



PENINSULA RTPPO UNIFIED PLANNING WORK PROGRAM

**STATE FISCAL YEAR 2024-2025
(July 1, 2023 – June 30, 2025)**

**APPROVED BY THE PRTPPO EXECUTIVE BOARD
June 16, 2023**



PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

RESOLUTION 02-2023

Approving the SFY 2024-2025 Unified Planning Work Program for the Peninsula Region

Recitals

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

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

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

WHEREAS, the SFY 2024-2025 UPWP for the Peninsula Region addresses state and federal compliance requirements for PRTPO and other planning activities with the associated budget to support those activities.

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

THAT the scope and budget of the Unified Planning Work Program for SFY 2024-2025 be approved as per the attached document with the understanding that minor changes in work activity or budget may be made with Board approval as long as it does not increase the work program budget;

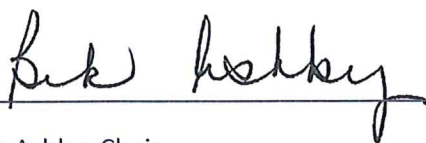
THAT the Chair is authorized to sign the SFY 2024-2025 Regional Transportation Planning Organization GCB Agreement with WSDOT authorizing state funding for the UPWP; and

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

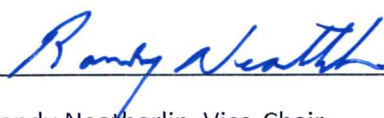
APPROVED, this 16th day of June 2023.

ATTEST:

ATTEST:



Bek Ashby, Chair



Randy Neatherlin, Vice-Chair

Contents

BACKGROUND.....	1
Regional Transportation Planning Organization Responsibilities	1
State Emphasis Areas.....	2
UPWP Development Process	3
Description of the Region	4
Regional Transportation Planning Organization Structure	5
Lobbying Activities	5
PRTPO SFY 2024-2025 WORK PROGRAM.....	6
SFY 2024-2025 UPWP Financial Summary	6
Work Element 1 - Program Administration	7
Work Element 2 – Transportation Planning.....	9
Work Element 3 – Regional TIP.....	12
Work Element 4 – Other PRTPO Activities in SFY 2024-2025	13
Other Planning Activities within the Peninsula Region.....	14
Appendix A: SFY 2024-2025 Unfunded Needs.....	14
Appendix B: PRTPO Members	18

PRTPO 2023 Officers

Randy Neatherlin, Vice-Chair
Mason County

Bek Ashby, Chair
City of Port Orchard

Lindsey Schromen-Wawrin,
Secretary
City of Port Angeles

www.PRTPO.org

Title VI and ADA Statement

The Peninsula Regional Transportation Planning Organization ensures full compliance with Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act of 1990 by prohibiting discrimination against any person on the basis of race, color, national origin, sex, or disabilities in the provision of benefits and services resulting from its federally assisted programs and activities. For more information, or to obtain a Title VI Complaint Form, please contact Edward Coviello at (360)-824-4919 or by email at edwardc@kitsaptransit.com.

BACKGROUND

The Unified Planning Work Program (UPWP) describes how state funds will be used for regional transportation planning purposes. As the Regional Transportation Planning Organization (RTPO), Peninsula RTPO receives state funds to support a continuous, cooperative, and comprehensive regional transportation planning process across the four-county Peninsula region. This section describes state laws that govern the activities of RTPOs and provides a brief overview of the region. The next section describes the work PRTPO intends to accomplish in SFY 2024 and 2025.

Regional Transportation Planning Organization Responsibilities

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

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

- Develop and maintain a minimum 20-year regional transportation plan that reflects locally adopted land use plans and growth strategies, and which considers all modes of travel and all system users. The long-range plan must be consistent with statewide transportation goals in RCW 47.04.280. It must include strategies for achieving the plan's vision and goals and identify funding resources to carry out the recommended strategies.
- Develop and maintain a Coordinated Human Services Transportation Plan that supports mobility needs of the region's population that have special transportation needs. This is updated every four years and serves as the foundation for Consolidated Grants funding recommendations.
- Maintain consistency between local comprehensive plans and the regional transportation plan, and between the regional plan and countywide planning policies. This includes consistency between local, regional, and state level system performance or other level of service standards. It builds on and strengthens on-going coordination and collaboration between the region's transportation partners.
- Produce a six-year Regional Transportation Improvement Program (RTIP) based on those developed by local jurisdictions, transit agencies, and WSDOT.
- Identify projects to receive Transportation Alternatives program funding and prioritize Consolidated Grants funding candidates that support coordinated human transportation services.

- Collaborate with local, regional, state, federal, and tribal partners as appropriate to support efforts that benefit the regional and statewide multimodal transportation system.
- Create opportunities for public education and engagement in developing and carrying out a regional transportation program.
- Ensure coordination and consultation with Indian tribes.

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

State Emphasis Areas

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

Planning activities identified by WSDOT of potential interest to PRTPO include:

- Statewide Carbon Reduction Strategy
- Implementation of the Highway System Plan
- Performance-based project model evaluation
- Statewide multimodal transportation plan update
- State Transportation Demand Management Plan
- State Commute Trip Reduction Plan
- Coordinated decision making with local agencies regarding transportation and land use
- Updates as warranted to the Federal Functional Classification system

PRTPO will participate in these processes as appropriate given the relevance of activities to PRTPO's work program and the organization's budget capacity. The Executive Board will determine participation as planning opportunities present themselves.

UPWP Development Process

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

Schedule and major milestones for PRTPO’s SFY 2024-2025 UPWP development:

Task or Milestone	Date
Executive Board Kick-off of SFY 2024-2025 UPWP	February 17, 2023
Executive Committee Review of Draft UPWP	April 6, 2023
Executive Board Review of Draft UPWP	April 21, 2023
WSDOT Review of Draft UPWP	April 25, 2023
Executive Board Adoption of SFY 2024-2025 UPWP	June 16, 2023

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

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

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

Description of the Region

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

Figure 1: Map of the Peninsula Region



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

The Peninsula Region includes the lands of ten Indian Tribes. Five of those tribes have an active Interlocal Agreement with PRTPO and are active members: Jamestown S'Klallam Tribe, Lower Elwha Klallam Tribe, Makah Nation, Skokomish Tribe, and Squaxin Island Tribe.

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

Kitsap County is the only county in Washington formally located within two different RTPOs: the highly rural Peninsula RTPO and the highly urban Puget Sound Regional Council. This reflects the

important gateway role of Kitsap County in linking the Olympic and Kitsap Peninsulas with the Seattle metropolitan area and I-5 corridor. Kitsap County connects rural communities and businesses to metropolitan opportunities and connects people in those highly urban areas to rural recreational, cultural, tourism, and environmental opportunities throughout the region.

Regional Transportation Planning Organization Structure

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

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

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

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

Lobbying Activities

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

PRTPO SFY 2024-2025 WORK PROGRAM

PRTPO’s Unified Planning Work Program supports an on-going and open process of collaboration and coordination that advances regional objectives. The SFY 2024-2025 UPWP is organized into four Work Elements:

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

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

SFY 2024-2025 UPWP Financial Summary

Funding Source: WSDOT
Funding Amount: \$273,948 SFY 2024-2025 RTPO Funds
Work Performed by: PRTPO Lead Planning Agency with contracted staff support and Lead Fiscal Agent, as directed by the PTPO Executive Board

SFY 2024-2025 UPWP Budget and Funding by Work Element

PRTPO Work Element	STATE 2024 RTPO Funds	STATE 2025 RTPO Funds	TOTAL 2024- 2025 UPWP BUDGET
1. Program Administration	\$88,500	\$88,500	\$177,000
2. Transportation Planning	\$39,274	\$39,274	\$78,548
3. Regional TIP	\$9,200	\$9,200	\$18,400
4. Other PRTPO Activities	\$0	\$0	\$0
TOTAL	\$136,974	\$136,974	\$273,948

Work Element 1 - Program Administration

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

Program Administration Summary:

Estimated Cost:	\$177,000
Funding Source:	SFY 2024-2025 RTPO Funds
Work Performed By:	PRTPO Executive Committee PRTPO Executive Board PRTPO Technical Advisory Committee Lead Planning Agency with Contract Staff Fiscal Agent

Program Administration Activities:

1.1 Organizational Support

- Biennial by-laws review (*biennial*)
- Maintain policies and procedures (*on-going*)
- Annual appointments (*annual, January-February*)
- Executive Board support – Resource Manual, new member orientations, etc (*on-going*)
- Monitoring state and federal legislation affecting PRTPO and the RTPO process, or having a regionally significant effect on its members (*on-going*)
- Distribute information and resources to members on potential transportation funding opportunities or other support (*on-going*)

Deliverables:

- Updated by-laws (if needed)
- Updated policies and procedures (if needed)
- Updated PRTPO Resource Manual (annually and as warranted)
- Other products or resources derived from PRTPO support (TBD)

1.2 Meeting Support

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

Deliverables:

- Meeting agenda packets and presentation materials, meeting records

1.3 Public Information and Communications

- General public involvement and education (*on-going*)
- Respond to inquiries from the public and media (*as needed*)
- Website updates and content development, maintenance, and security (*on-going*)
- Maintain public records (*on-going*)

Deliverables:

- Website platform and content
- Correspondence
- Public Records

1.4 Work Program Management

- UPWP development and budget monitoring (*3rd quarter, with on-going monitoring*)
- UPWP Amendments (*Q4 SFY 2024 and as needed*)
- UPWP Annual Report of performance and expenditure (*September*)
- Work Program coordination (*on-going*)

Deliverables:

- UPWP amendments (as needed)
- SFY 2023 and SFY 2024 UPWP Annual Report of Performance and Expenditure
- SFY 2026-2027 UPWP

1.5 Accounting

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

Deliverables:

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

1.6 Administrative Expenses

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

Deliverables:

- Varies by expense item

1.7 Title VI Compliance

- Title VI monitoring and compliance (*on-going*)

Deliverable:

- Response to Title VI Complaints (*as needed*)
- Title VI Plan Update (*SFY 2025*)

Estimated Level of Effort:

	<u>SFY 2024</u>	<u>SFY 2025</u>	<u>2-Yr Total</u>
1. Program Administration	\$ 88,500	\$ 88,500	\$177,000
1.1 Organizational Support	\$ 30,000	\$ 30,000	\$ 60,000
1.2 Meeting Support	\$ 25,000	\$ 25,000	\$ 50,000
1.3 Public Information & Communications	\$ 3,000	\$ 3,000	\$ 6,000
1.4 Work Program Management	\$ 4,000	\$ 4,000	\$ 8,000
1.5 Accounting	\$ 1,500	\$ 1,500	\$ 3,000
1.6 Administrative Expenses	\$ 25,000	\$ 25,000	\$ 50,000
1.7 Title VI	\$ 500	\$ 500	\$ 1,000

Work Element 2 – Transportation Planning

Transportation planning activities encompass the planning and on-going coordination, collaboration, and consultation needed to identify issues and opportunities, develop regionally determined strategies, provide regional direction and leadership on priority matters, and produce periodic updates to plans or guiding documents. This UPWP supports PRTPO’s priority planning objective for the 2024-2025 biennium, a refresh of the long-range Regional Transportation Plan. All work is directed by the PRTPO Executive Board. Implementation details for activities are developed by the Board as a part of its work program delivery process and reflect budget constraints, other activities underway, and circumstances or opportunities available at that time.

Transportation Planning Summary:

Estimated Cost:	\$78,548
Funding Source:	SFY 2024-2025 RTPO Funds
Work Performed By:	PRTPO Executive Committee PRTPO Executive Board PRTPO Technical Advisory Committee Lead Planning Agency with Contract Staff

Transportation Planning Activities:

2.1 Long-range Regional Planning

- Develop a new Regional Transportation Plan (*SFY 2024-2025*)
The Board will prepare a separate work plan to guide RTP development
- Maintain 2040 RTP Supporting Activities
 - Complete the RTP Biennial Currency Review (*Q2 SFY 2023*)

Deliverables:

- Meeting materials, communication pieces, maps, and data sets
- Record of public engagement
- Draft and Final Regional Transportation Plans
- Executive Board and TAC meeting materials

2.2 Coordination and Collaboration

- RTPO and Regional Coordination
 - MPO/RTPO Coordinating Committee meetings (*quarterly*)
 - Rural RTPO Coordination meetings (*quarterly*)
 - Coordination with WSDOT TRIP re: RTPO policies (*as warranted*)
 - Collaboration and Coordination with Other Regions (*as warranted*)
- WSDOT Coordination
Participate in WSDOT planning activities as appropriate and feasible within the budget:
 - Statewide carbon reduction strategy (*SFY 2024, as warranted*)
 - Multi-modal Planning Division activities including Highway System Plan implementation, performance-based project evaluation, statewide multimodal plan update, and Transportation Investment Strategy (*SFY 2024-2025, as warranted*)
 - Public Transportation Division activities including State Transportation Demand

- Management Plan, Commute Trip Reduction Plan, and statewide Public Transportation Plan (*SFY 2024-2025, as warranted*)
- Participate on WSDOT Olympic Region corridor and planning study teams (*as needed and as budget allows*)
- Coordinate a regional update of the statewide Freight and Goods Transportation System data (*SFY 2025*)
- Coordinate a regional update of Federal Functional Classification (*as needed*)
- Local and Intra-regional Collaboration
 - Work with local agencies to ensure consistency between local and regional plans and strategies, especially during major updates of local Comp Plans and/or the Regional Transportation Plan (*on-going with emphasis in SFY 2024-2025*)
 - Support communications, maintain resources, and facilitate the cooperative efforts of PRTPO members and their partners working to enhance the EV-readiness and resiliency of the region’s transportation system (*on-going*)

Deliverables:

- Correspondence and materials
- Executive Board and TAC briefing materials, as warranted

2.3 Tribal Consultation

- Work with tribal partners to support coordination between tribal and regional plans and strategies, especially during major updates of the Regional Transportation Plan or as requested by one or more tribes (*on-going*)
- Monitor state and federal policies that affect tribal coordination, planning, and funding considerations (*on-going*)
- Work with PRTPO tribal members to ensure available data on tribes is reliable and/or appropriately used in regional materials and planning processes (*on-going*)
- Promote on-going communications and build relationships with tribal partners and their allies across the region, and identify areas of potential collaboration and partnership for further follow-up (*on-going*)

Deliverables:

- Correspondence and materials
- Biennial invitations to non-member tribes to formally join PRTPO as voting members

2.4 Human Services Transportation Planning

- Monitor funding and policy programs and coordinate as appropriate with public transit, tribal transit, and human services transportation providers and their partners (*on-going*)
- Update data and regional equity profile (*SFY 2025*)

Deliverables:

- Data sets and mapping products

2.5 PRTPO Transportation Outlook 2024 and 2025

- Facilitate development of a coordinated list of priority regional concerns (*1st quarter*)
- Produce an annual briefing paper of PRTPO transportation priorities (*2nd quarter*)
- Host an annual legislative forum to share regional priorities and identify areas for collaboration (*2nd quarter*)
- Respond to legislative and other inquiries on the briefing paper and its priorities (*on-going*)
- Coordinate with members in monitoring and supporting PRTPO’s priorities (*on-going*)

Deliverables:

- PRTPO Transportation Outlook 2024 and 2025 materials
- Executive Board, TAC, and Subcommittee meeting materials

2.6 Regional Grants Administration

- Conduct Transportation Alternatives program call for projects (*SFY 2024*)
- Conduct Consolidated Grants prioritization process (*SFY 2025*)
- Complete annual Transportation Alternatives program status report for WSDOT (*December*)

Deliverables:

- Transportation Alternatives Program grant process and awards
- Prioritized list of candidates for the Consolidated Grants process
- Transportation Alternatives status reports
- Executive Board, TAC, and Review Committee meeting materials

Estimated Level of Effort:

	<u>SFY 2024</u>	<u>SFY 2025</u>	<u>2-YrTotal</u>
2. Transportation Planning	\$ 39,274	\$ 39,274	\$ 78,548
2.1 Long-range Planning	\$ 15,524	\$ 15,524	\$ 31,048
2.2 Regional Coordination and Collaboration	\$ 10,000	\$ 10,000	\$ 20,000
2.3 Tribal Consultation	\$ 2,000	\$ 2,000	\$ 4,000
2.4 Human Services Transportation Planning	\$ 500	\$ 500	\$ 1,000
2.5 PRTPO Transportation Outlook	\$ 5,000	\$ 5,000	\$ 10,000
2.6 Regional Grants Administration	\$ 6,250	\$ 6,250	\$ 12,500

Work Element 3 – Regional TIP

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

Regional TIP Summary:

Estimated Cost:	\$18,400
Funding Source:	SFY 2024-2025 RTPO Funds
Work Performed By:	PRTPO Executive Committee PRTPO Executive Board PRTPO Technical Advisory Committee Lead Planning Agency with Contract Staff

Regional TIP Activities:

3.1 Develop and Maintain Regional TIP

- Work with local agencies to compile a six-year Regional TIP (RTIP) (1st quarter)
- Develop RTIP documentation, financial plan and other report requirements (1st quarter)
- Advertise the draft RTIP for public review and comment (1st quarter)
- Prepare draft and final versions of the RTIP and briefing materials to support TAC review and recommendation, and Executive Board approval (1st quarter)
- Update the interactive RTIP map to support project review (1st quarter)
- Develop amendment materials for the TAC, Executive Board, and WSDOT (as needed)

Deliverables:

- Draft and Final 2024-2029 and 2025-2030 RTIPs
- Amendments as needed to the adopted RTIP
- Meeting materials and other products to support the TAC and Executive Board review and approval process

3.2 Monitor Obligation Authority for Federally Funded Projects

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

Deliverables:

- Correspondence and meeting materials if needed

Estimated Level of Effort:

	<u>SFY 2024</u>	<u>SFY 2025</u>	<u>2-Yr Total</u>
3. Regional TIP	\$9,200	\$9,200	\$18,400
3.1 Develop and Maintain Regional TIP	\$9,100	\$9,100	\$18,200
3.2. Monitor OA for Federally Funded Projects	\$ 100	\$ 100	\$ 200

Work Element 4 – Other PRTPO Activities in SFY 2024-2025

In addition to the core work program activities described in Work Elements 1-3, PRTPO will undertake additional activities in SFY 2024-2025 as funds and staffing allow, to address specific outstanding needs for the region. These are one-time or occasional activities, separate from the on-going core functions. Specific activities will be identified by the Executive Board and amended into the UPWP as funds are identified. It is also possible that no additional work will be conducted beyond what has already been identified.

Other PRTPO Activities in SFY 2024-2025 Summary:

Estimated Cost:	N/A
Funding Source:	SFY 2024-2025 RTPO Funds
Work Performed By:	PRTPO Executive Committee PRTPO Executive Board PRTPO Technical Advisory Committee Lead Planning Agency with Contract Staff Others TBD

Other PRTPO Activities in SFY 2024-2025:

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

4.1 To Be Determined by Executive Board

Estimated Level of Effort:

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

	<u>SFY 2024</u>	<u>SFY 2025</u>	<u>2-Yr Total</u>
4. Other PRTPO Activities in SFY 2024-2025	\$ 0	\$0	\$0
4.1 TBD			

Other Planning Activities within the Peninsula Region

WSDOT Olympic Region Planning

Funding Source: State and Federal

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

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

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

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

Enhanced Local Collaboration involves working closely with local jurisdictions to offer early and ongoing reviews and assistance on their Comprehensive Plans. This ongoing coordination reduces the potential for last-minute substantive comments on the completed Comprehensive Plans. In addition, efforts include assisting in the development and review of subarea plans and other comprehensive plan updates or revisions. WSDOT expects this emphasis area to be a high priority in this biennium because PRTPO jurisdictions must complete their periodic updates prior to June 30, 2025.

WSDOT Olympic Region prepares and adopts its own UPWP. It has identified the following planning studies within or affecting PRTPO for the 2024-2025 biennium:

- SR 307 from SR 305 to SR 104
- SR 101 from SR 3 to I-5 (~MP 349 to 367)

WSDOT's Multimodal Planning Office also leads pre-design studies for Fish Passage and a subset of other preservation and improvement projects in compliance with Washington State's Complete Streets requirements. The pre-design studies, which occur just prior to initiation of Preliminary Engineering, entail coordination with stakeholders and the general public to reach commitments on project features that meet State requirements and support local plan implementation. Pre-design studies received project development funding rather than Federal Planning funds and are therefore not strictly a part of the UPWP. However, WSDOT planning staff coordinate with PRTPO and local agency planning staff during the course of all pre-design efforts.

Appendix A: SFY 2024-2025 Unfunded Needs

PRTPO's Unified Planning Work Program is financially constrained by the state RTPO planning funds available each biennium to conduct this work. Additional regional transportation planning activities and products would benefit the region and its members if funds were available.

Following are unfunded planning needs with a cost range where work is scalable based on funding. The order presented here does not imply priority. The PRTPO Executive Board will determine priorities based on specific funding opportunities. Inclusion here does not necessarily mean that work must be conducted by PRTPO. A PRTPO member or other transportation stakeholder may pursue funding and carry out this work if the opportunity presents itself. Note that PRTPO itself can only accept state funds for additional work.

A. Extend PRTPO's Annual Services Agreement with the AWC GIS Consortium

As a member of the Association of Washington Cities, PRTPO is eligible to obtain GIS services through an annual service agreement with the GIS Consortium. This is a flat fee for a certain number of hours of work directed by PRTPO. Early products obtained by PRTPO through this contract include an interactive RTIP mapping tool and technical support, and some early regional demographic information and interactive infographic resources. The existing service contract in place will extend through much of SFY 2024 and will be used to develop some of the tools and communications platform PRTPO plans to use for its new RTP. These GIS services are vital to PRTPO's ability to build baseline information and analysis tools needed to support this and other on-going work program efforts.

This is a high value investment for PRTPO that extends the organization's capacity for analysis and effective communications. A Tier 3 service agreement provides 100 hours of GIS service directed by PRTPO and any unused hours roll over to the following year.

Estimated cost – \$17,710 per year (includes cost recovery fee)

B. Freight Data Collection for Local Agencies

Some of Washington's important freight routes are on local facilities. Every two years WSDOT asks PRTPO to help coordinate an update of freight data for the local elements of the state's Freight and Goods Transportation System (FGTS), but none of the region's local partners have the resources to collect or maintain such data.

If funded, this activity would entail a coordinated effort to collect baseline data for all of the region's local T-2 routes (there are 5) and a select number of priority local T-3 routes for use in updating the FGTS. This would support future updates for a few biennia until such time fresh data could be collected again. Importantly, it would advance local efforts to address key freight mobility issues affecting their communities, ports, and businesses and provide the information they need to compete more effectively for project funding. This data collection effort may be of potential interest to WSDOT or others, enhancing coordination and data collection opportunities.

Estimated cost - \$25,000 - \$50,000

C. Evaluation of Lighting Standards and Compendium of Best Practices in Local Implementation

Local agencies work with an array of lighting and illumination standards for various aspects of the local transportation system. This includes various standards associated with lighting for streets, crosswalks, intersections, transit stops, trails and pathways, and other features of the transportation system. Each standard addresses a specific system need but the standards often conflict with each other.

PRTPO's Technical Advisory Committee identified the value potential in taking a coordinated approach to assessing the array of lighting standards they are working with at the local level, learning from each other's experiences, and compiling some best practices as to how local agencies are reconciling competing standards and policies.

There will be opportunity within the PRTPO core work program for the TAC to more clearly define what work products or processes would best meet their shared needs. This item is listed as a placeholder for the follow-up activities defined in that work session.

Estimated cost = TBD

D. Supplemental Funding for Regional Transportation Plan Development

PRTPO will undertake an update of its RTP in SFY 2024 and 2025. That update is scaled to the budget and resources available to PRTPO, which total about \$30,000 for this work. Additional funding would enable a more comprehensive process for policy makers and expand opportunities for outreach and engagement over the two-year update cycle.

Estimated cost = \$20,000 +/-

E. Increase Regional Transportation Resilience

Transportation resilience is challenging in a region so heavily constrained by geography and land ownership. Mountains and water limit traditional opportunities for redundant connections and access. Federal land management agencies and state resource agencies own and maintain significant land holdings across the region. These challenges make most communities in the region highly vulnerable to isolation when primary lifeline routes are severed unexpectedly or when a bridge, highway, or ferry terminal needs to be closed for major construction activities. This is true for all modes of travel in the Peninsula Region.

Innovative strategies are needed to increase route redundancy and system resilience. Coordination and communication can leverage existing countywide emergency management efforts to ensure regional connectivity is adequately addressed in those vital plans and coordination activities. Collaboration among diverse stakeholders – local, state, federal, tribal, and private – can assess unique backroads opportunities for alternate emergency routes and explore ways the many small ports and boat launches could increase access in times of disaster. New strategies for increasing energy resilience and maintaining critical operations can help communities cope longer with less hardship until system connections are restored. The intent is to identify ways to grow the region's capacity to respond, recover, and adapt to major disruptions in the regional transportation system due to earthquakes, severe weather, climate change, or other factors that take down the traditional transportation system.

Estimated cost = \$10,000 - \$50,000+

F. Coordinated Assessment of ADA Transition Plans and Follow-up Strategies

Every public agency is required to have and periodically update an ADA Transition Plan to identify accessibility barriers and guide remediation efforts. While this requirement has been in place for a long time it has recently come into sharper focus as a compliance factor in funding eligibility. Agencies are beginning to revisit their plans to ensure they meet current needs.

This work would take a collective approach to assessing the transportation infrastructure elements of ADA Transition Plans and evaluating consistency of those local elements with WSDOT's own statewide ADA Transition Plan. The goal would be to ensure compatibility across government sectors in terms of priority barriers to address and expand on the shared insights and expertise individual members bring to the table in order to support accessibility across the region.

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

G. Local Guide to State and Federal Green Energy and Zero-Emission Vehicle Grants

An array of new funding programs and finance opportunities have emerged recently from state and federal sources that are intended to catalyze the EV-readiness of the nation's transportation system. These programs are unlike many of the traditional funding programs that cities, counties, transit agencies, and tribes have relied on for years. They have new requirements, entail new partnerships, and open many new doors to funding opportunities. The challenge is how small agencies with limited resources can get familiar with them and quickly determine whether an opportunity has potential, and what key parameters each opportunity is concerned with.

This proposal would establish a grant guidebook for local agencies to orient them to the rapidly growing array of options and help them navigate the opportunities to identify those best suited to their needs. The intent is to provide a single-page synthesis of each program outlining key considerations so that they do not need to work through a 60 – 90 page funding announcement to determine if it is a good fit for their project need. An at-a-glance resource would help reduce some of the barriers that tribal and other small communities face when trying to access the funding resources available to them. It can be expanded as needed and updated as programs evolve over time.

Estimated cost = \$10,000

H. Coordinated Traffic Data Collection via Streetlight

PRTPO members have shared needs for big-picture county-to-county travel flows, trip origin and destination data, and seasonal variations in travel patterns. Instead of each agency pursuing data collection individually, there can be economies of scale using automated data collecting services such as StreetLight to collect and report data for multiple agencies across the region. This proposal would seek funding for an add-on to a WSDOT or other contract license to collect travel data via StreetLight for local agencies across the region and some limited regional planning purposes.

Estimated cost = \$15,000 - \$25,000

Appendix B: PRTPO Members

PRTPO Members

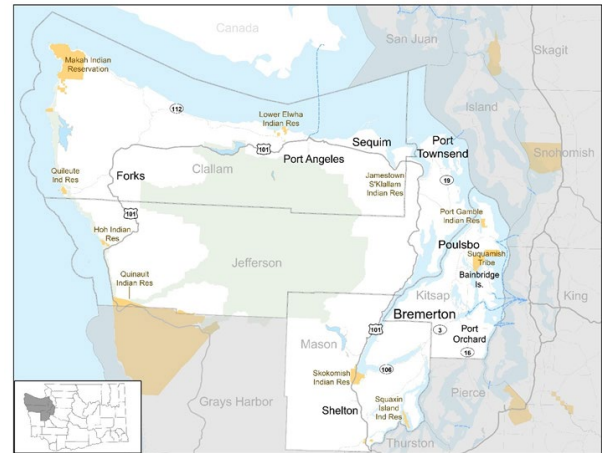
Clallam County
 Jefferson County
 Kitsap County
 Mason County

Clallam Transit
 Jefferson Transit
 Kitsap Transit
 Mason Transit

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

Jamestown S’Klallam Tribe
 Lower Elwha Klallam Tribe
 Makah Tribe
 Skokomish Tribe
 Squaxin Island Tribe
 WSDOT Olympic Region

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



PRTPO Ex Officio Members

PRTPO ex officio members include all representatives and senators from the following state legislative districts:

- 23rd Legislative District
- 24th Legislative District
- 26th Legislative District
- 35th Legislative District

