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This Programming Process document includes guidelines for (1) Countywide Federal Funds, (2) Non-Motorized Projects, (3) Preservation Set-Aside, and (4) Distribution Policy for Inter-Cycle Funds: New Funds or Re-Programming Funds

Programming Process for Countywide Federal Funds

Originally adopted by the Kitsap Regional Coordinating Council
& Puget Sound Regional Council February, 1999
Revised May 4, 2004; February 7, 2006; January 28, 2014; April 5, 2016

OVERVIEW

County-level programming of available funds is accomplished through the Kitsap Regional Coordinating Council (KRCC). Member agencies are Kitsap County, the three Cities (Bainbridge Island, Port Orchard, Poulsbo,), the two Tribal governments (Suquamish, Port Gamble S'Klallam) within Kitsap, the Port of Bremerton, Naval Base Kitsap, and Kitsap Transit. All jurisdictions within Kitsap County - including those who are not members of KRCC - can apply for countywide federal funds.

KRCC established the Transportation Technical Advisory Committee (TransTAC) as a forum for technical staff representing member jurisdictions to collaboratively develop programming recommendations for its consideration. The TransTAC includes representatives from WSDOT Highway and Marine Divisions, and the state has been a strong partner in coordination and planning. Within the countywide allocation process, KRCC reserves funding for local governments and transit projects.

PROCESS GOALS AND PRINCIPLES

KRCC 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 process is open, transparent, and competitive.

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.

(Countywide Federal Funds continued)

- 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 and placed on the prioritized contingency list.
- Seeks to maintain flexibility within the selection process and among the KRCC jurisdictions so that funding opportunities and situational changes can be easily addressed.
- Values consensus decision-making, recognizing it as the hallmark of balance among interests.

PROJECT IDENTIFICATION, RANKING, AND SELECTION

- Working through TransTAC, each jurisdiction and/or agency identifies those projects of most importance locally and submits an application.
 - Projects will be evaluated and ranked by TransTAC in accordance with the evaluation criteria included as Attachment A.
- Among these projects, a set of projects is identified by TransTAC as meeting the goals of KRCC, as described above. These projects are then submitted to KRCC's Transportation Policy Committee (TransPOL) for consideration. TransPOL recommends a final set of projects to the full KRCC Executive Board for consideration and endorsement.
- As part of TransTAC's recommendations, TransPOL receives a verbal presentation from each project sponsor to supplement the written project application and description. TransPOL has the opportunity for in-depth questioning as the basis for its discussion and consideration of the TransTAC recommendations.

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. KRCC 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 an interest in all modes of transportation programming. TransTAC (working with KRCC staff) will notify all of these agencies and organizations of the countywide federal funding programming process in time for meaningful participation, with instruction concerning contacting TransTAC member jurisdictions.
- Upon request to KRCC, members of the public can obtain information about actions taken at these meetings and meeting agendas. Members of affected groups and the general public may attend these meetings; TransPOL agendas will include an opportunity for public comment.
- Presentation and discussion of proposed project programming of countywide federal funding is conducted in the regular KRCC Board meetings, which are advertised, open to the public, and for which agendas are e-mailed to approximately 90 individuals representing multiple jurisdictions and agencies.

Non-Motorized Projects Federal Funding Cycle: Countywide Portion

Originally Adopted by the Kitsap Regional Coordinating Council February 7, 2006
Revised March 27, 2012; January 28, 2014; April 5, 2016

OVERVIEW

At this time, 10% of the federal countywide allocation of federal STP funding is set-aside [as per regional/Puget Sound Regional Council policy] to distribute among eligible non-motorized projects, with a 13.5% local project match required.

During 2010, the Kitsap Regional Coordinating Council undertook an extensive review of non-motorized needs and priorities in Kitsap County. Findings were published in the report *Looking for Linkage* and included policy recommendations on the use of non-motorized federal funding, beginning with the 2013-14 cycle. During 2011/2012, and again in 2013/2014, the KRCC Transportation Policy Committee reviewed and updated Kitsap's policy goals for Non-Motorized funding.

POLICY GOALS FOR NON-MOTORIZED FUNDING

1. Reaffirmed the criteria originally developed in 2004 (the first cycle that the Countywide Forums had responsibility for distributing these funds), that candidate projects should:
 - Be high priority to the sponsoring jurisdictions
 - Meet federal eligibility criteria (i.e., focus on bike/pedestrian transportation rather than recreation)
 - Not be disproportionately burdened by federal administrative costs
 - Produce visible results
 - Contribute to Kitsap's regional transportation system
2. Support projects that address the identified countywide policy goal of increasing safe walking/biking routes to schools, including elementary, middle, and high schools, over other projects.
3. Acknowledge that Kitsap County has developed and adopted a Countywide Non-Motorized Spine System. Once the system improvements are prioritized, these countywide policy goals will again be reviewed, and potentially revised to include the Spine System. Project selection should be a multi-jurisdictional, collaborative process that uses the project selection criteria included as Attachment A.
4. Favor right-of-way (ROW) acquisition and PS&E/construction project-segments over planning, in general.

OTHER GUIDANCE

Beyond the 10% federal funds non-motorized set-aside, consider non-motorized projects alongside all other STP projects submitted for the general Countywide Allotment of federal funds. General project selection criteria will be used for project prioritization, in addition to the non-motorized policy guidelines described herein.

Preservation Set-Aside Kitsap Criteria Federal Funding Cycle: Countywide Portion

Originally adopted by the Kitsap Regional Coordinating Council on March 27, 2012
Revised January 28, 2014; April 5, 2016

OVERVIEW

Based on extensive discussion within TransTAC, and including input from TransPOL, the following criteria and selection process is recommended for Kitsap's share of federal funds that has been set-aside from the regional portion of the available federal allocation to the PSRC region for the upcoming funding cycle, 2018-2020, for use in preservation activities. The context for this set-aside is the substantial under-funded need for preservation and maintenance of the existing transportation infrastructure throughout the Puget Sound Region, documented and highlighted in *Transportation 2040*, the regional transportation plan. PSRC senior staff and the PSRC Regional Project Evaluation Committee recommend continuing this specific set-aside with the intention of evaluating its effectiveness for the future.

CRITERIA

First, the use of funds must meet all applicable federal requirements, including location on federally classified roads, facility accessibility (ADA), and competitively bid contracting. Specific to the Kitsap Countywide project selection process:

1. Use of these funds for this cycle is focused exclusively on projects in the roadway, specifically, overlay, chip seal, and grind out preservation projects. Pedestrian accommodations (including ADA), signal adjustments, or LID elements involved in preservation projects funded through the preservation and maintenance set-aside must be funded locally.
2. Projects must support regionally- or locally-designated centers or their connecting corridors. Some preference will be given to projects that support transit, freight, and/or school routes.
3. There is no minimum/maximum project size, although projects should be substantial enough to warrant federal-aid participation and to extend facility life cycle 7+ years for surface treatments and 15+ years for overlays. Once the set of Kitsap projects have been identified through the KRCC Project Selection Process, TransTAC will work to organize the most cost-effective construction management strategy; it may use a single construction bid approach, with funding for the CM function derived from presumed cost-savings. [Attach information about pavement design and best practices such as the # of single axle loads anticipated during the design life of facility.
4. The local match requirement of 13.5% stands.
5. Project sponsors will be urged to bring forward several projects at different cost levels to enable TransTAC and TransPOL to select a package of projects that "meets the mark" of available funds.
6. Recognizing that not every jurisdiction will choose to participate in the package of preservation projects, regional equity will be reflected in the total set of projects funded with the countywide portion of the federal funds including the Non-Motorized set-aside and regular STP portion.

(Preservation Set-Aside continued)

7. The intention of this funding set-aside is to supplement jurisdictions' existing preservation programs.
 - Project sponsors will self-report their 5-year average spending on preservation of their transportation facilities, with a commitment to spend approximately 90% of that average on other preservation activities during the life of the project.
 - Each participating jurisdiction will provide information describing their pavement management system for use in evaluating "best use" of the available funding.

Countywide (Re-)Distribution Policy for Inter-Cycle Funds: New Funds or Re-Programming Funds

Originally Adopted February 7, 2006
Revised January 28, 2014; April 5, 2016

OVERVIEW

This policy covers funds available between TIP programming cycles:

1. New Program Funds
2. Funds to be re-programmed because a project cannot be obligated or completed within the funding period. To early identify “projects at risk,” KRCC’s TransTAC will conduct a quarterly review of project status, using PSRC’s Project Tracking System that includes both Regional and Countywide projects.

REGIONAL COMPETITION

For projects/funding through the Regional Competitive Program, use the Puget Sound Regional Council process

COUNTYWIDE COMPETITION

For funding available through the Countywide Program, two uses will be considered:

1. As part of the regular TIP programming process, KRCC’s TransTAC, TransPOL, and Executive Board will develop and approve a Contingency List that is 30-50% more than the expected funding. The Contingency List will be prioritized, at a minimum, to identify High, Medium, and Lower Priority Projects.
2. Funds can also be left to accumulate, if the amount left is not sufficient to fully fund a phase of a project on the Contingency List.

CONTINGENCY LIST

TransTAC will review 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).

TransTAC will make recommendation to TransPOL on funding distribution. TransPOL reviews and recommends to KRCC Executive Board.

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

Attachment A: Evaluation Criteria for the Countywide Competition

As part of the Countywide Competition, KRCC has developed criteria to evaluate project proposals. These criteria are intended to support a competitive, fair, and transparent selection process. The Countywide Criteria are consistent with the [Regional Criteria](#) but reflect the unique context of Kitsap County and the collaborative approach to making decision that is valued by KRCC.

The evaluation process includes three components:

- (1) Requirements
- (2) Ranked Criteria, and
- (3) Other Considerations.

Details on each are below.

REQUIREMENTS

All projects must meet the following requirements for consideration in the Countywide Competition:

- Must be consistent with a local Kitsap County jurisdiction's current (as of December 31, 2015) Comprehensive Plan (include citations when possible)
- Must be included on or proposed for inclusion in a Transportation Improvement Program (TIP)
- Must consider applicable planning factors identified in federal law
- Must be consistent with Kitsap's Countywide Planning Policy Guidance (with the exception of "Local Centers," which are adopted through each jurisdiction's comprehensive planning process or via the [PSRC Regional Policy Framework](#) for military locations)
- Must include a document from the jurisdiction's Board of Commissioners, Council, or other official authorizing body that acknowledges the time, phase, and funding obligations associated with federal funding

RANKED CRITERIA

The objectives listed on the following pages are examples of possible ways of meeting the criteria; the list is not exhaustive. TransTAC will use qualitative metrics to determine how well each project proposal meets the criteria by selecting a “high,” “medium,” or “low” ranking. The criteria are equally weighted.

CRITERIA	RELATIVE RANKING		
<p>Support for Regional or Local Centers and the corridors that serve them</p> <p>Project accomplishes one or more of the following objectives:</p> <ul style="list-style-type: none"> • Supports and/or connects regional or local centers • Helps to advance desired or planned public or private investment that support centers (e.g., housing, employment, redevelopment) • Supports mobility for people traveling to, from, and within centers • Makes connections to existing or planned infrastructure • Fills a physical gap or provides an essential link in the system • Supports multimodal transportation investments 	<p>High</p> <p>(project provides significant benefits to Local or Regional Centers)</p>	<p>Medium</p> <p>(project provides benefits to Local or Regional Centers)</p>	<p>Low</p> <p>(project provides minimal benefits to Local or Regional Centers)</p>
<p>Funding feasibility, requirements, and opportunities</p> <p>Project meets one or more of the following objectives:</p> <ul style="list-style-type: none"> • Well-articulated financial plan that is in alignment with the project prospectus • Demonstrated project readiness • Phase can be completed with funding requested • Separate phase previously funded by PSRC’s federal funds 	<p>High</p> <p>(strong financial plan, clear approach to completion, and project includes previous PSRC funding)</p>	<p>Medium</p> <p>(financial plan is complete but the ability to complete phase with requested funding is questionable)</p>	<p>Low</p> <p>(financial plan is weak or incomplete and project readiness is questionable)</p>

<p>Cross-jurisdictional and coordination opportunities</p> <p>Project meets one or more of the following objectives:</p> <ul style="list-style-type: none"> • Currently involves multiple jurisdictions, agencies, or projects • Provides opportunities for future coordination among jurisdictions, agencies, or projects • Benefits multiple jurisdictions, agencies, or projects 	<p>High</p> <p>(multiple jurisdictions involved and coordination of multiple projects)</p>	<p>Medium</p> <p>(at least two jurisdictions involved and some project coordination opportunities)</p>	<p>Low</p> <p>(involves a single jurisdiction and few or no opportunities for coordination)</p>
<p>Safety/capacity benefits</p> <p>Project improves safety by meeting one or more of the following objectives:</p> <ul style="list-style-type: none"> • Improves a “high collision” intersection or corridor (as defined by the project sponsor based on collisions or fatalities per capita) • Reduces barriers to use • Provides safe access • Addresses vulnerable users • Makes capacity enhancements that improve safety 	<p>High</p> <p>(project provides significant safety and capacity benefits)</p>	<p>Medium</p> <p>(project provides safety and capacity benefits)</p>	<p>Low</p> <p>(project provides minimal safety and capacity benefits)</p>
<p>Growing Transit Communities and health/equity considerations</p> <p>Project meets one or more of the following objectives:</p> <ul style="list-style-type: none"> • Benefits housing and business opportunities • Supports transit-oriented development and access to transit • Addresses negative health outcomes • Benefits highly impacted communities and populations such as those identified in the President’s Order on Environmental Justice, seniors, people with disabilities, and areas of high unemployment or chronic underemployment; benefits may include the following: <ul style="list-style-type: none"> ○ Educational opportunities ○ Affordable housing and quality neighborhoods ○ Economic opportunities ○ Transportation and mobility options 	<p>High</p> <p>(project provides significant benefits to “highly-impacted communities” and greatly supports access to transit and positive health outcomes)</p>	<p>Medium</p> <p>(project provides benefits to “highly-impacted communities and supports access to transit and positive health outcomes)</p>	<p>Low</p> <p>(project provides minimal benefits to “highly-impacted communities” and minimally supports access to transit and positive health outcomes)</p>

<ul style="list-style-type: none"> ○ Health benefits 			
<p>Air quality benefits and emission reduction</p> <p>Project provides air quality benefits by:</p> <ul style="list-style-type: none"> • Reducing congestion and improving circulation • Reducing delay, particularly of freight vehicles • Reducing single occupancy vehicle trips • Reducing vehicle miles traveled • Addressing vulnerable populations • Reducing pollutants with highest health risk • Supporting non-motorized travel • Improving engines or explores alternative fuel technologies <p>NOTE: KRCC staff will use PSRC modeling tools to provide project sponsors with emission reduction estimates (air quality analysis) to be considered for relative ranking by KRCC. Questions for the analysis will be provided in the online application.</p>	<p style="text-align: center;">High (project provides significant air quality benefits)</p>	<p style="text-align: center;">Medium (project provides air quality benefits)</p>	<p style="text-align: center;">Low (project provides minimal air quality benefits)</p>
<p>Multimodal elements and approach</p> <p>Project meets one or more of the following objectives:</p> <ul style="list-style-type: none"> • Provides non-motorized transportation benefits • Improves freight movement • Improves access to transit • Provides transportation demand management benefits • Serves more than one mode of transportation • Connects to or supports other local/regional multimodal projects 	<p style="text-align: center;">High (project provides significant multimodal benefits)</p>	<p style="text-align: center;">Medium (project provides multimodal benefits)</p>	<p style="text-align: center;">Low (project provides minimal multimodal benefits)</p>

OTHER CONSIDERATIONS

Beyond the criteria identified above, there are other considerations that can be used to evaluate projects. These considerations are applied on a case-by-case basis.

- **Supports Innovation** — Project includes innovative elements such as design, funding, technology, or implementation approach.
- **Addresses an Emergency Need** — Project is the result of an emergent need stemming from infrastructure failure, natural disaster, or another unanticipated activity or event.
- **Geographic Equity** — Project helps to balance the distribution of funds throughout Kitsap County. Equity can be established over multiple funding cycles and across funding types.
- **Leverages Funding** — Project has received funding from other sources and is able to leverage countywide funds for a greater impact. Project would have to return other funding sources if countywide funding is not provided.
- **Public Support** — Project has significant demonstrated public support. This could be documented in letters, attendance at public meetings/hearings, newspaper articles/editorials, or another format.
- **“Shovel Ready”** — Project is seeking funding for construction.
- **Practical Design** — Project proposal includes a description of jurisdictional analysis to determine project needs and benefits based on local circumstances.