

SFY 2023 ANNUAL REPORT

Of Performance and Expenditure

July 1, 2022 – June 30, 2023



Peninsula RTPO

UNIFIED PLANNING WORK PROGRAM

September 30, 2023

Introduction

This is the Annual Report of Performance and Expenditure for State Fiscal Year 2023, referred to here as the **Annual Report**. This 2023 UPWP Annual Report recaps the expended RTPO budget and associated work program activities undertaken by PRTPO between July 1, 2022 - June 30, 2023, the status of that work, and an explanation of any variances between budgeted and actual expenditures. It reflects the work of PRTPO's Executive Board, Technical Advisory Committee, and Executive Committee as supported by the PRTPO Coordinators. PRTPO works with Kitsap Transit, its Lead Planning Agency (LPA) and Jefferson Transit, its Fiscal Agent (FA), to deliver the approved work program in accordance with its adopted policies and procedures.

Work program activities summarized here are described in PRTPO's Amended SFY 2022-2023 Unified Planning Work Program, or UPWP. This SFY 2023 Annual Report is for activities described in the second year of that UPWP, which was amended by the PRTPO Executive Board in June 2022.

Details of the expenditures summarized here were reviewed and authorized by the PRTPO Executive Committee and Executive Board each quarter, in accordance with PRTPO's Invoice Reimbursement Policy. This Annual Report summarizes the detail of those SFY 2023 quarterly invoices into a single annual statement of costs and services received, in compliance with state laws associated with the receipt and use of RTPO funds.

Annual Report Structure

This Annual Report is formatted to support state reporting requirements. It includes:

- A summary of expenses incurred by UPWP work program activity area with a budget narrative
- A summary by task of work undertaken in SFY 2023 with RTPO funds and its completion status

PRTPO's Revenue Source

PRTPO's work program activities are funded by state revenues administered by WSDOT and approved for use in carrying out the adopted UPWP. PRTPO is reimbursed for its expenses by WSDOT when it submits approved invoices and documentation for its expenditures.

The Annual Report is part of PRTPO's on-going accountability to WSDOT and the public in the administration and stewardship of these planning funds.

SFY 2023 Financial Summary

SFY 2023 Work Element	Expenditures*	
	Budgeted	Actual
Program Administration	\$78,594	\$77,784
Transportation Planning	\$42,256	\$67,687
Regional TIP	\$11,303	\$7,382
Other PRTPO Activities	\$27,700	\$7,000
Totals	\$159,853	\$159,853

**Note: Kitsap Transit used a federal grant from WSDOT to conduct an update of PRTPO's Human Services Transportation Plan. That funding is not part of PRTPO's adopted UPWP budget and is not included in this Annual Report. A summary of that work can be found at the end of the work program recap.*

Budget Narrative:

The SFY 2022-2023 UPWP was the first two-year UPWP approved by PRTPO, corresponding to the state biennium budget. It was amended in June 2022 to recalibrate the remaining year in light of first year expenditures and then again in April 2023 to add additional state revenues attributed to end-of-biennium funding.

PRTPO requested and received an end-of-biennium supplemental budget request in the amount of \$21,110 for fourth quarter work. Most of this was allocated to a one-year extension of the AWC GIS Consortium services contract that has provided technical support for PRTPO's RTIP and upcoming RTP update. The remainder of the request was to help offset some budget shortfalls. Due to miscommunications, the revenue for the GIS services contract was credited to Task 2 while presented in the UPWP amendment as a Task 4 activity. This is reflected in the differences found in the table above.

Participation in Work Program Delivery:

Activities conducted in SFY 2023 involved active participation of PRTPO representatives on the Executive Committee, Executive Board, and Technical Advisory Committee, WSDOT Headquarters and Olympic Region staff, and other stakeholders. Work was performed by the Lead Planning Agency and Fiscal Agent with support from contract staff.

SFY 2023 Program Administration Summary

Purpose:

Program Administration provides on-going administrative services, accounting, and program management functions that support the overall regional transportation planning program.

Scope:

Program Administration includes core administrative duties related to the support and meeting management of PRTPO Executive Committee, Executive Board, and Technical Advisory Committee as well as any ad hoc work groups or subcommittees appointed by the Board. It includes basic public information and communication activities, website maintenance, Title VI compliance, UPWP development and management, and the development and maintenance of organizational resources and policies. It also includes administrative expenses associated with overhead costs.

Work Performed:

- a. **Meeting Support:** Supported meeting functions of the Executive Committee, Executive Board, Technical Advisory Committee, and ad hoc working groups. *(on-going)*
- b. **Public Information and Communications:** Maintained PRTPO website and YouTube channel. Responded to public inquiries and requests for information. Prepared content for the WA State Transportation Commission annual report to the legislature. Prepared letters of support from the PRTPO Chair for member projects. *(on-going)*
- c. **Title VI Compliance:** Monitored for Title VI complaints (none received). *(on-going)*
- d. **PRTPO Support:**
 - Conducted biennial review of PRTPO bylaws, working with subcommittee to identify areas for improvement
 - Convened subcommittee to develop a draft letter of support policy for PRTPO
 - Extended PRTPO's legal services contract
 - Developed regular Coordinator Reports of useful resources and opportunities for members.
 - Updated and maintained PRTPO Resource Manual.
 - Developed "PRTPO Quick Start Guide" and conducted new member orientations.
 - Coordinated with GIS support on baseline data and mapping needs for PRTPO platform.
 - Completed annual appointments.
 - Responded to member requests for information and other needs. *(on-going)*
- e. **UPWP Management:** Completed SFY 2022 UPWP Annual Report. Managed the SFY 2022-2023 UPWP and monitored work program expenditures. Developed draft and final SFY 2024-2025 UPWP

and Unfunded Planning Needs. Prepared supplemental budget request for end-of-biennium funding. Completed two UPWP amendments.. **(on-going)**

- f. **Accounting:** Participated in SAO audit and responded to requests for information. Prepared monthly and quarterly invoices for Lead Planning Agency and Fiscal Agent. Managed expenses and disbursements. **(on-going)**
- g. **PRTPO Administration:** PRTPO administrative expenses for insurance, legal services, GIS support services, membership fees, web platform and domain, ArcGIS license, cost recovery, and audits **(on-going)**

Deliverables:

- Meeting materials including briefs, presentations, and reports
- PRTPO Resource Manual with updates
- SFY 2022 Annual Report
- PRTPO *Quick Start* Guide
- Invoices and Budget Reports
- PRTPO Website and YouTube Channel
- Letters of Support
- Other Correspondence

SFY 2023 Transportation Planning Summary

Purpose:

Transportation planning activities encompass the planning and on-going coordination, collaboration, and consultation needed to identify issues and opportunities, implement regionally determined strategies, and produce periodic updates to plans or guiding documents.

Scope:

Activities include support for the long-range Regional Transportation Plan and Human Services Transportation Plan as well as other regional coordination activities and grant program administration. Planning activities are identified and directed by the Executive Board.

Work Performed:

- a. **Long-range Planning: (on-going work)** SFY 2023 work included support for the 2040 RTP and scoping for an RTP update in the next biennium. On-going support for the current 2040 RTP featured efforts to enhance the region's EV-readiness.
 - o Maintained the EV Infrastructure Exchange Group to facilitate communications and coordination among members and other EV stakeholders
 - o Monitored rapidly emerging funding and other resource opportunities, obtained and disseminated relevant resources, and maintained the EV data portal on PRTPO's website

- Convened an October 2022 learning session with SRECTrade on “Clean Fuel Standards 101,” in preparation for deployment of the new statewide clean energy program launching in January, and posted materials on PRTPO’s YouTube page
- Maintained on-going coordination with GHCOG regarding EV opportunities on the US 101 corridor
- Supported members and their partners in reviewing and responding to grant opportunities and helped make connections to other resources and EV stakeholder opportunities

Work in this biennium towards the updated RTP to be completed in the next biennium focused on efforts by the Executive Board and TAC in scoping the work to be accomplished and schedule for completing the work within existing resources during the next biennium. This includes collaboration with the AWC GIS Services team about the data platform to support the plan update

b. Regional Coordination and Collaboration: (on-going)

○ **Local Agency Support**

- Supported members in their response to WSDOT’s *Connecting Communities* expedited project nomination and selection process
- Responded to requests for information concerning WSDOT’s *Complete Streets* budget proviso and implications for projects and coordination going forward

○ **RTPO – MPO Coordination**

- Maintained communications and coordination with GHCOG, IRTPO, PSRC, and TRPC on topics of overlapping regional transportation interests and invited their participation in relevant PRTPO activities
- Participated in activities of the MPO/RTPO Coordinating Committee
- Participated in activities of the Rural RTPO Work Group

○ **WSDOT Collaboration**

- Finalized the Critical Rural Freight Corridors submittal to WSDOT Freight Office
- Participated in the WSDOT Investment Strategy Workshop
- Participated on the WSDOT SR 302 corridor study team
- Provided communications support between WSDOT and local agencies regarding 2020 Census urban area boundary review process
- Completed the 2023 Freight and Goods Transportation System data update process

○ **Others**

- Finalized FMSIB priority freight investment call for projects

- Monitored activities of the legislature in establishing a federal funding swap pilot program and informed members of progress
- c. **Tribal Consultation:** Began evaluating adequacy of the Census data specific to the region's tribes and the appropriateness for use by PRTPO in developing a regional profile of socio-economic characteristics of its members. Began reviewing issues raised by a member related to language in PRTPO's bylaws regarding tribal membership, for inclusion in a bylaws amendment package. Responded to member inquiries about state and federal tribal opportunities. Completed the biennial extension of formal invitations to non-member tribes with lands in the region. Monitored resources for information and opportunities of interest to tribes. *(on-going)*
- d. **Human Services Transportation Planning:** The following activities were conducted as a part of PRTPO's SFY 2023 core work program, not part of the federally funded work conducted by Kitsap Transit. Prepared Executive Board briefing and presentation materials for regular meetings. Developed MOU between Kitsap Transit and PRTPO to support the WSDOT audit of grant administration compliance procedures. Solicited public comments on the intent to amend Consolidated Grants recommended by the Executive Board into the HSTP, and completed that amendment process and updated the HSTP web page. Provided programmatic coordination between PRTPO Executive Board, WSDOT, and HSTP activities contracted by Kitsap Transit. A summary of work conducted with Kitsap Transit's federal grant can be found on the last page. *(complete)*
- e. **PRTPO Transportation Outlook 2023:** Completed Transportation Outlook 2023 legislative brief. Convened annual legislative forum between regional policy makers and legislators. Responded to inquiries regarding 2023 issues and opportunities. *(complete)*
- f. **Regional Grants Administration:** Consulted with members regarding available funding and timing of the next call for Transportation Alternatives projects. Scoped and implemented a regional Consolidated Grants call for projects and prioritization process. Monitored reports and direction from Local Programs and responded to requests for information. *(on-going)*

Deliverables:

- Scope of work for long-range plan update in SFY 2024-2025 work program
- List of priority freight projects for FMSIB
- Consolidated Grants prioritization process and recommendation to WSDOT
- Amendment to the 2022 Human Services Transportation Plan
- EV data resource portal
- PRTPO submission for Critical Rural Freight Corridor designation
- Transportation Outlook 2023 folio and forum materials
- Meeting materials, work session videos, and correspondence

SFY 2023 Regional TIP

Purpose:

Regional TIP efforts support development of a coordinated program of region-wide transportation investments by WSDOT and local and tribal members, based on their internally adopted six-year Transportation Improvement Programs.

Scope:

Managing the TIP entails developing a composite six-year report of local and WSDOT TIPs and managing amendments to the resulting RTIP throughout the year, as well as coordination with local agencies and WSDOT in managing the STIP, monitoring and responding to reporting requirements from WSDOT Local Programs, and supporting local agency efforts in complying with their TIP requirements. PRTPO coordinates with WSDOT in administering the State TIP (STIP) and periodically conducts RTIP amendments in response to member requests.

Work Performed:

- a. Develop and maintain a six-year RTIP:** Developed and adopted the draft and final 2023-2028 RTIP, including public notice and review. Updated online RTIP mapping tool for use by local agencies in tracking and communicating about RTIP projects. Completed amendments as requested and worked with agencies to complete their STIP amendments. Maintained close coordination and communication with Nancy Huntley regarding the STIP and responded to member inquiries about projects in the RTIP and STIP. *(on-going)*
- b. Monitor Obligation Authority for Federally Funded Projects:** Reviewed obligation status and provided information and coordination support to members. Responded to requests for information from Local Programs. *(on-going)*

Deliverables:

- 2023-2028 Regional Transportation Improvement Program (RTIP) and amendments
- Online RTIP project review and mapping tool
- Correspondence and meeting materials

Other PRTPO Activities in SFY 2023

Purpose:

These activities are identified by the Executive Board to support regional work program priorities above and beyond the base program, as resources allow.

Scope:

Work conducted under this task is identified by the Executive Board in response to insights from existing work program activities and emerging opportunities, constrained by the available budget.

Work Performed:

- Developed a GIS scope of work and began background activities to support on-going regional information and communication needs as well as development of the long-range plan update (**on-going**)
- Reviewed a variety of research and information sources for examples of innovative rural transit practices and use of technologies, to support rural transit strategies across the region. Flagged several for follow-up via the plan update process (**on-going**)
- Worked with GIS team to incorporate transit GTFS data into PRTPO's base mapping capabilities (**complete**)

Deliverables:

- GIS scope of work
- Prototype dashboards and web mapping tools
- Transit resources for long-range plan update and future HSTP updates

Grant-funded HSTP Activities Outside of the PRTPO Work Program

A federal grant assigned to Kitsap Transit and not included in PRTPO's work program was used to update the Human Services Transportation Plan for PRTPO. Kitsap Transit administered this grant in coordination with WSDOT Public Transportation Division and oversaw contractors and project delivery.

Work accomplished in SFY 2023 included: (**complete**)

- Engagement with service providers to respond to potential strategies to address gaps and barriers and provide feedback on the draft plan
- draft and final adopted Human Services Transportation Plan
- coordination with PRTPO work program and Executive Board timeline