

**PENINSULA REGIONAL TRANSPORTATION PLANNING
ORGANIZATION**

UNIFIED PLANNING WORK PROGRAM

SFY 2014

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**PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION
PROGRAM YEAR 2014 (SFY 2013 - 2014)
UNIFIED PLANNING WORK PROGRAM**

Part I: BACKGROUND and HISTORY

I. Introduction

In December 1990 the elected officials of 13 local jurisdictions from Clallam, Jefferson, Mason, and Kitsap Counties by resolution formed the Peninsula Regional Transportation Planning Organization (PRTPO) under the provisions of the Growth Management Act (RCW 47.80). The Washington State Department of Transportation (WSDOT) Olympic Region was designated as the lead agency for the development and maintenance of the Regional Transportation Plan (RTP). Regional Transportation Planning is a continually evolving process that coordinates the planning and implementation efforts of the jurisdictions and transportation interests on the Olympic and Kitsap Peninsulas.

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.

The Executive Council is the governing body of the organization. Responsible for the management of the organization, it is made up of thirteen elected officials representing the four counties and nine cities that plan under the Growth Management Act. The primary function of the Executive Council 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 Policy Board is a 38-member board established in the organization's bylaws to provide policy advice to the members of the Executive Council

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

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 Council (provided that adequate funding is available) including, but not limited to: providing staff support and coordination for the Executive Council and Policy Board; 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 Policy 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 Policy 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 are 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 other agencies to develop level of service standards or alternative performance measures.
- To submit every four years an updated Public Transit - Human Services plan to the agency council on coordinated transportation
 1. To submit a prioritized project list every two years.

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 Council (EC), Policy Board (PB) and Technical Advisory Committee (TAC)**, to include coordinating and scheduling meetings, and facilitating meeting discussions.
- b. **Organizational By-law Revision Work:** A major endeavor of the Peninsula RTPO the previous year was the initiation of a re-structuring effort of the organization to include a rewrite of the RTPO's by-laws. The Policy Board met several times to review and revise a by-law draft developed by the Skokomish Tribe. The goal of the Policy Board was to ensure that the by-law revisions reflected the changes that occurred in the organization over the last 15 years. This effort was not a programmed effort and is expected to be completed by January 2014.
- c. **Prepared and managed the contract work with Kitsap County Public Works and the Skokomish Tribe** to accomplish several UPWP tasks during this past program year.
- d. **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. **Peninsula RTPO staff and members participated in quarterly MPO/RTPO/WSDOT Coordinating Committee meetings** during the program year.
- b. **Conducted Call for Projects for the 2013 Transportation Alternatives Program (TAP)** for three rural counties of the Peninsula RTPO region. Conducted review of previous enhancement grant awards that carried-over into

2013 and facilitated efforts to insure projects were obligated by June 2013 deadline. This effort was not a programmed work effort.

c. Acted as a central point for regional transportation planning.

- 3) **Attended conferences and workshops** relating to Peninsula RTPO planning and issues as required:

No conferences or workshops were scheduled or attended

Public Education/Information The Peninsula RTPO's central transportation improvement theme for the region is that all transportation improvements enhance the efficiency of the Peninsula Region's existing transportation system. The Peninsula RTPO annually establishes transportation priorities which reflect this major transportation theme.

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

- 1) **Prepare and deliver orientation sessions for new Peninsula RTPO representatives about the Peninsula RTPO**, New Peninsula RTPO representatives were given information about the organization and information packets during the past program year.
- 2) **Conducted the annual Peninsula RTPO bus tour** on June 21, 2013, which highlighted transportation projects within Clallam County. The Lead Agency coordinated tour logistics with Clallam County Planning and Clallam Transit.
- 3) **Peninsula RTPO Webpage:** 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.
- 4) **Respond to legislative requests for information**, updated Peninsula RTPO fact sheet of project and program priorities for regional legislators. 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)** continued to be a main effort of the RTPO; completed tasks included revisions to the goals and policies. An internal RFP process was conducted to select agencies to complete the revision effort. An agreement

was developed with the Skokomish Tribe to draft the remaining portion of the RTP. This work included coordinating input from the region jurisdictions and agencies, drafting and formatting of a regional plan that incorporated the previous completed work (Guiding Principles, Goals and Policies, etc.) with other identified tasks. The contractual work was completed by June 30, 2013.

- 2) **Updated the annual Transportation Improvement Program (TIP)** lists of projects for jurisdictions within the Peninsula RTPO region. This included contacting local offices and gathering information data to compile a complete list. The Lead Agency also coordinated with WSDOT to conduct TIP training for jurisdictions and agencies within Peninsula region on changes to the Statewide TIP process. This effort includes amending the STIP as required and is an on-going effort.
- 3) **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 included briefings to the Executive Council and Policy Board such as a presentation by the WSDOT Freight office on their efforts to develop a statewide freight plan and providing the RTPO an opportunity to provide feedback to ensure freight plan takes into account the unique freight issues within the RTPO region.
- 4) **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.
- 5) **Support and participate with others in ongoing transportation studies.** We conducted a Travel Demand Model Feasibility Study and had member's participation in the SR 305 Suquamish Way Intersection Improvements Study.
- 6) **Updated the region's transportation priority project information for The Forward Washington;** work was coordinated to ensure that updating of the region's transportation project information. Worked with the MPO/RTPO Coordinating Committee and their consultant to supply the Forward Washington website with the latest transportation project data available from the local jurisdictions Updating the Peninsula RTPO portion of Forward Washington is an on-going effort.
- 7) **The Peninsula RTPO will stay abreast of the climate change** dialog initiated by the Governor's Energy Independence and Climate change Executive Order in order to monitor developments that could affect the RTPO. The PRTPO kept up-to-date on any new climate change guidance from the Governor's office during this past program year.
- 8) **Transportation Strategy Review** – This is being accomplished as part of the RTP update process.
- 9) **Conducted Call for Projects for the biennial Consolidated Grant Program (Public Transit/Human Service Special Needs Plan)** for all four counties of the Peninsula

RTPO region. The Lead Agency convened the Coordinated Transportation group to review the current project list and consider new project recommendations, and made recommendations for updating the prioritized list in the Human Service Coordinated Transportation Plan. Effort included the Lead Agency working with the WSDOT Public Transportation Office to ensure grant applicants met with eligibility requirements. Work was completed within WSDOT timelines.

- 10) **Level of Service Consistency Review** Kitsap County Public Works was selected through an internal RFP process to coordinate and conduct the feasibility and LOS study for the Peninsula RTPO. The scope of work included a review of level of service methodologies used by cities and counties planning under chapter 36.70A RCW to promote a consistent regional evaluation of transportation facilities and corridors. This contractual action was completed by June 30, 2013.
- 11) **Regional Travel Demand Feasibility Study** was initiated to determine the feasibility of developing a regional travel demand model. Kitsap County Public Works was selected through an internal RFP process to coordinate and conduct the feasibility and LOS study for the Peninsula RTPO. The scope of work included research into existing efforts, membership needs, data requirements, options available with respect to systems, operations, and maintenance, and determine potential costs. This contractual action was completed by June 30, 2013.

State and Federal Planning - The Peninsula RTPO will work closely with WSDOT, MPOs and other RTPOs in analyzing proposed federal surface transportation act bill elements, attending meetings, participating in conference calls, or reviewing comments to proposed legislation in order to ensure the Peninsula RTPO is kept informed.

1. **Participated in discussions of MAP 21** and presentations on state and federal legislative actions during quarterly MPO/RTPO/WSDOT Coordinating Committee meetings. Map 21 was a subject of discussion at several TAC meetings

IV: Key Transportation Issues

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:

- **Mobility**
 - To move toward an integrated multimodal transportation system that increases travel options, reducing the need to drive alone and vehicle miles traveled.
 - To decrease traffic by encouraging people to travel by some other means than driving alone.

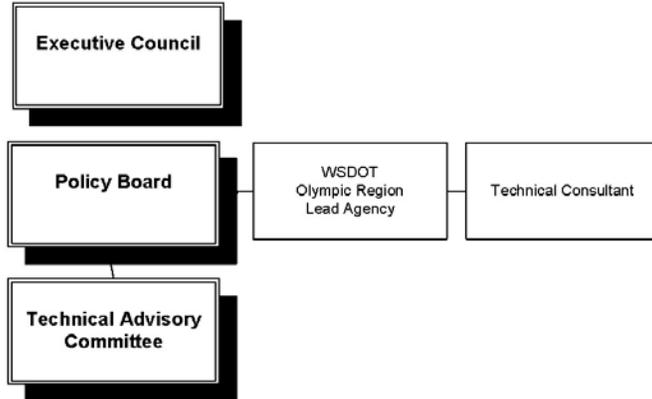
- To use technology-based approaches to address transportation congestion, safety, efficiency and operations.
 - To establish a street and road network that provides for the safe and efficient movement of people and goods while supporting adopted land use goals.
 - To support the creation of transportation facilities and programs that function seamlessly across community borders and between regions.
- **Safety**
 - To promote the safety and security of those who use, operate, and maintain the transportation system.
- **Preservation**
 - To protect investments that have already been made in the transportation system, and keeping life-cycle costs as low as possible.
- **Economic Vitality**
 - To ensure that the design and function of transportation facilities support Peninsula community development visions and that land use supports the Peninsula transportation system.
 - To promote efficient, cost-effective and safe movement of freight in and through the region.
 - To ensure the long-term viability and continued use of existing rail lines in the region for freight.
 - To provide an appropriate level of facilities and services to meet the general aviation needs of residents and businesses in the region.
 - To provide an appropriate level of facilities and services to meet the region's marine transportation needs.
- **Environment**
 - To provide an appropriate level of reliable, effective public transportation options commensurate with the region's evolving needs.
 - To increase the share of all trips made safely and conveniently by biking.
 - To increase the share of all trips made safely and conveniently by walking.
 - To minimize transportation impacts on the natural environment and the people who live and work in the Peninsula Region.
- **Stewardship**

- To invest in and supporting travel needs of youth; elders; people with disabilities, literacy or language barriers.
- To protect the functionality and safety of the Federal and State Highway system on the Olympic Peninsula, especially US 101, as the travel and freight life support of Peninsula communities and economies.
- To encourage public input into regional transportation planning and decision-making process.
- To support the development of performance measures that are efficient to administer, effective in assessing performance and meaningful to the public.
- To work to ensure that transportation revenue supports adopted land use strategies and goals of this plan.

(Note: The following Organization Chart will be updated soon with staff names and titles [and also will reflect the restructuring we are about to approve] when we get our new software. (We no longer have the original software, which was used to create the chart).

Figure 1

**PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION
Organization Chart**



PRTPO Membership

Executive Council

Clallam County
 Jefferson County
 Kitsap County
 Mason County
 City of Bainbridge Island
 Bremerton
 Forks
 Port Angeles
 Port Orchard
 Port Townsend
 Poulsbo
 Sequim
 Shelton

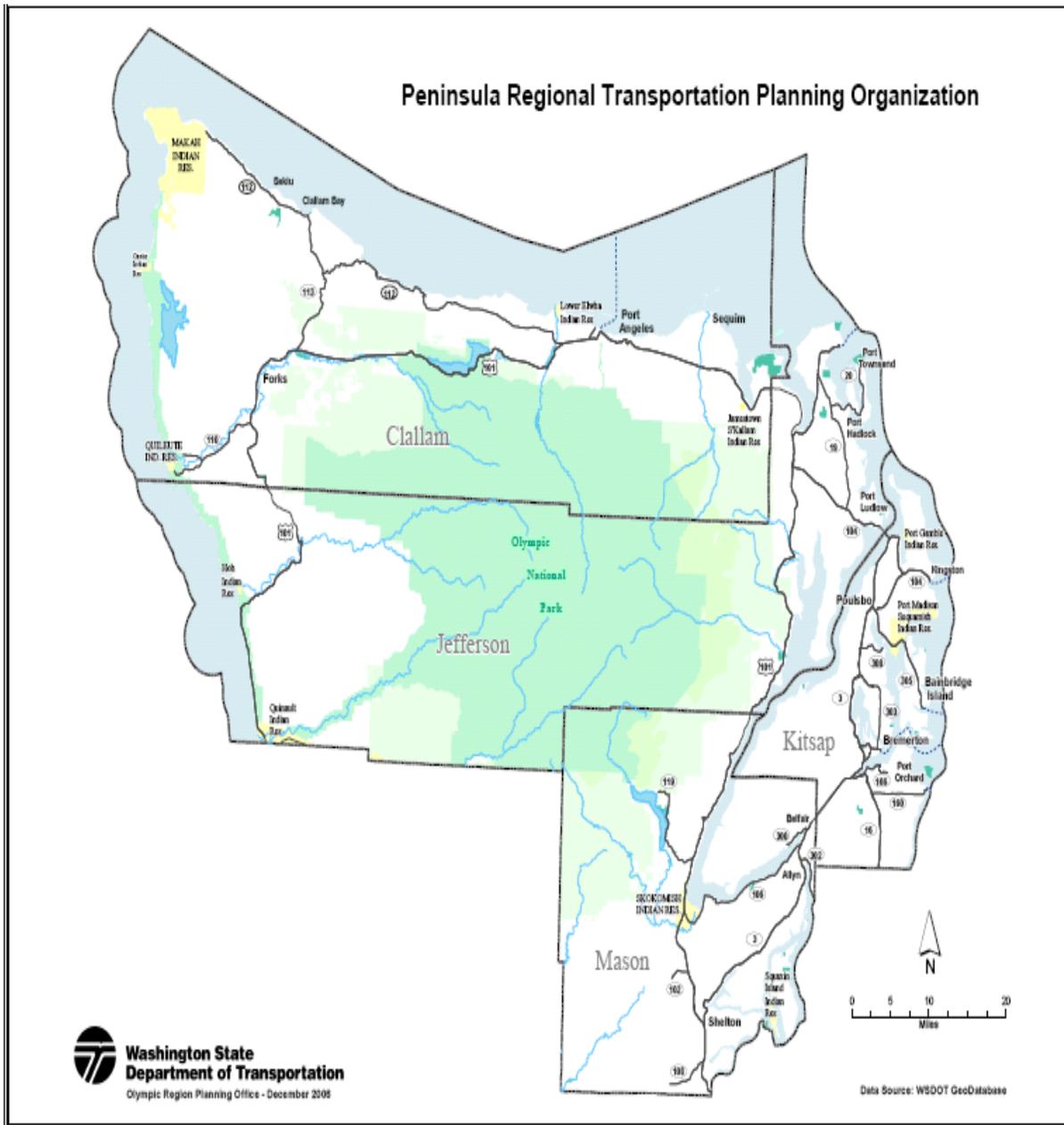
Policy Board

Clallam County
 Jefferson County
 Kitsap County
 Mason County
 City of Bainbridge Island
 Bremerton
 Forks
 Port Angeles
 Port Orchard
 Port Townsend
 Poulsbo
 Sequim
 Shelton
 Clallam County Port Districts
 Jefferson County Port Districts
 Kitsap County Port Districts
 Mason County Port Districts
 Clallam Transit
 Jefferson Transit
 Kitsap Transit
 Mason Transit
 WSDOT, Olympic Region
 Washington State Ferries
 HOH River Tribe
 Jamestown S'Klallam Tribe
 Lower Elwha Klallam
 Makah Tribe
 Port Gamble S'Klallam Tribe
 Quileute Tribal
 Quinault Nation
 Skokomish Tribe
 Squaxin Island Tribe
 Suquamish Tribe
 Port Townsend Paper
 Victoria Clipper
 Paratransit

Technical Advisory Committee

Clallam County
 Jefferson County
 Kitsap County
 Mason County
 City of Bainbridge Island
 Bremerton
 Forks
 Port Angeles
 Port Orchard
 Port Townsend
 Poulsbo
 Sequim
 Shelton
 Clallam County Port Districts
 Jefferson County Port Districts
 Kitsap County Port Districts
 Mason County Port Districts
 Clallam Transit
 Jefferson Transit
 Kitsap Transit
 Mason Transit
 Washington State Ferries
 HOH River Tribe
 Jamestown S'Klallam Tribe
 Lower Elwha Klallam
 Makah Tribe
 Port Gamble S'Klallam Tribe
 Quileute Tribal
 Quinault Nation
 Skokomish Tribe
 Squaxin Island Tribe
 Suquamish Tribe
 Port of Hoodspport
 Paratransit

Figure 2



**PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION
PROGRAM YEAR 2014 (SFY 2013- 2014)
UNIFIED PLANNING WORK PROGRAM**

Part II: PROGRAM YEAR 2014 - 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 2014 (SFY 2013-2014), 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 Amount: \$38,688.00

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 Council (EC), Policy Board (PB) 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.

- e. Preparing program documentation to include but not limited to the UPWP, annual report, etc.
- 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. Coordinating and providing 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.
- 3) **Peninsula RTPO Reorganization**

Follow-up on and complete previous re-structuring effort of the RTPO organization to include, but not limited to final review and revisions to the RTPO by-laws, by-laws adoption, update membership database, revise RTPO meeting and events work schedule, etc. Timeline: July 2013 - January 2014.

Products

- 1.a Meeting agendas, informational materials, minutes, and facilitated meetings.
- 1.b Amended Unified Planning Work Program
- 1.c Annual Report
- 1.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 Council, Policy Board, and Technical Advisory Committee about issues discussions at the MPO/RTPO Coordinating Committee
- 2.b. Consolidated Public Transit/Human Service Grant and Transportation Alternatives Program (TAP) grants.
- 3.a Newly adopted organizational by-laws
- 3.b Updated membership database
- 3.c. Revised Meeting and event calendar

B. Communications/Outreach

Work Elements

Communications/Outreach

Funding Amount: \$8,240.00

Work Performed by Lead Agency

Timeline: On-going, unless otherwise indicated.

- 1) **Administer the Peninsula RTPO Transportation Planning communications and outreach information by:**
 - a. On-going outreach and education opportunities, including communication materials, “speaker on request” to talk to organizations about PRTPO regional activities, priorities, and policies.

- 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) **Review existing public outreach process for the PRTPO** and develop it as a written public outreach process, which can be used by the organization for revising its regional transportation plan.

- 4) **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

3. **Updated written public outreach process for the PRTPO, which can be used by the organization for revising its regional transportation plan**

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 Amount: \$24,000.00

Work Performed by Lead Agency with RTPO members

Timeline: July 2013 - June 2014

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 and evaluation and as warranted by incremental and evolving transportation planning process. This work effort will build off and complete the previous year's work to include review and any revision of the draft RTP as prepared by the Skokomish Tribe.

- a. Review of the final draft RTP will occur at the TAC meeting and Executive Council/Policy Board meeting and any follow-up meetings, if needed.

Timeline: August - November, 2013.

- b. A public review process will be created for the RTP within the four county area of the Peninsula Regional Transportation Planning Organization and will be developed and implemented to seek public comments prior to adoption.

Timeline: December - February, 2013.

2. Six-Year Regional Transportation Improvement Program

Funding Amount: \$7,488.00

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 Amount: \$7,952.00

Worked Performed by Lead Agency

Timeline: On-going, 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.

c. Coordinate establishment of the Transportation Alternatives Grant Program (TAP) process for the Peninsula RTPO. Set up a process to ensure an effective, fair and competitive process on an on-going annual basis.

d. 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.

4. Travel Demand Model Feasibility & Level of Service Consistency Study.

Funding Amount: \$24,000.00

Work Performed by Lead Agency with Peninsula RTPO TAC.

Timeline: July, 2013 - June 2014

This work effort will review the final recommendations of the Travel Demand Model Feasibility & Level of Service Consistency Study as completed by Kitsap County. The TAC will review and consider the study recommendations to determine its next steps in developing a regional model. Once the PRTPO has determined the level of analysis that meets their demands and identified how to proceed with the development of a regional Travel Demand Model, then the PRTPO will work up a scope and budget for the work effort needed to develop a regional model and the amount of funding needed to accomplish this task.

5. Public Transit/Human Services Coordinated Transportation Plan Update

Funding Amount: \$92,080.00 (Including Grant for PT/HS Plan Update)

Work Performed by Lead Agency and Coordinated Transportation group with consultant support.

Timeline: January, 2014 - December, 2014.

The Peninsula RTPO is responsible to update the Human Service Coordinated Transportation Plan every four years. Next update is due in 2014. Coordinate, develop and prepare an updated coordinated 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; consultant selection (funding anticipated through Public Transportation grant); and conduct of local county wide meetings. This work will also include administrative monitoring of the plan update process.

III. Program Year 2014 - Work Budget and Assignments

Task/Element	Estimated Funding Level	Work Elements
A. General Program Management		
- Meeting and Administrative Support	\$32,864	A-1,
- Coordination Support	\$3,744	A-2
- RTPO Reorganization	\$2,080	A-3
B. Communication and Outreach		
- Outreach Materials and Presentations	\$2,160	B-1,B4
- Website updates	\$4,160	B-2
- Public Outreach Plan	\$1,920	B-3
C. Regional Transportation Planning		
- Regional Transportation Plan update	\$24,000	C-1
- RTIP development and prioritization work	\$7,488	C-2
- Interagency Coordination, Plan Reviews and Other Planning Activities	\$7,952	C-3
- Travel Model Feasibility (Phase II) & Level Of Service Methodology	\$24,000	C-4
- Coordinated Transportation Plan	\$92,080	C-5
Estimated Total Effort	\$202,448	

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION UNIFIED PLANNING WORK PROGRAM

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 Transportation Planning

Regional Modeling Capability

Most of the Peninsula RTPO is tied to US 101, which is the transportation backbone of the Olympic Peninsula. While SR 3 provides the major southern north-south access point between the Olympic and Kitsap Peninsulas for freight and commuters, more development is occurring along U.S. 101 and it is becoming increasingly congested.

The PRTPO is nearing completion of a regional travel demand model study, that Kitsap County Public Works Department has worked on and which could help the PRTPO develop a modeling capability would allow the region to more effectively correlate land and transportation use on a regional basis. A single region-wide model could be used by all agencies of the organization to evaluate current and future traffic conditions.

Once the bodies of the PRTPO have reviewed the recommendations and discussed them, the PRTPO can scope out a process to develop a regional travel demand model and the funding needed to accomplish this task.

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). The funding needed to scope out the first phase of this project is \$5,000.00.

Coordinated Structure to apply for Grants

Explore and develop a coordinated structure to apply for grants. This was discussed at TAC meetings and was tabled for the time being.

A Glossary of Transportation Terms and Acronyms Found in the UPWP

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.

EC, Executive Council is made up of those county and city jurisdictions which plan directly under the Growth Management Act. The Executive Council meets concurrently with the Policy Board and shares an equal vote with the board.

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.

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 deals 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. Federally required document produced by TRPC 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.

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.

PB Policy Board. This advisory body to Peninsula RTPO focuses specifically on regional transportation policy issues. All member jurisdictions of Peninsula RTPO are eligible to be active members of the PB. The PB also includes other representatives of community interests, as required by state law. All of the region's legislatures were designated as ex officio members of the PB as a result of 2003 legislation.

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