PRTPO TECHNICAL ADVISORY COMMITTEE MEETING

November 16, 2023 | 10:00 – 12:00
Zoom Meeting – Login Below

1. 10:00 – 10:05 **Welcome and Introductions**

2. 10:05 – 10:10 **Consent Calendar** — ACTION
   - *Approval of Agenda*
   - *Approval of Minutes from August 21, 2023 (Attachment)*

3. 10:10 – 10:40 **Recommendation on Transportation Alternatives Call for Projects** — ACTION
   (Attachment) In January PRTPO is expected to launch a call for Transportation Alternatives projects. Materials from the 2022 call for projects were updated for this latest funding round and are presented for TAC review and refinement. The TAC is asked to recommend Board approval of materials and schedule.

4. 10:40 – 11:00 **Complete Streets – Olympic Region Coordination Update** — DISCUSSION
   Yvette Liufau, OR Complete Streets Coordinator
   George Mazur, Olympic Region
   In May the TAC heard from Olympic Region about the early stages of Complete Streets implementation considerations, but much was still being sorted out at the time. This briefing is to update members on the status of that process and what it might mean for projects on state facilities. This is a chance to talk in some depth about considerations WSDOT might make in terms of meeting Complete Streets objectives on parallel routes off the state highway system.

5. 11:00 – 11:30 **Regional Transportation Plan: Tough Topics and Regional Strategies** — DISCUSSION
   The TAC will discuss tough topics this RTP update might consider and some strategic measures that PRTPO might put forward. This is the first of a few exploratory discussions about regional concerns. We will also see what is going on with the data and information being developed to support the RTP and ongoing regional planning activities.

6. 11:30 – 12:00 **Member Roundtable** — ALL
   An opportunity to share information on activities and other topics of interest.

   Adjourn

Other Attachments
Transportation Outlook 2024
Calendar Year 2024 Meeting Schedule

NEXT TAC MEETING – January 18, 2024

Join Zoom Meeting
https://us02web.zoom.us/j/82385278817?pwd=cjhad3g0SDYySEhFd1AzSGNGNU05UT09

Or by phone:
+1 253 215 8782 US (Tacoma). Meeting ID: 823 8527 8817 Pass Code: 4780

Peninsula Regional Transportation Planning Organization

TAC Meeting Summary

Meeting Location:

Remote Meeting via Zoom software per Washington Governors order #20-28-15 of the Open

Public Meetings Act and Public Records Act

September 21, 2023

Attendees

Technical Advisory Committee Members

Jayme Brooke – Jefferson Transit
Michael Bateman – City of Poulsbo
Melissa Mohr – Kitsap County
Steve Gray, Clallam County
Ted Jackson, Port of Allyn
Meggan Uecker, City of Sequim
Dick Taylor, Port of Shelton
Wendy Clark-Getzin, Jamestown S'Klallam Tribe
George Mazor, WSDOT Olympic Region
Ryan Jeffries, City of Port Angeles
Steffani Lillie, Kitsap Transit
Tracy Parker, Squaxin Island Tribe
Chris Hammer, City of Port Orchard
Vicki Grover, City of Bremerton
Eric Kuzma, Jefferson County
Joe Donisi, Clallam County

Staff/Guests

Thera Black, PRTPO Coordinator
Edward Coviello, PRTPO Coordinator
Ryan Clemens, WSDOT

Welcome & Introductions

Coordinator Black opened the meeting at 10:01 AM and initiated self-introductions.

Approval of the September 21st, 2023, TAC Agenda and the July 20th, 2023 TAC Meeting Minutes (Consent Calendar)

The TAC approved, with a motion and seconded.

Recommendation on Transportation Alternatives Call for Projects

Ms. Black asked the TAC if it's a good time to call for TA projects with about $1.4 million available over a four-year period. The rural split is about $503,700 and the urban amount is $385, 900. If the Board approves the call for projects, the TAC will be asked to review application and process details in November. Chair Gray noted the dollar amount makes this worthwhile now. Ms. Clark-Getzin noted this timing would work well with the RCO grant programs.

Coordinator Black called for a motion, and it was moved by Member Jackson and seconded by Member Brooke. All approved – motion passed.

Approval of 2024-2029 Regional Transportation Improvement Program

Coordinator Coviello briefed on the draft document and demonstrated the RTIP mapping tool. Member Uecker noted Sequim projects that need to be added to the table. Chair Gray clarified differences between the STIP amendment process and the RTIP.

Coordinator Black called for a motion, and it was moved by Member Taylor and seconded by Member Gray. All approved – motion passed.

Regional Transportation Plan: Project List Approach

Coordinator Black suggested that the RTIP projects be linked to the RTP. This can increase the value of the RTP and the RTIP. The RTP would therefore be updated annually, maintaining close alignment between the RTIP and the RTP. This is an item for further discussion but bringing it up now starts that conversation while the RTIP process is fresh.

Chair Gray asked for more clarification if the members will need to submit all their TIP projects. At this time there is no expectation that members would need be required to submit anything, but if it is advantageous this would be an option. These are details that would need to be worked out. Member Lillie noted that a process and threshold could be developed to reduce the need for jurisdictions to submit less significant projects onto the RTIP map. For example, a financial threshold could be established that limits submissions to larger projects. Coordinator Coviello explained how RTIP projects get mapped.

Member Clark-Getzin noted the value of the RTP in supporting grants. Perhaps the RTIP could be more meaningful going forward if it was better integrated with the RTP. She spoke in favor of an RTP that is more of a living document than what is now in place. It will address big issues but there still needs to be a place for project definition, and the RTIP is well-suited for that.

Member Parker advised that she also uses the RTIP to support project funding development.

Member Bateman noted that Kitsap members will want their projects to be included in the RTP and so if the RTIP becomes that vehicle, we will need to figure out how to make it work for all the members.

Coordinator Black emphasized that the ultimate aim is to come up with a process that not only meets PRTPO needs but adds value to members. She will talk about this further with the TAC to see how PRTPO can leverage a link between the RTP and the RTIP to achieve that.

RTP: Preliminary Assessment of Core Requirements

Coordinator Black reviewed core requirements in state law for the RTP. The RCW governing regional transportation planning was written to support start-up of the Growth Management Act. Those original core requirements have not been modified since, creating some ambiguities in todays RTP development process. While the first RTP that PRTPO adopted was completed before local Comprehensive Plans were in place, the updates since then have reflected the local Comprehensive Plans. For that reason, the current RTP still effectively meets requirements of the RCW.

She suggested that this update will just build on that foundation that is still current instead of going back and rehashing each point. For example, instead of redefining the regional transportation system, just focus on better tools for effectively communicating what makes up the system and how it is used.

Member Mazur noted that the WSDOT will be adjusting the level of service standards statewide. They will likely be based on Vehicle Miles Traveled. There is much work to be done but should follow the process for the next RTP update after this upcoming one.

Member Bateman asked if the proposed level of service revisions WSDOT is looking at will consider non-motorized standards. Member Mazur noted that in addition to the VMT metric WSDOT is exploring a form-based metric may be used as a framework for evaluating the non-motorized elements. The VMT metric can complement the non-motorized modes with credits applied based on the elements of non-motorized transportation. Member Bateman added that locals with a Highway of Statewide Significance in area may want to align their own standards with those of WSDOT where it makes sense.

Member Mohr noted that one of the links for the highways of statewide significance was not working. Member Mazur sent a link to the WSDOT Highways of Statewide Significance to the TAC.

Member Black explained that most of the State highways in the region are designated as "of statewide significance," but not all. Some of the smaller facilities, like Highway 112, are designated as "highways of regional significance." While state highways provide much of the backbone of the regional system, there is more. She advised the regional transportation system includes all state highways, state and local ferry routes, local arterials, transit routes, regional trails. Should collector roads be included? Should broadband and EV projects / infrastructure be included? These are questions the TAC will revisit as PRTPO gets into discussions about long-range challenges and priority regional concerns.

2024 Transportation Outlook Working Draft and Project List

Coordinator Black provided an overview of the legislative outreach efforts in developing the 224 Transportation Outlook letter and project list.

Chair Gray offered his support for the draft project list.

Coordinator Bateman advised he will have some project information for the list. He also noted the out-sized impacts of statewide traffic through small rural communities, which could be noted here. This creates big impacts that are hard for a small community to address. He spoke of the big effort it took for Poulsbo to move the Johnson Parkway/SR 305 roundabout project forward. Coordinator Black noted some possible ways to acknowledge that in this folio. She added it may be useful to explore this in more detail during the RTP process, though, since it is really a bigger issue than just a local or state matter and affects a lot of members. This could dovetail into WSDOT efforts regarding Complete Streets and level of service policy updates, too.

Member Roundtable

Chair Gray gave credit to the Jamestown S'Klallam Tribe's projects. Member Clark-Getzin reviewed the two concurrent construction projects. One is a .64 mile project along the Olympic Discovery Trail (ODT) alignment. The trail is now more level along the old railroad grade. The project should be done this fall. Another ODT project is a bridge project to replace the existing structure, which is near the casino and resort. The partnership for this project was critical to its success. The bridge should be completed this fall. Another nearby project involves the restoration of a fish baring creek to improve the water quality.

Chair Gray added that the Elwha River section of the ODT is being completed by filling the trails gaps.

Member Bateman provided an update on Poulsbo projects. The first phase of the Noll Road project is done with completion of the Johnson Rd roundabout. Safe Routes to Schools funding will improve links to elementary schools. More design work is being undertaken on the Noll Rd enhancement but it is shaping up to be more than $30 million, which will require outside support before it can proceed. The City is also working on a complete street plan to complement the upcoming Comprehensive Plan update.

Member Jackson reported that Port of Allyn received an RCO grant to create an EV charging station on some property owned by the port. Member Jackson explained that there are not enough EV charging stations in North Mason. Transportation in Mason County is an issue. Especially in an emergency.

Member Clark-Getzin noted the Jamestown S'Klallam Tribe held a RAISE grant kickoff meeting for the Quilcene Project, which went well. She hopes to have a grant agreement next week and construction could begin as early as next year.

Member Jeffries reported that Port Angeles the Race Street project is moving along. However, the cost of asphalt and aggregate is high which is slowing down the project. He added that Port Angeles also received a grant for the First Front / Marine Drive Pedestrian Enhancement project to improve ADA conditions. They also received funding for the 10th St Bike Boulevard project, and Preliminary Engineering will begin soon on that project. The Peabody Culvert Replacement is also moving along, with stakeholders beginning to evaluate alternate concepts.

Member Mohr highlighted the Greaves Way roundabout completion and lots of fish passage projects. She also noted the comprehensive plan updates underway, with a focus right now on demand modeling. She commended WSDOT Olympic Region for its efforts on the Chico Street Bridge culvert replacement project and Kitsap Transit for recent improvements.

Member Parker reported that Representative Kilmer visited the site of the planned roundabouts at SR 108 and Old Olympic Highway. The Tribe is still working with Commerce on the contract for the grant they received, which will produce a transportation electrification plan for the Squaxin Island Tribe, the Skokomish Tribe, and the Jamestown S'Klallam Tribe. The Tribe also partnered with the Skokomish Tribe and the Mason EDC on a Recompete grant.

Member Brooke reported that Jefferson Transit has taken delivery of their first EV bus and charger. The public vehicle chargers at the operating base have been replaced. They will start range-testing it soon. They have received funding for two more electric buses. They are also replacing the outdated public EV chargers.

Member Lillie noted that Kitsap Transit has been making progress on the Silverdale Transit Center. They are still working to get direct on-ramp access for buses and the electrical grid needs work. There are delays due to electrical supply chain issues. Inductive chargers will be installed but there are long waits for the supplies, upwards of two to three years for some necessary materials. She also reported that Sunday service is resuming this weekend with a phased approach using micro transit and trunk routes. Several more transit and marine projects are under development.

Member Uecker reported that Sequim is nearing completion of a Complete Streets ordinance in conjunction with the comprehensive plan update. Projects on North Sequim are being advanced. Project cost increases have slowed the delivery of the projects.

Member Kuzma reported that Jefferson County is wrapping up the Snow Creek project, which was funded through FEMA and PWB. The HSIP project bids are coming in high and reveal great cost volatility. He noted the county has lots of projects underway with Western Federal Lands. They received 100% funding for a couple of fish passage projects. Looking ahead, he expects 2024 to be very busy, with seven capital projects set to begin. Sewer improvements are also commencing.

Member Mazur noted that WSDOT Olympic Region is about to get the Gorst NEPA process underway and expects to be looking for a consultant in the December or January timeframe for that project. The state is still working out the details of the Complete Streets and HEAL Act implementation requirements. He advised there are still several things to iron out for local projects. He also reminded TAC members that WSDOT offers letters of support for their projects. Members should contact him to get the process going. Federal funding letters must go through Headquarters and take longer, so don't wait to reach out to him.

Adjourn

12:03 p.m.

ACTION ITEM

To: Technical Advisory Committee
From: Thera Black, PRTPO Coordinator
Date: November 10, 2023
Subject: **Recommendation on TA Process, Schedule, and Materials**

REQUESTED ACTION:
Refine as needed then recommend the Executive Board approve the process, schedule and applicant materials for a 2024 Transportation Alternatives call for projects.

Background
In October the Board accepted the TAC's recommendation to launch a Transportation Alternatives call for projects early in 2024. Transportation Alternatives (TA) is a federal funding program that supports a wide range of project types but is probably best known for funding non-motorized and *Complete Streets*-like projects, special landscaping and environmental remediation projects, Safe Routes to School projects, and historic preservation projects. All PRTPO members in Clallam, Jefferson, and Mason Counties are eligible project applicants as are some other entities in those rural counties. Kitsap members participate in PSRC's Transportation Alternatives process.

As the TAC discussed in September, this will be a multi-year call for projects conducted in a similar fashion to what has been done in the past. That means we started with materials from the 2022 call for projects and refreshed them to reflect updated federal direction coming from the Bipartisan Infrastructure Law (BIL). This is the basis for the draft materials coming to the TAC for review and discussion.

In preparing these materials in light of updated program criteria, new federal equity requirements, and other funding opportunities and experiences, there are some things to talk about and questions to discuss with the TAC. Our aim is to ensure this process adequately reflects the needs and concerns of the Peninsula Region while supporting members in their project funding efforts. The rest of this memo walks through the process spelled out in the draft Application and TA Guide, attached. It is organized around the layout structure of the TA Guide, not the application form itself. I highlight some specific questions for TAC direction, but feedback on the overall package is sought.

Process Summary
The application form is organized around summary content then indepth content. To facilitate this process review with the TAC, the summary points below follow the organizational flow of the TA Guide.

PROCESS FUNDAMENTALS

Milestones / Schedule: As described in this package, this project solicitation would launch in December upon the Board's approval and would close on March 4. Though it encompasses the holidays, this would allow for an 11-week application window. This schedule affords an opportunity for applicants to submit draft materials for feedback before final proposals are due, to ensure they are complete and accurate. There won't be an opportunity to correct materials once the review begins.

Available Funds: In its effort to avoid federalizing small projects, PRTPO programs ahead several years to ensure there is a reasonable level of funding to support a competitive call for projects. When this was discussed in September I presented the TAC with figures through 2026. Because of a boost from the BIL legislation, this would have resulted in about $1.4 million in federal TA funds for programming. However, while preparing these materials and looking ahead to

other funding opportunities, it seems to make more sense to program through 2028. This would result in a full four years of funding for programming, increasing available funds to **just over $2 million** and fully programming out the STIP that will be in development this time next year. This would align with what is shaping up to be a four-year TA funding cycle for PRTPO, and result in another call for projects in 2026 or 2027 for fiscal years 2029-2032.

> **TAC Question: Should this process program through 2026, awarding $1,389,000 in TA funds, or should this process program through 2028, awarding $2,016,000 in TA funds?**

Funding Cap: As with previous processes this one would not impose a limit on how much could be requested for a single proposal BUT it would stipulate that the Board wants to generate as much value as possible across the region. What this means is that if you're asking for a really big chunk of the available funds, your project will probably get extra scrutiny. It should be very clear to reviewers and policy makers why your project deserves so much of the available funding when there is so much demand across the region.

Limit on Number of Proposals: As presented, this process would carry forward a restriction limiting each applicant to one proposal. While there is more funding available to program in 2024 than in the two most recent solicitations, it is still not a lot of money when competitively awarding federal funds. Limiting proposals minimizes the need for reviewers to evaluate and rank an excessive number of proposals given available resources, but it also reduces agency flexibility and strategic opportunities. In 2020, no agency submitted more than one proposal, though there was no cap.

> *Should there be a Limit on Number of Phases?* As presented, this process enables an applicant to submit a proposal that includes multiple phases of an infrastructure project, for example PE and CN phases. The second phase of these projects cannot obligate and proceed until the first phase is completed. An advantage to the project sponsor is knowing that funding for the second phase is committed. A downside to PRTPO is that this ties up funds that could be advancing other projects in the same time frame, and it could jeopardize regional revenues if the first phase of a multi-phase project is delayed.
>
> > **TAC Question: Should proposals be limited to a single project phase? This could have implications if applicants are limited to a single proposal. If this process were to limit an application to a single project phase, it is suggested that the limit on number of proposals be increased to enable consideration of multiple phases of the same project (likely pertains only to infrastructure projects).**

Ability to Proceed: Obligation targets still matter. Over-obligating is good, under-obligating is bad. This process should identify at least some proposal(s) that can proceed "earlier" and not just "later" in this four-year window.

Rural-Urban Balancing: Local Programs tends to look at PRTPO's allocations over time to be sure the region is not programming all its funds exclusively in urban or rural areas. PRTPO retains this ability to review the results of its prioritization ranking and if needed, make adjustments that address significant imbalances in geographic benefits.

Contingency Awards: PRTPO was prepared in 2022 to identify a few "runner up" projects to include on a contingency list. Contingency projects would serve to backfill an awarded project that could not proceed as expected either due to schedule or unanticipated costs or other factors. Contingency projects could also be put forward quickly if additional funds were to become available on short notice. As presented, this 2024 process would carry that concept forward.

> **TAC Question:** There are a few ways of approaching development of a contingency list. Understanding a preferred approach at the outset will be helpful for staff and applicants alike. Would it be preferable to develop a contingency list from:
>
> - the "next projects" on the prioritized list of projects that could not be funded due to lack of funds to award
> - proposals submitted solely for consideration as contingency projects

- the “scaled back” elements of projects that accepted reduced funding awards

Next Call for Projects: If this process programs out through 2028 then in three years or so, late 2026, the TAC will start thinking about a call for projects in 2027. Of course, PRTPO can change this at any time.

ELIGIBLITY FACTORS

Eligible Project Type: In addition to all the project types that were eligible previously, the BIL expanded eligibility to include vulnerable road user safety assessments, and modified electric vehicle infrastructure to include e-bike charging devices.

Eligible Project Sponsor: BIL also expanded eligible entities to include non-profit organizations, whether or not they administer local transportation safety programs. All eligible project sponsors continue to require Certification Acceptance (CA) authority or obtain assurance from WSDOT of project management support in order to meet program eligibility requirements. That means something different for planning or service projects than for infrastructure projects. All applicants are responsible for lining up their own CA-sponsor approvals prior to submitting applications.

Eligible Location: Yet another change from BIL, all TA prioritization processes must consider “project location and impact in high-need areas defined by the State, such as low-income, transit-dependent, rural, and other areas” when identifying priorities. This process proposes a simple two-prong approach to this new requirement. One is addressed later, under evaluation factors. The first one is addressed here, under location eligibility. As proposed, this process leans into the fact that PRTPO will only consider projects located in one of the three rural counties in the region. TAC members know this is not a change in policy. But rural places like Clallam, Jefferson, and Mason Counties are a targeted equity geography for state and federal programs and so PRTPO can align its practice with this priority concern. Note that the federal interest in rural geography for equity analysis is not the same geography defined by the FHWA urbanized area definitions.

Evidence of Project Standing: Eligible proposals must come from a project, program, or service included in a locally adopted TIP, TDP, CFP, or regional plan, or that explicitly addresses a need identified in another public plan that has gone through a public input or review process (for example, Human Services Transportation Plan). This helps to address needs vetted through a transparent public process as well as ensure regional consistency with local plans.

CA Sponsor: No changes here. Eligible applicants either already have their CA status or they have obtained confirmation of CA administration from WSDOT Olympic Region Local Programs or some other CA agency.

PRIORITIZATION FACTORS

Project Feasibility: Basic consideration of whether the schedule and cost looks right given the description and other information.

Availability of Additional Funds: New with this process is the opportunity to use “toll credits” WSDOT has accrued over the decades to offset local match requirements. WSDOT is making this option available to ensure the minimum 13.5% local match requirement is not a financial barrier to applying, and to help federal funds flow expeditiously. This is good in that it helps level the playing field for the smallest applicants, but it does mean that funds don’t go as far as when local match is provided. This can be folded into the evaluation considerations alongside other project benefits.

> Note: Per Local Programs, *applicants bringing additional local or state funds to their projects or that have some other financial partners are not eligible for this option* since it is presumed that the 13.5% minimum match is not a financial burden for those applicants.

Partnerships: This process would continue to look favorably on proposals that involve multiple financial stakeholders.

Shovel-Readiness: Really only a factor for infrastructure projects. This is not just that the project is only requesting construction funds, but that all the pre-construction work is substantially complete.

Right-of-Way Certification: An element of shovel-readiness but significant enough on its own for project approval that it is called out separately here. Especially for those who don't use federal funds for infrastructure often, this can take a lot longer than expected or even invalidate the ability to use federal funds on construction.

Scalability: This will only apply to certain projects, where there is a logical way to break it into meaningful segments.

Mobility Benefits in High-Need Areas: This is the second prong of PRTPO's approach to complying with the new federal requirement to explicitly consider "project location and impact in high-need areas…such as low-income, transit-dependent, rural, and other areas" when identifying priorities. In the eligibility requirements, above, this process will clarify PRTPO's intent to fund projects in rural counties in the region. In this part of the proposal, applicants will provide a brief explanation of how their proposal might benefit those who are at risk of mobility insecurity – those people who don't drive due to age, income, or disability. If that sounds familiar, this is the same vulnerable target population at the heart of PRTPO's Human Services Transportation Plan but in this case, just those in Clallam, Jefferson, and Mason Counties due to that rural factor PRTPO is applying. Equity analysis maps in Appendix B of the TA Guide are taken directly from the Department of Health's Information by Location mapping tool with metrics found in their Social Vulnerability Index. This tool uses Census data to develop relative statewide rankings by census tract of population concentrations. For this level of evaluation, relative statewide rankings are suitable for understanding where concentrations of potential disparity can be found. Applicants can locate their projects in the correct census tract and see how prevalent of an issue these social vulnerabilities are in that general project vicinity. Applicants will also provide project coordinates. I will use those to develop maps for the application review packets so TAC members can see these projects plotted by census tract across the region.

PROJECT SUBMITTAL

Two points to call out here.

First, applicants are invited to submit their draft application packets in for review by February 22nd. This review will just ensure that the application is complete, the narrative is clear, the numbers add up, and the content aligns with what is requested. The expectation is that we will not alter applications once they have been formally submitted.

Second, this year applicants are invited to record their own presentation video and include it with their materials. Of course, they can still schedule a recording session with me to do this via a Zoom recording instead. The intent of these presentations is to provide a little extra context for reviewers, allowing the TAC to hear from each sponsor early in the review process and hopefully contributing to a more informed evaluation process. This replaced in-person presentations from pre-Covid days and shortened somewhat the time for the TAC to evaluate and rank the projects. This raises a couple of questions for the TAC, though.

> **TAC Question: Do you find value in the short project presentations when conducting your preparatory review? If so, should we continue with the brief video presentations as we have been doing, or switch to real-time presentations by each applicant at the start of the TAC evaluation and prioritization meeting in March?**

PROJECT EVALUATION AND RANKING

TAC Project Review and Recommendation: In keeping with previous practices, the TAC will conduct the most detailed review and evaluation of all proposals. The TAC will get two full weeks for individual review before coming together for the prioritization work session. The joint evaluation and prioritization will again utilize the Pairwise forced choice model,

a qualitative, discussion-based approach for evaluating significantly different types of projects. Upon completion, the TAC will forward to the Board its funding recommendations.

Board Action: The Board will consider the TAC recommendation at its meeting in April, make any adjustments it deems necessary, and then make its funding decision. Though it is unlikely, if it appears that any funding recipient is intent on obligating in summer 2024, we will work to ensure that Board action includes any necessary measures to amend that project into the current RTIP to expedite obligation authority.

TAC members are asked to read through the attached materials and highlight any areas that may be confusing or unclear – either from the viewpoint of the reviewer or from the potential applicant. Those insights as well as any TAC questions about the process and what comes next are important now as we work to nail down the details for a thorough but efficient process for applicant, TAC, Board, and staff to execute.

Next Steps

TAC input will be used to refine the final materials, which will be presented to the Executive Board for approval in December. As proposed, assuming Board approval the call for projects will officially launch on December 18th.

Attachments:

CY 2024 Transportation Alternatives Draft Process Guide
CY 2024 Transportation Alternatives Draft Application Form

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

TRANSPORTATION ALTERNATIVES PROGRAM FUNDING
DRAFT APPLICATION GUIDE FOR CY 2024 CALL FOR PROJECTS

PRTPO issued a Call for Projects for Transportation Alternatives (TA) program funding on December 18, 2023. PRTPO will award approximately $2 million in funding. This includes TA revenue attributed to fiscal years 2025 through 2028.

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

If there are questions not addressed in this Guide, please contact:

Thera Black
PRTPO Coordinator
360.878.0353
TheraB@PeninsulaRTPO.org

KEY MILESTONES

18 Dec Launch Call for Projects. Application packets distributed and posted.

19 Feb Deadline for draft application review [optional application pre-submittal review, ***new***]

4 Mar Final application packets due (11 weeks)

8 Mar TAC members receive application packages and begin individual reviews

21 Mar TAC conducts formal project evaluation and prioritization process and recommends TA awards to the Board

19 Apr Board considers TA applications, TAC recommendation, and awards funding to priority TA projects

PROCESS FUNDAMENTALS

Available Funds
PRTPO will program $2,016,000 in TA funds, to be obligated in 2024-2028. Project awards and obligations are not constrained by annual funding amounts. This 2024 process does not commit post-2028 funds.

Funding Cap
There is no cap on the amount of funds that can be requested for a project. *Sponsors understand that it is PRTPO's intent to generate as much regional benefit as possible with this investment.* The larger the funding request, the more value and regional benefit the project sponsor should expect to demonstrate in the proposal.

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

Ability to Proceed in a Timely Way
Project sponsors should provide realistic estimates of the proposed timeline, including when projects will obligate. If projects fail to obligate as scheduled, Local Programs can sanction PRTPO's funds and give them to another region. Funding recipients may have funds deferred if projects are unable to proceed as planned.

Potential Rural-Urban Balancing

PRTPO may adjust priorities based on attributed levels of rural and urban funding distributions. The table below illustrates the funding levels WSDOT attributes by geographic area. PRTPO is not constrained in its programming decisions by these amounts, but it is an option the Executive Board may exercise when making its funding decisions to better align with attributable geography and equity considerations.

Attributable Amounts by Geography			
Total	Rural	Urban	Any Area
$ 2,106,000	$ 745,698	$ 561,418	$ 708,884

Contingency Awards

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

Next Call for Projects

It is PRTPO's intent to conduct another call for TA projects in 2027 with funding attributed to FFY 2029-2032, maintaining a four-year funding cycle. Future processes will account for realized differences between actual and projected funding in previous processes, rolling any funding increases or reductions associated with prior years into the next call for projects.

Minimum Qualifying Requirements

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

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

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

- **Eligible Project Location (new)**
  PRTPO is directing TA funding to projects located in rural counties of the Peninsula Region. This supports the Bipartisan Infrastructure Law requirement that project prioritization considers location and impact in high need areas such as rural areas. Eligible projects located in Clallam, Jefferson, or Mason Counties satisfy this geographic equity criterion for this funding process.

- **Evidence of Project Standing**

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

DRAFT

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

  Important: Project sponsors who do not have Certification Acceptance (CA) status from FHWA are not disqualified. However, they must demonstrate they have obtained a commitment from WSDOT Olympic Region Local Programs or a CA agency to administer their project if awarded federal funds. Non-CA project sponsors are advised to contact WSDOT or a potential CA administrator early in project development to make this commitment easier to obtain.

  Please contact John Ho at Olympic Region with any questions or to obtain a CA commitment
  360.357.2631 HoJohn@wsdot.wa.gov

Factors That Go Into Determining Regional Priorities

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

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

- **Availability of Additional Funds**
  New in 2024 is the opportunity for local agencies to receive 100% federal funding for TA projects selected by PRTPO. This eliminates the 13.5% match requirement from being a barrier to participating in this funding program. It also means available funds won't go as far at that level of funding. Project sponsors providing 13.5% or more in matching or partnership funds (below) are committing outside resources to their project which helps to accomplish more with the regional funds that are available. This is factored into the evaluation of funding priorities, but it is not a pass/fail eligibility criterion or over-riding consideration.

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

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

DRAFT

- **Right-of-Way Certification**
  Proposals that entail right-of-way (ROW) acquisition or are dependent upon its completion before the project can proceed to construction have inherently more risks to project schedule, viability, and cost than those that do not. Proposals that entail right-of way acquisition or require it before construction funding can be obligated should demonstrate that the proposed obligation schedule is realistic and accounts for typical ROW delays, including requisite environmental approvals. Though it is just one factor, ROW certification is a big component of "shovel-readiness."

- **Scalability for Partial Funding**
  Some projects lend themselves to partial funding if there is not enough revenue to fully fund the proposal. Partial funding can be a strategic option for projects with multiple phases or functional segments or elements. For example:

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

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

- **Mobility Benefits in High-Need Areas (New)**
  New in 2024 is a federal requirement that PRTPO consider "project location and impacts in high-need areas such as low-income, transit-dependent, rural, or other areas" when prioritizing projects for TA funding. This is accomplished in two ways through the PRTPO process.

  First, PRTPO is restricting this call for projects to those proposals located in rural counties of the region outside of metropolitan areas, recognizing rural parts of the region as high-need areas for this funding solicitation. This precludes proposals from Kitsap County members since Kitsap County is an urban county within a metropolitan region, in addition to the Peninsula region. This is not a change from previous processes but aligning eligibility factors with federal requirements supports WSDOT in its efforts to demonstrate compliance with the new federal requirements.

  Second, this process considers the location and impacts of projects relative to people at high risk of mobility insecurity. PRTPO will use tools developed by the Department of Health's Washington Tracking Network (WTN) to geographically locate projects by census tract. PRTPO will use the Social Vulnerability Index associated with WTN Environmental Health Disparities metrics, specifically poverty statistics and household composition statistics. These tools rank census tracts statewide, affording a high-level assessment of mobility insecurity in the vicinity of proposed projects. A new section of the form allows applicants to describe how their proposals may impact mobility for impacted groups. This will be a factor during the evaluation and prioritization process. Appendix B of this Guide has maps of these metrics for reference by project sponsors. PRTPO staff will provide mapped locations for each review packet based on the project coordinates applicants provide, for consideration by reviewers during evaluation.

DRAFT

Project Submittal

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

[New in 2024!] Applicants are invited to submit draft applications for pre-submittal internal review with PRTPO staff by February 19th to check for completeness and clarity of the application package and identify any potentially ineligible components or errors to correct before final submission. This allows project sponsors to make any corrections before the final application due date. Applications formally submitted by March 4th are expected to be complete and correct and will be the basis for the formal review and prioritization process.

Presentation Video: Applicants are also expected to prepare a short (3-4 minute) presentation video to augment their application package and enhance the review process. Applicants are encouraged to record and submit their own short video that can be posted on YouTube. Alternatively, applicants can schedule an appointment with PRTPO staff to make a presentation recording via Zoom. These "elevator pitch" videos will be included with application materials for project evaluation and are meant to provide additional context or information that help make the proposals real for reviewers.

Project Evaluation and Ranking Process

Project review and prioritization is conducted by members of PRTPO. TAC members conduct the initial review. The TAC evaluation results in a recommendation to the Executive Board on a priority funding array. The Board reviews the proposals and TAC recommendations before making its funding decision. Following are details of those two processes.

TAC Project Review and Prioritization Process

Projects undergo a multipart review before the TAC makes its funding recommendation to the Executive Board.

1. **Initial Review**
   On March 8th TAC members will receive an application package for initial review along with review guidance. Each TAC member individually reviews the application materials and videos and notes any questions or follow-up information needed to understand the project proposals. A two-week window is scheduled for this prior to the TAC's full evaluation and prioritization meeting on March 21st.

2. **Prioritization and Funding Recommendation**
   The full TAC evaluation process begins with a general discussion of the projects and materials received for review. The TAC meets virtually via Zoom. Applicants are invited and encouraged to attend, at least for this part of the evaluation. This is an opportunity for TAC members to talk with project sponsors about questions that came up during their individual reviews. The objective is for every member of the TAC to be clear on what each proposal entails, the likely benefits it will generate, the cost and funding ask, and the overall project feasibility and suitability as described before the evaluation and prioritization gets underway.

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

DRAFT

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

Executive Board Project Review and Funding Decision

The Board will conduct its own review of the applications on April 19th, relying heavily on the TAC vetting and prioritization process to inform its discussion. The Board will consider the TAC's recommendation in its discussion as well as any other policy considerations that may be warranted in its determination of funding awards. The Board will take action to award approximately $2 million to priority TA program projects and may identify a list of contingency projects to proceed if selected project(s) cannot proceed as described.

Further Notes on Completing the 2024 TA Application

- Some sections of the application request information pertaining to infrastructure projects and to non-infrastructure projects. Applicants should complete the information relevant to their project type and leave the other fields blank.
- The application should be signed by someone with the authority to commit the sponsor to delivering the project on the terms described in the proposal. This person will be different in different agencies, but it regularly includes the mayor or city manager, the city engineer or public works director, or the General Manager. While a signed and scanned signature page or a digitally signed page is preferable, it is acceptable to simply type in the name with that person's approval.
- Three PRTPO plans have particular bearing on this call for projects and are linked below.
    - The Regional Transportation Plan is PRTPO's long-range plan. Applicants are asked to briefly speak to the ways that their project proposals support the goals and policies of the RTP.
    - Peninsula Regional Non-Motorized Connectivity Study, adopted in January 2019, provides useful information on system needs and strategies to improve multimodal connectivity. This information may have bearing on some project types.
    - The Human Services Transportation Plan may also have value for projects demonstrating the equity benefits associated with a particular proposal. The new federal emphasis on equity is closely aligned with HSTP priority concerns. Like the other two plans, it is available on the PRTPO website. The new federal emphasis on equity is closely aligned with HSTP priority concerns.
- NEW with the 2024 TA process is the opportunity for applicants to receive 100% federal funding for their projects with no local match requirement. WSDOT is doing this by means of "toll credits" that the state has accrued over the last three decades and can use for this purpose. WSDOT is making this option available to ensure the minimum 13.5% local match requirement is not a financial barrier to applying, and to help federal funds flow expeditiously. *Applicants bringing additional local or state funds to their projects or financial partners are not eligible for this option* since it is presumed that the 13.5% minimum match is not a financial burden for those applicants.
- NEW with this 2024 TA process, applicants must provide latitude and longitude coordinates for their project in Section 2. This will be used to map the projects and to geo-locate them in census tracts for equity analysis. To get project coordinates, applicants simply open Google maps, click on the accurate location of their project on the map, and then "right click" to get coordinates that can be pasted directly into the application form. Please contact PRTPO Coordinators if you need help in getting this information.

DRAFT

ATTACHMENT A – ELIGIBLE TA PROJECT TYPES FOR THE PENINSULA REGION

Following are all eligible Transportation Alternatives project types. The application form asks applicants to check one primary TA activity associated with the proposal as well as all secondary TA elements that it may include.

Project Types Eligible for TA Program Funding Under Federal Law
Planning, and design and construction projects related to on-road and off-road facilities for pedestrians, bicyclists, and other non-motorized transport. Includes infrastructure, signals (bike/ped), traffic calming measures, lighting, and safety-related infrastructure. Includes projects that satisfy ADA requirements.
Planning, and design and construction of infrastructure-related projects and systems that provide safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs.
Conversion and use of abandoned railroad corridors for trails, bicyclists, or other nonmotorized transport users.
Construction of turnouts, overlooks, and viewing areas.
Community improvement activities which include but are not limited to: i. Inventory, control, or removal of outdoor advertising ii. Historic preservation and rehabilitation of historic transportation facilities iii. Vegetation management practices in transportation ROW to improve roadway safety, prevent against invasive species, and provide erosion control iv. Archaeological activities relating to impacts from implementation of a transportation project eligible under Title 23 v. Streetscaping and corridor landscaping vi. Junkyard screening and removal
Any environmental mitigation activity, including pollution prevention and pollution abatement activities and mitigation to: i. Address stormwater management, control, and water pollution prevention or abatement related to highway construction or due to highway runoff, including activities described in section 23 USC 133(b)(3) *[relates to Clean Air Act]*, 23 USC 328(a) *[stormwater management treatment facilities related to transportation runoff]* and chapter 329 Title 23 *[control of invasive species]*
The Recreational Trails Program under 23 USC 206.
Safe Routes to School program activities and projects described in Section 1404(f) of SAFETEA-LU. i. Planning, design, and construction of infrastructure-related projects that will substantially improve the ability of student to walk and bike to school. These include sidewalk improvements, traffic calming and speed reduction improvements, pedestrian and bicycle crossing improvements, on-street bike facilities, off-street bike and pedestrian facilities, secure bike parking, and traffic diversion improvements in the vicinity of schools (~ 2 miles). Projects may be carried out on any public road or any bike or pedestrian pathway or trail in the vicinity of schools. ii. Non-infrastructure related activities that encourage walking and biking to school. These include public awareness campaigns and outreach to press and community leaders, traffic education and enforcement in the vicinity of schools, student sessions on bicycle and pedestrian safety, health, and environment. Also training of volunteers. Traffic education and enforcement activities for K-8 grade must be within two miles of the school. No other proximity constraints are associated with non-infrastructure related activities. iii. Safe Routes to School coordinator.
Planning, design, or construction of boulevards and other roadways largely in the ROW of former interstate system routes or other divided highways.
Bike-sharing programs including bike sharing docks, equipment, and other capital costs as well as the bicycles that are integral to a bike sharing system. Includes e-bikes. Federal funds cannot be used for operations costs.
Climate change-adaptation activities including planning, preventive maintenance, infrastructure preservation. This includes charging equipment for electric vehicles and e-bikes.
Road diet activities
Activities in furtherance of a vulnerable road user safety assessment

ATTACHMENT B – EQUITY CONSIDERATIONS RE: MOBILITY INSECURITY

The Bipartisan Infrastructure Law (BIL) directed that the prioritization of Transportation Alternatives projects considers project location and impact in high need areas, such as low-income, transit-dependent, rural, or other areas. As applied in this PRTPO process, evaluation and prioritization will take into consideration the proximity of proposed projects to concentrations of people who are at most risk of mobility insecurity. These are people for whom owning and operating a car is difficult or impossible, making them dependent on transit or others to meet their daily needs. This includes people who cannot drive due to low-income, age, or disability.

To support this evaluation PRTPO is using tools developed by the Department of Health for the Washington Tracking Network. Among other things, the Information by Location tools evaluate key social vulnerability population characteristics derived from Census data. Characteristics by census tract are assembled and then ranked statewide, from high to low. This relative statewide ranking provides a useful measure for assessing the proximate locational benefits of proposed projects to communities that exhibit characteristics that might make them transit dependent. Application of the federal requirement in this way aligns closely with other PRTPO responsibilities associated with the Human Services Transportation Plan, which is concerned with people who do not drive due to age, income, or disability.

The purpose of this map packet is to support applicants in understanding the potential equity considerations attributable to the geographic location of their project. Applicants are encouraged to determine which census tract their projects are located in to better understand the affected populations that may be impacted by their project proposal. This will be a useful reference when responding to the narrative question regarding Mobility Benefits in High-Need Areas.

Applicants will also provide latitude and longitude coordinates in their project applications. These will be used to develop a composite map and summary of all project locations, for use by reviewers in assessing the relative benefits to those people at greatest risk of mobility insecurity, or not being able to meet their basic needs without some help.

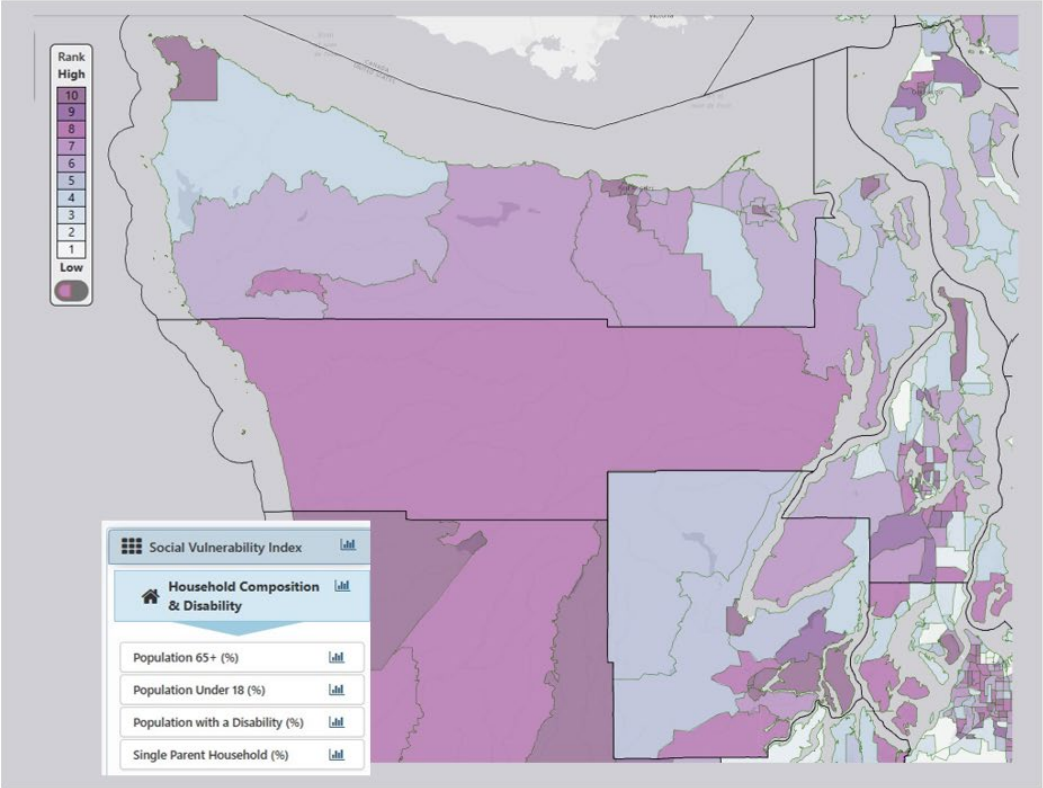
Two basic sets of characteristics are included in this evaluation.

- First is that of household composition and disability. This composite household characteristic includes the percentage of households with residents over 65, the percentage of households with residents under 18, the percentage of households with someone living with disabilities, and the percentage of single-parent households.
- The second basic characteristic featured in this evaluation is the percentage of population that is living in poverty.

In the map sets that follow you will find an overview map of the region for the two metrics, followed by county-level maps for Clallam, Jefferson, and Mason Counties.

Using their local knowledge applicants should be able to determine which census tract their project falls in so that they have a preliminary awareness of its potential equity implications. Applicants do not need to identify the census tract in the application form. The coordinates provided in the project information will be used to geolocate it for the evaluation and review process.

In addition to supporting this application process, increased familiarity with the Information by Location mapping tools used for this Transportation Alternatives evaluation will benefit applicants in a variety of other statewide grant processes. The links above are useful in exploring this information at a finer level of detail than can be provided in these materials.

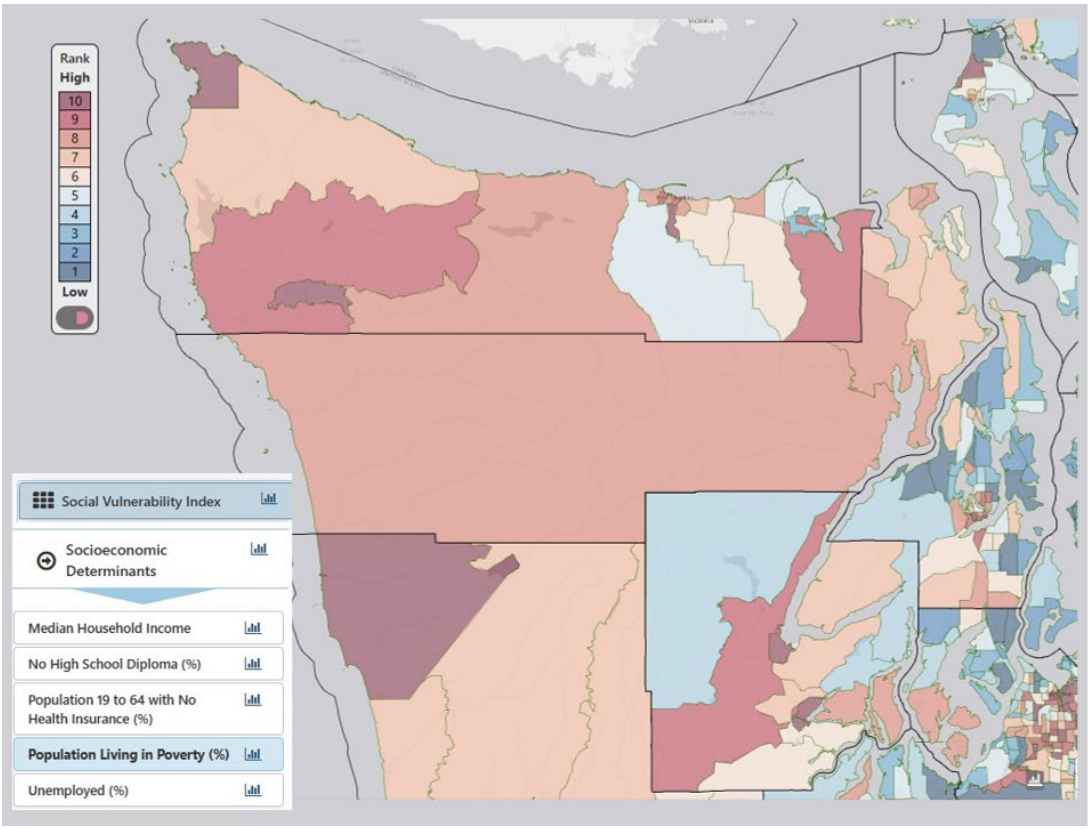


Household Composition & Disability

Statewide Rank, by Census Tract

Characteristics of the combined "Household Composition & Disability" metric align closely with HSTP considerations. It is indicative of transit-dependent populations and others with mobility vulnerabilities.

(2021 ACS data)



Percent of Population Living in Poverty

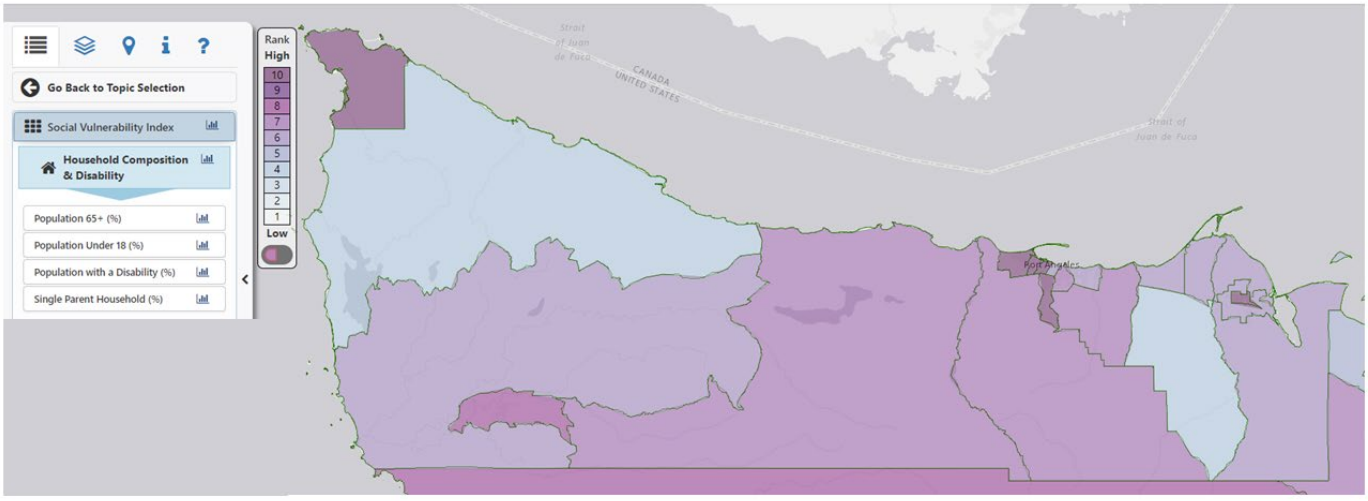
Statewide Rank, by Census Tract

Poverty is closely associated with HSTP considerations. It is indicative of low-income population distribution and is a major factor in mobility insecurity.

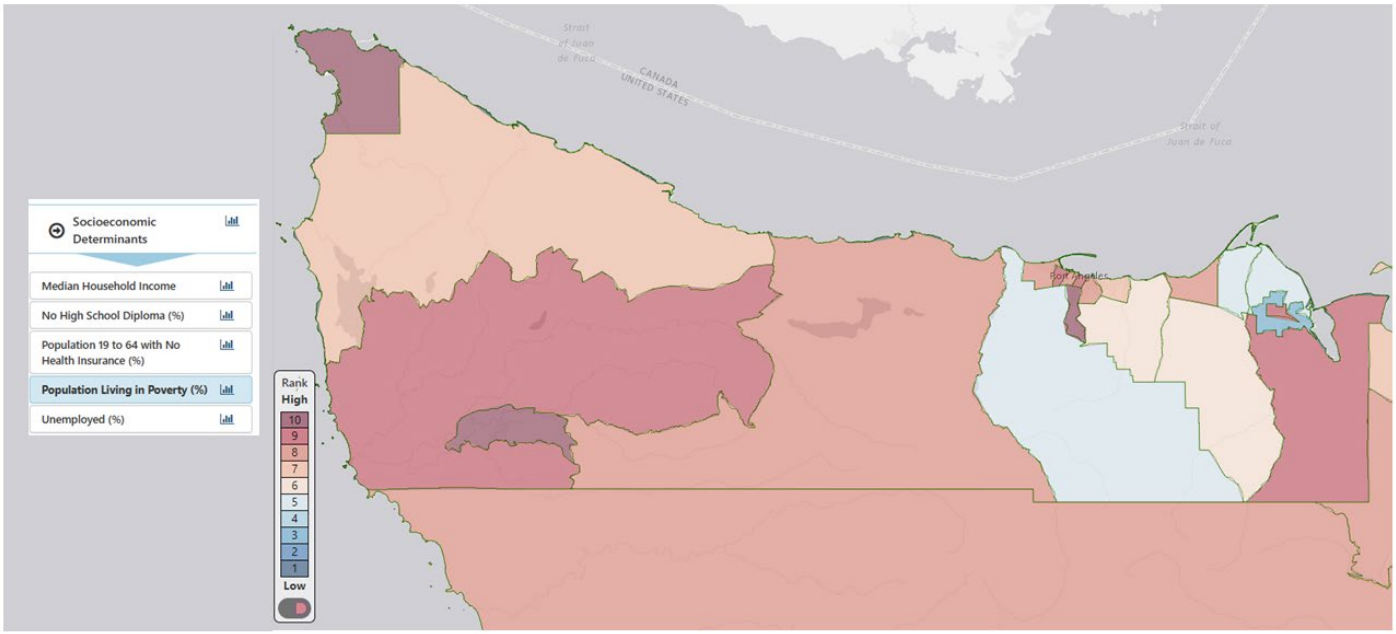
(2021 ACS data)

CLALLAM COUNTY CENSUS TRACTS

CLALLAM COUNTY Census Tracts: Household Composition and Disability



CLALLAM COUNTY Census Tracts: Percent of Population Living in Poverty



JEFFERSON COUNTY CENSUS TRACTS

JEFFERSON COUNTY Census Tracts: Household Composition and Disability

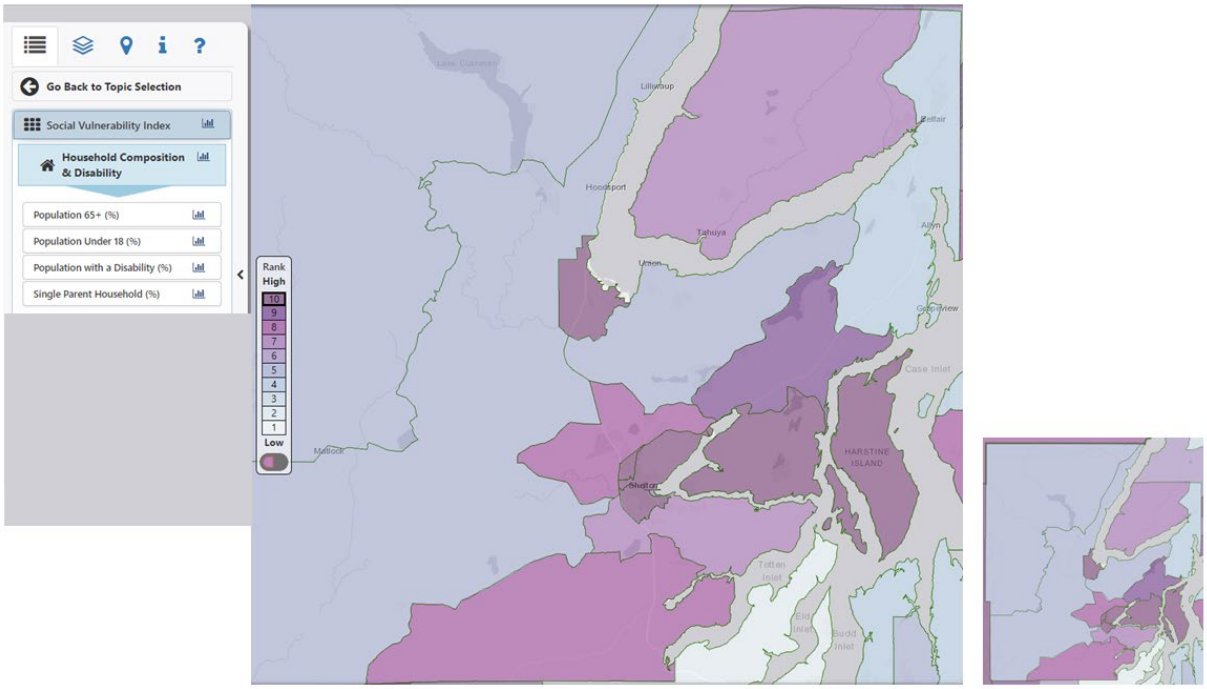


JEFFERSON COUNTY Census Tracts: Percent of Population Living in Poverty

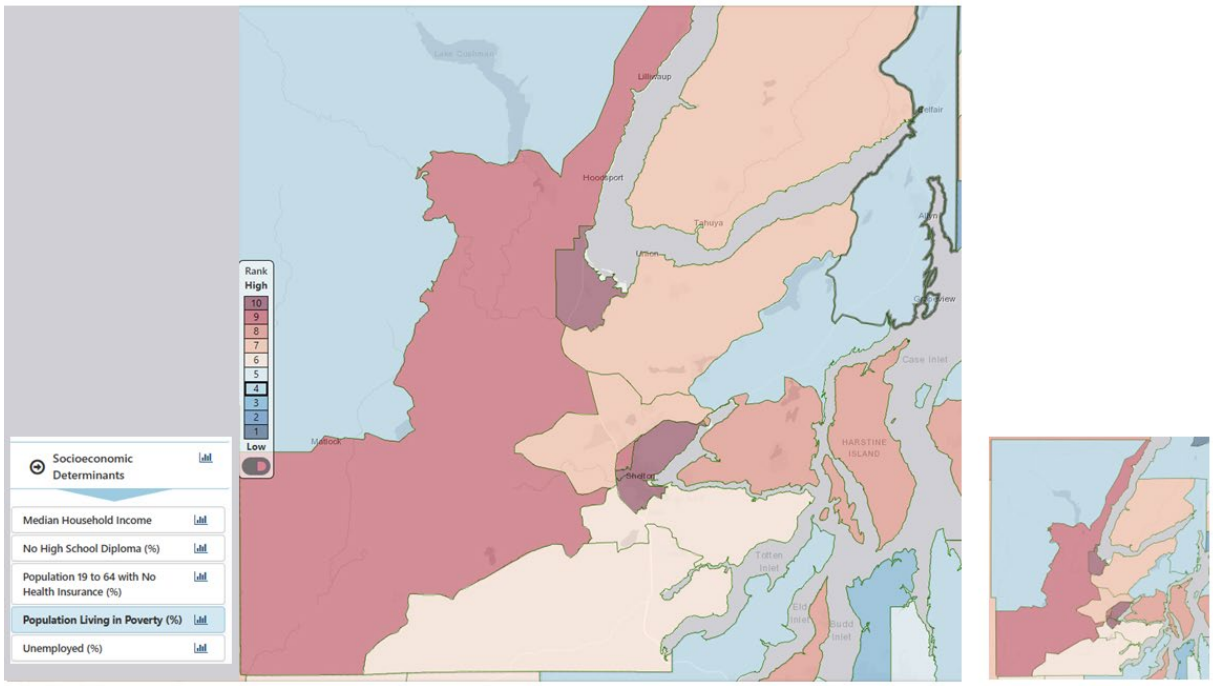


MASON COUNTY CENSUS TRACTS

MASON COUNTY Census Tracts: Household Composition and Disability



MASON COUNTY Census Tracts: Percent of Population Living in Poverty



PRTPO 2024 Call for Projects

TRANSPORTATION ALTERNATIVES (TA) APPLICATION

Project Title:

Project Sponsor:

Contact Person: *Title:*

Phone Number: *Email Address:*

Project Co-Sponsor:
(only if applicable)

Contact Person: *Title:*

Phone Number: *Email Address:*

1. PROJECT SUMMARY

Transportation Alternatives Project Type – Primary and Secondary Functions:

		1	2
*Select one box in **Column 1** that best reflects the **primary project type.*** *Select all boxes from **Column 2** reflecting **other TA elements** of the project.* *See Appendix A of the Application Guide for description of eligible project types.*	A. Provision of facilities for pedestrians and/or bicycles.		
	B. Infrastructure projects that support safe routes for non-drivers		
	C. Conversion and use of rail corridors for non-motorized travel		
	D. Construction of turnouts, overlooks, and viewing areas		
	E. Community improvement activities (explain details later)		
	F. Mitigation to address stormwater, wildlife mortality, or habitat connectivity		
	G. Recreational Trails Program defined under 23 USC 206 of Title 23		
	H. Safe Routes to School infrastructure project		
	I. Safe Routes to School non-infrastructure project		
	J. Creation of boulevards within ROW of divided highway		
	K. Installation of electric vehicle charging infrastructure (incl. bikes)		
	L. Measures to protect transportation facilities from cyber threat		
	M. Projects to increase tourism		
	N. Wildlife collisions mitigation		
	O. Resiliency improvements		
	P. Vulnerable road user safety assessment as defined in 23 USC 148(a)		

Summary Description: *Provide a short blurb about the proposal and what it will accomplish. This will be used in future summaries of the project and process. Detailed description is provided later.*

[Limited to 700 characters]

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

Total Project Cost	$	Is this a multi-phase project?	
TA Funds Requested	$	Is this project scalable?	
Matching Funds	$		
Effective Local Match	%	Obligation Year (FFY 2024, 25, 26, 27, or 28)	

DRAFT

Application:

2. DETAILED PROJECT DESCRIPTION

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

Infrastructure Projects

Facility and termini: _____

Total length: _____

Non-Infrastructure Projects *(e.g. Safe Routes to School, safety assessments, etc)*

Location / Extent of Project: _____

Project Duration *(if applicable)*: _____

Is this project located in a rural county in the Peninsula Region? Yes □ No □

Provide the geographic coordinates for the project
See page 6 of the Application Guide for assistance. _____

Is this project located in a Census urbanized area? Yes □ No □
See maps in the Application Guide for assistance.

Project Narrative: *Briefly describe the proposal, the need it addresses, and anticipated benefits it is expected to provide. If appropriate, describe the role of project co-sponsors or other partners or community involvement. Provide sufficient detail to ensure compliance with project eligibility requirements specified in 23 USC 133(h)(3), found in Appendix A of the Application Guide.*

[6,500 characters]

DRAFT

Application:

Evidence of Project Standing: *Identify public plan(s), program(s), or process(es) from which this project was drawn. Examples include the RTP or the Human Services Transportation Plan, a TIP or CFP, a sub-area or corridor plan, a Transit Development Plan, or any other plan or program developed with public input or review opportunities.*

[500 characters]

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

[1,200 characters]

Mobility Benefits in High-Need Areas: *Briefly explain what impacts, if any, your project will have on at-risk populations in this vicinity. This includes low-income residents, those who are transit-dependent, and other households with a high degree of mobility insecurity. Equity analysis maps in the Appendix illustrate statewide ranking by census tract for priority Social Vulnerability characteristics associated with mobility insecurity.*

[1,500 characters]

DRAFT

3. DETAILED FINANCIAL INFORMATION

Project Costs & Revenues: *Complete the section for your project type. Provide financial information only for the project phase(s) directly associated with this funding request. Do not include costs or revenues from prior or future work.*

Infrastructure Projects		TA Grant Request	Local Revenue	State Revenue	Federal Revenue	Total
Project Phase	Preliminary Engineering/Design	$	$	$	$	$
	Right-of-Way Acquisition	$	$	$	$	$
	Construction	$	$	$	$	$
Non-Infrastructure Projects		**TA Grant Request**	**Local Revenue**	**State Revenue**	**Federal Revenue**	**Total**
Project Activity	Program/Services, Action, Study	$	$	$	$	$
	Other Project Delivery Costs	$	$	$	$	$
	Application Totals	**$**	**$**	**$**	**$**	**$**

TA Funding Request and Matching Funds: *A match is not required but an applicant may choose to provide additional funds, either to complete the funding package for a larger project or to demonstrate local commitment and priority.*

TA Grant Request $

Proposed Match $ Effective Match Rate: _____ %

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

Revenue Source	Amount	Secured or Unsecured Status	
Local	$	☐ Secured	☐ Unsecured
State	$	☐ Secured	☐ Unsecured
Federal	$	☐ Secured	☐ Unsecured
Other	$	☐ Secured	☐ Unsecured

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

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

The first phase of this project will obligate no later than August 1 of _____ *Enter year(s)*

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

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

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

Is this project scalable? _____

If yes, explain how it can be scaled and what would be delivered instead.

[500 characters]

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

4. PROJECT DELIVERY INFORMATION for INFRASTRUCTURE PROJECTS

a. Is preliminary engineering and design complete?

b. Does this project require right-of-way acquisition?

c. Does this project require an environmental approval?

If yes, what type of approval will be required?

This section is for infrastructure projects. Planning and service delivery projects skip this section.

DRAFT

Application:

5. CERTIFICATION ACCEPTANCE (CA) STATUS

All projects must have a designated CA representative who will oversee project delivery. This is a federal requirement over which PRTPO has no control. An agency without CA status itself must secure approval from an agency that does have CA status to administer the project. See page 3 in the Application Guide for information on how to obtain a CA administrator. ***Non-CA applicants must include a letter or email confirmation from their CA administrator.***

CA Agency:

CA Agency Representative:

6. APPLICATION AUTHORIZATION AND APPROVAL

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

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

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

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

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

_____ _____

Signature *Date*

_____

Name, Title

Please email completed application packets to Thera Black at TheraB@PeninsulaRTPO.org
Applications are due by 5:00 pm on Monday, March 4, 2024.

DRAFT

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

Skokomish Tribe

Squaxin Island Tribe

www.PRTPO.org

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

Thank you for this annual opportunity to share with you, our legislative delegation, the needs and concerns of our member agencies working to build, operate, maintain, and manage all aspects of our transportation system and keep our communities moving. We value your partnership.

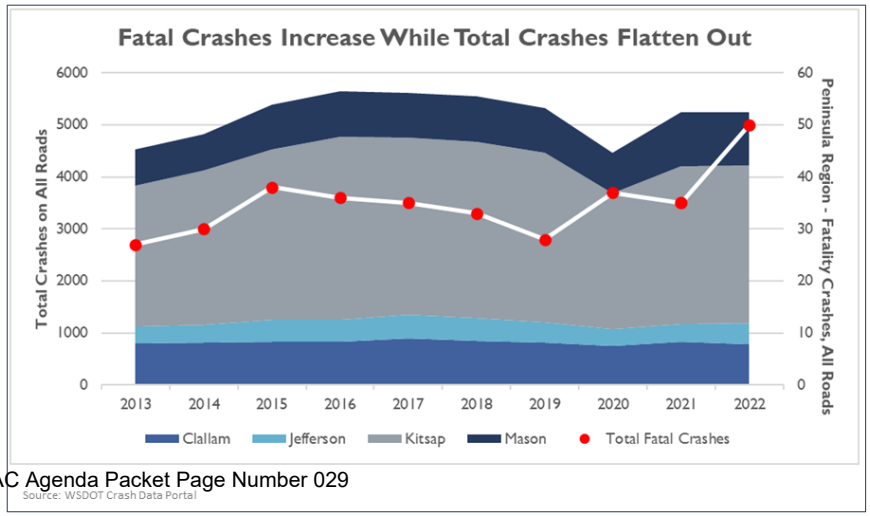
Let's finish what's been started. PRTPO continues to advocate for completion of the remaining *Connecting Washington* funding commitments from the 2015 funding package. It has been nearly a decade since the enactment of this funding package. Progress on the **SR 305 Safety and Mobility Improvements** is having a big impact on corridor mobility. We commend the WSDOT-local-tribal collaboration that made the new Johnson Road/SR 305 roundabout possible, a stellar example of intergovernmental cooperation with far-reaching benefits. More funding will complete the corridor and extend the benefits.

We're also encouraged by early signs of progress on the **SR 3 Freight Corridor project.** This shared endeavor between Mason County, the Belfair community, and WSDOT dates back to the 1960s! It is time for this legacy "Belfair Bypass" project to be completed and bring its mobility benefits and economic catalysts to north Mason County.

We also have our sights set on Sequim's **Simdars Road/US 101 Improvements** and Bremerton's **SR 3/Gorst-area Improvements**, both of which were funded in 2022's *Move Ahead WA* package. They will address two more long-standing mobility hotspots in the Peninsula Region, generating mobility and economic benefits for the region and state.

Safety is top of mind. As we come out of the pandemic, communities across the region are troubled by the pronounced spike in fatalities they see on our public roadways. We ask you to join us as we double-down on our shared goals of zero deaths and a safe system for all road users. We encourage your renewed support for safety funding programs and innovative partnerships to reduce fatalities and serious injuries on our public facilities, minimize conflicts between motorized and non-motorized travelers, and tame state highways that serve as Main Streets through our local communities.

State investments provide critical support for local safety projects. More can be done. With your support, our local, state, and tribal partners can get it done.



Make smarter use of federal funds. Thanks to your support for smarter use of federal funds, a **funding swap pilot program** was established in the 2023 session but it **needs to be of a longer duration** for any of our members to participate. A progress report to the Legislature in December 2024 is premature. We encourage you to **extend this pilot program through 2026**. This will give Local Programs the time it needs to work out implementation details and enable a selection of small, federally funded local projects from rural counties to participate in the program before an evaluation on the pilot program's effectiveness is sent to the Legislature.

There's more on our radar. Over this next year PRTPO is exploring regional issues and opportunities our communities face between now and 2050. Expect to hear more from us this next year on:

- **Hood Canal Bridge policies regarding opening for large recreational sailing vessels**
  We are working to develop an estimate of the average vehicle hours of delay and economic impacts to the traveling public attributed to opening the bridge for large sailboats. This is information the Legislature and Coast Guard can use to review and update if necessary the current policies and standards governing bridge openings for recreational vessels.
- **Puget Sound to Pacific Trail coordinated planning**
  A collaboration of several regional members received a federal RAISE grant to complete a coordinated planning effort that will fill in gaps in the Sound to Olympics Trail and the Olympic Discovery Trail. This will queue up construction-ready projects that establish a non-motorized route from ferry terminals on Bainbridge Island to La Push on the Pacific coast.
- **EV-readiness and resilience in rural regions**
  PRTPO's local and tribal members are forging new relationships with Public Utility Districts, EV charging companies and vendors, and other stakeholders working to expand the region's capacity to support the transition to clean, renewable energy. Together they are tapping new rural economic opportunities while reducing the region's GHG emissions and fossil fuel dependence.
- **Restoration of traditional ferry service scheduling**
  State of good repair for ferries is essential to safe and reliable operation of our marine highway system. Being "one boat down" is a chronic situation for travel to and from Bremerton and Port Townsend, with implications for people, goods, and services across the region. Restoration of regular service is overdue.
- **Broadband makes a difference**
  Thank you for your ongoing support for equitable, expansive broadband access. That means a lot in a highly rural region such as ours. We still have a way to go but our members report increasing access for their constituents and employers. Your legislative support helps Washington secure important federal funding that is extending the reach of this effort into hard-to-serve rural areas.

We appreciate your interest and support for priority regional concerns and look forward to working with you.

Peninsula RTPO Key Contacts
www.PRTPO.org

Chair	Bek Ashby	bashby@portorchardwa.gov	360.731.0778
Vice-Chair	Randy Neatherlin	randyn@masoncountywa.gov	360.427.9670 x419
Secretary	Lindsey Schromen-Wawrin	lswawrin@cityofpa.us	360.406.4321
Lead Planning Agency	John Clauson	johnc@kitsaptransit.com	360.478.6223
PRTPO Coordinator	Thera Black	therab@peninsulartpo.org	360.878.0353
PRTPO Coordinator, LPA	Edward Coviello	edwardc@kitsaptransit.com	360.824.4919

PRTPO 2024 *Transportation Outlook*

Transportation Investment Needs in the Peninsula Region

Project	Agency	LD#	Total Cost	Already Secured
SR 108/Old Olympic Highway Safety Project Install (2) compact roundabouts at US 101/SR 108 ramp terminals and construct non-motorized pathway with pedestrian lighting through interchange.	Squaxin Island Tribe / WSDOT	35	$ 3.3 M	$0
SR 3 Freight Corridor (Belfair Bypass) Construct new corridor parallel to SR 3 in Belfair, providing alternate route and improved freight access. This is a *Connecting WA* project. Though it has funding commitments, it remains a PRTPO priority concern until built.	WSDOT / Mason County	35	$78.9 M	$78.9 M
SR 3/16 Gorst Project - Resiliency, Mainline Capacity, & Non-Motorized Connectivity Improve SR 3/16 in Gorst. This is a *Move Ahead WA* project.	Kitsap County	26, 35	$425 M	$74.0 M
Sedgwick Rd/SR 160 Corridor Improvements Design and construct near-term improvements described in WSDOT's 2018 SR 16 Corridor Congestion Relief Study.	Port Orchard	26	$6.0 M	$0
SR 305 Construction - Safety & Mobility Construct safety and mobility improvements at 12 locations on SR 305 from the Bainbridge ferry terminal to Hostmark St in Poulsbo. Four locations have been funded in whole or in part. Additional funds are needed to address other corridor locations.This is a *Connecting WA* project.	WSDOT	26, 23	$78 M	$40.3 M
Sound to Olympics (STO) Trail - Sakai Pond to Madison Ave Segment Complete the next half-mile segment of the STO Trail connecting the Sakai Pond segment to Madison Avenue.	Bainbridge Island	26,23	$3.5 M	$0.5 M
Olympic Discovery Trail - Forks to La Push Complete next 13 mile segment of the ODT connecting Forks to La Push and the Quileute Nation, and Olympic National Park coastal trailheads.	Clallam County	24	$13 M	$7.6 M
SR 19 Chimacum Rhody Drive Ped-Bike Improvements Construct pedestrian/bicycle facilities along SR 19 from HJ Carroll County Park to Chimacum Crossroad.	Jefferson County	24	$1.8 M	$0.3 M
Puget Sound to Pacific Trail - Planning and Design Complete planning and design for a 200 mile trail corridor from the Bainbridge Island ferry terminal to La Push, connecting and completing the Olympic Discovery Trail and Sound to Olympics Trail. Port Angeles received a RAISE grant to lead multi-agency coordination for this 13-agency project	Port Angeles w 12 local, tribal, and state project partners	24, 26, 23	$16.1 M	$16.1 M
SR 117 Truck Route at US 101 Interchange Improvement Enable full directionality at interchange, reconfiguring interchange to improve efficient freight access and overall safety, minimize conflicts with other uses.	Port Angeles	24	$ 7.8 M	$0.26 M
SR 104 Kingston Congestion Mitigation Construct SR 104 realignment from Main Street and congestion/safety improvements. Though it has funding commitments, until it is built it will remain a PRTPO priority concern.	Kitsap County	23	$20 M	$20.0 M
Noll Road Corridor Improvements Three phases of corridor projects will improve multimodal mobility, increase system safety, and improve traffic flow along SR 305 corridor.	Poulsbo	23	$33.1 M	$22.7 M

Pavement Preservation, Asset Management, and State of Good Repair

PRTPO stands with its local, state, and tribal partners in reiterating the need for adequate, predictable funding to preserve and maintain the existing transportation system - streets and highways, bridges, ferry terminals and vessels, transit vehicles and infrastructure, trails and pathways, sidewalks, airport runways, port terminals, and technology. Existing revenues are insufficient and unreliable for maintaining a State of Good Repair across the region.

PRTPO 2024 MEETING SCHEDULE

PRTPO.org

EXECUTIVE BOARD 2024 Meeting Schedule

February 16
April 19
June 20
August 16
October 18
December 20

The Executive Board meets on the 3rd Friday of alternating months from 10:00 – 12:00, beginning in February

TECHNICAL ADVISORY COMMITTEE 2024 Meeting Schedule

January 18
March 21
May 16
July 18
September 19
November 15

The TAC meets on the 3rd Thursday of alternating months from 10:00 – 12:00, beginning in January

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

Agenda packets are sent out one week before Board and TAC meetings, at which time they are also available for download from the Meetings page of the PRTPO website.

Broadening our communication outreach.

Do you know someone who would benefit from occasional updates on PRTPO activities? Let us know. Several members have identified staff and other colleagues to receive updates when we send out information. If you want us to add someone to PRTPO's general information list, please send us a name and email address. They will receive the Executive Board and the TAC agenda packets without calendar appointments, as well as other periodic updates or opportunities.

Your PRTPO Coordinators:

Thera Black | 360.878.0353 | TheraB@PeninsulaRTPO.org

Edward Coviello | 360.824.4919 | EdwardC@KitsapTransit.com