



# Kitsap Regional Coordinating Council

## Programming Process for Countywide Federal Funds

Adopted by the Kitsap Regional Coordinating Council & the Puget Sound Regional Council

*Original Adoption: February, 1999; revised May 4, 2004*

*Adopted February 7, 2006*

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County-level programming of available funds is accomplished through the Kitsap Regional Coordinating Council. Member agencies are Kitsap County, the four Cities within the county (Bainbridge Island, Bremerton, Port Orchard, Poulsbo), the two Tribal governments (Suquamish, Port Gamble S'Klallam) within Kitsap, the Port of Bremerton & Naval Base Kitsap.

The Kitsap Regional Coordinating Council established the Transportation Technical Advisory Committee (TransTAC) as a forum for technical staff representing member jurisdictions and all locally significant modes to collaboratively develop programming recommendations for its consideration. The TransTAC includes Kitsap Transit and WSDOT Highway, Marine, and Urban Mobility Divisions. The State of Washington has been a strong partner in coordination and planning. Within the countywide allocation process, the Kitsap Regional Coordinating Council reserves funding for local governments and transit projects.

**Process Goals & Principles:** The Kitsap Regional Coordinating Council recognizes that Countywide federal funds are limited in comparison to transportation infrastructure needs. The selection of projects to receive countywide federal funds enhances cooperative decision-making within the county and maximizes the power of the available dollars. The selection process:

- Is a regional process not based upon formula sub-allocation.
- Serves the needs of the entire county by meeting the most pressing needs of its local governments. Because the countywide transportation system consists of major links within and between Centers (including ferry terminal areas), this approach generally delivers regionally-significant transportation improvements.
- Recognizes the long term Comprehensive Plan planning horizon. Balance can be achieved among jurisdictions over more than one funding cycle.
- Considers projects in segments, so that they can be accomplished across one or more funding cycles. In this way, more projects can be moved incrementally towards completion, and projects can be prepared to take advantage of other funding as it becomes available.
- Takes advantage of joint and multiple-source funding opportunities. Project sponsors seek alternative funding sources that may be available, so that the Countywide federal funds can be maximized within Kitsap County. When a project prioritized for Countywide federal funds through the countywide allocation is funded elsewhere, its Countywide federal funds are then applied to other projects that have been identified within this process.
- Seeks to maintain flexibility within the selection process and among the KRCC jurisdictions so that funding opportunities and situational changes can be easily addressed, as above.
- Values consensus decision-making, recognizing it as the hallmark of balance among interests.



# Kitsap Regional Coordinating Council

## Project Identification, Screening, and Selection

- Working through the TransTAC, each jurisdiction and/or agency identifies those projects of most importance locally.
- Projects must meet criteria:
  1. Must be consistent with a local jurisdiction's adopted Comprehensive Plan.
  2. Must be on an existing local or state agency Transportation Program.
  3. Must consider applicable planning factors identified in federal law.
  4. Must be consistent with Kitsap's Countywide Planning Policy guidance.
- The TransTAC further profiles each project in terms of:
  1. Multi-jurisdictional involvement and coordination opportunities.
  2. Funding feasibility, requirements, and opportunities.
  3. Possible phasing, *e.g.* design, Right of Way acquisition, and construction.
  4. Multi-modal elements and approach.
- Among these projects, a set of projects is identified by the TransTAC as meeting the goals of the Kitsap Regional Coordinating Council as described above. These projects are then submitted to the Kitsap Regional Council's Transportation Policy Committee (TransPOL) for consideration and their recommendation to the full Kitsap Regional Council Board for consideration and endorsement.

**Cycling for Predictability:** In order to increase jurisdictions' ability to plan effectively, the Cities (together) and the County will cycle from one federal funding period to the next, with Cities able to compete for projects during one biennium and the County bringing proposed projects for consideration during the next cycle. Kitsap Transit and the Port of Bremerton may submit projects in locations supportive of City or County geography, whichever is "in cycle" for that funding period.

**Cycling for Predictability:** In order to increase jurisdictions' ability to plan effectively, the Cities (together) and the County will share funding for the 3-year funding cycle balanced to approximately 50%/50%. Kitsap Transit and the Port of Bremerton may submit projects in locations supportive of City or County geography, to be included as part of the Cities' or County's share of the 3 year cycle. *Revised April 4, 2006.*

**Public Involvement:** It is the intent of the Puget Sound Regional Council and federal policy that the programming of federally supported transportation projects be accomplished in the public light. The Kitsap Regional Coordinating Council and TransTAC concur with the importance of public involvement:

- As part of jurisdictions' Comprehensive Planning processes, all projects have been identified and prioritized with appropriate public involvement at the local level. This step defines projects as delivering Comprehensive Plan goals.
- The Puget Sound Regional Council maintains a list of agencies and organizations throughout Kitsap County that may have interest in all modes of transportation programming. The TransTAC will notify all of these agencies and organizations of the county-wide federal funding programming process, in time for meaningful participation, with instruction concerning contacting TransTAC member jurisdictions.
- Upon request to the Kitsap Regional Coordinating Council, members of the public can obtain information about actions taken at these meetings and meeting agendas. Members of affected groups & the general public may attend these meetings; their agendas will include an opportunity for public comment.
- Presentation and discussion of proposed project programming of Countywide federal funding is conducted in the regular Kitsap Regional Coordinating Council meetings, which are advertised, open to the public, and for which agendas are e-mailed to approximately 115 agencies and individuals.



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## Local Guidelines for Non-Motorized Enhancement Projects

*Adopted February 7, 2006*

For the 2008 -2010 federal funding cycle, anticipate that 10% of the federal countywide allocation will be available to distribute among eligible non-motorized projects, with a 13.5% local project match required.

During 2004 (the first cycle that the Countywide Forums had responsibility for distributing these funds), candidate projects for 2006-07 were identified that met several criteria:

- Were high priority to the sponsoring jurisdictions
- Meet federal eligibility criteria (*i.e.* focus on bike/pedestrian transportation rather than recreation)
- Would not be disproportionately burdened by federal administrative costs
- Would produce visible results.

For future funding cycles, the TransTAC recommended (2004) that the Kitsap Regional Coordinating Council approach the Non-Motorized Enhancements funding in the same manner as the overall Countywide Allotment of federal funds – using Kitsap’s successful “conveyor belt” approach. That is, identify local projects that:

- (1) Are high priority to the sponsoring jurisdictions
- (2) Meet federal eligibility criteria, and
- (3) Contribute to Kitsap’s regional transportation system.

However, these funds will not be “cycled” from funding period to funding period between Cities and County. Project prioritization will take into account:

- Project “readiness” or constructability (particularly with respect to permitting and environmental documentation)
- “Keeping projects moving” *i.e.* funding a single phase at a time, so that multiple projects throughout the county can proceed.
- Jurisdictional equity is balanced over time, through a review of projects funded.

Projects “in the queue” can be re-positioned based on actual conditions over time.

Projects will be favored that address identified countywide policy goals:

- Completion of the 70+ mile countywide Mosquito Fleet Trail (including City segments)
- Safe walking/biking routes to schools



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## Countywide (Re-)Distribution Policy for Inter-Cycle Funds: New Funds or Re-Programming Funds *Adopted February 7, 2006*

This policy covers funds available between TIP programming cycles:

- a. **New Program Funds**
- b. **Funds to be re-programmed** because project cannot be obligated or completed within funding period. To early identify “projects at risk”, the Kitsap Regional Coordinating Council’s TransTAC will conduct a **quarterly review of project status**, using PSRC’s Project Tracking Sheet that includes both Regional and Countywide projects.
  - For projects/funding through the **Regional Competitive Program**, use the Puget Sound Regional Council process.
  - For funding available through the **Countywide Program**, three uses will be considered:
    - As part of the regular TIP programming process, the Kitsap Regional Coordinating Council’s TransTAC, TransPOL and Board will develop and approve a **Prioritized Contingency List** that is 30-50% more than the expected funding.
    - When new and/or re-programmed funds become available, the TransTAC will review the existing Countywide federal projects that may need additional funding due to (for instance) market/materials unpredictability. (**the Under-Funded Project Call**).
    - Funds can also be left to accumulate. This is more likely for relatively small amounts of funds.

The TransTAC will review Under-Funded Project Call requests (including the causes of the under-funding) and the Prioritized Contingency List, using the following considerations:

1. Matching the funds available to the project need.
2. Available match funding.
3. Ability to obligate and spend the funds.
4. Projected completion of activity.
5. Consequence of not funding (with these funds).

The Trans TAC will make recommendation to the TransPOL on funding distribution. The TransPOL reviews and recommends to Kitsap Regional Coordinating Council Board.

*Note:* Funding recommendation may take a Contingency List project out of order, an under-funded project, and/or accumulate funds until the next TIP cycle.