



# **PENINSULA RTPO UNIFIED PLANNING WORK PROGRAM**

**STATE FISCAL YEAR 2021  
(July 1, 2020 – June 30, 2021)**

**PRTPO EXECUTIVE BOARD APPROVAL  
June 21, 2020**



PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

RESOLUTION 01-2020

*Approving the SFY 2021 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 2021 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 2021 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; 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 19<sup>th</sup> day of June, 2020.

ATTEST:

ATTEST:

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Bek Ashby, Chair

John Clauson, Lead Planning Agency

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### PRTPO 2020 Officers

**Randy Neatherlin, Vice-Chair**  
*Mason County*

**Bek Ashby, Chair**  
*City of Port Orchard*

**Tammi Rubert, Secretary**  
*Jefferson Transit*

<https://prtpo.kitsaptransit.com/default.htm>

## 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 2021.

### 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. Federally funded projects must be included in the RTIP before they can be added to the Statewide TIP for funding obligation.
- Identify projects to receive Transportation Alternatives program funding, and 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 are opportunities to participate in statewide planning activities WSDOT will undertake over this next year that are likely to be of interest to PRTPO and with benefit to the region and its members.

Planning activities WSDOT will undertake in SFY 2021 include:

- 2021 Highway System Plan Update
- Multimodal Investment Strategy
- Statewide Human Services Transportation Plan Update
- Statewide Public Transportation Plan Update
- Statewide Cooperative Automated Transportation (CAT) Policy Framework

## UPWP Development Process

The UPWP development process begins in the 3<sup>rd</sup> quarter of the state fiscal year with published guidance from WSDOT, and which is typically received in January. PRTPO then develops its UPWP through a collaborative process involving its Executive Committee and Executive Board, Lead Planning Agency and Lead Fiscal Agency, the WSDOT Tribal and Regional Coordination Office, and WSDOT Olympic Region.

Schedule and major milestones for PRTPO's SFY 2021 UPWP development:

Task or Milestone	Date
Executive Board Kick-off of SFY 2021 UPWP	February 21, 2020
Executive Committee Review of Draft UPWP	March 19, 2020
WSDOT Review of Draft UPWP	March 24, 2020
Executive Board Review of Draft UPWP	April 17, 2020
Executive Board Adoption of SFY 2021 UPWP	June 19, 2020

**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.

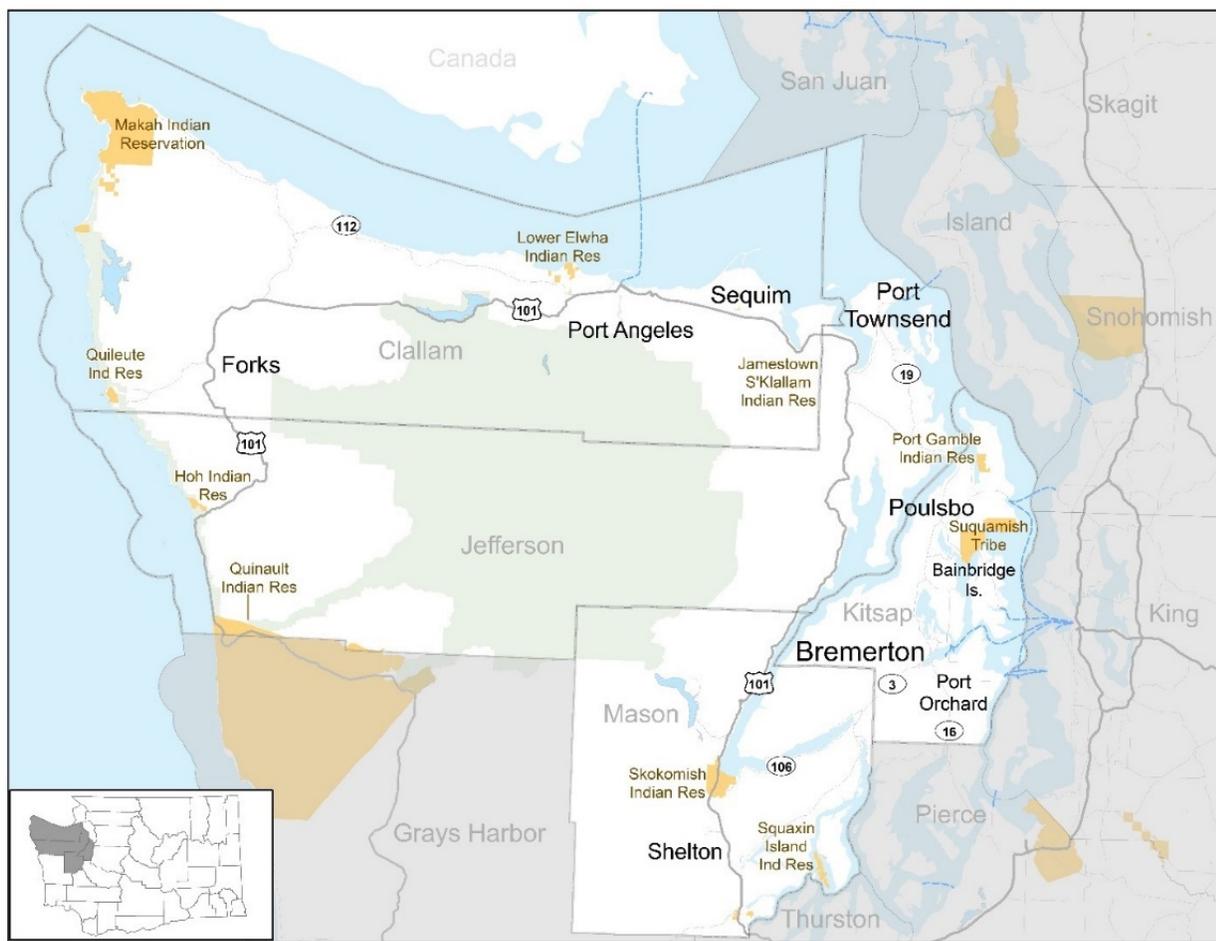
- a. A substantial redirection of the work program within the existing budget in response to factors that were not anticipated in the current work program and which should not wait for a subsequent UPWP.
- b. An increase in work program funding for additional activities within the current SFY.

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 2019 population of 442,900 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. 42,080) and its smallest city is Forks (pop. 3,635).

Ten Indian tribes have lands in the Peninsula region. Nine of those tribes are members of PRTPO.

Note the large land area of Olympic National Park, indicated in green. Olympic National Park and Olympic National Forest, combined, account for 37 percent of the entire land area of the Peninsula region. This is in addition to other federal and state lands, including Naval Base Kitsap and its numerous facilities.

Kitsap County is the only county in Washington formally associated with 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. 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 31-member intergovernmental body comprised of four counties, nine cities, four transit agencies, four port districts, and nine 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.

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. An Executive Committee made up of the Chair, Vice-Chair, and Secretary provides direction and coordination 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 consultant-provided PRTPO Coordinator services.

Jefferson Transit is the Lead Fiscal Agency 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 2021 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 2021 UPWP is organized into four Work Elements:

1. Program Administration
2. Transportation Planning
3. Regional TIP
4. Other PRTPO Duties in SFY 2021

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

At this time, all work will be funded with state RTPO revenue. This UPWP includes an estimated \$20,000 in carryover funds from the SFY 2020 UPWP. This will be used to augment funding for discretionary PRTPO activities in SFY 2021.

### SFY 2021 UPWP Financial Summary

**Funding Source:** State RTPO funds  
**Funding Amount:** \$152,272 – SFY 2021 RTPO Funds  
 \$20,000 Carryover SFY 2020 RTPO Funds  
**Work Performed by:** PRTPO Lead Planning Agency with consultant and Lead Fiscal Agency, as directed by the PTPO Executive Board

### SFY 2021 Estimated Budget and Funding by Work Element

PRTPO Work Element	STATE 2021 RTPO Funds	STATE SFY 2020 RTPO Carryover Funds	TOTAL BUDGET
1. Program Administration	\$79,012		\$79,012
2. Transportation Planning	\$46,200		\$46,200
3. Regional TIP	\$12,760		\$12,760
4. Other PRTPO Activities in SFY 2021	\$14,300	\$20,000*	\$34,300
<b>TOTAL</b>	<b>\$152,272</b>	<b>\$20,000</b>	<b>\$172,272</b>

\*Final SFY 2020 RTPO carryover funding amount determined in July.

## 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.

### Program Administration Summary:

Estimated Cost:	\$79,012
Funding Source:	SFY 2021 RTPO Funds
Work Performed By:	PRTPO Executive Committee PRTPO Executive Board PRTPO Technical Advisory Committee Lead Planning Agency with Consultant Lead Fiscal Agency

### Program Administration Activities:

#### 1.1 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

#### 1.2 Public Information and Communications

- General public involvement and education, response to inquiries (project specific engagement listed separately) (*on-going*)
- Respond to inquiries from the public and media (*as needed*)
- Website updates (*on-going*)
- Website maintenance and security (*on-going*)
- Maintenance of communications lists (*on-going*)
- Legal notices (*on-going*)

#### Deliverables:

- Website platform for communications
- Correspondence

#### 1.3 Title VI Compliance

- Title VI monitoring and compliance (*on-going*)
- Annual Title VI report (*September*)

#### Deliverable:

- Title VI Annual Report

**1.4 PRTPO 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 (*on-going*)
- Expenses related to insurance, membership fees, travel expenses, supplies (*on-going*)
- Monitoring state and federal legislation affecting PRTPO and the RTPO process (*on-going*)

**Deliverables:**

- Updated by-laws (if needed)
- Updated policies and procedures (if needed)
- Updated PRTPO Resource Manual

**1.5 UPWP Management**

- UPWP development and budget monitoring (*3<sup>rd</sup> quarter, with on-going monitoring*)
- UPWP Annual Report of performance and expenditure (*September*)

**Deliverables:**

- SFY 2022-2023 UPWP
- UPWP amendments (if needed)
- SFY 2020 UPWP Annual Report of Performance and Expenditure

**1.6 Accounting**

- Accounting and invoicing (*on-going*)
- Audit preparation and participation (*as needed – full audit anticipated for SFY 2021*)

**Deliverables:**

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

**Estimated Level of Effort:**

<b>1. Program Administration</b>	<b>\$79,012</b>
1.1 Meeting Support	\$25,795
1.2 Public Information and Communications	\$8,030
1.3 Title VI	\$3,520
1.4 PRTPO Support	\$22,367
1.5 UPWP Management	\$5,280
1.6 Accounting	\$14,020

## Work Element 2 – Transportation Planning

Transportation planning activities encompass the planning and on-going coordination, collaboration, and consultation that identifies issues and opportunities, works to implement regionally determined strategies, and which produces periodic updates to plans or documents. This UPWP reflects the planning priorities on the PRTPPO agenda for this next fiscal year.

### Transportation Planning Summary:

Estimated Cost:	\$46,200
Funding Source:	SFY 2021 RTPO Funds
Work Performed By:	PRTPO Executive Committee PRTPO Executive Board PRTPO Technical Advisory Committee Lead Planning Agency with Consultant

### Transportation Planning Activities:

#### 2.1 Long-range planning

- Regional strategy for RTP 2040 follow-up activities (*one year*)

##### Deliverables:

- Meeting materials and process support documents

#### 2.2 Regional Coordination and Collaboration

- MPO/RTPO Coordinating Committee meetings (*quarterly*)
- PRTPO participation on inter-regional studies (e.g. Passenger Only Ferry study) (*as directed by Executive Board*)
- Participation on WSDOT SFY 2021 planning initiatives including updates to the Highway System Plan, Statewide Human Services Transportation Plan, Statewide Public Transportation Plan, as well as the Multimodal Strategic Investment planning process (*as directed by Executive Board*)
- Coordination with local agencies to ensure consistency between local and regional plans and strategies (*as directed by the Executive Board*)

##### Deliverables:

- Correspondence and materials

#### 2.3 Tribal Consultation

- Support consistency between tribal TIPs and long-range plans and PRTPO RTIP and long-range plan (*on-going*)
- Monitor state and federal policies that affect tribal coordination and planning considerations (*on-going*)
- Maintain communications with tribal partners and identify areas of potential collaboration and partnership (*on-going*)

##### Deliverables:

- Correspondence and materials

**2.4 Human Services Transportation Planning**

- Scope an update of the HSTP for the SFY 2022-2023 UPWP (*3<sup>rd</sup> quarter*)

Deliverables:

- HSTP Scope of Work for SFY 2022-2023

**2.5 PRTPO Transportation Outlook 2021**

- Produce annual briefing paper of PRTPO transportation priorities (*2<sup>nd</sup> quarter*)
- Respond to legislative inquiries on the briefing paper and its priorities (*as directed by the Executive Committee*)

Deliverables:

- PRTPO Transportation Outlook 2021 briefing materials

**2.6 Regional Grants Administration**

- Conduct a Consolidated Grants call for projects and prioritization process with the associated outreach and communications, materials, and process logistics (*1<sup>st</sup> and 2<sup>nd</sup> quarters anticipated, WSDOT-driven schedule*)
- Complete annual Transportation Alternatives program status report for WSDOT (*December*)

Deliverables:

- Prioritized list of candidates for the Consolidated Grants process
- Transportation Alternatives status report

**Estimated Level of Effort:**

<b>2. Transportation Planning</b>	<b>\$46,200</b>
2.1 Long-range Planning	\$15,400
2.2 Regional Coordination and Collaboration	\$9,570
2.3 Tribal Consultation	\$1,980
2.4 Human Services Transportation Planning	\$440
2.5 PRTPO Transportation Outlook 2021	\$4,400
2.6 Regional Grants Administration	\$14,410

## 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:	\$12,760
Funding Source:	SFY 2021 RTPO Funds
Work Performed By:	PRTPO Executive Committee PRTPO Executive Board PRTPO Technical Advisory Committee Lead Planning Agency with Consultant

### Regional TIP Activities:

#### 3.1 Develop and Maintain Regional TIP

- Work with local agencies to develop a six-year Regional TIP in the required format that reflects projects in their locally adopted plans (*1<sup>st</sup> quarter*)
- Develop the Regional TIP documentation including financial plan and other report requirements (*1<sup>st</sup> quarter*)
- Advertise the draft Regional TIP for public review and comment (*1<sup>st</sup> quarter*)
- Prepare draft and final versions of the Regional TIP and meeting materials to support TAC review and recommendation, and Executive Board approval (*1<sup>st</sup> quarter*)
- Develop amendment package materials for the TAC, Executive Board, and WSDOT (*as needed*)

#### Deliverables:

- Draft and Final 2021-2026 Regional TIP
- Amendments as needed to the 2021-2026 Regional TIP
- 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:

<b>3. Regional TIP</b>	<b>\$12,760</b>
3.1 Develop and Maintain Regional TIP	\$11,440
3.2. Monitor OA for Federally Funded Projects	\$1,320

## Work Element 4 – Other PRTPO Activities in SFY 2021

In addition to the core work program activities described in Work Elements 1-3, PRTPO will undertake additional activities in SFY 2021 to address some specific outstanding needs for the region. These are one-time or occasional activities, separate from the on-going core functions.

### Other PRTPO Activities in SFY 2021 Summary:

Estimated Cost:	\$34,300
Funding Source:	SFY 2021 RTPO Funds Carryover RTPO Funds from SFY 2020
Work Performed By:	PRTPO Executive Committee PRTPO Executive Board PRTPO Technical Advisory Committee Lead Planning Agency with Consultant

### Other PRTPO Activities in SFY 2021:

#### 4.1 PRTPO Legislative Agenda

As a newly reconfigured organization, PRTPO focused in SFY 2020 on core administrative and logistical functions needed to sustain its on-going operations and compliance with its mandatory responsibilities. In SFY 2021, PRTPO will begin developing an updated legislative strategy. This includes assessment of long-standing needs and current concerns and how these regional needs align with emerging WSDOT and legislative priorities at the state level. This work will result in an updated agenda of regional priorities and collaboration opportunities to inform on-going communications and responses to WSDOT and legislative requests over the next few years.

##### Deliverables:

- Meeting materials

#### 4.2 Scope and Initiate PRTPO Website Overhaul

The existing PRTPO website inherited from WSDOT Olympic Region during the transition is outdated. Since it was built many years ago, advances in website design and user interfaces have greatly changed how sites are built and updated. This activity will scope the design and development of a new PRTPO website that has modern security and accessibility features, easier protocols for updating content, and improved capability to support public engagement and other PRTPO activities. This activity will then proceed with early implementation measures based on that approved scope.

##### Deliverables:

- Design concept and scope of work for PRTPO website overhaul
- Initial components as identified in the scope of work

**4.3 Title VI Plan Update**

PRTPO's Title VI Plan is due for an overhaul. The current Title VI plan was last updated in 2015. This includes the data collection and public engagement needed to support a plan update.

Deliverables:

- 2021 Title VI Plan Update
- Meeting materials and correspondence

**4.4 Public Participation Plan Update**

PRTPO's Public Participation Plan is due for an overhaul. The current Public Participation Plan was last updated in 2014. This update will be informed by the future capacity of the PRTPO website after it is rebuilt. It includes the public engagement needed to support a plan update.

Deliverables:

- 2021 Public Participation Plan Update
- Meeting materials and correspondence

**Estimated Level of Effort:**

<b>4. Other PRTPO Activities in SFY 2021</b>	<b>\$34,300</b>
4.1 PRTPO Legislative Agenda	\$7,700
4.2 Scope & Initiate PRTPO Website Overhaul	\$14,500
4.3. Title VI Plan Update	\$5,500
4.4. Public Participation Plan Update	\$6,600

## 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 primary areas of planning 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 reviews and assistance on their comprehensive plans. This reduces the number of 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 Olympic Region prepares and adopts its own UPWP.

## Appendix A: SFY 2021 Unfunded Needs

PRTPO's Unified Planning Work Program is financially constrained by the state RTPO planning funds available each year to conduct this work. There are additional regional transportation planning activities that would benefit the region and its members if funds were available. These are listed here.

### A. PRTPO Website Overhaul

Funding is needed to complete a modernization and overhaul of the PRTPO website. The SFY 2021 UPWP includes funding to design and scope the new website and will provide reasonable cost estimates to complete the work. Completion of that work is included here as an unfunded priority and is presented as a cost range, pending completion of that scope.

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

### B. Regional EV Network Plan

Comments received on the 2040 Regional Transportation Plan reveal public interest in electrification of the region's transportation system. A Regional EV Network Plan is the next step in this process.

An EV Network Plan will take stock of the charging infrastructure already in place, the latest protocols and guidance about charging facilities, ownership models, and cost recovery plans. The Plan should support inclusion of the Peninsula region's EV network into the West Coast Electric Highway Program and provide recommendations and best practices to support local, regional, and state implementation activities. ***This work will require outside expertise.***

*Estimated cost = \$50,000 - \$100,000*

### C. At-Grade Intersection Analysis Phase 2

A number of at-grade intersections on state highways across the Peninsula region have crash histories. Intersection-level analysis is needed to support local agency efforts at securing competitive statewide funding for projects to improve safety. This work would conduct intersection-level analysis on a select number of intersections suspected of having failing turning movements on one or more legs of the intersection to determine those with a strong justification for safety funding.

*Estimated cost = \$20,000*

## Appendix B: PRTPO Members

### PRTPO Members

Clallam County  
 Jefferson County  
 Kitsap County  
 Mason County

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

Clallam Transit  
 Jefferson Transit  
 Kitsap Transit  
 Mason Transit

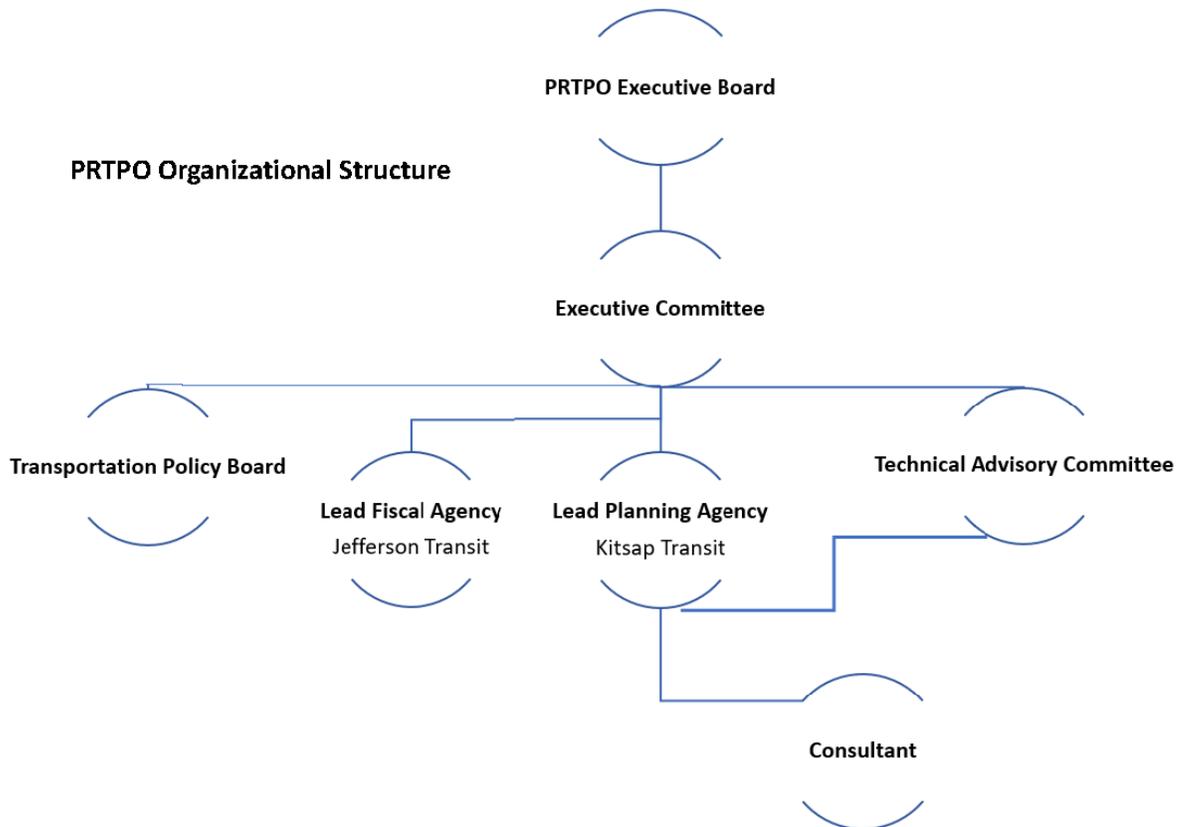
Port of Allyn  
 Port of Bremerton  
 Port of Port Angeles  
 Port of Shelton

WSDOT Olympic Region

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



**PRTPO Organizational Structure**



**Appendix C: SFY 2019 UPWP Annual Report of Performance and Expenditure** *(submitted in 1<sup>st</sup> Quarter SFY 2020)*

**PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION**  
**JULY 1, 2018 – JUNE 30, 2019**  
**ANNUAL PERFORMANCE AND EXPENDITURE REPORT**

**SUMMARY:**

This annual progress report reviews the Peninsula Regional Transportation Planning Organization's (RTPO) activities and accomplishments that occurred during the 12-month period from July 1, 2018 to June 30, 2019 as outlined in the Unified Planning Work Program (UPWP).

The Peninsula RTPO was formed for the purpose of coordinating the regional transportation planning activities in the Kitsap and Olympic Peninsulas. The Peninsula RTPO consists of elected and staff representatives from four counties, nine cities, ten tribal nations, four transit agencies, five port districts, and the Washington State Department of Transportation.

The Peninsula RTPO delivers its work program with support from the member agencies and jurisdictions. The Washington State Department of Transportation (WSDOT), Olympic Region, Multimodal Planning Office served as the lead agency for the Peninsula RTPO and provided staff support to the organization.

This annual report is divided into the major work effort categories as identified in the Unified Planning Work Program:

- A. Program Administration
- B. Transportation Planning
- C. Regional Travel Demand Model
- D. Transportation Improvement Program (TIP)
- E. RTPO Planning Duties
- F. Financial Summary

**WORK PROGRAM EFFORTS**

**A) PROGRAM ADMINISTRATION**

Throughout the work program there is a need for coordination and management of the transportation and planning activities for the Peninsula RTPO and support to the various committees. The WSDOT Olympic Region Multimodal Planning office provided organizational and committee support for the activities outlined in this report.

One of the most important achievements of the Peninsula RTPO has been the organization of a regional body that has demonstrated a commitment to regional coordination and solidarity over individual parochial interests. This has been accomplished through respectful, continuous and open communications.

During the past program year, the Peninsula RTPO Participated in or accomplished the following:

**1) Administered the Peninsula RTPO Transportation Planning Program:**

- a. Peninsula RTPO Staff provided administrative support to the Executive Board (EB), Transition Core Group, and the Technical Advisory Committee (TAC). Staff coordinated, prepared meeting materials, and facilitated eight EB meetings, five Transition Core Group meetings, and five TAC meetings. The Transition Core Group meetings helped address issues with the Lead Agency Staff transition from WSDOT to Kitsap Transit.
- b. As part of the lead agency transition, The Peninsula RTPO was required to recertify as a RTPO. The Transition Core Group members coordinated the update to the PRTPO's foundation documents. The bylaws were updated to be consistent with the new Inter-local agreement.
- c. Peninsula RTPO staff provides on-going communication and coordination between the Peninsula RTPO, WSDOT, State, and Federal Agencies.
- d. Developed the Unified Planning Work Program (UPWP) for Program Year 2020. The Peninsula RTPO staff worked closely with WSDOT headquarters on the review of the UPWP. The Peninsula RTPO's Executive Board members approved and adopted the UPWP on June 21, 2019.
- e. Coordinated and provided administrative support for the Peninsula RTPO's Consolidated Grant Applications Ranking and Prioritization process. The Consolidated Grant Program provides both state and federal funding to support public transportation services statewide.
- f. Peninsula RTPO funding was earmarked for Kitsap Transit, Jefferson Transit and the Kitsap County Prosecuting Attorney's office for the lead agency, fiscal agent, and legal services respectively during the transition. A total of \$59,157 was earmarked: \$39,336 for the new lead agency (Kitsap Transit); \$13,352 for legal services (Kitsap County Prosecuting Attorney), and \$6,469 for the fiscal agent (Jefferson Transit).

**2) Facilitated coordinated transportation planning in the region**

- a. Peninsula RTPO Staff participated in quarterly MPO/RTPO/WSDOT Coordinating Committee meetings during the program year.
- b. The Peninsula RTPO acted as central point for regional transportation planning for the Olympic Peninsula region.
- c. Continued to support and participate in statewide planning document processes, to include, but not limited to Washington Transportation Plan 2040, Phase II, Washington State Ferries Long Range Plan, Highway System Plan, and Fast Act Target Setting Collaboration, Transportation Efficiency, Aviation System Plan, Corridor Sketches, Statewide Travel Demand Model, Practical Solutions, and GMA Enhanced Collaboration. This effort includes review of new and updated statewide planning documents per WAC 468.86.090(7) to ensure regional issues and policies are addressed.

## **B) TRANSPORTATION PLANNING**

The regional transportation planning process continues to evolve and strives to improve to ensure coordination of planning and implementation by all transportation interests. Transportation planning by nature is a long-term process. During the past program year the Peninsula RTPO participated in or accomplished the following:

- a. Responded to informational requests from state/federal elected officials relating to the PRTP's plan and priorities, while following state law RCW 42.17A.635, and other agency rules regarding use of state funding in lobbying. Note: The Peninsula RTPO's work program activities do not include lobbying. No lobbying activities occurred outside of those eligible activities conducted as part of regular activities as described in Title 23 and Title 49 and in RCW 42.17A.635, no certification and disclosure form as required by federal and state law was needed.
- b. The Regional Transportation Plan (RTP) is currently going through a major update process. The RTP is an on-going effort and core activity of the Growth Management Act with formal updates on an annual review and evaluation process. The Introduction; Policy Framework; Regional Transportation System; Trends, Conditions, Needs, and Performance; Financial Plan; Regional Transportation Strategies; sections are now updated. The Next Steps and Outreach sections will be completed later this year with the final plan scheduled for approval in November 2019.
- c. The [Peninsula RTPO's webpage](#) is a vital communication asset with readily available information at a glance for members and public alike. As part of the lead agency transition, the Peninsula RTPO's webpage was moved to Kitsap Transit. Administered the Peninsula RTPO's transportation planning communications and outreach information by:
  - i. Development of a Legislative fact sheet describing the Peninsula RTPO and their priority projects.
  - ii. Managed the Peninsula RTPO's webpage to increase its effectiveness to educate and inform the public on the organization as well as the dissemination of organizational information to the public and Peninsula RTPO membership.
- d. Completed the Peninsula RTPO's Peninsula Regional Non-motorized Connectivity Study. The study compiles existing information on regional non-motorized facility connectivity into a comprehensive map depicting consistent definitions and identification of non-motorized facility types, gaps, and options to close the gaps.
- e. Completed the update to the 2019 Coordinated Public Transit – Human Services Transportation Plan and the Consolidated Grant Applications Ranking and Prioritization process for the Peninsula RTPO.

## **C) DATA COLLECTION AND ANALYSIS**

Kitsap County developed a travel demand model for the Peninsula RTPO region. The model requires on-going maintenance to update it as changes require. The funds allocated for maintenance were reprogrammed since the Kitsap County's modeler position is unfilled at this time.

## **D) TRANSPORTATION IMPROVEMENT PROGRAM (TIP)**

Compiled and developed a six-year Regional Transportation Improvement Program (RTIP) per WAC 468.86.160 that is based on programs and projects as identified by local jurisdictions, transit agencies, tribes, and WSDOT within the region. The RTIP is then submitted to WSDOT for inclusion in the State Transportation Improvement Program (STIP).

Staff worked with the TAC and individual RTPO members in the compilation and development of the Regional Transportation Improvement Program (R-TIP) for jurisdictions, tribes, and agencies within the Peninsula RTPO region. This included contacting local offices and gathering the necessary data to compile a complete list.

The completed R-TIP was approved by the Executive Board on September 21, 2018. State Transportation Improvement Program (STIP) data was extracted from the R-TIP and forwarded to WSDOT in October 2018. This effort included monthly amendments to the STIP as changes were provided by member jurisdictions, agencies, and tribes as required and is an on-going effort.

As part of the transit, R-TIP training for Kitsap Transit staff was provided.

**E) RTPO PLANNING DUTIES (In addition to the above requirements)**

- a. The Growth Management Act (GMA) sets up RTPOs as the venues for identifying regional priorities and coordinating transportation planning at all jurisdictional levels with local comprehensive plans. The regional transportation plans prepared by RTPOs play an important role in achieving consistency between state, county, city and town plans and policies. In order to achieve consistency, state law requires RTPOs to certify that the transportation elements of local comprehensive plans; 1) Reflect guidelines and principles established by the RTPOs; 2) Are consistent with the adopted regional transportation plan; 3) Conform to the requirements of RCW 36.70A.070.

Staff reviewed local comprehensive and transportation plans to ensure that they are updated per RCW 47.80.026, including countywide planning policies, for consistency with the Regional Transportation Plan. While performing these reviews, staff implemented a review process for certification of local comprehensive plans and maintains the required documentation. Member jurisdictions within Kitsap County will have their comprehensive plans reviewed by PSRC for consistency.

- b. Participated in Statewide planning document processes by supporting and participating in Statewide planning document processes.

Reference Section F, on Page 5 for the Actual SFY 2019 Financial Summary.

**F) ACTUAL SFY 2019 FINANCIAL SUMMARY**

Task Code	Task Description	FHWA - PL			FTA - 5303			FHWA STP for Planning	STATE - RTP	LOCAL	TOTAL
		Total FHWA 100%	FHWA 86.5%	Local Match 13.5%	Total FTA 100%	FTA 86.5%	Local Match 13.5%				
2A	PROGRAM ADMINISTRATION										
2A-1	Program Management and Support	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$19,760	\$0	\$19,760
2A-2	Update to Foundation Documents	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$13,352	\$0	\$13,352
2A-3	Regional and Statewide Coordination	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$987	\$0	\$987
2A-4	Coordination/Communication with Federal & State Legislators	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$435	\$0	\$435
2A-5	Unified Planning Work Program (UPWP)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,160	\$0	\$1,160
2A-6	Grant Program Administration Support	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,355	\$0	\$2,355
2A-7	Lead Agency Staffing Transition	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$45,805	\$0	\$45,805
	PROGRAM ADMINISTRATION TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$83,854	\$0	\$83,854
2B	TRANSPORTATION PLANNING										
2B-1	External Coordination with WSDOT and MPO/RTPO Member	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$828	\$0	\$828
2B-2	Regional Transportation Plan (RTP) Update	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$22,867	\$0	\$22,867
2B-3	Public and Stakeholder Participation and Outreach	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,134	\$0	\$2,134
2B-4	Peninsula Regional Non-motorized Connectivity Study (Trails Plan)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$52,554	\$0	\$52,554
	TRANSPORTATION PLANNING TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$78,383	\$0	\$78,383
2C	REGIONAL TRAVEL DEMAND MODEL										
	REGIONAL TRAVEL DEMAND MODEL TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2D	TRANSPORTATION IMPROVEMENT PROGRAM (TIP)										
2D-1	TIP Development	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$11,026	\$0	\$11,026
2D-2	TIP Amendments	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,470	\$0	\$8,470
	TIP TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$19,496	\$0	\$19,496
2E	RTPO PLANNING DUTIES										
2E-1	Review of County, City, and Town Comprehensive Plans	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,510	\$0	\$2,510
2E-2	Participate in State Planning Activities (WSDOT modal & corridor plans)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,535	\$0	\$1,535
	RTPO PLANNING DUTIES TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,045	\$0	\$4,045
	SFY 2019 TASK SECTION SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$185,778	\$0	\$185,778
	SFY 2018 TOTAL								\$76,100	\$0	\$76,100
	SFY 2019 TOTAL								\$185,778	\$0	\$185,778
	BIENNIUM TOTAL								\$261,878	\$0	\$261,878
	Turn Back Funds to Another MPO/RTPO								\$40,941	\$0	\$40,941
	Biennium Grand Total								\$302,819	\$0	\$302,819