PRTPO EXECUTIVE BOARD MEETING

August 20, 2021 | 10:00 – 12:00

Zoom Meeting – Login Below

1.	10:00 – 10:05	**Welcome and Introductions**	*Chair Bek Ashby*
2.	10:05 – 10:10	**Approval of Agenda**	ACTION
		Consent Calendar • *Minutes from June 18, 2021 (Attachment A)* • *Approval of SFY 2021 Q4 Invoice [April-June] (Attachment B)* • *Approval of PRTPO Title VI Plan for the Peninsula Region (Attachment C)*	ACTION
3.	10:10 – 10:15	**Draft UPWP Development Policy** *(Attachment D)* *This draft policy describes how PRTPO will develop, manage, and amend its Unified Planning Work Program as called for in its adopted bylaws. The draft policy will come to the Board for approval in October.*	DISCUSSION *1st Reading*
4.	10:15 – 10:25	**Update on SFY 2022-23 UPWP Funding** *(Attachment E)* *This update responds to outstanding questions about the source of work program funds when the Board adopted the SFY 2022-2023 UPWP in June. The Board will begin taking action on outstanding funding questions in October.*	BRIEFING
5.	10:25 – 10:35	**Olympic Discovery Trail and Potential for USBRS Designation** *(Attachment F)* *This is a briefing on developments over the last few months regarding designation of the Olympic Discovery Trail and other facilities as part of the US Bike Route system and the regional process ahead.*	BRIEFING
6.	10:35 – 11:05	**WSDOT Projects Proposed for 2022-2027 RTIP** *The majority of projects included in PRTPO's RTIP are from WSDOT. This annual briefing offers a preview of the WSDOT projects the TAC will review in September and the Board will be asked to approve in October and provides a heads-up on future state-local coordination opportunities.*	PRESENTATION *Dennis Engel, WSDOT*
7.	11:05 – 11:20	**2022 Legislative Session – Materials and Process** *(Attachment G)* *The Board will review and discuss draft materials for the 2022 legislative session "Transportation Outlook" and comment on the proposed approach for legislative engagement this fall. The Board will finalize its materials and approach in October.*	DISCUSSION
8.	11:20 – 11:30	**Status Update on Federal Infrastructure Funding** *Momentum builds for a massive federal infrastructure package. This briefing offers a status update based on what is currently known and state-level activities underway in preparation for the package.*	BRIEFING
9.	11:30 – 11:35	**PRTPO Meeting Format Post-COVID** *(Attachment H)* *PRTPO is evaluating post-COVID meeting options tentatively beginning in 2022. Under consideration is a hybrid format that would include two in-person meetings each year with the remaining four meetings conducted remotely via Zoom.*	DISCUSSION

10.	11:35 – 11:45	**PRTPO Coordinator's Report** *(Attachment I)* *These are short updates to keep the Executive Board apprised of PRTPO activities not addressed elsewhere on the agenda and opportunities of possible interest to members.*	BRIEFING
11.	11:45	**Public Comment Period** *This is an opportunity for anyone from the public to address the Board.*	
12.	11:50	**PRTPO Member Updates** *Information sharing among members on topics of general interest to the region and its partners.*	
	12:00	**Adjourn**	

Bek Ashby, Chair

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

Next Executive Board Meeting – October 15, 2021, 10:00-12:00

ACTION – Approve 2022-2027 RTIP
ACTION - UPWP Development Policy
ACTION – Approve SFY 2022 Q1 Invoice
ACTION – 2022 Legislative Agenda: Finalize Messages and Materials
HSTP Funding Response (TBD) – 1st Reading
Duckabush / US 101 Project Overview (Dept. of Fish & Wildlife)

Click here to download the 2021 PRTPO Resource Manual

Join Zoom Meeting
https://us02web.zoom.us/j/3608780353?pwd=MFQvOHpjdENsMjdCQ3BEdFBKSHcxUT09

Meeting ID: 360 878 0353
Passcode: 4780
One tap mobile
+12532158782,,3608780353# US (Tacoma)

Dial by your location
+1 253 215 8782 US (Tacoma)
Meeting ID: 360 878 0353

PRTPO.org

Acronyms Used in This Agenda:

HSTP	Human Services Transportation Plan
PRTPO	Peninsula Regional Transportation Planning Organization
RTIP	Regional Transportation Improvement Program
SFY	State Fiscal Year
TAC	Technical Advisory Committee
UPWP	Unified Planning Work Program
WSDOT	Washington State Department of Transportation

ATTACHMENT A

Minutes of Meeting - REVISED

PRTPO EXECUTIVE BOARD
June 18, 2021
10:00 – 12:00
Via Zoom
Meeting video available on YouTube

CALL TO ORDER

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

ATTENDEES

Executive Board:

Clallam County	Steve Gray *(alternate)*
Jefferson County	Wendy Clark-Getzin *(alternate)*
Kitsap County	David Forte *(alternate)*
Mason County	Randy Neatherlin
City of Port Angeles	Lindsey Schromen-Wawrin
City of Port Orchard	Bek Ashby
City of Port Townsend	Ariel Speser
City of Poulsbo	Ed Stern
City of Sequim	Rachel Anderson
Port of Allyn	Ted Jackson *(late)*
Port of Port Angeles	Chris Hartman
Port of Shelton	Dick Taylor
Clallam Transit	Kevin Gallacci *(alternate)*
Jefferson Transit	Tammi Rubert
Mason Transit	Mike Ringgenberg *(alternate)*
WSDOT Olympic Region	Dennis Engel *(alternate)*
Squaxin Island Tribe	Tracy Parker
Skokomish Tribe	Marty Allen

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

Others:
Michael Bateman, City of Poulsbo
Michael Cardwell, Quinault Indian Nation
Sara Crouch, Jefferson Transit Lead Fiscal Agent
Russ Elliott, WA State Broadband Office
Matt Klontz, City of Sequim
Mike Usen, DKS

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

Chair Ashby announced a change to the agenda, moving up the briefing in Item 9 – Broadband, to go after Item 6 and before Items 7 and 8.

Approval of Agenda

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

Consent Agenda

ACTION: Mr. Taylor moved, and Mr. Bateman seconded to approve the Consent Agenda. The motion passed unanimously.

- ***Minutes from April 16, 2021 Executive Board Meeting***
- ***PRTPO Public Participation Protocols***

Approval of SFY 2022-2023 Unified Planning Work Program

Chair Ashby reported on the review and input to the draft UPWP since the Board reviewed it in April. She advised that PRTPO learned earlier this week that the $80,000 in supplemental funding for human services transportation planning is federal funding. PRTPO is not set up to comply with the requirements of managing federal funds and has asked WSDOT to exchange them for state funds.

She requested the Board accept the UPWP budget as presented. The funding question will be resolved over the next couple of weeks and if necessary, the Board can amend the budget in August. The new UPWP goes into effect on July 1st.

ACTION: Mr. Bateman moved, and Mr. Schromen-Wawrin seconded to approved Resolution 21-03 adopting the SFY 2022-2023 Unified Planning Work Program for the Peninsula Region. The motion passed unanimously.

PRTPO Bylaws Review Findings

Chair Ashby explained the background and rationale for the PRTPO bylaws review. A Review Committee met on May 5th and reviewed the current bylaws. There is one additional operating policy identified in the bylaws that PRTPO will complete over the few months, establishing the policy by which PRTPO's UPWP is developed and amended. With completion of that operating policy the Review Committee found the bylaws satisfactory and sufficient for PRTPO's purposes and recommended to the Board that no changes be made at this time.

ACTION: Mr. Stern moved, and Mr. Taylor seconded to accept the 2021 Bylaws Review Committee recommendation to make no change to the PRTPO Bylaws. The motion passed unanimously.

Amendment to SFY 2021-2026 RTIP

Mr. Coviello briefed the Board on a request from Clallam County to add two projects to the RTIP that have recently been awarded funding.

ACTION: Mr. Schromen-Wawrin moved, seconded by Ms. Speser to approve an amendment to the 2021-2026 Regional Transportation Improvement Program as requested by Clallam County. The motion passed unanimously.

EV Readiness – Insights for PRTPO Work Program

Ms. Black introduced Mr. Mike Usen, Electromobility Manager for DKS. Mr. Usen is helping PRTPO to develop an inventory of resources and background assessments to inform work program activities that help increase the region's readiness for electric vehicles.

Mr. Usen introduced Board members to the new EV resources portal taking shape on PRTPO's website before providing members with a sweeping overview of the rapidly evolving realm of electric vehicles. He highlighted key considerations regarding battery power and charging facilities, and what this means for consumers in different settings. He noted the sparse charging network on the Olympic Peninsula which creates a barrier for many EV users.

His presentation highlighted consumer benefits of EV usage, ranging from environmental factors to ownership cost to vehicle performance. He explained that market penetration is occurring ever faster and upsetting earlier forecasts of widespread EV usage. Several large automakers have publicly announced that they will discontinue manufacturing of internal combustion engines over the next 3-5 years.

Mr. Usen singled out Ford's introduction of an all-electric F-150 pick-up truck in 2022 as evidence of the rapid pace of change and evolving expectations about electric vehicles. He noted the competitive price point for the new F-150 which will be further offset by state and federal tax incentives as a factor that has evolved much quicker than forecasters had envisioned even a few years ago.

His presentation concluded with information about an upcoming state grant program for charging infrastructure called the Zero Emissions Vehicle Infrastructure Partnership (ZEVIP) program. Mr. Usen pointed out that the US 101 loop is a priority corridor for funding consideration. He briefly touched on the program objectives and eligibility requirements and underscored the importance of partnerships, including private sector partners, in a successful application. Mr. Usen will participate in a ZEVIP information session on June 23 from 10-12 that PRTPO is hosting for its members and other EV stakeholders.

Mr. Cardwell commented that tribes are in a unique position to partner with local agencies on this funding application, noting that tribes have working capital, accessible locations, and customer amenities for travelers who need to spend a period of time at a location while their vehicles recharge. While there are some chargers on the Olympic Peninsula the big gaps in availability discourage people from going north of Aberdeen.

Mr. Bateman asked about coordination with the power utilities and the importance of having 3-phase availability. Mr. Usen confirmed the importance of engaging with utility providers early and often. This is an example of how the TIP can be a useful tool for coordination since it gives utility providers a sense of what projects a jurisdiction has coming up. It is far cheaper to lay conduit during a road project than to go back later and add it. With some advance notice many utilities will use the opportunity of road construction to expand their fiber networks.

Ms. Rupert confirmed that the funding associated with the ZEVIP program is state funding and not federal.

Mr. Usen's slides will be made available to PRTPO members.

State Broadband Update

Ms. Black introduced Mr. Russ Elliott, Director of the Washington State Broadband Office. The regional priority that the Board has placed on universal broadband access and the timing of several funding initiatives makes this a particularly timely opportunity for an update on state efforts.

Mr. Elliott began by affirming there is a lot of money on the horizon to expand broadband access and emphasizing the importance of getting plans in place at the local and state levels for what to do with those funds. There are gaps in the system that planning can identify and that partners can tackle.

Mr. Elliott outlined the broadband delivery challenge facing providers and what that means for suburban and rural communities not located within a few miles of the I-5 corridor. He explained the broadband project support model his office developed to promote stakeholder collaboration at the local and grass roots level. This is the means by which service gaps are identified and shovel-ready projects are developed. His office is working to maximize access to all funding opportunities, but to do that they need a clear idea of specific project needs at the local level. Key is to ensure that those projects are future-proof, meaning that they support the community's needs long into the future and not just for a couple of years. Mr. Elliott explained how equity factors into the equation including considerations related to access, affordability, devices, and digital literacy.

The primary unit of organizing at the local level are Broadband Action Teams (BAT) that get their communities to participate in the Statewide Broadband Survey and generate the data that demonstrates need. They are instrumental n developing effective public-private partnershjps at the community level and in identifying projects. Mr. Elliott's office works with BATs across the state to connect the right project with the right funding opportunity.

Mr. Elliott underscored the importance of data that demonstrates need. He encouraged everyone to promote the State Broadband Access and Speed Survey at *broadband.wa.gov* among their constituents and colleagues. He displayed a screen shot showing current results across the state and explaining how the mapped results give him the evidence he needs to negotiate with utilities and to direct funding to projects that are ready to go. His goal is to replace all the red (slow service) and black (no service) dots with green dots. The State's ambitious goal is symmetrical 150 Mbps upload and download speeds for all households by 2028. Currently 884,000 homes have no broadband access.

Mr. Schromen-Wawrin asked how different local governments with their various roles and responsibilities can effectively coordinate in planning and project development. Mr. Elliott encouraged local agencies to coordinate and plan together, recognizing that each has unique assets they can bring to the table. Working with private sector partners and other community groups, local governments are in a good position to help identify gaps in service and innovative partnerships that can deliver useful projects.

Mr. Stern commented that supply chain issues will be huge with so much money going into broadband at one time. He questioned whether resources would be available to complete the projects already identified for funding by December 2024, when some of that money expires. Mr. Elliott concurred, noting the challenges he is already running into with delays attributed to supply chain issues.

Mr. Stern and Mr. Elliott discussed legislative bills introduced in the 2021 session and the long-term net effect on local communities.

Mr. Neatherlin and Mr. Elliott will talk further about service gaps in Mason County and potential partnership opportunities among various local interests.
Mr. Elliott's slides will be made available to PRTPO members.

Draft Title VI Plan for the Peninsula Region
Ms. Black presented the draft plan to the Board, reporting that it will replace the 2015 plan. The draft plan reflects the transition to an independent organization and complies with new format recommendations approved by WSDOT in March 2021. The draft will be sent to WSDOT's Office of Equal Opportunity for review and posted on PRTPO's website for public review and comment. The Board will receive a final draft for approval in August. There were no comments.

Legislative Update for 2022 Session
Chair Ashby reviewed the process PRTPO used a year ago to develop a legislative agenda for the 2021 session. A small subcommittee met to develop key messages and priorities for the Board to consider in August. This enabled the Board to flesh out final details in September and approve a package in October that supported subsequent legislative engagement in late October and November, ahead of the new session. She asked the Board to discuss their interest in taking a similar approach this year, starting with the work completed last year and identifying any changes needed to support legislative engagement for the 2022 session.

Mr. Schromen-Warwin reported that AWC is working on its priorities over the summer, reaffirming the value of PRTPO getting started now. Mr. Bateman concurred, noting the value of the small group discussion. Ms. Clark-Getzin asked that a Doodle poll be sent out since not everyone is present who might want to participate.

Ms. Black reported that she will send out a Doodle poll for a first meeting in mid-July with the expectation that there will probably be one more meeting before the Board's August meeting.

Results of PRTPO's First State Audit
Ms. Crouch reported that PRTPO passed its first state audit since becoming an independent organization with flying colors. Future audits will generally be a little less indepth than this first one.

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

Public Comments
There were no public comments.

Member Updates
Members shared updates on activities of interest to the Board.

- Mr. Cardwell reported on an Op-Ed piece he wrote for the Seattle Times about better GMA coordination with tribes. He noted that many tribes have an economic self-sufficiency today that they did not have when GMA was first passed. He encouraged members to support tribal inclusion in GMA and to partner with their neighboring tribes. Chair Ashby added that it was really good to have Michael at the table and expressed a desire that the Quinault Indian Nation might join PRTPO.
- Mr. Gallacci reported that Clallam Transit was awarded a Regional Mobility Grant by WSDOT to expand Strait Shot service. The new grant will fund a third run Monday through Saturday and will add a Sunday morning run. He expects the new service to be in place by August 1st.
- Mr. Stern commented on the presentation from Mr. Elliott, noting that the timing right now is perfect for local agencies to be lining up their partners for a broadband strategy.
- Mr. Bateman voiced support for both the broadband and the EV presentations. The supply side issues that came up during the broadband discussion are real. He is seeing it manifest itself in the delivery of

transportation projects, too. Mr. Bateman seconded Chair Ashby's comments and voiced his own appreciation of Mr. Cardwell's participation in PRTPO meetings.

- Chair Ashby announced that she is not running for re-election to the Port Orchard City Council and so her term as PRTPO Chair will conclude at the end of December. She expressed her great appreciation for the chance to participate on the Board and help execute the transition, and to serve as the Chair. Members expressed their appreciation for her work.

Adjourn

Chair Ashby adjourned the meeting at noon.

ATTACHMENT B

ACTION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: August 13, 2021
Subject: **SFY 2021 4th Quarter Expense Voucher Approval**

REQUESTED ACTION:

Approve 4th quarter expenditures for the SFY 2021 Unified Planning Work Program in the amount of $39,855.92.

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 2021 4th Quarter Invoice Reimbursement Package*

Peninsula Regional Transportation Planning Organization
SFY 2021 UPWP Budget Report - Quarter 4
April 1, 2021 - June 30, 2021

Work Program Element	SFY 2020 Actual	SFY 2021 Budget	Total 20-21 Biennium	Previous Expenditures	Current Expenditures	State RTPO Revenues*	Remaining Budget
Program Administration	$ 96,540	$ 79,012	**$ 175,552**	$ 167,637	$ 20,281	$ 187,918	**$ (12,366)**
Transportation Planning	$ 15,957	$ 48,573	**$ 64,530**	$ 54,239	$ 12,650	$ 66,889	**$ (2,359)**
Regional TIP	$ 7,501	$ 7,960	**$ 15,461**	$ 13,634	$ 1,853	$ 15,487	**$ (26)**
Other RTPO Planning Duties	$ -	$ 48,600	**$ 48,600**	$ 28,777	$ 5,072	$ 33,849	**$ 14,751**
Totals	**$ 119,998**	**$ 184,145**	**$ 304,143**	**$ 264,287**	**$ 39,856**	**$ 304,143**	**$ -**

**** PRTPO uses State RTPO revenue only.***

Acronyms:

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 / Jefferson Transit
63 4 Corners Road
Port Townsend, WA 98368
Vendor # 911124781

Agreement # GCB 3096

Invoice Date 7/14/2021

Billing Time Period
April 1, 2021 - June 30

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 — Digitally signed by Edward Coviello DN: cn=Edward Coviello, o=Kitsap Transit, ou=Planner, email=edwardc@kitsaptransit.com, c=US Date: 2021.07.14 14:01:13 -07'00'

DATE: 7/14/2021

TITLE: Peninsula RTPO / Kitsap Transit

TOTAL RTPO REIMBURSEMENT requested this invoice: **$39,855.92**

Allocation Authorized	$304,143.00
Biennium-to-Date	$304,143.00
Allocation Balance	$0.00

WORK ELEMENT	DESCRIPTION	Prior Biennium-TO-DATE Expenditures	CURRENT PERIOD EXPENDITURES	Biennium TO-DATE Expenditures
Program Administration	Salaries	$25,938.87	$2,761.22	$28,700.09
	Travel	$5,114.72	$0.00	$5,114.72
	Consultants	$97,636.20	$8,800.00	$106,436.20
	Miscellaneous	$38,946.87	$8,720.06	$47,666.93
	Total	$167,636.66	$20,281.28	$187,917.94
Transportation Planning	Salaries	$8,365.74	$0.00	$8,365.74
	Travel	$0.00	$0.00	$0.00
	Consultants	$44,750.00	$12,650.00	$57,400.00
	Miscellaneous	$1,123.65	$0.00	$1,123.65
	Total	$54,239.39	$12,650.00	$66,889.39
Data Collection and Analysis	Salaries	$0.00	$0.00	$0.00
	Travel	$0.00	$0.00	$0.00
	Consultants	$0.00	$0.00	$0.00
	Miscellaneous	$0.00	$0.00	$0.00
	Total	$0.00	$0.00	$0.00
Transportation Improvement Program	Salaries	$10,290.46	$1,089.80	$11,380.26
	Travel	$0.00	$0.00	$0.00
	Consultants	$2,400.00	$0.00	$2,400.00
	Miscellaneous	$943.80	$763.00	$1,706.80
	Total	$13,634.26	$1,852.80	$15,487.06
RTPO Planning Duties	Salaries	$1,776.77	$871.84	$2,648.61
	Travel	$0.00	$0.00	$0.00
	Consultants	$12,400.00	$4,200.00	$16,600.00
	Miscellaneous	$14,600.00	$0.00	$14,600.00
	Total	$28,776.77	$5,071.84	$33,848.61
	TOTAL RTPO Reimbursement	$264,287.08	$39,855.92	$304,143.00

RTPO	Peninsula RTPO / Jefferson Transit
Billing Time Period	April 1, 2021 - June 30

TPO Reviewer	Date
Edward Coviello	7/14/2021

RTPO UPWP ACTIVITY DETAIL

ELEMENT From Page 1

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

Program Administration

1. Meeting Support. Provided staff support for April and June Executive Board and Executive Committee meetings, and May TAC meeting. 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)

2. Communication and Information. 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)

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

4. PRTPO Support. Completed the biennial review of PRTPO's Bylaws. Completed procurement process for end-of-biennium services contract with DKS for electric vehicle planning support. Completed an amendment of PRTPO's Procurement policy. Developed regular PRTPO Coordinator updates to keep members apprised of relevant transportation planning activities outside the PRTPO work program. Monitored state and federal funding activities and forwarded information to members as warranted. Responded to member requests for information. Maintained fees and insurance. (on-going)

5. UPWP Management. Prepared a draft and final UPWP for SFY 2022-2023 for review by the Board, TAC, and WSDOT. Completed new WSDOT funding agreement. Monitored UPWP budget expenditures and tasks in light of biennium end. Completed 3rd Quarter invoicing for WSDOT and updated the budget report for Board members. (complete and on-going)

6. Accounting. Completed a full audit with the State Auditors Office. Completed regular, on-going accounting and invoicing activities. Submitted SFY 2021 3rd quarter invoice for PRTPO expenses. Met with WSDOT staff for overview of PRTPO accounting activities and coordination with WSDOT. Maintained software. Invoice expenses include $4,184.70 for the SAO audit. (on-going)

7. Lead Agency Communication and Coordination. Conducted routine phone calls, emails, and video meetings as needed to ensure overall program coordination. (on-going)

Please check the box if any activity was reimbursed from: ☐ STBG or ☐ HSTP

Transportation Planning

1. Long-Range Planning. Developed on-line working inventory of resources to support greater readiness for electric vehicles (EV). Worked with consultant to evaluate state of the practice and feasible strategies for PRTPO pursuit. Convened an informational work session with consultant and WSDOT Innovative Partnerships Office for members and other EV stakeholders to learn about the ZEVIP grant program expected to be released in August, and followed up as needed. Conducted a member poll about EV readiness at the agency level and resources needed; worked with consultant to identify information to address those needs. Began scoping the 2040 RTP biennial review process. Invoice expenses include $4,500 for EV consulting services from DKS. (on-going)

2. Regional Coordination and Collaboration. Convened an indepth training session in April from TranTech on managing federally funded local projects for PRTPO members and extended invite to surrounding RTPOs; posted a video of the training and materials online and followed up as needed with individual attendees. Responded to final survey on the Investment Strategy Work Group and participated in a close-out interview with their consultant. Participated in the May meeting of MPOs and RTPOs, and the statewide MPO/RTPO Coordinating Committee meeting. Participated in the June meeting of stand-alone RTPOs. Worked with organizers promoting designation of the Olympic Discovery Trail as part of the USBRS to brief the TAC in May and followed up regarding next steps towards designation. Worked with locals to review current Freight and Goods Transportation System designations and develop updates where needed. Completed FGTS designation reports and submitted to WSDOT Freight Office. (on-going)

3. Tribal Consultation. Maintained on-going communications with tribal members. Established relationship with Quinault Indian Nation and began including them in PRTPO communication and coordination activities. (on-going)

4. Human Services Transportation Planning. Worked with WSDOT on matters related to HSTP funding support in SFY 2022-2023. Reviewed issues and opportunities with using federal funds in PRTPO work program. Scoped work outline for HSTP update including approaches with and without additional funding support. (on-going)

5. Transportation Outlook. Began early coordination activities to update the 2021 Transportation Outlook and associated legislative education efforts. (on-going)

6. Regional Grants Administration. Forwarded information from WSDOT to local agencies about OA targets and sanction implications for all of their federally funded projects, not just STBG or TAP. Provided them with clear, easy to understand information about the targets and ramifications of delayed obligations. Responded to questions from Consolidated Grants applicants and met with WSDOT Public Transportation Office staff to debrief on the overall process. (on-going)

Please check the box if any activity was reimbursed from: ☐ STBG or ☐ HSTP

Transportation Improvement Program

1. Develop and Maintain Regional TIP. Complete one amendment to the 2021-2026 RTIP. Worked with local agencies to answer questions about the RTIP and support them as they develop their new TIPs. Evaluated ways that the new GIS mapping tools will be able to support the RTIP while increasing public access to information about state and local projects. (on-going)

2. Monitor Obligation Authority for Federally Funded Projects. Monitored obligation status reports from WSDOT Local Programs and responded to agency inquiries about the OA policy to sanction unobligated funds on August 1st. This was a featured discussion of the TAC in May. (on-going)

Please check the box if any activity was reimbursed from: ☐ STBG or ☐ HSTP

Other PRTPO Activities in SFY 2021

1. GIS Services Contract. Worked with contractor to set up the GIS account and begin developing the mapping applications and tools that will support on-going work program activities. Invoice expenses include $14,300 for a one-year GIS services contract with the Association for Washington Cities. (on-going)

2. PRTPO Website Overhaul. (complete)

3. Title VI Plan Update. Completed a draft Title VI Plan and presented to the Board for review. Sent the final draft plan to WSDOT EOE for review before adoption by the Board in August. (on-going)

4. Public Participation Plan Update. Completed a draft and final PRTPO Public Participation Protocols and posted online. (complete)

Please check the box if any activity was reimbursed from: ☐ STBG or ☐ HSTP

Unless otherwise noted, the work described in this form was performed by lead agency and contract staff.

SIGNATURE	TITLE	DATE
Edward Coviello Digitally signed by Edward Coviello DN: cn=Edward Coviello, o=Kitsap Transit, ou=Planner, email=edward.c@kitsaptransit.com, c=US Date: 2021.07.14 14:03:20 -07'00'	Transportation and Land Use Planner	7/14/2021

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

INVOICE

Invoice Date	6/30/2021
Invoice ID	5712
Printed on 7/13/2021	Page 1

CUSTOMER

JEFFERSON TRANSIT
63 4 CORNERS RD
PORT TOWNSEND, WA 98368

SHIP TO

Please detach and return this portion with your remittance

Customer ID	Customer PO No.	Order Date	Shipped Via	FOB
188		6/30/2021		

Terms	Due Date	If Paid By	Deduct	Sold By
	6/30/2021		$ 0.00	

Item No.	Description	Qty	Unit	Unit Price	Discount	Extended Price
13234	Third Party Recovery (Includes 10% Admin Costs)	1.00				$34,117.07

2nd Quarter

Subtotal	$34,117.07
Sales Tax	$0.00
Total	$34,117.07
Total Due	$34,117.07

TRIAL MODE - Click here for more information

Kitsap Transit
PRPTO
2021

	Jan 2021	Feb 2021	March 2021	1st Q 2020	April 2021	May 2021	June 2021	2nd Q 2021
Staff Salaries & Wages	$1,632.56	$1,580.21	$1,525.72	$4,738.49	$1,089.80	$1,471.23	$817.35	$3,378.38
Staff Fringe Benefit	$621.46	$628.87	$607.18	$1,857.51	$433.70	$585.51	$325.27	$1,344.48
Advertising	$451.95	$671.70	$0.00	$1,123.65	$0.00	$0.00	$0.00	$0.00
Professional & Tech Service	$150.70	$0.00	$197.40	$348.10	$0.00	$0.00	$0.00	$0.00
Other Contract Services	$9,700.00	$9,600.00	$23,750.00	$43,050.00	$6,800.00	$6,800.00	$12,268.00	$25,868.00
Operating Supplies	$0.00	$0.00	$0.00	$0.00	$545.00	$0.00	$0.00	$545.00
Third Party Recovery	$0.00	$0.00	($59,508.46)	($59,508.46)	$0.00	$0.00	$0.00	$0.00
Casuality Insurance	$3,150.00	$0.00	$0.00	$3,150.00	$0.00	$0.00	$0.00	$0.00
Membership, Dues, and Subscription	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Total	**$15,706.67**	**$12,480.78**	**($33,428.16)**	**($5,240.71)**	**$8,868.50**	**$8,856.74**	**$13,410.62**	**$31,135.86**

Not Invoiced Prior:	197.40
April-June Costs:	$31,135.86
Administration Costs:	3,133.33
Less Credit:	(349.52)
Total Costs:	**$ 34,117.07**

07/01/2021 6:56:06 PM

Kitsap Transit
Invoice Expense Allocation Report

Vendor Name / Tax Identification Number	Transaction Date / Transaction Number	Description / Transaction Type	Status	Account Number	Account Description	Amount
3P TRANSPORTATION SERVICES						
3P TRANSPORTATION SERVICES XXX-XX-1946	5/3/2021 121	PRTPO Invoice	Paid	10-50313-4102	Other Contractual Services	$6,800.00
XXX-XX-1946	6/1/2021 122	PRTPO MAY Invoice	Paid	10-50313-4102	Other Contractual Services	$6,800.00
XXX-XX-1946	7/1/2021 123	JUNE SERVICES Invoice	Paid	10-50313-4102	Other Contractual Services	$7,550.00
					Totals for 3P TRANSPORTATION SERVICES:	*$21,150.00*
BANK OF AMERICA-BUSINESS CARD (BUS)						
BANK OF AMERICA-BUSINESS CARD	4/23/2021 APR-SL-ESRI	PRTPO software Invoice	Paid	10-50404-4102	Operating Supplies	$545.00
					Totals for BANK OF AMERICA-BUSINESS CARD (BUS):	*$545.00*
DKS ASSOCIATES						
DKS ASSOCIATES	6/30/2021 6/30	EV READINESS Invoice	Paid	10-50313-4102	Other Contractual Services	$4,500.00
					Totals for DKS ASSOCIATES:	*$4,500.00*
ENVORNMENT SYSTEMS RESEARCH INSTITUTE, INC						
ENVORNMENT SYSTEMS RESEARCH	6/2/2021 94050012	ONLINE EDITOR TERM L Invoice	Paid	10-50404-4102	Operating Supplies	$218.00
					Totals for ENVORNMENT SYSTEMS RESEARCH INSTITUTE, INC:	*$218.00*
KITSAP COUNTY PROSECUTOR'S OFFICE						
KITSAP COUNTY PROSECUTOR'S OFF	4/26/2021	1ST QUARTER 2021 Invoice	Paid	10-50304-4102	Professional & Technical Serv	$197.40
					Totals for KITSAP COUNTY PROSECUTOR'S OFFICE:	*$197.40*

Kitsap Transit
Invoice Expense Allocation Report

Account Summary

Account Number	Description	Net Amount
10-50304-4102	Professional & Technical Serv	$197.40
10-50313-4102	Other Contractual Services	$25,650.00
10-50404-4102	Operating Supplies	$763.00
	GRAND TOTAL:	$26,610.40

Kitsap Transit
Invoice Expense Allocation Report

Report name: New Invoice Expense Allocation Report
Include these Invoices: 121, 122, 123, APR-SL-ESRI, 6/30, 94050012
Include all Credit Memos
Include all Invoice dates
Include these Invoice post dates: This fiscal year (1/1/2021 to 12/31/2021)
Include all Accounts
Include all Funds
Include all Classes
Include all Projects
Include all Vendors
Include all Invoice Attributes
Include all Credit Memo Attributes
Include all Account Attributes
Include all Project Attributes
Include all Vendor Attributes
Include all Funding Source(s)
Include these Department(s): 4102

3P Transportation Services

INVOICE

Date: May 3, 2021
Client: Kitsap Transit
Project ID: KT 19-649
Project Name: PRTPO Coordinator
Billing Period: April 1, 2021 – April 30, 2021
Invoice Number: 121

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

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

Description	Amount
PRTPO Coordination Services: 68 hours @ $100/hour *Professional Services in Delivery of the SFY 2021 UPWP*	$6,800.00
Total Due	$6,800.00

Thank you!!

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

3P Transportation Services

INVOICE

Date:	June 1, 2021
Client:	Kitsap Transit
Project ID:	KT 19-649
Project Name:	PRTPO Coordinator
Billing Period:	May 1, 2021 – May 31, 2021
Invoice Number:	122

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

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

Description	Amount
PRTPO Coordination Services: 68 hours @ $100/hour *Professional Services in Delivery of the SFY 2021 UPWP*	$6,800.00
Total Due	$6,800.00

Thank you!!

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

3P Transportation Services

INVOICE

Date:	July 1, 2021
Client:	Kitsap Transit
Project ID:	KT 19-649
Project Name:	PRTPO Coordinator
Billing Period:	June 1, 2021 – June 30, 2021
Invoice Number:	123

PO 7518

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

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

Description	Amount
PRTPO Coordination Services: 75.5 hours @ $100/hour *Professional Services in Delivery of the SFY 2021 UPWP*	$7,550.00
Total Due	$7,550.00

Thank you!!

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

KITSAP TRANSIT

MASTERCARD PAYMENT AUTHORIZATION

REQUESTOR: Ed Coviello DATE: April 6, 2021

AMOUNT OF MASTERCARD PURCHASE: $545.00

DATE OF PURCHASE: April 6, 2021 VENDOR: Esri

PURPOSE OF PURCHASE OR ITEM(S) PURCHASED:

Computer software to assist in PRTPO planning.

- *You "must prepare a detailed account that includes:*
  "Some statement sufficiently explicit to show what transit business was being carried out when the expenses were incurred."

  Chapter 1. Specific Issues
  Section 22. Employee Travel (Chapter 42.24 RCW)

KT ACCOUNT/DEPT. TO BE CHARGED (**Not** the credit card #): 10-50404-4102
Project #100

THE NAME ON THE CREDIT CARD (OTHER THAN KITSAP TRANSIT): Steffani Lillie

M Davies for Ed C.
SIGNATURE OF REQUESTOR

DATE: 4-6-2021

Steffani Lillie
APPROVED

DATE: 4-6-2021

Marilyn James

From: Esri <donotreply@esri.com>
Sent: Tuesday, April 6, 2021 10:26 AM
To: Marilyn James
Subject: [EXTERNAL] Esri - Order Confirmation (Reference ID #506720138271)



Thank you for your order.
Below is a summary of your purchase.

You will receive a separate email notification when your order has processed. This is not an invoice. You will receive an invoice once final billing is complete.

Order Information

Reference ID: **506720138271**

Order Date: April 6, 2021

Bill To

Steffani Lillie
60 Washington Ave Ste 200
Bremerton, WA 98337-1888
(360) 377-8230
Marilynj@kitsaptransit.com

Order Summary

License Description	Unit Price	Qty.	Total
ArcGIS Online Creator Online User Subscription	$500.00	1	$500.00
	Order Subtotal:		$500.00
	Total Tax:		$45.00
	Order Total:		**$545.00**

Please note: This email message was sent from a notification-only address that cannot accept incoming email. Please do not reply to this message.

Sincerely,
Esri Customer Service

DKS

INVOICE
720 SW Washington St., Suite 500
Portland, OR 97205
503.243.3500
www.dksassociates.com

Peninsula Regional Transportation Planning Organization (PRTPO)

June 30, 2021
Project No: 21071-000
Invoice No: 0077796

Project 21071-000 PRTPO Inventory of EV Readiness
Penninsula Regional Transportation Planning Organization (PRTPO) Inventory of EV Readiness Agreement dated April 16, 2021.
Professional Services for Period June 1, 2021 Through June 30, 2021

Fee

Total	4,500.00		
Percent Complete	100.00	Total Earned	4,500.00
		Previous Fee Billing	0.00
		Current Fee Billing	4,500.00
		Total	**4,500.00**

Total this Invoice $4,500.00

Fund: 10-5013-4102
Post Date:
Purchase Order Number:
Project #:
Account Code:
Funding Source:
Signed:

TERMS: Net 30 Days
Remit To: 720 SW Washington St. #500
Portland, OR 97205

4201

380 New York Street
Redlands, CA-92373
Phone: (909) 793-2853

Invoice	:	94050012	Document date	: 06/02/2021
Order	:	3980667	Delivery	:
Customer	:	660921	Contract	:
Customer PO	:	9652		
P.O. Date	:	06/02/2021		
End User	:	660921		
Project	:			

Peninsula Regional Transportation

'Invoice'

Page : 1

Bill to:
Edward Coviello
Peninsula Regional Transportation
Planning Organization
Service Development
60 Washington Ave Ste 200
Bremerton WA 98337-1888

Ship to:
Edward Coviello
Peninsula Regional Transportation
Planning Organization
Service Development
60 Washington Ave Ste 200
Bremerton WA 98337-1888

For questions regarding this document, please contact Customer Service at 888-377-4575
Terms of payment: Net Due 30 days, no discount

The line items included in this transaction are governed exclusively by the terms of the above-referenced contract, if any, or, where applicable, Esri's standard terms and conditions at www.esri.com/legal/software-license.

Item	Qty	Material Number	Price
10	1	165531 ArcGIS Online Editor Term License Start Date: 06/02/2021 End Date: 06/01/2022	200.00

10-50313-4102
S. Lillie

Item Subtotal		200.00
Sales Tax		18.00
Total:	**USD**	**218.00**

FEIN: 95-2775732
DUNS/CEC: 06-313-4175 CAGE: 0AMS3

Kitsap County Prosecuting Attorney's Office
614 Division Street, MS-35
Port Orchard, WA 98366-4681
Phone: (360) 337-4992
Fax: (360) 337-7083

INVOICE

APRIL 26, 2021

TO:

Kitsap Transit
For Peninsula Regional Transportation Planning Organization
Attn: Edward Coviello
Email: EdwardC@KitsapTransit.com

FOR:

Legal Services – First Quarter 2021
Pursuant to Contract No. KC-304-19A

DESCRIPTION	HOURS	RATE	AMOUNT
Legal Services Provided First Quarter 2021			
Deputy Prosecuting Attorney hours	1.4	141.00	197.40
Paralegal hours	0.0	89.00	0.00
10-50304-4102			
		TOTAL	197.40

Please make check payable to "Kitsap County Prosecuting Attorney" and remit to:

Attention: Carrie Alire
614 Division Street, MS-35-A
Port Orchard, WA 98366

Thank you!

PRTPO Fiscal Agent Expenses
Jefferson Transit Authority
April 1 - June 30, 2021

	April	May	June	Total	Notes
Staff Salaries and Wages	$ 70.46	$ 150.98	$ 20.13	$ 241.56	
Staff Fringe Benefit/OH Rate	$ 43.63	$ 93.49	$ 12.47	$ 149.58	
Other Reimbursables	$ -	$ 1,163.01	$ 4,184.70	$ 5,347.71	
	$ 114.08	$ 1,407.47	$ 4,217.30	**$ 5,738.85**	

Reimbursables:	
Invoice L142540 - SAO	$ 339.30
Invoice 10001101457302 - Quickbooks	$ 823.71
Invoice L#143034 - SAO	$ 4,184.70
	$ 5,347.71

Salary Break out data:		Wages	Benefits/OH	Total
Crouch - Bank Reconciliation/Invoice	4/9/2021	$ 10.07	$ 6.23	$ 16.30
Crouch - Process Billing	4/14/2021	$ 10.07	$ 6.23	$ 16.30
Crouch -Audit	4/28/2021	$ 50.33	$ 31.16	$ 81.49
Crouch - Process Payment/Checks	5/10/2021	$ 60.39	$ 37.40	$ 97.79
Crouch - Audit	5/12/2021	$ 50.33	$ 31.16	$ 81.49
Crouch - Audit	5/21/2021	$ 20.13	$ 12.47	$ 32.60
Crouch - Audit	5/24/2021	$ 20.13	$ 12.47	$ 32.60
Crouch - Quickbooks Invoice	6/1/2021	$ 10.07	$ 6.23	$ 16.30
Crouch - Bank Reconciliation	6/8/2021	$ 10.07	$ 6.23	$ 16.30
		$ 241.56	$ 149.58	$ 391.14

Invoice Voucher

Remit To: State Auditor's Office
PO Box 40021
Olympia, WA 98504-0021
Federal ID No. 91-6001098

Page: 1 *of* 1
Invoice No.: L143034
Invoice Date: 06/09/2021
MCAG No.: 3232
County: Kitsap

Peninsula Regional Transportation Planning Organization
63 4 Corners Road
Port Townsend, WA 98368

Now accepting electronic payments
Send to: Washington State Auditor's Office
Routing: 123000848 Account: 153911801147
Account type: Checking
Please include invoice number

(Return this portion with your payment)

State Auditor's Office *(Detach and retain for your records)*

Entity Name: Peninsula Regional Transportation Planning Organization
Invoice No.: L143034
Invoice Date: 06/09/2021

Audit No.: 56768 *Audit Period:* 20 - 20 *Purchase Order:*

Month/Year	*Work Performed*	*Bill Rate*	*Hrs*	*Amount*	*Travel/Other Expenses*	*Total*
05/21	Financial Audit	$113.10	37.0	$4,184.70	$0.00	$4,184.70
	Sub Total:		**37.0**	**$4,184.70**	**$0.00**	**$4,184.70**
	Total Due This Invoice: *(Hrs rounded to nearest tenth)*		**37.0**	**$4,184.70**	**$0.00**	**$4,184.70**

APPROVED Aldonch
DATE
AMOUNT 4184.70
PROC FILE# N/A
ASSET: YES ____ NO ✓
CODE 50303-16
PR TPO Reimbursable

JV Number: 210461

FULL PAYMENT DUE IN 30 DAYS

I hereby certify the amount listed herein is a proper charge for services rendered:

Janel M Roper

By: Janel M. Roper, Director of Administrative Services

For questions, please call (564) 999-0933 or (564) 999-0941 fax (360) 586-3105 or e-mail accreceivable@sao.wa.gov

Invoice Voucher

Remit To: State Auditor's Office
PO Box 40021
Olympia, WA 98504-0021
Federal ID No. 91-6001098

Page: 1 *of* 1
Invoice No.: L142540
Invoice Date: 05/12/2021
MCAG No.: 3232
County: Kitsap

Peninsula Regional Transportation Planning Organization
63 4 Corners Road
Port Townsend, WA 98368

Now accepting electronic payments
Send to: Washington State Auditor's Office
Routing: 123000848 Account: 153911801147
Account type: Checking
Please include invoice number

(Return this portion with your payment)

State Auditor's Office *(Detach and retain for your records)*

Entity Name: Peninsula Regional Transportation Planning Organization
Invoice No.: L142540
Invoice Date: 05/12/2021

Audit No.: 56768 *Audit Period:* 20 - 20 *Purchase Order:*

Month/Year	*Work Performed*	*Bill Rate*	*Hrs*	*Amount*	*Travel/Other Expenses*	*Total*
04/21	Financial Audit	$113.10	3.0	$339.30	$0.00	$339.30
	Sub Total:		**3.0**	**$339.30**	**$0.00**	**$339.30**
	Total Due This Invoice: *(Hrs rounded to nearest tenth)*		**3.0**	**$339.30**	**$0.00**	**$339.30**

APPROVED Sconch
DATE 5/17/21
AMOUNT 339.30
PROC FILE# N/A
SET: YES ____ NO ✓
CODE 50303-16
Reimbursable PRTPO

JV Number: 210443

FULL PAYMENT DUE IN 30 DAYS

I hereby certify the amount listed herein is a proper charge for services rendered:

Janel M Roper

By: Janel M. Roper, Director of Administrative Services

For questions, please call (564) 999-0933 or (564) 999-0941 fax (360) 586-3105 or e-mail accreceivable@sao.wa.gov

intuit quickbooks.

Invoice

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

Invoice number: 10001101457302
Total: $823.71
Date: May 31, 2021
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

COPY

Payment details

Item	Qty	Unit price	Amount
QuickBooks Online Plus	1	$755.00	$755.00
Sales tax - Standard:			$68.71
Total invoice:			**$823.71**

Tax reporting information

Period for annual subscription fees:	May 31, 2021 - May 31, 2022
Total without tax:	$755.00
Total tax:	$68.71

(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).

APPROVED AConner
DATE 6-1-2021
AMOUNT $823.71
PROC FILE# N/A
ASSET: YES ____ NO ✓
CODE 100 50312 14
PRTPO Reimbursable

ATTACHMENT C

ACTION ITEM

To: PRTPO Executive Board
From: Edward Coviello and Thera Black, PRTPO Coordinators
Date: August 20, 2021
Subject: **Approval of PRTPO Title VI Plan for the Peninsula Region**

REQUESTED ACTION:

Approve the PRTPO Title VI Plan for the Peninsula Region.

Overview

In June the Board reviewed a draft of the PRTPO Title VI Plan. It is the first update of the Title VI Plan since 2015. It reflects the organization's new structure and complies with the most recent guidance from WSDOT's Office of Equal Opportunity (OEO) that oversees Title VI compliance.

Title VI of the Civil Rights Act of 1964 and related statutes and regulations stipulate that "no person shall, on the grounds of race, color, sex, or national origin, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any Federal Highway Aid (FHWA) program or other activity" for which PRTPO receives federal financial assistance in the future.

The updated document reflects the current guidance and format recommended by the OEO in March 2021. It is written to comply with requirements in federal statutes and includes language specific to those statutes. It includes assurances that PRTPO is committed to non-discrimination, identifies Title VI considerations by program area, spells out the procedures by which individuals can lodge complaints that their Title VI protections have been violated, and clarifies the complaint investigation process if complaints are lodged against PRTPO. It includes a Limited English Proficiency (LEP) Plan that identifies two LEP population groups in the region (Spanish and Tagalog) and measures to ensure language is not a discriminatory barrier to participation in PRTPO's regional planning process. The Title VI Plan complements PRTPO's Public Participation Protocols which were adopted by the Board in June.

The draft plan was sent to WSDOT in June and posted on the PRTPO website for review until August 6th . No comments were received.

Attachment:
PRTPO Title VI Plan for the Peninsula Region

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

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

TITLE VI PLAN

_____

Bek Ashby, Chair

Peninsula RTPO

_____

Date

Peninsula RTPO

60 Washington Avenue, Ste 200

Bremerton, WA 98337

360.824.4919

EdwardC@kitsaptransit.com

TITLE VI NOTICE

Peninsula Regional Transportation Planning Organization (PRTPO) hereby gives public notice that it is the organization's policy to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and related statutes and regulations in all programs and activities. Title VI requires that no person shall, on the grounds of race, color, sex, or national origin, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or other activity for which PRTPO receives federal finance assistance. Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with PRTPO. Any such complaint must be in writing and filed with PRTPO's Title VI Coordinator within one hundred and eighty (180) days following the date of the alleged discriminatory occurrence.

Aviso de Título VI

Peninsula Regional Transportation Planning Organization (PRTPO) da aviso público de que es política de la organización asegurar el pleno cumplimiento del Título VI de la Ley de Derechos Civiles de 1964, la Ley de Restauración de los Derechos Civiles de 1987 y los estatutos y reglamentos relacionados en todos los programas y actividades. El Título VI requiere que ninguna persona, por motivos de raza, color, sexo u origen nacional, sea excluida de la participación, se le nieguen los beneficios o sea objeto de discriminación bajo cualquier programa para la cual PRTPO reciba asistencia financiera federal. Toda persona que considere que ha sido agraviada por una práctica discriminatoria ilegal en virtud del Título VI tiene derecho a presentar una queja formal ante la PRTPO. Cualquier queja de este tipo debe ser por escrito y presentada ante el Coordinador del Título VI de la PRTPO dentro de los ciento ochenta (180) días siguientes a la fecha de la supuesta ocurrencia discriminatoria.

Pamagat VI Seguro

Peninsula Regional Transportation Planning Organization (PRTPO) sa pamamagitan nito ay nagbibigay ng paunawa sa publiko na patakaran ng samahan na tiyakin ang ganap na pagsunod sa Pamagat VI ng Batas sa Karapatang Sibil ng 1964, ang Batas sa Pagpapanumbalik ng Mga Karapatan sa Sibil ng 1987, at mga kaugnay na batas at regulasyon sa lahat ng mga programa at mga aktibidad. Kinakailangan ng Pamagat VI na walang sinumang dapat, sa batayan ng lahi, kulay, kasarian, o pambansang pinagmulan, ay maibukod mula sa pakikilahok, tanggihan ang mga benepisyo, o mapailalim sa diskriminasyon sa ilalim ng anumang aktibidad na kung saan ang PRTPO ay tumatanggap ng pederal na pananalapi tulong. Ang sinumang tao na naniniwala na sila ay naapi ng isang labag sa batas na diskriminasyon na kasanayan sa ilalim ng Pamagat VI ay may karapatang maghain ng pormal na reklamo sa PRTPO. Anumang naturang reklamo ay dapat na nakasulat at isampa sa PRTPO's Title VI Coordinator sa loob ng isang daan at walumpung (180) araw kasunod ng petsa ng hinihinalang paglitaw ng diskriminasyon.

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION

Materials can be provided in alternate formats by contacting PRTPO's Title VI Coordinator at 360.824.4919 or by email at EdwardC@kitsaptransit.com.

CONTENTS

Title VI Policy Statement and Authorities 1

Title VI Policy Statement 1

Authorities 1

Organization, Staffing, and Title VI Responsibilities 2

Organizational Overview 2

Organizational Structure 3

Staffing 3

Title VI Responsibilities 4

Primary Program Area Descriptions & Title VI Review Procedures 4

Review Procedures for Sub-Recipients and Contractors 6

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APPENDIX

A. USDOT 1050.2A, Standard Assurances with Appendices
B. PRTPO Complaint Form
C. LEP Plan

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TITLE VI POLICY STATEMENT AND AUTHORITIES

TITLE VI POLICY STATEMENT

Peninsula Regional Transportation Planning Organization (PRTPO) assures that no person shall on the grounds of race, color, national origin, or sex as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any PRTPO-sponsored program or activity, whether those programs are federally funded or not. In the event PRTPO distributes federal funds to another entity, it will include Title VI language in all written agreements and will monitor for compliance.

PRTPO's Title VI Coordinator is responsible for initiating and monitoring Title VI activities, preparing required reports, and other PRTPO responsibilities as required by Title 23 Code of Federal Regulations (CFR) 200 and 49 CFR 21.

_____ August 20, 2021

Bek Ashy, PRTPO Chair Date

AUTHORITIES

Title VI of the 1964 Civil Rights Act provides that no person in the United States shall on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance.

The Civil Rights Restoration Act of 1987 broadened the scope of Title VI coverage by expanding the definition of terms "programs and activities" to include all programs or activities of federal aid recipients, sub-recipients, and contractors, whether such programs and activities are federally assisted or not (*Public Law 100-249 [S. 557]* March 22, 1988).

Additional Citations include:

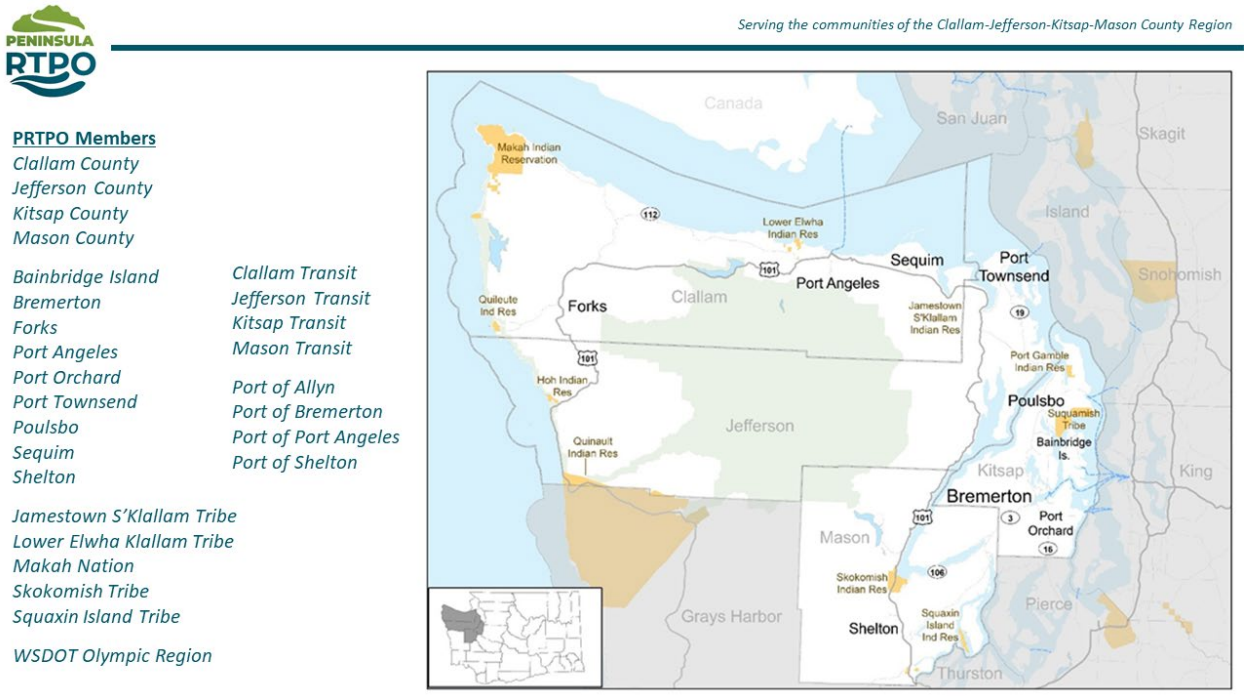
Title VI of the Civil Rights Act of 1964; 42 USC 20000d to 2000d-4; 42 USC 4601 to 4655; 23 USC 109(h); 23 USC 324; DOT Order 1050.2; EO 12250; EO 12898; 28 CFR 50.3.

ORGANIZATION, STAFFING, AND TITLE VI RESPONSIBILITIES

ORGANIZATIONAL OVERVIEW

PRTPO is a non-metropolitan Regional Transportation Planning Organization established pursuant to Chapter 47.80 of the Revised Code of Washington (RCW). It is a special-purpose planning organization providing coordinated regional transportation planning for the four county Clallam-Jefferson-Kitsap-Mason County region. *(Figure 1)* PRTPO was established in 1991 and administered by the Olympic Region of the Washington State Department of Transportation (WSDOT) until July 1, 2019, at which time it was restructured as an independent, stand-alone organization.

Figure 1: Map of Peninsula Region and 2021 PRTPO Members



Membership in the PRTPO is voluntary and governed by terms of its adopted Bylaws and Interlocal Agreements. In 2021, PRTPO has 27 members. Members include local government cities, counties, port districts, and transit agencies, Native American tribes, and WSDOT Olympic Region.

PRTPO receives $137,160 a year in state funds from WSDOT's Office of Multimodal Planning to support a continuous, cooperative, and comprehensive regional transportation planning program across the four-county region, as well as periodic supplemental state funds for other planning needs directed by WSDOT. Statutory planning requirements are defined in RCW 47.80 and Chapter 468.86 of the Washington Administrative Code. PRTPO receives no other funding for its work, operating solely on state RTPO funds. PRTPO's work program and budget are spelled out in an adopted Unified Planning Work Program that is reviewed and approved by WSDOT.

PRTPO is a state-designated regional planning organization for a non-metropolitan region. It provides no mobility services or support, nor does it acquire or hold real property or construct projects. While it prioritizes projects submitted by others to receive funding through various WSDOT funding programs, PRTPO has no funds to award to transportation projects and is not a pass-through funding organization. PRTPO has minimal statutory authority.

A copy of the organization's Bylaws, signed Interlocal Agreements, current representatives, and adopted work program and budget can be found in the **PRTPO Resource Manual** published on PRTPO's website at PRTPO.org.

ORGANIZATIONAL STRUCTURE

The Executive Board is PRTPO's decision-making body and is comprised of elected officials and senior staff appointed by member organizations. The Executive Board is advised on a wide range of topics by a Technical Advisory Committee (TAC). The TAC is comprised of staff and some elected officials appointed by member organizations. If needed, PRTPO may convene an advisory Transportation Policy Board that includes representatives from other organizations besides PRTPO members; no such Policy Board body currently exists. An Executive Committee made up of the Chair, Vice-Chair, and Secretary of the Board provides direction and coordination in collaboration with the Lead Planning Agency and Lead Fiscal Agency between the Board's bi-monthly meetings.

PRTPO has no other standing advisory boards or committees.

STAFFING

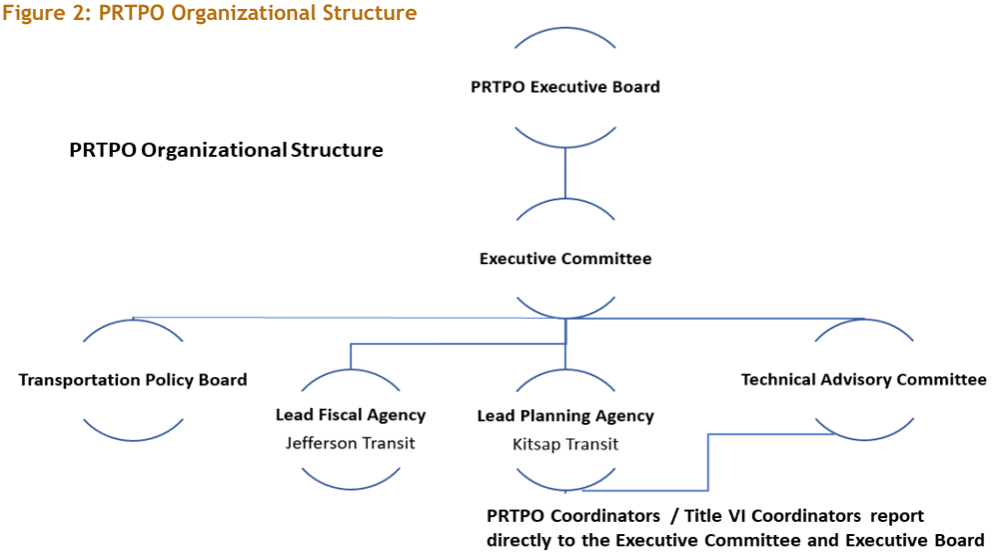
Kitsap Transit is contracted by PRTPO to serve as the designated Lead Planning Agency and is responsible for delivering the regional work program as directed by the Executive Board and established in the adopted UPWP. Kitsap Transit assigns two staff part-time as PRTPO Coordinators to deliver the work program for the Executive Board in coordination with the Executive Committee. PRTPO Coordinator staffing between the two positions totals about 0.5 FTE (Full-Time Equivalent). Both staff received Title VI training from WSDOT's Title VI Training Coordinator in December 2019 and carry out PRTPO's Title VI coordination and compliance activities.

Jefferson Transit is contracted by PRTPO to serve as the Lead Fiscal Agency and is responsible for accounting and invoicing functions for the organization. Jefferson Transit assigns one staff part-time to provide accounting functions, totaling less than 0.1 FTE.

PRTPO maintains an on-call contract with Kitsap County for legal support services.

Figure 2 depicts PRTPO's organizational structure. It shows the direct line of reporting from the PRTPO Coordinators to the Executive Committee and Executive Board.

Figure 2: PRTPO Organizational Structure



TITLE VI RESPONSIBILITIES

The PRTPO Executive Board is ultimately responsible for assuring full compliance with the provisions of Title VI of the Civil Rights Act of 1964 and related statutes and has directed that non-discrimination is required of all PRTPO staff, contractors, and agents pursuant to 49 CFR Part 21.

PRTPO tasked its PRTPO Coordinators to perform the duties of the Title VI Coordinator and ensure implementation of its Title VI program.

Title VI Coordinator responsibilities include:

- Submitting a Title VI plan and annual reports on PRTPO's behalf
- Developing procedures for the prompt processing and disposition of complaints
- Receiving, reviewing, and routing complaints, compiling a complaint log, and reporting to WSDOT
- Developing procedures for the collection and analysis of statistical data
- Developing a program to conduct Title VI reviews of program areas
- Conducting annual Title VI assessments of pertinent program areas
- Developing and posting Title VI information for dissemination
- Providing written and/or verbal information in languages other than English or in alternate formats where appropriate
- Resolving deficiency or remedial actions necessary for Title VI compliance
- Obtaining training as needed to remain current about Title VI requirements

PRTPO's Title VI Coordinators have other responsibilities for the organization and are not solely dedicated to Title VI compliance.

PRIMARY PROGRAM AREA DESCRIPTIONS & TITLE VI REVIEW PROCEDURES

PRTPO is a regional planning organization. Its work and budget is outlined in its adopted Unified Planning Work Program (UPWP) which is reviewed and approved by WSDOT's office of Multimodal Planning. The UPWP is organized around four program areas. The Title VI Coordinator is responsible for initiating, monitoring, and ensuring PRTPO's compliance with Title VI requirements for each of those areas.

PRTPO strives to ensure non-discrimination in all its work program activities and products. This section describes those four program areas, the primary Title VI responsibilities associated with each, and procedures for how each area will be monitored and reviewed for Title VI compliance.

PROGRAM AREA	General Description	Title VI Responsibilities	Title VI Review Process
Work Program Administration	This program area provides for PRTPO's organizational support: meetings of the Executive Board, TAC, and Executive Committee; work program development and management; budget, accounting, and audit functions; website development and maintenance; general public communications; Title VI compliance; fixed expenses like insurance and fees	This program area is responsible for Title VI compliance for the whole work program including disseminating Title VI information to the public, monitoring and responding to complaints, obtaining needed remedial training, analyzing data and submitting annual reports, and maintaining and updating PRTPO's Title VI Plan. Self-reporting forms will be used to collect Title VI reporting data from participants in PRTPO activities for use in reviewing other work program activities.	PRTPO will monitor Title VI complaints received, the nature of complaints and their findings as a means of assessing its efforts. Based on the findings of any complaints received, PRTPO will determine if remedial training is needed and if so, ensure such training is obtained. PRTPO will notify the WSDOT OEO of any remedial actions taken.
Transportation Planning	This program area accounts for most of the regional planning and required RTPO activities: maintain a long-range regional transportation plan; develop a Human Services Transportation Plan; conduct tribal consultation; maintain regional coordination with other agencies and organizations; provide legislative information; prioritize Transportation Alternatives and Consolidated Grants projects for funding by WSDOT	Title VI responsibilities will vary by task. Some planning efforts will have their own public participation plans that identify targeted interests. Demographic and four-factor analysis will be used to identify appropriate resources and engagement techniques. In addition to maintaining an active relationship with its five tribal members, PRTPO is responsible for regular consultation with all ten tribes in the region.	Title VI Coordinator will collect data and evaluate demographic and socio-economic characteristics using four-factor analysis to ensure work program and public engagement strategies address LEP, minority, and low-income population needs when conducting updates of the Human Services Transportation Plan or Regional Transportation Plan, or any potential spin-off process resulting from core regional planning activities. Self-reported Title VI data from participants in PRTPO processes will be used to evaluate the efficacy of outreach strategies.

PROGRAM AREA	General Description	Title VI Responsibilities	Title VI Review Process
Regional TIP	This program area is responsible for compiling the six-year transportation improvement programs (TIPs) provided by member agencies into a composite regional TIP and updating that document throughout the year as members add new projects. PRTPO is working to develop an interactive mapping tool to make local and state project information visual and more accessible to the widest group of people.	This is a reporting document that aggregates information developed by local, state, and tribal agencies into a single source. PRTPO is not responsible for decisions as to project selection and funding. As such, PRTPO's RTIP does not have a direct Title VI nexus.	Not applicable.
Other PRTPO Activities	This program area includes other activities identified by the Executive Board as budget and resources allow. No work is currently budgeted in the SFY 2022-2023 UPWP. PRTPO's Executive Board manages the work program and would identify any potential additional work activity as a part of its regular meetings.	Ensuring timely access to information on PRTPO meetings and agendas ensures no one is excluded from commenting on proposed new work activities.	Monitor Title VI complaints received, nature of the nature of the complaints, and findings. Determine if remedial training is needed and ensure such training is obtained.

REVIEW PROCEDURES FOR SUB-RECIPIENTS AND CONTRACTORS

PRTPO has no federal funds to award and so has no federal funding sub-recipients or contractors to monitor. If it does obtain such funds in the future, PRTPO will work with the WSDOT Office of Equal Opportunity to develop a review process.

DATA COLLECTION/REPORTING/ANALYSIS

Program Area	Type of Data Collected & Process for Collecting	Intended Outcome of Data Analysis (Title VI Purpose for Collecting the Data)
Work Program Administration	Data: Title VI Complaints and Findings pertaining to compliance violations Source: Submitted by complainants alleging PRTPO Title VI violation	Ensure that PRTPO processes do not discriminate against, exclude, marginalize, or otherwise create barriers to participation in the regional planning work program due to race, color, national origin, disability, gender, age, or income.
Transportation Planning	Data: Demographic and socio-economic data from the Census, other sources, for comparative and contextual evaluation, four-factor analysis. Source: US Census Bureau, OFM, school districts, self-reported by people participating in PRTPO activities, service providers, etc.	Ensure that the distribution of benefits and/or burdens of PRTPO's planning processes and plans are fair. Ensure work funded by PRTPO's planning budget does not encourage, subsidize, or result in discrimination. Ensure PRTPO's processes provide LEP, minority, and/or low-income individuals with meaningful access to PRTPO's regional transportation planning program and input into its plans. Ensure that PRTPO's targeted engagement efforts are tailored appropriately for the demographics of the affected community and minimize barriers to participation for protected classes and low-income households. Ensure that, to the extent practicable and appropriate, PRTPO strives for participation that reflects the composition of the population affected by the regional plan, planning area, and/or planning topic under consideration.
Regional TIP	Not applicable	N/A
Other PRTPO Activities	Data: Title VI Complaints and Findings pertaining to compliance violations Source: Submitted by complainants alleging PRTPO Title VI violation	Ensure that core PRTPO processes do not discriminate against, exclude, marginalize, or otherwise create barriers to participation in the regional planning work program due to race, color, national origin, disability, gender, age, or income.

TITLE VI TRAINING

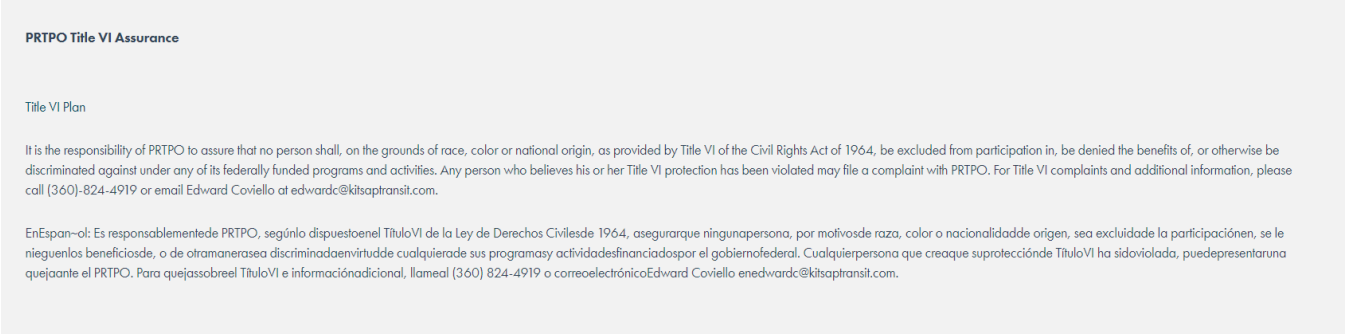
PRTPO Coordinators maintain program administration documentation and data necessary for preparation of annual Title VI reports. In keeping with PRTPO's policy of nondiscrimination, PRTPO Coordinators participate in applicable educational and training opportunities as needed.

PRTPO has no other staff or any subrecipients to offer additional Title VI training. If that changes then WSDOT's Office of Equal Opportunity may be asked to provide applicable training.

TITLE VI COMPLAINT PROCEDURES

Federal law prohibits discrimination on the basis of race, color, or national origin in any PRTPO program, service, or activity. This prohibition applies to all work of PRTPO, its contractors, consultants, and anyone else who acts on behalf of PRTPO.

PRTPO posts its Title VI Assurance and complaint information on the **About Us** page of the organization's website. It is provided in both English and Spanish. It includes a link to the Title VI plan as well as to the PRTPO Title VI Coordinator for questions or to register a complaint.



PRTPO Title VI Assurance

Title VI Plan

It is the responsibility of PRTPO to assure that no person shall, on the grounds of race, color or national origin, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or otherwise be discriminated against under any of its federally funded programs and activities. Any person who believes his or her Title VI protection has been violated may file a complaint with PRTPO. For Title VI complaints and additional information, please call (360)-824-4919 or email Edward Coviello at edwardc@kitsaptransit.com.

EnEspan~ol: Es responsablementede PRTPO, segúnlo dispuestoenel TítuloVI de la Ley de Derechos Civilesde 1964, asegurarque ningunapersona, por motivosde raza, color o nacionalidadde origen, sea excluidade la participaciónen, se le nieguenlos beneficiosde, o de otramanerasea discriminadaenvirtudde cualquierade sus programasy actividadesfinanciadospor el gobiernofederal. Cualquierpersona que creaque suprotecciónde TítuloVI ha sidoviolada, puedepresentaruna quejaante el PRTPO. Para quejassobreel TítuloVI e informaciónadicional, llameal (360) 824-4919 o correoelectrónicoEdward Coviello enedwardc@kitsaptransit.com.

PRTPO's complaint procedure is outlined below. The procedures do not deny the right of the complainant to file formal complaints with other state or federal agencies or to seek private counsel for complaints alleging discrimination. These procedures are part of an administrative process that does not provide for remedies that include punitive damages or compensatory remuneration for the complaint.

RIGHT TO FILE A COMPLAINT

Anyone who believes they have been excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any PRTPO program, service, or activity because of their race, color, or national origin may file a complaint with PRTPO. A complaint must be filed no later than 180 days after the date of the alleged discrimination.

COMPLAINT SUBMITTAL

A copy of PRTPO's complaint form is in Appendix B. Complaints should be in writing, signed, and submitted by mail, in person, or via e-mail. Complaints must meet the following requirements:

a. Complaint shall be in writing and signed by the complainant(s).

b. Complaint shall include the date of the alleged act of discrimination or the date on which the conduct was discontinued or the latest instance of the conduct.

c. Complaint shall present a detailed description of the issues, including names of those individuals perceived as parties in the alleged violation.

Allegations received by email will be acknowledged and processed once the identity of the complainant and the intent to proceed with the complaint have been established. For this, the complainant is required to mail or deliver a signed, original copy of the email transmittal for PRTPO to be able to process it. Allegations received by telephone will be reduced to writing and provided to the complainant for confirmation or revision before processing.

Complaints should be submitted to:

PRTPO Title VI Coordinator

c/o Kitsap Transit

60 Washington Avenue, Ste 200

Bremerton, WA 98337

Via email: EdwardC@kitsaptransit.com

Reasonable efforts will be made to assist persons with disabilities, non-English speakers, and others unable to file a written complaint. For assistance with submitting a claim, please call 360.824.4919 and ask for the PRTPO Title VI Coordinator.

COMPLAINT TRACKING

Once a complaint is received, it will be reviewed to determine jurisdiction, acceptability, need for additional information, and the investigative merit of the complaint. All complaints are assigned a tracking number and tracked via a Complaint Log. The Complaint log contains the following information for each complaint filed:

- The name and address of the person filing the complaint.
- The date of the complaint.
- The basis of the complaint.
- The disposition of the complaint.
- The status of the complaint.

If a complaint is forwarded to another agency, complainants will be provided the name and contact information of the employee handling the complaint.

The Complaint Log and documentation are destroyed four years after the end of the fiscal year in which the case is closed.

COMPLAINT INVESTIGATION

The investigation will include as appropriate, a review of the pertinent practices and policies of PRTPO, the circumstances under which the possible noncompliance occurred, and other factors relevant to a determination as to whether PRTPO has failed to comply with Title VI.

PRTPO will not investigate a complaint against itself but will request the WSDOT Office of Equal Opportunity to conduct investigations. WSDOT will follow adopted procedures for investigating discrimination complaints according to the current State Title VI Plan. PRTPO will take prompt action whenever a compliance review, report, complaint, or any other information indicates a failure on PRTPO's part to comply with Title VI.

LETTERS OF FINDING AND RESOLUTION

Within sixty (60) days of receipt of the complaint, PRTPO's Title VI Coordinator or WSDOT investigator(s) will make a recommendation to the Executive Board regarding the merit of the complaint and whether remedial actions are needed to provide redress. The PRTPO Chair will transmit to the complainant one of the following two letters based on its findings:

a. A letter of finding indicating that a violation of federal Title VI regulations was not found. This letter will include any explanation of why a violation was not found and provide notice of the complainant's appeal rights. If applicable, the letter can include a list of procedural violations or concerns that certain practices are questionable and that without corrective steps, a future violation finding may be possible.

b. A letter of finding indicating that a violation of federal Title VI regulations was found. This letter will include a summary of the allegations and interviews of each violation referenced, a brief description of proposed remedies (including any disciplinary action, additional staff training, or other remedy/action), a notice of an anticipated completion date for the proposed remedies and notification of the complainant's appeal rights.

PRTPO will submit a copy of the complaint, resulting investigative report, letter of finding, and if appropriate any remedial actions to WSDOT's External Civil Rights Branch or other appropriate oversight agency within sixty (60) days of the Executive Board receiving the investigator's report.

APPEALS PROCESS

The letters of finding and resolution will offer the complainant a chance to provide additional information that would lead PRTPO or WSDOT investigators to reconsider the conclusions. Parties in the complaint should provide this additional information in writing to the PRTPO Executive Board within 60 days of the letter of finding being submitted. The request for reconsideration should be sufficiently detailed to contain any items the complainant feels were not fully understood or reviewed during the investigation. After reviewing this information with WSDOT investigators, PRTPO will respond either by issuing a revised letter of resolution or finding to the appealing party, or by informing the appealing party that the original letter of resolution or finding remains in force.

Complainants have the right to file a complaint directly with FHWA:

Federal Highway Administration
U.S. Department of Transportation Office of Civil Rights
1200 New Jersey Avenue, SE
8th Floor E81-105
Washington, DC 20590

CivilRights.FHWA@dot.gov

There is no prohibition against a complainant filing a Title VI complaint simultaneously with PRTPO, WSDOT, and FHWA.

PRTPO reserves the right to assign any Title VI complaint to Kitsap County's legal counsel for dissolution of any or all parts of this process. If so, Kitsap County's legal counsel will contact the complainant.

PUBLIC PARTICIPATION

PRTPO adopted Public Participation Protocols in June 2021 that describe public engagement procedures for each element of PRTPO's on-going work program and activities. This includes how PRTPO makes the month-to-month activities of the organization, such as Executive Board meetings and decision-making processes as well as more general information about the region's transportation system, open and accessible to the public. It is a guide to help people understand how they can participate in the on-going regional planning process.

Those adopted Protocols specify that when PRTPO engages in more direct community planning activities, engagement is tailored to that specific planning process and where appropriate, targeted communities of interest are identified. The two core community planning processes that PRTPO undertakes every few years are periodic major updates to the long-range Regional Transportation Plan (RTP) and the shorter-term Human Services Transportation Plan.

Process-specific public participation plans strive to provide affected communities with information that is readily understood and with convenient, accessible opportunities for engagement. Timing is important to ensure that public input can shape decisions and outcomes.

What that participation strategy looks like will differ depending on the specific planning process and its significance for affected communities, but in general when conducting community planning processes PRTPO will rely on these key techniques for ensuring representative participation.

- Use Census data to identify key stakeholder constituencies that may be under-represented in traditional planning outreach processes. This is also a useful indicator later in the process to understand how representative of the regional community or target interests is the input received and any likely consequences or follow-up strategies that may be warranted.

- Tap into the appropriate network of familiar and trusted providers and leaders that work with under-represented groups targeted for more focused engagement to identify the best ways of engaging with these communities. These are also critical allies to better understand how regional transportation policies or strategies in question might impact or benefit these communities or their mobility, often providing insights that individuals within a particular community would not have.

- Develop processes and materials appropriate for the targeted group(s) with opportunities for meaningful participation that minimize barriers associated with time or distance. In addition to considering geographic and transit access, this may mean scheduling meetings at non-traditional times to accommodate alternate work schedules, providing childcare at public meetings, or deploying effective surveys, polls, or online engagement activities that alleviate the need to travel.

- Encourage local leaders or service providers familiar to these population groups to be community liaisons for PRTPO, relying where possible on established information channels, networks, and groups to disseminate information and encourage participation. Where possible, try to establish and maintain long-term relationships with community leaders working with vulnerable populations with few transportation options.

PRTPO will make available Title VI information cards to participants in its community engagement activities that allow participants to self-report key demographic characteristics for use in Title VI reporting.

All of PRTPO's public participation activities are by necessity constrained by budget and staff resources and will be authorized by the Executive Board.

LIMITED ENGLISH PROFICIENCY

LEP individuals do not speak English as their primary language and have no ability or are limited in their ability to read, write, speak or understand English.

The U.S Department of Justice offers guidance on providing meaningful access to LEP individuals. The guidance suggests a "four-factor analysis" process to determine the number and proportion of individuals with LEP in the region and ways to cost effectively provide information services to these individuals. The guidance offers a threshold of five (5) percent of the affected population or 1,000 people in an affected area.

The four-factor analysis process includes:

- Determining the number and proportion of individuals with LEP within the affected population likely to be affected by a PRTPO work program activity or decision.
- Assessing the frequency with which individuals with LEP will come into contact with the program or activity.
- Evaluating the significance or consequential risk of the program to the lives of the individuals with LEP.
- Identifying appropriate resources to provide translation services relative to the magnitude of impacts or risks to be mitigated.

The PRTPO Title VI Coordinator is responsible for assessing LEP needs and recommending a public participation strategy to the Executive Board that meets the information needs of the affected LEP population. Where appropriate, Language Access Provisions will be identified. There are two languages with more than 1,000 individuals in the Region who do not speak English very well – Spanish and Tagalog.

When leading a planning effort in a community or part of the region with a large concentration of LEP individuals, PRTPO will translate vital meeting materials and planning documents as appropriate, including oral, written, and/or telephone-based translation services. Whether documents are considered vital will depend on the program or information involved and the consequences to the LEP person or community in question if the information is not provided in an accessible or timely manner.

Appendix C includes PRTPO's LEP Plan.

APPENDIX A: USDOT 1050.2A, Standard Assurances with Appendices

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 October 14, 2020

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).

APPENDIX B: PRTPO Complaint Form

PRTPO TITLE VI COMPLAINT FORM

It is the policy of Peninsula Regional Transportation Planning Organization (PRTPO) to assure that no person shall, on the grounds of race, color or national origin, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or otherwise be discriminated against under any of its programs or activities. Any person who believes his or her Title VI protections have been violated may file a complaint with PRTPO.

Please deliver this completed form to:

PRTPO Title VI Coordinator
c/o Kitsap Transit
60 Washington Avenue, Ste 200
Bremerton, WA 98337

Or via email to: EdwardC@kitsaptransit.com

Call 360.824.4919 and ask for the PRTPO Title VI Coordinator if you need help with this form.

SECTION 1

Name:

Address:

Phone: Email:

SECTION 2

Are you filing this complaint on your own behalf? ☐ Yes ☐ No

If you answered yes, please go to Section 3. If you answered no, please respond to the following.

Provide the name and relationship of the person for whom you are filing this complaint.

Name: _____

Relationship: _____

Explain why you are filing for this aggrieved third party:

Have you obtained permission from this aggrieved third party to file this complaint on their behalf?

☐ **Yes,** I have obtained permission to file ☐ **No,** I have not obtained permission to file

SECTION 3

I believe the discrimination experienced was based on *(select all that apply):*

☐ Race ☐ Color ☐ National Origin

Date of Alleged Discrimination *(month, day, year)*:

Describe the alleged discrimination. Explain what happened and who you believe was responsible. Indicate if you believe other persons were treated differently than you. Please provide names and contact information of the people involved, if known, including those who discriminated against you and any witnesses. Please use the back of this form if additional space is needed and attach any supporting documentation.	

SECTION 4

Have you filed this complaint with any other federal or state agency or court?

☐ Yes ☐ No

If yes, check each box that applies

☐ Federal agency ☐ Federal Court ☐ State Agency ☐ State Court

Provide contact person and tracking number, if known, where the complaint was filed.

Contact Name:

Contact Phone: Contact Email:

Tracking Number:

Please sign below.

_____ _____

Complainant's Signature Date

(PRTPO Use)

Date Received: _____ Tracking Number: _____

APPENDIX C: LEP PLAN

LEP PLAN: ASSESSMENT OF LIMITED ENGLISH PROFICIENCY IN THE PENINSULA REGION

INTRODUCTION

Peninsula Regional Transportation Planning Organization (PRTPO) follows guidance from the U.S. Department of Transportation and U.S. Department of Justice to ensure meaningful access to its programs and activities by individuals with Limited English Proficiency (LEP). LEP individuals are people five years of age and older who speak a language other than English at home and who speak English less than "very well." This data is collected by the Census Bureau as a part of the American Community Survey (ACS).

What does it mean to speak English less than "very well?"

When respondents indicate they speak a language other than English at home they are asked how well they speak English. Those who respond "very well" are not considered to be LEP. Those who respond "Well," "Not Well," or "Not at All," are considered to have difficulty with English and are counted as LEP individuals.

LEP is not the same as speaking a language other than English at home. Thousands of people in the Peninsula Region speak other languages at home. The top five languages spoken at home in the Peninsula Region after English are, in order, Spanish, Tagalog, German, French, and Japanese.

This LEP Plan is concerned about those individuals who speak a language other than English AND speak English less than very well. The objective is to ensure PRTPO does not use language barrier in a discriminatory manner that violates the Title VI rights of LEP individuals, intentionally or unintentionally. Per federal guidelines, significant concentrations of LEP residents meriting closer attention are defined as five percent of the regional population or 1,000 individuals, whichever is smaller.

REGIONAL ASSESSMENT OF LIMITED ENGLISH PROFICIENCY

The Peninsula Region is a four-county region including all of Clallam, Jefferson, Kitsap, and Mason Counties. Data used for this assessment is Census data from the American Community Survey (ACS) 2015 data set, the most current time period with substate-level data. As per federal guidance, the assessment used Table B16001, and data was extracted for the four counties making up the region.

Based on the ACS data set, 93% of the 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.

No one LEP language accounts for five percent or more of the population in the Peninsula Region. However, two languages are spoken by more than 1,000 individuals who also speak English less than "very well" – Spanish and Tagalog. Those are the two language groups that PRTPO identified for four-factor analysis. Four-factor analysis is recommended for assessing the significance of language barriers to the affected populations and determining what reasonable steps PRTPO should take to ensure meaningful access to its regional planning activities by those who speak English less than "very well."

The four factors include:

1. **The number or proportion of LEP individuals likely to be affected by a PRTPO regional work program activity or decision.**

- *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)*

2. **The frequency with which LEP individuals who speak Spanish or Tagalog are likely to come into contact with any PRTPO work program activity.**

   The likelihood of direct contact between LEP individuals in these groups and PRTPO regional planning activities is minimal due to the nature of PRTPO's responsibilities and budget.

   Every four years an update of the Human Services Transportation Plan strives to engage service providers who work with vulnerable communities, including those supporting LEP individuals, but engagement with individuals, whether LEP or not, is not typical due to the nature of the plan and its purpose.

   Similarly, PRTPO conducts updates of its 20-year Regional Transportation Plan, a policy and long-range planning guidance document. As a part of this process PRTPO typically hosts public meetings around the region to review and comment on the draft plan but individuals are not typically involved in developing the plan, whether they are LEP individuals or not.

3. **The nature of PRTPO work program activities and the likely direct consequential risk or benefits they might have on the lives of LEP individuals.**

   There is insignificant consequential risk or disparate opportunities for these LEP individuals associated with the activities that PRTPO undertakes as a part of its on-going work program and community planning activities.

4. **Resources available to ameliorate impacts and the cost to PRTPO of deploying those resources relative to the magnitude of impacts to be mitigated or avoided.**

   PRTPO will translate vital meeting materials and planning documents as appropriate, including oral, written, and/or telephone-based translation services when requested. Whether documents are considered vital will depend on the program or information involved and the consequences to the LEP person or community in question if the information is not provided in an accessible or timely manner. PRTPO will make every effort to ensure equitable access to information that allows LEP individuals to participate in the regional planning process and provide input to PRTPO decisions.

   When PRTPO conducts more extensive community-based planning activities, its Public Participation Protocols call for development of specific engagement plans for each process. LEP data suggests that any such plans include Language Access Provisions for Spanish-speaking LEP populations in the vicinity of Forks and Shelton, and for the Tagalog-speaking LEP population in Bremerton.

ATTACHMENT D

1st Reading

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: August 13, 2021
Subject: **Draft UPWP Development Policy**

REQUESTED ACTION:

No action is requested. This is the first reading of a draft policy that will come to the Board for adoption in October.

Overview

When conducting its first biennial review of the adopted bylaws last spring, PRTPO identified one remaining operating policy that had not yet been developed. This is the policy describing how PRTPO will develop its work program and budget. This work program and budget is known as the Unified Planning Work Program, or UPWP. In June, the Board directed that this UPWP development policy be drafted.

PRTPO operates on a state fiscal year basis with budgets that correspond to the state biennium. The draft policy attached to this memo lays out the process by which PRTPO develops and adopts its two-year work program, an Annual Amendment midway through the biennium, and any other amendment processes needed outside of that cycle. It reflects the processes that PRTPO has put into practice since its transition to an independent organization including development of the current UPWP that went into effect July 1.

The Executive Board is asked to review and comment on the draft policy. It will come back to the Board in October for approval.

Attachment:
Draft PRTPO UPWP Development Policy

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

5. UPWP Development Policy

Purpose
This policy outlines how PRTPO will develop and amend its annual work program and budget, hereinafter referred to as its Unified Planning Work Program (UPWP). Developing and managing a UPWP is a requirement of Regional Transportation Planning Organizations (RTPO) to fulfill terms of their Regional Transportation Planning Organization Agreement, also known as the funding agreement, with the Washington State Department of Transportation (WSDOT). The UPWP is the framework the Executive Board uses to conduct its regional transportation planning process.

Objectives
Objectives of PRTPO's UPWP Development Policy are to:

- Maintain responsible and transparent use of public funds awarded to PRTPO for the purposes of regional transportation planning
- Articulate how PRTPO will develop and amend its UPWP
- Establish clear direction and budget guidance for Lead Planning Agency (LPA) and Fiscal Agency (FA) representatives in carrying out PRTPO's approved work program
- Ensure effective and accountable program management that achieves PRTPO's policy objectives within its existing resources while fulfilling all state requirements

Policy
PRTPO will develop and maintain a Unified Planning Work Program (UPWP) that satisfies all requirements of its funding agreement with WSDOT, as directed by WSDOT's Tribal and Integrated Regional Planning Office.

It is PRTPO's policy to adopt a two-year UPWP at the start of a new biennium and to manage it on an on-going basis. At a minimum, PRTPO will conduct a review and Annual Amendment of the UPWP midway through the biennium.

All funds received by PRTPO for regional planning, regardless of source, will be included in the UPWP with a description of the work to be accomplished. PRTPO will only undertake work included in its adopted UPWP. It will amend the UPWP if necessary to reflect approved changes to the adopted work program.

Procedures
These procedures describe how PRTPO will develop a two-year UPWP and Annual Amendment.

1. The PRTPO Executive Committee, in consultation with the LPA and FA, will review UPWP guidance distributed by WSDOT in December of even numbered years as well as the funds

available for purposes of regional planning during the next biennium. This review extends to any other funds secured by PRTPO for specific work. The purpose of the review is to establish a general framework for UPWP development for the Executive Board to consider at its first meeting of the calendar year.

2. The Executive Board will receive an overview in February from the PRTPO Coordinator outlining work program requirements and revenue resources for the ensuing biennium or funding period. The Board will identify potential opportunities for other regional planning activities in the event resources are available during the biennium. The Executive Board will provide direction to the PRTPO Coordinator in the development of a draft UPWP for review.

3. The PRTPO Coordinator will develop a draft UPWP incorporating Executive Board direction and that satisfies requirements of WSDOT's RTPO funding agreement and reflects its annual guidance. The draft UPWP will document the proposed scope of work and associated budget and revenues for the Executive Board to review in April.

4. To the extent practicable, the Executive Board will review and refine the draft UPWP prior to its submittal to WSDOT for review. Representatives of the Executive Committee, the LPA, and/or the FA will participate in an annual review of the draft UPWP with WSDOT.

5. The Executive Board will receive a final draft UPWP for review and adoption by resolution in June. The final adopted UPWP will be transmitted to WSDOT by the LPA. Adoption of the UPWP authorizes the PRTPO Chair, LPA, and FA to execute all necessary funding agreements and reimbursements with WSDOT necessary to carry out the adopted UPWP.

6. PRTPO will repeat Procedures 1-5 during alternate years to produce an Annual Amendment to the UPWP adjusted to the needs and budget of Year 2 of the biennium.

From time to time, PRTPO will need to amend the UPWP outside of the development and Annual Amendment process. This may be to address changes in work program priorities, to reallocate funds between tasks, or to add additional work and revenue to the UPWP. These procedures describe how PRTPO will amend the UPWP on an as-needed basis.

7. The Executive Board will receive a briefing from the PRTPO Coordinator on the need for an amendment and will review the proposed changes, making any revisions deemed necessary.

8. To the extent practicable, the Executive Board will receive a final draft of the proposed amendment at its subsequent meeting for adoption by resolution. The final amended UPWP will be transmitted to WSDOT by the LPA. Adoption of the amended UPWP authorizes the PRTPO Chair, LPA, and FA to execute all necessary funding agreements and reimbursements with WSDOT necessary to carry out the amended UPWP.

9. In the event of unforeseen circumstances that necessitate a faster amendment process, the PRTPO Coordinator will work with the Executive Committee to review the proposed changes and obtain its recommendation that the Executive Board take action upon its first reading of the proposed amendment instead of deferring action to a second meeting.

DRAFT

ATTACHMENT E

DISCUSSION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: August 13, 2021
Subject: **Update on SFY 2022-2023 UPWP Funding**

REQUESTED ACTION:

No action is requested. This budget item is in follow-up to funding questions that arose in June. It is background for future budget and contract decisions the Board will make later this year.

Overview

The Executive Board approved the SFY 2022-2023 Unified Planning Work Program (UPWP) in June after an initial review in April and WSDOT review. The UPWP describes the work that PRTPO will undertake and the budgeted revenues to accomplish that work over the biennium. PRTPO receives its revenues from WSDOT to conduct its approved work program activities.

The budget adopted by the Board in June included $80,000 in supplemental funding to conduct a mandatory update of the region's Human Services Transportation Plan (HSTP). The $80,000 supplements base funding of $274,322 available to PRTPO over the next two years. The table shows the budget adopted by the Board for the SFY 2022-2023 biennium.

SFY 2022-2023 UPWP Budget and Funding by Work Element

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

Federal Funding Complications

A few days before the Board met in June, we learned that the $80,000 PRTPO would receive from WSDOT for the HSTP update would be federal funds, not state planning funds. This was a surprise. The draft UPWP had been reviewed and approved by WSDOT prior to final approval by the Board and this had not come up. Chair Ashby requested the Board to adopt the UPWP as presented while we researched the origin and details of the funding award and other options, with a commitment to report back in August.

We have worked since then to get clarification on the rules and federal compliance requirements associated with PRTPO's use of these funds and understand what it would mean for PRTPO's fiscal responsibilities. These would be FTA funds and Sara Crouch, the region's Fiscal Agent, is very familiar with FTA requirements. She has raised important questions about compliance and accounting requirements to ensure that PRTPO does not run afoul of audit, contracting, Title VI, and other federal requirements. These are responsible questions that a rural RTPO such as ours needs to understand before accepting and using these funds. This is the first time since PRTPO's transition that the region has been presented with federal funds for its planning work program.

Answers are still pending. Several inquiries have been made of the WSDOT Multimodal Planning Office (with whom PRTPO has its RTPO Funding Agreement) and the WSDOT Public Transportation Division (the office making the $80,000 funding award to PRTPO). That has not resulted in clarification of federal and state expectations regarding compliance requirements and no draft contract is available yet for review. Chair Ashby requested a meeting of key representatives from those two offices with the Executive Committee, Fiscal Agent, Lead Planning Agency and PRTPO Coordinators; that meeting is scheduled for August 23rd. Chair Ashby and the Executive Committee directed Ms. Crouch, as Fiscal Agent, to develop very explicit questions and issues that need to be answered or resolved before PRTPO can make an informed decision about acceptance of these funds, which will be sent out ahead of the meeting.

PRTPO Funding Concerns and Options

PRTPO must sign a contract with the Public Transportation Division to accept these funds and so must know that it can comply with the various FTA requirements it would be committing to before signing. The organizational structure of PRTPO is unlike that of a municipality, transit agency, WSDOT, or metropolitan planning organization. Federal compliance requirements that might not be a burden for those organizations can present real challenges to rural regions like PRTPO. It is important that accepting these funds not put extenuating burden on either the Fiscal Agent or the Lead Planning Agency, nor have accountability requirements that are outside of PRTPO's capacity to meet.

The easiest solution for PRTPO would be to swap revenue sources and receive this HSTP planning supplement in state funds, similar to what PRTPO has advocated for its rural members with their federal project funding. WSDOT has previously said that is not an option though other RTPOs report this has been done in the past.

There may be provisions in WSDOT's umbrella agreement with the Federal Transit Administration for funding administration that somehow absolve PRTPO from complying with all the specified FTA requirements associated with these funds. There may be other ways of addressing these concerns. It is hoped that the August 23rd meeting will make clear a way forward to use $80,000 in supplemental funding for human services transportation planning.

If there is not a clear way forward to use these funds without undue risk or burdensome requirements outside of expected responsibilities of the Fiscal Agent and Lead Planning Agency, then PRTPO has the option of not accepting the funds, completing the HSTP update just with its core program funding. This contingency option has been evaluated and can be done. It would entail a very different kind of process and product than if PRTPO has supplemental funding to augment its HSTP outreach efforts and it would have modest ripple effects throughout the rest of the work program. But, if necessary, PRTPO can produce the necessary products needed to satisfy its state compliance requirements spelled out in RCW 47.80 without the $80,000 funding supplement if accepting those funds jeopardize in any way PRTPO's organizational capacity or leave it exposed to undue compliance risk.

The Board will be briefed on the latest status of these efforts. Board members' questions and discussions will be helpful to the Executive Committee and Lead Agencies as they prepare for their meeting with WSDOT.

Next Steps

The Executive Committee and Fiscal Agent will meet with WSDOT on August 23rd and strive to resolve outstanding questions and issues at that time. In October the Board will receive either a funding contract to review for supplemental HSTP funds or a proposal for reducing the approved budget and modifying the work program via a UPWP amendment. Either action would be finalized in December.

For More Information:
Bek Ashby | 360.731.0778 | BashB@cityofportorchard.us
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ATTACHMENT F

DISCUSSION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: August 13, 2021
Subject: **Olympic Discovery Trail and Potential for USBRS Designation**

REQUESTED ACTION

No action is requested. This will come back to the Board later for possible inclusion in the work program budget. Your discussion now will help inform the information we bring back for your consideration at that time.

Overview

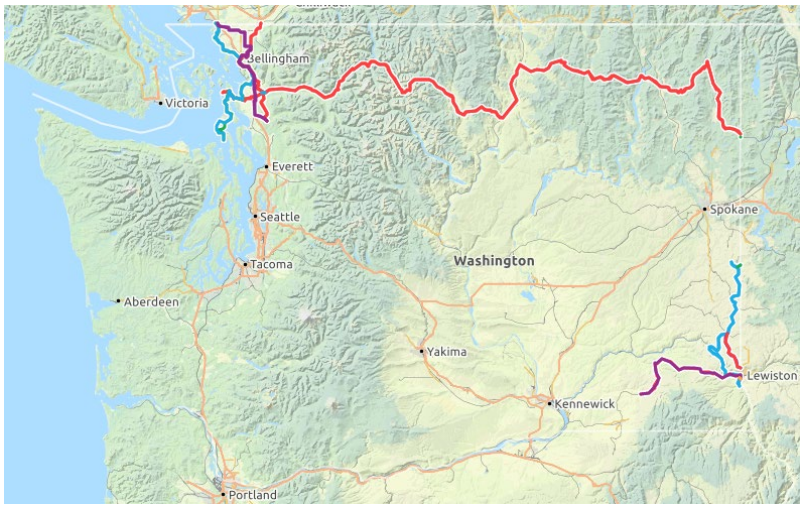
Interest has emerged from the cycling community in expanding the US Bike Route System (USBRS) to include the Olympic Discovery Trail (ODT) and other facilities as a part of the national system. Such a designation is regionally significant in nature and would at a minimum entail a recommendation from PRTPO to WSDOT. The rest of this memo summarizes the designation request and considerations discussed by TAC members. We are still doing our due diligence and will bring a more detailed proposal regarding PRTPO participation to you later. Your questions and thoughts at this time will be helpful as we flesh out details for your consideration.

The US Bike Route System

At question is designation of the ODT and other connecting routes as a part of the US Bike Route System or USBRS. The USBRS is the national interstate highway equivalent for long-distance cyclists, a particular segment of the outdoor recreation and tourism market. It is officially approved by state DOTs across the country and the American Association of State Highway Transportation Officials (AASHTO), but coordination is typically done at the grass roots / local level and involves participation by Adventure Cycling Association and WA Bikes, both non-profit biking groups.

Established in 1982, USBRS development got re-organized about 15 years ago and the last decade has seen a resurgence in designations. Currently there are about 12,000 miles of network crossing 25 states with a long-range goal of 50,000 miles of designated network. There are update-to-date maps of the national network and corridor plan here.

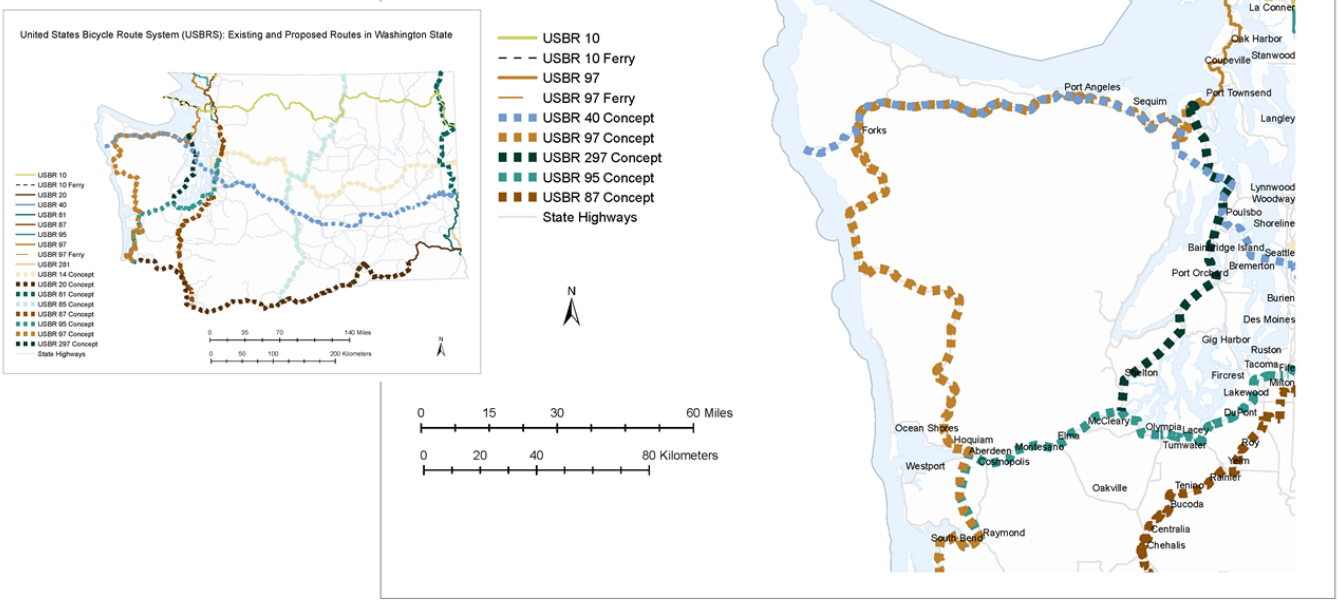
Some of those routes – current and planned – are in Washington State. USBR 10, designated in 2014, runs from Anacortes across the northern part of the state to Newport, WA. That was followed by segments of USBR 87, 95, and 97 through Whatcom, Skagit, and Island Counties in 2017, and most recently three new route segments in southeastern Washington.



Interest in Peninsula Region Designations

There is interest by WA Bikes and Adventure Cycling Association in extending the USBRS onto the Olympic and Kitsap Peninsulas to include the Olympic Discovery Trail as well as other

undetermined facilities that would complete routes from Neah Bay east to Bainbridge Island and from Port Townsend west around the Olympic Peninsula to Ocean Shores and points south as well as an easterly route from Port Townsend to Shelton via Poulsbo, Port Orchard, and Belfair. These routes would connect with numerous other existing and planned statewide routes as depicted in the conceptual maps below.



Note that routes depicted in dashed lines on these maps are strictly conceptual corridors. They are derived from the USBRS Corridor Plan and from WSDOT's Active Transportation Plan. Specific facilities have not been identified.

While the ODT itself is a recognizable facility that could be identified as a segment of some of these routes, the other surface street or trail connections have to be identified. What specific facilities should be included on a particular route must be determined prior to USBRS designation. That detailed facility identification is done at the local or grass roots level, not by WSDOT. That is why we scheduled informational briefings with the TAC prior to briefing the Board. It was important to talk about the nuts-and-bolts details of what designation entails, how it is done, agency responsibilities and liabilities associated with designation, and other thoughts and concerns TAC members have as member agency representatives to understand what this potential designation might mean for the region.

TAC Discussions

In May the TAC received a briefing from John Pope who is with WA Bikes and Adventure Cycling Association. He is generally recognized as the driving force behind the USBRS designations in Washington State. John provided a comprehensive overview of the USBRS and state interests in designating the Olympic Discovery Trail as a part of that system. He talked about the economic impacts of bicycle tourism and the kinds of facilities, amenities, and recreational opportunities that drive this kind of tourism. He is bullish on the prospects of bicycle tourism for the Peninsula region. He reviewed the USBRS designation process, considerations for identifying and vetting specific facilities for individual

segments of the route, the role of PRTPO's regional recommendation and support to WSDOT, and the process by which WSDOT gets approval from AASHTO.

In July the TAC had a work session with Brian Wood from WSDOT's Active Transportation Office. The aim of that session was to develop a clearer understanding of how the USBRS designation process works, who would carry out the different activities to obtain designation, and the schedule for completion. Clarity was needed on what is to be done and who would do it if the region's partners decide to pursue USBRS designation.

Early Takeaways

There is cautious optimism about the benefits of USBRS designation but also some lingering questions. Clearly, work would be needed at the local level to identify and vet specific facilities that make up the individual segments of each route. That would need to be coordinated across agencies so that the designated facilities support a logical, coherent route regardless of jurisdiction. For some members this would entail coordination with other agency departments, like Parks and Recreation, and may or may not need to be associated with ancillary plans for bike facilities, for example. It could entail a large role or a small role for community groups like the Peninsula Trails Coalition, a major advocate for the ODT and other non-motorized opportunities on the Olympic Peninsula. Some jurisdictions might want to engage their business community in evaluating benefits of a "business loop" that directs cyclists into downtowns or commercial districts.

The most overarching question is uncertainty as to where this fits with other local and regional priorities. Work to be done rests primarily with local jurisdictions, tribes, and WSDOT Olympic Region in identifying and vetting specific facilities that would make up the routes. Each member needs time to talk it through with their respective departments and agencies to see how this aligns with current or upcoming work activities. This is a good time, ahead of 2022 budget discussions.

Interjurisdictional coordination would need to be worked out. PRTPO may have capacity to convene a few work group meetings, but it does not have the resources to lead a coordinated planning effort. Other entities may be better suited to handle that if the region's partners decide to take a coordinated process toward identifying facilities.

The Executive Board would need details of what support is needed from PRTPO to decide if/how to participate and where this fits into the work program.

An important takeaway is that there is not a looming deadline hanging over any of this. There is an annual USBRS submittal process so if it is not opportune to pursue designation now, it can be done any time in the future. At this immediate point it is difficult to see a path to a designation request by April so at the very earliest, we would be talking about an April 2023 request if this is a near-term priority for local and regional partners.

Next Steps

We left the TAC meeting in July with the understanding that members need time to talk about this internally within their own organizations before they can attest to what kind of a priority USBRS designation is at this time. We plan to have that discussion late this year and will report back on what kind of a priority USBRS designation is at the local level and based on that, options for PRTPO participation for the Board's consideration. We expect to include that in the Board's discussion in February about the work program and budget. Your discussion in August will help inform what we bring back for your consideration.

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 13, 2021
Subject: **2022 Legislative Session – Materials and Process**

REQUESTED ACTION:

This is the first of two discussions the Board will have on products for the 2022 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

In June Chair Ashby invited interested PRTPO members to help develop the initial draft of a 2022 legislative folio and outline an engagement process for the Executive Board to consider in August. The group met in July and shared comments via email. In addition to Chair Ashby, this year's legislative work group included participation by Rachel Anderson and Wendy Clark-Getzin as well as Michael Bateman and Steve Gray, and input from the Executive Committee. This year's process builds on the member polling and extensive work done last year and incorporates lessons learned from the fall 2020 forums.

Draft Folio Cover Letter

PRTPO's *Transportation Outlook 2021* legislative folio (attached) includes a cover letter, infographics, and a project list. That same basic composition is envisioned for 2022 but the focus shifts from COVID-19 and I-976 in terms of messaging.

The first attachment below is an updated draft cover letter for the Board's consideration for use in the *Transportation Outlook 2022* folio. Note the direct messaging up front with action statements about PRTPO policy priorities. This is a change from last year when the cover letter led with problem statements.

This year's priorities carry forward 2021 messages about a new revenue package and federal funding swaps for small local projects, and adds two new messages that speak to the pending federal infrastructure package and the Secretary of Transportation's participation in legislative transportation funding discussions.

Updated Project List

The 2022 folio will include a project list with a format similar to that in 2021. The project list is page 4 of the attached 2021 folio. Projects were submitted by members for inclusion on this list to help illustrate the diverse range of projects and funding needs across the region.

Unless the Executive Board prefers a different approach in developing this year's list, we will again ask members to submit a priority project they would like featured in PRTPO's legislative folio. We will strive to get input in time for the TAC to see a working draft list when it meets in mid-September and offer any feedback before the Board sees a final working draft in October.

Updated Infographics

We will not make too many changes to the infographics found on page 3 of the 2021 folio due to time, resources, and data constraints. Again, we will strive to complete changes in time for the TAC's meeting in September.

Fall 2022 Legislative Engagement Process

The legislative work group discussed how to effectively engage with legislators ahead of session so that they are informed about regional issues and opportunities.

In 2021 PRTPO hosted three legislative forums, one each for the 24th and 35th districts and a combined forum for the 23rd and 26th districts. PRTPO participation included members from throughout the region at each forum, demonstrating the cross-jurisdictional collaboration and partnership in this large region. Extensive effort was made to find dates that would work for all the legislators in each district and obtain commitments for their attendance. The only legislators who actually attended were those sitting on either the House or Senate Transportation Committees.

When they discussed the 2020 forum experience, members of this year's legislative work group recommended that the 2022 process feature one regionwide forum scheduled around the availability of the region's Transportation Committee members. All legislators and their aides will be invited, as before, but the expectation is that the legislators for whom PRTPO's interests will be most relevant are those working directly on transportation in their committee assignments. As of this writing that includes Representative Chapman (24th), Senator Randall (26th), Senator Sheldon (35th), and Representative Griffey (35th).

If the Board approves this approach when this comes back for action in October, we will strive to find a date in early November that works for these legislators and participating PRTPO members to have one regional online forum and extend the invitation to all the region's legislators and members. Every member will receive a copy of PRTPO's final *Transportation Outlook 2022.*

It is expected that PRTPO will again prepare an overview presentation to frame the regional issues for discussion in the forum. The presentation and the folio itself also provide useful content for various other PRTPO communications besides legislative engagement throughout the year.

Input and questions now from Executive Board members will be helpful in refining the cover letter and other elements of the legislative folio and informing details of the engagement approach. Final materials will come before the Board for approval in October.

Attachment:
Draft Cover Letter for 2022 Legislative Folio
Transportation Outlook 2021 Legislative Folio

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

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

www.PRTPO.org

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 funding authority**
  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 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.

DRAFT

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.
- 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 and beyond, isolating communities and interrupting commerce. Innovative partnerships and projects combined with proactive measures will help us better withstand future shocks, respond more quickly when disruptions occur, and adapt to a changing world.

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 the Peninsula region is 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
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PRTPO Coordinator	Thera Black	therab@peninsulartpo.org	360.878.0353
PRTPO Coordinator, LPA	Edward Coviello	edwardc@kitsaptransit.com	360.824.4919

DRAFT

PRTPO's TRANSPORTATION OUTLOOK 2021

Serving the communities of the Clallam-Jefferson-Kitsap-Mason County Region

PRTPO.org

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
Hoh Tribe
Jamestown S'Klallam Tribe
Lower Elwha Klallam Tribe
Makah Tribe
Port Gamble S'Klallam Tribe
Quileute Tribe
Squaxin Island Tribe
Skokomish Tribe
Suquamish Tribe

Bek Ashby
PRTPO Chair
Port Orchard City Council

Randy Neatherlin
Vice-Chair
Mason County Commission

Tammi Rubert
Secretary
Jefferson Transit Authority

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

Thank you for the support you've offered our local, state, and tribal transportation partners. As ex-officio members of Peninsula RTPO and valued state partners, your support helps ensure projects and policy objectives that benefit passenger and freight mobility on the Olympic and Kitsap Peninsulas get fair consideration at the state level. Regional collaboration and cooperation make us strong. Our partnership with you is important to our success.

The pandemic's harmful impact on the safety, health and vitality of communities will be aggravated by significant cuts to funding for programs that serve transportation needs. Here's why:

The transportation revenue shortfall is too big for local agencies to overcome. Transportation revenue was hit hard by I-976 and by COVID-19. That's on top of long-standing deficits in core preservation program funding. Agencies have no reserve capacity to absorb these new losses.

Unpredictable, volatile funding makes up a big part of local revenues. Local agencies haven't had an increase in their share of direct gas tax revenue since 2005-06. Agencies must compete for useful but unpredictable grants to tackle major improvements and retrofits.

Resources for rural and intercity bus service for the most vulnerable are limited. Transit continues to be an essential service through the pandemic, transporting our most vulnerable at low or no cost to riders. This is an expensive but vital service, and demand is increasing.

We can meet this moment with hope and renewed commitment to our communities in several ways.

Construction projects generate jobs. Connecting Washington projects are ready to go, as are several other important projects on our local and state systems. Honor those commitments which have already been made. These projects will start generating much needed economic recovery.

New funding mechanisms need to ensure revenue flexibility. Restrictions on gas tax revenues defined in the 18th Amendment exacerbate funding shortfalls for multimodal projects. Additional revenue sources with more flexibility are necessary to build and maintain a multimodal system that supports transit, biking, walking, and remote access.

Federal funding swaps would stretch existing resources further. Our counties receive only a small amount of federal funds to award to priority projects. Small amounts of federal funds drive up project costs and slow delivery. Swapping federal funds with state funds for small local projects is smart and efficient.

A more resilient transportation system is good for the region and the state. Our geography offers us only a few critical lifeline routes - US 101, SR 112, Hood Canal bridge, the SR 16/SR 3 intersection in Gorst, SR 104, SR 305, our state and local ferries – and any disruptions are felt far beyond the region. We need to focus on resiliency measures and ensure our infrastructure can withstand the demand when the next disaster hits.

The time for universal broadband access is now. COVID-19 underscores the urgency of extending rural broadband access to all parts of the region. Many parts of our region are not served. This is a resiliency issue, too. People cannot "stay home, stay safe" without broadband access for telecommuting, online schooling, e-commerce, telehealth, and more.

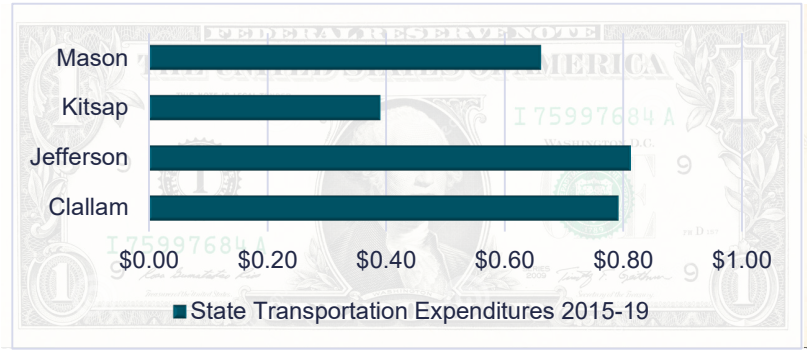
The work before us is daunting but doable, with your support. We look forward to working with you to improve mobility for residents and businesses throughout the Peninsula region.

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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.

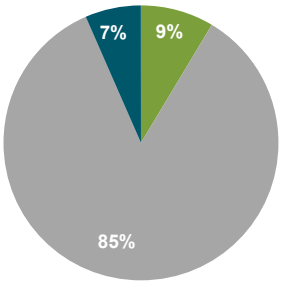


Source: WSDOT 2019 County by County Analysis, 2015-2019 Historical Analysis

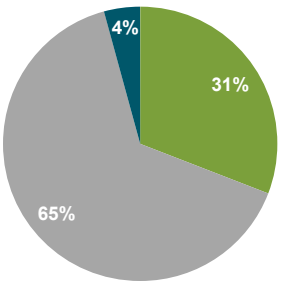
Lifeline Services Expensive to Provide

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



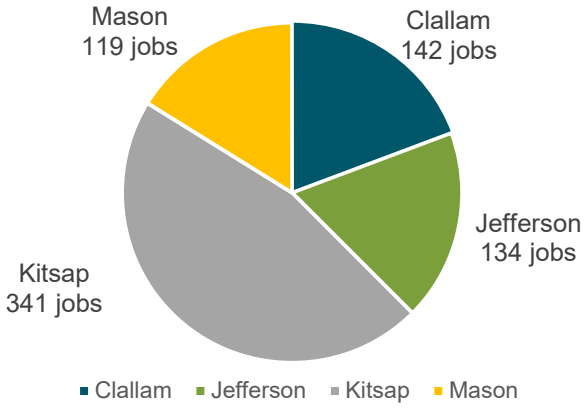
Share of Operating Expense



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

Transportation Projects = Jobs

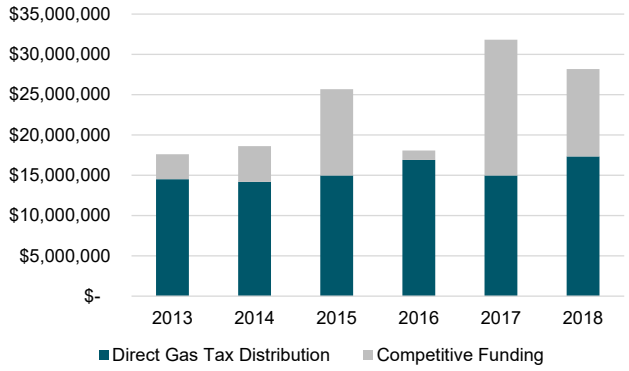
This chart shows the estimated growth in 2018-19 jobs, by county, attributed to WSDOT transportation investments.



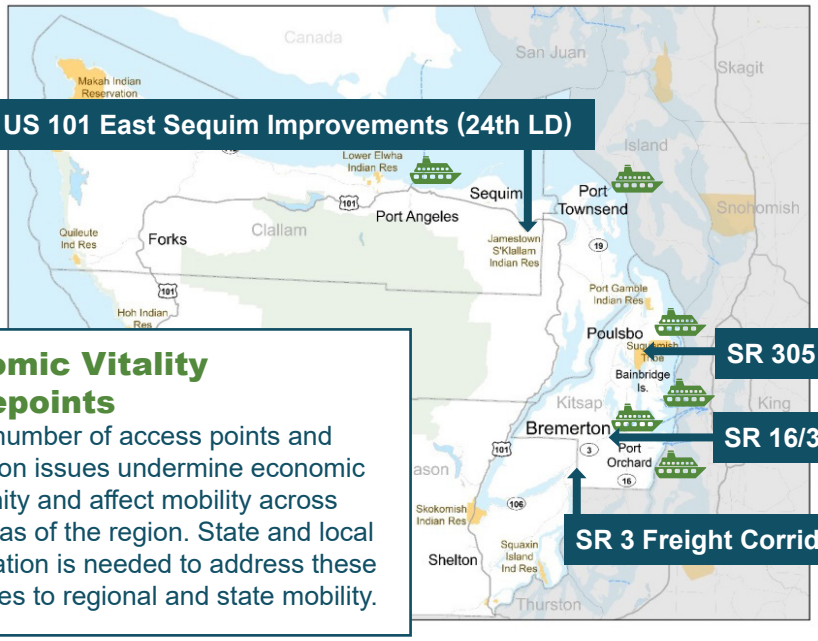
Source: WSDOT 2019 County by County Analysis - Return per dollar contributed by citizens within each county, state and federal transportation funds – 2019 analysis

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.

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Transportation Outlook 2021

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
SR 104 Kingston Congestion Mitigation *Realign and create north couple for inbound ferry traffic, add remote holding capacity, and manage ferry traffic within Kingston*	Kitsap County	23	*	*	*		*	*			*	$20 M	$2.76 M
SR 305/Johnson Parkway - South Segment Noll Rd Construction *Complete roundabout and pedestrian tunnel at SR 305/Johnson Road, other elements of Noll Road Corridor Improvements, Ph. 1*	Poulsbo	23	*				*		*	*	*	$18.7 M	$18.7 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 *Construct 13 mile segment of the ODT connecting Forks to La Push (West Olympic Peninsula)*	Clallam County	24	*	*			*	*	*		*	$8.8 M	$6.1 M
Olympic Discovery Trail - Larry Scott Trail to US 101/SR 20 Junction *Construct accessible multi-use 9.6 mile segment of the ODT and Pacific NW Scenic Trail systems (East Olympic Peninsula)*	Jefferson County	24	*	*			*	*	*		*	$13 M	$2.5 M
Peabody Creek/Lincoln Street Culvert Repair *Complete critical culvert repair to to avoid collapse and minimize property damage, and improve fish passage*	Port Angeles	24		*		*	*		*		*	$3.5 M	$0.3 M
SR 20 Intersection Improvements at Mill Road & Kearny Road *City participation in WSDOT intersection safety project on SR 20 at Mill Road and Kearny Road, replacing outdated signals with roundabouts*	Port Townsend	24	*				*				*	$2.7 M	$1.0 M
US 101 East Sequim Corridor *Complete Simdars Rd/US 101 interchange and build frontage road connecting Palo Alto and Happy Valley Roads to interchange*	Sequim	24	*		*		*		*		*	$37 M	$1.9 M
Bay Street Pedestrian Pathway *Complete pathway construction between Port Orchard and Annapolis ferry terminals for 1.2 mile waterfront path*	Port Orchard	26	*	*			*	*		*	*	$3.0 M	$3.0 M
Sedgwick Rd/SR 160 Corridor Improvements *Design and construct improvements described in WSDOT's 2018 SR 16 Corridor Congestion Relief Study, listed as a near-term priority project*	Port Orchard	26	*		*		*		*		*	$6.0 M	$6.0 M
SR 3/16 Gorst Project - Resiliency, Mainline Capacity, & Non-Motorized Connectivity *Improve multimodal safety and efficiency of SR 3 and SR 16 in Gorst*	Kitsap County	26, 35	*		*		*		*			$425 M	
Park and Ride Development Project *Construct two new park & rides, one of which includes a transit building, and upgrade three existing park & rides*	Mason Transit Authority	35	*	*	*		*	*		*		$10.2 M	$10.2 M
SR 3 Freight Corridor *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 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.

ATTACHMENT H

DISCUSSION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: August 13, 2021
Subject: **2022 PRTPO Meetings Post-COVID**

REQUESTED ACTION:

No action is requested. This brief is to keep the Executive Board informed about PRTPO meeting plans in anticipation of returning to a new normal in 2022.

Overview

PRTPO plans to continue meeting online through the end of 2021. We are hopeful that in 2022 conditions will be such that we can return to meeting in person, and we are exploring now what that "new normal" might look like.

Over these past 15 months we've gained an appreciation for the ease of access that Zoom videoconferencing offers for members who otherwise would have to travel several hours roundtrip to attend a meeting in person. It is not perfect. We have members without sufficient internet bandwidth to fully participate via Zoom, but many members have also commented on the convenience virtual meetings offer and the increased ability to attend and participate.

At the same time there is much to be gained from in-person, face-to-face meetings and the relationship building that supports. There are a number of advantages to sitting across the table from one another when talking through issues or making big decisions compared to engaging online.

PRTPO is striving for a hybrid model that includes in-person as well as virtual meetings. We evaluated the possibilities of a hybrid format that combines in-person and Zoom participation in one meeting setting, but that is not practical and is likely ineffective. Instead, we anticipate moving to a format involving two in-person meetings each year and four virtual meetings. This table illustrates the current concept.

JANUARY TAC Zoom	**FEBRUARY** **Executive Board** ***In-Person***	MARCH TAC In-Person
APRIL **Executive Board** **Zoom**	MAY TAC Zoom	**JUNE** **Executive Board** **Zoom**
JULY TAC Zoom	**AUGUST** **Executive Board** ***In-Person***	SEPTEMBER TAC In-Person
OCTOBER **Executive Board** **Zoom**	NOVEMBER TAC Zoom	**DECEMBER** **Executive Board** **Zoom**

PRTPO intends to continue its practice of alternating in-person meetings between the north-end and the south-end. The Jamestown S'Klallam Tribe has graciously offered PRTPO continued use of its beautiful conference room facilities in Blynn at no charge. For efficiency reasons we are considering moving the south-end meetings to Kitsap Transit's conference room facilities in Bremerton.

These are all preliminary plans at this point; no decisions have been made or schedules set. At this point in time, it is hard to know if we are being overly optimistic about returning to in-person meetings early in 2022.

Comments or questions from the Board at this time are appreciated as it will help us evaluate options and come up with an approach that works best for PRTPO members.

For More Information:
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INFORMATION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: August 13, 2021
Subject: **PRTPO Coordinator 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.

Since the Board's June 18 Meeting:

- **ZEVIP Funding Work Session.** PRTPO hosted a work session on June 23rd to introduce regional stakeholders to the upcoming Zero Emissions Vehicle Infrastructure Partnership (ZEVIP) program that will be announced in August. This is a major statewide funding opportunity for charging facility and other EV projects on the Olympic and Kitsap Peninsulas. Tonia Buell, head of WSDOT's Innovative Partnerships office, briefed attendees on the program objectives, key considerations, and factors for success. Mike Usen of DKS helped the group consider project components and facilitated a Q&A. Over 30 attendees included PRTPO members as well as public utility districts, tribal consultants, Grays Harbor Council of Governments, private business, and others interested in this or other upcoming EV funding opportunities, of which there are several. A few people heard of it afterwards and contacted me to be kept in the EV grant information loop going forward.

  We were able to do this as a part of the end-of-biennium micro-services contract PRTPO established with Mike Usen for EV planning start-up support. PRTPO was commended by WSDOT for its initiative in bringing this diverse group of stakeholders together ahead of the big ZEVIP funding opportunity. A loosely organized EV Infrastructure Coordinating Group was formed to disseminate information and facilitate collaboration and partnership among the various stakeholders. Information from this meeting helped populate PRTPO's new electric vehicle information portal on its website, another product of the EV services contract. Please let me know if you want to be added to this communications list.

- **Technical Advisory Committee on July 15th.** Among other things, the TAC had an extensive work session with Brian Wood of WSDOT to discuss what US Bike Route designation entails and received a short training session from WSDOT Local Programs on the management of FHWA funds for local projects.

- **Executive Committee Meeting on August 5th.** The Executive Committee met remotely with the Lead Planning Agency and Fiscal Agent to discuss issues coming before the Board and provide direction on work program activities. The Executive Committee discussed implications with the Fiscal Agent of the federal funding supplement offered for human services transportation planning and what it might mean organizationally for PRTPO going forward, in preparation for an August 23rd meeting with WSDOT on this subject.

- **Other Staff Activities of Interest to Members:**

  - **GIS Services Contract:** Ed and I continue to work with the GIS consultants to set up a data mapping portal for PRTPO and the Peninsula Region. We are refining base layers and providing the consultants with information needed to build our first mapping application, which will support the Regional Transportation Improvement Program process.

- **Duckabush Estuary Restoration / US 101 Elevation Project:** I received an inquiry from Theresa Mitchell with the WA Department of Fish and Wildlife inquiring about consistency with regional protocols as they pursue federal funding for a major US 101 project a few miles south of Brinnon in Jefferson County, where the Duckabush River enters Hood Canal. This is a significant partnership project between Fish and Wildlife, the US Army Corp of Engineers, and now WSDOT Olympic Region. The project has received funding support from Representative Kilmer. After talking about the project and its potential benefits for the region, PRTPO provided DFW with a letter of support for the project. We will schedule a briefing with the Board later this fall on this unique environmental/transportation/resilience project.

- ***Driven to Opportunities* Kick-off with New Human Services Partner:** I was contacted by Amanda Farrar of Coastal Community Action Program (Coastal CAP) looking for relevant regional transportation background information as she sets up the new *Driven to Opportunities* workforce mobility program getting off the ground in Mason County. *Driven to Opportunities* projects were identified by PRTPO as top tier funding opportunities in the 2021 Consolidated Grants process. The capital and operations projects were selected for funding by WSDOT, and the new services will launch in September. I put Amanda in touch with partners at Mason Transit, Skokomish Tribe, Squaxin Island Tribe, and provided some other coordination opportunity suggestions.

- **New PRTPO Member Orientations:** PRTPO has two new Board members and I met with both to provide them a brief orientation to PRTPO. Amy Asher is the new General Manager for Mason Transit, and Tracy Parker is the new Transportation Planner for the Squaxin Island Tribe. Both will be member representatives on the Executive Board and the Technical Advisory Committee.

- **MPO/RTPO Coordination Meetings:** I participated in the quarterly meetings of all MPOs and RTPOS across the state and with WSDOT. Some of the insights most relevant to members are listed below.

- **NODC CEDS Interview:** I participated in an interview with consultants for the North Olympic Development Council (NODC) as part of the kick-off for its Comprehensive Economic Development Strategy (CEDS) update. Karen Affeld, Executive Director, wanted to ensure regional transportation considerations are included in this update. NODC is the Economic Development District for Clallam and Jefferson Counties and shares many members in common with PRTPO. A briefing from NODC on its new CEDS and its Climate Planning Activities could be of interest to the Board later this year.

- **Shout Out to ODT System Operators:** Finally, Dennis Engel from WSDOT wanted to pass along kudos from Bob Myrick, an avid cyclist who reached out to thank them and all the local jurisdictions who are building the Olympic Discovery Trail and other facilities for biking. Dennis commented on the hard work of PRTPO members over the years in building the ODT and other facilities and wanted to share the compliments.

Other Information of Interest:

- **Critical Urban and Rural Freight Corridor Update Underway:** In June PRTPO completed an update of the Freight and Goods Transportation System for its members. WSDOT is now beginning an update of the Critical Urban and Rural Freight Corridors, a subset of all freight facilities. This work will extend over the next several months. A select number of miles of designated corridors will be removed from the current list of critical corridors to make room for the addition of new designated corridors. Designation is an important factor for certain important freight funding opportunities and FMSIB may rely on it instead of creating its own priority corridors this next go round.

Two segments of existing Critical Freight Corridors are located in the Peninsula region – a segment of SR 16 between SR 160 and the Naval Shipyards is designated as a Critical Urban Corridor and SR 3 through Belfair is designated as a Critical Rural Corridor.

Kitsap County agencies should pay close attention to this process as it develops. Freight and Goods Transportation System updates for Kitsap County had to be submitted by PRTPO, not PSRC. There is some question as to whether the Critical Freight Corridors designations in Kitsap County will be made by WSDOT with input from PRTPO or by PSRC, or possibly designations will be split between the two based on urban and rural classifications. PSRC leads the designation process for its counties; WSDOT leads the process for the rest of the state with input from a stakeholder group. The same group that participates in defining new corridor segments also prioritizes freight projects for funding. Expect more information over the next few months. If you have specific questions now, please get in touch.

- **New Director for WSDOT Local Programs:** Jay Drye, former Assistant Regional Administrator of the Mount Baker Division of WSDOT's NW Region is the new director of Local Programs for WSDOT, replacing Kathleen Davis who retired last fall. This is a major organizational change in an office that has not had much change in a long time. Local Programs oversees the use of federal funds by cities and counties.

- **Western Federal Lands:** A briefing to the MPO/RTPO Coordinating Committee from Jamie Lemon, a transportation planner with Western Federal Lands, underscored the important partner that federal lands agencies like Olympic National Park can be for local and regional efforts. The National Parks Service has a major resiliency study underway now that will be used to help identify projects for funding and is generating an Online Emergency Relief GIS database that can be used for planning and to improve coordination across service agencies.

- **Transportation Commission Annual Report:** Tamara Jones of the Washington State Transportation Commission is soliciting input from RTPOs for the Commission's Annual Report to the Legislature. PRTPO will provide information that fits their format, drawn from the 2022 legislative work underway.

- **PRTPO Grant Support:** Grant season is wrapping up for many programs. Remember that PRTPO can provide letters of support, mapping assistance, and proofreading. Please get in touch with Ed or me if this is of interest.

- **Got photos?** We are building an image library that reflects the diversity of the Peninsula Region and the many ways that transportation and mobility shape our communities and the places we love. We are looking for high resolution images that can be used in reports, presentations, and other PRTPO materials. Project pictures are always welcome as are those artsy shots that tell a story about the people and places that transportation serves. Please email images to me in the highest resolution available, in either jpeg or png file formats, and with a short reference as to what / where / when the picture depicts and who to credit for the photo.

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

For More Information:
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