract with Kitsap Transit*	$2,500.00
Total Due	$9,100.00

Fund: 10
Post Date: June 2022
Purchase Order Number: 10439
Project #: 60
Account Code: 10-5031 3-4102
Funding Source: PTBOS24
Signed: Steffani Lillie
Thank you!!

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

BILLING REPORT – Invoice 135

Client:	Kitsap Transit
Project ID:	KT 19-649
Project Name:	PRTPO Coordinator
Billing Period:	June 1, 2022 – June 30, 2022

Activity Breakout by UPWP Work Program Elements

Program Administration [30.5 hours]

Executive Board Meeting – Supported the June 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.

Executive Committee Meeting – Supported the June 2nd Executive Committee meeting with Lead Planning Agency and Fiscal Agent, including meeting hosting and support, and follow-up.

PRTPO Support – Coordinated with PRTPO Chair and reviewed with legal counsel and LPA staff the OPMA compliance updates needed for PRTPO to establish the virtual meeting format as its standard, and prepared Executive Board brief. Developed Coordinator's Report for June Board meeting. Updated PRTPO Quick Start Guide. Conducted orientation meeting with new members. Maintained agenda planning calendar for EC, Board, and TAC meetings. Provided scheduling support for various meetings. Responded to inquiries from members and other stakeholders on variety of topics.

Work Program Management – Monitored workflow and budget. Prepared UPWP amendment briefing materials for Executive Board agenda packet. Compiled 3rd quarter activities report for WSDOT invoice and Board brief.

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 with Lead Planning Agency and Fiscal Agent, PRTPO Chair, members, and others.

Transportation Planning [35.5 hours]

RTP Follow-up Activities: EV Readiness – Corresponded with members of the EV Infrastructure Exchange Group regarding ZEVIP outcomes, next steps, strategic partnership opportunities. Reviewed upcoming funding opportunities and engaged in coordination activities.

Human Services Transportation Planning – Reviewed details of upcoming Consolidated Grants process to ensure the update of the Human Services Transportation Plan is in alignment. Consulted with WSDOT Community Liaison regarding approach to strategy development, engagement, and grant schedule. Developed Executive Board brief and presentation materials regarding draft strategies. Provided direction to and coordinated with contracted HSTP consultant concerning Executive Board briefing materials and meeting objectives for June 16th meeting.

Regional Coordination and Collaboration –

- Statewide Coordination:
    - Critical Rural Freight Corridor Designation - Coordinated with WSDOT and PSRC on the approach to distributing CRFC mileage and developed Executive Board brief. Conducted regional assessment of potential eligible facilities meeting WSDOT criteria and prepared brief snapshot of candidate segments. Sent to respective agencies for review. Responded to questions and ideas.
    - FMSIB Call for Projects - Developed Executive Board brief. Reviewed and confirmed FMSIB's specific requirements and reached out to cities, counties, and ports for project requests. Responded to questions from members.
    - WSDOT Planning – Coordinated with WSDOT in identifying topics of strategic interest to rural regions.
    - RTPO Support for Local Agencies – Developed Executive Board brief on outcome of STBG coordination with Local Programs and TAC.

Consultation – Worked with the Squaxin Island Tribe to assess funding opportunities for important tribal safety project. Participated in discussions about tribal funding opportunities for safety and EV projects.

Regional Grants Administration – Developed Board brief on lack of response to 2022 TA call for projects and next steps in the process. Monitored progress of agencies in obligating TA projects and overall OA targets.

Human Services Transportation Planning [20 hours]

Following are activities conducted as a part of the HSTP planning grant.

Planning –

- Provided detailed review and comment on 1st draft of LSC technical report.
- Worked with LSC to refine draft strategies and approach towards prioritization to reflect recent insights about the upcoming Consolidated Grants process.
- Prepared correspondence for HSTP stakeholder group and distributed with LSC's draft inventory of services for each provider with request for input.
- Facilitated communication between LSC and local partners.

- Coordinated with LSC on development of second stakeholder meeting and purpose, schedule, and materials. Reviewed and commented on provider poll regarding draft strategies. Developed correspondence for stakeholder group and distributed with final poll and calendar invite for Meeting 2 (Aug 3rd).
- Communicated with individual providers on various topics and in response to questions.

Project Management –

- Met with LSC consultants to review comments on draft technical report, approach towards defining strategies, and deliverables schedule.
- Maintained regular communication and coordination with LSC team.
- Maintained regular communication with LPA staff regarding project status.

3P Transportation Services

INVOICE

Date:	June 1, 2022
Client:	Kitsap Transit
Project ID:	KT 19-649
Project Name:	PRTPO Coordinator
Billing Period:	May 1, 2022 – May 31, 2022
Invoice Number:	134

Fund: 10
Post Date: May 2022
Purchase Order Number: 10439
Project #: 10
Account Code: 50313-4102
Funding Source: Depart + Local
Signed: Steffani Lillie

Bill To:
Kitsap Transit
Attention: Steffani Lillie
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: 67 hours @ $100/hour *Professional Services in Delivery of the SFY 2022-23 UPWP*	$6,700.00
Human Services Transportation Planning: 6 hours @ $125/hour *Under HSTP services contract with Kitsap Transit*	$750.00
Total Due	$7,450.00

Thank you!!

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

BILLING REPORT – Invoice 134

Client:	Kitsap Transit
Project ID:	KT 19-649
Project Name:	PRTPO Coordinator
Billing Period:	May 1, 2022 – May 31, 2022

Activity Breakout by UPWP Work Program Elements

Program Administration [33.5 hours]

Technical Advisory Committee Meeting – Developed and distributed agenda packet for May 19th TAC meeting. Coordinated with TAC Chair and guest speaker. Prepared for, hosted, and participated in TAC meeting, and completed follow-up activities.

Executive Committee Meeting – Completed agenda packet development and distribution for the June 2nd Executive Committee meeting.

PRTPO Support – Corresponded with Chair, others, on matters related to JTC process for allocating federal funds from new transportation infrastructure bill. Maintained agenda planning calendar for EC, Board, and TAC meetings. Provided scheduling support for various meetings. Responded to inquiries from members and other stakeholders on variety of topics.

Work Program Management – Monitored workflow and budget.

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

- Provided three letters of support for member agency grants.
- Completed invoicing.
- Completed website updates.
- Conducted regular, on-going communication and coordination activities with Lead Planning Agency and Fiscal Agent, PRTPO Chair, members, and others.

Transportation Planning [33.5 hours]

RTP Follow-up Activities: EV Readiness – Corresponded with EV Infrastructure Exchange Group regarding potential site hosts for the Energy NW ZEVIP proposal. Solicited letters of support for proposal from agencies and developed letter from PRTPO. Coordinated with various stakeholders on upcoming EV funding opportunities from Department of Commerce.

Human Services Transportation Planning – Met with OlyCAP and resolved WSDOT issues with their planning grant request. Corresponded with WSDOT, LPA regarding Title VI and ADA requirements associated with the HSTP.

Regional Coordination and Collaboration –

- Statewide Coordination – Attended Local Programs meeting on additional federal funding opportunity and proposed changes to statewide OA policy. Participated in the quarterly MPO/RTPO coordination meetings. Participated in the WSDOT Highway System Plan scenario planning workshop. Coordinated with WSDOT and PSRC on the approach to distributing Critical Rural Freight Corridor mileage. Developed TAC memo regarding the Freight Mobility Strategic Investment Board call for projects.
- RTPO Support for Local Agencies – Coordinated with agencies regarding Local Programs application of annual targets and flexibility in obligating multiple years of funding. Solicited input from counties on proposed changes to the statewide OA policy. Responded to questions about the one-time federal funding opportunity from Local Programs. Provided information to members on specific grants suitable for their projects.

Consultation – Met with Makah planners to review Rural grant opportunities and findings on their benefit cost analysis for a RAISE grant. Followed up with tribal coordinators at WSDOT regarding the BCA findings and consideration of tribal treaty rights.

Regional Grants Administration – Monitored progress of agencies in obligating TA projects and overall OA targets. Reviewed one-time opportunity for accessing additional federal funds for existing projects and distributed information to the three rural counties.

Human Services Transportation Planning [6 hours]

Following are activities conducted as a part of the HSTP planning grant.

Planning –

- Corresponded with LSC consultants regarding GIS needs, relevant geographies, and mapping products.
- Distributed veterans' organization and resource information to LSC.
- Redistributed baseline needs, gaps, and strategies to LSC.

Project Management –

- Met with new LSC consultants to review project scope, schedule, and expectations.
- Maintained regular communications and coordination with LPA staff regarding project status.

PRTPO Fiscal Agent Expenses
Jefferson Transit Authority
January - March 2022

	April	May	June	Total	Notes
Staff Salaries and Wages	$ 13.82	$ 6.91	$ 13.82	$ 34.56	
Staff Fringe Benefit	$ 6.00	$ 3.00	$ 6.00	$ 15.00	
Other Reimbursables	**$ -**	$ -	$ 938.26	$ 938.26	
Subtotal	**$ 19.82**	**$ 9.91**	**$ 958.08**	**$ 987.82**	
Overhead Charge 10%	$ 1.98	$ 0.99	$ 95.81	$ 98.78	
TOTAL	**$ 21.81**	**$ 10.90**	**$ 1,053.89**	**$ 1,086.60**	

Reimbursables:

Quickbooks Annual Software Renewal	$938.26
	$938.26

Salary Break out data:		hrs	**Wages**	**Benefits**	**Total**
S. Crouch- invoice	4/22/2022	0.5	$ 21.36	$ 9.27	$ 30.63
M. Nash- invoices/Printing checks	5/10/2022	0.33	$ 13.82	$ 6.00	$ 19.82
M. Nash- Quickbooks renewal	6/2/2022	0.17	$ 6.91	$ 3.00	$ 9.91
M. Nash - Bank Reconcile	6/9/2022	0.33	$ 13.82	$ 6.00	$ 19.82
					$ -
			$ 34.56	$ 15.00	$ 49.56

Invoice

Intuit Inc.
2800 E. Commerce Center Place
Tucson, AZ 85706

Invoice number: 10001161510400
Total: $938.26
Date: May 31, 2022
Payment method: VISA ending 2156

Bill to

Sara Crouch
Peninsula Regional Transportation Planning Organization
63 Four Corners Rd
Port Townsend, WA 98368-9366
US
Address may be standardized for tax purposes
Company ID: 123146533775559

Payment details

Item	Qty	Unit price	Amount
QuickBooks Online Plus	1	$860.00	$860.00
Sales tax - Standard:			$78.26
Total invoice:			**$938.26**

Tax reporting information

Period for annual subscription fees: May 31, 2022 - May 31, 2023
Total without tax: $860.00
Total tax: $78.26

(1) For subscriptions, your payment method on file will be automatically charged monthly/annually at the then-current list price until you cancel. If you have a discount it will apply to the then-current list price until it expires. To cancel your subscription at any time, go to Account & Settings and cancel the subscription. (2) For one-time services, your payment method on file will reflect the charge in the amount referenced in this invoice. Terms, conditions, pricing, features, service, and support options are subject to change without notice.

All dates and times are Pacific Standard Time (PST).

ATTACHMENT C

ACTION ITEM

To: PRTPO Executive Board
From: Thera Black
Date: August 12, 2022
Subject: **SFY 2022 Title VI Annual Report**

REQUESTED ACTION:

The Executive Board is asked to approve the 2022 Title VI Annual Report for submittal to WSDOT.

Overview

PRTPO is required to submit an annual report of Title VI compliance to the Office of Equal Opportunity for the Washington State Department of Transportation. The report must comply with a template provided in the Local Agency Guidelines (LAG) Manual for this purpose and so includes responses to questions about activities that are not applicable to PRTPO.

PRTPO received no Title VI complaints in this past year.

Upon approval by the Board, the Chair will execute the Title VI report and the included mandatory Assurances prior to the complete package being submitted to WSDOT.

A copy of the executed Title VI report and the expected compliance letter will be added to PRTPO's Resource Manual where it will be posted on PRTPO's website as required by law.

Attachment:

- *Draft PRTPO SFY 2022 Title VI Annual Report*

For More Information:

Thera Black | 360.878.0353 | TheraB@PeninsulaRTPO.org

Peninsula Regional Transportation Planning Organization

2022 Title VI Annual Report

July 1, 2021 – June 30, 2022

DRAFT

CONTENTS

2022 Title VI Annual Report
Title VI Complaint Log
2022 Standard Assurances

Report for July 1, 2021 – June 30, 2022

TITLE VI ACCOMPLISHMENTS & GOALS REPORT

This outline is for LPA and other governmental entities to report Title VI activities that occurred over the past year and report Title VI goals for the upcoming year. Reports must be returned on or before due date to meet eligibility requirements for federal funding. Send to TitleVI@WSDOT.wa.gov

Local Public Agency (LPA) – For clarity, all references to Local Public Agency (LPA) in this report have been changed to Regional Transportation Planning Organization (RTPO). The RTPO referred to herein is the Peninsula Regional Transportation Planning Organization (PRTPO or Peninsula RTPO).

Contact Information

Name and title of administrator (signature on Standard Assurances): Bek Ashby, PRTPO Chair

Mailing Address: PRTPO c/o Kitsap Transit, 60 Washington Avenue, Ste 200

City: Bremerton WA Zip Code: 98337 County: Kitsap

Phone #: 360.731.0778 email address: bashby@portorchardwa.gov

Name and title of head of ~~transportation-related services~~ Lead Planning Agency: John Clauson, Executive Director

Mailing Address: Kitsap Transit, 60 Washington Avenue, Ste 200

City: Bremerton WA Zip Code: 98337 County: Kitsap

Phone #: 360.377.2877 email address: johnc@kitsaptransit.com

Name and title of designated Title VI Coordinator*: Edward Coviello, PRTPO Coordinator

Mailing Address: Kitsap Transit, 60 Washington Avenue, Ste 200

City: Bremerton WA Zip Code: 98337 County: Kitsap

Phone #: 360.824.4919 email address: edwardc@kitsaptransit.com

*When the Title VI coordinator changes, notify TitleVI@WSDOT.wa.gov within 30 days.

To comply with Title VI requirements, each annual report submission must include signed Standard Assurances (USDOT1050.2A).

Accomplishments

1. Have there been any changes to the approved Title VI Plan that have not been reported to OEO? If Yes, please submit an update to the Title VI Plan with a new signature.

   There have been no changes since the 2021 Title VI Plan for the Peninsula Region was submitted to WSDOT in August 2021.

2. Organization, Staffing, Structure – Describe the Title VI Program reporting structure including the Title VI Coordinator, Administrative Head, and transportation-related staff. The list should include name, race, color, and national origin of each individual. Include the same details if your RTPO has a volunteer or appointed board related to transportation decision making.

Complaints received by the Title VI Coordinator will be logged and those with investigative merit will be forwarded to the appropriate authority. For complaints lodged against the Peninsula RTPO and its practices and policies, the investigative authority will be the WSDOT Office of Equal Opportunity. For complaints lodged against actions of the PRTPO Coordinators, the investigative authority will be the head of the designated Lead Planning Agency. The following table identifies the individuals and their apparent race, color, and national origin.

Title VI Individuals	Race	Color	National Origin
Title VI Coordinator – Edward Coviello, PRTPO Coordinator	*Caucasian*	*White*	*United States*
Lead Planning Agency – John Clauson, Executive Director	*Caucasian*	*White*	*United States*
WSDOT OEO – Gretchen Gleue, Title VI Local Agency Compliance Lead	*Caucasian*	*White*	*United States*
Transportation-related staff – Thera Black, PRTPO Coordinator	*Caucasian*	*White*	*United States*

PRTPO has not established any appointed or volunteer boards.

3. Community Demographics – Using a map of the RTPO's boundaries, describe the demographics of the RTPO's service area (e.g., race, color, national origin, low-income). List, by individual languages, the percent of the population(s) that is limited English proficient.

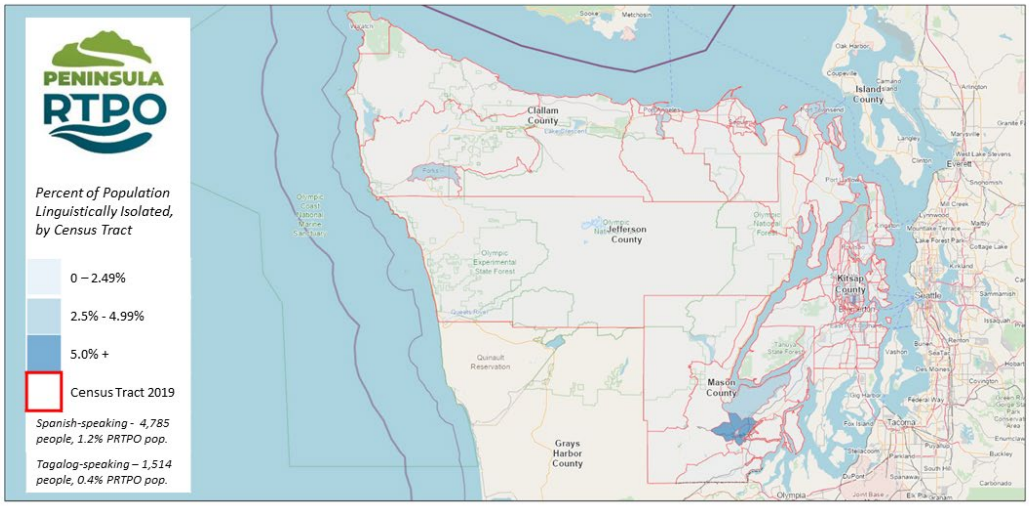
   Based on the latest ACS data set, 93% of the four-county region speaks English at home. Thirty-seven different languages and groups of languages are spoken at home by the other 7% of residents but most of them speak English "very well." Only 2% of the region's residents speak a language other than English at home AND don't speak English well.

   - *4,785 people are Spanish-speaking LEP individuals (1.2% total Peninsula Region population)*
   - *1,514 people are Tagalog-speaking LEP individuals (0.4% total Peninsula Region population)*

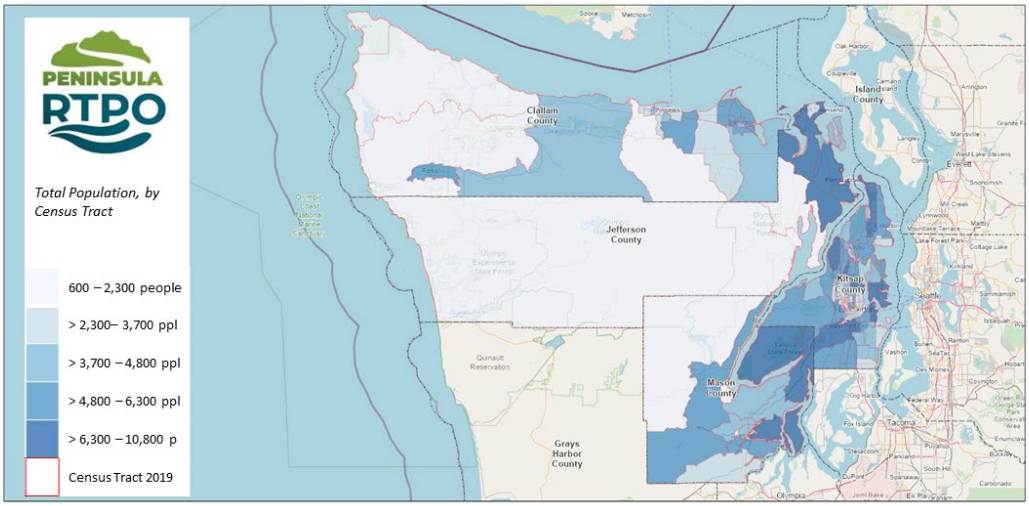
   The following maps illustrate the geographic distribution of linguistically isolated populations and other key demographic characteristics of the Peninsula Region.

DRAFT

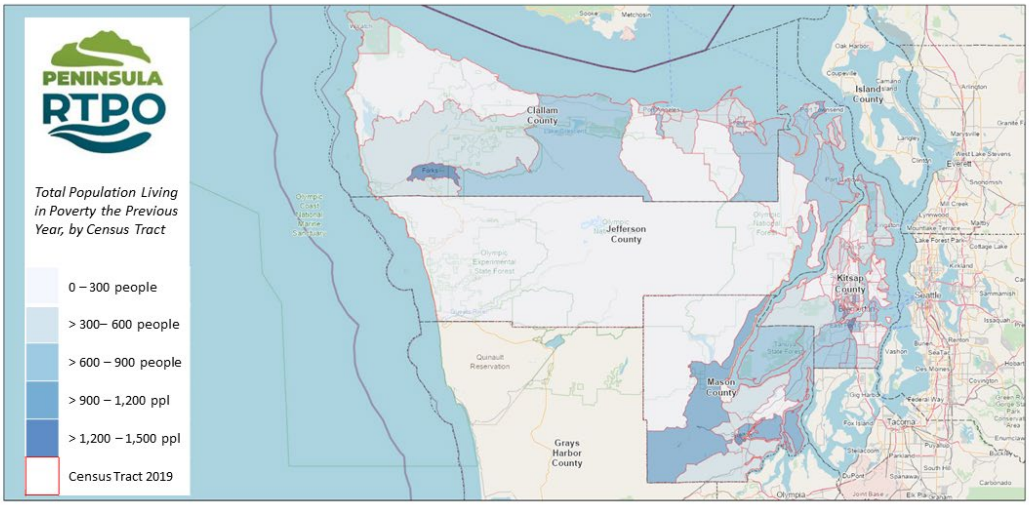
Linguistic Isolation in Peninsula Region – 2015 ACS Data



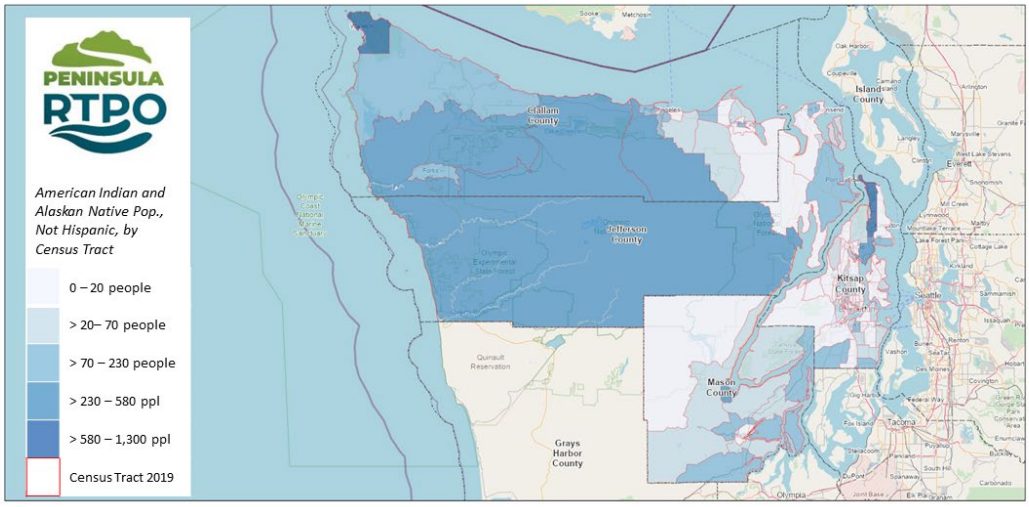
Total Population in Peninsula Region – 2015 ACS Data



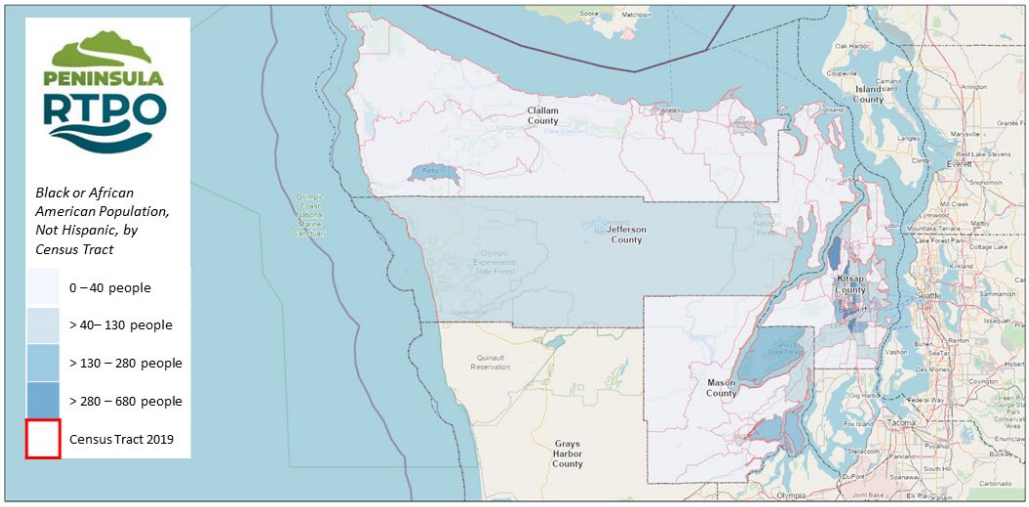
Population in Poverty in Peninsula Region – 2015 ACS Data



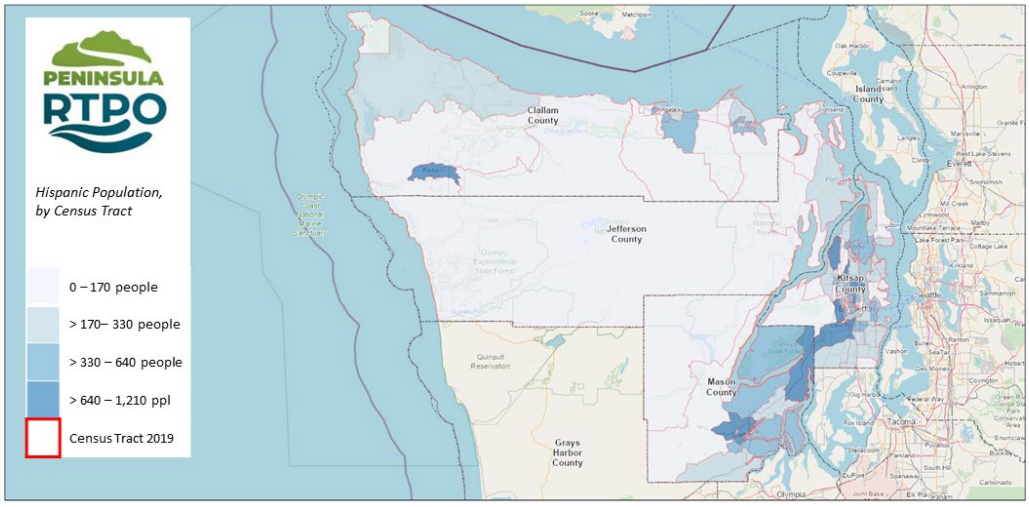
American Indian and Alaskan Native Population in Peninsula Region – 2015 ACS Data



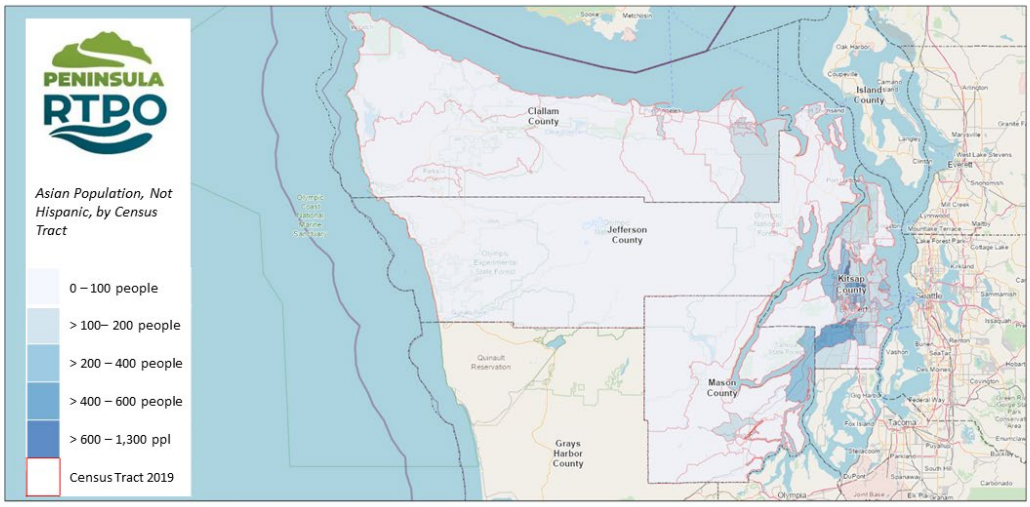
Black or African American Population in Peninsula Region – 2015 ACS Data



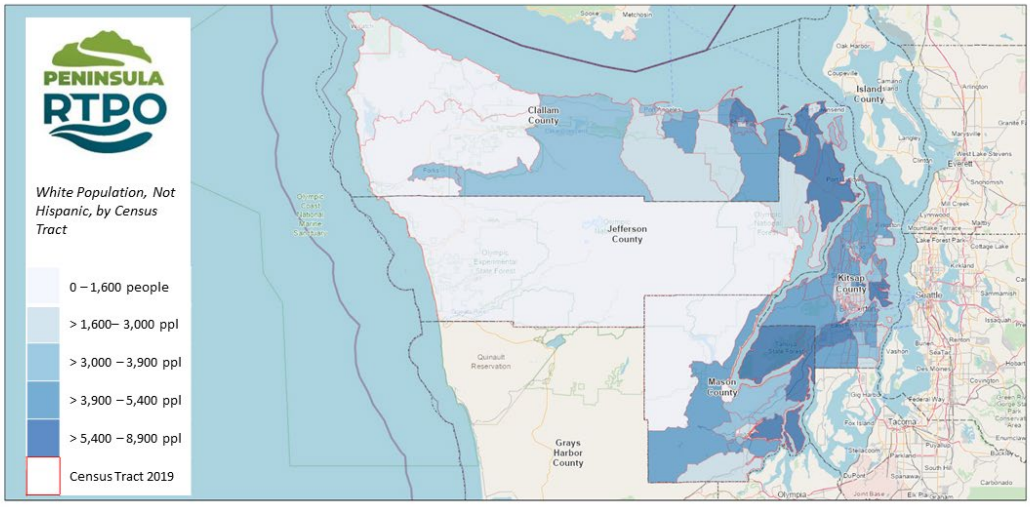
Hispanic Population in Peninsula Region – 2015 ACS Data



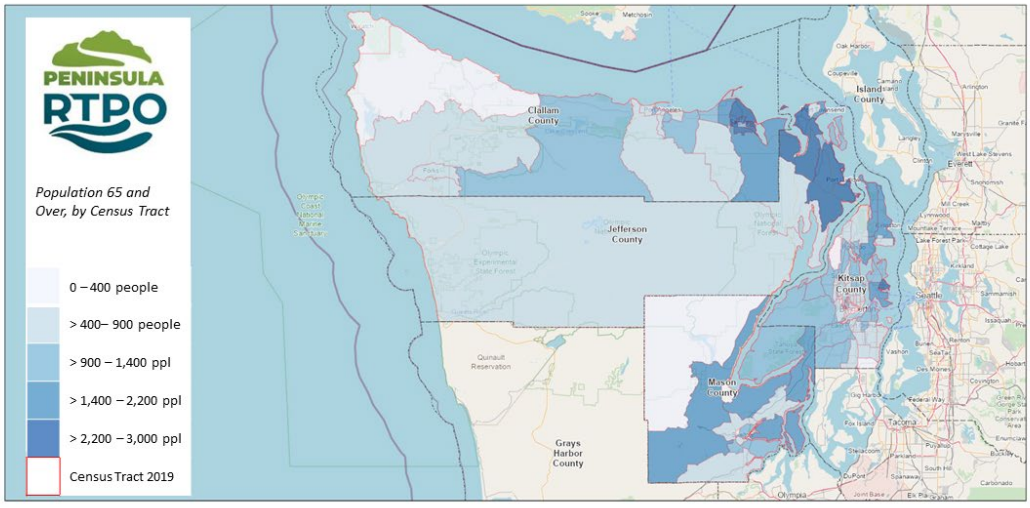
Asian Population in Peninsula Region – 2015 ACS Data



White Population in Peninsula Region – 2015 ACS Data



Population 65 and Over in Peninsula Region – 2015 ACS Data



4. Complaints – Provide a copy of the RTPO's Title VI complaint log, including new Title VI complaints received during this reporting period and any still pending. Include the basis of the complaint (race, color, national origin) and describe the disposition (status/outcome).

   PRTPO received no Title VI complaints in the last year. A copy of the PRTPO Complaint Log is attached.

5. Planning – Describe the transportation planning activities performed this reporting period. Describe the actions taken to promote Title VI compliance regarding transportation planning, including monitoring and review processes, community involvement, their outcome or status. Include examples of community outreach.

   Four-factor analysis of the PRTPO work program did not reveal planning activities warranting targeted Title VI compliance efforts during this reporting period. Transportation planning activities this period involved stakeholders or community members with specialized transportation interests including planning activities regarding electric vehicle infrastructure, federal infrastructure policy and funding, delivering transportation services, and administering the rural RTIP.

   PRTPO began updating its Human Services Transportation Plan (HSTP). This update is funded by a grant received and administered by Kitsap Transit. PRTPO engaged human services transportation providers who work with seniors, people with disabilities, and people living in poverty to inventory the services they provide to these populations and the aggregate needs of their clients. Service providers helped identify regional mobility strategies that, given sufficient funding resources, could address unmet transportation needs their clients experience. PRTPO also worked with these providers to solicit information from their clients about individual mobility needs. This input is being used to update the HSTP, which will be used by service providers to support their Consolidated Grants funding requests to WSDOT. A draft of that document as well as a reader-friendly online version are being prepared for public review and comment in September 2022.

6. Right-of-way actions – Describe activities during this reporting period associated with the purchase, sale, lease/use, or transfer of real property (related to highway transportation/public right-of-way use). Include demographic information of affected populations. For example, the race, color, national origin of affected property/business owners(s)/tenant(s).

   Not applicable. PRTPO is not involved with ROW acquisition.

7. Identify right-of-way appraisers and acquisition staff (used during this reporting period) by race, color, national origin.

   Not applicable. PRTPO is not involved with ROW acquisition.

8. Studies and Plans – Were any transportation studies (including environmental reviews) conducted or transportation plans completed during this reporting period? Identify the data source(s) and provide data summary (Title VI/Environmental Justice Analysis) relative to ethnicity, race, languages spoken, neighborhoods, income levels, physical environments, and/or travel habits. Explain how data was used in these studies/reviews/plans.

DRAFT

The only planning study underway is an update of the Human Services Transportation Plan (HSTP), a region-level plan intended to satisfy WSDOT requirements for coordination between transit agencies, tribal transit agencies, non-profit service providers, for-profit providers, and Non-Emergency Medical Transportation providers across the region that are interested in pursuing Consolidated Grants from WSDOT. PRTPO convened one stakeholder meeting with service providers in April via Zoom.

The HSTP will include an assessment of the federally mandated target populations for this plan: people 65 and older; people with disabilities; and people living in poverty. Population characteristics in the HSTP rely on the same data previously referenced in this Annual Report, from the Census Bureau's 2015 American Community Survey (ACS) data set. The HSTP will include population densities and regional dispersal of these population groups as well as an "activity generator" map that illustrates the concentrations of health, education, retail and services, civic, and other destinations across the region. This will be used to help portray the challenges transportation service providers face when trying to meet the specialized mobility needs of people who do not drive in a highly rural region. The HSTP does not do any service planning.

PRTPO is working through the established human services transportation providers to obtain input from individuals who have one or more of the vulnerabilities the HSTP must consider. The purpose of this is to assess and identify any additional regional mobility gaps or strategies the HSTP could include beyond what is already understood. Results of that outreach will be included in the draft HSTP when it is released for public review and comment. PRTPO is not responsible for providing or funding any of these mobility services identified in the HSTP and has no authority over the services these various transportation organizations provide to their clients.

9. Project Location and Design – Provide a list of construction projects that began during this reporting period. Using a map of the LPAs service area, identify project locations, and a brief description of the projects' benefits/burdens to affected populations. If possible, provide a map that overlays projects with the racial composition of affected neighborhoods.

   Not applicable. PRTPO does not build projects.

10. Other Public Meetings – List other public meetings held during this reporting period. Identify efforts used to encourage citizen participation at those meetings. Detail dates, times, locations, attendance, and provide examples of outreach materials.

    PRTPO did not conduct any meetings of the general public during this time period.

11. Identify members of the ~~LPA~~ RTPO's transportation planning and/or advisory groups by race, color, and national origin

    PRTPO does not have its own transportation planning or advisory groups.

12. Specify methods used to collect demographic information from the transportation-related public meetings. (Self-identification surveys, notes by staff, etc.) Include summaries of Public Involvement Forms collected at each meeting, listing the demographics of those who attended by meeting.

    PRTPO did not conduct any transportation-related public meetings during this time period.

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13. List any language assistance services requested. For which languages? Who provided the service? In addition, list vital documents translated during the reporting period and identify the languages.

    PRTPO did not receive any requests for language assistance services.

14. Transportation-related Construction and Consultant Contracts (if applicable) – Briefly describe the process used to advertise and award construction contracts during this reporting period. Include the process for negotiated contracts (e.g., consultants).

    Not applicable. PRTPO does not build projects.

15. Describe the actions taken to promote construction contractor/consultant compliance with Title VI by construction contractors/consultants, including monitoring and review processes, and their outcomes/status (e.g. what Title VI language was included in contracts and agreements; were contractors and consultants reviewed to ensure compliance; what Title VI responsibilities are explained to contractors and consultants?)

    Not applicable. PRTPO does not build projects.

16. List construction, right-of-way, and consultant contracts with your RTPO/MPO/entity for this report period with dollar value of each. Identify funding sources (federal, state, local, other), and how many were awarded to certified disadvantaged contractors (as a prime contractor/consultant).

    Not applicable. PRTPO does not build projects.

17. Education & Training – Describe actions taken to promote Title VI compliance through education and trainings, including monitoring and review processes, and their outcomes/status.

    List Title VI training/webinars your Title VI Coordinator attended this reporting period. Include dates and entity that conducted the training.

    The Title VI Coordinator did not participate in other Title VI training or webinars this reporting period.

18. When was Title VI internal training provided to staff? Who conducted the training? What was the subject of the training? Provide the job titles and race/color/national origin of attendees.

    PRTPO Coordinators received Title VI training in December 2019 from Gretchen Gleue, Title VI Coordinator in WSDOT's Office of Equal Opportunity. The subject was basic Title VI /Level 1 training. Information on race/color/national origin of PRTPO attendees is provided below but not that of attendees from other organizations who also attended.

PRTPO Attendees at Title VI Training	Race	Color	National Origin
Title VI Coordinator – Edward Coviello, PRTPO Coordinator	*Caucasian*	*White*	*United States*
Transportation-related staff – Thera Black, PRTPO Coordinator	*Caucasian*	*White*	*United States*

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19. List other civil rights training conducted locally. Provide dates and a list of participants by job title and Title VI role, if applicable.

    PRTPO Coordinators did not participate in any other civil rights training during the reporting period.

Title VI Goals for Upcoming Year

What area(s) of Title VI does your agency plan to focus on in the upcoming year? Describe by particular program area what your agency hopes to accomplish. Include any significant problem areas to focus on and plans to address those.

1. PRTPO will complete its update of the 2022 Human Services Transportation Plan in this next fiscal year. This plan will satisfy WSDOT requirements to ensure Consolidated Grants funding awards made by WSDOT support strategies for improving mobility of people with special transportation needs in the Peninsula Region.

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Title VI Complaint Log

Case Number	Complainant/ Address	Filing Date	Basis	Status	Disposition

DOT Form 140-562LA
Revised 04/2021

The United States Department of Transportation (USDOT) Standard Title VI/Non-Discrimination Assurances

DOT Order No. 1050.2A

The **Peninsula Regional Transportation Planning Organization** (herein referred to as the "Recipient"), **HEREBY AGREES THAT**, as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation (DOT), through the Washington State Department of Transportation, is subject to and will comply with the following:

Statutory/Regulatory Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 C.F.R. Part 21 (entitled Non-discrimination In Federally-Assisted Programs Of The Department Of Transportation-Effectuation Of Title VI Of The Civil Rights Act Of 1964);
- 28 C.F.R. section 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);

The preceding statutory and regulatory cites hereinafter are referred to as the "Acts" and "Regulations," respectively.

General Assurances

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

> *"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, "for which the Recipient receives Federal financial assistance from DOT, including the Washington State Department of Transportation.*

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Non-discrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these non-discrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

Specific Assurances

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted program:

1. The Recipient agrees that each "activity," "facility," or "program," as defined in §§ 21.23(b) and 21.23(e) of 49 C.F.R. § 21 will be (with regard to an "activity") facilitated, or will be (with regard to a "facility") operated, or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.

2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all the Federal-Aid Highway Program and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

   > "Peninsula Regionnal Transportation Planning Organization, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."

3. The Recipient will insert the clauses of Appendix A and E of this Assurance in every contract or agreement subject to the Acts and the Regulations.

4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.

5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.

6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.

7. That the Recipient will include the clauses set forth in Appendix C and Appendix D of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:

   a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
   b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.

8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:

a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
b. the period during which the Recipient retains ownership or possession of the property.

9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.

10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, Peninsula Regional Transportation Planning Organization also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing Washington State Department of Transportation access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by the Washington State Department of Transportation. You must keep records, reports, and submit the material for review upon request to the Washington State Department of Transportation, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

Peninsula Regional Transportation Planning Organization gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the Federal-Aid Highway Program. This ASSURANCE is binding on Washington State, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the Federal-Aid Highway Program. The person(s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient.

Peninsula Regional Transportation Planning Organization

_____

(***Name of Recipient***)

by _____

(***Signature of Authorized Official***)

DATED_____

APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations**: The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Washington State Department of Transportation, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.

2. **Non-discrimination**: The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.

3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment**: In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.

4. **Information and Reports**: The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the Washington State Department of Transportation to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the Washington State Department of Transportation, as appropriate, and will set forth what efforts it has made to obtain the information.

5. **Sanctions for Noncompliance**: In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the Washington State Department of Transportation may determine to be appropriate, including, but not limited to:

    a. withholding payments to the contractor under the contract until the contractor complies; and/or
    b. cancelling, terminating, or suspending a contract, in whole or in part.

6. **Incorporation of Provisions**: The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The

contractor will take action with respect to any subcontract or procurement as the Recipient or the Washington State Department of Transportation may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

APPENDIX B

CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

NOW, THEREFORE, the U.S. Department of Transportation as authorized by law and upon the condition that the Peninsula Regional Transportation Planning Organization will accept title to the lands and maintain the project constructed thereon in accordance with Title 23, United States Code, the Regulations for the Administration of the Federal-Aid Highway Program, and the policies and procedures prescribed by the Washington State Department of Transportation of the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. § 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the Recipient all the right, title and interest of the U.S. Department of Transportation in and to said lands described in Exhibit A attached hereto and made a part hereof.

(HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto Peninsula Regional Transportation Planning Organization and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on the Peninsula Regional Transportation Planning Organization, its successors and assigns.

The Recipient, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [,] [and]* (2) that the Peninsula Regional Transportation Planning Organization will use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended [, and (3) that in the event of breach of any of the above-mentioned non-discrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the U.S. Department of Transportation and its assigns as such interest existed prior to this instruction].*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.)

APPENDIX C

CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE ACTIVITY, FACILITY, OR PROGRAM

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the Peninsula Regional Transportation Planning Organization, pursuant to the provisions of Assurance 7(a):

A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that:

    1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.

B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Non-discrimination covenants, Peninsula Regional Transportation Planning Organization will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued.*

C. With respect to a deed, in the event of breach of any of the above Non-discrimination covenants, the Recipient will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of the Peninsula Regional Transportation Planning Organization and its assigns.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

APPENDIX D

CLAUSES FOR CONSTRUCTION/USE/ACCESS TO REAL PROPERTY ACQUIRED UNDER THE ACTIVITY, FACILITY OR PROGRAM

The following clauses will be included in deeds, licenses, permits, or similar instruments/agreements entered into by Peninsula Regional Transportation Planning Organization pursuant to the provisions of Assurance 7(b):

A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, "as a covenant running with the land") that (1) no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended, set forth in this Assurance.

B. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above Non-discrimination covenants, Peninsula Regional Transportation Planning Organization will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.*

C. With respect to deeds, in the event of breach of any of the above Non-discrimination covenants, Peninsula Regional Transportation Planning Organization will there upon revert to and vest in and become the absolute property of Peninsula Regional Transportation Planning Organization and its assigns.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

APPENDIX E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

Pertinent Non-Discrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures Non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of Limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

ATTACHMENT D

ACTION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: August 12, 2022
Subject: **Critical Rural Freight Corridor Designation**

REQUESTED ACTION:

Approve the list of nine recognized Critical Freight Corridor designations submitted to WSDOT on July 15th.

Background

WSDOT's Freight Planning Office asked rural Regional Transportation Planning Organizations like PRTPO to each identify 17.1 miles of facilities that merit designation as Critical Rural Freight Corridors (CRFC). Corridor designation in urban parts of Kitsap County were handled by PSRC. WSDOT provided data and criteria for use in identifying qualifying CRFC segments for regions like PRTPO that have no established freight planning programs. Designation requests were due to WSDOT by July 15th.

In June the Executive Board was briefed on this request. The Board approved development of a list of designation requests using the criteria provided by WSDOT, with submittal by July 15th and a post-submittal review and approval by the TAC and Executive Board. If the Board disagrees with any designation request submitted by July 15th, WSDOT will delete that request.

Regional designation conveys no direct funding advantage to future projects, but it may convey some strategic advantage to agencies actively pre-positioning over the next few years for a freight project in the 2026-2030 timeframe. Additionally, designation can help call out problem areas that need attention.

Nine corridor segments totaling 16.64 miles were identified for inclusion in this designation request. Of these:

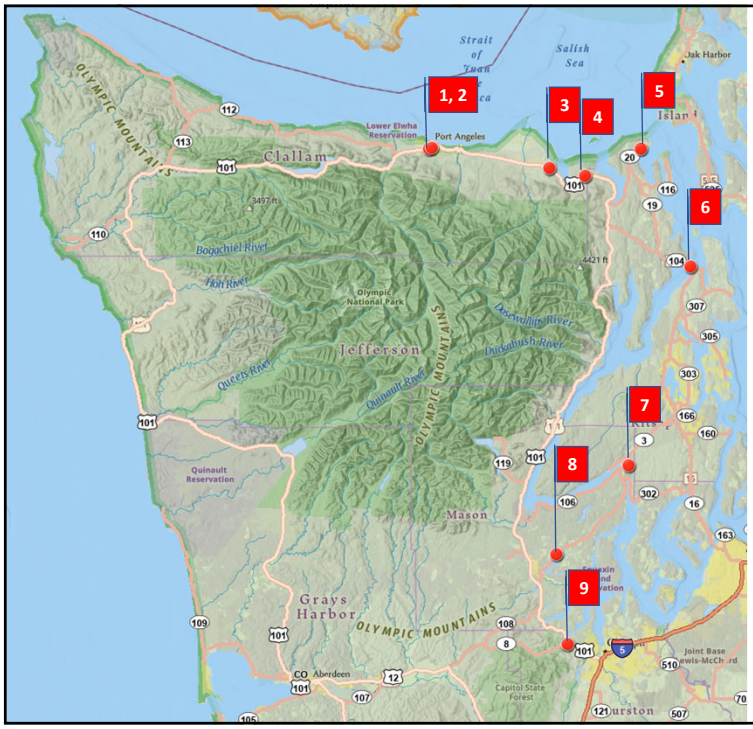
- Two are associated with funded projects that are still early in their design process. They are included to keep a spotlight on them until there is assurance funding is adequate and construction is underway (Corridors 3 and 7).
- Four don't have planned projects associated with them but are included to underscore their importance to regional freight mobility, known problems, and the need for on-going operational improvements (Corridors 5, 6, 8 and 9).
- Three are associated with a planned but unfunded project that is seeking funding in the next couple of years (Corridors 1 and 2, interrelated, and Corridor 4).
- One is not in the Peninsula region and is not a rural corridor (Corridor 9).

The PRTPO Designation Request Map Packet, attached, provides a snapshot of each corridor segment. The detailed Excel spreadsheet submitted to WSDOT has corridor information related to mileposts, truck route classification, WSDOT designation criteria, route ownership, etc. It is not included in this packet but is available on request.

Attachment

- *PRTPO Designation Request Map Packet*

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

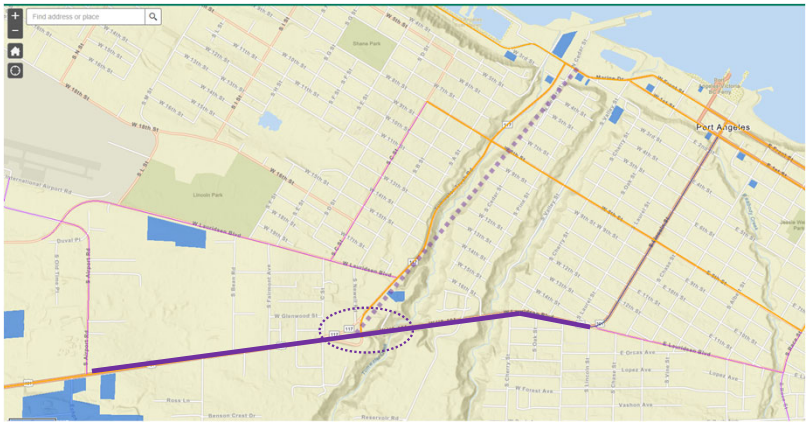


Critical Rural Freight Corridor PRTPO Designation Requests

1. US 101 – S Airport Rd to E Lauridsen Blvd
2. SR 117 / Tumwater Truck Road
3. US 101 – East Sequim
4. US 101 – Miller Peninsula
5. SR 20 – Mill Rd to WSF Terminal
6. US 104 – Hood Canal Bridge
7. SR 3 Freight Corridor
8. SR 3 at Johns Prairie Road
9. US 101 at SR 8 Interchange*

* This segment is in the Thurston Region and is a Critical Urban Freight Corridor designation request.

Corridor 1: US 101 – S Airport Road to E Lauridsen Blvd



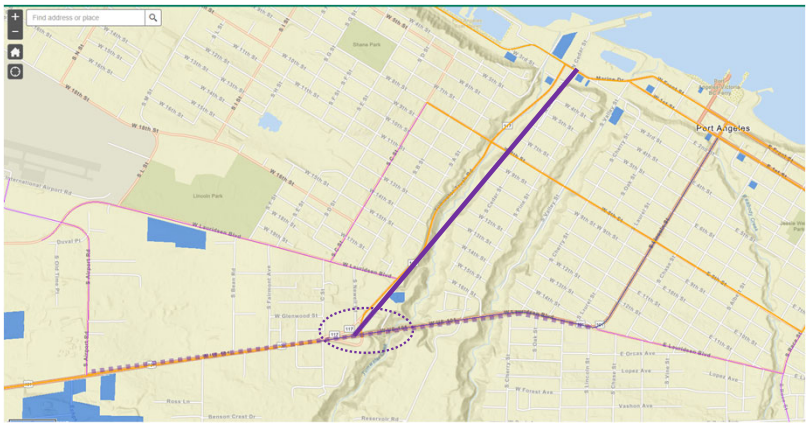
Request Critical Rural Freight Corridor designation for:

- US 101 - S Airport Road to E. Lauridsen Blvd
  In conjunction with SR 117 / Tumwater Truck Road designation request

Includes the US 101/SR 117 interchange and about one mile in either direction, with logical termini for freight access considerations. This should support any lane configurations that might be warranted eastbound or westbound to better accommodate freight needs. Supports other local freight-related improvement needs between Port and US 101.

Total Mileage – 2.13 miles

Corridor 2: SR 117 / Tumwater Truck Road



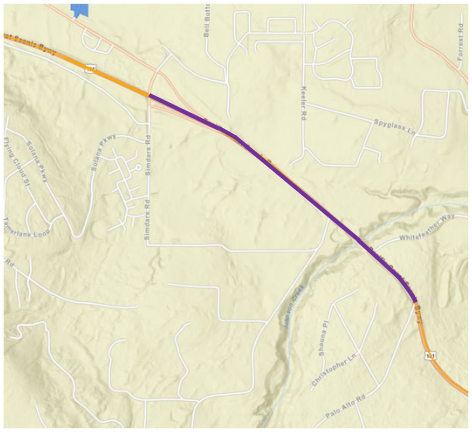
Request Critical Rural Freight Corridor designation for:

- SR 117/Tumwater Truck Road, from Port of Port Angeles / Marine Drive to US 101
  In conjunction with US 101 - S Airport Rd to E. Lauridsen Blvd designation request

Corridor extends from the US 101 interchange to the Port of Port Angeles and supports intermodal freight, industry, international trade, and national security. It provides alternate access to Fairchild Airport. Designation supports corridor-wide freight and multimodal investments.

Total Mileage – 1.40 miles

Corridor 3: US 101 – East Sequim

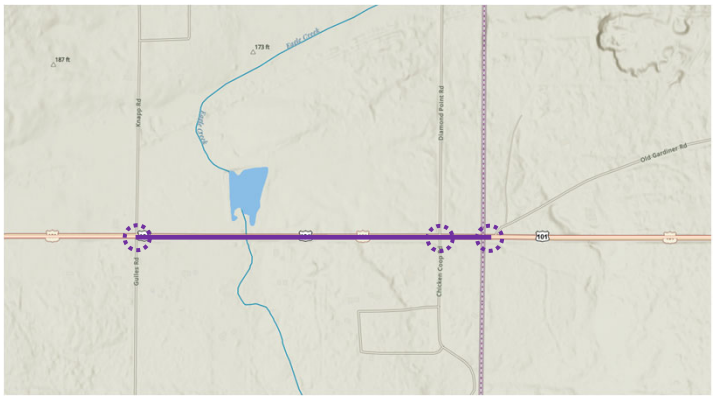


Request Critical Rural Freight Corridor designation for US 101, from vicinity of Simdars Road to Palo Alto Road

This request underscores the importance of US 101 through East Sequim for regional freight mobility. Designation reinforces the need for timely progress in the design and construction of planned improvements. Relieving safety and travel time reliability concerns on US 101 in East Sequim will generate regionally significant benefits for freight mobility.

Total Mileage – 1.4 miles

Corridor 4: US 101 – Miller Peninsula

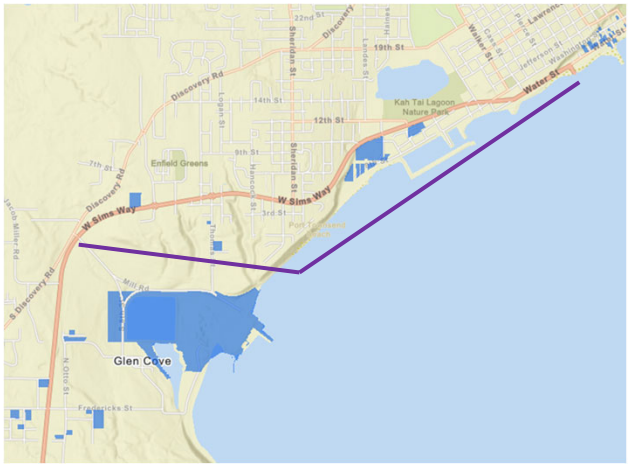


Request Critical Rural Freight Corridor designation for US 101 between Knapp Road and Old Gardiner Road, on Miller Peninsula

Corridor supports tribal enterprises, surrounding agricultural lands. Future state park expansion and commercial development by Jamestown S'Klallam Tribe will result in intersection improvements and addition of accel/decel lanes. Regional corridor designation request underscores importance of this segment for local freight access and regional freight through-put and travel time reliability. Future analysis and design should explicitly consider freight mobility needs.

Total Mileage – 0.94 miles

Corridor 5: SR 20 – Mill Road to WSF Terminal

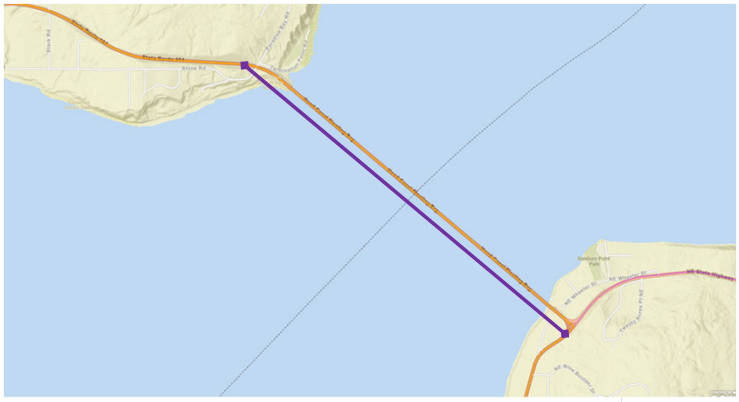


Request Critical Rural Freight Corridor designation for SR 20 from Mill Road to the WSF terminal.

SR 20 corridor supports significant local manufacturing at the paper mill and other rural industries and provides commercial access to the WA State Ferry terminal. This ferry route is one of only two that allows commercial vehicles to reserve space on specific sailings, recognizing its importance for reliable trade and commerce between communities on the Kitsap and Olympic Peninsulas, Whidbey Island, and points north. This is an important link in the only corridor that parallels I-5 west of the Cascades.

Total Mileage – 2.76 miles

Corridor 6: SR 104 – Hood Canal Bridge

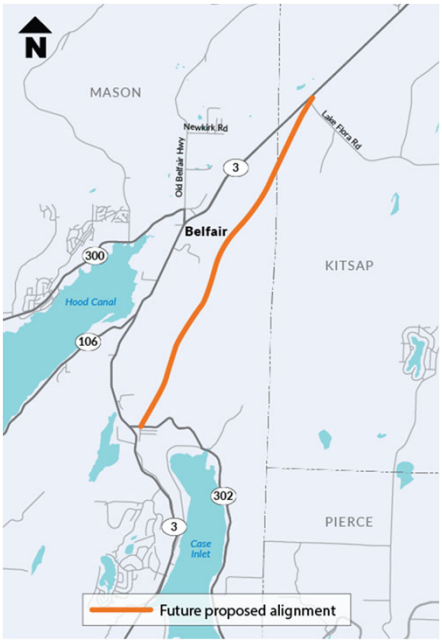


Request Critical Rural Freight Corridor designation for Hood Canal Bridge, from Paradise / Shine Road to SR 3

This is the only highway providing access to and from the Olympic Peninsula north of Shelton and the Skokomish Nation in south Mason County, and the Hood Canal Bridge is the most vulnerable link in this connection. Planned improvements will address safety issues west of the bridge, though east end congestion is unresolved. Unpredictable bridge closings for pleasure craft (and occasionally, weather) create congestion impacts felt in Port Angeles and beyond. Corridor designation underscores the significance of this bridge crossing to the region's economy and the importance of travel time reliability and operational efficiency for freight mobility.

Total Mileage – 1.8 miles

Corridor 7: SR 3 Freight Corridor



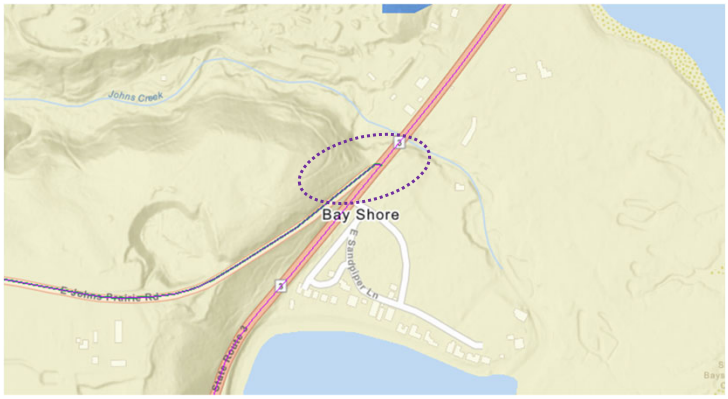
Request Critical Rural Freight Corridor designation for SR 3 Freight Corridor.

This project will result in a freight "bypass," providing an alternate, roughly parallel route to SR 3 through the heart of Belfair and addressing issues with the SR 3-Lake Flora Road intersection. It will serve the intermodal freight transfer facility on Log Yard Road (Navy railroad) as well as the Puget Sound Industrial Complex at the Port of Bremerton. It is progressing slowly through design and ROW but is expected to move into construction in 2024.

Designation will help keep visibility on it and may be useful if additional funding is needed to complete the project. Final ROW alignment is being developed now by WSDOT. Until final alignment and exact termini are established, use WSDOT planning diagram to depict the corridor.

Total Mileage – 5.6 miles (approx.)

Corridor 8: SR 3 at Johns Prairie Road



Request Critical Rural Freight Corridor designation for the intersection of SR 3 and Johns Prairie Road

This is a geometrically challenged intersection. SR 3 is a T-3 corridor and Johns Prairie Road is a first-mile/last-mile connector that also connects to US 101 via Wallace Kneeland Blvd. Implications for freight are difficult truck maneuvers at this intersection or long alternate routes. There are significant implications for passenger vehicles, too. Mason County has talked with WSDOT about possible means to improve the intersection.

Total Mileage – 0.20 miles including approach legs

Corridor 9: US 101 at SR 8 Interchange



Request Critical Urban Freight Corridor designation for the interchange of US 101 SB and SR 8 EB

This geometrically challenged interchange was evaluated by WSDOT in 2013. The zipper merge of US 101 SB at SR 8 EB into a single lane must then accelerate uphill around a curve and under an overpass before merging onto a free-flowing highway. Interchange geometry contributes to recurring congestion that impacts travel time reliability. It creates issues for over-sized loads trying to get to or from Port of Shelton's Sanderson Field or elsewhere on the Olympic Peninsula. Per WSDOT's Corridor Sketch, *"Trucks have difficulty making the sharp turns and at times have had to back out on Shake [sic] Church Road causing delays."*

This segment is outside PRTPO's border, but it affects freight mobility in the region. TRPC staff were consulted and support recognition of this bottleneck by PRTPO, if sufficient CUFC miles are available from WSDOT.

Total Mileage – 0.41 miles

ATTACHMENT E

ACTION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: August 12, 2022
Subject: **HSTP Update – Approve Draft Plan for Review and Comment**

REQUESTED ACTION:

Approve the draft 2022 Human Services Transportation Plan for public review and comment. Comments and a final draft will come to the Board in October for adoption.

Background

Over the last several months the Executive Board has seen various elements of the Human Services Transportation Plan (HSTP) as they were reviewed and updated, culminating in a review in June of potential draft strategies. This month the Executive Board gets to see all those elements assembled into a draft of the 2022 HSTP. With any revisions from the Board, this is the draft plan to be released for public review in early September.

The draft 2022 HSTP updates the inventory of transportation providers in the region and the services they offer, including insights as to how they were impacted by COVID-19. It revisits key challenges and needs identified in the 2019 HSTP and refines them based on input from providers and people with special mobility needs. It refreshes the mobility strategies that can address unmet transportation needs for the region's most vulnerable residents.

*As a reminder, **"human services transportation"** refers to a broad range of travel and access services intended to connect people who have special mobility needs with the human services and social assistance programs available to them. Federal requirements specify three vulnerable population groups to target in the HSTP: seniors, people with disabilities, and people with low-income. Transportation services are provided by public and tribal transit agencies, nonprofit providers, and for-profit or Medicaid-broker providers, and often entail service coordination between providers.*

The updated strategies in this HSTP will provide a framework for evaluating applications WSDOT receives for its 2022 Consolidated Grants call for projects. The HSTP supports WSDOT in directing certain pots of transit funding to strategies identified by PRTPO that address recognized mobility gaps and unmet transportation needs. Local projects that do not support one or more strategies in this HSTP will not be competitive for WSDOT funding for the next two funding cycles. The Executive Board will evaluate and prioritize Consolidated Grants proposals in December.

This draft plan is available in a traditional pdf document (attached), but we have attempted with this 2022 HSTP to begin migrating big regional plans like this to an **online platform hosted on PRTPO's website**. Benefits to PRTPO include a more nimble, flexible plan that can be easily updated while also providing more content and capacity through embedded data and mapping tools. The benefits to PRTPO members, stakeholders, and community at large are better access to resources and current data and a more accessible and adaptable format for a wider range of audiences.

Public Review Process

Once any changes requested by the Board are complete, the draft plan will be released for public review and comment. The review period will open no later than September 7 and extend through September 28. All comments will be recorded and presented with a summary to the Board along with any recommended revisions in a final draft plan for adoption in October.

Notification will be made through PRTPO's established outreach and media channels, and with the support of transportation providers, will also be distributed directly to the populations most likely to benefit from strategies in this plan. The PRTPO website now has an **HSTP page** that will be the permanent home for both the pdf document and StoryMap version of the plan and will support the engagement process.

PRTPO will host a virtual workshop on this HSTP web page. It will provide an easy to understand summary overview of the draft HSTP, what it is used for, and why it matters. A companion online poll will ask some questions to ensure the draft has not overlooked any key issues or strategies. We also hope to use it to gain some new insights as to how the general public thinks about or understands issues this plan addresses and where appropriate, relay that information on to service providers. Upon request, the draft plan and poll can be made available in a print format or translated to another language.

Details of the public review and comment process along with links, contact information, ADA statement, and schedule will be added to the inside cover of the draft pdf document before it is released for public review.

Next Steps

The Board will receive a high-level overview on August 19th of the draft plan via the Storymap, the strategies the HSTP is putting forth, and the upcoming public review and comment process. This will be the only opportunity for the Board to ask questions or make edits to the draft before it is released for public review. It would also be helpful to know whether you find it readable and if any sections are (or are not) of particular interest or value.

Members are asked to look at the pdf format (attached) or the **online StoryMap version** of the draft plan before the meeting and bring any questions you might have. Importantly, if you notice any errors or have any changes to request, please get those to me at your earliest convenience, but no later than August 24th.

Attachments

- *2022 Human Services Transportation Plan – Peninsula RTPO*

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





Peninsula Regional Transportation Planning Organization

Human Services Transportation Plan Update

HSTP Technical Report - DRAFT

August 11, 2022

PENINSULA RTPO

PRTPO
Human Services
Transportation Plan Update

HSTP Technical Report - DRAFT

Prepared for:

Peninsula Regional Transportation Planning Organization
60 Washington Avenue, Suite 200
Bremerton, WA 98337

August 11, 2022

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Chapter 1
INTRODUCTION

PLAN PURPOSE

Peninsula Regional Transportation Planning Organization (PRTPO) is responsible for maintaining a Human Services Transportation Plan (HSTP). This document is a draft update to the existing 2019 HSTP. This update is an opportunity to identify existing unmet transportation needs for those who cannot drive and a range of strategies for meeting those needs over the next several years.

The HSTP must meet minimum requirements of the Federal Transit Administration (FTA) and the Washington State Department of Transportation (WSDOT). It must consider the special mobility needs of people aged 65 and older, of people with disabilities, and of people in poverty. It must include an inventory of existing transportation services, unmet transportation needs, and strategies that can address those unmet needs in a region such as this.

This update is also an important opportunity to foster collaboration and coordination among the region's transportation service providers, other regional stakeholders, and the general public. This HSTP will be used in the evaluation and prioritization of future proposals for Consolidated Grants funding from WSDOT to ensure those grants support regionally identified priorities.

PRTPO BACKGROUND

As the state-designated Regional Transportation Planning Organization (RTPO) for the Peninsula region, PRTPO serves as the collaborative intergovernmental entity of the four-county region. PRTPO is responsible for on-going coordinated transportation planning, identifying long-range challenges within the region and working to achieve agreed upon objectives that support mobility for people and goods.

PRTPO was formed in 1990 under the administration of WSDOT Olympic Region. In 2019, PRTPO evolved into an independent agency with its own leadership and organizational structure. PRTPO has 27 members representing four counties, nine cities, four transit agencies and four port districts, five Indian tribes, and WSDOT Olympic Region. This is PRTPO's first HSTP as an independent planning organization.

HSTP BACKGROUND

The Human Services Transportation Plan focuses on the transportation needs of individuals who are unable to transport themselves or to purchase or otherwise obtain transit or transportation services. It considers not only public transit agencies but also other providers that offer transportation services connecting people with human services and programs throughout the region.

Human services in this context encompass an interdisciplinary set of social assistance programs including everything from healthcare and counseling services to food and shelter offered through government and nonprofit agencies. These programs contribute to the welfare and quality of life of

communities, delivering a broad range of aid and support to individuals and their families. The Federal Department of Health and Human Services (HHS) administers more than 100 programs across its operating divisions. Services are targeted to individuals and families, and may be provided by public, tribal, nonprofit, or private providers.

Human services transportation refers to a broad range of mobility and access services designed to connect people who have special mobility needs with the human services available to them. Transportation services may be provided directly by public, tribal, nonprofit, and/or private providers, or may be supported through education, coordination, financial subsidies, or other means. The HSTP is about these transportation services that connect people with the programs available to them.

The HSTP takes stock of services that are available from existing providers, gaps in service and mobility barriers, and strategies that can meet the human services transportation needs of residents across the Peninsula region.

PLAN APPROACH

This is a periodic update of the regional HSTP, which last underwent a major update in 2019 with a minor amendment in 2021. It builds on that previous plan, providing an updated summary of existing conditions that include current demographic and community characteristics, an inventory of transportation providers, the services they offer and the geographies they serve, a reassessment of specialized transportation needs, and regional mobility strategies.

The PRTPO Executive Board developed the Public Participation Plan, provided input on human service and transportation providers, and confirmed baseline needs and mobility barriers. In June Board members reviewed draft strategies for inclusion in the HSTP. The Board recognized these as suitable measures to address special mobility needs across the region. Funding that supports these priority strategies will improve access and mobility for the region's most vulnerable residents.

The Executive Board reviewed the draft HSTP in August 2022 and is now soliciting public comment and input. The Board will finalize and approve the HSTP in October 2022. Once approved, the HSTP becomes part of the process to evaluate grant proposals for the WSDOT Consolidated Grants process.

STAKEHOLDER AND PUBLIC PARTICIPATION

Involvement of the local community is important for the HSTP update. Transportation providers and representatives from human services agencies participated in a stakeholder meeting in April 2022. Participants identified mobility needs for the region which are included in the assessment of unmet transportation needs and gaps. The transportation providers contributed information to update the inventory of regional transportation resources.

A community questionnaire was distributed by human services agencies and transportation providers to get information from their clients about unmet transportation needs and improvements to transportation services. PRTPO recognizes service providers as trusted liaisons who work with the many different communities targeted by this HSTP and the best conduit for getting information to and from people who use these services.

Chapter 2

PENINSULA REGION CHARACTERISTICS

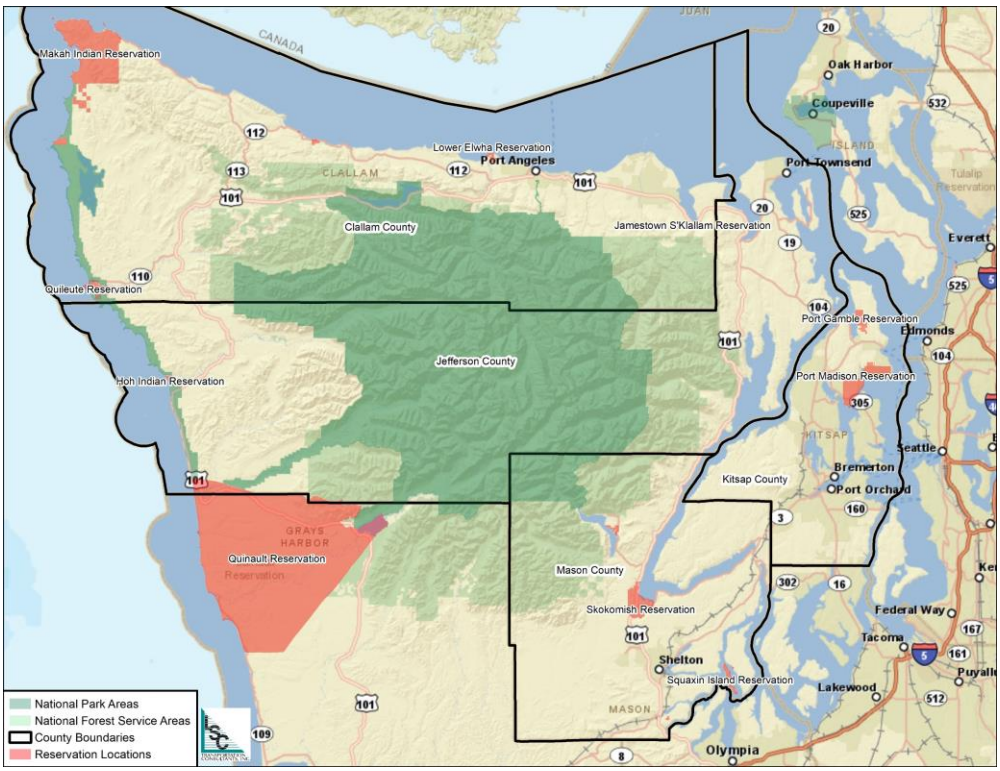
INTRODUCTION



Photograph by Jack Brauer

The PRTPO region encompasses four counties on the Olympic and Kitsap Peninsulas: Clallam, Jefferson, Kitsap, and Mason. Spanning nearly 6,500 square miles, the area includes a diverse landscape of temperate rainforests, the Olympic Mountain range, coastal communities, agricultural areas, and suburban centers. It includes tribal lands, military bases, small ports, an international marine terminal, and vast public land holdings. The region is home to the Olympic National Park and the Olympic National Forest. The Olympic Mountains are a dominant presence in the region as is the Salish Sea. The rain shadow afforded by the Olympics make the north end of the Olympic Peninsula an attractive destination for retirees from across the nation. The region's physical landscape, its aging population, tribal lands, and dispersed development are just some of the attributes contributing to the dynamics of travel in the Peninsula region.

Figure 1: Peninsula Region



DEMOGRAPHIC CHARACTERISTICS

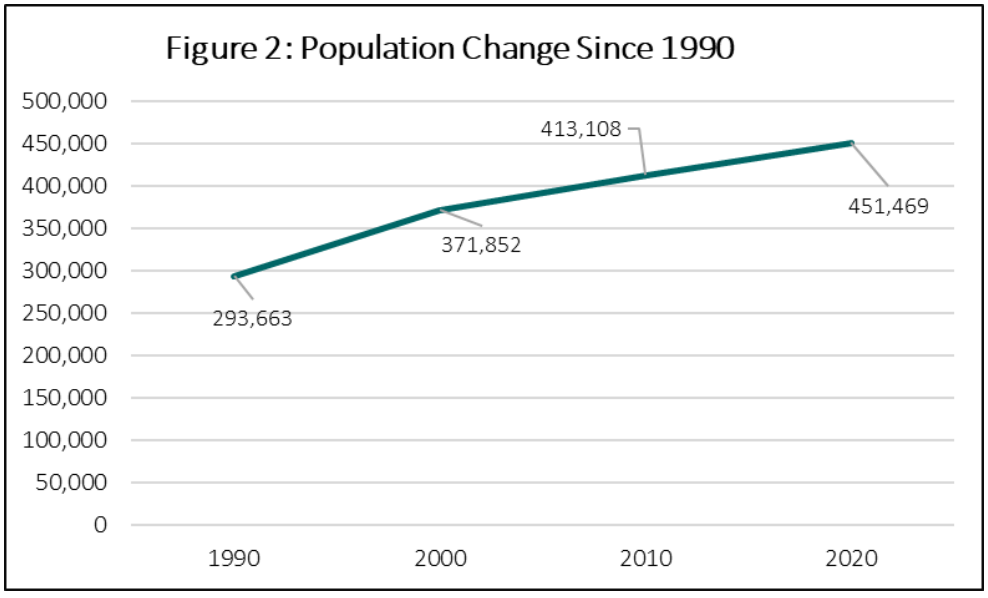
This HSTP is particularly focused on the needs of three population groups, often with overlapping members. This includes seniors over 65, many of whom quit driving as they age, people with disabilities, and people with low income. This section summarizes demographic highlights of these groups.

Like other rural regions throughout the United States, the number of older adults aging in place will continue to rise over the next 10-20 years. This is likely to be pronounced in the Peninsula region, especially on the north end of the Olympic Peninsula where a rain shadow created by the Olympics results in a temperate, dry and sunny environment that is particularly favored by retirees. This is expected to add to the growing need for specialized transportation services for older residents in this rural region.

The population demographic information presented below was analyzed by census tract and block group and so do not necessarily correspond to city or urban growth area boundaries. It is a snapshot that can contribute to a more complete picture of transportation need over time as the region's population changes.

Demographics

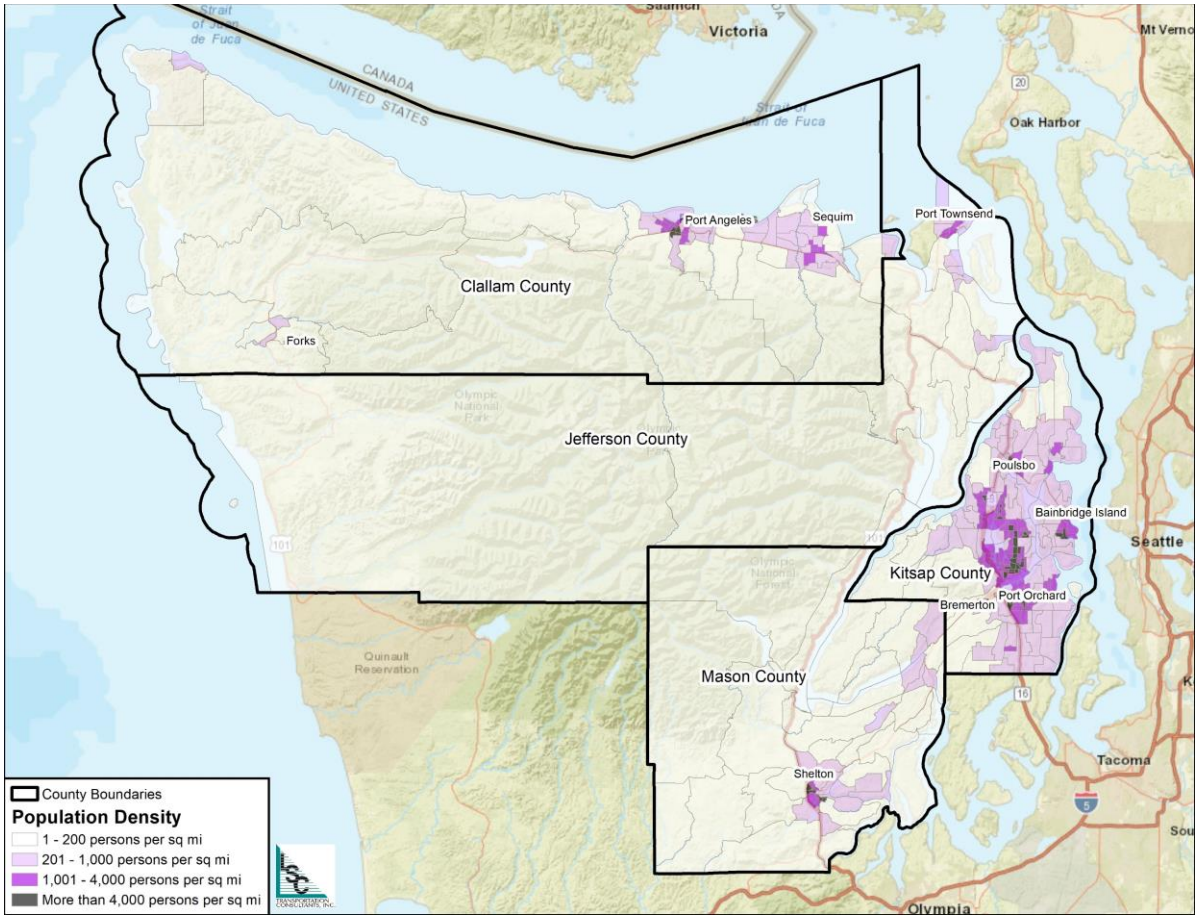
Unless noted otherwise, all data listed in this chapter are from the 2016-2020 U.S. Census American Community Survey (2020 ACS) five-year estimates. According to the 2020 ACS, the total population of the region was 442,578. Figure 2 shows the population change of the region since 1990 in ten-year increments. The growth rate for this last decade was 1.2 percent, which was the same as the population growth rate for the State of Washington within the same period.



Population Density

Population density illustrates the dispersal of residents across this highly rural region. As a rule, transit is generally more successful in areas where people live closer together – where the population density is higher – as well as places with concentrations of activity. That is why there is generally much better transit service within cities or on main routes connecting cities than in outlying areas. Low density, dispersed rural populations cannot be easily served with transit and so often must rely on other transportation services to support mobility needs when driving is not an option.

Figure 3: Population Density



As shown in Figure 3, population is centered around the cities of Forks, Port Angeles and Sequim in Clallam County, Port Townsend in Jefferson County, the towns of Bainbridge Island, Bremerton, Port Orchard, and Poulsbo in Kitsap County, and Shelton in Mason County. A majority of the land in Clallam, Jefferson, and Mason counties is part of Olympic National Park or Olympic National Forest, further dispersing residents around the eastern and western periphery of the Olympic Peninsula.

Targeted Population Characteristics

The HSTP must consider the special mobility needs of three specific groups of people: seniors over 65, some of whom will give up driving as they age; people with disabilities that inhibit independent

mobility; and people with low income who cannot afford to own or operate a vehicle, which is typically the biggest household expense after rent or mortgage.

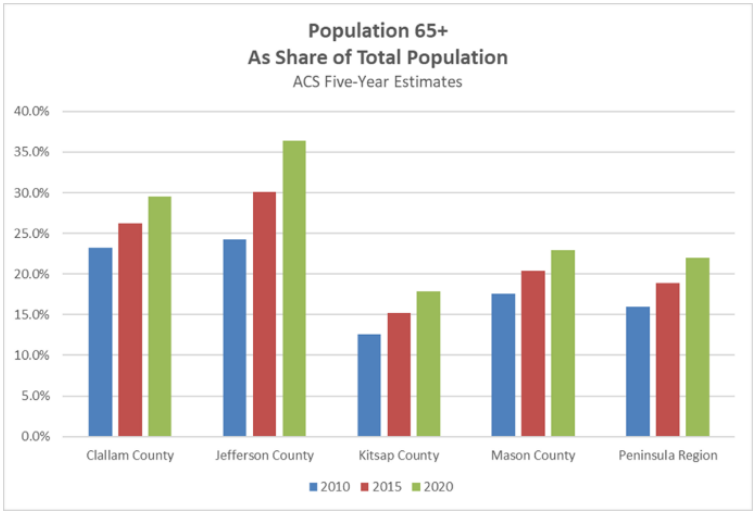
Table 1 summarizes key population characteristics in the Peninsula Region of concern to this HSTP. Though there are some variations, Figures 4 through 9 show that people with select characteristics that often warrant specialized transportation services tend to be concentrated in the region's cities.

Table 1: Estimated Population Characteristics in the Peninsula Region

		Clallam County	Jefferson County	Kitsap County	Mason County	Region Total
Area (sq mi)		2668.7	2187.9	565.7	1051.3	6,474
Population		76,482	31,825	268,945	65,326	442,578
Households		33,197	15,051	105,758	25,242	179,248
Seniors (65-74 years)	Total	12,693	6,995	29,075	9,059	57,822
	Percentage	17%	22%	11%	14%	13%
Seniors (75 years and older)	Total	9,022	4,043	17,069	5,324	35,458
	Percentage	12%	13%	6%	8%	8%
Persons with Disabilities	Total	14,748	5,623	34,645	11,910	66,926
	Percentage	19%	18%	13%	18%	15%
Low-Income Population	Total	10,115	4,226	21,312	8,339	43,992
	Percentage	13%	13%	8%	13%	10%
Zero-Vehicle Households	Total	2,286	647	4,979	944	8,856
	Percentage	7%	4%	5%	4%	5%
Veterans	Total	8,820	3,896	32,540	7,781	53,037
	Percentage	12%	12%	12%	12%	12%
American Indian and Alaska Native Population	Total	5,430	1,267	8,636	3,692	19,025
	Percentage	7%	4%	3%	6%	4%

Source: US Census Bureau, American Community Survey 2020, LSC 2022

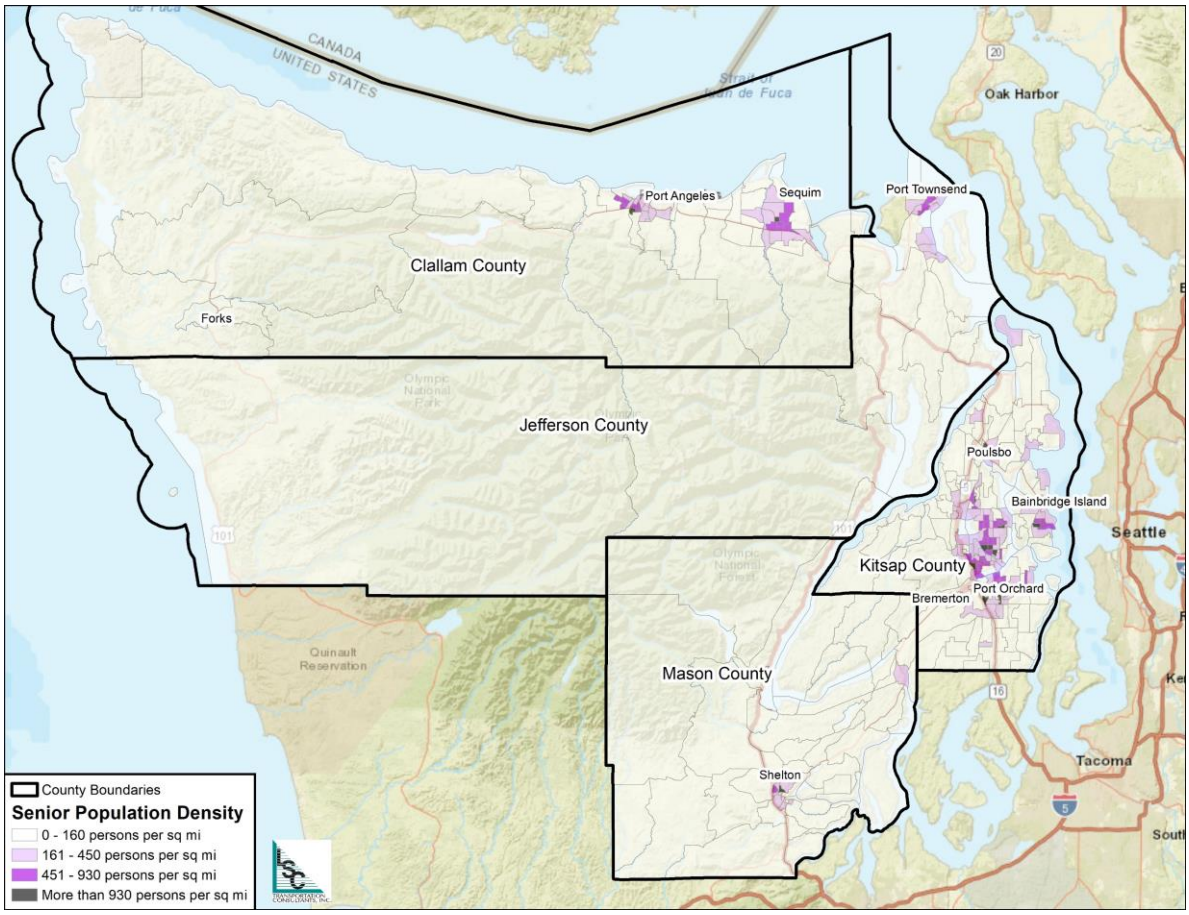
Senior Population



The senior population is defined by the U.S. Census Bureau as people 65 years of age or older. Approximately 13 percent of the total population in the region is between the ages of 65 to 74, and 8 percent are 75 years and older (Table 1). The highest percentage of 65 to 74-year-olds is in Jefferson County (22 percent) and the highest percentage of people who are 75 years and older is in Clallam County (12 percent). This chart shows the pronounced growth of seniors in all four counties over the last decade, but especially in Clallam and Jefferson Counties. Certainly not everyone 65 or older has special mobility needs but as a larger share of that population segment gets to be 75 or older, it should be expected that

demand for more specialized transportation services will increase. Figure 4 shows the population density of seniors throughout the region.

Figure 4: Population Density of Seniors



Population of Persons with Disabilities

Approximately 15 percent of the population in the region has some type of disability as shown in Table 1, with the highest percentage in Clallam County (19 percent) and the lowest in Kitsap County (13 percent). Table 2 shows a detailed breakdown of disabilities by type in the region. Of those with one or more disabilities, ambulatory disabilities are the most common type of disability. Of those people with one or more disabilities, 95 percent have an ambulatory disability that makes it hard to walk while 90 percent have a hearing disability.

Figure 5: Population Density of Persons with Disabilities

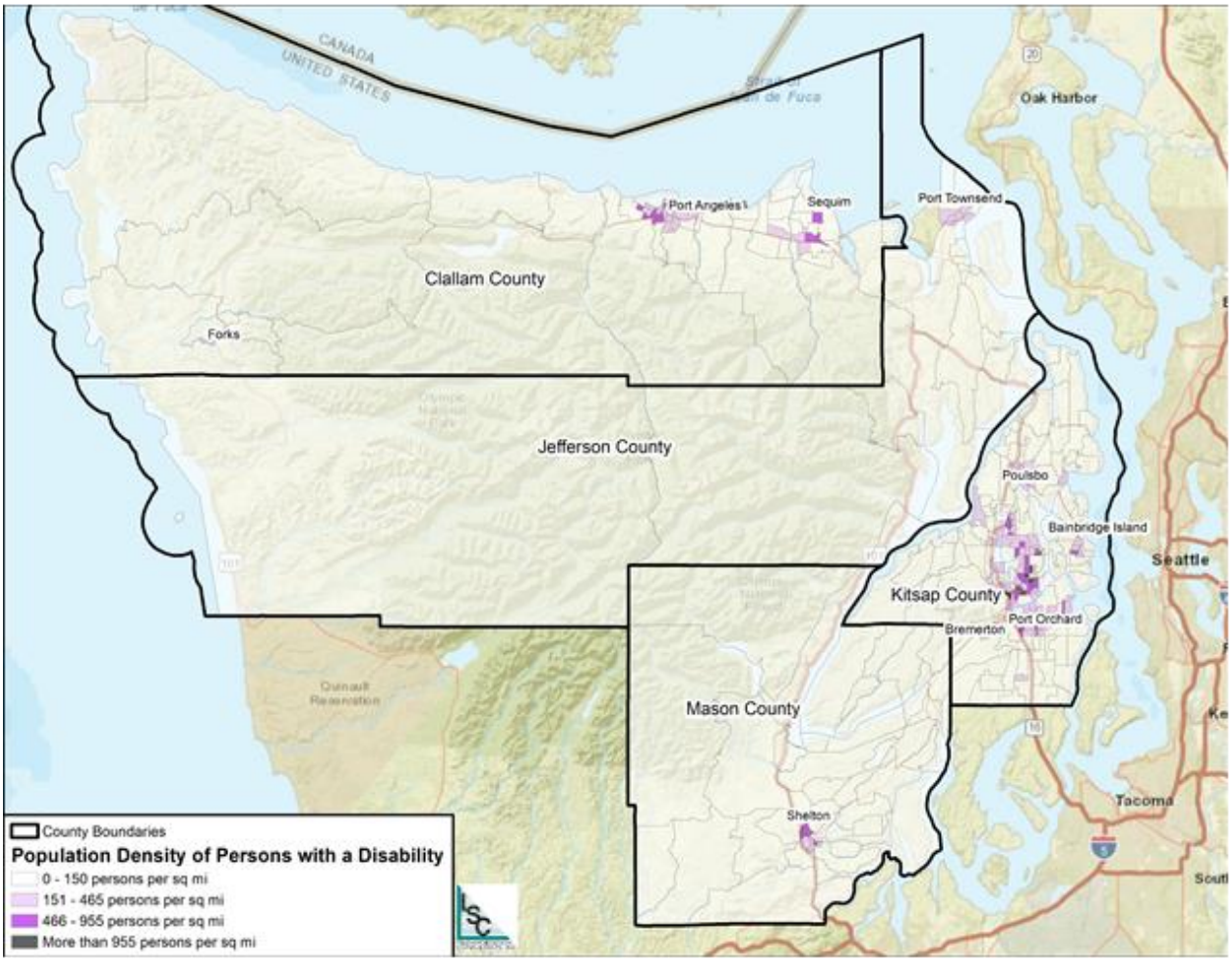


Table 2: Detailed Disability Characteristics in the Peninsula Region

	Clallam County	Jefferson County	Kitsap County	Mason County	Region Total	Region Percent
Independent Living	4,959	1,617	11,370	4,144	22,090	33%
Self-Care	7,056	2,301	24,643	6,668	40,668	61%
Ambulatory	11,807	4,279	36,985	10,803	63,874	95%
Cognitive	9,618	3,048	30,037	7,877	50,580	76%
Vision	7,703	2,558	30,181	7,645	48,087	72%
Hearing	11,304	3,977	35,567	9,224	60,072	90%

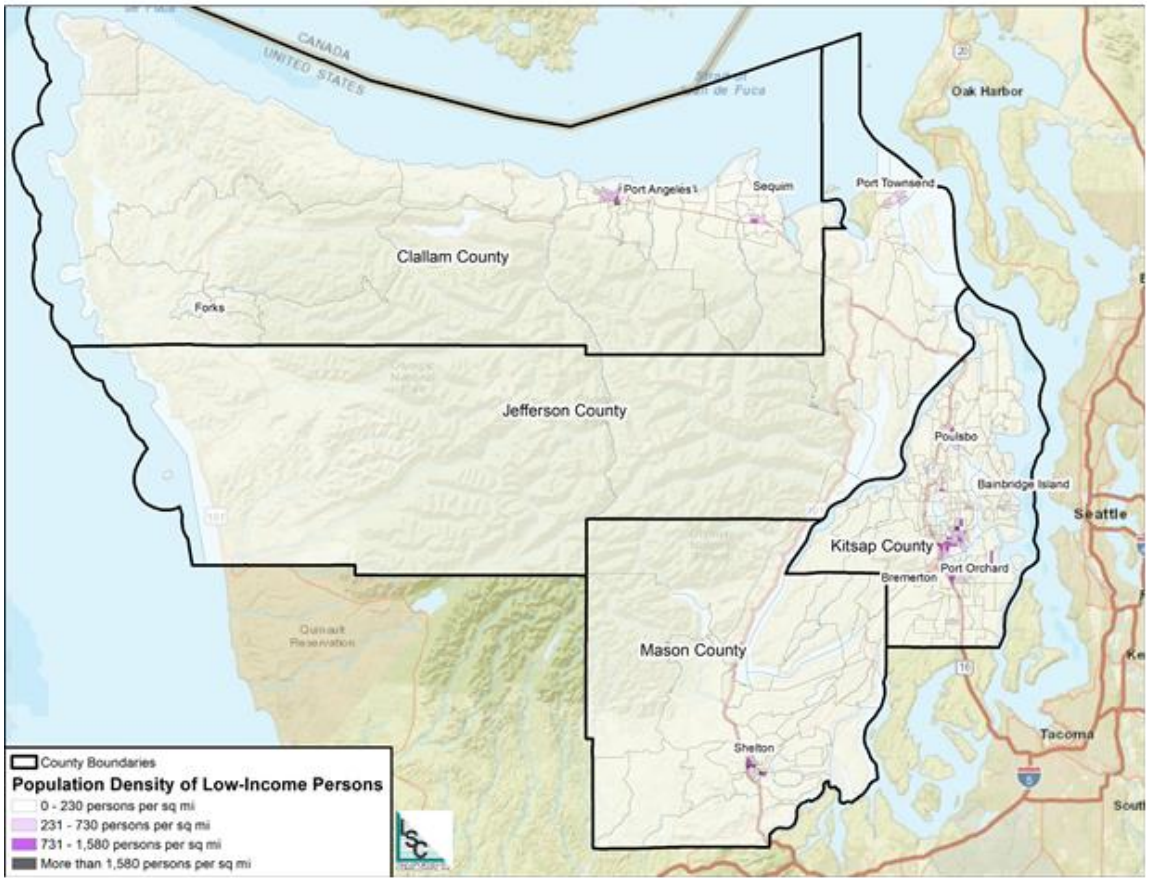
Source: US Census Bureau, American Community Survey 2020, LSC 2022

Note: Total Persons with One or More Disability - 66,926 persons

Low-Income Population

Those considered to be "low-income" includes people who have been living below the poverty line for the last 12 months based on the Census Bureau's poverty threshold. The Census compares total family income in the last 12 months with the poverty threshold appropriate for the family size and household composition. Approximately 10 percent of the population of the region is considered low-income and resides in households below the poverty threshold. It is highest in Clallam, Jefferson, and Mason counties, where approximately 13 percent of the total population lives under the low-income threshold.

Figure 6: Population Density of Low-Income Persons



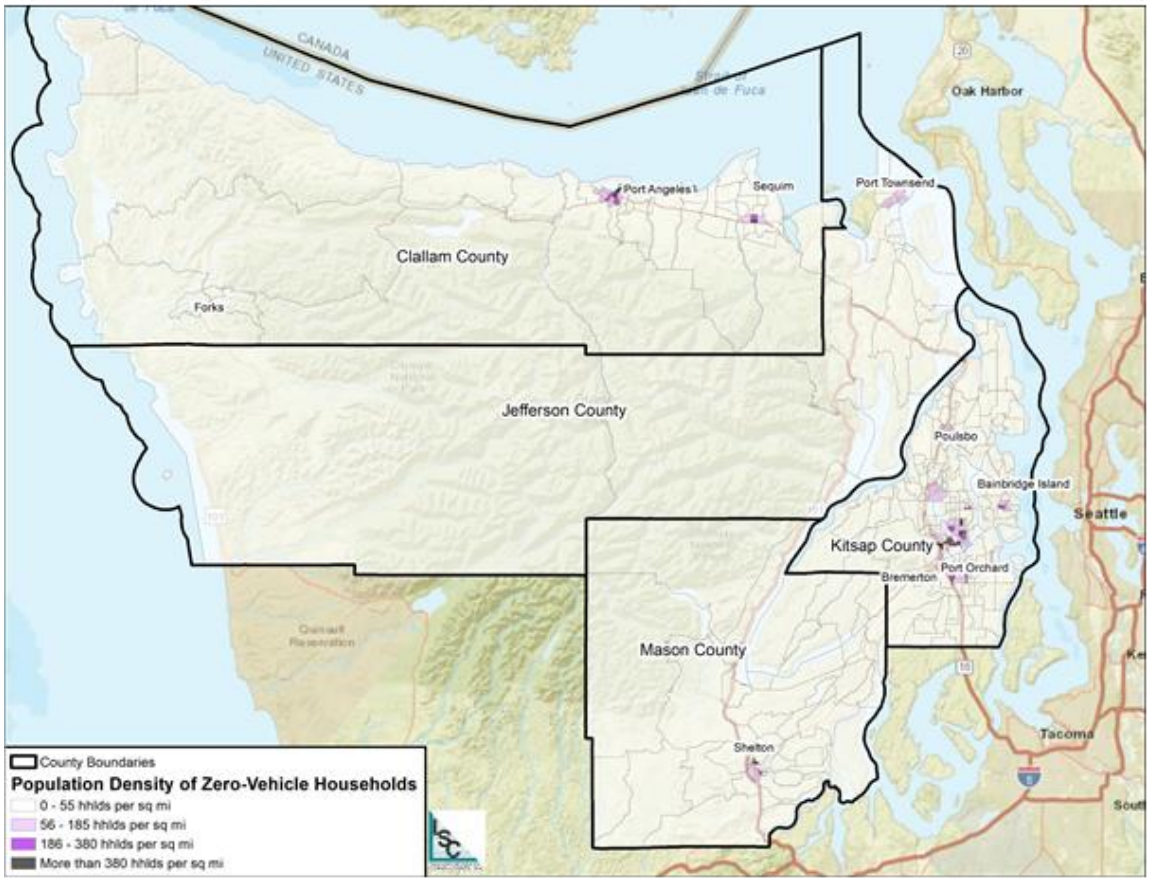
Zero-Vehicle Households

Individuals residing in zero-vehicle households generally need transportation services as they do not have access to a private vehicle. Though this is not a target population group for the HSTP and includes many people who do fall into one of the three targeted groups, research shows the best indicator of the need for transportation services is the lack of personal transportation.

The number of zero-vehicle households and the population living in zero-vehicle households give a good indication of the magnitude of need for transportation services for whatever reason. Approximately five percent of households in the region have no vehicle available for use with the highest percentage of households in Clallam County (seven percent). The density distribution of zero-

vehicle households for the region is shown in Figure 7. The ranges for the density of zero-vehicle households are quite low due to the relatively small number of zero-vehicle households dispersed across the region. As with other demographic characteristics highlighted in this HSTP, zero-vehicle households are concentrated in cities where alternatives to driving are most likely to be found.

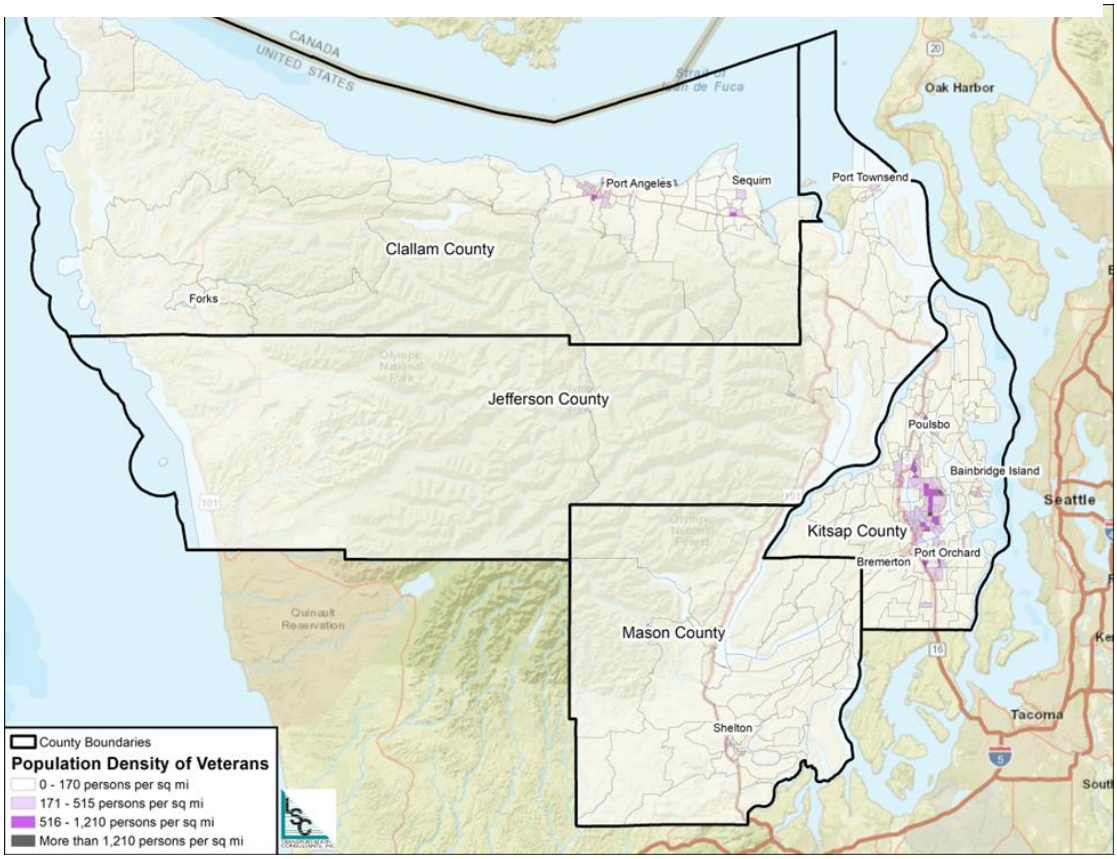
Figure 7: Population Density of Zero-Vehicle Households



Veterans

The population distribution of veterans in the region is shown in Figure 8. Veterans make up twelve percent of the population of each of the four counties. Detailed demographic characteristics for veterans are not available for small geographic areas like that available for Census data. Approximately 54 percent of veterans living in rural Washington State are seniors and about 23 percent have a service-connected disability. Note that a service-connected disability does not necessarily mean an individual has need for specialized transportation services.

Figure 8: Population Density of Veterans



American Indian and Alaska Native Population

The population density of persons identified as American Indian or Alaska Native (AIAN) for the region is shown in Figure 9. Approximately four percent (19,025 individuals) of the population is AIAN alone or combined with another race. Table 3 shows select population characteristics for the region's tribal communities using the 2015 ACS data (most recently available year for tribal populations). In addition to the information shown in Table 3 for reservation areas and trust lands, many Native Americans live outside tribal land boundaries and are not included in these numbers. Most programs for Native

Americans are located on designated reservation or trust lands. Many people eligible for these programs live in other locations and need transportation services to reach the facilities.

Figure 9: Population Density of American Indian or Alaska Native Persons

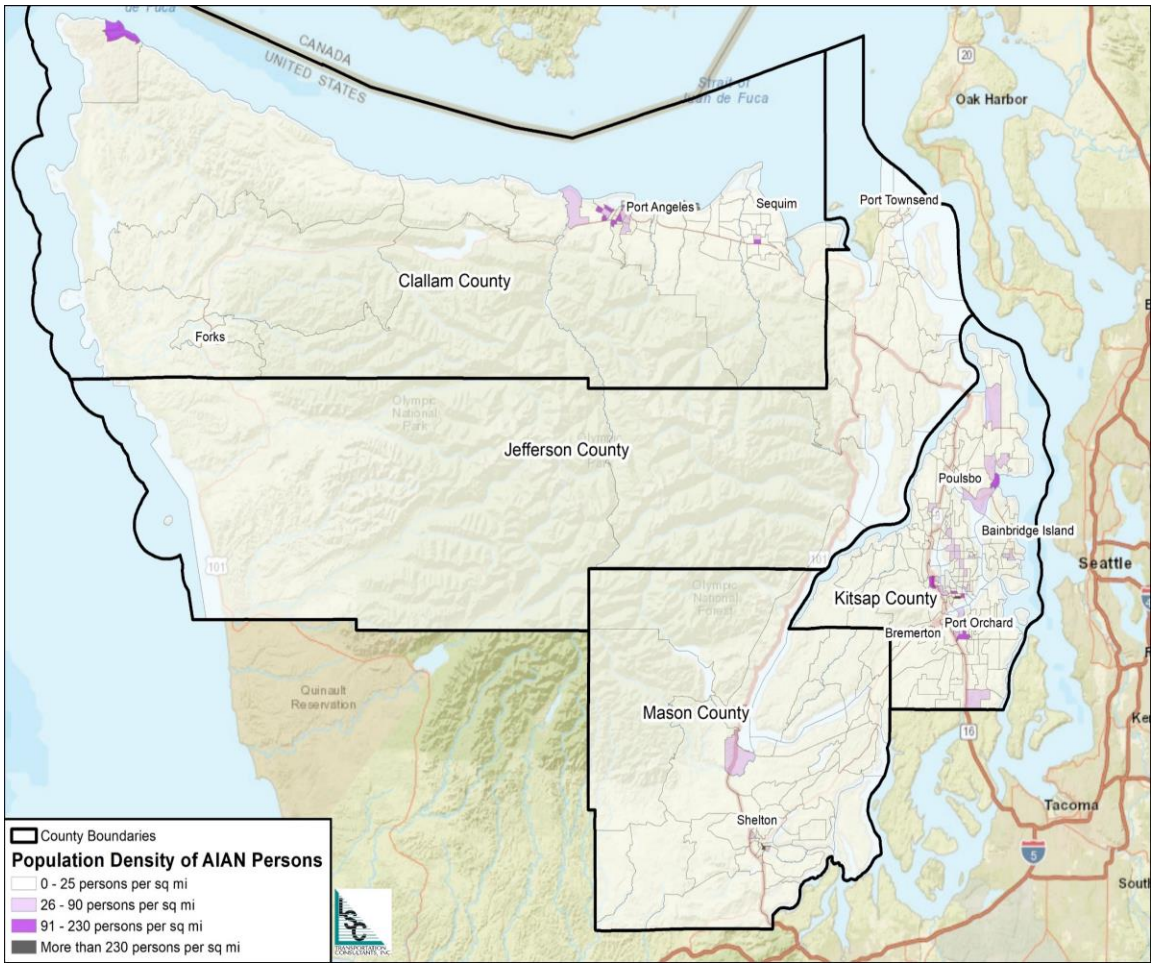


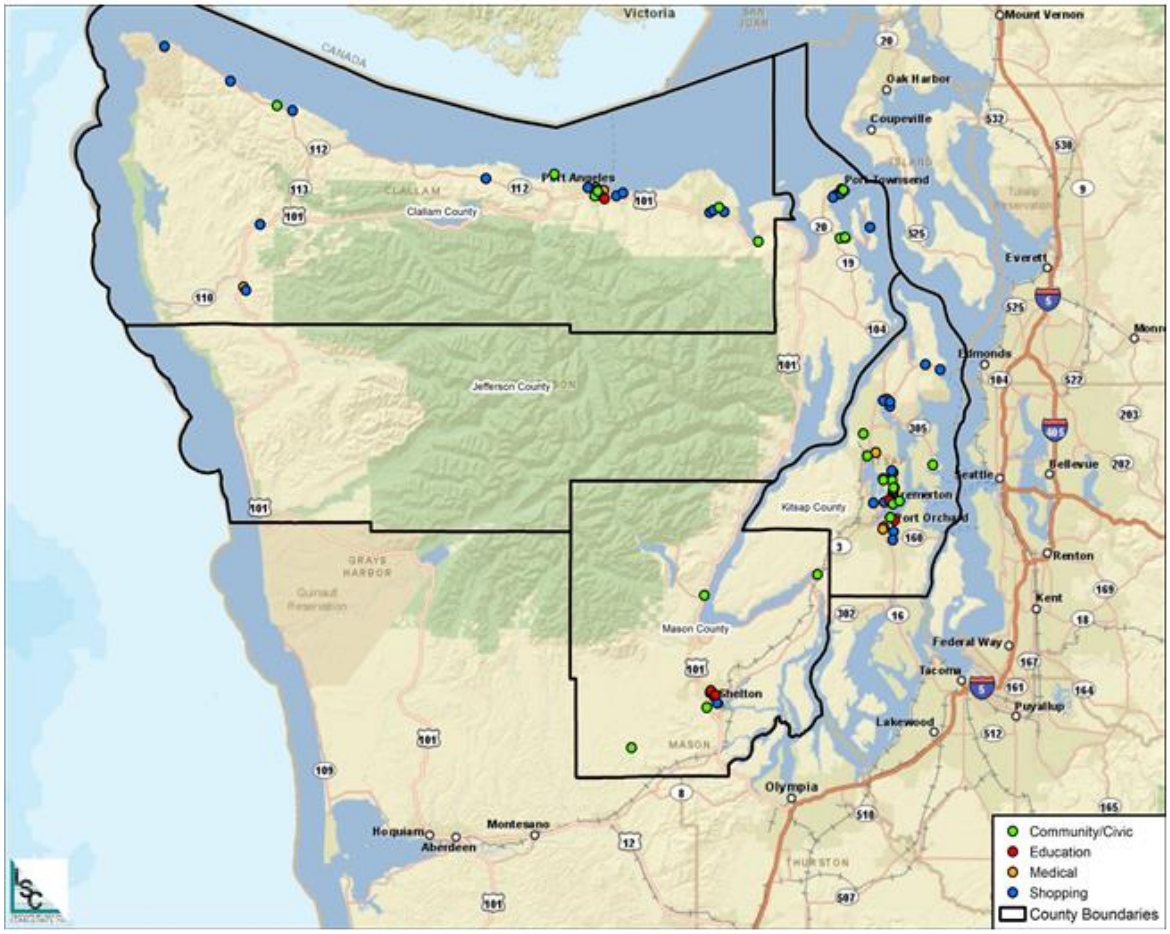
Table 3: Tribal Population Characteristics in the Region				
	Seniors		With a Disability	Low-Income
	65-74 years	75+ years		
Hoh Tribe	4	0	20	44
Lower Elwha Tribe	11	16	93	223
Makah Tribe	70	22	259	261
Port Gamble S'Klallam Tribe	15	20	65	121
Suquamish Tribe	46	13	107	135
Quileute Tribe	6	2	61	106
Quinault Tribe	72	43	166	389
Skokomish Tribe	16	13	89	172
Squaxin Island Tribe	14	3	47	73

Note: Table represents census data reflective of tribal populations living on tribe-owned land.
Source: US Census Bureau, American Community Survey 2015, LSC 2022

MAJOR ACTIVITY CENTERS

Major activity centers are important in terms of land use, trip generation, and the ability to be served by public transit. Activity centers generally include a wide variety of land uses all in close proximity to one another. Figure 10 shows major activity centers throughout the region.

Figure 10: Peninsula Region Activity Centers



Places that have been identified as activity centers include public libraries, senior centers, community centers, high schools, regional medical facilities, and shopping centers. As shown above, these destinations tend to be clustered in cities or other areas with higher population densities. In addition to the regional activity centers shown, many services such as universities, health and human services, and major medical centers are only available outside the region in Seattle, Tacoma, and Olympia.

Chapter 3

INVENTORY OF TRANSPORTATION SERVICES

INTRODUCTION

The HSTP identifies existing transportation providers in the four-county region, including public transit services, tribal governments and services, private for-profit transportation services, and private not-for-profit transportation services and an inventory of the services they provide and the geographies they serve. This supports informed discussions among providers regarding coordination and collaboration to address gaps and barriers to services.

TRANSPORTATION PROVIDERS

This section describes current transportation service providers, their services and populations served, and the geography in which they operate. Input was obtained from service providers for this purpose and is summarized below. A copy of the provider input form can be found in Appendix A. A list of the transportation service providers engaged for this HSTP update is shown in Table 4 and is followed by select service characteristics of the providers. Note that provision of services is a dynamic process and available services will change over time due to funding, demand, labor, and other factors.

Table 4: Transportation Service Providers

Provider	Type
Catholic Community Services	Nonprofit Transportation Provider
Clallam Transit	Public Transportation Provider
Coastal Community Action Program (Coastal CAP)	Nonprofit Transportation Provider
Community Development Office - Skokomish	Tribal Government
Easterseals	Human Services Provider
Ecumenical Christian Helping Hands Organization	Nonprofit Transportation Provider
Jamestown Healing Clinic	County Government
Jamestown S'Klallam Tribe Transit Service	Tribal Transportation Provider
Jefferson Transit	Public Transportation Provider
Kitsap Community Resources (KCR)	Human Services Provider
Kitsap Transit	Public Transportation Provider
Lower Elwha Klallam Transit	Tribal Transportation Provider
Mason Transit	Public Transportation Provider
Olympic Community Action Program (OlyCAP)	Human Services Provider
Skokomish Health Center	Tribal Health Clinic
Sophie Trettevick Indian Health Center	Tribal Transportation Provider
Squaxin Island Transit	Tribal Transportation Provider
Suquamish Tribal Shuttle	Tribal Transportation Provider
The Patty Wagon, Inc	Private Transportation Provider

Public Transit Agencies

The following section includes a brief description of public transit systems currently operating within Clallam, Jefferson, Kitsap, and Mason Counties.

Clallam Transit System

Clallam Transit provides fixed-route, paratransit, dial-a-ride, and vanpool services in Clallam County. The fixed-route map is in Figure 11. Clallam Transit operates 15 fixed routes and one shuttle. Clallam Transit's fare structure is available in Table 5. Youth under the age of 19 ride free on Clallam Transit.

Figure 11: Clallam Transit System Map



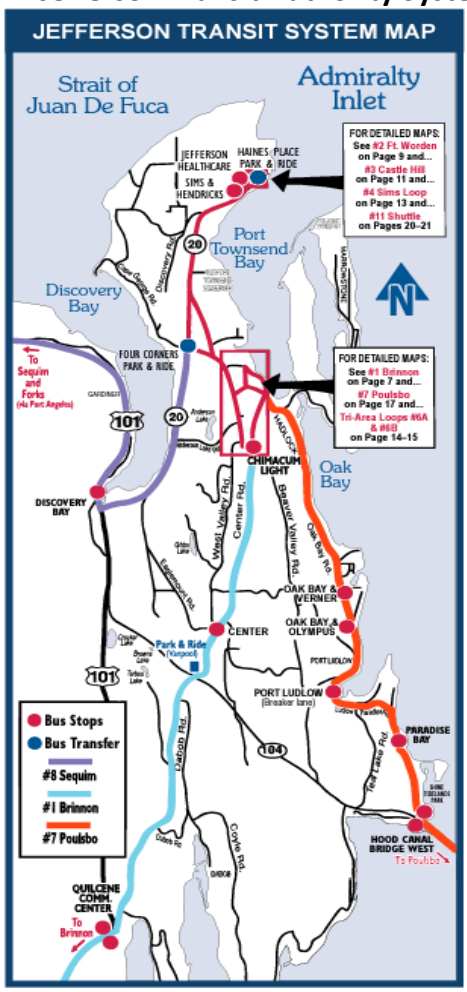
Table 5: Clallam Transit Fares

Passenger Type	Fare
Regular Routes (All routes except 14, 30, and 123)	
Regular Base Fare	$1.00
Reduced Base Fare	$0.50
Premium Routes (14 and 30)	
Premium Route Fare	$1.50
Reduced Premium Fare	$1.00
Route 123 (The Strait Shot)	
Adult	$10.00
Reduced Fare	$5.00
CTS Monthly Pass Holder	$5.00
Peninsula College Transit Pass Holder	$5.00
Dial-A-Ride	
Adult	$2.00
Reduced Fare	$1.50

Jefferson Transit Authority

Jefferson Transit Authority (JTA) provides fixed-route services in Jefferson County. JTA's system map is shown in Figure 12. Service is primarily focused on the eastern portion of the county, where the population is greatest. However, JTA also provides vital service to the highly rural west end of the region and regularly gets Consolidated Grants for capital and operating projects that support its west end service. Jefferson County is bisected by the Olympic Mountains, with the western end of the county not directly accessible from the rest of the county. This is especially challenging when considering the provision of rural transit services, in terms of cost to provide regular and ADA services, scheduling, and roadway disruptions. Almost all of JTA routes operate with zero fares, with the exception of Route 14, the Kingston Express. The base fare for this route is $8.00 and the reduced fare is $6.00.

Figure 12: Jefferson Transit Authority System Map



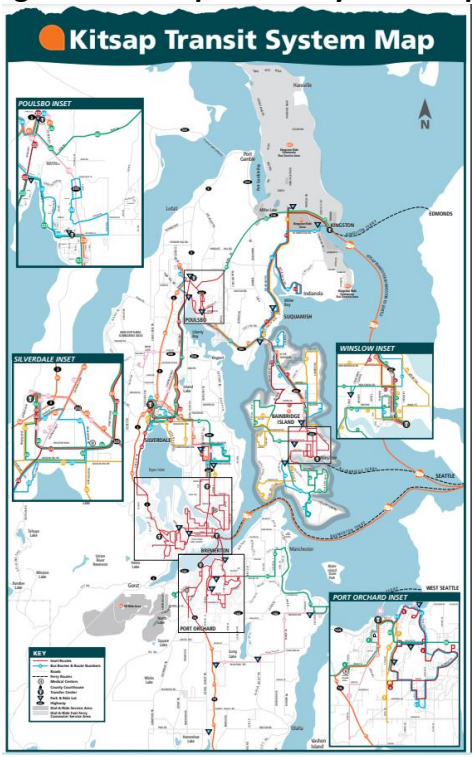
Kitsap Transit

Kitsap Transit operates fixed routes, vanpool, worker/driver, and ACCESS/ Vanlink throughout Kitsap County. In addition, Kitsap Transit provides local ferries connecting Kitsap County to Seattle. Kitsap Transit offers 16 routes in north Kitsap, 14 in central Kitsap, and 7 in south Kitsap, for a total of 37 fixed routes. Kitsap Transit's fare structure is shown in Table 6 and the system map is shown in Figure 13.

Table 6: Kitsap Transit Fares

Passenger Type	Fare
Route Buses & Local Foot Ferries	
Full Fare One-Way Cash	$2.00
Reduced Fare One-Way Cash	$1.00
Fast Ferries	
Full Fare Eastbound	$2.00
Full Fare Westbound	$10.00
Reduced Fare Eastbound	$1.00
Reduced Fare Westbound	$5.00
ACCESS	
Base Fare	$2.00
Surcharge in outlying areas	$1.00
Worker/Driver	
Regular Fare	$3.00

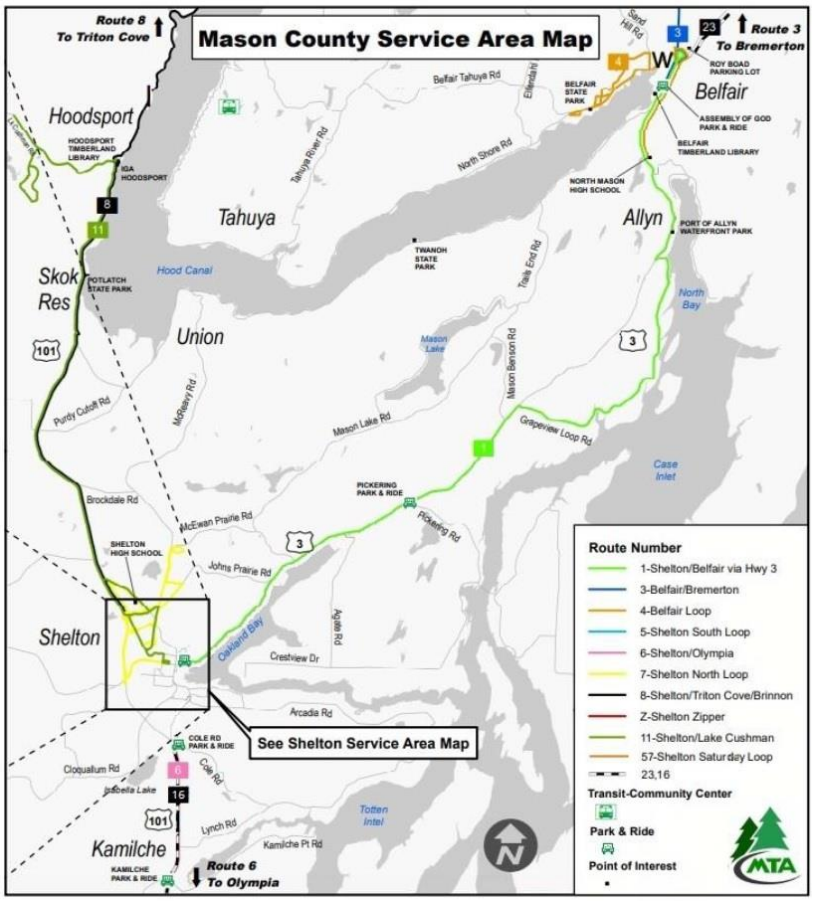
Figure 13: Kitsap Transit System Map



Mason Transit Authority

Mason Transit Authority operates ten fixed routes, dial-a-ride, and worker/driver services in Mason County. The service area is shown in Figure 14. Mason Transit Authority is currently operating its in-county services fare-free. Traveling out-of-county costs $1.50 for adults and youth and $0.50 for seniors and others who use reduced fares.

Figure 14: Mason County Service Area Map



Dungeness Line

The Dungeness Line is a weekday service operated by Greyhound Lines, provides two trips daily between Port Angeles, Sequim, Discovery Bay, Port Townsend, and Kingston, to and from Edmonds, downtown Seattle, and SeaTac Airport. Passengers are encouraged to make reservations though they are not required. The first trip leaves Port Angeles at 5:45 a.m. and the second trip departs at noon. The first trip from Seattle departs at 11:50 a.m. and the second trip departs 7:00 p.m. Schedules are subject to change or delay when Washington State Ferries schedules are disrupted.

Ferries

Ferries are an essential part of the Peninsula region's transportation system. In addition to passenger-only Fast Ferries operated by Kitsap Transit, Washington State Ferries (WSF) provide vital connections between Port Townsend and Coupeville on Whidbey Island, between Kingston and Edmonds in Snohomish County, between Bainbridge Island and downtown Seattle, between Bremerton and downtown Seattle, and between Southworth, Fauntleroy and Vashon Island. Over half of all WA State Ferry trips begin or end in the Peninsula Region. Daily ferry service is provided between Port Angeles and Victoria, British Columbia by the privately operated Black Ball Ferry Line.

Ferries operate from early in the morning until late at night and provide essential connections for a wide range of travelers and trip purposes. Transit agencies and other transportation service providers coordinate their schedules around ferry arrivals and departures, including cross-sound trips to medical facilities and services in the Seattle metropolitan area.

Tribal Transportation Services

Jamestown S'Klallam Tribe Transit Service

The Jamestown S'Klallam Tribe's Transit Services provides fixed-route transportation to members of the general public including tribal employees and elders, casino patrons, hotel guests, and other travelers. The Tribe contracts with Clallam Transit to provide transportation services. Fares are the same as Clallam Transit's fares, although the Tribe subsidizes the cost of passes for employees. The Tribe provides about 2,700 rides each year with an annual budget of approximately $100,000.

Lower Elwha Klallam Tribe

The Lower Elwha Klallam Tribe provides free transportation to the LEKT community. The Tribe owns and operates one vehicle. Service is coordinated with fixed-route services provided by Clallam Transit. The Tribe provided 660 rides in FY 2019 and 440 in FY 2021. There was no service in FY 2020 or early FY2021 due to the pandemic and staffing shortages. In a typical week, the Tribe transports 1-5 passengers. The annual budget for transportation services is $30,000.

Makah Public Transit System

The Makah Public Transit System runs year-round and serves the general public Monday through Friday between 7:00 a.m. and 9:35 p.m. The service connects with Clallam Transit three times a day, linking Neah Bay residents with Port Angeles and Forks. Connections to western Jefferson County can be made via connections with Jefferson Transit. The daily schedule includes a dedicated 2-hour block for Special Pickups for seniors 62 and over, and disabled persons. This Special Pickup Service provides door-to-door service tailored to meet the needs of seniors and people with disabilities. Youth (ages 6 and under), senior (ages 62 years and older), and disabled passengers may ride for free and general passengers are required to pay a fare of $0.25/per ride. Monthly passes are $2.50 and annual passes are $30.00.

Makah - Sophie Trettevick Indian Health Center

The Sophie Trettevick Indian Health Center is a tribal medical service provider offering paratransit services to members of the Makah Nation for medical appointments in Neah Bay. Door-to-door service is provided Monday through Friday between 4:00 a.m. and midnight. Passengers are not charged a fee for transport services. Services are closely coordinated with the Makah Nation's Public Transit System.

Skokomish Nation – Transportation Services

The Skokomish Tribe provides transportation to tribal elders through its Community Development Office. Service is provided by paratransit between 8:00 a.m. and 5:00 p.m. Monday through Friday, typically with 24 hours' notice. Occasionally transportation will be provided to non-elder tribal members who need aid getting to medical and dental appointments and substance treatment programs.

Skokomish Health Center

The Skokomish Health Center is a tribal health clinic that provides transportation for members of the Skokomish Indian Tribe in Mason County who need to get to medical or dental appointments. The Health Center operates its own vehicles as well as contracts with other agencies for service. Drivers are certified nursing assistants (CNA). No fees are charged to users, although the Health Center bills Medicaid for eligible patients. The Skokomish Health Center owns three vehicles and provided 400 rides in FY 2019 and 720 in FY 2021. In a typical week, the Health Center serves 6-10 passengers.

Squaxin Island Tribe – Squaxin Transit

The Squaxin Island Tribe operates Squaxin Transit, serving tribal members residing in Mason, Thurston, and Grays Harbor Counties. Squaxin Transit operates a deviated fixed route service Monday through Friday, 6:30 a.m. to 4:00 p.m.. Service provides scheduled connections with Mason Transit at the Kamilche Transit Center near the US 101/SR 108 interchange. Squaxin Transit provides dial-a-ride services to the Squaxin tribal community in the Kamilche area. Squaxin Transit also serves the Steamboat Island area in Thurston County, and provides limited service to McCleary and Elma in Grays Harbor County, where passengers can connect with Grays Harbor Transit. Squaxin Transit serves youth to elders regardless of race, disability, or income.

Private Nonprofit Transportation Providers

Catholic Community Services

Catholic Community Services (CCS) is a private, non-profit transportation provider serving people who are low-income, elderly, veterans, or have disabilities. CCS provides services not just in Clallam, Jefferson, Kitsap, and Mason Counties but also Clark, Cowlitz, Grays Harbor, Lewis, Pacific, Pierce, Skamania, Thurston, and Wahkiakum counties. CCS relies on volunteer drivers to provide its services, operating Monday through Saturday between 8:00 a.m. and 4:30 p.m. Volunteer drivers provide rides with their personal vehicles and for which they are reimbursed; passengers are not charged a fee to

ride. CCS provides transportation for approximately 20 clients each week within the Peninsula region. The organization has an annual total budget of $1.2 million for transportation services.

Ecumenical Christian Helping Hands Organization (ECHHO)

The Ecumenical Christian Helping Hands Organization (ECCHO) is a private, non-profit transportation provider. ECHHO provides service to residents of Jefferson County with transportation to healthcare facilities in Jefferson, Clallam, Kitsap, Pierce, and King counties. ECHHO provides door-to-door services using volunteer drivers. Rides are available for the general public and no fees are charged to users. Two business days' notice is typically required for local trips while out-of-county trips require a longer lead time.

Kitsap Community Resources

Kitsap Community Resources is a private, non-profit agency which provides referrals for transportation and discount bus passes to the general public living within Kitsap County. A majority of referrals and discounted bus passes are distributed to residents of Bremerton.

Olympic Community Action Program

The Olympic Community Action Program (OlyCAP) is a community action agency providing work vans that transport riders from home to work. OlyCAP provides transportation to the general public in Clallam and Jefferson counties. Current programs include three vans serving specific job sites between Port Angeles and Forks. Users are not charged for this service. In FY 2021, OlyCAP provided nearly 1,400 rides, averaging 11-15 passengers per week. OlyCAP's annual transportation budget is $128,000. The three work vans are operated by volunteer drivers using a worker-driver vanpool model.

Coastal Community Action Program

The Coastal Community Action Program (Coastal CAP) is a regional non-profit working towards a variety of community-based initiatives relating to affordable housing, employment opportunities, health and nutrition, and transportation. Paratransit services are provided to residents of the five counties in Western Washington (Grays Harbor, Pacific, Lewis, Mason, Thurston). It operates three different transportation programs serving seniors, low-income residents, and people with disabilities.

Driven to Opportunity provides rides for qualified low income recipients and individuals with special needs in Mason County and connects them with jobs and services in Thurston County. Clients are picked up and connected with appropriate transit routes or transported directly to the client's destination. Employment-related travel can include job sites, childcare, job training, and/or job interviews. *Driven to Opportunity* also operates outside Mason Transit's regular hours of operation, enabling people to get to or from these destinations when transit is not running.

Other Transportation Services

Jamestown Healing Clinic

Jamestown Healing Clinic is a county government organization serving Clallam and East Jefferson County. The clinic will focus on serving low-income populations, people with mental disabilities, and opioid treatment patients. While the clinic is not yet open, it plans to provide transportation for patients needing access, with no fees to use the service. The clinic owns two passenger vans for this purpose.

The Patty Wagon Inc

The Patty Wagon, Inc. is a Non-Emergency Medical Transportation (NEMT) provider. It offers transportation to the general public primarily in Mason County, with occasional out-of-county trips for medical and other necessary appointments. Private rides are $5.00 for the first mile and $3.00 for every additional mile. Wheelchair users incur an additional fee. The Patty Wagon also has contracts with other agencies, for which there is no fare or money exchanged. The Patty Wagon, Inc provided 26,000 trips in FY 2019 and 13,000 trips in FY 2021. It serves more than 20 passengers every week. Its operating budget in FY 2019 was $800,000 and in FY 2021 was $600,000. The Patty Wagon owns 12 vehicles.

SERVICES FOR VETERANS

While there are services available to veterans within the four counties, the majority of services are in Pierce and King Counties. While the VA offers numerous programs to assist veterans, specialized transportation services are typically provided by other organizations. Referrals are forwarded to public transit agencies and human service agencies that serve eligible veterans. The VA Travel Call Center helps to arrange transportation for qualified veterans for healthcare. In addition to providers in this inventory, transportation to medical centers is also provided by the Disabled American Veterans (DAV).

SUMMARY OF PROVIDER INPUT

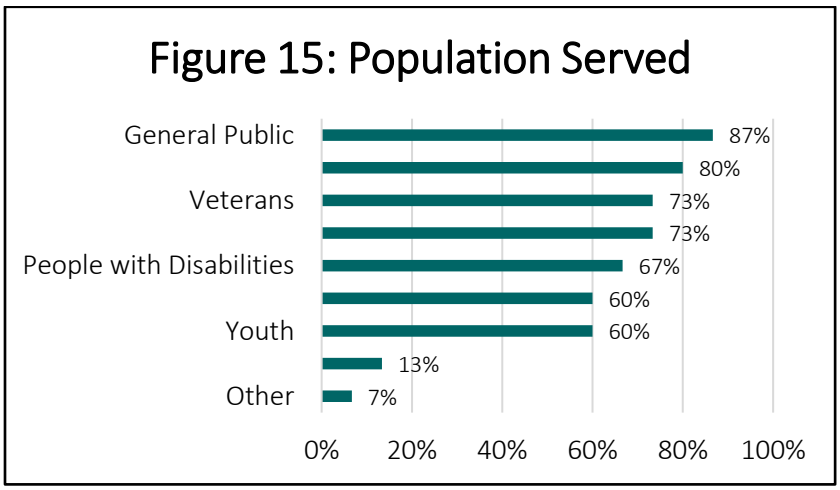
Transportation providers contributed information about their services and shared insights on unmet transportation needs. This section summarizes that input. Table 7 provides summary characteristics.

Table 7: Select Characteristics of Service Provider Inventory

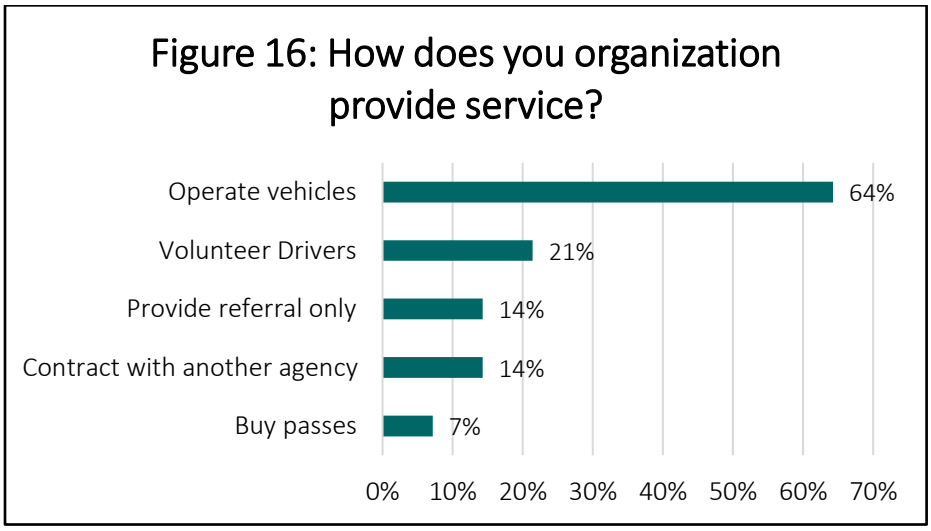
Provider	Populations Served	Annual Number of Passenger Trips FY 2019	Annual Number of Passenger Trips FY 2021	Number of Vehicles	Annual Operating Budget (FY 2021)
Catholic Community Services	Low-Income, Elderly, Veterans, People with Disabilities	-	-	Volunteer Drivers Only	$1.2 million
Clallam Transit	General Public	855,267	439,920	96	$11.2 million
Community Development Office - Skokomish Nation	Members of Skokomish Tribe	-	-	-	-
Ecumenical Christian Helping Hands Organization (ECHHO)	General Public	-	-	Volunteer Drivers Only	-
Jamestown Healing Clinic	Patients to medical appointments	-	-	2	-
Jamestown S'Klallam Tribe Transit	General Public	2,700	2,747	-	$100,000
Jefferson Transit	General Public	277,260	144,653	36	$4.9 million
Kitsap Community Resources (KCR)	General Public	-	-	-	-
Kitsap Transit	General Public	3,850,213	-	-	-
Lower Elwha Klallam Transit	General Public	666	441	1	$30,000
Mason Transit	General Public	460,339			
Olympic Community Action Program (OlyCAP)	General Public	-	1,396	3	$128,475
Skokomish Health Center	Patients to medical appointments	400	720	3	-
Squaxin Transit	Squaxin Tribal Members				
Sophie Trettevick Indian Health Center	Tribal community of Makah to medical appointments	-	-	-	-
The Patty Wagon, Inc	General Public	26,000	13,000	12	$600,000

Transportation Service Provider Characteristics

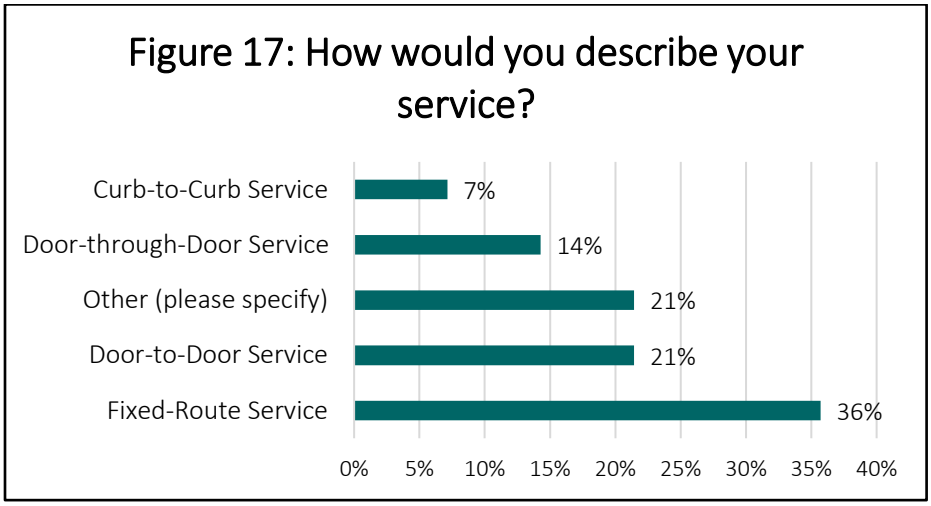
Most providers serve the general public, though several tailor their services to specific needs.



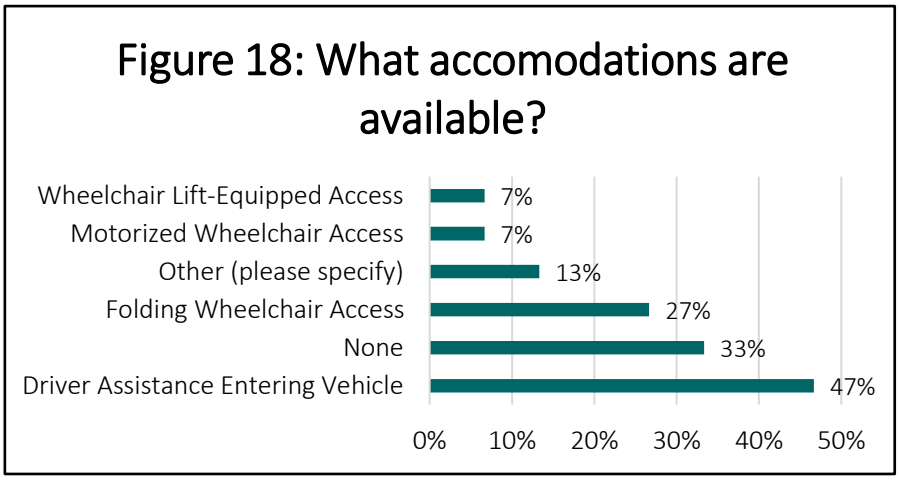
Most providers operate service using their own vehicles, with a few using volunteer drivers and their personal vehicles. A small amount of service is provided through the purchase bus passes for riders. Of the service providers that contract with another organizations for services, half contract directly for service, about one-third buy passes, and one-third contract with an operator.



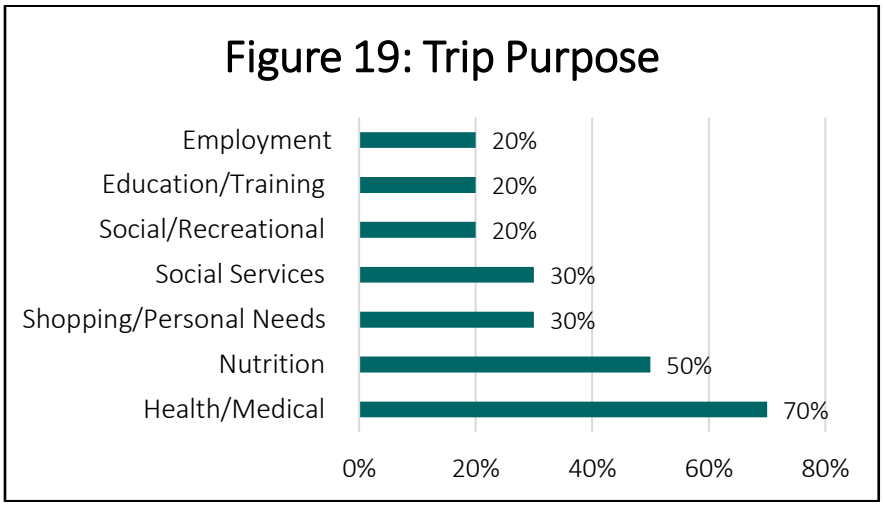
Most providers offer fixed-route or door-to-door service. Some specialized services include curb-to-curb and door-through-door service. “Other” service was attributed to the purchase of discounted bus passes for riders.



Almost half of service providers offer driver assistance for passengers entering the vehicle, while one third offer no special accommodation. About one quarter of providers can accommodate a folding wheelchair in their vehicles. Few providers have wheelchair equipped lifts or the ability to transport people in motorized wheelchairs. “Other” accommodations include medical language translation and folding walker storage



The most common trips being provided are for healthcare and medical services, and for nutrition services. Every provider offers services from Monday through Friday, while about one third provide services on Saturdays and a few provide transportation on Sundays. Most providers do not charge users a fee.



Other than public transit agencies, most providers made no major capital purchases in the past two years, most do not use a route or scheduling software program, and most do not use automatic vehicle location. Most providers use cell phones for communication with drivers.

COVID-19 Impacts

All providers notes that the pandemic impacted their service in some way. A decline in ridership was seen across the region though providers report that demand has been steadily over time towards pre-pandemic levels. One provider adapted to support contactless services to their clientele via prescription pick up and grocery drop off. Labor shortages have been exacerbated by the pandemic for transit and non-profit providers alike. Non-profit providers that rely on volunteers were particularly hard hit since seniors tend to make up the majority of volunteers. That population group was a highly vulnerable population and so volunteer drivers were scarce. Meanwhile, people who once booked shared rides wanted to shift to individualized one-passenger travel, further compounding the situation. Throughout the pandemic, service providers adapted their programs in an effort to meet changing demand with the resources available to them. This continues today.

Unmet Transportation Needs

Service providers shared insights on service requests they were unable to accommodate. Most reported receiving requests outside their portfolio of service. Unmet transportation needs is discussed in more detail within the following chapter.

Coordination

There is currently cooperation and coordination occurring amongst transportation providers within the region. The four regional public transit systems coordinate schedules to support transfers between their routes and, in some cases, for transfers between demand-response services. Mason Transit coordinates with human service agencies to provide the connections to human service programs and Kitsap Transit provides vans for use by human service agencies for client transportation.

Transportation providers across the region indicated there would be value in periodic meetings in the future to enhance communication and coordination between organizations.

Chapter 4

UNMET TRANSPORTATION NEEDS AND GAPS IN SERVICE

INTRODUCTION

Gaps in service and other barriers contribute to unmet transportation needs that confound travel by people who do not drive due to age, ability, or income. Understanding these unmet transportation needs helps in identifying and evaluating potential strategies to enhance service and eliminate gaps and barriers.

NEEDS IDENTIFIED IN 2019 HSTP

The 2019 Human Service Transportation Plan identified a number of unmet transportation needs and barriers to accessing services. The following gaps and barriers provide a starting point for unmet needs in this update:

Accessibility Barriers

- Cannot get to/from the nearest transit service
- Existing transit facilities are uncomfortable or not well-suited for specific mobility needs (including lack of restroom facilities to support long trips that take multiple hours)
- Lack of knowledge about transit services, schedules, how to ride the bus, or get transit information
- Lack of knowledge about non-profit and private sector transportation services, how to schedule or coordinate rides, or get information on ride services or funding assistance
- Many businesses and education/training programs operate outside traditional weekday 9-5 hours so availability of transportation services is more limited
- US 101 and other busy facilities create pedestrian barriers that must be crossed to get to or from transit stops

Transportation Services Constraints

- Existing transit service does not run frequently enough
- Hours and/or days of transportation services are too limited
- Travel requiring transfers between different systems is harder to schedule and can make a long trip longer for the client
- Complementary ADA paratransit service boundaries are defined by fixed-route services which can't cover the whole region, leaving many areas unserved

Complex Trip-Making

- Long-distance travel entails cross-system and/or intermodal coordination that can add prohibitive complexity or barriers to service
- Scheduled transportation services require advance planning and limit spontaneity or change of plans
- Rural destinations outside of major activity centers and off the main highways are hard to get to
- Many specialized medical and veterans' services require travel to Seattle- or Tacoma-area facilities, often via ferry
- Eligibility requirements vary for different kinds of transportation services

Other Problems

- Owning, maintaining, and operating a personal vehicle is expensive household cost for many people
- Funding is not available for the type of service vehicles needed
- Funding to adequately support State of Good Repair vehicle replacement needs is unpredictable
- Funding to establish and sustain new on-going transportation service is limited
- Complex reimbursement framework for NEMT trips limits access for some clients
- There is a shortage of operators / drivers for transit and other transportation services
- Rural areas are expensive to serve with effective, efficient transit service
- People who rely on transit or other mobility services are especially vulnerable during and after a catastrophic event (e.g. flood, landslide, earthquake, fire)

COMMUNITY SURVEY

A community survey questionnaire was distributed to community members by transportation providers and human service agencies. PRTPO recognizes that reaching these population groups is best done by the service providers who work with them most directly. Participation by agencies serving the target population groups enhanced the ability to reach these individuals and obtain input. A total of 65 responses were received. Complete results are presented in Appendix B.

Since outreach was directed towards the three targeted population groups, their demographics as a group differ from that of the region as a whole:

- A majority (86 percent) of those participating in the survey had some sort of physical, cognitive, sensory, or mental/behavioral disability making it hard for them to travel, compared to 15 percent of the region's population with one or more disabilities.
- Seniors accounted for almost half the respondents (47 percent) compared to 22 percent of the region's population.

- Of those who responded, a large share (45 percent) live in a home with zero vehicles compared to five percent of the total population.

People shared insights about the challenges they face trying to use specialized mobility services and the unmet transportation needs they have:

- Over half (54 percent) indicated there are times when they need a ride, but one is not available.
- Over a third (38 percent) noted the hours and/or days of service are too limited.
- About one quarter (27 percent) feel that available transit service is not frequent enough.
- About one quarter (23 percent) indicated they cannot get to or from the nearest transit service.
- When asked an open-ended question about what other major transportation barriers respondents face when trying to get around, a range of concerns related to technology, safety, current service routes, and schedules were mentioned.

STAKEHOLDER MEETING

PRTPO hosted a meeting of public transit agencies, human transportation providers, and human service agencies on April 20, 2022. The purpose of this meeting was to provide an overview of the plan update, solicit support from the providers in distributing the community survey and in compiling the inventory of services, and identify unmet transportation needs their clients face to augment understanding of barriers and gaps. The following needs were identified by providers:

- Remote areas in the region have limited transportation service which makes it hard to get to a job or services if a person does not drive. Maintaining a private automobile for transportation is too costly for many residents.
- Seniors often need to go out of the four counties for medical appointments. There are connections to the ferries but very limited service that transports people across the water to their final destination and back. This kind of service that was previously provided by volunteer drivers has been constrained these last two years due to the pandemic, leaving few options for people who cannot transport themselves.
- Where out-of-region services are available, such as provided by ECCHO, they are very time consuming services to provide, typically relegating one volunteer driver to one trip over a very long day.
- There is a real need for more specialized transportation service to the Seattle-Tacoma area.
- Many service vehicles in the region are aging and need to be replaced. Safety and reliability in a highly rural region require funding for regular vehicle replacements.
- There are challenges in obtaining appropriate vehicles, particularly smaller vehicles suitable for the types of service many of the smaller providers offer. Not every service needs a lift-equipped vehicle, which is also a more complex vehicle for small programs to operate and maintain.
- While there is increasingly funding to acquire battery-electric vehicles, usage will be limited because of the travel distances in a rural region, the lack of charging stations in rural areas, and the logistics of charging while also operating a service.

- There is a need for improved coordination among the transportation providers. Paratransit coordination between counties does not work well.
- Some systems operated with zero-fare service during the pandemic. Jefferson Transit has made zero-fare service permanent and others are looking at zero fares for some of their trips.
- Better transportation is needed for veterans to access Veterans Administration medical facilities in Pierce County.
- Transportation to dialysis is a growing need. Dialysis trips take a long time due to the nature of the treatment and are difficult to coordinate among service providers.
- Social services are often located some distance away from good transit service. There is a need for better coordination of land use and development decisions to ensure important social services are located on accessible transit routes whenever possible, within activity centers.
- It is often difficult to reach the most vulnerable population because of poor roads, snow, road closures, and other conditions. Landslides and road washouts are common throughout the region and can add many miles to a detour route that might be in place for weeks or even months.
- A single point of information for users would be good, such as a single phone number, user app, and website.

TRANSPORTATION PROVIDER INPUT

As part of the transportation provider inventory, participants were asked to provide information about unmet transportation needs in the region. These included general unmet transportation needs their clients face and specific needs that the providers are unable to meet.

General Unmet Transportation Needs

A number of providers indicated service requests include long-distance, out-of-county travel. While some transit service connections are possible between counties, these connections often do not meet individual client needs due to location, time of day, or incompatible types of connecting service such as demand-response service. Improved coordination could make for a more seamless transportation system for more system users.

- Access to and from medical facilities was identified as a key need including specialized transportation home for patients being discharged from regional hospitals.
- Many areas in this highly rural region are impractical to serve with regular or even limited transit service, resulting in geographic gaps without any transit service for the general public or HSTP targeted population groups.
- Concerns about lack of vehicles and aging vehicle fleets were expressed, primarily for human service transportation providers other than transit agencies, which adhere to their FTA-required Transit Asset Management Plans.

Specific Unmet Transportation Needs

The majority of providers indicated that they receive requests for transportation which they are unable to meet. The greatest reasons they are unable to meet specific requests is a lack of drivers and/or not enough vehicles. Other requests are not met because it is for transportation outside the area the provider serves.

- Public transportation services provide connections to adjacent counties, but connections are not made for demand-response service.
- Requests for service from seniors who do not drive are met to a large extent by human service transportation programs, but not all needs are being met.
- Providers identified a need for communication and information sharing with clients. Many individuals are eligible for transportation services but are not aware of services available to them and do not take advantage of opportunities which they may have.

SERVICE GAPS

Service gaps are typically recognized in three categories:

- Geographic gaps are areas without any service provided.
- Market gaps or eligibility gaps are areas with service for specific agency clients based on eligibility but lack service for those not eligible under the program.
- Temporal gaps occur when there are times of the day without service.

The same issues and gaps in service recognized in the 2019 HSTP have been identified in this plan update. Stakeholders spoke of gaps and concerns they face.

- There are clear geographical gaps in service. Residents living in low-density or remote areas lack basic service and regional connections.
- Lack of drivers leads to gaps in service, whether geographic or temporal. This concern was magnified during the COVID-19 pandemic with a loss of volunteer drivers who fell into vulnerable population groups. This occurred at the same time demand for personal transportation services increased as clients who used to take coordinated group rides switched to single-passenger trips. A shortage of paid drivers also leads to gaps in transit service; this challenge is being experienced locally as well as nationally.
- Lack of vehicles and an aging vehicle fleet will lead to gaps in service as vehicles are no longer available to meet specific needs. Lack of accessible vehicles was mentioned as a specific barrier to meeting transportation needs.
- Lack of information about available resources continues to be a major gap for people to access transportation services. Clients often find it difficult to connect with the right agency to meet their specific transportation requirements.
- There are days or times of day when service is limited or unavailable.

Chapter 5

REGIONAL MOBILITY STRATEGIES

INTRODUCTION

This chapter identifies potential mobility strategies suitable for the Peninsula Region. Potential strategies to meet human services transportation needs are presented here under the following four general categories: Maintain Existing Transportation Services, Enhance or Expand Transportation Services, Increase Awareness of Available Mobility Resources, and Increase Cooperation and Coordination Among Transportation Providers. These four categories of strategies address mobility challenges that people with special needs face, either directly with specific services or indirectly through increased efficiencies, access to information, or improved coordination. Strategies accommodate the range of projects that service providers have sought funding for through WSDOT's Consolidated Grants program while leaving the door open for new and emerging opportunities.

REGIONAL COORDINATION STRATEGIES

I. Maintain Existing Transportation Services

This includes measures that keep existing transit, tribal transit, non-profit, and private for-profit services operating in a safe and reliable way. This category includes activities such as:

- Maintain and replace vehicles to ensure State of Good Repair and asset management standards.
- Maintain infrastructure and facilities to support State of Good Repair and asset management standards.
- Recruit and retain volunteer drivers and/or paid operators to maintain existing service levels.
- Promote location-efficiency and accessibility when siting new facilities that serve seniors, people with disabilities, or those with low income.
- Sustain shared-cost programs for human and social service providers that enhance flexible mobility options for clientele who are seniors, people with disabilities, veterans, or people with low income.
- Apply for capital and operating grants to support existing transportation services.

II. Enhance or Expand Transportation Services

This includes measures that increase the availability or duration of mobility services, reduce the need to travel altogether, or which introduce new programs to address identified unmet needs. This category includes activities such as:

- Increase hours of service operation to start earlier in the day and/or run later at night.
- Increase days of service operation to include weekends.
- Increase the operating frequency of existing service.

- Expand services into new or underserved areas.
- Recruit and retain volunteer drivers and/or paid operators to expand service levels.
- Enhance or introduce "first mile/last mile" service connections.
- Expand opportunities for efficient "single-seat" cross-county or long-distance travel for people who don't drive.
- Improve traveler amenities to accommodate special mobility needs (e.g. shelters, restrooms, seating, wifi, lighting).
- Deploy zero-emissions mobility options that address underserved needs of seniors, people with disabilities, people with low incomes, or tribal communities.
- Reduce the need to travel by increasing broadband access enabling telehealth, remote work, and distance-based learning opportunities.
- Reduce travel cost as a barrier to accessing services.
- Improve Non-Emergency Medical Transport (NEMT) services for patients discharged from hospitals or other care facilities.
- Apply for capital and operating grants to enhance or expand transportation services.

III. Increase Public Awareness of Available Transportation Resources

This includes measures that reduce or eliminate uncertainty and confusion about mobility services or that increase traveler confidence in how to use the services available to them. This category includes activities such as:

- Develop and deploy travel training programs for seniors, people with disabilities, and people with low-income.
- Promote existing 2-1-1 call center resources and ensure service provider information is current.
- Develop and promote coordinated online resources and information brochures that inform and educate about all mobility resources available in the region.
- Target outreach to seniors, people with disabilities, and people with low-come about the array of long-distance, "one-seat" travel options currently available.
- Educate human services providers to increase their awareness of travel options available to their clients.
- Establish a consolidated call center for traveler information and trip reservations.
- Apply for grants to increase public awareness of available resources.

IV. Increase Cooperation and Coordination Among Transportation Providers

This category includes measures that enhance the ability of different organizations to coordinate with each other in the delivery of services to improve overall efficiency and quality of service. This category includes activities such as:

- Expand opportunities for communication between transportation service providers and referral agencies.
- Support on-going communication and coordination between public, tribal, non-profit, and for-profit transportation service providers.
- Enhance the capacity for coordinated scheduling, reservations, and dispatch services among providers.
- Support vehicle sharing and maintenance agreements between service providers where feasible.
- Enhance emergency transportation planning and coordination for people with special mobility needs.
- Expand coordination with tribal transit providers and tribal health systems.
- Coordinate public and specialized transportation services with veterans' transportation programs.
- Investigate and reduce potential duplication of services or consolidate services for improved efficiency.
- Apply for grants to increase cooperation and coordination among service providers

Appendix A

TRANSPORTATION
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TRANSPORTATION PROVIDER QUESTIONNAIRE

The Peninsula Regional Transportation Planning Organization (PRTPO) is preparing an update to the Human Services Transportation Plan. As part of this planning process, an inventory of existing public, tribal, non-profit, and for-profit or NEMT transportation programs is being undertaken. This survey is designed to gather information about transportation resources and services specific to meeting human services transportation needs in the study area.

Please complete this survey online here: https://www.surveymonkey.com/r/prtpo_inventory. Please send other requested documentation, such as service area shapefile and 2021 NTD submissions, by email (see below). If you have any issues accessing or completing the survey, please reach out to:

Rebecca Martin, Transportation Planner
LSC Transportation Consultants, Inc.
(719) 627-5760
Rebecca@LSCTrans.com

Please complete the questionnaire by Friday, May 13, 2022. If you have any questions, please feel free to contact Rebecca by phone or e-mail. We will review your survey responses and will contact you to clarify any responses and obtain more information, if necessary.

Thank you in advance for your help!

GENERAL INFORMATION

Organization Name: _____

Contact Person: _____

Contact Person's Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

1. **Which of the following best describes your organization?** *(Please indicate only one.)*
   - □ Municipal Government
   - □ County Government
   - □ State Government
   - □ Other (*please specify*): _____
   - □ Private For-Profit Transportation Co.
   - □ Private Nonprofit Transportation Co.
   - □ Tribal Government

2. **What population segments does your organization serve?** *(Please indicate all that apply.)*
   - □ General Public
   - □ Elderly
   - □ Youth
   - □ Veterans
   - □ Unemployed
   - □ Low Income
   - □ People with Mental Disabilities
   - □ People with Physical Disabilities
   - □ People with Sensory Disabilities (Vision, hearing)
   - □ Other (*please specify*): _____

3. **Where does your service operate?** *(e.g., communities/counties in which it operates)*

   _____

   If you have a shapefile or map of your service area, please email it to Rebecca Martin at rebecca@lsctrans.com.

UNMET TRANSPORTATION NEEDS & COORDINATION

4. **Please describe any transportation needs that you feel are currently not met or will become a need in the future that current service cannot accommodate.**

   _____

   _____

5. **Have you received transportation requests that your agency was unable to accommodate?**
   □ No □ Yes – Please identify the reason you were unable to provide the service:

   _____

   _____

6. **Please describe the existing coordinated transportation arrangements with other transportation providers that you have.**

   _____

   _____

7. **Please describe the existing coordinated transportation arrangements with other human services agencies that you have.**

_____

_____

8. **Do you think there would be value in periodic meetings of human services transportation providers to enhance communication and coordination between organizations in the future?**
   □ Yes □ No

9. How has COVID-19 changed demand for service and your ability to deliver service? How close to pre-COVID levels of service are your current operations? What lingering changes are you planning for?

_____

_____

The following questions should be answered by all agencies other than the public transit systems. Public Transit Agencies, please provide your NTD 2021 submissions, to include ridership, financials (expenses and revenue), and operational data (revenue hours and miles by mode).

TRANSPORTATION SERVICE PROVISION

How does your agency provide transportation service? *(Check all that apply)*

□ Operate vehicles □ Contract with another agency
□ Provide referral only □ Volunteer Drivers
□ Other (*Please specify*) _____

10. **If you contract for service, indicate whether you purchase passes or contract directly for service. Please list the operators you use.**
    □ Buy passes □ Contract with another agency
    □ Contract with operator: (*Please specify operator*) _____

11. **How would you describe your service?** *(Check one that best applies)*
    □ Door-through-Door Service □ Door-to-Door Service □ Curb-to-Curb Service
    □ Subscription Service □ Fixed-Route Service □ Shuttle Service
    □ Circulator Service □ Other (*Please specify*) _____

12. **What accommodations are available?** *(Check all that apply)*
    □ Driver Assistance Entering Vehicle □ Folding Wheelchair Access
    □ Motorized Wheelchair Access □ Wheelchair Lift-Equipped Access
    □ Other (*Please specify*) _____

13. **For which of the following trip purposes does your organization provide transportation services?** *(Please indicate all that apply.)*
    - □ Health/Medical (e.g., trips to doctor, clinic, drug store, treatment center)
    - □ Nutrition (e.g., trips to a congregate meal site, food bank)
    - □ Social/Recreational (e.g., trips to friends/relatives, trips to cultural or athletic events)
    - □ Education/Training (e.g., trips to training centers, schools, etc.)
    - □ Employment (e.g., trips to job interview sites and places of employment)
    - □ Shopping/Personal Needs (e.g., trips to the mall, barber, beauty salons, etc.)
    - □ Social Services (e.g., trips to social service agencies, adult daycare, etc.)
    - □ Other (*Please specify*) _____

14. **What days are your transportation services operated?** *(Please indicate all that apply.)*
    □ Monday □ Tuesday □ Wednesday □ Thursday □ Friday
    □ Saturday □ Sunday

15. **What are the hours of operation for the transportation service?**
    _____

16. **Do you charge fees to the users of your service?** □ No □ Yes
    If yes, please specify your rates/fare structure. Indicate if you provide waivers or trip passes for any trips or passengers: _____

LEVEL OF SERVICE

17. **How many passenger trips did you provide in:**
    Calendar or Fiscal year 2019? _____
    Calendar or Fiscal year 2021? _____

18. **How many individual passengers do you serve in a typical week? This includes trips provided by volunteer drivers.**
    □ 1-5 passengers □ 6-10 passengers □ 11-15 passengers
    □ 16-20 passengers □ More than 20 passengers

19. **How many service hours of transportation service did you operate in:**
    Calendar or Fiscal year 2019? _____
    Calendar or Fiscal year 2021? _____

20. **How many service miles of transportation service did you operate in:**
    Calendar or Fiscal year 2019? _____
    Calendar or Fiscal year 2021? _____

FUNDING & EXPENSES

21. **What was your annual budget for operating transportation service in:**
    Fiscal year 2019? _____
    Fiscal year 2021? _____

22. What are your sources of funding? For each source listed, please indicate the amount.

WSDOT Consolidated Grants funding: _____

Local Sources: _____

Fares: _____

Other (please specify each source):

_____

VEHICLES, EQUIPMENT, AND TECHNOLOGY

23. If you own or lease vehicles, how many vehicles do you use to operate the service? _____

24. Please include a list of your vehicle fleet: (i.e.: type of vehicle, make/model, age, number of seats, mileage, wheelchair accessible (Y/N), active/spare, etc.). Do not include volunteers' personal vehicles.

_____

_____

25. Did you make any transportation capital purchases in the last two years?

□ No □ Yes – What types of vehicles/equipment were purchased, what was the cost, and what were the funding sources?

_____

26. Do you use route/scheduling software? □ Yes □ No

If yes, what is the name of the software? _____

If no, what do you use to schedule drivers and trips? _____

27. Do your vehicles have Automatic Vehicle Location (AVL)? □ Yes □ No

28. What type of equipment do you use for communications? *(Please indicate all that apply.)*

□ Radios □ Cell phones □ Tablets □ Other (*Please specify*) _____

COMMENTS

29. Comments – Please use the space below to provide any additional comments.

_____

_____

Thank you!

Appendix B

TRANSPORTATION
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Appendix B
PRTPO Online Community Survey Results

In May 2022, a community survey was held to better understand specialized transportation needs within the study area and the potential gaps/needs for transportation within the community. The target populations are difficult to reach through typical approaches, so the effort was completed with the assistance of transportation providers and human service organizations. Typically, the number of responses is relatively low. A total of 65 people responded to the survey either online or using paper surveys. This number of responses should not be considered statistically representative but rather gives additional insight to the transportation needs based on the individuals who did respond. The number of responses is too low to evaluate different segments with any meaningful relationships. Results by question are presented below.

Q1. How Often Survey Respondents use Transportation Services (63 responses): Respondents were asked to record how often they use transportation services. Over 60 percent of respondents indicated they used transportation services at least once a week. 3-5 days per week had the highest response rate (21 responses, or 33 percent), with the lowest response rate being 6-7 days per week (just 3 responses, or 5 percent).

Q1: How Often Survey Respondents use Transportation Services

How Often?	Responses	
1-2 days/week	24%	15
3-5 days/week	33%	21
6-7 days/week	5%	3
1-3 days/month	13%	8
Less than once/month	17%	11
Never	8%	5
Total Responses		63

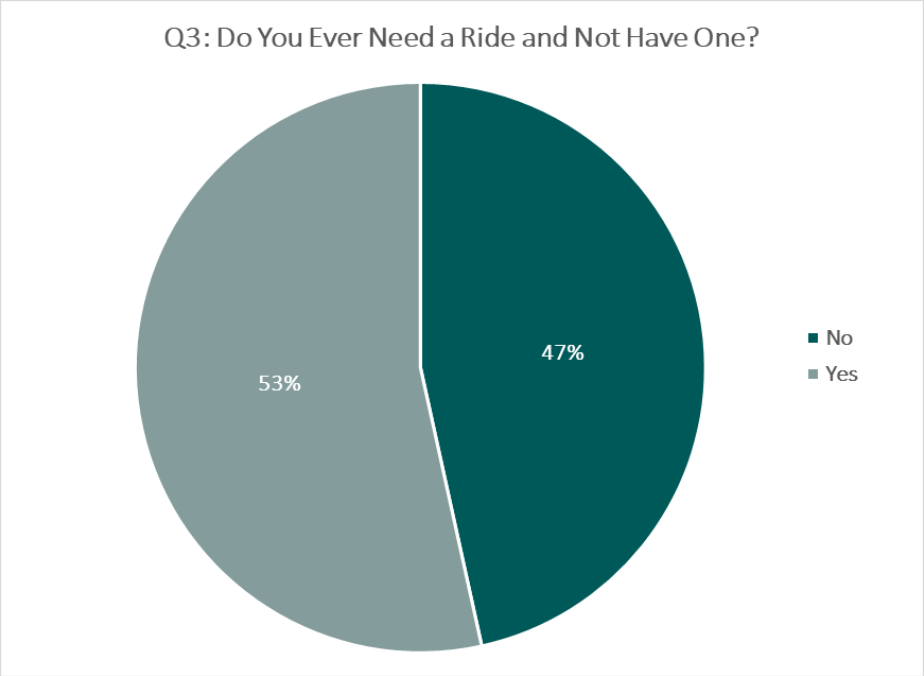
Q2. Which types of transportation does anyone in your household currently use? (139 responses): Respondents were asked to record what types of transportation anyone in their household used. A significant number of people listed multiple types of transportation. As such, the number of responses was much greater than how many total surveys were returned. A total of 65 Survey Respondents returned surveys with a total of 139 responses. Transit was the most common type of transportation being used with 27 percent of respondents indicating they or someone in their family used it. The least common mode of transportation was to borrow a vehicle. Almost 5 percent of respondents indicated they used non-auto modes of transportation.

Q2: Type of Transportation used in Survey Respondents Household

Type of Transportation	Responses	
Transit	27%	37
Your personal vehicle	19%	26
Ride with a friend/relative	14%	20
Walk	14%	19
Other (please specify)[1]	14%	19
Bike	6%	9
Carpool/Vanpool	4%	6
Taxi/Uber/Lyft	1%	2
Borrow a vehicle	1%	1
Total Responses		139
Total Passengers Responding to Survey Question		62
Total Non-Auto		65
Percent Non-Auto		47%

Note 1: The majority of the "Other" response indicates Kitsap Transit Vanlink

Q3. Do you ever need a ride and not have one? (59 responses): To identify potential reasons why transportation services are needed, Survey respondents were asked if they ever needed a ride and did not have one. Over half of the survey respondents (53 percent) indicated there were times they needed a ride and did not have one.



Three follow up questions were then presented to survey respondents:
3A – If yes, to where?
3B – For each trip purpose, which days of the week do you need a ride?
3C – For each trip purpose, which times of the day do you need a ride?

Q3A. Trip Destination (78 responses): Respondents were asked to identify where they would go if transportation services were available when they needed it to be. A significant number of people listed multiple purposes; for instance, someone may have used one provider to go shopping and then go to work later. Medical/Dental was the most common trip purpose, followed by shopping, multipurpose, and recreation/ social.

Q3A: Trip Destination

Trip Destination		Responses
Medical / Dental	22%	17
Shopping	21%	16
Multipurpose	21%	16
Recreation / Social	19%	15
Work	9%	7
Personal Business	4%	3
School / College	3%	2
Other	3%	2
Total Responses		78
Total Passengers Responding to Survey Question		33

Q3B. Trip Purpose by Day of Week (440 responses): Respondents were asked to mark all reasons they used transportation services by day of week. Monday had the most responses (81) followed by Friday (74) and Wednesday (73). Sunday had the least responses (33). Those with a trip purpose of "work" was the most common trip purpose with a total of 98 responses. The next most common trip purposes were recreation/social (64 responses), medical/dental (63 responses), and shopping (62 responses).

Q3B: For each trip purpose, which days of the week do you need a ride?

	Day of Week							
Trip Purpose	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Work	22	15	20	17	17	4	3	98
Medical/Dental	9	14	15	11	11	2	1	63
School/College	4	3	4	4	4	3	2	24
Shopping	8	10	7	9	8	13	7	62
Recreation/Social	11	5	8	5	15	11	9	64
Multipurpose	8	9	7	8	7	7	6	52
Personal Business	14	8	8	9	8	4	3	54
Other	5	3	4	2	4	3	2	23
Total	**81**	**67**	**73**	**65**	**74**	**47**	**33**	**440**
Percentage by Trip Purpose								
Work	27%	22%	27%	26%	23%	9%	9%	22%
Medical/Dental	11%	21%	21%	17%	15%	4%	3%	14%
School/College	5%	4%	5%	6%	5%	6%	6%	5%
Shopping	10%	15%	10%	14%	11%	28%	21%	14%
Recreation/Social	14%	7%	11%	8%	20%	23%	27%	15%
Multipurpose	10%	13%	10%	12%	9%	15%	18%	12%
Personal Business	17%	12%	11%	14%	11%	9%	9%	12%
Other	6%	4%	5%	3%	5%	6%	6%	5%
Percentage by Day	**18%**	**15%**	**17%**	**15%**	**17%**	**11%**	**8%**	**100%**

Q3C. Trip Purpose by Time of Day (278 responses): Respondents were asked to mark all reasons they used transportation services by time of day. The morning (6AM-noon) and afternoon (noon-6PM) were the most common times of day people indicated they needed a ride with 96 responses and 97 responses respectively. Early Morning (before 6AM) was the least common time people indicated they needed a ride with only 12 responses.

Q3C: For each trip purpose, what time of day do you need a ride?

	Time of Day					
Trip Purpose	Early (before 6 AM)	Morning (6 AM-noon)	Afternoon (noon-6 PM)	Evening (6 PM-9 PM)	Late Night (After 9 PM)	Total
Work	2	20	18	6	2	48
Medical/Dental	4	19	15	3	1	42
School/College	0	4	4	1	1	10
Shopping	0	16	19	7	1	43
Recreation/Social	2	12	18	18	9	59
Multipurpose	1	12	11	9	6	39
Personal Business	2	9	9	4	3	27
Other	1	4	3	2	0	10
Total	**12**	**96**	**97**	**50**	**23**	**278**
Percentage by Trip Purpose						
Work	17%	21%	19%	12%	9%	17%
Medical/Dental	33%	20%	15%	6%	4%	15%
School/College	0%	4%	4%	2%	4%	4%
Shopping	0%	17%	20%	14%	4%	15%
Recreation/Social	17%	13%	19%	36%	39%	21%
Multipurpose	8%	13%	11%	18%	26%	14%
Personal Business	17%	9%	9%	8%	13%	10%
Other	8%	4%	3%	4%	0%	4%
Percentage by Time	**4%**	**35%**	**35%**	**18%**	**8%**	**100%**

Q4. Home Zip Code (56 responses): Respondents were asked to record their home zip code. The areas of Bremerton, Port Angeles, and Sequim had the highest number of respondents.

Q5. Disabilities (108 responses): A majority (67 percent) of those participating in the survey had some sort of physical, cognitive, sensory, or mental/behavioral type of disability making it hard for them to travel. As there are 89 responses indicating a certain disability but only 38 respondents marking they had a disability, this shows that many of the respondents suffer from multiple disabilities.

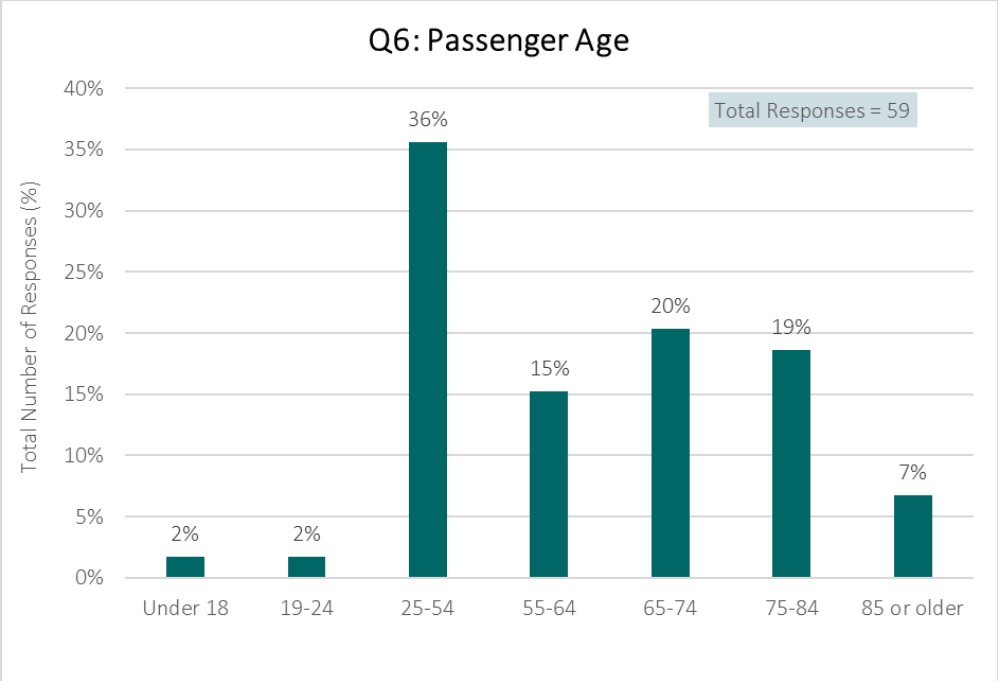
Q4: Home Zip Code

City		Responses
Bremerton	47%	18
Port Angeles	26%	10
Sequim	21%	8
Shelton	18%	7
Bainbridge Island	5%	2
Port Townsend	5%	2
Aberdeen	5%	2
Belfair	5%	2
Hansville	3%	1
Port Orchard	3%	1
Poulsbo	3%	1
Silverdale	3%	1
Olympia	3%	1
Total Responses		38

Q5: Do you have a disability that makes it hard for you to travel?

Disability?		Responses
No	18%	19
Yes - Physical	32%	35
Yes - Cognitive or Intellectual	18%	19
Yes - Sensory (Hearing/Vision/Etc.)	16%	17
Yes - Mental or Behavioral	11%	12
Yes - Other (please specify)	6%	6
Total Responses		108
Total Passengers Responding to Survey Question		57
Passengers with a Disability	67%	38

<u>Q6. Passenger Age (59 responses):</u> Survey respondents were asked to provide their age. 36 percent of respondents were between the ages of 25 and 54. Almost half (46 percent) of survey participants were ages 65 and older. Only 4 percent of respondents were under the age of 24.

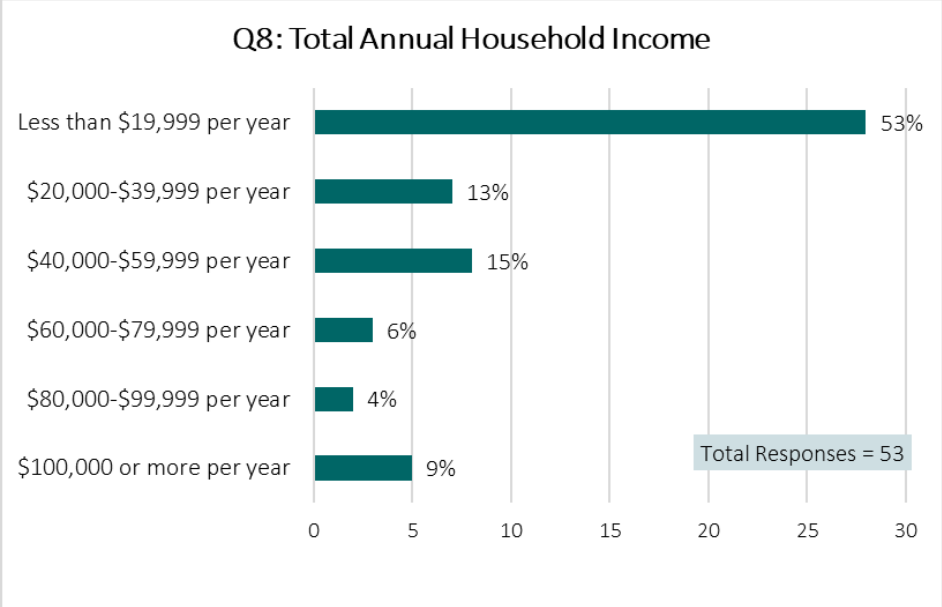


Q7. Employment Status (90 responses): Survey respondents were asked to provide their employment status. A total of 90 responses were provided by 58 Survey respondents. Disabled and employed part-time were the most common responses with 23 percent each. The next highest response was from those who were retired who made up 21 percent.

Q7: What is Your Employment Status?

Employment Status?	Responses	
Employed Full-Time	14%	13
Employed Part-Time	23%	21
Student - College	6%	5
Student - High School	7%	6
Retired	21%	19
Unemployed	6%	5
Disabled	23%	21
Total Responses		90
Total Passengers Responding to Survey Question		58

Q8. Annual Household Income (53 responses): Survey respondents were asked to provide their household's annual income. Over half (53 percent) indicated they made less than $20,000 a year. 28 percent of respondents made between $20,000 and $59,999 a year. Only 19 percent of respondents made more than $60,000 a year.



Q9. Persons per Household (56 responses): Survey respondents were asked to provide the number of people in their household. Almost half (48 percent) indicated they resided alone. 21 percent of individuals stated they lived with one other person. 30 percent of Survey respondents stated they resided with at least two other individuals.

Q9: What is the Size of Your Household?

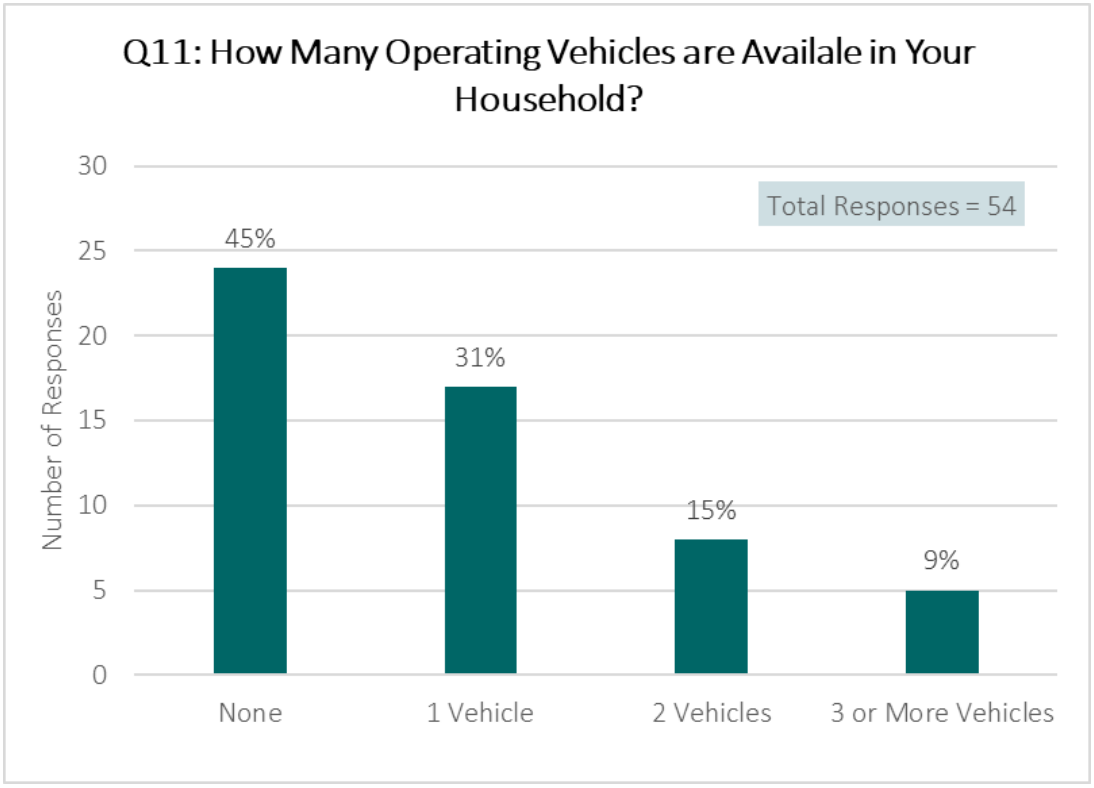
Household Size	Responses	
1	48%	27
2	21%	12
3 or More	30%	17
Total Responses		56

Q10. Valid Driver's License (58 responses):
Survey respondents were asked to provide the number of people in their household who possessed a valid driver's license. 43 percent responded that nobody in their household possessed a valid driver's license. 29 percent responded that 1 person in their household had a valid driver's license and 28 percent said that 2 or more people in their household had a valid driver's license.

Q10: How Many in Your Household have a Valid Driver's License?

Driver's License?	Responses	
None	43%	25
1	29%	17
2 or More	28%	16
Total Responses		58

Q11. Available Operating Vehicles (54 responses): Survey respondents were asked to provide the number of operating vehicles that were available in their household. 45 percent did not have an available vehicle. 31 percent of respondents had 1 vehicle for the household, 15 percent had 2 vehicles, and 9 percent had 3 or more vehicles available for use.



Q12: Which Transportation Services do You Use?

Transit Service		Responses
Kitsap Transit	29%	24
Paratransit Services	21%	17
Clallam Transit System	16%	13
Mason Transit Authority	11%	9
Jefferson Transit	9%	7
Squaxin Island Tribe	6%	5
Greyhound Lines	5%	4
Olympic Bus Lines	2%	2
Skokomish Indian Tribe	1%	1
Jamestown S'Klallam Tribe	0%	0
Lower Elwha Klallam Tribe	0%	0
Makah Tribe	0%	0
Suquamish Tribe	0%	0
Total Responses		82
Total Passengers Responding to Survey Question		52

Q12. Transportation Services (82 responses): Survey respondents were asked to record all the various transportation services they used. The most common response was Kitsap Transit with 29 percent. The next most used service was Paratransit Services with 21 percent, followed by the Clallam Transit System with 16 percent. The Jamestown S'Klallam Tribe, Lower Elwha Klallam Tribe, Makah Tribe, and Suquamish Tribe did not have any participants in this survey.

Q13: Why do you Use Transportation

Primary Reason		Responses
Unable to drive	46%	23
Cannot afford car and/or gas	18%	9
No driver's license	10%	5
More convenient	6%	3
Avoid traffic	4%	2
Other (please specify)	16%	8
Total Responses		50

Q13. Why do you Use Transportation Services (50 responses): Survey respondents were asked to record the primary reason they used transportation services. The most common response was they were unable to drive (46 percent of respondents). Not being able to afford a car and or gas was the second most common reason, with 18 percent. 16 percent of respondents indicated "other" as a reason. Other reasons included safety concerns with driving and transit being better for the environment.

Q14. Trip Purpose (57 responses): Respondents were asked to identify the purpose of their travel the day they completed the survey. The most common response was to go to work, with 33 percent. The second most common response was medical/dental (26 percent), followed by shopping (14 percent). The "other" response was by someone that transported clients.

Q14: Trip Purpose

Trip Purpose	Responses	
Work	33%	19
Medical / Dental	26%	15
Shopping	14%	8
Recreation / Social	9%	5
Multipurpose	9%	5
Personal Business	5%	3
School / College	2%	1
Other (please specify)	2%	1
Total Responses		57

Q15. Transit Issues (90 responses): Respondents were asked to identify issues that prevent them from using transportation services. 69 percent of respondents had some sort of issue with transportation services in the region. The most common reason was that the hours and or days were too limited.

Q15: What are the Issues with Transportation Services?

Transit Service	Responses	
Doesn't apply (no issues deter me from using transit or other transportation services available to me)	20%	18
Hours and/or days of service are too limited	20%	18
Service doesn't run frequently enough	14%	13
Can't get to/from the nearest transit service	12%	11
Lack of knowledge about services, schedules, how to ride, or how to get information on scheduling or options	11%	10
Trips requiring transfers are complicated or take too long	7%	6
Lack of access to transit stops for pedestrians	4%	4
Existing transit facilities are uncomfortable or unsuitable for specific mobility needs	2%	2
I live outside ADA service boundaries	1%	1
Other (please specify)	8%	7
Total Responses		90
Total Passengers Responding to Survey Question		59
Number of Passengers with Transit Issues	69%	41

The next common reasons were that the service does not run frequently enough and that they can't get to/from the nearest transit service. Another significant issue was there was limited information on the transit schedules and how to receive that information.

Q16. Additional Responses: Many individuals took the time to voice other comments. One of the most prevalent concerns was that transit takes too long and with multiple transfers it is very difficult to get home if one of the transfers has a delay. There is no guarantee they will be able to find another ride if one bus gets delayed. Other concerns brought up were that many stops are too far away from their intended destination and some people would like transit services available during hours it does not currently run. The following includes all comments received::

- A lack of suitable infrastructure (bus lanes, bike lanes, etc.) can make transit inconsistent in denser areas, such as downtown Port Angeles.
- As emphasized in #3, there exists many cultural evening events I would very much wish to attend, but have no means to seek transportation other than imposing on an acquaintance. Also the paratransit "5 minute rule". 5 min is nothing it should be at least 7 or 8 minutes to be practical.
- Computer program makes scheduling VERY difficult to get needed times I require.
- Dropping off & getting on are no different from other city transit services, i.e., not at corners, not at lights.

- I appreciate the bus stop at Park View Villa
- I appreciate the good service. They are all good drivers and are nice. We need paratransit in Sequim. Lets continue on
- I know it can feel concerning in the general public w drug use and mental health issues. I know many of these people are harmless but it begs to question why our government doesn't train up mental health psychologists and properly tend to this nationwide issue.
- I need dr trips to Silverdale bus doesn't go there allergy shots & soon need to see nerve dr. no other drs available for this service. My daughter works and isn't always available my son's car transports dogs & I'm very allergic to them.
- I take paratransit bus because I don't drive and do not have a license, I also have a disability.
- If I go to Sequim or PA walmart I have to take 2 buses going and two buses coming home and have to walk from 101 into Walmart it's just too hard on m to try to connect buses
- it's a mile from my house to the nearest bus
- More education on service animals, would like to be able to travel to more places, like silverdale
- No bus stop in my area.
- no transit service available on the weekends - means unable to attend community events on weekends, farmers' markets; evening activities. Age and sensory challenges that make safe driving an ever increasing risk make precautionary choices a diminishing enjoyment of life requirement.
- Please consider adding an optional "curbside pickup" stop to the Clallam Connect service. Curbside pickup is here to stay and I would be more than happy to pay for an additional "stay on the bus" stop to grab 4 ten pound bags of groceries on my way home.
- Please provide late night transit service. Especially on Friday nights & Saturday nights between Shelton & Olympia.
- Some drivers aren't kind, and get me to work late!
- Strait Shot leaves the ferry terminal regardless of connections. No Guaranteed Ride Home options. Kitsap Transit has connections with ferry terminals regardless of marine delays. Abandoning passengers is a barrier and will keep passengers from traveling on transit.
- there are no buses in evening or on the weekends
- Transit takes so long with multiple transfers that it's not really practical.

ATTACHMENT F

ACTION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: August 12, 2022
Subject: **Regional Freight Projects for FMSIB Submittal**

REQUESTED ACTION:

The Board is asked to approve the three freight projects for submittal to FMSIB as regional funding priorities.

Background

In May PRTPO learned of a call for projects from the Freight Mobility Strategic Investment Board (FMSIB) for funding consideration by the Legislature this next session. The Legislature intends to award $100 million in state funds to local projects that support a wide range of freight mobility needs. FMSIB is soliciting projects through Regional Transportation Planning Organizations like PRTPO which it will then review and prioritize with the Legislature to develop a five-year funding package. PRTPO's recommended freight projects are due to FMSIB August 19th, upon approval by the Executive Board.

PRTPO staff reviewed this request with the Executive Board in June before launching a project funding request with cities, counties, and ports on June 28th. Three funding proposals were received. The TAC reviewed the proposals at its meeting on July 21st and recommended the Board approve the following as priority regional freight projects for submittal to FMSIB.

Proposed FMSIB Funding Request from PRTPO

Yarr Bridge Replacement – Jefferson County
($3.6 million request, no match)
This Bridge Replacement project will complete PE, RW, and CN phases for replacement of the Yarr Bridge on Center Road, a T-3 freight route. Yarr Bridge is on increased inspection frequency and is expected to be posted for load restrictions in 2022. Center Road is the only north-south road in Jefferson County connecting Chimacum and the Port Townsend environs with Quilcene and US 101 to the south, and it serves important agricultural and industrial areas. Weight restrictions will result in lengthy and costly freight detours and delays.

US 101 Intersection Improvements: Knapp Rd to Old Gardiner Rd – Jamestown S'Klallam Tribe
($400,000 funding request, 10% match)
This Systems Management and Operations project will complete analysis and design for intersection improvements on US 101 at Knapp Road, Diamond Point Road, and Old Gardiner Road to improve safety and efficiency for truck traffic and other large vehicles, including addition of acceleration/deceleration lanes. Improvements associated with adjacent development warrant special consideration of local and regional freight mobility needs to ensure compatibility with future uses. Analysis and design will get underway in 2023 with construction anticipated in 2025.

SR 117 Truck Route-US 101 Interchange Improvements – Port Angeles
($7.75 million request total, 3% total match or 30% of the PE/Design work)
This Freight Corridor Expansion project will add full directionality to the SR 117-US 101 interchange, eliminating left-turn truck movements between US 101 and SR 117. SR 117 – Tumwater Truck Road – is an important first-mile/last-mile connector serving Port of Port Angeles marine facilities, Fairchild Airport, and industrial areas of Port Angeles. Project will add new ramps and channelization to eliminate left-turn conflicts on and off US 101, improving safety and travel time reliability. Cost estimate is for total project. City has committed $225,000 in Transportation Benefit District revenue (30% of the PE and Design cost).

Next Steps

Upon Board approval the list of projects and back-up Excel spreadsheet will be submitted to FMSIB. At that point FMSIB will conduct its own internal review process in accordance with legislative direction before submitting a list of funding priorities to the legislature in December. Project proponents may be asked to submit more detailed information over the next few months and will be contacted directly by Brian Ziegler at FMSIB if additional information is needed.

PRTPO will monitor progress of this funding request and keep the Board apprised of the status of these projects. If desired, these projects can be included on PRTPO's list of projects included in its 2023 Transportation Outlook legislative folio to emphasize their importance.

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

ATTACHMENT G

DISCUSSION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: August 12, 2022
Subject: **2023 Transportation Outlook and Legislative Agenda**

REQUESTED ACTION:

This is the first of two discussions the Board will have on products for the 2023 legislative session and engagement with the region's legislators. No action is requested at this time. The Board will be asked to approve final materials and process details in October.

Overview

Every year PRTPO prepares a *Transportation Outlook* legislative folio to highlight for the region's legislators priority transportation topics or concerns for their consideration. This information piece becomes the platform for legislative engagement over the next several months, including a legislative forum in November and communications with legislators and aides throughout the session. It traditionally includes several messages and "asks" in the format of a letter, a list of priority projects submitted by members, and a graphic element. A copy of the 2022 *Transportation Outlook* is attached for reference.

This is the time of year when the Board develops a new folio, beginning with key messages and the tone of content. In June Chair Ashby invited interested PRTPO members to participate on this year's Legislative Work Group and develop initial messages for the Executive Board to consider in August. Lindsey Schromen-Wawrin chairs the group, which includes Bek Ashby, Wendy Clark-Getzin, Steve Gray, John Clauson, Dick Taylor, and Michael Bateman.

The Work Group met twice this summer. In July they reviewed the status of issues in the 2022 folio and developed a list of additional potential topics. They polled all members to gage opinions about the 2022 topics and potential new topics. Aggregate results of that member poll are attached.

On August 10th the Work Group met again, this time to discuss the poll results and provide direction on draft messages and content for the Board to consider. Due to timing, language presented to the Board with this memo is a first-cut draft at interpreting direction of the Work Group and does not represent a recommendation from them at this time.

Draft Folio Cover Letter

The Board is asked to discuss the attached draft letter that will convey key messages and asks. As directed by the Work Group, this year's letter focuses the primary ask on a single request, that of defederalizing small local projects. Specifically, it asks legislators to support Clallam, Jefferson, and Mason Counties for inclusion in a pilot program under consideration by the JTC and Governor's office to swap out federal STBG funds administered by rural counties for easier to manage state funds. Public Works Directors from all three counties were consulted and strongly support this proposal. Note this is specific to those three rural counties and would not apply to Kitsap County and the STBG funds administered by PSRC or the Kitsap Regional Coordinating Council.

The draft 2023 language also calls out the need for better coordination and investments at either end of the Hood Canal Bridge and suggests that the time to start discussions is now. It also highlights several other topics of interest to PRTPO members.

Whereas last year's language made sharp statements and included several clear asks, this year's language is more conversational. It acknowledges the good work of the past session but also the rough road still ahead. It reflects the reality that there are no easy solutions, and that progress happens over time. It reiterates PRTPO's appreciation for on-going support and opportunities for cooperation.

The Board is asked to discuss the key messages and draft language. Direction on messages, tone, specific asks, and the ways these are framed will be used to develop a revised folio for Board approval in October.

Next Steps

Board direction in August will be used by the Legislative Work Group to refine the letter and format for this year's folio. Staff will work with TAC members to identify projects for inclusion on the project list. As in years past, each member can submit more than one project but if there is not enough room, we will work to include a project from each member before adding a second or third project from one member. We will also work to develop some fresh graphics for this year's folio.

The Legislative Work Group will work with staff to develop a final draft of the 2023 *Transportation Outlook* legislative folio for review and approval by the Board in October. Work will get underway then on arrangements for the regional legislative forum in November.

Attachment:

Draft Cover Letter for 2023 Legislative Folio
2023 Priorities – Results of Member Poll
Transportation Outlook 2022 Legislative Folio

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

This is intended to be a joint message from PRTPO to the legislators of the 23rd, 24th, 26th, and 35th Districts. The traditional format entails a two-page letter accompanied by a one-page list of projects submitted by members (in Sept, w/TAC) and a graphic or infographic, for a total of four pages. Barring a change in direction, that is the approach for 2023. We're working to get the messages and tone right before we format anything. This is a very first cut at 2023 text.

Thank you for all you accomplished this past year to improve transportation funding and policy direction for our local partners. This annual collaboration with you, our legislative delegation, supports the work of our members who build, operate, maintain, and manage all aspects of our transportation system and keep our communities moving. We value your partnership.

We look to this next year with anticipation for what lies ahead and a sober dose of reality. Our major accomplishments in 2022 were just the next few steps on the challenging road before us, but they were important steps in the right direction.

We appreciate your support for completion of our remaining *Connecting WA* projects and timely delivery and coordination of the new *Move Ahead WA* investment packages. These will have benefits throughout the region. And increased taxing authority for Transportation Benefit Districts is a welcome addition to the funding toolbox available to local agencies. It offers much-needed discretionary transportation revenue to take care of hard-to-fund essentials like the upkeep of neighborhood roads.

Yet we know transportation is not the only government service local sales tax is increasingly asked to support. Many of our local partners find themselves having to make unfair trade-offs between transportation and other essential government services. Increasingly they face staff shortages, supply chain disruptions, contractor and DBE concerns, and other uncertainties that make it ever harder to keep our transportation system operating efficiently and cost-effectively. They are facing some tough years ahead.

We appreciate your on-going efforts to increase the fairness and sustainability of transportation revenues. This helps as our local partners work to assemble the complicated revenue packages necessary to finance big projects. It can take 10-20 years for a big project to go from plan to construction, whether it is a street realignment, ferry terminal upgrades, transit fleet transitions, or completion of the Olympic Discovery Trail. Our local partners must stack multiple revenue sources, each with their own constraints and timelines, and juggle the many different revenue requirements to deliver projects as efficiently as they can over a decade or longer.

One way to do more with existing revenues is by de-federalizing small local projects, swapping federal "STBG funds" for state funds. A pilot program to evaluate the merits of this federal funding exchange is included in the JTC's Federal Funding Work Group recommendation to the Governor. ***PRTPO urges you to join us in requesting that Clallam, Jefferson, and Mason Counties be included in this pilot program.*** The experience of these three counties and their

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local partners will be an asset in standing up an equitable funding swap program and documenting the financial and project delivery benefits for local agencies and the traveling public. Our members can demonstrate the value of this pragmatic funding exchange for rural counties across the state.

PRTPO and its members continue to look for ways to increase the resilience of our rural and small urban communities, reducing system disruptions and increasing the ability to respond and recover when disruptions do occur. Transportation and access are the foundation of rural resiliency.

Your efforts to make broadband access universal is one such measure that not only addresses gaps in coverage but contributes to a more resilient region. Our communities have responded to these recent opportunities and are working to close service gaps and expand access to 21st century opportunities. We encourage your continued support for broadband while our partners work to connect every community in the region to high-speed internet.

Other regional resiliency needs will entail a combination of measures and innovative partnerships. A priority for PRTPO is making Hood Canal Bridge operations more efficient and reducing disruptions on both sides of this critical lifeline connection between the Kitsap and Olympic Peninsulas. Impacts of bridge closures are felt from Silverdale to Port Angeles. Closures directly impact commerce, emergency services, and transit in addition to the tens of thousands of passenger vehicles traveling this impacted corridor every day. It's important the reasons for bridge closures are commensurate with the impacts those closures cause. Improvements will take coordination and collaboration among diverse stakeholders. We can improve system performance today and create greater capacity to recover from unexpected disruptions in the future with a mix of investments and coordination. It's time to start this discussion.

Finally, we are grateful for the increased opportunities your efforts have produced to expand electric vehicle infrastructure into our rural and tribal communities. This is an important equity consideration where rural economies of scale can't compete with metro areas and interstate corridors. Impacts of these investments in our under-served communities will have far-reaching benefits and help ensure our rural, tribal, and small urban communities and businesses are on equal footing and have access to the same funding resources for decarbonizing transportation and reducing fossil fuel dependency as their more urban counterparts. Continued support for funding criteria that recognize the EV infrastructure needs of rural and tribal communities will help our partners make the transition to a greener transportation future.

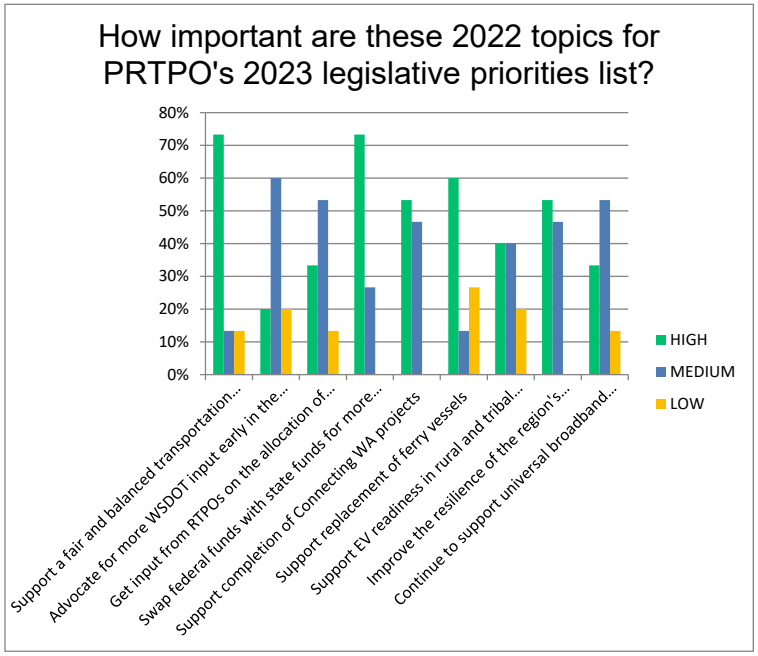
Thank you for your on-going interest and support. We look forward to working with you this next year to improve mobility throughout the Peninsula region and keep travel safe and reliable.

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PRTPO 2023 Legislative Priorities

How important are these 2022 topics for PRTPO's 2023 legislative priorities list?

	HIGH		MEDIUM		LOW		Total
Support a fair and balanced transportation revenue package	73%	11	13%	2	13%	2	15
Advocate for more WSDOT input early in the funding process	20%	3	60%	9	20%	3	15
Get input from RTPOs on the allocation of funds from new federal funding programs	33%	5	53%	8	13%	2	15
Swap federal funds with state funds for more efficient delivery of small local projects	73%	11	27%	4	0%	0	15
Support completion of Connecting WA projects	53%	8	47%	7	0%	0	15
Support replacement of ferry vessels	60%	9	13%	2	27%	4	15
Support EV readiness in rural and tribal communities	40%	6	40%	6	20%	3	15
Improve the resilience of the region's transportation system	53%	8	47%	7	0%	0	15
Continue to support universal broadband access, especially in rural and tribal communities	33%	5	53%	8	13%	2	15
Other ideas or comments:							4
						Answered	**15**
						Skipped	**0**



Other Ideas and Comments:

Improving resilience of the region's transportation system could be medium to high, as it could support funding for updating/replacing bus

The first three questions should be incorporated into an ongoing collaborative and cooperative ongoing dialogue for future transportation packages. The two questions regarding rural and tribal communities are acknowledged as important to the region but do not impact our

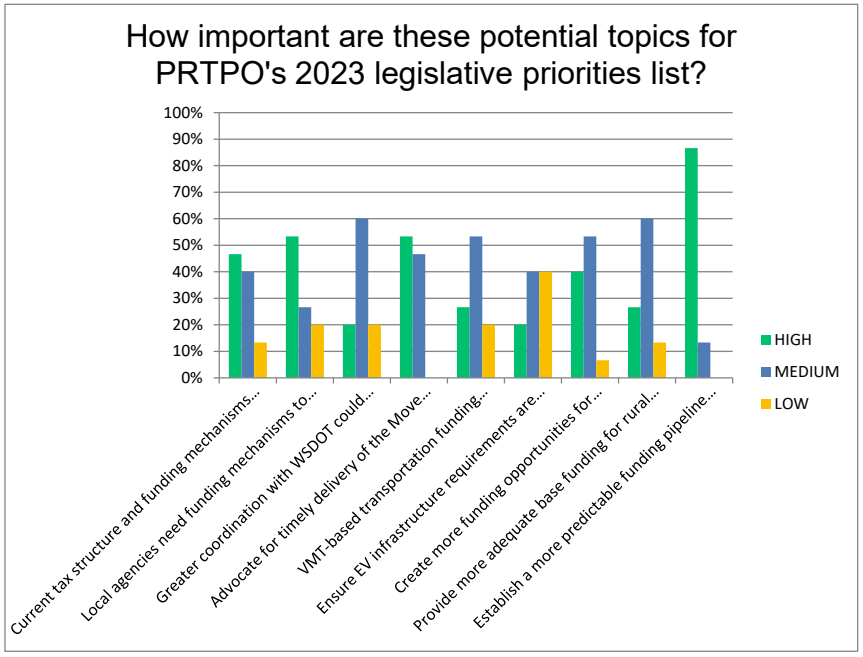
Labor - we are cutting transit service and ferry service too frequently

WSDOT input would be better articulated as true partners in the funding, planning and implementation process. (Shift attitude from owner / developer, to transportation partners seeking fair and balanced

PRTPO 2023 Legislative Priorities

How important are these potential topics for PRTPO's 2023 legislative priorities list?

	HIGH		MEDIUM		LOW		Total
Current tax structure and funding mechanisms result in unfair trade-offs between transportation, other essential government services	47%	7	40%	6	13%	2	15
Local agencies need funding mechanisms to support preservation of neighborhood streets and local roads	53%	8	27%	4	20%	3	15
Greater coordination with WSDOT could improve how the LEAP process accounts for cost estimates as projects age	20%	3	60%	9	20%	3	15
Advocate for timely delivery of the Move Ahead WA funding package	53%	8	47%	7	0%	0	15
VMT-based transportation funding mechanisms can have undue impact on rural communities	27%	4	53%	8	20%	3	15
Ensure EV infrastructure requirements are appropriate for rural areas	20%	3	40%	6	40%	6	15
Create more funding opportunities for important local planning projects that lead to capital or program investments	40%	6	53%	8	7%	1	15
Provide more adequate base funding for rural RTPOs to support required planning, coordination, and reporting functions	27%	4	60%	9	13%	2	15
Establish a more predictable funding pipeline to support local delivery of large capital projects	87%	**13**	13%	2	0%	0	15
Other ideas or comments:							3
						Answered	**15**
						Skipped	**0**



Other Ideas or Comments:

Local road funding needs are better advocated by AWC. Local roads are not an RTPO issue by comparison to regional issues.

Again, the rural needs are acknowledged but the issues are not a priority for our jurisdiction. Our response to the 7th question is "good luck with that." The state funding for the PRTPO is adequate to perform its work program efficiently and effectively. We did not know what the LEAP process is.

Transit received historic funding levels in the last session and they are struggling to spend it. That is not because there isn't a need - They are facing huge 50% plus price increases in bus purchases, multi-year delays in receiving those buses due to supply chain and labor shortages at manufacturing plants. Transits are struggling to hire and train CDL drivers so we can get service out on the road. We need to make sure our leaders understand that the funding isn't moving as quickly as we'd like it, but it isn't because of a lack of need.

PRTPO 2023 Legislative Priorities

What topic would you say is a priority for PRTPO?

How to reduce VMT in the rural NOP given housing pressures are pushing more commuting.

Transportation funding mechanisms and tax structure

Establish a more predictable funding pipeline to support local delivery of large capital projects

Securing Funding for shovel-ready projects and helping the region meet its transportation challenges. I think we would also benefit from more corporation between districts.

Training and helping smaller communities that do not have an engineer or grant specialist on staff.

Interconnecting public transportation with an goal of door-to-door transportation to the level that a personal car might be seen as a luxury, not a necessity, in our rural area.

STBG swap and rural determination. We should spend federal funds where the need is most in pavement preservation with local forces. This is currently not permitted as not a project priority and competitive bidding necessary.

-- Supporting predictable large capital project funding -- Review of CDC requirements (compare to ODOT?) -- Public Works project exceptions for passenger-only ferry

Funding predictability, followed by adequate funding

Funding for the region to maintain or improve roadways

na

To promote the differences of the rural needs vs the metropolitan to the legislature. One size does not fit all.

Swap federal funds with state funds for more efficient delivery of small local projects.

Establishment of a stable funding source for local agencies and swapping federal funding for state funding.

All of the above. Particularly interested in federal fund exchange program and predictable revenue stream topics.

Anything else to share?

My feedback here is greatly limited by my lack of experience in regional trasportation issues.

Climate resiliency on and getting off the Peninsula needs to be paired with broad band program on us101. Let's pay some homage to Salmon projects. We have plenty of downstream barriers from the large WSDOT investment to improve, plus WSDOT/Scarsella are just beginning with construction plans or ready waiting for the next fish window. The traffic impacts will cause a standstill to tourism and regional trips off the Peninsula reminiscent of the Hood Canal Bridge replacement. The PRTPO became the conveyor of goodwill to prepare WSDOT to do more to help traffic mitigation. We can alert the Legislators we are willing partners to alleviate miscommunication and ill will.

On the two-page handout, page 2, bullet regarding improving resilience of our regional transportation system, perhaps re-word or add new verbiage to include updating bus facilities.

I am not sure that transit's are operating on shoestring budgets is an accurate statement? The State's invest in transit went from about 3 to 17%. Federal commitment has increased as well.

Does the group want to discuss the complete street requirement for projects over $500K? Is this impactful to our rural jurisdictions.

Looks like a good list. I do think the PRTPO should start to focus on the signal bottleneck at the east end of the Hood Canal Bridge. WSDOT seems unaware that this is a problem. 5 mile long backups for hours on SR-3 and SR-104, the only real way on or off the most populated part of the Peninsula is a problem. Not aware that WSDOT even has a recent study about this issue. Would like to see what a large 1-lane or 2-lane roundabout at that location would do to alleviate the backups caused by the signal. The short left hand turn storage area on the SR-104 leg means that all the right turning traffic (which is the majority of the vehicles leaving the Peninsula) is blocked. The short left turn storage pocket essentially controls the flow on or off the Peninsula. A properly designed roundabout might alleviate some of this like it did at the T intersection on SR-20 just east of Anacortes a few years ago.

2022 Transportation Outlook, for reference

PRTPO Members

Clallam County
Jefferson County
Kitsap County
Mason County
Bainbridge Island
Bremerton
Forks
Port Angeles
Port Orchard
Port Townsend
Poulsbo
Sequim
Shelton
Clallam Transit
Jefferson Transit
Kitsap Transit
Mason Transit
Port of Allyn
Port of Bremerton
Port of Port Angeles
Port of Shelton
WSDOT Olympic Region
Jamestown S'Klallam Tribe
Lower Elwha Klallam Tribe
Makah Nation
Squaxin Island Tribe
Skokomish Tribe

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To our legislators in the 23rd, 24th, 26th, and 35th Districts,

Thank you for your support through difficulties and uncertainties this past year. As ex officio members of Peninsula RTPO and valued state partners, your support helps ensure projects and policy objectives that benefit mobility on the Olympic and Kitsap Peninsulas get fair consideration at the state level. Regional collaboration and cooperation make PRTPO strong. Our partnership with you is important to our success.

We see some key opportunities on the near horizon where we can work together to benefit communities across the region.

- **Support for a fair and balanced transportation revenue package**
  Cities and counties haven't had an increase in their share of direct gas tax revenue – the only non-competitive state revenue they receive for transportation – since 2005-06. And our transit agencies provide essential rural mobility, lifeline, and intercity bus service on shoestring budgets. Our members must compete for useful but unpredictable grants to support core programs as well as major improvements and retrofits. Let's mitigate those effects and create more sustainable, predictable local revenue streams with a comprehensive multimodal transportation revenue package.

- **Advocate for more WSDOT input earlier in the funding process**
  Our regional transportation system depends on the state highway and ferry system. WSDOT has discretion over just 16% of gas tax collected. This is not enough to do the preservation and retrofits to ensure facilities continue to function as intended and avoid expensive disruptions. WSDOT is not at the table when big funding decisions are made. We support participation by the Secretary of Transportation early and often during legislative discussions about transportation revenue.

- **Harness a rare opportunity presented by Federal infrastructure packages**
  We have long faced severe funding deficits for core programs and project needs. An unprecedented infusion of federal funds can kickstart action on large projects and support important local, state, and tribal needs that have languished for lack of funding. We have both. The PRTPO can be a partner in helping identify multimodal project and programmatic needs for the legislature to consider for these new funds and vet potential delivery mechanisms to ensure rural equity and efficiency.

- **Make better use of existing transportation revenue**
  Washington requires rural counties to allocate small amounts of federal funds to priority projects across jurisdictions. This is an inefficient use of existing revenue. Small pots of federal funds inflate local project costs and slow delivery. It increases WSDOT Local Programs administration and overhead. Swapping federal funds with state funds for small local projects is smart and efficient and is standard practice in other states. We want to help you make it standard practice here, too.

These are priority areas where we can work together to make a difference for our communities. Action in these areas will have ripple effects throughout the region as communities have more certainty about transportation funding and can prioritize and budget in ways that keep life cycle costs low while making efficient use of scarce resources.

There are other regional concerns we will track with interest this session.

- We continue to **advocate for completion of *Connecting Washington* projects** and the funding commitments made to local, state, and tribal projects back in 2015. The SR 3 Freight Corridor / Belfair Bypass project is a case in point. Let's complete this project and keep these long-standing commitments to our local communities and the traveling public.

- **Ferry vessel replacement is essential** to the safe and reliable operation of our marine highway system. Over half of all ferry trips begin or end in the Peninsula Region. Old vessels and deferred maintenance have led to service disruptions felt by business, freight, individual travelers, and the ferry terminal communities themselves. Effective state action can grow state revenues and tap new federal funding to get more vessel replacements underway.

- We are coordinating with stakeholders throughout the Olympic and Kitsap Peninsulas to **expand EV readiness of our rural routes.** Rural communities have the same needs for electric vehicle infrastructure as urban communities but lack the densities, resources, and economies of scale of those places. For Washington to meet its EV goals, and for the Peninsula region to keep up, we need charging stations all along US 101 and other key regional corridors.

- We need to **improve the resilience of our regional transportation system** and the communities it serves. Olympic and Kitsap Peninsula geographies limit us to just a few critical lifeline routes. A disruption on one is felt throughout the region. Innovative partnerships and projects, like elevating a stretch of US 101 six feet as part of Fish & Wildlife's Duckabush Estuary Restoration project, help us better withstand future shocks and adapt to a changing world while also restoring critical habitat.

PRTPO is pleased to see **broadband access** getting the attention and funding it deserves. This is what can happen when local, regional, state, and federal agencies along with their private sector partners lean into an issue of such paramount importance. We appreciate your support in ensuring communities throughout the Peninsula region are not overlooked during rollout of these investment programs.

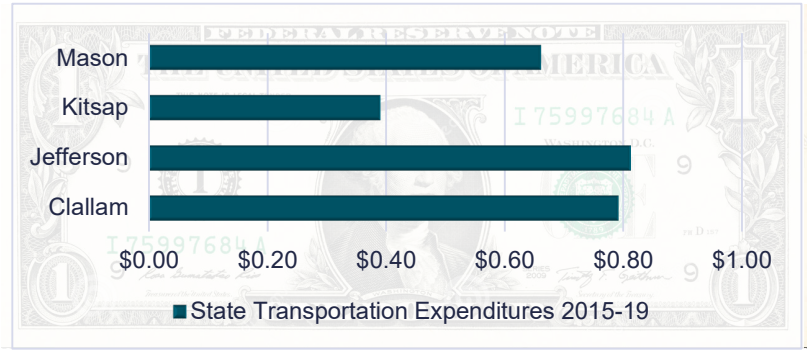
The work we face is daunting but doable with your continued support and partnership. We look forward to working with you to improve mobility throughout the Peninsula region and keep travel safe, reliable, and sustainable.

Peninsula RTPO Key Contacts
www.PRTPO.org

Chair	Bek Ashby	bashby@cityofportorchard.us	360.731.0778
Vice-Chair	Randy Neatherlin	randyn@co.mason.wa.us	360.427.9670 x419
Secretary	Tammi Rubert	trubert@jeffersontransit.com	360.385.3020 x107
Lead Planning Agency	John Clauson	johnc@kitsaptransit.com	360.478.6223
PRTPO Coordinator	Thera Black	therab@peninsulartpo.org	360.878.0353
PRTPO Coordinator, LPA	Edward Coviello	edwardc@kitsaptransit.com	360.824.4919

Residents Pay More than Their Fair Share

For every dollar residents paid in state transportation taxes and fees from 2015-2019, they only got back anywhere from 81¢ to just 39¢ in state transportation investments.

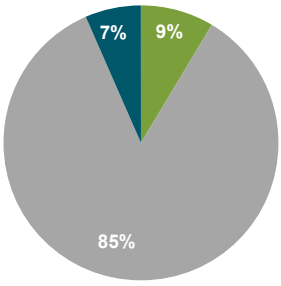


Source: WSDOT 2019 County by County Analysis, 2015-2019 Historical Analysis

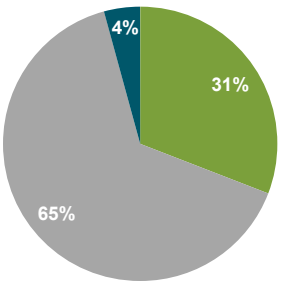
Lifeline Services Expensive to Provide

Demand-response services are a lifeline for our most vulnerable residents and, on a per-trip basis, are also the most expensive service provided by transit. **Reliable funding for rural mobility and intercity bus travel ensures people with special mobility needs can access essential services.**

Share of Transit Trips



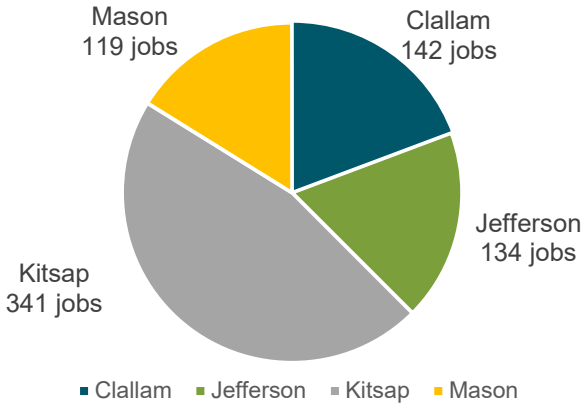
Share of Operating Expense



Source: National Transit Database, 2017 data for Clallam, Jefferson, Kitsap, and Mason Transit.

Transportation Projects = Jobs

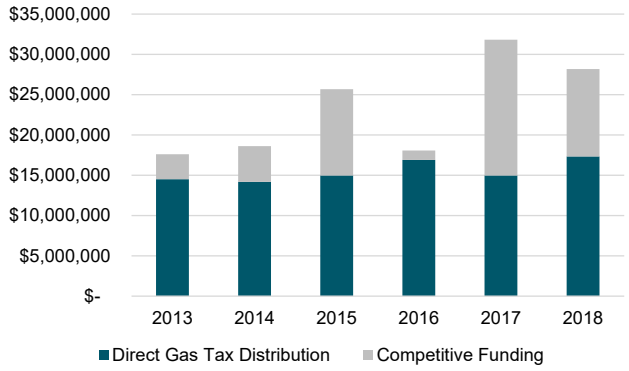
This chart shows the estimated growth in 2018-19 jobs, by county, attributed to WSDOT transportation investments.



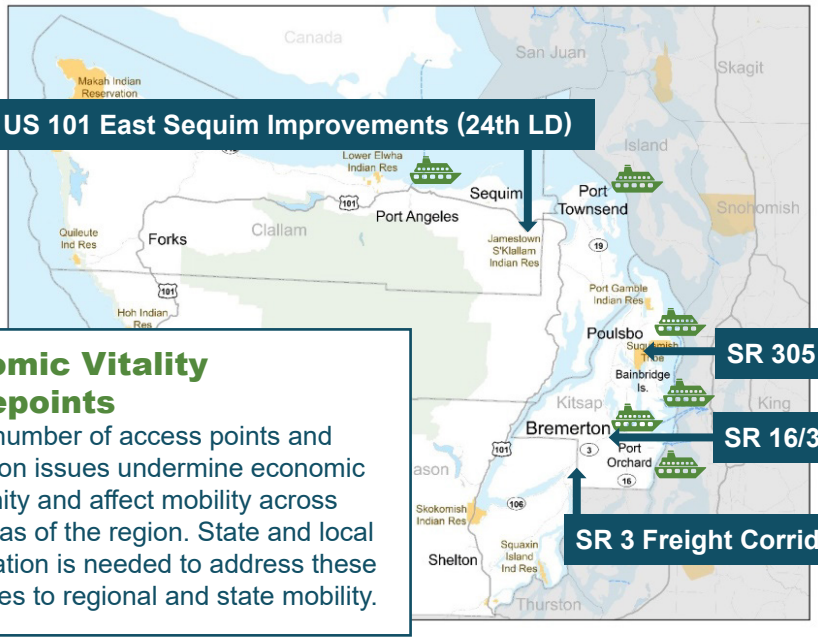
Source: WSDOT 2019 County by County Analysis - Return per dollar contributed by citizens within each county, state and federal transportation funds – 2019 analysis

Roller Coaster Budgets for Locals

Local agencies must rely on competitive grants for a large share of their transportation revenue. Agencies need more funding discretion. **Local agency shares of gas tax distribution haven't increased since 2005-06.**



Source: County Road and City Street Revenues and Expenditures, for Clallam, Jefferson, Kitsap, and Mason Counties and their respective cities.



Essential Marine Highway System

The majority of ferry trips in Washington begin or end in our region and the Coho is an international gateway for the State. This marine highway system is essential to our regional mobility and economic health.

Economic Vitality Chokepoints

A small number of access points and congestion issues undermine economic opportunity and affect mobility across wide areas of the region. State and local collaboration is needed to address these challenges to regional and state mobility.

Transportation Outlook 2022
Peninsula RTPO Investment Priorities

Project	Agency	LD#	PRTPO Priority Project Characteristics: Multiple Modes	Shovel-ready	Economic Chokepoint	System Preservation	Improve Safety	Special Needs Mobility	Increase Resiliency	Connecting WA	Local TIP	Total Cost	Already Secured
SR 104 Kingston Congestion Mitigation *Realign and improve SR 104 and holding capacity, manage ferry traffic in Kingston*	Kitsap County	23	*	*	*		*	*			*	$20 M	$2.76 M
Noll Road Corridor Improvements *Three phases of corridor projects will improve multimodal mobility, increase system safety, and improve traffic flow along SR 305 corridor*	Poulsbo	23	*		*		*		*	*	*	$28.3 M	$21.4 M
Elwha River Bridge Replacement *Replace deficient 1926 bridge with new structure designed to current standards*	Clallam County	24	*	*		*			*		*	$30.3 M	$30.3 M
Olympic Discovery Trail - Forks to La Push *Complete next 13 mile segment of ODT connecting Forks to La Push and the Quileute Nation, Olympic National Park coastal trailheads*	Clallam County	24	*				*	*	*		*	$21 M	$7.6 M
SR 19 Chimacum Rhody Drive Ped-Bike Improvements *Build Safe Routes to School and active transportation facilities on a Tourist Corridor from Anderson Lake Rd to Beaver Valley Rd*	Jefferson County	24	*	*			*	*	*		*	$1.7 M	$0.3 M
Olympic Discovery Trail - Larry Scott Trail to US101 S Discovery Bay *Construct accessible 10.12 mile segment of the ODT and Pacific NW National Scenic Trail systems (East Olympic Peninsula)*	Jefferson County	24	*				*	*	*		*	$15.6 M	$3.8 M
Peabody Creek/Lincoln Street Culvert Repair *Critical culvert repair to minimize potential for collapse and property damage, and improve fish passage*	Port Angeles	24		*		*	*		*		*	$3.5 M	$0.3 M
SR 20 Improvements at Mill Road and at Kearny Road *Joint project with WSDOT to replace signals and improve SR 20 intersections at Mill Road and at Kearny Road.*	Port Townsend	24	*				*				*	$1.7 M	
US 101 East Sequim Corridor *Complete Simdars Rd/US 101 interchange, build frontage road connector*	Sequim	24	*		*		*		*		*	$37 M	$1.9 M
SR 112 Repair and Repaving Project - Clallam Bay to Neah Bay *Complete repairs and repaving of 23 mile state highway from Clallam Bay to Neah Bay, the only road access to the Makah Reservation*	WSDOT / Makah Nation	24	*	*		*	*	*	*			$30 M	
Bay Street Pedestrian Pathway *Complete pathway construction between Port Orchard Boulevard and Annapolis ferry terminals for 1.2 mile waterfront pathway*	Port Orchard	26	*	*			*	*			*	$3.0 M	$3.0 M
Sedgwick Rd/SR 160 Corridor Improvements *Design and construct near-term improvements described in WSDOT's 2018 SR 16 Corridor Congestion Relief Study.*	Port Orchard	26	*		*		*		*		*	$6.0 M	
SR 3/16 Gorst Project - Resiliency, Mainline Capacity, & Non-Motorized Connectivity *Improve SR 3/16 in Gorst*	Kitsap County	26, 35	*		*		*		*			$425 M	
7th Street Preservation and Signal Upgrade - Alder to Park Street *Pavement preservation project with a signal upgrade at 7th and Railroad Avenue*	Shelton	35	*		*	*	*				*	$1.5 M	
SR 3 Freight Corridor *(Belfair Bypass)* *Construct new corridor parallel to SR 3 in Belfair, providing alternate route and improved freight access*	Mason County	35	*		*		*		*	*	*	$66.9 M	$66.9 M

Pavement Preservation and Transit State of Good Repair

PRTPO stands with its local, state, and tribal partners in emphasizing the need for adequate funding to preserve and maintain the existing transportation system - streets and highways, bridges, ferry terminals and vessels, transit infrastructure, trails and pathways, sidewalks, and technology. Existing revenues are insufficient to maintain a State of Good Repair which increases the funding deficit.

INFORMATION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: August 18, 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.

Information of Interest:

Sorry for such a long report but there is a lot going on of potential interest and impact for PRTPO members, especially regarding funding opportunities. It is hard to keep up with it. Please get in touch if you or your colleagues have questions on any of these topics. I may have more resources at my fingertips but if not, can probably track down info quickly.

FUNDING

This is probably not a complete list and more programs are on the near horizon. Some grants are much harder to apply for than others; where that is known, it is indicated. Highlights are included here with other insights where available. Be sure to ask PRTPO for a letter of support for your state, federal, or PSRC-administered grant!

- **Tribal Funding Opportunity: DERA.** The EPA's Diesel Emissions Reduction Act program will fund projects that reduce or eliminate diesel emissions. Eligible projects include vehicle and marine vessel replacements or retrofits, engine conversions, and other measures to reduce diesel emissions. $7 million is specifically set aside for tribal governments and no match is required. A one-page summary is attached to this. There are two upcoming webinars on the program, one on August 25th at 12:oo PDT and the other on August 31st at 4:00 PDT. Register for a webinar and get much more information on the tribal DERA program, eligible project types, sample application content, and more here. I was at a meeting on August 17th where EPA representatives explained there was low response for this program in 2021 and so they added more money in 2022 to make it a more attractive opportunity for tribes. Maximum ask is $800,000. If there is interest in a learning session on this program, please let me know as soon as possible and I will work to set up a session for interested participants. Also, if you are contemplating an electric vehicle and charging unit and need contacts for more information on what that entails let me know. ***Project applications are due October 26, 2022.***

- **Dept. of Commerce Electrification of Transportation Systems Grant.** This is a program funded by the state Clean Energy Fund. Eligible applicants include local governments, Tribes, transit, and small utilities. Funding is available for planning projects that prepare communities to construct or expand electric vehicle supply equipment through early-stage consultant studies, engineering design, as well as capital asset investments and infrastructure upgrades. Minimum grant award is $100,000. *Applicants who have never received an ETS grant from Commerce get an extra 20 points on their Phase 1 application score.* This is a two-part application process with the Phase 1 application being a fairly simple form entailing conceptual information. A pdf copy is attached (as well as a Q&A) but a Word version can be downloaded from the ETS website. Projects that entail two or more partners will be particularly competitive. Federal funds can be used as match but not state funds. ***Phase 1 applications are due by September 15th.*** Those projects selected to continue on with the more in-depth application will be notified by October 10th and those applications will be due November 21st.

- **Safe Streets and Roads for All (SS4A) Grant Program**. This is a new federal funding program in the Bipartisan Infrastructure Law passed by Congress last November. Cities, counties, transit agencies, tribal governments, and other special districts are eligible to apply. Minimum grant is $50,000 and maximum is $200,000. A total of $1 billion will be awarded in this call for projects. Amendments to the Notice of Funding Opportunity were posted on August 1st. The SS4A program funds regional, local, and Tribal initiatives through a competitive grant process intended to prevent roadway deaths and serious injuries. There are two kinds of SS4A grants: Action Plan Grants and Implementation Grants. A minimum 20% match is required for both. Note that no federal funds can be used as match, not even Tribal Transportation Program funds. An Action Plan must be completed first; Implementation Grants are intended to fund needs identified in the Action Plan. A Self-Certification Eligibility Worksheet is available for potential applicants to assess whether their existing plans will satisfy this requirements. There are more unique provisions to this program than I can summarize here. Please check out the comprehensive FAQ available. The SS4A "How to Apply" page has a wealth of information on the program with links to resources, how to register with Grants.gov to apply, how to calculate the Average Annual Fatality Rate from 2016-2020 that is required, and much more. FHWA expects to award "hundreds" of Action Plan grants and about 100 Implementation grants. ***Applications are due September 15, 2022.***

- **Reconnecting Communities Pilot Program.** This is another new program coming out of the Bipartisan Infrastructure Law. This program is intended to remove, retrofit, or mitigate highways or other transportation facilities that create barriers to community connectivity. Eligible applicants include local governments, Tribes, state, and non-profit organizations. If it is a capital construction project, the other of the eligible facility must be the applicant. This call for projects will award $50 million in Planning Grants and $145 million for Capital Construction Grants. Planning Grants will range from $100,000 to $2 million and have a 20% match requirement. Construction Grants will range from $5 million to $100 million and have a 50% match requirement. *This program requires completion of a Benefit Cost Analysis, instructions for which are 55 pages long.* This is a complicated application and will be a hard program to compete for unless you have just the right project. Find out more about the *Reconnecting Communities* program here. ***Applications are due October 13th.***

- **Consolidated Grants 2022.** WSDOT released the 2022 Consolidated Grants call for projects on July 21st. Eligible applicants include transit agencies, tribes, nonprofits, and local jurisdictions. This is the funding program that requires consistency with PRTPO's Human Services Transportation Plan. Some part of the project score will be determined by a PRTPO evaluation and ranking process late this year. Applicants are strongly encouraged to review the updated criteria and to evaluate their projects against the draft HSTP Plan being reviewed by the Executive Board before release to the public to be sure their project concepts align with one or more strategies in that draft plan. If you see any issues, please get in touch with me as soon as possible. ***Consolidated Grants applications are due to WSDOT by October 27th.***

- **Green Transportation Grants.** This WSDOT Public Transportation Green Transportation grant program is open to all public transit agencies (not tribal transit systems, though). It will fund capital projects and related expenditures that reduce the carbon intensity of Washington's transportation system. WSDOT expects to award a minimum of $12 million and up to $50 million in funding. As a point of reference, the last process awarded $4.7 million. WSDOT intends to ensure equitable distribution of funding to large urban, small urban, and/or rural transit agencies across the state. Projects require a minimum 20% match. ***Applications are due September 29th.***

- **Active and Upcoming Federal NOFOs.** There is a steady stream of funding opportunities through USDOT coming out of the Bipartisan Infrastructure Law, more than can be tracked here efficiently. You can find a portal with links to the various Notices of Funding Opportunity currently on the streets as well as those coming up in the next few months here.

EV READINESS

- **Clean Fuel Standard Credits.** On January 1st a new program goes into effect in WA state that is meant to curb carbon pollution from transportation via emissions credits. The Clean Fuel Standard is a significant program based largely on California's cap-and-trade program (with some important differences) whereby emissions credits are generated by clean energy projects and purchased by industrial sectors to offset their excessive carbon emissions. For example, an EV charging station or a hydrolytic electrolyzer for fuel cell electric buses will generate emissions credits that an oil refinery in Anacortes will purchase through the environmental commodities marketplace, generating revenue that can be reinvested back into capital projects or operations. Electric utilities must invest a minimum of 30% of the credits they generate back into transportation electrification projects in under-served communities (e.g. tribal, rural). This is a very significant, very complicated new program rolling out under in coordination with the Climate Commitment Act and other programs. The window for getting up to speed is narrow. We will provide what resources we can to members working to understand and take advantage of this program.
    - Commerce released the proposed rules on July 18th. Comments are due August 31st and a public hearing is scheduled for August 23rd. Find the draft rules and information on the rule-making process by scrolling down this page until you get to the CR-102 section.

    - PRTPO convened a Clean Fuel Standards 101 learning session on August 11 for its EV Infrastructure Exchange group, as a part of the 2040 RTP follow-up work the Executive Board authorized to increase the EV readiness of the region. About 35 people attended. A second meeting is being considered, to dive deeper into the practical logistics of what this will mean for various types of organizations and for project development. Find materials from the learning session and a link to the meeting video under the PRTPO Presentation Resources.

- **Hydrogen Fuel Cell Vehicles are Electric Vehicles.** Washington State is pursuing designation as one of a handful of "Hydrogen Hubs" across the country that will spearhead advances in hydrogen fuel cell technology and other applications. The legislature implemented three new policies in 2022 aimed at supporting renewable green hydrogen production and products with lots of bipartisan support. Hydrogen fuel cell vehicles offer a practical alternative for heavy transportation uses like suburban and rural transit, marine and aviation, etc that are not feasible with battery electric vehicles. Interest from individual transit agencies, port districts, tribes, and others is growing as people learn more about the potential of H2 not just for decarbonizing heavy transportation but also for creating more energy independence and critical infrastructure resilience as a back-up power source. ***Members interested in learning more about potential H2 applications for their fleets, recent breakthroughs in on-site production capabilities for renewable hydrogen, the potential role of Clean Fuel Standards in financing pilot projects and coordinated ways to support WA's H2Hub initiative are encouraged to get in touch with me.*** If there is sufficient interest from members, we can schedule a learning session with experts in this field. Hydrogen fuel cell vehicles are electric vehicles powered by a fuel cell and are eligible for the array of federal and state funding opportunities available for electric vehicles as well as some other dedicated resources.

- **Two Successful EV Grants.** While the big US 101 EV infrastructure funding proposal developed by Energy NW was not successful in its quest, Port Townsend and Jefferson County scored two successes. First, Port Townsend was part of a collaborative proposal developed by Forth that will locate EV charging facilities at several West Sound ferry terminals that secured a ZEVIP grant. The Jefferson Climate Action Council was successful in its bid for a ZAP grant to establish a zero-emission vehicle co-operative. Congratulations on two wins in two very competitive funding programs!

OTHER NEWS YOU CAN USE

- **Local NHS Routes – New Reporting Requirements.** Cities and counties with local streets and roads that are part of the National Highway System will hear from WSDOT soon about new reporting requirements. WSDOT must report to FHWA all revenues spent on the NHS, not just state revenues. Jonathon Fok from WSDOT said they will start collecting information annually on local maintenance and preservation expenditures, and what the gap is between that level of funding and what should be spent to maintain facilities in a State of Good Repair. He stressed it is okay if there are gaps in information initially; they will work with locals to see what information is available and how to collect it most efficiently.

- **Disability Mobility Initiative.** A statewide initiative is underway to increase awareness of the challenge people who don't drive face when meeting their day-to-day needs. Participate in a Week Without Driving from September 19-25, a campaign hosted by Disability Rights WA. This is particularly timely given the draft Human Services Transportation Plan update that will be out for review before approval by the Board in October. Information on the campaign with a link to more resources is attached.

- **Complete Streets.** WSDOT has completed its first phase of work to implement provisions of the Complete Streets provision in the Move Ahead Washington funding package passed in 2022. All WSDOT projects starting design on or after July 1, 2022 that are $500,000 in cost must improve the safety, mobility, and accessibility of the transportation system for all users. WSDOT is focusing on state projects located in incorporated places or where active transportation gaps have been identified in any sort of plan or study. It also applies to projects in over-burdened communities whether or not needs have been identified in a plan. WSDOT is establishing a Complete Streets team for each region tasked with designing projects to accommodate all modes, even if it means reallocating existing ROW to accommodate other modes. At its foundation is a Safe System approach, implementing strategies that reduce the likelihood of crashes as well as the severity of crashes when they do occur. A copy of the WSDOT Complete Streets Project Delivery Memo is attached.

- **Pilot Federal Funding Exchange Program.** Local government stakeholders working with legislators on the Joint Transportation Committee about how to apportion federal funds coming to Washington State from the 2021 IIJA/BIL included a provision to establish a Pilot Federal Funding Exchange Program. Such a program would have to be authorized by the legislature, but members on the work group believe they have agreement from the JTC representatives for this measure. This is something that PRTPO's rural counties have advocated for a long time and is prominently features in the draft 2023 Transportation Outlook priorities the Board will consider in August. PRPTO will continue to monitor this as it moves from the JTC to the Governor.

- **Bipartisan Infrastructure Law Rural Playbook and Tribal Playbook.** In light of all the funding opportunities coming out, these might be helpful. The Bipartisan Infrastructure Law Rural Playbook and the Bipartisan Infrastructure Law Tribal Playbook were developed to help rural communities, tribes, and their stakeholders navigate the new funding opportunities in the BIL that are specific to rural and tribal infrastructure needs, match waivers available for those projects, and other insights to support rural communities and tribes in deciding what funding opportunities to pursue. These are first-of-its-kind guidebooks meant to support transportation funding programs as well as programs for other types of infrastructure included in the BIL. Competitive federal funding opportunities can be a worthwhile pursuit, but no agency or tribe should proceed without understanding what the application process entails and specifics as to what the funding programs are looking for from applicants. These are often very complicated applications to complete without some outside assistance, and applicants want to give themselves enough time to assess the feasibility of the project and what it will take to complete a proposal. Please get in touch if you want to bounce ideas about specific programs and funding opportunities.

Other PRTPO Meetings Since the Executive Board's June 17th Meeting

- Technical Advisory Committee, July 21st – TAC members forwarded a recommendation for Board approval of the Critical Rural Freight Corridor designations and 2022 Freight Mobility Strategic Investment Board freight project recommendations and discussed the upcoming RTIP development process. They received a presentation from Laura Parsons, City of Port Townsend, and Michael Williams, a consultant, about a new roadway design called Edge Lane Roads which Port Townsend has already deployed to add non-motorized facilities to low-volume roads.
- PRTPO Legislative Work Group – The Legislative Work Group met twice this summer, on July 20th and August 10th, to assess policy and funding priorities for the region and insights from members on potential 2023 legislative topics for Board discussion in August.
- Executive Committee, August 4tht - EC members reviewed work of the Legislative Work Group, discussed provisions in PRTPO's bylaws authorizing creation of a Transportation Policy Board, reviewed progress of the Human Services Transportation Plan update, and heard about the August 11th learning session for EV stakeholders on the new Clean Fuel Standard credits. They set the Board's August agenda.

Kitsap County partners, I did not have time to include some things coming your way through the PSRC process that are applicable only to agencies within an MPO. This includes activities related to target setting for VMT, carbon, and GHG reductions (three different programs).

Whew! That's it for this month. Please let me know if I can help track information down for you on these or other topics.

Attachments

- *Tribal and Insular Area Grants: Diesel Emissions Reduction Act (DERA) Request for Applications*
- *Clean Energy Fund – Electrification of Transportation Systems PHASE ONE APPLICATION (pdf)*
- *Electrification of Transportation Systems Q&A*
- *Disability Mobility Initiative*
- *Complete Streets Project Delivery Memo*

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

Tribal and Insular Area Grants:
Diesel Emissions Reduction Act (DERA)
Request for Applications

Request for Application (RFA) opened August 04, 2022

The U.S. Environmental Protection Agency (EPA) is excited to request applications for projects that achieve significant reductions in diesel emissions. EPA anticipates awarding approximately **$8 million** in total DERA funding and will have **no mandatory cost share** requirement for projects under this RFA.

Eligible Organizations

Eligible entities include tribal governments (or intertribal consortia) and Alaska Native Villages, or insular area government agencies which have jurisdiction over transportation or air quality. Insular areas include the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

2022 Tribal and Insular Area RFA Highlights

TRIBAL GOVERNMENTS (OR INTERTRIBAL CONSORTIA) AND ALASKA NATIVE VILLAGES

- Approximately **$7 million** available for award
- Funding requested per application must not exceed **$800,000**
- **Two** application limit per applicant

INSULAR AREA GOVERNMENTS

- Approximately **$1 million** available for award
- Funding requested per application must not exceed **$300,000**
- **Two** application limit per applicant

Although funding for both tribes and insular areas is planned under this single RFA, the applications will be competed separately. Tribal and insular area applications will be reviewed, ranked, and selected by separate review panels.

Anticipated Timeline and Dates

Description	Date
2022 Request for Applications (RFA) Opened	Thursday, August 04, 2022
Information Session Webinars	Tuesday, August 16, 2022 – 1:00 PM ET Thursday, August 25, 2022 – 3:00 PM ET Wednesday, August 31, 2022 – 7:00 PM ET
Deadline for Submission of Questions	Friday, October 14, 2022 – 11:59 PM ET
Deadline for Applications	Wednesday, October 26, 2021—11:59 PM ET
Anticipated Notification of Selected Applicants	January 2023
Anticipated Funding of Awards	February 2023

For more information and to view the full RFA, please visit www.epa.gov/dera/tribal-insulararea.

For further **tribal** applicant information, contact:

Lucita Valiere
DERA Tribal Grants Lead
Phone: 206-553-8087
Email: valiere.lucita@epa.gov

For further **insular area** applicant information, contact:

Stephanie Watson
DERA Insular Area Grants Lead
Phone: 202-564-1409
Email: watson.stephanie@epa.gov

Clean Energy Fund 5
Electricification of Transportation Systems
RFA No. CEF ETS 2022
PHASE ONE APPLICATION

This application is for PHASE ONE of the CEF ETS 2022 RFA. Participation in this step is MANDATORY of all applicants and must be completed prior to submission of a PHASE TWO application.

Directions:

1. Please complete the form on this table. Cells will expand to accommodate longer responses.
   - Questions regarding the application ***process*** may be emailed to cef@commerce.wa.gov.

2. Save the document with this file name structure:
   - <Name of Submitting Entity>_ETS2022 P1

3. Email the document as an attachment to the RFA coordinator Nick Manning at cef@commerce.wa.gov

   - ***This form must be received by the PHASE ONE deadline given in RFA SECTION 2.2 ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES***

Part A: Applicant Information				
1.01	Organization Name:		Click or tap here to enter text.	
1.02	Organization Mailing Address:		Click or tap here to enter text. Click or tap here to enter text. Click or tap here to enter text.	
1.03	Email #1:	**Click or tap here to enter text.**	Email #2:	Click or tap here to enter text.
1.04	Phone #1:	**Click or tap here to enter text.**	Phone #2:	Click or tap here to enter text.
1.05	Organization Official's Name:		Click or tap here to enter text.	
1.06	Official's Title:		Click or tap here to enter text.	
1.07	Email:	Click or tap here to enter text.	Phone:	Click or tap here to enter text.
1.08	The Applicant is which of the following: (Tribes applying as a small utility should select both)			
	☐ Local Government			
	☐ Small Retail Electric Utility			
	☐ Tribal Government			
	☐ State Agency			
1.09	New Awardee (MANDATORY, SCORED, 20 points): Has the primary applicant successfully applied for and received an award from any previous COMMERCE CEF ETS programs?		☐Yes ☐No ☐Unsure (OPTIONAL): If unsure whether a past project counts, please describe the project and source of funding here and reviewers will make a determination: **Click or tap here to enter text.**	
Part B: Project Information				
2.01	Project Title (MANDATORY, NOT SCORED):		**Click or tap here to enter text.**	
2.02	Project Location (MANDATORY, SCORED, 10 Points): If the project spans across an area, please list the city or region in Washington, or provide an		**Click or tap here to enter text.**	

	explanation. Please list all local communities in the project area expected to benefit from the project.	
2.03	EVSE Gaps (MANDATORY, SCORED, 10 Points): Please identify any geographic gaps in EVSE in rural communities in the project area.	**Click or tap here to enter text.**
2.04	Minimum Project Qualifications (MANDATORY, PASS/FAIL): Does the project propose to install, design, or identify capital assets or infrastructure ugrades? (NOTE: EVSE does not count as an eligible asset)	☐Yes ☐No
2.05	Minimum Project Qualifications (MANDATORY, PASS/FAIL): Does the project manage or integrate electrical load explicitly for EVSE and EV expansion?	☐Yes ☐No
2.06	Minimum Project Qualifications (MANDATORY, PASS/FAIL): Does the proposal include strategies that manage or integrate electrical load using behavioral, software, hardware, or other demand-side management technologies?	☐Yes ☐No
2.07	Minimum Project Qualifications (MANDATORY, PASS/FAIL): Is the proposed project work specifically mandated by the Washington State legislature?	☐Yes ☐No
2.08	Minimum Project Qualifications (MANDATORY, PASS/FAIL): Has the Washington State Legislature already commited funding for the specific proposed project work?	☐Yes ☐No
2.09	Partnerships (OPTIONAL, SCORED, 20 Points): Please identify all other Partners who have committed to submitting a letter of support with the full PHASE TWO application. Letters and partnership specifics need not be included with this PHASE ONE application.	Please respond using the following format for each partner individually: [partner organization] [primary contact] **Click or tap here to enter text.** **Click or tap here to enter text.**
2.10	Approximate Dollar Amount of Funding Request (MANDATORY, NOT SCORED):	$
	Part C: Project Narrative	
3.01	Project Description: **Word limit: 550-650 words** Please provide a cover letter describing your project and how it meets the goals of this program. Responses will be evaluated according to the following criteria: • Describe the project and how it meets the goals of this program for early stage market transformation. Include all planned work, investments, and/or strategies for demand-side load integration and management. (MANDATORY, 50 Points) • Briefly describe how the project helps make communities more resilient to climate impacts or generates renewale energy (OPTIONAL, 10 Points) • Describe how the project benefits vulnerable communities disproportionately burdened by air pollution, climate change impacts, lower median household income, and/or reduced access to transportation services. Full points are reserved for responses that include specific metrics related to local health disparities, median income, cost of transportation, or identified specific	

	climate impacts. See RFA Exhibit E for more instructions on measuring these metrics. A full project site location attachment per exhibit E is not required and will not be accepted for PHASE ONE, but may be used for applicant reference. (MANDATORY, 30 points) • Describe community input, desire, and need for the project, especially from highly impacted and vulnerable communities. Full points are reserved for applications that describe multiple existing or planned avenues of engagement with community members, and how feedback has or will be collected as part of project development. (MANDATORY, 40 points) • Has any similar electrification market transformation work been initiatied in the the project area for EV or EVSE management and/or integration? Please describe any gaps in existing efforts that would be filled by the project. (MANDATORY, 30 points) • Describe the need for funding from this RFA in order to complete proposed work (MANDATORY, 10 points) • Briefly describe any long-term plans initiated by this project related to EVSE deployment, management and integration. Include any identified potential future funding sources if applicable. (OPTIONAL, 20 points)
	Click or tap here to enter text.

Electrification of Transportation Systems CEF ETS 2022 Q&A

Submit all questions to the RFA Coordinator at CEF@commerce.wa.gov. **Commerce will post answers weekly through 09/08/2022**. Questions must be submitted by 09/07/2022.

Questions received through 08/08/2022:

1) Q: Does any of the money for EVs and EV infrastructure appropriated by the legislature in the 2021-23 and 2022 supplemental budgets enable more electrification of public vehicle fleets?

   A: The Commerce CEF ETS 2022 program does not include funding for vehicle fleet electrification, but such opportunities will be coming available. More information from both Commerce and the Department of Ecology will be available at a later date as those programs continue to develop.

2) Q: Can we apply for an electric vehicle?

   A: Funding must be used to identify, design, or install capital assets or infrastructure upgrades to manage and integrate load in preparation to expand EVSE. Direct purchases for EVs themselves are not eligible.

3) Q: Does the new Washington Health Disparities Map version 2.0 update affect sources and methods for reporting health disparities or other metrics associated with the map?

   A: It does not. The map has been updated to incorporate new data, but this does not affect how to use it to report community metrics. While the version number has changed, all links and instructions for using the map in the RFA remain accurate.

4) Q: Is the minimum grant amount $100,000 and what is the rationale?

   A: Yes the minimum award is $100,000. This amount was chosen after consulting with subject matter experts on the typical cost of a consultant study, engineer design, direct investment, or combination. It is important to keep in mind too that internal staff time and project development/management is also an eligible expense, as is external communications, education and outreach. Adding in the employee time for the grant management over its lifetime can add up pretty quickly, and once you add to that the external cost for the project itself and all other overhead, the price tag can increase pretty rapidly.

5) Q: Are there EV charger specifications? Are Agencies who have received grants through Commerce eligible to apply again?

A: EV chargers themselves are not included in this RFA. Work funded through this RFA is for early stage development and there will be a separate solicitation for EV charging infrastructure specifically later this year. Agencies who have previously received commerce grants are still eligible to apply, but there are additional points available for applicants who have never received a grant from a previous Commerce CEF ETS solicitation.

6) Q: Can eligible applicants submit multiple applications if they request $400,000 or less in funding, or are eligible applicants limited to one application? Would an eligible applicant partnership with another organization allow the applicant to secure more than $400,000 in funding?

A: Eligible applicants may submit multiple applications if they so choose, but applications that do not involve at least one partnership with another eligible applicants may not apply for more than $150,000. Applications involving partnerships between multiple eligible applicants may apply for up to $400,000 but not more.

7) Q: Are pre-contract expenses eligible for funding, or should applicants implement projects post-award/post-contract?

A: Applicants should plan to implement projects post-award. While it is possible on a case-by-case basis to backdate contracts to when the award was first announced, thus allowing for expenses incurred during contract negotiation before finalization to be eligible, it is not something that should be relied on as a given.

8) Q: The RFA indicated that funding available would be competitively awarded. Does this indicate that the program is first-come, first-served?

A: No, the program is not first-come first-served. All PHASE ONE applications received any time before the cutoff of 5:00pm on September 15th will receive equal consideration according to the evaluative criteria listen in SECTION 4 of the RFA.

9) Q: Can this program be stacked with local, state, and federal incentives?

A: Match provided by the applicant may not come from other state sources, but federal funds may be used for match expenses. Applying for this RFA does not prohibit applicants from applying for other sources of funding.

10) Q: Does the current grant phase application with Phase One Applications due September 15 include funding for charging infrastructure or if that is an upcoming funding cycle not yet out.

A: Funding for EVSE infrastructure itself will not be included in this opportunity but will be the focus of the next CEF ETS 2022 program released later this year.

11) Q: Does a bidder mean the same thing as an applicant?

A: For the purposes of the “bidder’s conference” yes it does mean the same thing.

12) Q: Can State funds be used as match funds?

A: State funds may not be used for match funds.

13) Q: Would an eligible expense include capital asset(s)? For example, a solar canopy to charge EVs where a private entity works with a local government and/or small utility, and the capital asset(s) would be installed on privately owned land?

A: Yes that collaboration is encouraged.

14) Q: How are you defining "gaps" for the first round? Is it 50 miles like highway charging efforts?

A: For PHASE ONE, we are just asking for qualitative information describing existing gaps in EVSE availability that will be evaluated based on the narrative. PHASE TWO will include more quantitative reporting requirements to define any gaps.

15) Q: If an applicant is awarded funding from this $970,000 pot, would this award restrict or promote a subsequent application and award to the 1.94M pot?

A: Applicants may apply to both rounds of funding. An award from the first round will neither promote nor restrict an award from the second round.

16) Q: To verify: chargers that include internal battery storage to allow for using 240v input, such as the Freewire Level 3 charger, would be eligible in round 2 (not round 1).

A: That is correct, all charging infrastructure itself is reserved for round two.

17) Q: Is independent battery storage itself eligible for round one?

A: Yes, provided that it is specifically needed to construct or expand charging infrastructure.

18) Q: Can you give a definition of "EV charging infrastructure?"

A: EV Charging infrastructure is any unit of fueling infrastructure that supplies electric energy for the recharging of electric vehicles. For round two, further specification on preferred technologies will be provided in the RFA.

19) Q: Where is the definition for "small utility?"

A: As defined in RCW 19.29A.010(25).

20) Q: Is public transit BEB charging Infrastructure eligible, or is this program more for public facing EV infrastructure?

A: Yes, infrastructure upgrades or installations needed to construct or expand charging infrastructure for public transit is eligible and encouraged.

21) Q: If we are planning for electric infrastructure for future build out, when you talk of community impact, do you specifically mean a town/city? I ask because we have prisons, and the charging stations would be open to staff/family of incarcerates, etc. and not the whole community due to security risks. So we would be impacting the community of the prison facilities, who need this infrastructure to get these locations in remote areas.

A: The "community" in question means any community or communities who will be receiving benefits from, or are otherwise affected by, the project. Applicants should define affected communities and describe engagement with and projected benefits to them as outlined in the PHASE ONE application. Applications should also include benefits to any vulnerable communities affected by the project in terms of health disparities, income levels and economic opportunity, and access to and cost of transportation.

22) Q: Similar to the question above, what about infrastructure for fleet vehicles if the fleet is for a Tribal Government?

A: As far as community impacts and engagement go, the answer from the last question stands. Applicants should define the community or communities receiving benefits from or otherwise impacted by the project for the purposes or reporting community need, engagement, and any benefits to vulnerable communities. In response to fleet vehicles, this RFA does not provide funding for the purchasing of vehicles but may be used to finance needed upgrades or asset investments to build or expand charging infrastructure for fleet vehicles.

23) Q: Would a small utility be able to partner with a public transit agency for infrastructure upgrades in round 1?

A: Yes, there are no restrictions on project partners.

24) Q: If a local agency doesn't have an ETS "plan" like as a high-level planning document that covers goals, needs, inventory, future impacts, and potential improvements, can these funds be used to create that formal plan? Or are funds intended to be used for plans, specs, estimates that end in an infrastructure improvement?

A: Yes funding is eligible to create such plans. However, any plan created must at least identify needed capital assets or infrastructure upgrades. The project does not necessarily need to invest in those upgrades, but must at least produce plans that identify them.

25) Q: Would lot paving, to prepare a site for Level 3 EV charging, be an eligible expense in round 1?

A: All projects must be directly for or to plan for electrical load integration and management.

26) Q: Would local and community projects funds (non-competitive funds) be allowed as matching funds? Direct appropriation from the Washington State leg During session

A: Match finding may not come from any state sources. If the specific project being proposed has already been appropriated funding from the Washington State Legislature, it would not be eligible. However,

adjacent projects that are both needed but separate would be eligible as long as the one being applied for in this RFA does not currently have funding from the Legislature.

27) Q: Has this funding program, or something similar, been available in the last 5-10 years?

A: Not for early stage market transformation work. The last time Commerce was authorized ETS monies for competitive appropriation was in the 17-19 biennial budget.

28) Q: How is commerce defining rural?

A: Rural Community: Projects not located in a city or town that has a population of greater than 50,000 inhabitants and the urbanized area contiguous and adjacent to such a city or town, as defined by the USDA Rural Energy Pilot Program.

29) Q: If we are not sure if our entity has applied for this specific grant before, should we e-mail the CEF e-mail address to ask?

A: New awardees, the bonus in the PHASE ONE application, is for any applicant who has not successfully received a grant from previous Commerce ETS grant rounds. Applicants who have previously applied but not been awarded will still count as new awardees. On the PHASE ONE application, there is an option if the applicant is unsure that will trigger the review team to confirm with our records.

DISABILITY MOBILITY INITIATIVE

#WeekWithoutDriving

What if you couldn't drive?

What if taking the bus, riding a bike, walking or asking for rides weren't a choice you could make, but a necessity?

What would it be like getting around without driving yourself?

For people who can drive, and can afford a car, this isn't something you think about. But for nearly a quarter of the people in our state - people with disabilities, young people, seniors and people who can't afford cars or gas, this is their every day.

As a leader in the transportation and planning space, the decisions you make impact all of us, and we want you to have the opportunity to learn with us. That's why we're inviting you to join us for the Week Without Driving this September 19-25, which launched this year with an official proclamation from Governor Inslee.

Even if you're only able to join us for a day or two, we'd welcome your participation.
You can register at weekwithoutdriving.life. Or scan the QR code below.

We asked folks who participated to reflect on what they learned in a video. Here's a quote:

> *"It's really important that all of us, especially elected officials, experience the consequences of our policy decisions. What is it like to get from point A to point B, using the public transit that we have currently funded? What is it like for people who are low income? What is it like for people with disabilities? What is it like for people who are from other marginalized groups? We need to understand that, and we need to make better policy decisions based on that firsthand experience." King County CM Girmay Zahilay*

Why this matters: At Disability Rights Washington, access to transportation is consistently listed as one of the top concerns for our constituents. According to driver license data from the Federal Highway Administration, only 69 out of every 100 residents in the US has a driver license. Overwhelmingly, disabled people are less likely to have a driver license or access to a car. People with disabilities are four times more likely to not drive a car, and two to three times more likely to live in a zero-vehicle household. People without driver licenses, both who identify as disabled or and those who do not identify as disabled, are more likely to be Black, indigenous and people of color. Read our stories on the Transportation Access for Everyone Storymap.

Washington State Department of Transportation

Memorandum

June 27, 2022

TO: WSDOT Project Development Engineers

FROM: Mark Gaines, Development Division Director, State Design Engineer

SUBJECT: Project Delivery Memo #22-03 – Complete Streets Implementation

Purpose

The purpose of this Project Delivery Memo is to provide policy and instruction for WSDOT staff who plan and design WSDOT projects. New Washington State legislation in RCW 47.24 directs the Department to incorporate "Complete Streets" features for certain specified projects.

Background

Complete Streets is an approach to planning, designing, building, operating, and maintaining streets that enables access along and across the street for all people, including pedestrians, bicyclists, motorists and transit riders of all ages and abilities. Complete Streets prioritizes more comfortable and equitable, context sensitive network connectivity for all roadway users through close coordination with our local partners and stakeholders. This is aligned with WSDOT's policy and commitment to develop and maintain an interconnected and integrated multimodal transportation system that provides all Washington travelers with safe, sustainable, and equitable access.

Under ESSB 5974 (2022), the legislature directed the Department to incorporate the principles of Complete Streets with facilities that provide street access with all users in mind, including pedestrians, bicyclists, and public transportation users, on all projects to be constructed on state highways routed over city streets with an estimated cost of $500,000 or more, where the design phase of the project begins on or after July 1, 2022. ESSB 5974 expressed an intent to improve the safety, mobility, and accessibility of state highways.

The Department's existing statutory authority, including RCW 47.01.260, RCW 47.30.030, and RCW 47.01.078, also allows the Department to incorporate the principles of Complete Streets in the design and construction of projects on state limited access highways, on city streets that are not designated as state highway that pass through a state limited access facility, and on state routes within counties.

Based on the foregoing, it is the stated policy of the Department to incorporate the principles of Complete Streets with facilities that provide street access with all users in mind, including pedestrians, bicyclists, and public transportation users, on projects to be constructed on state highways consistent with ESSB 5974 and with existing statutory authority.

All projects over $500,000 beginning design on or after July 1, 2022, will be analyzed with a Complete Street mindset. Projects in incorporated cities, in areas where active transportation gaps have been identified in WSDOT or local plans, or in overburdened communities shall be designed to complete active transportation networks for people walking and bicycling unless a compelling reason not to implement those improvements in that project can be justified to Regional Administrators. Allowable Complete Streets solutions may include reallocating space within the existing area occupied by transportation facilities, including reduction in the size and number of vehicle lanes and reduction in vehicle speeds.

Highways are assessed with respect to the performance of biking, walking and other pedestrian modes using Level of Traffic Stress (LTS) and route directness. LTS is a metric that is used during planning and design to provide an indication of the relative stress experienced by bicycle riders and pedestrians. LTS is a numeric rating from 1 to 4, where a lower number indicates lower stress for a bicyclist (expressed as BLTS) or for a pedestrian traveler (expressed as PLTS). At a minimum, the numeric LTS rating is based on Average Annual Daily Traffic (more commonly known as AADT), posted speed and the number of travel lanes of the highway segment. Other roadway characteristics can be used to refine an LTS designation. LTS can be used to summarize a highway's essential characteristics, including design elements, features, dimensions, and configuration. Route directness refers to the amount of out of direction travel pedestrians and bicyclists must engage in to travel between destinations. It is measured in terms of a Route Directness Index (RDI). See '*Design Bulletin #2022-01: Designing for Level of Traffic Stress'* (attached) for more information.

The cost and complexity of Complete Streets design features generally increases with higher posted speeds. This reflects the need to implement more costly design strategies (e.g., installation of concrete barrier, separated paths, etc.) to facilitate safer bicyclist and pedestrian connectivity.

The 2021 Legislature passed the Healthy Environment for All (HEAL) Act, which requires WSDOT to identify and address environmental health disparities in overburdened communities and vulnerable populations. As defined in RCW 70A.02.010, an overburdened community is a geographic area where vulnerable populations face combined, multiple environmental harms and health impacts. The aforesaid RCW further defines vulnerable populations as being groups that are more likely to be at higher risk for poor health outcomes in response to environmental harms and includes but is not limited to: (i) racial or ethnic minorities; (ii) low-income populations; (iii) populations disproportionately impacted by environmental harms; and (iv) populations of workers experiencing environmental harms. WSDOT will evaluate the needs of vulnerable populations living in overburdened communities through early community-centered engagement when assessing the possible implementation of Complete Streets to result in community-centered outcomes.

WSDOT projects that implement Complete Streets principles are expected to meet minimum threshold criteria (as described in the following section) with respect to public engagement, overburdened communities, network gaps, level of traffic stress, visibility, route directness, and operating speeds. In addition, they are expected to use a documented process (such as Basis of Design) for establishing and selecting the most advantageous and practical design(s).

Direction

Apply Complete Streets principles on all projects starting design[1] on or after July 1, 2022, that have a cumulative budget for all phases (PE, RW and CN) of $500,000 or more
that are in incorporated cities, or in areas where active transportation network gaps have been identified in WSDOT (or local) plans, or overburdened communities exist, unless there is a compelling reason to not implement, and as approved by the Region Administrator. A '*Model Process for Complete Streets*' will be made available to assist in incorporating the intent of Complete Streets in scoping, pre-design and design. Use these resources as deemed appropriate in coordination with subject matter experts and local stakeholders to advance Complete Street projects.

Projects implementing Complete Streets:

- Are developed in cooperation with the affected community through active public engagement.
- Address unique concerns, related to Complete Streets, of overburdened communities.
- Address active transportation network gaps that have been identified through a WSDOT or local plan and/or through public engagement.
- Eliminate bicycle and pedestrian network gaps within the project limits.
- Provide bicycle and pedestrian facilities that offer LTS 1 or 2 in alignment with *'Design Bulletin #2022-01: Designing for Level of Traffic Stress'*. *
- Provide a separation from vehicular traffic when it is determined that a posted speed must be maintained at greater than 30 mph. See '*Design Bulletin #2022-01: Designing for Level of Traffic Stress'* for more information. *

*A Design Analysis is required for projects that are determined to be subject to the Complete Streets requirement and do not meet these criteria.

Use WSDOT Design Manual (DM) guidance when developing Complete Streets designs, in accordance with the WSDOT Practical Solutions approach (see DM Division 11). This approach includes developing and assessing design alternatives, design element selection, dimensioning, and target speed based on local agency coordination, and community outreach and context. When selecting a design alternative per DM 1104,

[1] Design starts at the approval of the Project Summary Documents (i.e., Project Profile, Basis of Design, and Environmental Review Summary) or as directed by CPDM. Contact the CPDM Priority Programming Manager to determine if a project in pre-design prior to July 1, 2022, is exempt.

reference the extent to which alternatives address the principles of Complete Streets outlined in this document's '*Background*' section above.

Determine the appropriate design for the project that promotes continuity and function, while utilizing the DM guidance as a baseline. This is accomplished through interagency coordination and may identify the need to implement design dimensions and/or elements on WSDOT projects that are not otherwise included in the DM. Consult with your ASDE to document the decision to select dimensions that are outside of the guidance provided in the DM for a design element with a Design Analysis.

Include a design option in the Basis of Design alternatives analysis that limits the expansion of the roadway footprint (road diet). Potential modifications to the highway's layout (e.g., narrowing of lanes, road diet or elimination of lanes) may reduce the highway's vehicular Level of Service (LOS), but provide for the introduction of Complete Streets design features at lower cost. Options that reduce vehicle LOS are acceptable on a case-by-case basis in cooperation with the local agency. Consult with your ASDE to assess the potential for mode shift as part of this analysis.

If a project will not be required to provide a Complete Street, then apply existing guidance supporting project decisions with respect to the need for a multimodal design, in particular DM Chapter 1102, and Sections 1103.03(1), 1103.03(2), and 1103.03(3).

Complete Street Resources

There are numerous external references available that describe the function and various design options that apply to Complete Streets, and project staff are encouraged to consult these when considering the various needs associated with a project. Some of these resources are provided in the '*Design Bulletin #2022-01: Designing for Level of Traffic Stress'*, while others are available from FHWA, other state or local agencies, and associated organizations. When a design criteria or concept departs from the comparable WSDOT standard, use a Design Analysis process to document the decision. Contact your ASDE for more information.

Questions

For questions or information on how to implement this Project Delivery Memo, contact your Assistant State Design Engineer.

MG:km:jd
Attachments: Design Bulletin #2022-01: Designing for Level of Traffic Stress
Complete Streets Glossary of Terms

cc:
Marshall Elizer, Assistant Secretary, Multimodal Development & Delivery
Allison Camden, Deputy Assistant Secretary, Multimodal Development & Delivery

Kevin Dayton, Assistant Secretary for Regions, Chief Engineer
Dave Bierschbach, Regional Administrator for North Central Region
Carley Francis, Regional Administrator for Southwest Region
Mike Gribner, Regional Administrator for Eastern Region
Brian Nielsen, Regional Administrator for Northwest Region
Steve Roark, Regional Administrator for Olympic Region
Todd Trepanier, Regional Administrator for South Central Region
Steve Breaux, Legislative Relations Director
Barb Chamberlain, Active Transportation Division Director
Dongho Chang, Transportation Ops. Division Director, State Traffic Engineer
Chris Christopher, Construction Division Director, State Construction Engineer
Celeste Gilman, Strategic Policy Administrator
John Milton, Transportation Safety & Systems Analysis Division Director

Background

Projects that are subject to this bulletin are directed to provide for facilities that contribute to network connectivity and safety through the design and construction of sidewalks, shared-use paths, bicyclist facilities, and crossings that serve to integrate the state route into the local network, in accordance with aspects of the provisions within the WSDOT Active Transportation Plan (ATP) as outlined below.

The WSDOT Active Transportation Plan sets out agency goals and performance metrics that apply to how facilities for bicyclists and pedestrians on state highways are designed in population centers. One purpose of the plan is to identify gaps in the pedestrian and bicycle network, where a gap is defined as either a physical barrier, or a highway segment that provides for a pedestrian or bicycle Level of Traffic Stress (LTS) 3 or 4 and/or a Route Directness Index greater than 2. The plan calls for an increase in the total linear length (miles) of WSDOT-owned infrastructure (or other connections identified as a parallel local facility), that provide for a bicyclist and pedestrian LTS rating of 1 or 2.

Connected to the ATP, WSDOT studied route directness and reported the findings in the ATP as well as a separate report titled Multimodal Permeability Pilot.

For purposes of design, a decision is first made about the type of facility that will be provided to bring the highway segment represented by the project into compliance with the direction to provide a complete street. As part of that process, when it has been determined that a shared use path will be provided as all or part of the project solution to fulfill this requirement, refer to WSDOT Design Manual Chapter 1515 for guidance on configuration and dimensions and other design criteria associated with that facility.

For other types of active transportation facilities that are adjacent to vehicle traffic, LTS will be one of the metrics that WSDOT uses and applies during the planning and design process. LTS can be used to determine essential design characteristics of those facilities, including design elements, target speed, features, dimensions, and configuration of highway facilities. Bicycle Level of Traffic Stress (BLTS) provides an indication of the performance and relative comfort with respect to bicycle riders, while Pedestrian Level of Traffic Stress (PLTS) applies to people who are neither on a bicycle nor in a motor vehicle. LTS can be analyzed for either an existing or proposed condition and applies whether or not a bicycle lane or sidewalk is present.

At a minimum, LTS for highway segments is calculated based on the posted speed of a facility, the vehicle traffic level, and the cross-section characteristics. For purposes of design and this bulletin, this is called Basic LTS. It's expressed as an integer from 1 to 4, where a lower number indicates a greater willingness for active travelers to use the facility. The roadway characteristics serve as a proxy for stress, which is not measured directly. Basic LTS is determined by referring

to tables that are developed for that purpose. For purposes of design, LTS tables provide a useful starting point for determining the type of facility that will achieve LTS 2 or better. Once the Basic LTS is determined, a refined LTS is accomplished following the more detailed consideration of additional factors not considered in the tables used to determine Basic LTS. Local conditions used to refine LTS include major driveways, turn lanes, truck traffic, constraints imposed by culverts, debris intrusion from outside the roadway (gravel roads), etc.

Although the guidance that follows can be used in a general sense, it is specifically applied by WSDOT to state highways that are identified for complete streets treatment according to '*Project Delivery Memo #22-03*'.

Basic LTS

When selecting the cross-section layout and dimensions for a complete street, first determine the level of traffic stress in both the existing and design (final) condition. The design goal is to provide for a level of traffic stress value for both bicycles (BLTS) and pedestrians (PLTS) of 1 or 2.

In addition, always provide a separation from vehicle traffic for bicycle and pedestrian facilities where the posted speed is (or if different in the design year is anticipated to be) greater than 30 mph. Separation can be provided by adding a physical barrier (such as curb, traffic barrier, flexible delineators), or providing a separate bicycle and/or pedestrian facility (*e.g.,* shared use path). Whether or not the posted speed is greater than 30 mph, use the following tables to determine the existing BLTS and PLTS for the project vicinity, and to determine the type and dimension of bicycle and pedestrian facilities and buffers or separations required for the design to achieve BLTS and PLTS 1 or 2. Note that speed referred to in the tables is posted speed.

BLTS and PLTS for <u>mixed traffic</u> (no marked bicycle lane, with or without shoulder)

Recommended General LTS table (not accounting for bike lanes or sidewalk) used to develop tables below

Lanes	AADT	<=20	25	30	35	40	45	50+
1 thru lane per direction (or 1 lane one-way street)	0-750	1	1	3	4	4	4	4
	751-1500	1	2	3	4	4	4	4
	1501-3000	2	2	3	4	4	4	4
	3000+	2	3	3	4	4	4	4
2 thru lanes per direction	0-7000	3	3	3	4	4	4	4
	>7000	3	3	4	4	4	4	4
3+ thru lanes per direction	Any ADT	4	4	4	4	4	4	4

BLTS Criteria for Bike Lane without Separation from Traffic (paint stripe or buffer < 2 feet wide)

Protected Bicycle Lane (parking or robust vertical barrier separation)								
Lanes	AADT	<=20	25	30	35	40	45	50+
1 thru lane per direction (or 1 lane one-way street)	0-750	1	1	1	2	2	2	2
	751-1500	1	1	1	2	2	2	2
	1501-3000	1	1	1	2	2	2	2
	3000+	2	2	2	2	2	2	2
2 thru lanes per direction	0-7000	2	2	2	2	2	2	2
	>7000	2	2	2	2	2	2	2
3+ thru lanes per direction	Any ADT	2	2	2	2	2	2	2

Vertically Delineated Bicycle Lane (Buffered bike lane with flexible delineator/candlestick)								
Lanes	AADT	<=20	25	30	35	40	45	50+
1 thru lane per direction (or 1 lane one-way street)	0-750	1	1	2	3	3	3	4
	751-1500	1	1	2	3	3	3	4
	1501-3000	1	1	2	3	3	3	4
	3000+	2	2	2	3	3	4	4
2 thru lanes per direction	0-7000	2	2	2	3	3	4	4
	>7000	2	2	3	3	3	4	4
3+ thru lanes per direction	Any ADT	2	2	3	3	3	4	4

BLTS Criteria for Bike Lane with Separation from Traffic (buffer 2 feet wide or greater)

Protected Bicycle Lane (parking or robust vertical barrier separation)								
Lanes	AADT	<=20	25	30	35	40	45	50+
1 thru lane per direction (or 1 lane one-way street)	0-750	1	1	1	2	2	2	2
	751-1500	1	1	1	2	2	2	2
	1501-3000	1	1	1	2	2	2	2
	3000+	2	2	2	2	2	2	2
2 thru lanes per direction	0-7000	2	2	2	2	2	2	2
	>7000	2	2	2	2	2	2	2
3+ thru lanes per direction	Any ADT	2	2	2	2	2	2	2

Vertically Delineated Bicycle Lane (Buffered bike lane with flexible delineator/candlestick)								
Lanes	AADT	<=20	25	30	35	40	45	50+
1 thru lane per direction (or 1 lane one-way street)	0-750	1	1	2	2	3	3	4
	751-1500	1	1	2	2	3	3	4
	1501-3000	1	1	2	2	3	3	4
	3000+	2	2	2	3	3	4	4
2 thru lanes per direction	0-7000	2	2	2	3	3	4	4
	>7000	2	2	3	3	3	4	4
3+ thru lanes per direction	Any ADT	2	2	3	3	3	4	4

PLTS based on Sidewalk Width

Greater than Minimum Sidewalks Present (6' or greater)								
Lanes	**AADT**	**<=20**	**25**	**30**	**35**	**40**	**45**	**50+**
1 thru lane per direction (or 1 lane one-way street)	0-750	1	1	2	2	3	4	4
	751-1500	1	1	2	2	3	4	4
	1501-3000	1	1	2	2	3	4	4
	3000+	2	2	2	2	3	4	4
2 thru lanes per direction	0-7000	2	2	2	2	3	4	4
	>7000	2	2	2	2	3	4	4
3+ thru lanes per direction	Any ADT	2	2	2	3	3	4	4

Minimum Sidewalk Facility Present (5')								
Lanes	**AADT**	**<=20**	**25**	**30**	**35**	**40**	**45**	**50+**
1 thru lane per direction (or 1 lane one-way street)	0-750	1	1	2	4	4	4	4
	751-1500	1	1	2	4	4	4	4
	1501-3000	1	1	2	4	4	4	4
	3000+	2	2	2	4	4	4	4
2 thru lanes per direction	0-7000	2	2	2	4	4	4	4
	>7000	2	2	3	4	4	4	4
3+ thru lanes per direction	Any ADT	2	2	3	4	4	4	4

PLTS based on Buffer Type

Sidewalk protected by robust phyiscal barrier								
Lanes	**AADT**	**<=20**	**25**	**30**	**35**	**40**	**45**	**50+**
1 thru lane per direction (or 1 lane one-way street)	0-750	1	1	1	2	2	2	2
	751-1500	1	1	1	2	2	2	2
	1501-3000	1	1	1	2	2	2	2
	3000+	2	2	2	2	2	2	2
2 thru lanes per direction	0-7000	2	2	2	2	2	2	2
	>7000	2	2	2	2	2	2	2
3+ thru lanes per direction	Any ADT	2	2	2	2	2	2	2

Wide sidewalk or sidewalk with buffer								
Lanes	**AADT**	**<=20**	**25**	**30**	**35**	**40**	**45**	**50+**
1 thru lane per direction (or 1 lane one-way street)	0-750	1	1	2	2	3	3	4
	751-1500	1	1	2	2	3	3	4
	1501-3000	1	1	2	2	3	3	4
	3000+	2	2	2	2	3	3	4
2 thru lanes per direction	0-7000	2	2	2	2	3	3	4
	>7000	2	2	2	2	3	3	4
3+ thru lanes per direction	Any ADT	2	2	2	2	3	3	4

"Robust physical barrier" refers to any one of the available separated bicycle lane treatments (see definitions) in the case of bicycles (except flexible delineators), and in the case of pedestrians either 1) a separated bicycle lane, 2) planting strip and/or street trees, or 3) vehicle parking located between the rightmost vehicle lane and the pedestrian facility. Utilize DM 1239.08 when designing outer separation treatments.

Refined LTS

Once the Basic LTS for a project is determined per the tables above, and a design is selected that meets the required LTS 1 or 2, examine the additional issues in the list below to consider the need to provide design treatments in addition to those described in the Basic LTS solutions. Most of the issues in the list do not provide a quantitative basis for examining the existing or proposed (design) condition. Therefore, work with SMEs to consider each category listed, and determine options for addressing each issue in order to reduce travel stress in the design for bicycles and pedestrians.

The refined LTS is considered complete when a design approach to addressing the travel stress issues listed below have been determined and documented through a collaborative process (normally during pre-design), with the intention that those approaches will be incorporated into the design. The designer can then document that the Basic LTS has now been upgraded to the Refined (and final) LTS for the project.

- Route directness
- Crosswalks
- Driveways
- Turn lanes
- Large (*e.g.,* freight) vehicle traffic
- Minor pinch points (culverts, drain grates, offroad gravel intrusion, etc.)

Note that major pinch points (such as bridges) also introduce travel stress but are defined as those narrow locations where the introduction of complete streets elements can't be implemented without significant additional investments. Although these are anticipated to occur at times, since they are associated with not meeting the complete streets requirement at a particular location where that is required, they need to be documented according to provisions of *Project Delivery Memo #22-03*'.

One exception to the qualitative nature of the additional issues list above is route directness. Route directness is measured in terms of a Route Directness Index (RDI). Major roadways present crossing barriers for active travelers that can impose significant out of direction travel burdens. An RDI of one means direct travel is possible. An RDI of 2 means the traveler must go twice the line-of-sight distance to reach a destination because of a lack of crossing opportunities (or because an available crossing is high LTS and/or imposes undo delay). Research shows that

pedestrians in particular are unwilling to travel far out of direction to reach a destination. RDI's greater than 2 strongly reduce the utility of active trips by increasing the travel time, physical effort, and weather exposure for traveler experiences. A minimum RDI threshold value of 2 for state routes is proposed in the WSDOT Active Transportation Plan.

While this threshold for RDI has been established in the Active Transportation Plan, the process for evaluating it is still in development. In the meantime, consult SMEs on the best approach to incorporating RDI concepts into the project design.

More information about refining LTS and applying RDI is in development and will become available through subsequent updates to this bulletin.

Complete Street Resources

The following is a non-exhaustive list of references:

- Washington State Active Transportation Plan - 2020 and Beyond
- FHWA Complete Streets
- FHWA Separated Bike Lane Planning and Design Guide
- FHWA Bikeway Selection Guide
- Small Town and Rural Multimodal Networks (dot.gov)
- Achieving multimodal networks 2016 (FHWA)
- Interim Approvals Issued by FHWA - FHWA MUTCD (dot.gov)
- AASHTO Bicycle Design Guide
- AASHTO Pedestrian Design Guide
- NACTO Urban Bikeway Guide
- NACTO Don't Give Up at the Intersection
- Florida DOT Complete Streets
- New Jersey DOT Complete & Green Streets.
- Ohio DOT Multimodal Design Guide
- Massachusetts DOT Separated Bike Lane Planning and Design Guide
- Smart Growth America

Complete Streets for State Highways in Washington

Glossary of Terms

Active Transportation: Forms of pedestrian mobility including walking or running, the use of a mobility assistive device such as a wheelchair, bicycling and cycling irrespective of the number of wheels, and the use of small personal devices such as foot scooters or skateboards. Active transportation includes both traditional and electric assist bicycles and other devices. Planning for active transportation must consider and address accommodation pursuant to the Americans with Disabilities Act and the distinct needs of each form of active transportation.

All ages and abilities facility ("AAA facility"): "A bicycle, pedestrian facility, or shared use path that allows users of all ages and abilities to safely and comfortably use the facility independently or, for children, with the same level of adult supervision as would be typical for a neighborhood sidewalk. Examples of AAA facilities include off-street trails and shared use paths, protected or separated bike lanes, and neighborhood greenways. Conventional bike lanes, buffered bike lanes, and shared lanes typically do not meet AAA facility expectations.

Bicycle boulevard: Streets with low motorized traffic volumes and speeds, designated and designed to give bicycle travel priority through the use of signs, pavement markings, and speed and volume management measures to discourage through trips by motor vehicles and through the creation of safe, convenient bicycle crossings of busy arterial streets.

Related terms: neighborhood greenways, bikeways

Bicycle facility: A facility intended for bicycle[1] travel which designates space for bicyclists distinct from motor vehicle traffic. A bicycle facility does not include shared lanes (including shared lanes with shared lane markings), sidewalks, or signed routes, but does include bicycle boulevards, trails, and shared-use paths.[2] As with pedestrian facilities, cycling facilities need to be designed for ADA compliance. Such facilities may also be used by people on micromobility devices.

Bike lane: A portion of a highway or street identified by signs and pavement markings as reserved for bicycle use.

Buffered bicycle lane: A bike lane with pavement markings delineating a buffer space between the bike lane and adjacent motor vehicle lane or parking lane. A buffered bike

[1] Washington State law defines bicycles as two-wheeled or three-wheeled devices (RCW 46.04.071). The term "bicycle facility" is not intended to restrict the definition of cycling based on the number of wheels on the device.
[2] Adapted from FHWA Bikeway Selection Guide

lane does not include designed vertical elements in the buffer—refer to Separated Bicycle Lane.

Complete streets: An approach to planning, designing, building, operating, and maintaining streets that enables safe access along and across the street for all people, including pedestrians, bicyclists, motorists and transit riders of all ages and abilities.

Context sensitive solutions: A collaborative, interdisciplinary approach that involves all stakeholders in providing a transportation facility that fits its setting. This approach leads to preserving and enhancing scenic, aesthetic, historic, community, and environmental resources, while improving or maintaining safety, mobility, accessibility, and infrastructure conditions.[3]

Practical solutions: Performance-based approach to transportation and organizational decision making. This data-driven approach uses tools, data analytics, performance measures, and stakeholder input to (1) seek lower-cost approaches and efficiencies in expanding and operating the multimodal transportation system to reduce travel demand and the need for building costly new infrastructure, (2) identify, evaluate, analyze, and manage risk to WSDOT's strategic objectives, and (3) identify and implement agency efficiencies. WSDOT Executive Order E 1090.01.

Separated bicycle lanes (SBL): Bicycle facilities physically separated from motor vehicle traffic and distinct from the sidewalk. SBLs may be one-way or two-way, and may be at street level, sidewalk level, or at a level between street and sidewalk level. The physical separation includes a designed vertical element between the motor vehicle traffic and the bikeway; these vertical elements may include curb (including the curb of a raised PBL), concrete buffers, flexible delineators, planter boxes, etc. Physical separation identified only with pavement markings does not constitute a separated bike lane—refer to buffered bicycle lane.

Shared lane or roadway: A roadway that is open to both bicycle and motor vehicle travel. This may be a new or existing roadway/highway, a street with wide curb lanes, or a road with paved shoulders. In the State of Washington, as with most states, all vehicular lanes are shared lanes by definition unless bicycling is explicitly prohibited. The use of the term "shared lane" should not be confused with "shared lane marking" (see below).

Shared lane marking or sharrow: A clearly visible lane marking placed within shared lanes or bicycle boulevards to assist people on bicycles in determining the most appropriate lateral position to ride in a shared lane and to alert motor vehicle drivers and other bicyclists to the position that bicyclists are most likely to occupy within the traveled way.

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[3] Source: AASHTO Center for Environmental Excellence, https://environment.transportation.org/education/practical-applications/context-sensitive-solutions/context-sensitive-solutions-overview/

Shared use path (SUP): A facility physically separated from motorized vehicular traffic within the highway right-of-way or on an exclusive right of way with minimal crossflow by motor vehicles. Shared-use paths are primarily used by bicyclists and pedestrians, including joggers, skaters, and pedestrians with disabilities, including those who use nonmotorized or motorized wheeled mobility devices. With appropriate design considerations, equestrians may also be accommodated by a shared-use path facility. In certain locations with very high pedestrian and bicycle traffic, a shared use path may include modal separation between bicycle and pedestrian traffic.

Traffic calming: Design techniques that have been shown to reduce traffic speeds and unsafe maneuvers. These techniques can be stand-alone or used in combination. Examples include vertical deflection (e.g., speed humps, speed tables, raised crossings), horizontal shifts (e.g., chicanes, lateral lane tapers), and design elements that encourage a driver's perception of a lower speed facility (often referred to as "visual friction", these features include lane narrowing, curb extensions, median islands, specific pavement markings, etc.). This list of example traffic calming features is not exhaustive.

Vulnerable user: Under RCW 46.61, and as applied in this text, a "vulnerable user" of a public right-of-way means:

- A pedestrian, which includes people on foot or using wheelchairs;
- A person operating or riding any of the following on a public way:
    - A bicycle;
    - An electric-assisted bicycle;
    - An electric personal assistive mobility device;
    - A moped;
    - A motor-driven cycle;
    - A motorized foot scooter.

Note that the RCW identifies additional vulnerable users of the public right-of-way that are not included in the context of this text, including people riding animals, farm equipment, or motorcycles.

GLOSSARY RESOURCES

- WSDOT Glossary: https://wsdot.wa.gov/about/library-research-reports/wsdot-glossary-and-abbreviations-acronyms-list
- Terms in development for Active Transportation: Active Transportation Glossary
- Final Draft Glossary Guide: GlossaryGuideFinal9-30-2021 (1).pdf
- Active Transportation Plan 2021