



**Washington State
Department of Transportation**

Lynn Peterson
Secretary of Transportation

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July 7, 2014

Kevin Dayton, Regional Administrator
WSDOT Olympic Region
Peninsula RTPO Lead Planning Agency
PO Box 47440
Olympia, WA 98504-7440

Dear Mr. Dayton:

Kevin

The Washington State Department of Transportation (WSDOT) Transportation Planning Office and Public Transportation Division jointly reviewed Peninsula RTPO's Unified Planning Work Program (UPWP) for State Fiscal Year (SFY) 2015, effective July 1, 2014 through June 30, 2015.

This UPWP provides a scope of work that meets the work program requirements and the intent of RCW 47.80 and WAC 468-86.

We appreciate the willingness to discuss and incorporate our review comments into the final document that was approved by the Peninsula RTPO Policy Board on June 20, 2014.

It is our pleasure to approve the Peninsula RTPO UPWP for SFY 2015. If you have additional questions, please feel free to contact your Regional Coordination Liaison, Teri Hickey, at 360-705-7918 or hickeyt@wsdot.wa.gov.

Sincerely,

Judith S. Lorenzo *Don Chartock*

Judith S. Lorenzo, Manager
Statewide Transportation Planning Office

Don Chartock, Access Development
Manager
Public Transportation Division

JSL:mk

Mr. Kevin Dayton

June 7, 2014

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cc: David Sullivan, Executive Board Chair
Rich James, Technical Advisory Committee Chair
Dennis Engel, WSDOT RTPO Planning Manager
Debbie Clemen, WSDOT RTPO Planning Manager
Matt Kunic, WSDOT Tribal and Regional Coordination Manager
Teri Hickey, WSDOT Regional Coordinator



**PENINSULA REGIONAL TRANSPORTATION PLANNING
ORGANIZATION**

UNIFIED PLANNING WORK PROGRAM

SFY 2015

Revised June 3, 2014

**PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION
PROGRAM YEAR 2015 (SFY 2014- 2015)
UNIFIED PLANNING WORK PROGRAM**

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**PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION
PROGRAM YEAR 2015 (SFY 2014- 2015)
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Part I: BACKGROUND and HISTORY

I. Introduction

In December 1990 the representatives from Clallam, Jefferson, Mason, and Kitsap Counties by resolution formed the Peninsula Regional Transportation Planning Organization (RTPO) under the provisions of RCW 47.80. The primary purpose of the Peninsula RTPO is to provide for cooperative and respectful decision-making by the agencies within the region in order to bring about a continuous and comprehensive transportation planning process. The following work program identifies major work projects to be undertaken in the forthcoming year by the participating jurisdictions in the Peninsula RTPO. The work program further defines the implementation processes and responsibilities.

II: Peninsula RTPO Structure

The Peninsula RTPO is a voluntary regional organization, which consists of representation from four counties, nine cities, nine tribal nations, four transit agencies, 18 port districts, major employers of the region, and Washington State Department of Transportation (WSDOT). The regional transportation planning activities described in this UPWP covers a four county rural, exurban, and suburban region defined by the boundaries of Clallam, Jefferson, Mason, and Kitsap Counties including nine tribal reservations. In 2013 the Peninsula RTPO conducted a review of the organization's by-laws and organizational structure, based on that review the RTPO initiated a reorganization of its structure and updated the by-laws to reflect those changes. The organization's restructure resulted in a merger of the Policy Board with the Executive Council forming the Executive Board

The Executive Board is the governing body of the organization. Responsible for the management of the organization, it is comprised of officials from jurisdictions, tribes and organizations in the Olympic and Kitsap peninsula region. The primary function of the Executive Board is to establish the vision and goals for the Peninsula RTPO, approve policies devised from within the Peninsula RTPO, and provide the forum for coordination and cooperation of the participating agencies at the highest level of authority.

The Technical Advisory Committee (TAC) provides technical advice to the members of the Executive Board on all matters, which may come before the Board. Its membership consists of technical staff from the various organizations within the Peninsula RTPO. The TAC establishes subcommittees to deal with technical issues.

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The Washington State Department of Transportation (WSDOT), Olympic Region serves as the lead-planning agency for the Peninsula RTPO. The lead agency performs such duties as are assigned to it by the Executive Board (provided that adequate funding is available) including, but not limited to: providing staff support and coordination for the organization; serving as the recipient and managing available funding; hiring, supervising and managing personnel, consultants and contractors; and, providing such information as necessary to carry out the objectives of the Peninsula RTPO.

The Unified Planning Work Program (UPWP) is updated each year. If the (UPWP) needs to be amended during the fiscal year and between each annual update, the RTPO staff will prepare a briefing memo for the Executive Board to explain why the UPWP needs to be amended at that time. Amendments to the UPWP will be required when new work tasks are identified that cause a budgetary change. When the Executive Board meets, it will decide by vote whether to approve the UPWP amendment.

The organizational chart (Figure 1) depicts the membership of the Peninsula Regional Transportation Planning Organization (PRTPO).

III: Background and Accomplishments

Legislative Mandate – An RTPO has certain core requirements that are described as duties of the organization in RCW Section 47.80.023, and these requirements are summarized below for reference:

- To prepare and periodically update a transportation strategy for the Region
- To prepare a regional transportation plan that is consistent with countywide policies, comprehensive plans in the Region, and with state transportation plans.
- To certify transportation elements of comprehensive plans that is adopted within the Region.
- To certify that countywide planning policies and the regional transportation plan are consistent.
- To develop a six-year regional transportation improvement program.
- To advance special needs coordinated transportation through specific opportunities and projects included in the coordinated transit-human services plan.
- To review level of service methodologies used by cities and counties planning under GMA.
- To work with cities, counties, transit agencies, WSDOT, and others to develop level of service standards or alternative performance measures.
- To submit every four years an updated –Coordinated Human Transportation Services Plan (HSTP) to the Agency Council On Coordinated Transportation
- To submit a prioritized human service and rural transit project list every two years.

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General Program Management

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 by all of the participating jurisdictions and agencies, including major employers/producers in the private sector and their members at Peninsula RTPO meetings and their communications.

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

- 1) Administer the Peninsula RTPO Transportation Planning program:**
 - a. **Provided administrative support to Executive Board and Technical Advisory Committee (TAC)**, to include coordinating and scheduling meetings, and facilitating meeting discussions.
 - b. **Prepared and coordinated the work effort with Kitsap County Public Works and the Skokomish Tribe** to accomplish several UPWP tasks during the past program year. The tasks included the writing of a draft regional transportation plan by the Skokomish Tribe and the development of a Travel Demand Model Feasibility and Level of Service Consistency Report by Kitsap County both which were completed and submitted to the TAC in June 2013.
 - c. **Developed and managed program year work plan and budget** that is responsive to state and federal planning requirements and/or guidance.

- 2) Facilitated coordinated transportation planning in the region:**
 - a. **MPO/RTPO/WSDOT Coordinating Committee participation** - Peninsula RTPO staff and members participated in quarterly MPO/RTPO/WSDOT Coordinating Committee meetings during the program year.
 - b. **Central point for regional transportation planning** – The Peninsula RTPO acted as a central point for regional transportation planning for the Olympic Peninsula region.

- 3) Organizational By-law Revision Work:** On September 20, 2014 the Peninsula RTPO adopted the revised by-laws and new organizational structure of a two governing bodies. The RTPO is in the process of developing a new membership database that reflects these changes with completion anticipated by the spring of 2014. Elections of officers under the new by-laws were conducted in January 2014 (TAC) and February 2014 (Executive Board).

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Communication/Outreach

The Olympic Peninsula enjoys a visionary transportation system that efficiently and safely connects people, goods and places, offering choices and ensuring accessibility. This vision emphasizes a long-term quality of life for our generation and those to come by promoting economic growth, recreational resources, community services, non-motorized transport and public transit. This vision cannot be achieved without communication and public interaction.

- 1) **Administer the Peninsula RTPO Transportation Planning communications and outreach information**, No requests were received for presentations on the Peninsula RTPO other than those provided during public open houses as part of the Regional Transportation Plan public involvement process that were conducted in December 2013.
- 2) **Managing and Updating Peninsula RTPO Webpages**: During the past program year, the Peninsula RTPO continued to reformat and enhance its webpage to increase its effectiveness to communicate, educate and inform the public about the PRTPO organization as well as disseminate organizational information to the public and to the Peninsula RTPO members. The RTPO used its webpage for the regional transportation plan public involvement process. The organization continued to manage the Peninsula RTPO portion of the Forward Washington website.
- 3) **Review existing public outreach process for the PRTPO**: Conducted a public outreach effort for the Regional Transportation Plan (RTP) update, which included conduct of four public open houses (three countywide and one tribal focused meeting) to solicit comments on the plan. Based on the knowledge learned a public participation plan is in the process of being developed.
- 4) **Respond to informational requests from state and federal elected officials related to RTPO plans and priorities**, Responded to inquiries and requests for information by regional legislators while following state law RCW 42.17A.635 and other agency rules regarding use of state funding in lobbying. Updated the Peninsula RTPO portion of Forward Washington webpage in order to be available during the legislative session.

Regional Transportation Planning

The regional transportation planning process continues to evolve and strives to improve upon itself 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:

- 1) **Revision of the Regional Transportation Plan (RTP)**
 - a. The Regional Transportation Plan (RTP) is an on-going effort and core activity of the Growth Management Act (GMA) with formal updates on an annual review

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and evaluation and as warranted by incremental and evolving transportation planning process. This work effort continued to be a main effort of the RTPO and built off the previous year's work by the RTPO. A draft of the Regional Transportation plan (RTP) was prepared by the Skokomish Tribe which relied on existing County Comprehensive Plans, State Transportation Plans for existing infrastructure/capabilities and coordinated input from the region jurisdictions, agencies, and tribes. This work included drafting and formatting of a regional plan that incorporated previous work completed by a select committee of the TAC (Guiding Principles, Goals and Policies, etc.) with other identified tasks. The draft was made available to the RTPO members for internal review and comment. At its September 2013 meeting the Executive Board decided to move the plan forward through a public outreach process to solicit public comments.

- b. A public review process was created for the RTP update within the four county area of the Peninsula Regional Transportation Planning Organization to seek public comments prior to adoption. The public outreach period was conducted between October and December 2013. The RTPO conducted four public open houses (three countywide and one tribal focused meeting) to solicit comments on the plan. The RTPO also made the plan available on its website as well as providing copies to the regional library systems. In addition the draft document was provided to region jurisdictions, agencies, and tribes for review and comment.
 - c. Comments were compiled for revision consideration and incorporation into the plan. The Peninsula RTPO is currently reviewing comments and developing appropriate responses. Revisions to the RTP are on-going; efforts during the remaining period included additional transportation and financial data collection, review of goals and policies and revision as required.
- 2) **Six-Year Regional Transportation Improvement Program (RTIP)** – Worked with TAC and individual RTPO members in the compiling and development of the Regional Transportation Improvement Program (RTIP) 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 RTIP was approved by the Executive Board on September 20, 2013. State Transportation Improvement Program (STIP) data was provided to WSDOT in October 2013. This effort includes amending the STIP as required and is an on-going effort.
- 3) **Interagency Coordination, Plan Reviews and other Planning Activities**
- a. **Participate in Statewide planning document processes** - Continued to support and participate in Statewide planning document processes, to include, but not limited to, the Washington State Transportation Plan, the Washington State Highway System Plan (HSP), the Washington State Freight Plan, the State multimodal plan and WSDOT Corridor Planning Studies.

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- b. **Review local jurisdiction and transit comprehensive plans** - No major updates to local comprehensive plans that required a consistency review and certification per RCW 47.80.026 were conducted during this period.
 - c. **Coordinate establishment of the Transportation Alternatives Program (TAP) Grant Process** – The purpose of this work effort was to research and determine the possibility to have the grant process address multiple years rather than a one year. This work effort was not accomplished this program year and is being programmed for the 2015 work year.
 - d. **Coordinate with adjacent regions to work together on mutual issues and opportunities** - Supported and participated with others in ongoing transportation studies. Kitsap County completed a Travel Demand Model Feasibility and Level of Service Consistency Report on behalf of the Peninsula RTPO. Studies conducted in the RTPO area that RTPO members participated in included the SR 305 Suquamish Way Intersection Improvements Study and the SR 3/SR 304 Interchange Improvement Project. Members participated in statewide discussions during quarterly MPO/RTPO Coordinating Committee meetings.
- 4) **Regional Travel Demand Model** - The TAC reviewed the recommendations of the Travel Demand Model Feasibility and Level of Service Consistency Report as developed by Kitsap County. The TAC recommended that the RTPO proceed with developing a mid-level model with Kitsap County being the developer of the model. During this period an agreement was developed with Kitsap County and initial work commenced. The remaining work will be completed in the 2015 work year with an anticipated completion milestone of June 2015.
- 5) **Human Service Transportation Plan (HSTP)** – Received a grant from WSDOT Public Transportation office to conduct an update of the region’s Human Service Transportation Plan (HSTP). Efforts on the plan began in December 2013 with identification of stakeholders. The initial meeting of the Human Service Transportation Plan was held in January 2014. HSTP efforts during the period include data collection, countywide/tribal meetings, various interviews, and survey of transportation providers are scheduled to be conducted between March and June 2014. The HSTP effort is programmed to continue through the 2015 program year with the completed draft due to WSDOT in September 2014. The final document is due in December 2014.

IV: Key Transportation Issues

In its regional plan the Peninsula RTPO has articulated the following key regional goals, which support the State Transportation Policy Goals of promoting mobility, safety, preservation, economic vitality, environment, and stewardship:

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Mobility

RTP 2030 Goal 1: Transportation and Land Use Consistency Policies (RTP Page 17):

- 1.a Provide transportation facilities, motorized and non-motorized, that support the location of jobs, housing, industry and other activities as called for in adopted land use plans.
- 1.b Commit to the development and implementation of land use plans and design standards that encourage accessibility via public and private motorized transportation, as well as active transportation opportunities, recognizing the unique needs of all Peninsula communities.

RTP 2030 Goal 2. Multimodal Transportation System Policy (RTP Page 18):

- 2.a Maximize quality transportation choices including walking, biking, public transportation, marine transportation and motor vehicles.

RTP 2030 Goal 3. Barrier-free Transportation (RTP Page 19):

- 3.a Ensure that transportation facilities are accessible to those with differing physical capabilities.

RTP 2030 Goal 6. Travel Demand Management (RTP Page 20):

- 6.a Promote mixed-use and transit-oriented development that reduces the need for auto travel, including financial and other incentives to encourage transportation efficient development and redevelopment.
- 6.b Improve access to public transportation, ridesharing, bicycling and walking.
- 6.c Ensure that travel alternatives are readily available during peak periods.
- 6.d Promote programs and services that encourage employees to commute to work by means other than driving alone or to change commuting patterns through teleworking, flex-time or compressed work weeks.

Safety

RTP 2030 Goal 4. System Safety and Security Policies (RTP Page 19):

- 4.a Use a combination of education, enforcement, design features, and investments, such as recoverable slopes, guardrail, etc. to mitigate existing hazards and avoid potential hazards.
- 4.b Support construction of shoulders with width sufficient to accommodate safe, multiple uses.
- 4.c Invest in projects that improve passenger safety and security on public transportation and at associated facilities like park and ride lots and transit centers.
- 4.d Provide for safe school walking routes.

RTP 2030 Goal 2. Multimodal Transportation System Policy (RTP Page 18):

- 2.b Develop transit transfer centers, activity centers, employment centers, schools, marine transportation terminals, the waterfront, and airports to incorporate safe and efficient connections of travel modes.

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Safety Continued

RTP 2030 Goal 11: Public Transportation Policy (RTP Page 23):

- 11.f Provide safe, convenient, and cost-effective transportation service to youth, elders, people with disabilities, or other people with special needs.

RTP 2030 Goal 12. Biking (RTP Page 23):

- 12.a Complete a safe and convenient regional bicycle network that functions as an integral part of the overall transportation system.

RTP 2030 Goal 13. Walking (RTP Page 24):

- 13.a Provide a direct, safe, interconnected transportation and pedestrian network that supports existing desired land uses.

Preservation

RTP 2030 Goal 5. System Preservation, Maintenance and Repair Policies (RTP Page 19 & 20):

- 5.a Prioritize maintenance/ preservation, operations, and repair of existing transportation system with an eye to adapting existing routes to accommodate non-motorized modes of transportation.
- 5.b Use preventive maintenance programs to ensure lowest life-cycle costs.
- 5.c Coordinate utility and road projects to minimize the impact of utility projects on the structural integrity of roads. Where possible, leverage investments for both project types to deliver more cost-effective public facilities.
- 5.d Explore innovative programs that reduce infrastructure life-cycle cost or increase efficiency of service delivery, including use of new materials, technologies, and resource partnerships.
- 5.e Coordinate road projects with neighboring jurisdictions.

RTP 2030 Goal 10. Federal and State Highways Policy: (RTP Page 22):

- 10.a Advocate for consistent maintenance and improvement of Federal and State Highways—especially the primacy of US 101—in consideration of the fact that the Olympic Peninsula is particularly reliant on Federal and State Highways due to topographic constraints and alternative routes are not often possible.

Economic Vitality

RTP 2030 Goal 1. Transportation and Land Use Consistency Policies (RTP Page 18):

- 1.a Provide transportation facilities, motorized and non-motorized, that support the location of jobs, housing, industry and other activities as called for in adopted land use plans.

RTP 2030 Goal 6. Travel Demand Management Policies (RTP Page 20):

- 6.a Promote mixed-use and transit-oriented development that reduces the need for auto travel, including financial and other incentives to encourage transportation efficient development and redevelopment

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Economic Vitality Continued

RTP 2030 Goal 6. Travel Demand Management Policies (RTP Page 20):

- 6.d Promote programs and services that encourage employees to commute to work by means other than driving alone or to change commuting patterns through teleworking, flex-time or compressed work weeks.
- 6.e Develop park and ride lots though out the region, including shared use of underutilized parking lots at business and other facilities.
- 6.g Use demand management techniques that provide alternatives during temporary congestion resulting from major construction projects.

RTP 2030 Goal 8. Freight Mobility Policies (RTP Page 21):

- 8.d Review potential conflicts of transportation and land use with freight movement, and address outstanding issues as part of the action.
- 8.e Minimize conflict caused by the growth of freight movement into and out of industrial areas in highly urbanized settings.
- 8.f Promote policies and designs standards that minimize congestion impacts on local streets caused by commercial delivery trucks, while maintaining economic support to businesses and services.
- 8.i Consider introduction of intermodal freight transfer sites near urban centers and other measures to reduce the volume of heavy freight traffic on city streets, improve livability and create employment opportunity.

RTP 2030 Goal 14. Rail Policies (RTP Page 23):

- 14.a Support appropriate short- and long-term opportunities for the potential shared uses of freight rail lines.

RTP Goal 15. Aviation Policies (RTP Page 24):

- 15.a Encourage coordination between the Peninsula port districts to maintain consistency between adopted land use plans and long-range airport development strategies, and to encourage land use compatibility in affected areas adjacent to the airport.

RTP Goal 16. Marine Transportation Policies (RTP Page 25):

- 16.a Maintain existing marine terminal facilities for waterborne freight movement.
- 16.b Encourage coordination among all port districts and stakeholders to maintain consistency between adopted land use plans and long-range marine terminal development strategies, including adequate truck and rail access.

Environment

RTP 2030 Goal 19. Environmental and Human Health Policies (RTP Page 27):

- 19.a Protect water quality by effectively treating and managing runoff.
- 19.b Utilize current technologies to encourage on-site infiltration of stormwater.
- 19.c Minimize road crossings through designated environmentally sensitive areas and habitat corridors to avoid fragmentation and degradation of the Peninsula open spaces and wildlife habitats.

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Environment Continued

RTP 2030 Goal 19. Environmental and Human Health Policies (RTP Page 27):

- 19.d Use transportation planning, design, and construction measures that minimize negative impacts on fish-bearing streams.
- 19.e Encourage development of transportation systems that increase regional energy efficiency and reducing environmental impacts.
- 19.f Promote use of alternative fuels and technologies that reduce pollution emissions and other environmental impacts from motorized vehicles.
- 19.g Engage the fullest range of non-motorized forms of transportation as a means of encouraging overall physical activity and community health.

Stewardship

RTP 2030 Goal 10. Federal and State Highways Policies (RTP Page 22):

- 10.d Insist that the entire US 101 route and State Route connectors to urban areas within the PRTPO region are designated as a critical freight corridor in State and Federal studies, plans, policies, and funding allocation.

RTP 2030 Goal 17. Public Involvement Policies (RTP Page 26):

- 17.a Encourage early and continuing public involvement in all aspects of the interdependent motorized and non-motorized transportation planning process.
- 17.b Ensure equal access to participation, including measures to ensure access to people and groups who have been traditionally underserved by the existing transportation system or public processes.

RTP 2030 Goal 18. Intergovernmental Coordination Policies (RTP Page 26):

- 18.a Encourage coordination and partnerships among the local, regional, state and Tribal governments in the operation of the transportation system.

RTP 2030 Goal 20. Performance Measures Policies (RTP Page 27):

- 20.a Use transportation performance measures to evaluate , monitor, and respond to the performance of Peninsula policies and investments.
- 20.b Use transportation performance measures that reflect priority regional objectives, such as consistency of transportation and land use decisions, improved accessibility, adequate maintenance and repair of the existing system, environmental protection, and safety.

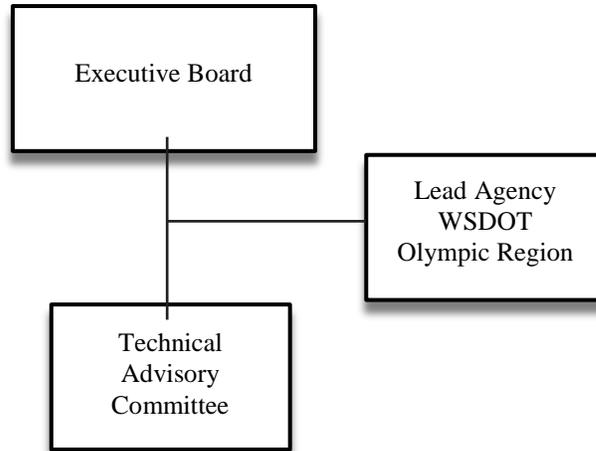
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Figure 1

**PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION
Organizational Chart**



Peninsula RTPO Membership

- | | |
|---------------------------------|-----------------------------|
| Clallam County | Clallam Transit |
| Jefferson County | Jefferson Transit |
| Kitsap County | Kitsap Transit |
| Mason County | Mason Transit |
| City of Bainbridge Island | Hoh River Tribe |
| Bremerton | Jamestown S’Klallam Tribe |
| Forks | Lower Elwha Tribe |
| Port Angeles | Makah Tribe |
| Port Orchard | Port Gamble S’Klallam Tribe |
| Port Townsend | Quileute Tribe |
| Poulsbo | Skokomish Tribe |
| Sequim | Squaxin Island Tribe |
| Shelton | Suquamish Tribe |
| Clallam County Port Districts | Port Townsend Paper |
| Jefferson County Port Districts | WSDOT Olympic Region |
| Kitsap County Port Districts | Washington State Ferries |
| Mason County Port Districts | |

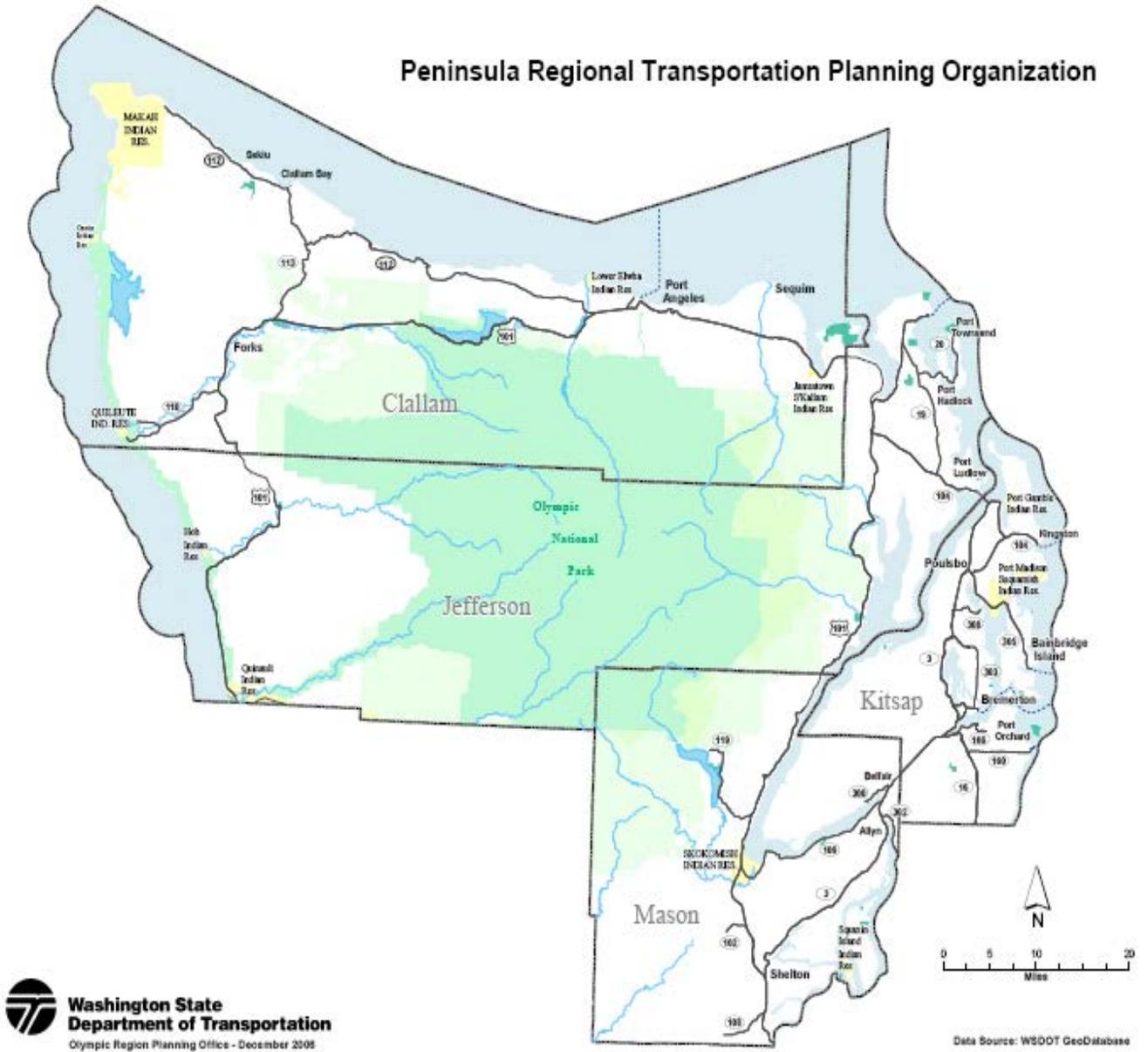
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Figure 2

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION
Regional Map



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Part II: PROGRAM YEAR 2015- WORK SCOPE

I. Introduction

The Peninsula Regional Transportation Planning Organization (RTPO) maintains an open, respectful and participatory process of communication, coordination and collaboration among its member jurisdictions, agencies and employers. This work program, which has been developed for Program Year 2015 (SFY 2014-2015), will continue to implement the work of this regional planning organization's goals, strategies and programs and respond to the State and Federal planning areas of emphasis.

II. Work Program Efforts

A. General Program Management

Purpose and Objectives

Program Management consists of the tasks to be completed by the lead agency to provide administrative support and management functions associated with regional transportation planning program and fulfillment of state requirements. As the lead agency, WSDOT Olympic Region Planning Office provides management and staff support for the regional transportation planning process.

Work Elements

General Program Management

Funding Source: State Funds

Funding Amount: \$46,888

Work Performed by: Lead Agency

Timeline: On-going, unless otherwise indicated.

1) Administer the Peninsula RTPO Transportation Planning program by:

- a. Providing administrative support to Executive Board (EB) and Technical Advisory Committee (TAC), including coordinating and scheduling meetings, and facilitating meeting discussions. As well as providing and coordinating support to subcommittees as established by the Peninsula RTPO.
- b. Preparing and monitoring contracts and work agreements where needed and as deemed necessary to ensure delivery of contracted services or projects.
- c. Developing and managing program year work plan and budget that is responsive to state and federal planning requirements and/or guidance.
- d. The Unified Planning Work Program (UPWP) will be amended to reflect the changes with its work program as requested.

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- e. Preparing program documentation to include but not limited to the UPWP and annual report.

2) Facilitate coordinated transportation planning in the region by:

- a. Providing on-going communication and coordination between the Peninsula RTPO, WSDOT, State, and Federal agencies to include participating on the WSDOT MPO/RTPO Coordinating Committee and its appointed subcommittees.
- b. Coordinate and provide administrative support for the Peninsula RTPO process to implement grant programs, which are administered through the Peninsula RTPO. These programs are primarily funded with federal and state formula grant funds, including the Consolidated Coordinated Transportation and Transportation Alternative Program grants.
- c. Coordinate the research and determine the feasibility to have the Transportation Alternatives Grant Program (TAP) grant process to allow the RTPO to address multiple years and eliminate the need to submit proposals on a yearly basis and meet Federal funding obligations. Ensure an effective, fair and competitive process.

Products

- 1.
 - a. Meeting agendas, informational materials, minutes, and facilitated meetings.
 - b. Amended Unified Planning Work Program
 - c. Annual Progress Report
 - d. Official correspondence to include but not limited to occasional special reports, technical memorandums, policy statements, resolutions, and letters of support prepared on behalf of the organization.
- 2.
 - a. Regular reports to the Executive Board and Technical Advisory Committee about issues discussions at the MPO/RTPO Coordinating Committee.
 - b. Transportation Alternatives Program (TAP) grant update.

B. Communications/Outreach

Work Elements

Communications/Outreach

Funding Source: State Funds

Funding Amount: \$11,772

Work Performed by Lead Agency

Timeline: On-going and as needed.

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1) Administer the Peninsula RTPO Transportation Planning communications and outreach information by:

Provide on-going public outreach and education opportunities, including effective communication materials and “speaker on request” to talk with organizations about regional transportation issues or opportunities of various natures, and coordination with other community activities in which a regional transportation perspective is desired.

2) Managing and updating websites

- a. Continue to manage Peninsula RTPO web page to increase its effectiveness to educate and inform the public on the organization as well as disseminating organizational information to the public and Peninsula RTPO membership.
- b. Continue to participate in the joint MPO/RTPO FORWARD WASHINGTON website. This effort will include updating and maintaining PRTPO portion of the web-based online tool.

3) Respond to informational requests from state and federal elected officials

Respond to informational requests from state and federal elected officials related to RTPO plans and priorities; while following state law RCW 42.17A.635 and other agency rules regarding use of state funding in lobbying.

Peninsula RTPO 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, then Peninsula RTPO would file a certification and disclosure form as required by federal and state law.

Products

1. Administer the Peninsula RTPO Transportation Planning communications
 - a. Informational brochures and fact sheets identifying the RTPO priorities and meeting coordination for outreach and education events and opportunities
 - b. Meetings, briefings, and presentations to share PRTPO information to interested groups and individuals as requested.
2. Managing and updating websites
 - a. Website and other web-based tools updates
 - b. Participation in the update work of the MPO/RTPO FORWARD website

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C. Regional Transportation Planning

Purpose and Objectives

The Peninsula RTPO must carry out a regional transportation program that complies with all state guidance and planning area of emphasis. Some of these requirements are ongoing while others are annual efforts. Transportation planning efforts are to maintain and operate a regional transportation planning process that supports effective, respectful and cooperative regional transportation decision-making. Planning efforts encompass long-range comprehensive objectives of local jurisdictions, port districts, transit agencies, and tribes.

Work Elements

1) Regional Transportation Plan Update Work

Funding Source; State Planning Funds

Funding Amount: \$19,000

Work Performed by Lead Agency with RTPO members

Timeline: January 2015-June 2015

- a. This effort will continue previous year's effort to revise the draft Regional Transportation Plan based on comments received during the public comment period. Efforts will include but not limited to data collection, inventory existing regional transportation facilities and services, including physical, operational, and usage characteristics of the regional transportation system. Identify existing and proposed transportation facilities (including major roadways, transit, intermodal facilities and non-motorized facilities) that should function as an integrated regional transportation system. Demographics and transit data that will be incorporated based on the results of the regional Human Service Transportation Plan (HSTP).
- b. Analyze funding capacity including an inventory of revenue sources to identify transportation funding needs and issues.
- c. Effort will include a review and update of the regional needs and regional project priorities and updated as required.
- d. As performance measures guidance are developed by USDOT in response to Section 1203 of MAP-21, and State performance measures are developed the Peninsula RTPO will cooperatively work together with the State and MPO/RTPOs in SFY 2015 to develop state and regional performance measures and targets. The Map-21 implementation schedule identifies the approximate time frame for setting and adopting performance measures for all categories.

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2) Six-Year Regional Transportation Improvement Program :

Funding Source: State Planning Funds

Funding Amount: \$9,000

Work Performed by Lead Agency

Timeline: On-going annual process, unless otherwise indicated.

Compile & develop 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). Amendments are compiled and submitted to WSDOT as required on a monthly basis.

3) Interagency Coordination, Plan Reviews and other Planning Activities

Funding Source: State Planning Funds

Funding Amount: \$10,828

Worked Performed by Lead Agency with RTPO members

Timeline: On-going and as needed, unless otherwise indicated.

- a. Continue to support and participate in Statewide planning document processes, to include, but not limited to, the Washington State Transportation Plan, the Washington State Highway System Plan (HSP), the Washington State Freight Plan, the State multimodal plan and WSDOT Corridor Planning Studies. 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. Review local comprehensive and transportation plans as they are updated per RCW 47.80.026, including countywide planning policies, for consistency with the Regional Transportation Plan. While performing these reviews, implement review process for certification of local comprehensive plans and maintain the required documentation. Though mandatory comprehensive plan updates are due in 2016, funds have been set aside for review of local comprehensive and transportation plans in anticipation of a possible early update of a plan by a local jurisdiction. Funds will be readdressed if no comprehensive and transportation plans are updated during the period.
- c. Coordinate with adjacent regions to work together on mutual issues and opportunities. This effort includes continued participation with WSDOT, MPOs and other RTPOs on interregional, state and federal transportation issues and policies of mutual interest to the Peninsula RTPO.

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4) Travel Demand Model

Funding Source: State Planning Funds

Funding Amount: \$48,000 (\$25,000 – 2014-2015 State Planning Funds /\$23,000 - 2013-2014 State Planning Funds)

Work Performed by Kitsap County with the Peninsula RTPO TAC.

Timeline: March 2014 – June 2015 (multi-year effort)

The RTPO will continue previous work year effort in the development of a mid-level regional model for the Peninsula RTPO region. Kitsap County is scheduled to develop the model through an agreement with completion scheduled for June 2015.

5) Public Transit/Human Services Coordinated Transportation Plan Update

Funding Source: WSDOT Public Transportation grant

Funding Amount: \$80,000

Work Performed by Lead Agency and Coordinated Transportation group.

Timeline: January 2014 – June 2015 (multi-year effort)

- a. The Peninsula RTPO is responsible to update the Human Service Coordinated Transportation Plan every four years. Next plan update is due December 2014. This effort will coordinate, develop and prepare an updated coordinated non-emergency human services transportation plan to include a prioritized project list. Work effort will include conducting initial plan scoping; convening the Coordinated Transportation group, made up of transit, tribes, regional transportation providers and social service agencies involved in coordinated transportation; and conduct of local county wide meetings. (December 2014)
- b. Provide support to ensure continued coordination efforts with applicable regional and statewide planning processes after the plan is completed. (January - June 2015)

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III. SFY 2015 Unified Planning Work Program Budget

		WORK BREAKDOWN					TASK FUNDING SUMMARY			
Task Code	Task Description	Principal Senior Planner	Senior Planner (2)	Associate Planner	Kitsap County	TOTAL	FEDERAL (FTA)	STATE-RTPO	LOCAL	TOTAL
General Program Administration										
A-1a -1c	Program Management and Support	3,329	24,969	4,431	0	32,729	0	32,729	0	32,729
A-1d	Unified Planning Work Program (UPWP)	1,414	2,746	0	0	4,160	0	4,160	0	4,160
A-1e	UPWP Annual Report	0	2,080	0	0	2,080	0	2,080	0	2,080
A-2a	Regional and Statewide Coordination	0	1,664	0	0	1,664	0	1,664	0	1,664
A-2b	Grant Program Administrative Support	0	3,295	0	0	3,295	0	3,295	0	3,295
A-2c	TAP Grant Structure and Process	0	2,960	0	0	2,960	0	2,960	0	2,960
Administration Total							0	46,888	0	46,888
Communication and Outreach										
B-1	Public and Stakeholder Participation and Outreach	0	2,558	2,558	0	5,116	0	5,116	0	5,116
B-2	Manage and Update Webpages (RTPO & FORWARD WASHINGTON)	0	0	4,576	0	4,576	0	4,576	0	4,576
B-3	Coordination/Communication with Federal and State Legislators	0	2,080	0	0	2,080	0	2,080	0	2,080
Communication and Outreach Total							0	11,772	0	11,772
Transportation Planning										
C-1a-1d	Regional Transportation Plan (RTP) Update	3,920	7,000	8,080	0	19,000	0	19,000	0	19,000
C-2	TIP Development and Amendments	0	0	9,000	0	9,000	0	9,000	0	9,000
C-3a	Participate in State Planning Activities (WTP, WSDOT modal plans)	0	5,000	0	0	5,000	0	5,000	0	5,000
C-3b	Review of County, City, and Town Comprehensive Plans	1,000	2,000	0	0	3,000	0	3,000	0	3,000
C-3c	Interagency Coordination with WSDOT and MPO/RTPO Members	0	2,828	0	0	2,828	0	2,828	0	2,828
C-4	Travel Demand Modeling and Forecasting	0	0	0	25,000	25,000	0	25,000	0	25,000
C-5	Human Services Transportation Plan (HSTP) (SFY2014 & SFY2015)	5,503	47,309	27,188	0	0	80,000	0	0	80,000
Data Collection and Analysis Total							80,000	63,828	0	143,828
UPWP TOTAL							80,000	122,488	0	202,488

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Part III: UNFUNDED WORK PROGRAM

I. Introduction

The Regional Transportation Planning work efforts considered by the Peninsula RTPO have been very ambitious and are limited only by funding constraints. In addition, there are other work efforts which the Peninsula RTPO feels are important to the long-range development of the regional transportation system, but which cannot be accomplished because of funding limitations. This element of the Work Program document describes those work items.

II. Work Program Efforts

Regional Mobility Program

Implementation of the Regional Transportation Plan would be aided with the establishment of a regional mobility program that makes carless travel easy and attractive for area residents, commuters, and visitors. A successful regional mobility program would:

- Make public transportation the efficient, affordable choice for a variety of trips.
- Partner with transit agencies to implement programs that encourage riding transit.
- Facilitate safe, easy ways to combine healthy travel choices such as walking and cycling with public transportation options.
- Provide travelers the information and tools needed to make the use of public transportation simple.

The Peninsula RTPO supports the development of a comprehensive program for regional mobility and a strategy for implementation that recognizes that the sequencing of the program components could be subject to funding, partner agency work plans, and other factors. Phase I would be a Feasibility Study that would establish the configuration of a comprehensive program to encourage and facilitate the use of transportation alternatives serving the transportation corridor. The study would engage partners and stakeholders to identify baseline travel conditions and user communities; establish measurable goals and objectives; and identify options for program configuration, strategies, and implementation. Phase II would be the implementation phase of the comprehensive regional mobility program (3 years).

Estimated Cost to scope out the first phase for this Unfunded Need: \$50,000

Coordinated Structure to apply for Grants

Explore and research the feasibility to develop a coordinated structure to allow the Peninsula RTPO to apply for grants.

Estimated Cost to scope out the first phase for this Unfunded Need: \$5,000

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Part IV: Glossary of Transportation Terms and Acronyms

ACCT Agency Council on Coordinated Transportation. A WSDOT-sponsored council of state agencies, transportation providers, consumer advocates and legislators. ACCT promotes coordination of transportation resources for people with special transportation needs.

ADA Americans with Disabilities Act. This federal legislation mandated significant changes in transportation, building codes, and hiring practices to prevent discrimination against people with disabilities.

Class I Facility Reference to a type of non-motorized transportation facility. Class I facilities are off-street facilities dedicated to bike, pedestrian, and other non-motorized travel. Most frequently, they utilize abandoned railroad corridors. Other designations include Class II, Class III, and Class IV facilities, all of which are on-street facilities and differ from each other in their function and design.

Comprehensive Plan Local agencies are required by the Growth Management Act to develop and adopt long range plans that guide all development activity. Local Comprehensive Plans are required to be consistent with the long-range Regional Transportation Plan, which in turn is required by GMA to be consistent with the local plans. This overlapping consistency requirement ensures on-going coordination between local and regional agencies.

CTPP Census Transportation Planning Package. Refers to data generated every ten years as a part of the census. Select household and travel characteristics are bundled together by regionally-designated analysis zones, instead of the traditional census block geographies.

CTR Commute Trip Reduction. State legislation requiring employers in the nine largest counties to implement measures to reduce the number of single occupant vehicle trips and vehicle miles traveled by their employees during the peak travel periods. Kitsap County is one of the affected counties.

FHWA Federal Highway Administration. The Peninsula RTPO region is located within FHWA - Washington State Division.

FTA Federal Transit Administration. The Peninsula RTPO region is located within FTA Region 10.

GMA Growth Management Act. State legislation passed in 1990 requiring urban counties and their associated jurisdictions to cooperatively develop and periodically update plans related to land use, infrastructure, services, housing, etc. Under GMA, the Peninsula RTPO is responsible for creating and maintaining a regional transportation plan and for certifying that the transportation elements of each jurisdiction meet GMA requirements.

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Lead Agency. The lead agency for the Peninsula Regional Transportation Planning Organization (Peninsula RTPO) is the WSDOT Olympic Region Planning Office, which provides management and staff support for the regional transportation planning process.

LOS Level of Service. Measure describing operational traffic conditions. State law allows agencies to use any number of performance measures to evaluate operational efficiency of the transportation system, as long as it is coordinated regionally. Current application of LOS in this region is based on the traditional Volume-to-Capacity ratio, or V/C ratio, of a given roadway segment during the busiest two hours of the evening commute period. As the volume of traffic on a roadway during the peak commute time approaches the designed capacity, congestion increases.

MAP 21. On July 6, 2012, President Obama signed into law P.L. 112-141, the Moving Ahead for Progress in the 21st Century Act (MAP-21). Funding surface transportation programs at over \$105 billion for fiscal years (FY) 2013 and 2014, MAP-21 creates a streamlined, performance-based, and multimodal program to address the many challenges facing the U.S. transportation system

Olympic Region. One of six WSDOT geographic regions that deal with state transportation issues. The Olympic Region includes the Peninsula RTPO counties of Clallam, Jefferson, Kitsap and Mason Counties, and is headquartered in Tumwater.

RTIP Regional Transportation Improvement Program Required document produced by Peninsula RTPO that identifies all federally funded projects for the current 3-year period. The RTIP is developed every year. In order for any federally-funded project to proceed, it must be included in the RTIP and the Statewide Transportation Improvement Program.

RTP Regional Transportation Plan. The Peninsula RTPO is required by state and federal laws to maintain a plan that looks out over at least a twenty year horizon, and ensures coordination across all jurisdictions for all modes of transport. The current plan, initially adopted in the mid 1990's is being revised and updated

RTPO Regional Transportation Planning Organization. State-designated agency created to ensure that regional transportation planning is consistent with county-wide planning policies and growth strategies for the region. Peninsula RTPO is the Planning Organization for Clallam, Jefferson, Kitsap and Mason Counties

SFY State Fiscal Year. The time period from July 1 through June 30. The Unified Planning Work Program is based on this state fiscal year time period.

STIP Statewide Transportation Improvement Program. Federally required document identifying all federally-funded and/or regionally significant projects in the state. Projects must be included in the STIP before applicants can use federal money awarded to their projects. In order for a project to be included in the STIP it must first be included in the RTIP.

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STP Surface Transportation Program. The primary federal funding program resulting from ISTEA and TEA21 that provides money for a wide range of transportation projects. In the Peninsula RTPO Region, STP funds are awarded directly to the counties and not through the Peninsula RTPO organization.

TAC Technical Advisory Committee. Advisory body to the Executive Council and Policy Board on transportation issues, primarily technical in nature. All member jurisdictions are eligible to participate.

TAZ Traffic Analysis Zone. A geographic area established for modeling purposes that ranges in size from a few blocks to several square miles. TAZs are characterized by population, employment, and other factors, and serve as the primary unit of analysis for modeling purposes.

TDM Travel Demand Management. TDM encompasses a suite of tools that modify peoples' travel behavior to better manage capacity resources of the transportation system, and improve operating efficiency. Examples of TDM tools range from "incentive" type programs like employer-subsidized bus passes, compressed work weeks, and telework options, to "market measures" like employee-paid parking and variable-rate toll roads with rates based on time-of-day travel. The State's Commute Trip Reduction program is a TDM element. Even measures like effective land use planning fall under the realm of TDM, since the way a community is built – and the kind of travel options it provides – will influence individual travel behavior

TIP Transportation Improvement Program. State and federal laws result in TIPs at the local, regional, and state levels. This describes a 3-6 year list of projects that will be pursued.

TITLE VI Federal legislation initiated with the Civil Rights Act of 1964 that prohibits discrimination, denial of benefits, or exclusion from participation on the grounds of race, color, or national origin. Title VI bars intentional discrimination as well as unintentional discrimination resulting from neutral policies or practices that have a disparate impact on protected groups.

UPWP Unified Planning Work Program. This document outlines the administrative work of the Peninsula RTPO for the next year and next biennia.

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APPENDIX

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**Human Services Transportation Plan 2014 Update
Scope of Work**

INTRODUCTION

The Human Services Transportation Plan Update is intended to show how the four counties that make up the Peninsula Regional Transportation Planning Organization (Clallam, Jefferson, Mason, and Kitsap), may best fulfill the federal expectations of a coordinated, cost-effective and efficient multi-provider transportation system for the transportation disadvantaged and special needs populations.

This project's purpose is to identify strategies and preferred alternatives for initiating or improving coordination between or consolidation of public, private, and non-profit providers that receive public funding for transportation disadvantaged individuals, older adults, people with disabilities, human services agency clients, and others that could be implemented within the Peninsula Regional Transportation Planning Organization (RTPO) area.

BACKGROUND

Federal Transit Administration (FTA) funded transit operators are required to meet specific transportation planning requirements as a condition of funding, including provision of detailed operational data on cost and ridership, and participation in the regional planning process. The U.S. Department of Health and Human Services funded programs view transportation services as a secondary function that supports their primary mission and so they do not typically conduct transportation planning or have transportation reporting requirements. Because of these different agency approaches, comparing transportation planning data and information between FTA and DHHS/Veterans Affairs, or coordinating/consolidating transportation between transit and health and human services is much more challenging.

The potential benefits from coordinating and consolidating transportation services can be significant and include: increased service levels, increased mobility for all consumers, better quality of service to riders, cost savings (especially on a unit cost basis), upgraded maintenance programs, better reporting and record keeping, more equitable cost sharing between participating agencies and individuals, more professional delivery of transportation services, and safer transportation services.

There could be opportunities to improve services for the transportation disadvantaged within the Peninsula RTPO, through coordination or consolidation of transportation services.

Duplication of services or administration, insufficient funding, unmet trip demand, numerous regulatory constraints, lack of interagency coordination, and poor service quality may exist. Moreover, growth that has, and will continue to take place in this region continues to increase costs and make it difficult to provide transportation access to many destinations. These conditions make the coordination or consolidation of transportation services for the transportation disadvantaged an even more desirable goal.

PROJECT BUDGET

2013-2015 Federal/State Planning Grant Agreement for this update project is \$80,000. The Peninsula RTPO has set aside an additional \$12,000.

SCOPE OF WORK

TASK 1.0: MANAGEMENT/COORDINATION/ADMINISTRATION

1.1 Project Management:

The Peninsula RTPO Lead Agency (WSDOT Olympic Region) shall provide continuous project management and administration to complete the project (estimate up to 12 months duration). WSDOT Olympic Region will provide the Schedule (Task 1.2), Budget (Task 1.3).

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1.2 Project Schedule and Milestones:

The Lead Agency will develop a project schedule that defines tasks and identifies milestones. The Lead Agency will hold an initial meeting with the four county stakeholder groups to review and discuss the project schedule. The schedule will be updated monthly, and issues relating to schedule slippage will be identified and disclosed when determined to be of major impact to the delivery of the plan.

1.3 Budget Management:

The Lead Agency will track the project budget, and alert the Technical Advisory Committee (TAC) to issues related to the budget. The Lead Agency has the authority to jointly move budget among tasks in order to take advantage of cost savings and additional needs, such as technical analysis or public involvement, which arise throughout the project.

The Lead Agency will provide a periodic status report to the TAC. The status report will identify work completed noting any key issues, especially relating to Scope, Schedule and Budget, and include an updated copy of the project schedule.

TASK 2.0: CONVENE STAKEHOLDER GROUP(S)/COMMUNITY EDUCATION

2.1 Identify Stakeholders:

The Lead Agency will identify all stakeholders in the four-county area including the Peninsula RTPO member agencies, tribes, public transportation providers, non-profit human services agencies, health providers, Veterans Administration (VA), large employers and consumers.

2.2 Conduct Stakeholder Meetings:

The Lead Agency will conduct an initial stakeholder meeting with stakeholders from the four-counties. The primary purpose of the initial meeting will be to review and verify potential stakeholders, educate attendees as to the planning update requirements, discuss mutual expectations, and fully explain the Plan update process and schedule.

The Lead Agency will conduct four on-site stakeholder meetings in each of the four counties and one with the tribes in the region. At a minimum, one follow-up meeting/regional coordination workshop to refine and prioritize strategies; discuss coordination and other issues.

2.3 Conduct Stakeholder Interview:

The Lead Agency, schedule allowing shall conduct follow-up interviews with tribes, public transportation providers, non-profit human services agencies, health providers, Veterans Administration (VA), large employers and consumers within each of the four-counties.

TASK 3.0: DATA COLLECTION

3.1 Existing Services:

The Lead Agency will update the catalogue of all human services available in the four-county area. The Lead Agency will identify and catalogue existing transportation services available in the four-county area, such as fixed route transit, shuttle and demand-response services, paratransit services, VA services, shared ride and regular taxi services, vanpools, rideshares and other commuter services.

3.2 Common Origins and Destinations:

The Lead Agency will determine common origins, such as the location of low income populations, people with disabilities and the elderly; and common destinations, such as, but not limited to; child care facilities, VA centers, entry level employment opportunities, schools, medical centers and shopping districts.

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TASK 3.0: DATA COLLECTION Continued

3.3 Identify Unmet Transportation Needs:

The Lead Agency will determine any “gaps” in existing transportation services and compare the origins and destinations of people with special needs with the existing transportation services to ascertain these unmet needs.

3.4 Duplication of Services:

The Lead Agency will determine if any duplication of transit services for special needs populations exist within the Peninsula RTPO Region and catalogue them. WSDOT staff will provide recommendations to eliminate such duplication of services.

3.5 Emergency Management:

The Lead Agency will determine how transportation providers within the Peninsula RTPO address emergency management issues and methods of collaboration & coordination with local emergency management agencies.

TASK 4.0: DATA ANALYSIS/INFORMATION REVIEW

4.1 Data Analysis/Mapping:

The Lead Agency, through analysis of data gathered in Data Collection (Task 3.0), will create or update maps showing the location of populations of need, common origins and destinations, and existing transportation service areas.

4.2 Information Review:

The Lead Agency will review updated information to include, but not limited to; existing information and identify challenges and gaps in existing services, duplication of service, refine and prioritize strategies, and discuss other coordination issues with stakeholders.

TASK 5.0: TRANSPORTATION SERVICE PLAN

5.1 Needs Assessment:

The Lead Agency will develop an updated Needs Assessment section of the plan. The section will utilize data and information developed in Tasks 4.0 to identify current and possible future unmet needs and possible duplication of effort in each county. The needs assessment section will include an evaluation of existing programs and service levels. The assessment will also cover the unmet transit needs for the PRTPO area.

5.2 Prioritize Transportation Alternatives:

The Lead Agency with the stakeholders will develop a list of prioritized strategies to meet the identified unmet needs. The prioritization process will evaluate available resources, the size and composition of the market and the extent of existing services. This includes identifying potential service coordination and consolidation alternatives and describing how coordinated transportation will be utilized within the alternatives.

TASK 6.0: Continued Coordination

6.1 Continued Coordination:

The Lead Agency with the stakeholders will determine how transportation coordination should continue after the plan is complete.

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PROJECT SCHEDULE

This project is expected to be completed by December 2014 with the draft plan update completed by September 2014. A detailed schedule with milestones will be developed by the Lead Agency.

PROJECT DELIVERABLES

The Lead Agency shall provide the following deliverables with this project:

- Draft Human Services Transportation Plan Update in electronic format.
- Final Human Services Transportation Plan Update in electronic format.
- 1 photo-ready copy of the final Human Services Transportation Plan Update.
- 1 disk of Final Human Services Plan Update for submission to WSDOT Headquarters.
- Supporting meeting materials for Public Involvement Process

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**Human Services Transportation Plan 2014 Update
Scope of Work**

Human Services and Public Transit Coordination Plan 2014 Update	Total Hours	TPS 3	TPS 2	TPS 4	Staff Cost	Printing & Meeting Materials
<i>Task</i>						
1.0 Management/Coordination/Administration						
1.1 Project Management	96	84		12	\$5,570	
1.2 Project Schedule and Milestones	24	12		12	\$, 440	
1.3 Budget Management	64	32		32	\$3,840	
2.0 Convene Stakeholder Groups/Community Education						
2.1 Identify Stakeholders	40	40			\$2,300	
2.2 Conduct Stakeholder Meetings (Countywide & Tribal)	144	86	30	28	\$8,230	
2.3 Conduct Stakeholder Interviews (Tribes, Transportation Providers & Brokers)	128	128			\$7,350	
3.0 Data Collection						
3.1 Identify Existing transportation Services	40		40		\$2,110	
3.2 Identify Common Origins and Destination	208	80	120	8	\$11,430	
3.3 Identify Duplication of Services	40		40		\$ 211	
3.4 Coordinate with Emergency Management	24	24			\$1,380	
3.5 Identify Active Technology	40		40		\$2,110	
4.0 Data Analysis/Information Review						
4.1 Data Analysis/Mapping	64	32	32		\$3,530	
4.2 Information Review (Identify Gaps & Challenge)	88	42	46		\$4,300	
5.0 Transportation Service Plan						
5.1 Needs Assessment (Identify & Update Unmet Transportation Needs)	80	80			\$4,600	
5.2 Prioritize Transportation Alternatives	64	28	8	28	\$3,780	
Develop Strategies to Meet Public Transportation Needs Human Service Transportation/Transit Group Meeting						
6.0 Continued Coordination						
	24	24			\$1,370	
Documentation - Draft & Final Plan						
Prepare Draft Report	80	40	40		\$4,400	
Draft Report Due WSDOT	8	8			\$ 460	
Human Service Transit Group Meeting	24	8	8	8	\$1,380	
Revise & Finalize Plan	40	20	20		\$2,200	
Submit Final Report to WSDOT	8	8			\$ 460	
	1328	776	424	128	\$75,780	\$1,000