



Board of Directors Meeting

Thursday, October 12, 2023 at 1:00 PM PST

Hybrid In Person/Virtual Meeting

- In Person at SRTC, 421 W Riverside Ave, Suite 504, Spokane WA 99201
- Online on Zoom

<https://us02web.zoom.us/j/88995178182?pwd=SFRkSIRQSHE3UIFpQ3ZFeHJvbWMxdz09>

Meeting ID: 889 9517 8182 | Passcode: 604873

By Phone 1-253-215-8782

Meeting ID: 889 9517 8182 | Passcode: 604873

Or find your local number: <https://us02web.zoom.us/j/88995178182?pwd=SFRkSIRQSHE3UIFpQ3ZFeHJvbWMxdz09>

SRTC welcomes public comments at Board meetings.

The deadline for submitting written comments is 10:00 am on the day of the meeting and can be submitted:

- By email to contact.srtc@srtc.org
- By mail to 421 W Riverside Ave Suite 500, Spokane WA 99201
- By phone to 509.343.6370

Verbal comments may also be provided during the comment period at the beginning of the meeting.

SRTC is committed to nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964, Civil Rights Restoration Act of 1987 (P.O. 100.259) and the Americans with Disabilities Act. Reasonable accommodation can be requested by contacting the SRTC office by telephone at 509-343-6370 or by email at contact.srtc@srtc.org at least 48 hours in advance.

Time	Item #		Page
1:00	1	Call to Order / Record of Attendance / Excused Absences	
1:03	2	Public Comments	

FOR ACTION

1:07	3	Consent Agenda	
		a) September Board of Directors Meeting Minutes	3
		b) September 2023 Vouchers	7
		c) CY 2023 3 rd Quarter Budget Update	8
1:10	4	CY 2024 Budget & Indirect Cost Plan (<i>Lois Bollenback</i>)	11
1:20	5	CY 2024-2027 Transportation Improvement Program (<i>Ryan Stewart</i>)	41
1:30	6	Establishment of an Annual Evaluation Process for the Executive Director (<i>Lois Bollenback</i>)	44

INFORMATION AND DISCUSSION ITEMS

1:45	7	CY 2024 Transportation Improvement Project Guidebook (<i>Ryan Stewart</i>)	47
1:55	8	WA State Transportation Improvement Board (TIB) Presentation (<i>Ashley Probart, Executive Director TIB</i>)	
2:10	9	2024 Unified List of Regional Transportation Priorities – Federal (<i>Eve McMenamy/David Fletcher</i>)	48
2:20	10	SRTC/WSDOT- Eastern Region (ER) Safety Collaboration Pilot Project (<i>Mike Ulrich</i>)	59

INFORMATION: No Action or Discussion (*Written reports only*)

11	Executive Director's Report	95
	<ul style="list-style-type: none"> • Ongoing/Upcoming Events & Activities • Transportation Funding • Administrative Committee Activity Update • Staffing Update 	
12	Transportation Technical Committee & Transportation Advisory Committee Meeting Summaries	97
13	Board Member Comments (<i>Chair</i>)	
14	Adjournment (<i>Chair</i>)	

Spokane Regional Transportation Council – Board of Directors

September 14, 2023 | Meeting Minutes

Hybrid Meeting at SRTC, 421 W Riverside Ave Suite 504, Spokane WA and virtually on Zoom

1 Call to Order/Excused Absences

Chair Wilkerson called the meeting to order at 1:30pm and attendance was taken. In attendance were:

IN ATTENDANCE**Board Members:**

Council Member Betsy Wilkerson, *City of Spokane* (Chair)
 Commissioner Al French, *Spokane County* (Vice Chair)
 Council Member Jennifer Morton, *City of Airway Heights*
 Council Member Paul Schmidt, *City of Cheney*
 Council Member Dee Cragun, *City of Deer Park*
 Mayor Cris Kaminskas, *City of Liberty Lake*
 Council Member Zack Zappone, *City of Spokane*
 Mayor Pam Haley, *City of Spokane Valley*
 Council Member Rod Higgins, *City of Spokane Valley*
 Daniel Clark, *Kalispel Tribe of Indians*
 Doug Yost, *Major Employer Representative*
 Matt Ewers, *Rail/Freight Representative*
 Council Member Micki Harnois, *Small Towns Representative*
 Commissioner Mary Kuney, *Spokane County*
 CEO Susan Meyer, *Spokane Transit Authority*
 Todd Trepanier, *WSDOT-Eastern Region*
 Char Kay, *Transportation Technical Committee Chair*
 Kim Zentz, *Transportation Advisory Committee Chair*

Board Alternates:Francis SiJohn, *Spokane Tribe of Indians***Guests:**

Colin Quinn-Hurst, *City of Spokane*
 Paul Kropp
 Steven Polunsky, *WA Dept. of Commerce*
 Charles Hansen, *Transportation Advisory Committee*
 Adam Jackson, *City of Spokane Valley*
 Tom Sahlberg, *City of Liberty Lake*
 Larry Larson, *WSDOT-Eastern Region*
 Anna Ragaza-Bourassa, *WSDOT-Eastern Region*
 Inga Note, *City of Spokane*
 Tara Limon, *Spokane Transit Authority*
 Shauna Harshman, *WSDOT-Eastern Region*

Staff:

Lois Bollenback, *Executive Director*
 Eve McMenemy, *Deputy Executive Director*
 Ryan Stewart, *Principal Transportation Planner*
 Jason Lien, *Principal Transportation Planner*
 Mike Ulrich, *Principal Transportation Planner*
 David Fletcher, *Principal Transportation Planner*
 Michael Redlinger, *Assoc. Transportation Planner II*
 Greg Griffin, *Administrative Services Manager*
 Julie Meyers-Lehman, *Admin-Exec. Coordinator*
 MJ Wortley, *Temp. Admin-Exec. Coordinator*
 Megan Clark, *Legal Counsel*

Chair Wilkerson stated that the following members requested an excused absence from the meeting:

- Mayor Kevin Freeman, *City of Millwood*
- Kelly Fukai, *Washington State Transportation Commission*
- Mayor Terri Cooper, *City of Medical Lake*

Council Member Cragun made a motion to approve the excused absences. Commissioner French seconded. Motion passed unanimously.

2 PUBLIC COMMENTS

There were no comments.

ACTION ITEMS

3 CONSENT AGENDA

- a) July Board of Directors Meeting Minutes
- b) July and August 2023 Vouchers
- c) 2023-2026 Transportation Improvement Program July and September Amendments
- d) Safe Streets and Roads for All: Consultant Selection

Council Member Cragun made a motion to approve the Consent Agenda as presented. Commissioner French seconded. Motion passed unanimously.

4 2024 UNIFIED LIST OF REGIONAL TRANSPORTATION PRIORITIES: LEGISLATIVE PRIORITY STATEMENTS AND PRIORITY PROJECTS

Ms. McMenamy summarized the nine draft 2024 legislative priority statements.

Mr. Fletcher presented the unified list update schedule, explained the application process, evaluation criteria and scoring process. He reviewed the format of the information including the regional project map and priority project lists.

Commissioner French made a motion to amend the 2024 Unified List of Regional Transportation Priorities by adding the Four Lakes I-90 Interchange project to the priority list, but not the entire Craig Rd project. Council Member Cragun seconded.

Members discussed and comments included:

- Ms. Bollenback spoke about the development and application of the ranking process and noted sometimes policy decisions have to be made outside of that process.
- The State Transportation Committee approved funding for this project, so SRTC should align priorities with funding agencies that have already expressed support financially.
- The project did not score well enough to be included on the list based on the project evaluation criteria.
- No projects would be removed from the list with the addition of the Four Lakes I-90 Interchange project.
- The motion to amend was to add the interchange at Four Lakes, not the entire Craig Rd I-90 to US 2 and I-90 Interchange Revisions project.
- It was noted that in previous discussions, the Board has been in support of a more strategic approach for the priority project list.

A vote was taken and the motion to amend passed unanimously.

Chair Wilkerson requested a vote on the amended list. Council Member Cragun made a motion to approve Resolution R-23-24, adopting the 2024 Unified List of Regional Transportation Priorities. Council Member Schmidt seconded.

The group discussed the state funding request for the Division BRT projects.

A vote was taken and the motion passed unanimously.

At 2:06pm Chair Wilkerson had to leave the meeting for a prior commitment. Vice-Chair French stepped in to chair the remainder of the meeting.

5 REGIONAL BICYCLE LEVEL OF TRAFFIC STRESS ANALYSIS

Mr. Lien recapped the project’s purpose and completed project deliverable, which is a grading system for bicycle level of traffic stress (LTS) for routes on the regional bike network. He presented a map illustrating the LTS grades along routes and showed the results in the overall network and the network within the urbanized area. There were no questions or discussion.

Council Member Cragun made a motion to approve Resolution R-23-25, adopting the Regional Bicycle Level of Traffic Stress Analysis. Council Member Schmidt seconded. Motion passed unanimously.

INFORMATION & DISCUSSION ITEMS

6 RECONNECTING COMMUNITIES & NEIGHBORHOOD GRANT PROGRAM

Ms. Note spoke on behalf of the proposed LEIA (Liberty to Edgecliff Improvements to Accessibility) Program, which is a collaboration between City of Spokane Valley, City of Spokane, and Spokane Transit Authority seeking a federal grant for multi-modal improvements to transportation facilities in the East Central neighborhood and the 8th Ave to Park Rd corridor. The collaboration group is seeking a letter of support from SRTC.

Unanimous support was expressed from the Board that the proposed projects would be extremely beneficial to those neighborhoods and expressed support for SRTC supplying a letter of support for the grant application.

7 DRAFT CY 2024-2027 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

Mr. Stewart explained what the TIP is, how projects are incorporated into the TIP, and summarized the TIP determination process. He said there are 75 projects in the 2024-2027 TIP totaling \$837M, of which \$45M are SRTC managed funds. He showed a breakdown of projects by type and a map of where projects are located throughout the county.

SRTC is involved in a public engagement process for the draft TIP, including a 30-day public comment period and a hybrid public meeting on 9/21 to share information and obtain comments. There were no questions or discussion.

8 DRAFT CY 2024 BUDGET AND INDIRECT COST PLAN (ICP)

Ms. Bollenback spoke about budget development and Unified Planning Work Program (UPWP-which also has a budget, but on a state fiscal year.) The Admin Committee has reviewed the budget and worked through the details. Referring to budget summary, detailed budget report and indirect cost plan in the packet, Ms.

Bollenback noted:

- Revenues represent federal, state and local resources as well as discretionary grants
- Project Revenues, Line items 3 and 4 are the formula funds from FTA and FHWA, which come to MPOs.
- Expenditures and changes to personnel reflect a 4% COLA and an additional increase for merit and retention strategies.
- Limited increase to health insurance due to AWC Well City discount
- Contractual and professional services is being increased 6.5% and is dependent on planning activities

- Materials/Services may need to be adjusted moving forward due to lease expiring at the end of May 2024

Commissioner French indicated that the Administrative Committee reviewed the Budget on a very detailed level. He also referred to the lease and indicated that the Administrative Committee is exploring alternatives and the renewal rent rate.

Council Member Schmidt and Council Member Trepanier both stated that the information was clearly presented to the Administrative Committee.

9 BOARD MEMBER COMMENTS

- Mr. Ewers shared information about an upcoming Good Roads Association event.
- Mr. Trepanier announced that WSDOT has a booth at the Spokane County Fair presenting information about current projects, roundabouts, snow plowing, etc and that it won an award for Best Indoor Informational Booth.
- Commissioner Kuney spoke about the recent Kramer Bridge ribbon cutting event in Liberty Lake.
- Mr. Trepanier noted that the Kramer Bridge event was held on a Saturday, which greatly increased the number of members of the public who were able to attend.
- Ms. Zentz stated that there are several vacancies on the Transportation Advisory Committee and recruitment efforts are underway. This is an opportunity to get more voices and diversity at the table.
- Commissioner French and SRTC staff presented Ms. Meyers-Lehman with a certificate of appreciation and expressed thanks for her service, as she is leaving the organization.

10 Adjournment

There being no further business, the meeting adjourned at 2:49 pm.

Julie Meyers-Lehman, Clerk of the Board

VOUCHERS PAID FOR THE MONTH OF SEPTEMBER 2023

<u>Date</u>	<u>Voucher</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
9/8/23	V122184	Washington Trust Bank	Software/Virtual mtg Subsc's; Office splys/equip; Staff reg's virtual mtgs/webinars	4,775.61
	V122185	Visionary Communications, Inc.	Fiber Services, September 2023	1,012.54
	V122186	Intermax Networks	VOIP telecom September 2023	253.15
	V122187	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2023-18	455.00
	V122188	WA State Dept of Retirement	Employee and Employer Contributions: August 2023	15,151.67
	V122189	Pacific Office Automation	Copier Lease/Usage July 2023	181.21
	V122190	Eve McMenamy	Reimburse EM for Transportation Camp snacks	6.99
9/22/23	V122191	Rehn & Associates	Admin fee July '23	75.00
	V122192	Spokesman Review	Public Notice TIP amendment	76.58
	V122193	Intrinium	Managed IT Services - Mnthly September; O365 software	2,568.05
	V122194	EMLVO P.C.	August legal svcs: ETS sub-recipient work; RFQ template review; Dep Dir comm's	1,800.00
	V122195	WA State Auditor's Office	CY-22 Federal & Financial Audit (Billing #5)	640.50
	V122196	Julie Meyers-Lehman	Reimburse JM-L for Sept Board Mtg snacks	7.99
	V122197	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2023-19	455.00
	V122198	AWC Employee Benefit Trust	October '23 Benefit Insurance Premiums	8,806.66
Salaries/Benefits Pay Periods Ending: 9/02/23 & 9/16/23				78,462.96
8/31/23	Spokane County Treasury Monthly SCIP fee - August 2023			26.44

TOTAL September 2023 114,755.55

Recap for September 2023:

Vouchers: V122164 - V122183	36,265.95
Salaries/Benefits Pay Periods Ending: 9/02/23 & 9/16/23	78,462.96
Spokane County Treasury Monthly SCIP fee - August 2023	26.64
	114,755.55

As of 10/12/23, the Spokane Regional Transportation Council Board of Directors approves the payment of the September 2023 vouchers included in the list in the amount of: **\$114,755.55**

SRTC Board of Directors Chair, City of Spokane Council Member Betsy Wilkerson

To: Board of Directors

10/05/2023

From: Greg Griffin, Administrative Services Manager

TOPIC: CALENDAR YEAR (CY) 2023 QUARTERLY BUDGET UPDATE (3RD QUARTER: JUL-AUG-SEP)

Requested Action:

Approval of the CY 2023 3rd Quarter Budget Update.

Key Points:

- SRTC develops an annual budget outlining the anticipated revenues and expenditures for the upcoming year. SRTC reports on a cash basis, which provides a snapshot in time of the agency's revenues and expenditures.
- SRTC staff reports quarterly to the Board of Directors on revenues and expenditures for the preceding quarter and year to date.
- SRTC began CY 2023 with a cash balance of \$650,478 and ended the third quarter of 2023 with a balance of \$876,142. Cash balances are normally high early in the calendar year due to influx of member contributions used through the year as matching funds to grants.
- Spokane County Treasury Interest reflects a marked increase in 2023 monthly interest revenues over 2022.
- See the **Attachment** and **Supporting Information** for additional details for the Q-3 budget update.

Board/Committee Discussions:

The CY 2023 Budget was approved by the Board on 10/13/22. The CY 2023 Amended Budget was approved by the Board on 7/13/23.

Public Involvement:

All meetings at which the CY 2023 Budget and/or quarterly budget updates were presented to the Board were open to the public.

Staff Contact: Greg Griffin, SRTC | ggriffin@srtc.org | 509.343.6370

SRTC CY 2023, Report through September 30, 2023

	CY 2023 Amended 7/13/23	CY 2023				CY 2022	CY 2023
		1st Qtr	2nd Qtr	3rd Qtr	Year-to-Date	Year-to-Date	% of Budget
REVENUES							
SRTC Cash Balance 12/31/22					650,478		
SRTC Cash Reserve	192,467						
FHWA PL (Federal Public Law Funds)	811,718	240,743	32,193	274,337	547,274	412,606	67%
FTA (Federal Section 5303 Funds)	296,422	84,965	18,439	52,529	155,933	194,883	53%
STBG Planning Funds	350,000	110,673	239,327	-	350,000	354,243	100%
Designated Grant - FHWA - SS4A (Safe Streets for All)	400,000	-	-	-	-	-	0%
Designated Grant - STBG - D.A.T.A.	300,000	38,960	42,754	-	81,714	490,150	27%
RTPO (State Planning Funds)	144,651	55,311	23,012	16,699	95,022	122,613	66%
Designated Grants (Commerce - ETS)	850,000	-	-	208,373	208,373	-	25%
Local Member Contributions	274,789	269,272	4,451	84	273,807	272,651	100%
Local Member Contributions designated SS4A /Other	45,000	-	-	-	-	160,487	0%
Spokane County Treasury Interest	6,000	5,251	6,384	5,383	17,018	6,023	284%
TOTAL REVENUES (Received in 2023)	3,671,047	805,176	366,560	557,406	1,729,141	2,013,656	50%
EXPENDITURES							
Personnel							
Salaries	1,079,341	224,004	268,234	230,980	723,218	654,193	67%
Accrued Leave Payouts (includes unemployment)	1,500	-	-	7,934	7,934	-	529%
FICA	82,684	17,302	20,711	18,077	56,090	50,564	68%
WA State Retirement System	112,144	23,791	31,539	22,425	77,755	67,322	69%
Insurance	182,436	35,282	34,416	33,831	103,529	101,248	57%
Total Personnel	1,458,105	300,379	354,900	313,246	968,525	873,327	66%
Contractual and Professional Services							
Legal Services	25,000	7,107	3,057	5,825	15,989	16,454	64%
Consultants & Professional Svcs (Incl. ste 504 expar	175,656	329	-	104	433	4,763	0%
Professional Services - ETS Grant Work	850,000	-	-	208,373	208,373	-	25%
MTP Update		-	-	-	-	731	-
Consultant Svcs & D.A.T.A.	300,000	7,080	42,188	72,849	122,117	502,046	41%
Consultant & Division Study	-	-	-	-	-	342,426	-
State Audit Charges	17,000	-	6,725	11,785	18,510	14,745	109%
Total Contractual and Professional Services	1,367,656	14,516	51,970	298,937	365,423	881,165	27%
Materials and Services							
Publications	500	59	43	65	168	210	34%
Postage	300	6	-	-	6	183	2%
Operating Supplies	4,500	122	93	831	1,045	639	23%
Minor Furniture	1,000	138	-	92	230	43	23%
Telephone	5,760	972	906	977	2,855	7,019	50%
Advertising	3,120	337	1,424	1,006	2,767	1,523	89%
Rent - Office Space	84,500	20,748	20,935	14,048	55,731	63,668	66%
Rent - Meeting Rooms	500	-	-	-	-	-	0%
Lease - Copier	2,550	645	335	363	1,344	1,504	53%
Property and Liability Insurance	17,000	-	-	15,133	15,133	15,583	89%
Printing	750	26	105	30	161	-	21%
Interfund Charges County Treasurer (Fees)	4,860	(9)	4,077	90	4,158	4,461	86%
Contingency	25,000	-	-	-	-	-	0%
Total Materials and Services	150,340	23,043	27,919	32,635	83,598	94,833	56%
Travel, Training, and Staff Development							
Mileage & Parking	2,400	571	85	96	752	730	31%
Travel / Training (Staff)	42,700	8,749	1,496	997	11,242	13,528	26%
Educational Speaker Series	5,000	-	-	-	-	3,326	0%
Board/Staff Retreats, Facilitators, Food	3,700	840	49	413	1,303	202	35%
Dues, Subscriptions, and Memberships	10,709	960	903	6,445	8,308	7,101	78%
Total Travel, Training, and Staff Development	64,509	11,120	2,533	7,952	21,604	24,887	33%
IT Operations							
IT Professional Svcs	28,400	6,231	6,144	5,792	18,167	39,049	64%
Software	40,640	24,107	5,430	3,650	33,187	32,947	82%
Hardware - New and Replacement; Repairs/Maint.	60,000	315	-	2,559	2,873	4,889	5%
Online Services	12,930	3,219	3,095	3,787	10,100	10,050	78%
Total IT Services	141,970	33,872	14,669	15,787	64,328	86,935	45%
TOTAL EXPENDITURES (Paid in 2023)	3,182,580	382,930	451,991	668,556	1,503,478	1,961,147	47%
CASH BALANCE 9/30/23					876,142	692,230	

Supporting Information

TOPIC: CALENDAR YEAR (CY) 2023 QUARTERLY BUDGET UPDATE (3rd QUARTER: JUL-AUG-SEP)

Revenues

- Through the Third Quarter (70% of Calendar Year) of CY 2023 (January – September), SRTC collected \$1,729,141; 50% of the anticipated revenues for the year.
- Local Member Contributions through the end of September 30, 2023 are 100% of the budgeted amount.
- Designated STBG grant for the D.A.T.A. consultant work is expected to finish prior to end 2023.

Expenditures

Through the Third Quarter of CY 2023 SRTC spent \$1,503,478, or 47% of total anticipated expenditures for the year as follows:

- Personnel Expenditures: Total personnel expenditure was \$968,525 through Q-3, or 66% of the CY 2023 budget amount. In Q-2 SRTC was required to make a retroactive contribution to the WA Department of Retirement Systems for SRTC's seasonal intern position. In Q-3 SRTC recovered the employee portion from the employee. Accrued Leave Payouts reflect accrued vacation paid out for a staff member separating in August, and another in September.
- Contractual and Professional Services: Total services expenditures were \$365,432 year-to-date, or 5% of the total budget amount. Professional Services - ETS Grant Work is pass-through funding for the installation of charging stations throughout the region; initial grant billings began in the third quarter of this year. The FHWA SS4A grant will begin activity in the fourth quarter of this year. The D.A.T.A. project consultant work is expected to finish up in the fourth quarter as well.
- Materials and Services: Total materials and services expenditures were \$83,598 year-to-date or 56% of the total budget amount. Advertising expenditures are higher than anticipated due to additional staff recruiting through Q-3.
- Travel, Training, and Staff Development (includes and Subscriptions/Memberships): Total expenditures were \$21,604 through Q-3, or 33% of the total budgeted amount. This category continues to be impacted by the move to online conferences, training sessions, etc. It is anticipated that there will be increased travel and conference attendance in the remainder of this year.
- IT Operations: Total expenditure was \$64,328 through Q-3, or 45% of the total budgeted amount. Software expense is a timing issue as ESRI/GIS 2023 subscription/maintenance was paid in Q-1 and makes up nearly 50% of 2023 Software budget. PTV-Visum travel demand software maintenance paid in Q-2 and is responsible for ~ 10% of the 2023 software budget.

To: Board of Directors 10/05/2023

From: Greg Griffin, Administrative Services Manager

TOPIC: **CALENDAR YEAR (CY) 2024 BUDGET AND INDIRECT COST PLAN**

Requested Action:

Approval of Resolution R-23-26 Adopting the SRTC Calendar Year 2024 SRTC Budget and Indirect Cost Plan.

Key Points:

- Each year SRTC develops an annual budget outlining anticipated revenues and expenditures for the upcoming year (see draft budget summary as **Attachment 1**).
- The annual budget reflects funding for operational expenses as well as the anticipated planning activities of SRTC. In this case, the discussion also included review of proposed staff salary adjustments and retention strategies, as well as anticipated SRTC managed consultant efforts.
- At their 05/11/2023 meeting, the SRTC Board established a Budget Committee to review and recommend a draft CY 2024 budget.
- Total estimated revenues and expenditures for CY 2024 are \$3,830,515. Details are included in the draft CY 2024 Budget document (see **Attachment 2**).
- The budget and ICP are being presented to the SRTC Board for review, comment, and approval.
- The CY 2024 ICP is directly correlated with the proposed CY 2024 Budget (see draft ICP document as **Attachment 3**).
- There are no changes to the draft budget presented for information and discussion at the 09/14/2023 Board meeting. The draft 2024 ICP rate remains at 50%.

Board/Committee Discussions:

The draft CY 2024 Budget and ICP were presented to the Board for information at 09/14/2023 meeting. The Budget Committee reviewed draft 2023 budget documents on 07/13/2023 and 08/24/2023.

Public Involvement:

All Board and committee meetings are open to the public.

More Information:

- Attachment 1: Draft CY 2024 Budget Summary with prior year comparison
- Attachment 2: Draft CY 2024 Budget document
- Attachment 3: Draft CY 2024 Indirect Cost Plan
- For additional information contact Greg Griffin at ggriffin@srtc.org or 509.343.6370

RESOLUTION
of the BOARD of DIRECTORS of the
SPOKANE REGIONAL TRANSPORTATION COUNCIL
R 23-26 SRTC

**APPROVING THE
SPOKANE REGIONAL TRANSPORTATION COUNCIL
CALENDAR YEAR 2024 BUDGET AND INDIRECT COST PLAN**

WHEREAS, the Spokane Regional Transportation Council (SRTC Board) serves as the Metropolitan Planning Organization (MPO) for the Spokane Metropolitan Planning Area (SMPA); and as the Regional Transportation Planning Organization (RTPO) for Spokane County; and

WHEREAS, the SRTC Board operates pursuant to an Interlocal Agreement of the member parties that, among other responsibilities, establishes the SRTC Board of Directors shall prepare and adopt a budget for each calendar year; and

WHEREAS, the Interlocal Agreement identifies the establishment of an Administrative Committee as a standing committee of the SRTC Board; and

WHEREAS, Resolution R-22-19 SRTC establishes an Administrative Committee as a subset of the SRTC Board with a duty to work with SRTC staff annually to review and develop a budget proposal for the upcoming calendar year; and

WHEREAS, the Administrative Committee has presented a Calendar Year 2024 Budget and Indirect Cost Plan for review and approval by the SRTC Board of Directors.

NOW, THEREFORE BE IT RESOLVED, that the SRTC Board is adopting the Calendar Year 2024 SRTC Budget and Indirect Cost Plan.

PASSED and APPROVED on this 12th day of October 2023 by the Spokane Regional Transportation Council Board of Directors.

Betsy Wilkerson, Council Member, City of Spokane
Chair, SRTC Board of Directors

ATTEST

Savannah Hayward, Interim Clerk of the Board

SRTC CY 2024 BUDGET (10/5/23)

10/12/2023 Board Meeting

	-	CY 2023 Amended	CY 2024 Proposed	\$\$ change	% change
REVENUES					
1	SRTC Cash Reserve (suite 504 expand & contingency)	160,000	25,000		
2	Designated Local Funds from prior year (SRTC - SS4A)	32,467	38,500	6,033	18.6%
3	FHWA PL (Federal Public Law Funds) \$162,000 forward prior year	811,718	984,488	172,770	21.3%
4	FTA (Federal Section 5303 Funds) \$50,247 forward prior year	296,422	335,077	38,655	13.0%
5	STBG Planning Funds	350,000	500,000	150,000	42.9%
6	Designated Grant - FHWA - SS4A (Safe Streets 4 All)	400,000	280,000	(120,000)	-30.0%
7	STBG D.A.T.A. & Study Project Funds	300,000	-	(300,000)	-100.0%
8	RTPO (State Planning Funds)	144,651	144,651	-	0.0%
9	Designated Grants (WA Dept Commerce - ETS)	850,000	1,200,000	350,000	41.2%
10	Local Member Contributions	274,789	276,299	1,510	0.5%
11	Local Member Contributions - designated SS4A from prior year	45,000	31,500	(13,500)	-30.0%
12	Spokane County Treasury Interest	6,000	15,000	9,000	150.0%
13	TOTAL REVENUES	3,671,047	3,830,515	159,468	4.3%
EXPENDITURES					
Personnel					
16	Salaries	1,079,341	1,136,980	57,639	5.3%
17	Accrued Vacation Payouts \ Unemployment	1,500	15,000	13,500	900.0%
18	FICA	82,684	88,126	5,442	6.6%
19	WA State Retirement System	112,144	108,354	(3,790)	-3.4%
20	Insurance/Benefits	182,436	182,500	64	0.0%
21	Total Personnel	1,458,105	1,530,960	72,855	5.0%
Contractual and Professional Services					
23	Legal Services	25,000	25,000	-	0.0%
24	Consultant & Prof Svcs	208,123	2,250	(205,873)	-98.9%
25	Professional Services - ETS Grant Work	850,000	1,200,000	350,000	41.2%
26	Consultant Services & SS4A	435,000	304,500	(130,500)	-30.0%
27	Consultant Services & MTP Update	-	405,000	405,000	-
28	Consultant Services & TIP Database	21,000	18,750	(2,250)	-10.7%
32	Consultant Services & D.A.T.A.	300,000	-	(300,000)	-100.0%
33	State Audit Charges	17,000	20,500	3,500	20.6%
34	Total Contractual and Professional Services	1,856,123	1,976,000	119,877	6.5%
Materials and Services					
36	Publications	500	500	-	0.0%
37	Postage	300	300	-	0.0%
38	Operating Supplies	4,500	4,500	-	0.0%
39	Minor Furniture/Equipment	1,000	1,000	-	0.0%
40	Telephone	5,760	4,860	(900)	-15.6%
41	Advertising	3,120	3,000	(120)	-3.8%
42	Rent - Office Space	84,500	95,000	10,500	12.4%
43	Rent - Meeting Rooms	500	500	-	0.0%
44	Lease - Copier (and usage charges)	2,550	2,550	-	0.0%
45	Property and Liability Insurance	17,000	20,000	3,000	17.6%
46	Printing	750	750	-	0.0%
47	Interfund Charges County Treasurer (Fees)	4,860	4,860	-	0.0%
48	Contingency	25,000	25,000	-	0.0%
49	Total Materials and Services	150,340	162,820	12,480	8.3%
Travel, Training, and Staff Development					
51	Mileage & Parking	2,400	2,400	-	0.0%
52	Travel / Training (Staff)	42,700	42,700	-	0.0%
53	Educational Speaker Series	5,000	5,000	-	0.0%
54	Board/Staff Retreats, Facilitators, Food	3,700	3,700	-	0.0%
55	Dues, Subscriptions, and Memberships	10,709	9,625	(1,084)	-10.1%
56	Total Travel, Training, and Staff Development	64,509	63,425	(1,084)	-1.7%
IT Operations					
58	IT Professional Services	28,400	29,060	660	2.3%
59	Software	40,640	39,820	(820)	-2.0%
60	Hardware - New, Replacement, Repairs & Maintenance	60,000	10,500	(49,500)	-82.5%
61	Online Services	12,930	17,930	5,000	38.7%
62	Total IT Services	141,970	97,310	(44,660)	-31.5%
63	TOTAL EXPENDITURES	3,671,047	3,830,515	159,468	4.3%

SRTC

SPOKANE REGIONAL TRANSPORTATION COUNCIL

CALENDAR YEAR 2024 BUDGET

DRAFT

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Suite 500
Spokane WA 99201
www.srtc.org
509.343.6370



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SPOKANE REGIONAL TRANSPORTATION COUNCIL

2023 BOARD OF DIRECTORS

City of Airway Heights	COUNCIL MEMBER JENNIFER MORTON
City of Cheney	COUNCIL MEMBER PAUL SCHMIDT
City of Deer Park	COUNCIL MEMBER DEE CRAGUN
City of Liberty Lake	MAYOR CRIS KAMINSKAS
City of Medical Lake	MAYOR TERRI COOPER
City of Millwood	MAYOR KEVIN FREEMAN
City of Spokane	COUNCIL MEMBER BETSY WILKERSON (CHAIR)
City of Spokane	COUNCIL MEMBER ZACK ZAPPONE
City of Spokane Valley	MAYOR PAM HALEY
City of Spokane Valley	COUNCIL MEMBER ROD HIGGINS
Kalispel Tribe of Indians	DANIEL CLARK
Major Employer Representative	DOUG YOST
Rail/Freight Representative	MATT EWERS
Small Towns Representative	COUNCIL MEMBER MICKI HARNOIS
Spokane County	COMMISSIONER AL FRENCH (VICE-CHAIR)
Spokane County	COMMISSIONER MARY KUNEY
Spokane Transit Authority	CEO E. SUSAN MEYER
Spokane Tribe of Indians	COUNCIL MEMBER TIGER PEONE
WSDOT-Eastern Region	REGIONAL ADMINISTRATOR TODD TREPANIER
WA Transportation Commission	COMMISSIONER KELLY FUKAI

Ex-Officio Members

Transportation Technical Committee	CHARLENE KAY
Transportation Advisory Committee	KIM ZENTZ

SRTC MEMBER JURISDICTIONS, TRIBES, AND AGENCIES

City of Airway Heights	City of Spokane Valley	Town of Latah
City of Cheney	Kalispel Tribe of Indians	Town of Rockford
City of Deer Park	Spokane County	Town of Spangle
City of Liberty Lake	Spokane Transit Authority	Town of Waverly
City of Medical Lake	Spokane Tribe of Indians	WSDOT-Eastern Region
City of Millwood	Town of Fairfield	WA State Transportation Commission
City of Spokane		

BOARD OF DIRECTORS

VOTING MEMBERS

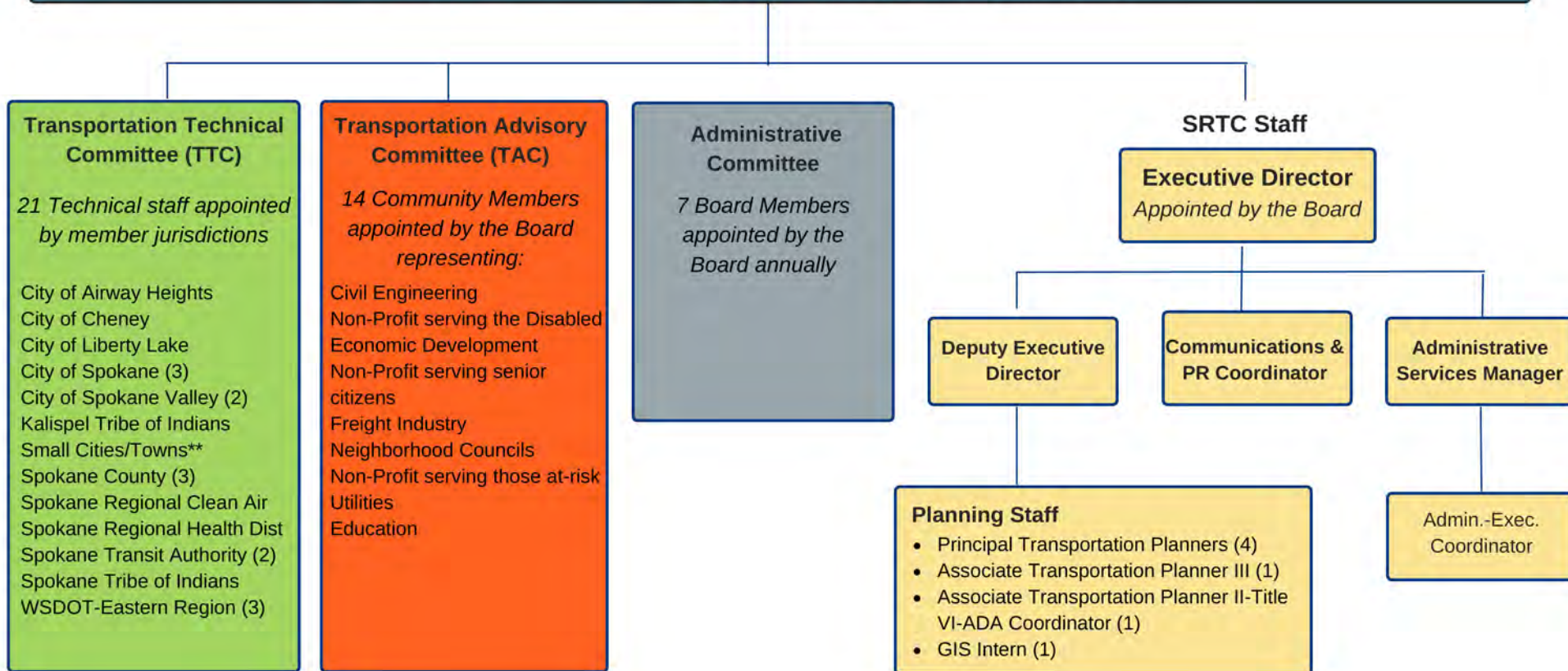
City of Airway Heights
City of Cheney
City of Deer Park
City of Medical Lake
City of Millwood
City of Spokane (2)
City of Spokane Valley (2)
Kalispel Tribe of Indians
Major Employer Representative
Rail/Freight Representative

Small Towns Representative*

Spokane County (2)
Spokane Transit Authority
Spokane Tribe of Indians
WSDOT Eastern Region
WA State Transportation Commission

EX-OFFICIO MEMBERS

TTC Chair
TAC Chair
Regional WA State Legislators



*Towns of Fairfield, Latah, Rockford, Spangle & Waverly

**Towns listed above plus Cities of Deer Park, Medical Lake & Millwood

BACKGROUND

The Spokane Regional Transportation Council (SRTC) is the lead agency for coordinating transportation planning activities in the Spokane region. SRTC is governed by a Board that includes local elected officials, transportation executives, and community and business representatives. Each year, the SRTC Board approves a Unified Planning Work Program (UPWP) that describes upcoming work activities and priorities. The Fiscal Years 2024-2025 UPWP (07/01/2023 through 06/30/2025) is available on the SRTC website at <https://www.srtc.org/unified-planning-work-program/>.

This Calendar Year (CY) 2024 Budget outlines SRTC's anticipated revenues and expenditures for the upcoming year. A key objective of the CY 2024 Budget is to provide adequate resources to address core planning functions, as defined by federal and state requirements. Together, the UPWP and annual budget provide a comprehensive picture of SRTC's work activities and financial resources. Both documents are aligned with SRTC's mission, vision, and values statements:

MISSION: *Develop plans and programs that coordinate transportation planning in the Spokane Region*

VISION: *The Spokane region possesses the best multi-modal/multi-jurisdictional transportation network that optimizes safety, capacity, and efficiency in the movement of people and goods in a region of our size.*

VALUES: *Regional Leadership, Collaboration, Accountability, Innovation, Transparency, Inclusiveness, Integrity*

SRTC ORGANIZATION

SRTC serves as the Metropolitan Planning Organization (MPO) for the region and is responsible for ensuring compliance with federal transportation planning requirements. Since the Spokane Metropolitan Planning Area is over 200,000 in population, SRTC is also designated as a Transportation Management Area (TMA), which involves additional responsibilities and discretion in allocating certain federal transportation funds within the urbanized area. Finally, SRTC serves as the state designated Regional Transportation Planning Organization (RTPO) for Spokane County. RTPOs are voluntary associations of local governments and were authorized as part of the 1990 Washington State Growth Management Act to ensure local and regional coordination of transportation plans.

SRTC is organized through an interlocal agreement as a voluntary association and joint board. As shown on page 1, the agency is governed by a Board of Directors which receives policy input from a Transportation Advisory Committee (TAC) and technical input from a Transportation Technical Committee (TTC). The Board of Directors includes 18 voting members and two ex-officio, or non-voting, members. Also, pursuant to RCW 47.80.040, area members of the House of Representatives and the State Senate are considered ex officio, non-voting policy board members of SRTC.

SFY 2024-2025 UNIFIED PLANNING WORK PROGRAM (UPWP)

On 06/08/2023, the SRTC Board approved the State Fiscal Years (SFY) 2024-2025 Unified Planning Work Program. The 2024-2025 UPWP defines the projects and work activities that will be conducted by the agency during the period of 07/01/2023 through 6/30/2025 and identifies whether each task is primarily an MPO (federal) or RTPO (state) activity.

Table 1 identifies the work activities included in the FY 2024-2025 UPWP.

Task	MPO	RTPO	Task	MPO	RTPO
Task 1: Program Administration & Coordination			Task 2: Public & Stakeholder Participation & Coordination		
1.1 Program Management & Support	•	•	2.1 Public Coordination & Outreach	•	•
1.2 Certifications, Agreements, Work Program	•	•	2.2 Stakeholder Coordination	•	•
1.3 Coordination with State/Federal Legislators	•	•	2.3 Title VI & Environmental Justice	•	•
1.4 Professional Development & Training	•		2.4 Website and Social Media Management	•	•
Task 3: Data Management & Systems Analysis			Task 4: Metropolitan Transportation Plan & General Long Range Transportation Planning		
3.1 Data & Software Management	•	•	4.1 Long Range Transportation Planning	•	•
3.2 GIS & Spatial Analysis	•	•	4.2 Equity Planning	•	•
3.3 Data Visualization & Cartography	•	•	4.3 Climate Change & Resiliency	•	•
3.4 Socioeconomic Data Collection/Forecasting	•	•	4.4 Agency Support & Coordination	•	•
3.5 Systems Analysis & Data Application	•		4.5 Active & Public Transportation	•	•
3.6 Air Quality & Transportation Conformity	•				
Task 5: Transportation Improvement Program			Task 6: Congestion Management Process		
5.1 TIP Development & Maintenance	•	•	6.1 CMP Activities	•	
5.2 Coordination & Tracking Projects	•	•	6.2 SRTMC Support/TSMO	•	
Task 7: Planning Consultation & Studies			Task 8: RTPO Planning Activities		
7.1 General Planning Support/Coordination	•		8.1 General RTPO Activities		•
7.2 Regional Transportation Priorities	•		8.2 Comp Plan & CWPP Certification Update		•
7.3 Safety	•	•			

CY 2024 BUDGET SUMMARY

SRTC prepares and adopts a proposed budget for each calendar year and submits anticipated dues to the legislative bodies of each member agency. Member dues for the CY 2024 Budget were reviewed by the SRTC Board on 07/13/2023. This information was submitted by letter to each member agency on 07/21/2023. The annual budget may be amended by vote of the Board, provided such amendment does not require additional budget appropriation, or by joint approval of the Board and participating members where such amendment does require additional member agency budget appropriation.

FINANCIAL MANAGEMENT PRACTICES

SRTC prepares a budget for financial planning purposes. It is used only as a planning tool with no legal requirement to amend the budget as factors change throughout the year. However, significant budget changes, including changes that alter the approved Unified Planning Work Program, are presented for review and approval by the Board.

SRTC reports financial activity in accordance with the Cash Basis Budgeting, Accounting and Reporting System (BARS) manual prescribed by the State Auditor's Office under the authority of Washington State law, Chapter 43.09 RCW. Financial transactions are recognized on a cash basis of accounting. SRTC's basic financial statements include the financial position and results of operations. It accounts for all financial resources except those required or elected to be accounted for in another fund.

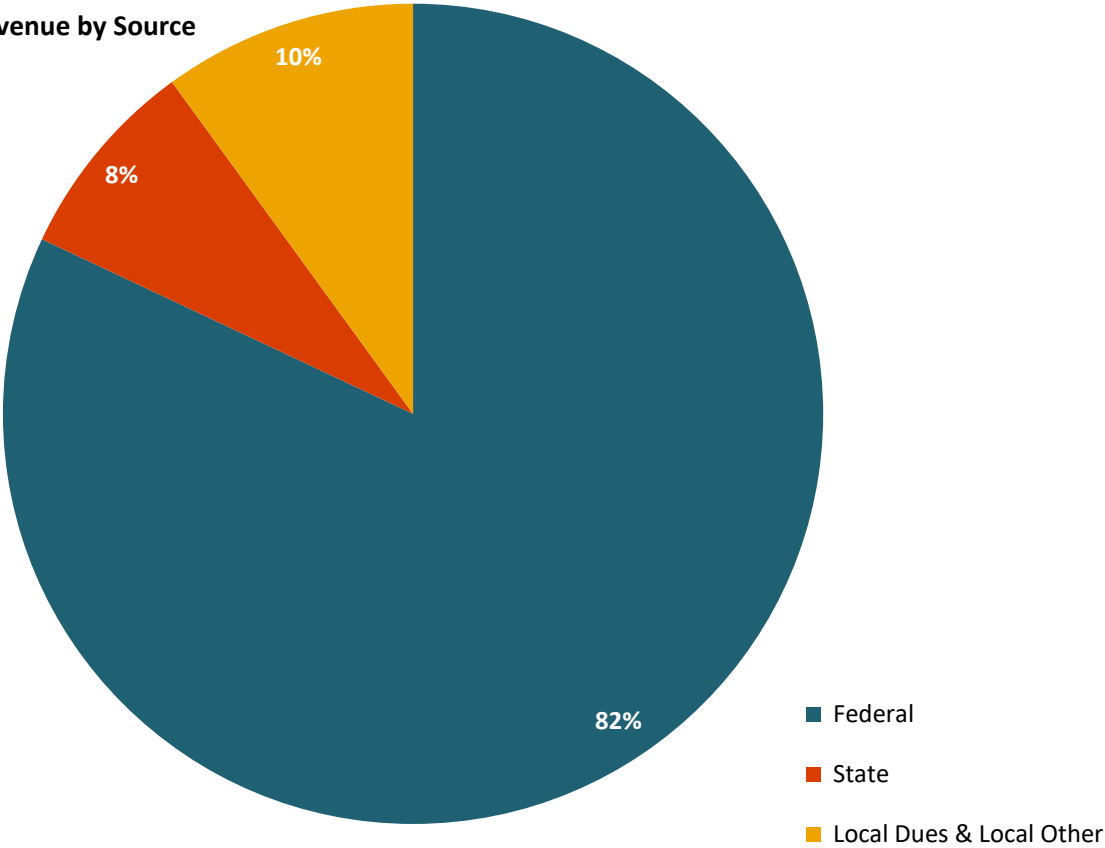
SRTC has one governmental fund (General Fund). The fund has a set of single-entry accounts that comprises its cash, investments, revenues, and expenditures, as appropriate. It is SRTC's policy to deposit all cash with the Spokane County Treasurer.

CY 2024 REVENUE ESTIMATES

The CY 2024 estimate for revenues is \$3,830,515 (Table 2). As shown in Figure 2, 82% of the revenues included in the CY 2024 Budget are provided by federal sources. State planning support is 8% of total; local dues and other local funds account for 10% of the budgeted revenues.

TABLE 2: CY 2024 ESTIMATED REVENUES	
FHWA PL Funds	\$ 984,488
FTA 5303 Funds	335,077
STBG Planning Funds	500,000
Designated Grant – FHWA – SS4A (Safe Streets for All)	280,000
RTPO State Planning Funds	144,651
Designated Grants – WA Dept of Commerce – Electric Chargers	1,200,000
Local Member Contributions	276,299
Local Member Contributions – designated SS4A match from prior year	31,500
SRTC Cash Reserve – designated SS4A match from prior year	38,500
SRTC Cash Reserve - Contingency	25,000
Spokane County Treasury Interest	15,000
TOTAL ESTIMATED REVENUES	\$ 3,830,515

Figure 2: CY 2024 Revenue by Source



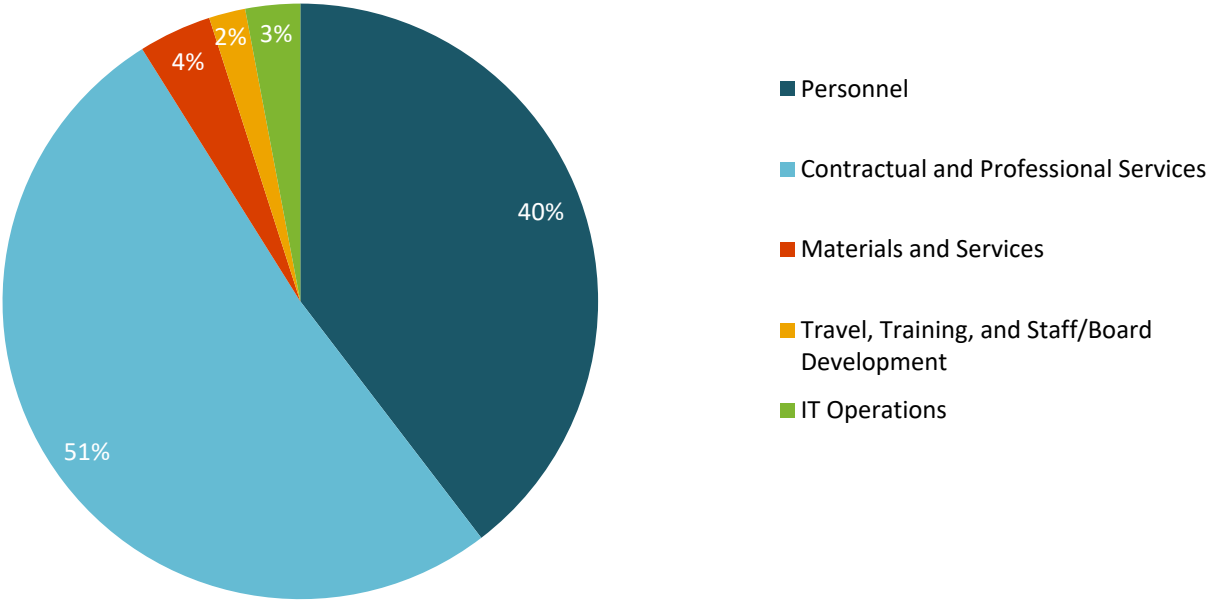
CY 2024 EXPENDITURE ESTIMATES

The CY 2024 estimate for expenditures is balanced to estimated revenues at \$3,830,515. Budget expenditures are divided into the following five divisions: 1) Personnel; 2) Contractual and Professional Services; 3) Materials and Services; 4) Travel, Training, and Staff Development; and 5) IT Operations.

Table 3 provides a breakdown of expenses by these categories. Figure 3 illustrates that personnel expenditures account for 40% of the total agency budget. Contractual and Professional Services account for 51%; followed by Materials & Services at 4%; Training and Memberships at 2%, and IT Operations at 3%.

TABLE 3: CY 2024 ESTIMATED EXPENDITURES	
Personnel	\$ 1,530,960
Contractual and Professional Services	1,976,000
Materials and Services	162,820
Training and Memberships	63,425
IT Operations	97,310
TOTAL ESTIMATED EXPENDITURES	\$ 3,830,515

Figure 3: CY 2024 Expenditures by Budget Division



The CY 2024 budget includes the addition of a Communication and Public Relations Coordinator position for 11.50 Full Time Equivalent (FTE) positions. Table 4 provides a summary of the budgeted positions for CY 2023 and CY 2024.

TABLE 4: SUMMARY OF BUDGETED POSITIONS

Position	CY 2023	CY 2024
Executive Director	1.00	1.00
Deputy Executive Director	1.00	1.00
Administrative Services Manager	1.00	1.00
Administrative-Executive Coordinator	1.00	1.00
Communications and Public Relations Coordinator	1.00	1.00
GIS Intern	0.50	0.50
Associate Transportation Planner II	1.00	2.00
Associate Transportation Planner III	1.00	0.00
Principal Transportation Planner	4.00	4.00
TOTALS	11.50	11.50

CY 2024 BUDGET DETAILS

Appendix A presents the budget details for the CY 2024 Budget. The following provides detail of some of the revenue and expenditure items contained in Appendix A.

REVENUES

FHWA PL (FEDERAL PUBLIC LAW FUNDS): SRTC's allocation of PL funds in CY 2024 is anticipated to be \$822,488. An additional \$162,000 is from prior year remaining funds for a total of \$984,488.

FTA (FEDERAL SECTION 5303 FUNDS): SRTC's allocation of FTA Section 5303 funds in CY 2024 is budgeted at \$284,830. An additional \$50,247 is from prior year remaining funds for a total of \$335,077.

STBG (FEDERAL DISCRETIONARY FUNDS-METROPOLITAN PLANNING): SRTC's current 2024-2027 Transportation Improvement Program (TIP) includes \$500,000 in annual Surface Transportation Program (STBG Planning) funds for Metropolitan Transportation Planning in 2024.

OTHER GRANTS, STUDIES, AND PROJECTS: The SS4A (Safe Streets 4 All) Project is to be funded with revenues from FHWA and other local revenue sources. It is anticipated that the Electrification of Transportation Systems (ETS) grant revenue will be \$1,200,000 in 2024.

RTPO (STATE PLANNING FUNDS): The State of Washington provides \$2.45 million annually to RTPOs to conduct transportation planning in support of the State’s Growth Management Act (GMA). For large MPO’s such as SRTC, this funding has been used to supplement the overall planning program in fulfillment of the GMA, and to support transportation planning activities in the non-urbanized areas of Spokane County. SRTC’s allocation of RTPO funds is anticipated to remain at \$144,651 in CY 2024.

LOCAL CONTRIBUTIONS: Local contributions are budgeted to remain at \$.30 cents per capita. The dues structure also calls for Spokane County to pay dues at the City of Spokane assessment. Table 5 provides an overview of contributions for each member in CY 2023 and CY 2024. The contributions for SRTC members in CY 2024 are \$276,299.

TABLE 5: CY 2024 LOCAL DUES

Jurisdiction	Population*	% of 2023 Population	CY 2023 Dues	CY 2024 Dues
Airway Heights	11,280	2.03%	3,312	3,384
Cheney	13,160	1.86%	3,876	3,948
Deer Park	4,925	5.46%	1,401	1,478
Fairfield	600	0.00%	180	180
Latah	185	0.00%	56	56
Liberty Lake	13,150	2.18%	3,861	3,945
Medical Lake	4,915	1.55%	1,452	1,475
Millwood	1,925	0.52%	575	578
Rockford	570	4.59%	164	171
Spangle	280	0.00%	84	84
Spokane	232,700	0.78%	69,270	69,810
Spokane County	163,390	0.41%	69,270	69,810
Spokane Valley	107,400	0.28%	32,130	32,220
Waverly	120	0.00%	36	36
Jurisdiction Subtotal	554,600	100%	185,667	187,715
Kalispel Tribe of Indians	TBD	n/a	-	-
Spokane Transit Authority	Flat Rate	n/a	58,706	58,706
Spokane Tribe of Indians	TBD	n/a	-	-
WSDOT-Eastern Region	Flat Rate	n/a	30,418	30,418
Special Subdistrict Subtotal			89,124	93,124
TOTAL DUES			274,791	276,299

* (4/1/2023 WA Office of Financial Management Estimate)

EXPENDITURES

PERSONNEL: *Increase of \$72,855 (5.0%) vs 2023*

Salaries: Total wages budgeted for 2024 increase 5.3% over the 2023 budget. The increase coming from projected merit increases is based on performance reviews, as well as a requested 4.0% wage adjustment. Insurance increases after SRTC's earned Well City discount are anticipated to increase 7.0%.

FICA: The Federal Insurance Contributions Act tax includes employer contributions for Social Security and Medicare.

WA State Retirement System: SRTC provides the employer match for its employees as members of the Washington State Retirement System. Contribution rates are set by the State Legislature and may be adjusted as needed, usually at the beginning of the State's Biennium. In July 2023 the employer rate decreased 1% to 9.39 %. In September 2023, the employer contribution rate increased to 9.53% and equates to an overall decrease of \$3,800 vs 2023 budget.

Insurance Benefits: As of 01-01-2019 SRTC began procuring health insurance benefits through the Association of Washington Cities as a non-city entity sponsored by the City of Spokane Valley. Medical insurance is estimated to increase 7.0% for 2024. Dental, Vision and life insurance rates will not change. Industrial Insurance is also included in this category.

CONTRACTUAL AND PROFESSIONAL SERVICES: *Increase of \$119,877 (6.5%) vs 2023.* This is primarily due to the budget increase in activity on the Electrification grant funded by WA Dept of Commerce, and various proposed contracts for the Metropolitan Transportation Plan (MTP) update. The increase is offset by wrapping up the D.A.T.A. project and decreased budget in 2024 for the Safe Streets for All (SS4A) grant.

Legal Services: No change from 2023 budget.

Contractual/Professional Services: This category includes available funds from prior year grant balances available for project work to be identified in the 2024-2025 UPWP which includes the second half of CY 2023: website update, translation, fire extinguisher and state audit services. \$31,500 budgeted in 2023 for potential remodel of Suites 500 & 504 removed for 2024 budget.

Consultant Services for DATA Project and SS4A are \$430,000 less than 2023 budget. Other projects include a TIP database and other projects included as part of the MTP update due in 2025.

Avista and STA have commenced work on installing charging stations as part of the \$2,500,000 ETS grant administered by WA Dept of Commerce using US Dept. of Energy funds. Avista and STA anticipate billing \$1,200,000 to the grant in 2024 (these are pass through funds for SRTC).

MATERIALS AND SERVICES: *Increase* of \$12,480 (8.3%) vs 2023 – Primarily due to increases to the final year of the SRTC office lease and anticipated increases in the cost of agency property/liability insurance.

Operating Supplies: General office supplies, outreach and wellness program supplies.
Minor Furniture/Equipment: Includes replacement of older office chairs & furniture as necessary.
Telephone: VOIP telephone service for office; cell service for Executive and Deputy Directors.
Advertising: Expenses for legal notices related to items such as public meetings, outreach events, plan comment periods, and Transportation Improvement Program (TIP) amendments.
Office Space Rent: SRTC leases Suites 500 & 504 at the Paulsen Center. The amount for lease in the 2024 budget includes CAM charges through the expiration of the lease at the end of May 2024. The budgeted amount for the office lease includes an estimate of a Paulsen Center lease extension or a new lease at another site.
Copy Machine Lease: This includes the copier lease expense as well as the copier usage charges.
Property and Liability Insurance: Anticipated to increase approximately 18% for 2024.

TRAVEL, TRAINING, AND STAFF/BOARD DEVELOPMENT: *Decrease* of \$1,084 (2.0%) vs 2023 budget.

Because of the specialized and technical nature of the services provided, this category is to ensure adequate resources for travel, as well as resources for needed technical training related to travel demand modeling, air quality modeling, geographic information systems, transportation planning, information technology, financial management, updates and changes to employment law, public records law, and public involvement. Regular travel is also necessary for coordination with other organizations.

- Mileage & Parking
- Travel & Training
- Educational Speaker Series
- Dues, Subscriptions, and Memberships

INFORMATION TECHNOLOGY (IT) OPERATIONS – Decrease of \$44,660 (31.5%) vs 2023. Decrease results from removal of 2023 budgeting \$48,500 for Audio-Visual upgrades to the Board meeting room.

IT Management Services: Slight increase projected for 2024.
Software: Software purchases and software maintenance: support for the VISUM model, ESRI Software for GIS, firewall maintenance, finance/payroll software. Software purchases include Presentation software, MS

Office 365 and Planner/Data software, Adobe Acrobat. Network security software and investments in ArcGIS software and data storage are also budgeted in 2024.

Hardware – New/Replacement: Replacement of network equipment and workstation replacement. The 2024 budget does include workstation replacement & minor equipment, as well as improvements to hybrid office equipment/hardware.

Hardware – Repairs/Maintenance/Upgrades: Repair supplies and equipment repair.

Online Services: Internet service, metro Ethernet connection, website hosting, spam filtering, domain names, virtual meeting platform services.

SRTC DRAFT CY 2024 BUDGET (9/7/23)

	-	CY 2023 Amended	CY 2024 Proposed	\$\$ change	% change
REVENUES					
1	SRTC Cash Reserve (suite 504 expand & contingency)	160,000	25,000		
2	Designated Local Funds from prior year (SRTC - SS4A)	32,467	38,500	6,033	18.6%
3	FHWA PL (Federal Public Law Funds) \$162,000 forward prior year	811,718	984,488	172,770	21.3%
4	FTA (Federal Section 5303 Funds) \$50,247 forward prior year	296,422	335,077	38,655	13.0%
5	STBG Planning Funds	350,000	500,000	150,000	42.9%
6	Designated Grant - FHWA - SS4A (Safe Streets 4 All)	400,000	280,000	(120,000)	-30.0%
7	STBG D.A.T.A. & Study Project Funds	300,000	-	(300,000)	-100.0%
8	RTPO (State Planning Funds)	144,651	144,651	-	0.0%
9	Designated Grants (WA Dept Commerce - ETS)	850,000	1,200,000	350,000	41.2%
10	Local Member Contributions	274,789	276,299	1,510	0.5%
11	Local Member Contributions - designated SS4A from prior year	45,000	31,500	(13,500)	-30.0%
12	Spokane County Treasury Interest	6,000	15,000	9,000	150.0%
13	TOTAL REVENUES	3,671,047	3,830,515	159,468	4.3%
EXPENDITURES					
15	Personnel				
16	Salaries	1,079,341	1,136,980	57,639	5.3%
17	Accrued Vacation Payouts \ Unemployment	1,500	15,000	13,500	900.0%
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28	Consultant Services & TIP Database	21,000	18,750	(2,250)	-10.7%
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39	Minor Furniture/Equipment	1,000	1,000	-	0.0%
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41	Advertising	3,120	3,000	(120)	-3.8%
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43	Rent - Meeting Rooms	500	500	-	0.0%
44	Lease - Copier (and usage charges)	2,550	2,550	-	0.0%
45	Property and Liability Insurance	17,000	20,000	3,000	17.6%
46	Printing	750	750	-	0.0%
47	Interfund Charges County Treasurer (Fees)	4,860	4,860	-	0.0%
48	Contingency	25,000	25,000	-	0.0%
49	Total Materials and Services	150,340	162,820	12,480	8.3%
50	Travel, Training, and Staff Development				
51	Mileage & Parking	2,400	2,400	-	0.0%
52	Travel / Training (Staff)	42,700	42,700	-	0.0%
53	Educational Speaker Series	5,000	5,000	-	0.0%
54	Board/Staff Retreats, Facilitators, Food	3,700	3,700	-	0.0%
55	Dues, Subscriptions, and Memberships	10,709	9,625	(1,084)	-10.1%
56	Total Travel, Training, and Staff Development	64,509	63,425	(1,084)	-1.7%
57	IT Operations				
58	IT Professional Services	28,400	29,060	660	2.3%
59	Software	40,640	39,820	(820)	-2.0%
60	Hardware - New, Replacement, Repairs & Maintenance	60,000	10,500	(49,500)	-82.5%
61	Online Services	12,930	17,930	5,000	38.7%
62	Total IT Services	141,970	97,310	(44,660)	-31.5%
63	TOTAL EXPENDITURES	3,671,047	3,830,515	159,468	4.3%

SRTC

SPOKANE REGIONAL TRANSPORTATION COUNCIL

CALENDAR YEAR 2024 INDIRECT COST PLAN

DRAFT

421 W Riverside Ave
Suite 500
Spokane WA 99201
www.srtc.org
509.343.6370



INDIRECT COST PROPOSAL CERTIFICATION STATEMENT

This is to certify that I have reviewed the Indirect Cost proposal submitted herewith and to the best of my knowledge and belief:

All costs included in this proposal, 10/12/23, to establish billing or final indirect costs rate for January – December 2024 are allowable in accordance with the requirements of the Federal awards to which they apply and the provisions of 2 CFR Part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirement for Federal Awards. Unallowable costs have been adjusted for in allocating costs as indicated in the Indirect Cost proposal.

All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal Government will be notified of any accounting changes that would affect the predetermined rate.

I declare that the foregoing is true and correct.

Spokane Regional Transportation Council

Lois Bollenback, Executive Director
Spokane Regional Transportation Council

Date

PURPOSE

This document serves as the Calendar Year (CY) 2024 Indirect Cost Allocation Plan for the Spokane Regional Transportation Council (SRTC) and was prepared in accordance with the policies and procedures contained in 2 CFR Part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirement for Federal Awards. The 2024 Indirect Cost Plan will be effective for the months of January through December 2024.

METHODOLOGY

A consistent approach has been followed in the treatment of direct or indirect costs; in no case have costs charged as direct costs to programs been included as indirect costs. Actual expenditure information used to prepare the plan was obtained from financial statements. SRTC has not made any significant changes to the accounting treatment of any expense category or to its accounting system for CY 2024. The expenses will continue to be allocated between direct and indirect costs as described in the approved CY 2024 Indirect Cost Plan. The CY 2024 indirect rate calculation is based on the approved 2024 budget. Based on this amount, the new indirect cost rate will be 50% of total direct salaries and wages. This proposal is for a fixed rate, with any over/under cost recovery amount adjusted in a subsequent year.

For CY 2024, SRTC will continue using Vision Municipal Solutions software for financial accounting and payroll processes. Vision MS is designed with the WA State Auditor's Office BARS reporting codes to provide seamless reporting for annual audits. The general ledger provides the capability of tracking overall expenses by calendar year and fiscal year, enabling an overall audit by either period. Salaries for hours worked, fringe benefits, and direct costs for each work element will be recorded in the appropriate task code.

The non-worked hours paid (vacation, holiday, sick leave, jury duty) and benefits will be prorated among the work elements. To accomplish the proration of the non-worked salary and benefits, these amounts will be accumulated in an independent function code number. At the end of each month, the non-worked salary and fringe benefit totals in this function code will be prorated to the Unified Planning Work Program (UPWP) work elements based on the amount of each employee's time in each work element. This will be done through a spreadsheet program from which actual billings will be prepared.

The proposed indirect cost percentage rate is of the "fixed rate with carry-over" type. Any over/under recovery for a specific year is carried forward to the following calendar year to be used as an adjustment to the following year's rate.

Expenses that are directly identifiable to a specific work element within SRTC are classified as "direct costs" and charged to the specific work elements to which they relate. Expenses that are not directly identifiable to a specific work element are classified as "indirect costs" and are recovered as a fixed percentage rate of total salaries and wages.

DEVELOPMENT OF THE CY 2024 INDIRECT RATE

The CY 2024 indirect cost is based on a calculated 2024 total of indirect costs of \$481,088 plus a 2022 adjustment of <\$769>, and a direct salary base of \$968,755 yielding an indirect cost rate of 50%. This information is documented in the Appendix in **Table 1: Total Proposed Indirect Costs for CY 2024**. Table 1 also demonstrates that unallowable costs associated with SRTC staff interaction with state and federal officials are not included in the calculated indirect cost rate.

$$\$480,319 / \$968,755 = 50\%$$

CY 2022 shows an under-recovery amount of <\$769>. This information is documented in the Appendix in **Table 2: CY 2022 Indirect Cost Recovery Analysis Worksheet**.

SRTC will use this indirect cost rate of 50% for the January - December 2024 billings, as reflective of anticipated expenditures.

INDIRECT COST RATE ASSUMPTIONS

In reviewing the operations of SRTC, part or all of the time of two employees was determined to be of an indirect support nature rather than a direct salary cost: (1) Administrative Services Manager – 100%
(2) Administrative-Executive Coordinator – 100%

Estimates of the time spent on these activities were made and the salary and fringe benefit costs involved were calculated from the approved CY 2024 budget. Based on the line items of expense in the CY 2024 budget the following classifications of costs as direct or indirect were developed:

DIRECT		INDIRECT
Advertising	Advertising	Rentals –Eqpt/Buildings/Facilities
Computer Hardware	Computer Hardware	Software
Contractual Professional Services	Contractual Professional Services	Software/Equipment Maintenance
Direct Fringe Benefit Expenses	Dues, Subscriptions, Memberships	State Audit Charges
Direct Salary Expenses	Indirect Fringe Benefit Expenses	Telephone
Education Series / Guest Speakers	Indirect Salary Expenses	Termination Sick Leave/Vacation Pay
Operating Supplies	Interfund Reprographics	Travel
Postage	Interfund Services*	Unemployment
Printing	Lease of Equipment	
Publications	Online IT Services	
Registration/Schooling	Operating Supplies	
Rentals –Eqpt/Buildings/Facilities	Permits/Fees	
Software	Postage	
Software/Equipment Maintenance	Printing	
Telephone	Property/Liability Insurance	
Travel / Training / Conferences	Publications	
	Registration/Schooling	

* Prorated share of Spokane County Treasurer Office costs for Treasury Services. These expenses are distributed by a standardized formula to all organizations using County Treasury services. The remaining interfund items are charged at standard rates to all users based on the amount of the service or products used or purchased.

Capital Expenditures were classified as allowed or not allowed, without prior approval from the grantor agencies, using the 2 CFR Part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirement for Federal Awards. These line items will be funded entirely from additional local funds in CY 2024 unless prior approval is sought for specific equipment acquisitions.

INCONSISTENTLY TREATED COSTS

Line items such as Software, Operating Supplies, Equipment Maintenance, and Advertising are treated on a case-by-case basis within this proposal. The items will be purchased either for a specific contract or project or for general use. Expenditures will be specifically coded to show for what they will be used. SRTC proposes to treat those purchases that are made directly for a specific work element within the UPWP as a direct cost, while those purchases for general purpose programs are an indirect cost.

Salary and fringe benefit expenses are also treated as both a direct and an indirect cost, depending on the nature of the activity incurring the cost. A separate payroll cost accounting code and budget will be established to record actual employee time worked in the indirect cost activities to provide support for the indirect cost amounts and to avoid treating any specific salary expense as both a direct and an indirect charge. The related fringe benefit expenses for the indirect salary charges are also accounted for separately.

All other costs in this proposal are treated consistently as direct or indirect costs for all grants. The indirect cost rate will be used in billing all federal and state grants and contracts executed by SRTC.

APPENDIX

Table 1:	CY 2024 Indirect Cost Proposal Worksheet
Table 2:	CY 2022 Indirect Cost Recovery Analysis Worksheet
Table 3:	Schedule of Federal Funds Expenditures for Calendar Year 2024
Table 4:	SRTC Organizational Chart

TABLE 1 – SRTC CY 2024 INDIRECT COST PROPOSAL WORKSHEET

	Cost Type	Indirect Cost expenditures	Unallowable Cost expenditures	Transp. Grants eligible expenditures	TOTAL	Cost Classified Direct to All Activity	Indirect to All Activity	TOTAL
SALARIES & FRINGE BENEFITS								
Salaries & Wages	D/I	183,225	6,617	962,138	1,151,980	968,755	183,225	1,151,980
Fringe Benefits	D/I	60,973	4,677	313,330	378,980	318,007	60,973	378,980
Total Salaries/Fringe Benefits		244,198	11,294	1,275,468	1,530,960	1,286,762	244,198	1,530,960
OTHER EXPENDITURES								
<i>Contractual/Professional Services</i>								
Legal Services	I	25,000	0	0	25,000	0	25,000	25,000
Consultant Services	D/I	0	0	728,250	728,250	728,250	0	728,250
State Audit Charges	I	20,500	0	0	20,500	0	20,500	20,500
Misc. Professional Services	D/I	0	1,750	500	2,250	2,250	0	2,250
<i>Materials & Services</i>								
Publications	D/I	0	240	260	500	500	0	500
Postage	I	300	0	0	300	0	300	300
Operating Supplies	D/I	1,500	3,000	0	4,500	3,000	1,500	4,500
Minor Equipment	D	0	1,000	0	1,000	1,000	0	1,000
Telephone	D/I	3,540	600	720	4,860	1,320	3,540	4,860
Advertising	D	0	0	3,000	3,000	3,000	0	3,000
Rent – Office	I	95,000	0	0	95,000	0	95,000	95,000
Rent – Meeting Rooms	D/I	400	0	100	500	100	400	500
Lease – Copier	I	2,550	0	0	2,550	0	2,550	2,550
Property/Liability Insurance	I	20,000	0	0	20,000	0	20,000	20,000
Printing	I	0	0	750	750	750	0	750
Unemployment	I	0	0	0	0	0	0	0
Treasury Services	I	4,860	0	0	4,860	0	4,860	4,860
Contingency	D/I	0	25,000	0	25,000	25,000	0	25,000
<i>Travel, Training, Staff Development</i>								
Mileage & Parking	D/I	200	0	2,200	2,400	2,200	200	2,400
Travel/Training	D/I	2,500	2,750	39,350	44,600	42,100	2,500	44,600
Registration	D/I	750	200	5,850	6,800	6,050	750	6,800
Dues, Subscrip., Memberships	D/I	0	9,625	0	9,625	9,625	0	9,625
<i>IT Operations</i>								
IT Management	I	29,060	0	0	29,060	0	29,060	29,060
Software	D/I	12,800	0	27,020	39,820	27,020	12,800	39,820
Hardware-new & replacement	D/I	0	4,000	3,500	7,500	7,500	0	7,500
Hardware-repair,maint.upgrades	D/I	0	3,000	0	3,000	3,000	0	3,000
Online Services	I	17,930	0	0	17,930	0	17,930	17,930
Total Other Expenditures		236,890	51,165	811,500	1,099,555	862,665	236,890	1,099,555
TOTAL		481,088	62,459	2,086,968	2,630,515	2,149,427	481,088	2,630,515
Adjustment for (over)/Under Recovery of Indirect Cost in FY 2022 (from Table 2) will be made in the CY 2024 IDC Plan							(769.05)	
Total Indirect Costs to be Recovered in CY 2024							480,319	

Proposed Indirect Cost Allocation Rates for CY 2024	50%	

TABLE 2 - CY 2022 INDIRECT COST RECOVERY ANALYSIS WORKSHEET- page 1 of 2														
Type	Description	Cost Type	2022 Indirect Expenses	2022 Ineligible Expenses	Eligible Grant Expenses	Eligible Grant Expenses	Eligible Grant Expenses	Eligible Grant Expenses	Consultant Corridor Studies	Consultant D.A.T.A. Studies	TOTAL	Costs Classified Direct to All. Activ.	Indirect to All Activ.	TOTAL
51000	Salaries/Wages	D/I	141,148.80	884.64	299,198.11	397,926.42	46,178.55	10,614.00			895,950.72	754,801.92	141,148.80	895,950.72
52000	Fringe Benefits	D/I	62,910.17	254.63	94,600.12	116,538.26	16,939.05	1,813.28			293,055.51	230,145.34	62,910.17	293,055.51
<i>Total Sal/Fringe Benefits</i>			204,058.97	1,139.27	393,798.23	514,464.68	63,117.60	12,427.48	0.00	0.00	1,189,006.23	984,947.26	204,272.94	1,189,006.23
Other Expenditures														
51620	Move Staff	D/I	0.00	0.00	0.00	0.00					0.00	0.00	0.00	0.00
53102	Publications	D/I	19.16	0.00	0.00	0.00					19.16	0.00	19.16	19.16
53103	Postage	D/I	302.50	0.00	0.00	0.00					302.50	0.00	302.50	302.50
53104	Software	D/I	14,155.67	0.00	19,166.62	218.00					33,540.29	19,384.62	14,155.67	33,540.29
53201	Operating Supplies	D/I	480.39	3,570.27	374.52	5,398.20	93.63				9,917.01	9,436.62	480.39	9,917.01
53502	Minor Equipment	D/I	0.00	6,413.36	0.00	0.00					6,413.36	6,413.36	0.00	6,413.36
54101	Prof. Services	D/I	44,176.74	0.00	0.00	0.00					44,176.74	0.00	44,176.74	44,176.74
54105	Legal Services	I	22,196.30	0.00	0.00	0.00					22,196.30	0.00	22,196.30	22,196.30
54120	State Audit Charges	I	14,744.78	0.00	0.00	0.00					14,744.70	0.00	14,744.78	14,744.70
54201	Contractual Services	D/I	0.00	3,256.14	0.00	0.00			343,882.99	612,280.74	959,419.87	959,419.87	0.00	959,419.87
54209	Online Services	D/I	14,114.57	0.00	0.00	0.00					14,114.57	0.00	14,114.57	14,114.57
54301	Telephone	D/I	7,533.90	0.00	135.04	395.65					8,064.59	530.69	7,533.90	8,064.59
54401	Travel/Mileage	D/I	9,197.05	1,217.70	0.00	7,657.94					18,072.69	8,875.64	9,197.05	18,072.69
54451	Advertising	D/I	0.00	0.00	687.87	2,146.00					2,833.87	2,833.87	0.00	2,833.87
54501	Rentals/Leases	D/I	85,837.87	0.00	0.00	0.00					85,837.87	0.00	85,837.87	85,837.87
54601	Prop/Liability Insurance	I	15,583.00	0.00	0.00	0.00					15,583.00	0.00	15,583.00	15,583.00
54803	Equip. Maintenance	D/I	263.50	125.35	0.00	0.00					388.85	125.36	263.50	388.85
54820	Software Maintenance	D/I	0.00	0.00	3,880.05	0.00					3,880.05	3,880.05	0.00	3,880.05
54902	Registration	D/I	1,629.93	654.28	1,784.00	2,650.00					6,718.21	5,088.28	1,629.93	6,718.21
54904	Dues, Subscrip, Mberships	D/I	25.00	7,676.38	0.00	0.00					7,701.38	7,676.38	25.00	7,701.38
54908	Permits/Fees	D/I	0.00	0.00	0.00	0.00					0.00	0.00	0.00	0.00
54909	Printing	D/I	0.00	0.00	0.00	0.00	730.58				730.58	730.58	0.00	730.58
55120	IG Services – General	D	0.00	0.00	0.00	0.00					0.00	0.00	0.00	0.00
59100	IF Charges	D/I	4,516.34	0.00	0.00	0.00					4,516.34	0.00	4,516.34	4,516.34
Total Other Expenditures			234,776.62	22,913.48	26,028.10	18,465.79	824.21	0.00	343,882.99	612,280.74	1,259,171.93	1,024,395.31	234,776.62	1,259,171.93
TOTAL			438,835.59	24,052.75	419,826.33	532,930.47	63,941.81	12,427.48	343,882.99	612,280.74	2,448,178.16	2,009,342.57	438,835.59	2,448,178.16

Expenditure Code Types

Indirect Cost Pool Charges: I
Direct Charges & Indirect Cost Pool: D/I
37

Direct Charges: D
Locally funded items only: L

TABLE 2 - CY 2022 INDIRECT COST RECOVERY ANALYSIS WORKSHEET- page 2 of 2[illegible]

TABLE 3 – SCHEDULE OF FEDERAL FUNDS EXPENDITURES FOR CY 2022											
	1 st Half CY 2022		2 nd Half CY 2022		Consolidated	1 st Half 98770	2 nd Half 98770	1 st Half 98774	1 st Half 98774	STBG	Total
Item	PL	FTA	PL	FTA	PL/FTA Funds	STBG	STBG	STBG	STBG	Funds	Federal Funds
Federal Revenue	281,821	99,819	461,435	165,111	1,008,186	204,091	20,838	322,078	327,705	874,711	1,882,897
Required Local Match	38,046	13,476	62,294	22,290	136,105	27,552	2,813	43,481	44,240	118,086	254,191
Additional Local	5,938	2,103	9,722	3,479	21,242	4,300	439	102,892	115,768	223,399	244,641
TOTAL	325,804	115,398	533,451	190,880	1,165,533	235,943	24,090	468,451	487,713	1,216,196	2,381,729
Total Salaries	167,921	59,531	275,619	99,229	602,299	112,342	13,587	-		125,930	728,228
Total Benefits	53,997	19,035	81,060	28,865	182,958	36,988	2,486	-		39,475	222,432
Total Other	4,814	1,709	14,157	4,242	24,920	20,330	-	468,451	487,713	976,494	1,001,414
Total IDC's	99,073	35,123	162,615	58,545	355,356	66,282	8,016	-		74,298	429,655
TOTAL	325,804	115,398	533,451	190,880	1,165,533	235,943	24,090	468,451	487,713	1,216,196	2,381,729
Direct charges – (Total amount less local match, usually at 13.5%)											
Direct Salaries/Wages				520,988	520,988					108,929	629,917
Direct Fringe Benefits				158,258	158,258					34,145	192,403
Other Direct Expenditures				21,556	21,556					667,369	688,925
Indirect Cost Plan				307,383	307,383					64,268	371,651
Total Federal Revenues					1,008,185					874,711	1,882,897

Per the Uniform Administrative Requirement (Super Circular) 200.425 Audit Services (a) A reasonably proportionate share of the costs of audits required by, and performed in accordance with, the Single Audit Act Amendments of 1996 (31 U.S.C. 7501-7507), as implemented by requirements of the Part, are allowable.

However, the following audit costs are unallowable: Any costs of auditing a non-Federal entity that is exempted from having an audit conducted under the Single Audit Act and Subpart F-Audit Requirements of this Part, because its expenditures under Federal awards are less than \$750,000 during the non-Federal entity's fiscal year.

BOARD OF DIRECTORS

VOTING MEMBERS

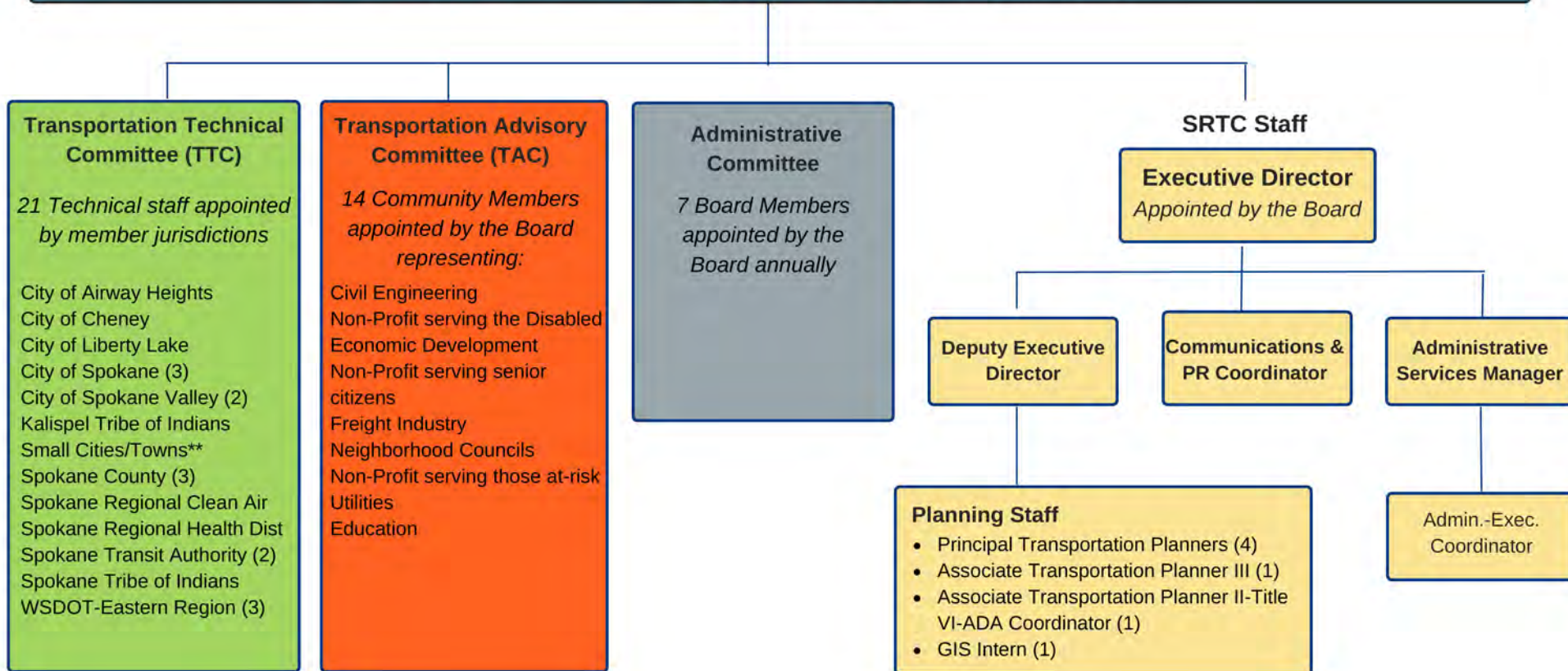
City of Airway Heights
City of Cheney
City of Deer Park
City of Medical Lake
City of Millwood
City of Spokane (2)
City of Spokane Valley (2)
Kalispel Tribe of Indians
Major Employer Representative
Rail/Freight Representative

Small Towns Representative*

Spokane County (2)
Spokane Transit Authority
Spokane Tribe of Indians
WSDOT Eastern Region
WA State Transportation Commission

EX-OFFICIO MEMBERS

TTC Chair
TAC Chair
Regional WA State Legislators



*Towns of Fairfield, Latah, Rockford, Spangle & Waverly

**Towns listed above plus Cities of Deer Park, Medical Lake & Millwood

To: Board of Directors

10/05/2023

From: Ryan Stewart, Principal Transportation Planner

TOPIC: CY 2024-2027 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

Requested Action:

Approval of Resolution R-23-27 adopting the 2024-2027 TIP and approving the finding of transportation conformity with air quality plans.

Key Points:

- SRTC is required to develop a TIP that includes a list of projects and programs to be carried out in the Spokane Metropolitan Planning Area over a four-year period.
- A TIP must be updated a minimum of every two years; SRTC updates the TIP annually.
- Any project with federal funds from the Federal Highway Administration (FHWA) or Federal Transit Administration (FTA), as well as any regionally significant projects, must be included in the TIP. Once approved by the SRTC Board, the TIP is incorporated into the Washington State TIP (STIP) then reviewed and approved by FHWA and FTA.
- The projects in the 2024-2027 TIP are consistent with Horizon 2045, which meets the conformity requirements of the Federal Clean Air Act Amendments of 1990 and the Washington Clean Air Act.
- The draft 2024-2027 TIP document is available on the [SRTC website here](#).

Board/Committee Discussions:

The Board was briefed on the draft 2024-2027 TIP in September. At their September meetings, both the TTC and TAC unanimously voted to recommend the Board approve the 2024-2027 TIP.

Public Involvement:

- The draft 2024-2027 TIP document was released for public comment on 09/01/23. Notification was posted to the SRTC website, social media platforms, in the Spokesman Review, and to media outlets.
- A hybrid public meeting was held on 09/21/23 from 12:00pm-1:00pm. The meeting was recorded and posted on the SRTC website for additional viewing opportunities. Notice of the public meeting was widely distributed.
- All Board and advisory committee meetings at which this topic is discussed are open to the public.

Staff Contact: Ryan Stewart, SRTC | rstewart@srtc.org | 509.343.6370

RESOLUTION
of the BOARD of DIRECTORS of the
SPOKANE REGIONAL TRANSPORTATION COUNCIL
R-23-27

**APPROVING THE 2024-2027
TRANSPORTATION IMPROVEMENT PROGRAM
FOR THE SPOKANE METROPOLITAN PLANNING AREA**

WHEREAS, each Metropolitan Planning Organization (MPO) is required, under 49 U.S.C. 5303(j), to develop a Transportation Improvement Program (TIP) of transportation facilities, programs, and services to be completed in the metropolitan area; and

WHEREAS, 49 U.S.C. 5303(i) requires MPOs to develop a long-range intermodal, multimodal, and financially constrained transportation plan for each metropolitan area; and

WHEREAS, the Spokane Regional Transportation Council (SRTC Board) serves as the MPO for the Spokane Metropolitan Planning Area (SMPA); and as the Regional Transportation Planning Organization (RTPO) for Spokane County; and

WHEREAS, Horizon 2045 is the Metropolitan Transportation Plan (MTP) for the SMPA and the Regional Transportation Plan (RTP) for Spokane County; and

WHEREAS, Horizon 2045 was developed in accordance with federal metropolitan transportation planning process requirements, as prescribed in Title 23, Code of Federal Regulations, Part 450 (23 CFR 450) and other relevant regulations, including requirements for interagency consultation, financial constraint, and public participation; and

WHEREAS, Horizon 2045 has been determined to conform with Air Quality Plans; and

WHEREAS, Horizon 2045 has been approved by the SRTC Board; and

WHEREAS, the 2024-2027 TIP has been developed on the contents, goals and objectives of Horizon 2045; and

WHEREAS, the 2024-2027 TIP is consistent with Horizon 2045; and

WHEREAS, the 2024-2027 TIP has been developed under the direction of the SRTC Board in consultation with local government staff, Washington State Department of Transportation (WSDOT), Spokane Transit Authority (STA), and with input from various groups and members of the general public; and

WHEREAS, the draft 2024-2027 TIP document was made available for public review and provided a 30 day comment period; and

WHEREAS, the SRTC Board is responsible for approval of the TIP and the TIP must contain all federally-funded transportation projects in the SMPA prior to the distribution of funds to those projects; and

WHEREAS, the TIP must contain all regionally significant transportation projects in the SMPA requiring an action by the U.S. Department of Transportation, regardless of funding source, prior to the distribution of funds to those projects; and

WHEREAS, these projects must be included in the TIP before the funds can be used for these activities; and

WHEREAS, the SRTC Board is responsible for local approval of the Transportation Conformity for the 2024-2027 TIP.

NOW THEREFORE, BE IT RESOLVED by the SRTC Board that:

1. The 2024-2027 TIP for the SMPA is hereby approved.
2. The 2024-2027 TIP for the SMPA is hereby found to conform with the State Maintenance Plans for the Spokane CO and PM10 maintenance areas.
3. The Executive Director of SRTC is authorized to finalize and publish the 2024-2027 TIP and submit to WSDOT for inclusion in the State Transportation Improvement Program for transmittal to the appropriate agencies in the U.S. Department of Transportation.

PASSED and APPROVED this 12th day of October 2023 by the Spokane Regional Transportation Council Board of Directors.

ATTEST

Betsy Wilkerson, Council Member, City of Spokane
Chair, SRTC Board of Directors

Savannah Hayward, Interim Clerk of the Board

To: Board of Directors

10/05/2023

From: Lois Bollenback, Executive Director

**TOPIC: ESTABLISHMENT OF AN ANNUAL EVALUATION PROCESS FOR THE EXECUTIVE
DIRECTOR**

Requested Action:

Approval of Resolution R-23-28 Establishing an Annual Evaluation Process for the Executive Director.

Key Points:

- The Employment Agreement between SRTC and the Executive Director includes a provision to develop a process for completing an annual evaluation of the Director's performance.
- Resolution R-22-19 establishes the Administrative Committee as a subset of the Board with a duty to complete the annual evaluation and make recommendation to the full board regarding compensation adjustment based on the results.
- Resolution R-23-28 establishes a process that can be used to complete the annual performance review.
- The evaluation tool is currently under development.

Board/Committee Discussions:

The SRTC Administrative Committee met and discussed this matter on 7/13/2023, 8/24/2023 and 10/3/2023 and an update of activities was included in the 9/14/2023 Board Agenda as part of the Executive Director's Report.

Public Involvement:

- All Board and advisory committee meetings at which this topic is discussed are open to the public.

Staff Contact: Lois Bollenback, SRTC | lbollenback@srtc.org | 509.343.6370

RESOLUTION
of the BOARD OF DIRECTORS
of the
SPOKANE REGIONAL TRANSPORTATION COUNCIL
R-23-28 SRTC
**ESTABLISHING AN EVALUATION PROCESS FOR THE
EXECUTIVE DIRECTOR**

WHEREAS, the Spokane Regional Transportation Council Board ("SRTC Board") of Directors serves as the Metropolitan Planning Organization (MPO) for the Spokane Metropolitan Planning Area (SMPA) and as the Regional Transportation Planning Organization (RTPO) for Spokane County; and

WHEREAS, the SRTC Board operates pursuant to an Interlocal Agreement of the member parties that, among other responsibilities, establishes the powers and duties of the SRTC Board of Directors authorizes the Board to retain an Executive Director, determine the duties and authority of that position and fix the salaries, wages and other associated compensation; and

WHEREAS, the Interlocal Agreement identifies the establishment of an Administrative Committee as a standing committee of the SRTC Board; and

WHEREAS, Resolution R-22-19 SRTC establishes an Administrative Committee as a subset of the SRTC Board with a duty to complete a performance appraisal of the Executive Director on an annual basis, and make a recommendation of compensation adjustment; and

WHEREAS, the SRTC Executive Director Employment Agreement includes a provision that states the review and evaluation shall be in accordance with criteria developed by the Board and reviewed by the Employee and shall provide an adequate opportunity for the Employee to discuss the evaluation.

NOW, THEREFORE BE IT RESOLVED, that SRTC Board is establishing an annual evaluation process pursuant to the requirements authority set forth above and as outlined below:

1. The **SRTC Chair** will inform the Board of Directors that the annual evaluation process is beginning (September/October). The Administrative Services Manager will provide all board members with a brief feedback tool (optional) to submit input to the Administrative Committee for consideration in completing the evaluation.
2. The **Executive Director** will provide Administrative Committee members with a report of:
 - Deliverables established in the UPWP
 - Financial activities for the organization
 - Current status/update of Executive Director Calendar Year Work Plan
 - Noteworthy items/accomplishments

3. The SRTC **Administrative Committee** will utilize the materials provided along with the position description and an evaluation tool to complete an evaluation of performance by the Executive Director (October/November).
4. The **Chair/Administrative Committee** will review the evaluation with the Executive Director and provide feedback/direction to be used in the development of a Work Plan for the upcoming calendar year (October/November).
5. During Executive Session of the SRTC Board of Directors meeting, the **Chair/Administrative Committee** will present the evaluation results and provide a recommendation of the performance of the Executive Director (November/December). The evaluation will be used in consideration of the merit portion of a salary increase for the Executive Director (a cost of living increase for staff is set during the budget process).

PASSED and APPROVED on the 12th Day of October, 2023 by the Spokane Regional Transportation Council Board of Directors.

Betsy Wilkerson, Council Member, City of Spokane
Chair, SRTC Board of Directors

ATTEST

Savannah Hayward, Interim Clerk of
the Board

To: Board of Directors

10/05/2023

From: Ryan Stewart, Principal Transportation Planner

TOPIC: CY 2024 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) GUIDEBOOK

Requested Action:

None. For information and discussion.

Key Points:

- The SRTC TIP Guidebook establishes goals and objectives for the TIP, outlines specific programming policies, and provides critical TIP timelines and information for various processes.
- The TIP Guidebook is a programming resource for SRTC member agencies, the Board of Directors, and advisory committee members.
- The initial TIP Guidebook was developed in 2013 and is updated yearly to incorporate new schedules, procedures, and programming policies.
- Changes to the 2024 Guidebook include:
 - Minor updates to Policies 1.4, 2.1, 2.3, 3.1
 - Added language to Policy 4.8 for strategies to meet the obligation target.
 - Clarification of Policy 6.8 regarding the distribution of contingency funding.
 - Addition of a policy to define the process for time-sensitive amendments outside of the regular schedule.
 - Updates to the amendment and administrative modification schedules.
- A copy of the draft Guidebook can be found [here](#).

Board/Committee Discussions:

Both the TAC and TTC were briefed on the Guidebook at their September meetings. For the Board, this is the first discussion of the 2024 TIP Guidebook.

Public Involvement:

All meetings at which the 2024 TIP Guidebook will be discussed are open to the public.

Staff Contact: Ryan Stewart, SRTC | rstewart@src.org | 509.343.6370

To: Board of Directors

10/05/2023

From: Eve McMenemy, Deputy Executive Director

David Fletcher, Principal Transportation Planner

TOPIC: 2024 UNIFIED LIST OF REGIONAL TRANSPORTATION PRIORITIES (FEDERAL VERSION)

Requested Action:

None. For information and discussion.

Key Points:

- The Unified List of Regional Transportation Priorities is a strategic tool used to communicate current regional transportation priorities to state legislators and Congressional representatives for potential funding opportunities. SRTC is committed to annually updating the Unified List.
- The SRTC Board of Directors approved the 2024 Unified List of Regional Transportation Priorities and Policy Statements at their meeting on 9/14/2023. It was developed based on feedback provided by the SRTC Board, as well as the TTC and TAC. It contains project funding requests that are targeted towards a state audience.
- The 2024 Unified List of Regional Transportation Priorities (Federal Version), provided as an **Attachment**, includes project funding requests that are intended for a federal audience.

Board/Committee Discussions:

The SRTC Board approved Resolution R-23-24, adopting the 2024 Unified List for state legislative use, at their September meeting. Project evaluation criteria scores, along with potential options for the 2024 Unified List, were presented to TTC and TAC at their June meeting. These items were also presented to the SRTC Board at their July meeting. At their May meeting, the SRTC Board approved Resolution 23-14, outlining the Unified List project evaluation criteria.

Public Involvement:

All SRTC committee and Board meetings are open to the public.

Staff Contact: Eve McMenemy, SRTC | evemc@srtc.org | or David Fletcher, SRTC | dfletcher@srtc.org | 509.343.6370

2024



UNIFIED LIST OF REGIONAL TRANSPORTATION PRIORITIES & POLICY STATEMENTS

SPOKANE REGIONAL TRANSPORTATION COUNCIL

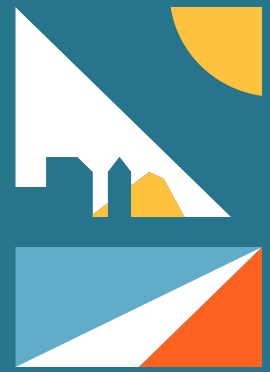
SRTC SPOKANE REGIONAL TRANSPORTATION COUNCIL

421 W RIVERSIDE AVE, SUITE 500 ▪ SPOKANE, WA 99201 ▪ 509.343.6370 ▪ WWW.SRTC.ORG



2024

UNIFIED LIST OF REGIONAL TRANSPORTATION PRIORITIES & POLICY STATEMENTS



CONTENTS

- ▶ 2024 Legislative Priority Statements
- ▶ 2024 Additional Priority Areas
- ▶ 2024 Unified List of Regional Transportation Priorities
- ▶ Project Information Sheets *(available upon request)*

ABOUT SRTC

Spokane Regional Transportation Council (SRTC) is both the Metropolitan Planning Organization (MPO) and Regional Transportation Planning Organization (RTPO) for Spokane County. SRTC provides regional transportation leadership and coordination by conducting comprehensive, cooperative, and continuing transportation planning with representatives from local jurisdictions, tribes, transportation providers and local stakeholders. SRTC works to ensure that transportation projects and programs are based on mutually agreed upon goals and priorities developed in an impartial and non-partisan platform.

- ▶ Finish what we have started by directing resources towards completing existing projects.
- ▶ Adequately fund maintenance and preservation of the existing transportation system.
- ▶ Identify and advance a broad range of project types to meet the needs of a growing region.
- ▶ Invest in projects that improve quality of life in the region in the following ways:
 - Draw on best practices to address transportation safety issues.
 - Emphasize equity and consider the needs of all transportation users.
 - Create safe and convenient forms of active transportation that support public health objectives.
 - Contribute towards building a resilient transportation system to mitigate the impacts of climate change.

City of Airway Heights
City of Cheney
City of Deer Park
City of Liberty Lake

City of Medical Lake
City of Millwood
City of Spokane
City of Spokane Valley

Freight/Rail Industry
Kalispel Tribe of Indians
Major Employers
Spokane County

Spokane Transit Authority
Spokane Tribe of Indians
Small Towns of Spokane
County*

WSDOT—Eastern Region
WA State Transportation
Commission

*The towns of Fairfield, Latah, Rockford, Spangle, and Waverly are represented by a single seat on the SRTC Board of Directors.

2024 LEGISLATIVE PRIORITY STATEMENTS

APPROVED BY THE SRTC BOARD OF DIRECTORS ON [APPROVAL DATE]

Priority A

Continue funding critical programs that provide needed resources to improve transportation SAFETY



Nearly 95% of people who die using our Nation's transportation networks are killed on our streets, roads, and highways. Roadway fatalities and the fatality rate declined consistently for 30 years, but progress has stalled over the past decade and went in the wrong direction in 2020 and 2021. There were 42,939 lives lost on U.S. roads in 2021—the largest number of fatalities since 2005 (Source: USDOT). The Bipartisan Infrastructure Law (BIL) bolstered the Highway Safety Improvement Program (HSIP) with an infusion of additional funds and created a new grant program, Safe Streets for All (SS4A). These programs are critical in supporting a reduction in fatalities and serious injuries.

SRTC encourages our federal partners to continue funding for these programs into the next transportation authorization. Some local agencies are just getting underway with developing SS4A planning "action" grants and will need time to plan and prepare implementation grants to fully release the benefit of the program.

Priority B

Continue funding transportation system MAINTENANCE & PRESERVATION

Every day people, communities and businesses throughout our Nation rely on the existing network of highways, roads and bridges. Our transportation system gets goods to market, people to work, students to school, and so much more. Recently FHWA estimated a \$1 trillion backlog in repairs and maintenance needed to improve the condition of more than 619,000 bridges and 4 million miles of public roads. SRTC is appreciative of the BIL in providing a level of funding that addresses the need to repair and replace aging infrastructure. However, there will continue to be a need for investment in maintenance and preservation beyond the life of the current BIL.

SRTC supports a long-term balanced approach to funding will allow states and local agencies to plan and program needed system preservation and maintain appropriate workforce levels to properly address and deliver roadway maintenance and preservation projects.



Priority C

Modernize the FEDERAL FUNDING FORMULA to ensure funding equitably supports population centers



The BIL provided \$303.5 billion in contract authority from the Highway Trust Fund. Of this amount, 90% was apportioned to the states by formula. Another \$47.3 billion in funding from the General Fund was provided for the Highway Infrastructure Program. Roughly 72% of that was distributed to the states by formula. Unfortunately, the formula used to allocate highway funding relies on 2000 census data. Utilizing outdated data in any calculation undermines the program it's intended to serve. Furthermore, higher growth states, like Washington, are not receiving the share of funding needed to address the mobility demands of a growing population. Since 2000, the population in Washington increased just over 30% (from 5,910,912 in 2000 to 7,724,031 in 2020) while the US overall grew by just under 19%.

SRTC urges law makers to support proposed legislation to modernize the data used in transportation apportionments so that funding continues to be distributed equitably among population centers around the nation. The cumulative impacts of this disparity disadvantage states that are experiencing the most significant increases in demand.

2024 ADDITIONAL PRIORITY AREAS

APPROVED BY THE SRTC BOARD OF DIRECTORS ON [APPROVAL DATE]



Priority D

Ensure access to transportation in support of AFFORDABLE HOUSING STRATEGIES

- ▶ Ensure access to affordable, reliable, and equitable transportation options which are an integral component of affordable housing strategies.
- ▶ Provide additional resources to local jurisdictions to plan for and accommodate affordable housing.

Priority E

Fund regionally critical projects on the SRTC UNIFIED LIST

- ▶ Invest in projects collaboratively identified by the SRTC Board of Directors in the Unified List.



Priority F

Encourage diversity in the development of CLEAN FUEL TECHNOLOGIES

- ▶ Assess the need for and continue to develop electric charging infrastructure capacity.
- ▶ Support the emergence of alternative fuels in support of low or no emission transportation across the spectrum of vehicle types through pilot projects or other means.

Priority G

Address funding gaps that are anticipated due to the loss of GAS TAX REVENUE

- ▶ Create a strategy to address the loss of gas tax revenue that includes increasing the public's awareness and understating of the issue.
- ▶ Support pilot projects that will assist in identifying transportation revenue strategies.



Priority H

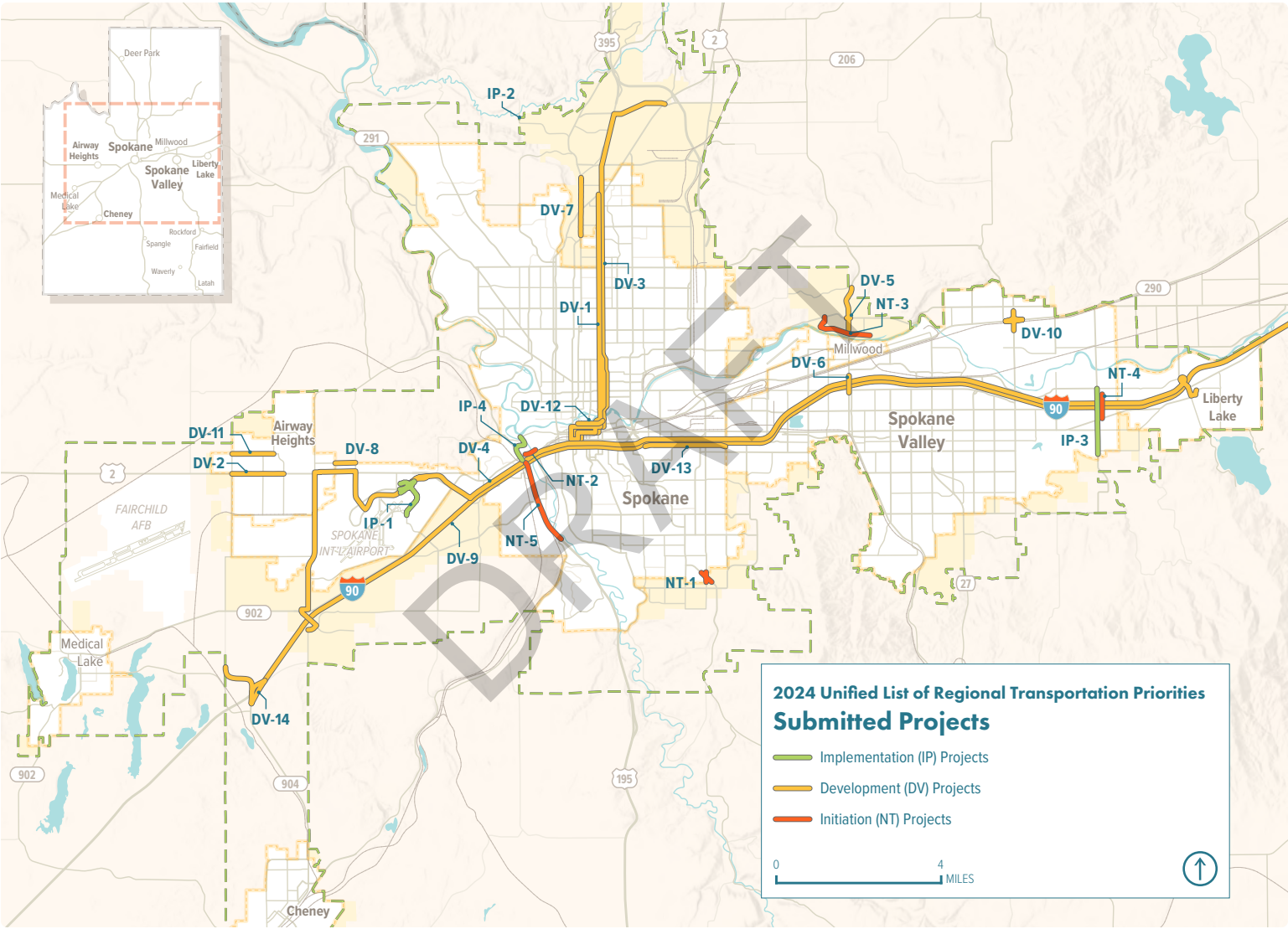
Enhance transportation investments that support FAIRCHILD AIR FORCE BASE (FAFB) as the significant military installation in Spokane County

- ▶ Support transportation safety and mobility strategies that ensure air force personnel's ability to access FAFB and ensure adequate military response times.

2024 UNIFIED LIST OF REGIONAL TRANSPORTATION PRIORITIES

APPROVED BY THE SRTC BOARD OF DIRECTORS ON [APPROVAL DATE]

The SRTC Unified List of Regional Transportation Priorities outlines critical investments to improve the performance of the regional transportation system. The Unified List includes a variety of project types supported collectively by members of SRTC with consideration for equity, economic vitality, and safety among other screening criteria that indicate beneficial outcomes to both the state and the region.



Project Status Categories

IMPLEMENTATION

- Design ≥ 60% complete, significant progress has been made towards right-of-way, and environmental approvals are underway
- Project is identified in a local, regional, and/or state plan

DEVELOPMENT

- Design ≥ 30% complete, right-of-way needs identified, environmental has been initiated and/or substantial percentage of funding has been secured
- Project is identified in a local, regional, and/or state plan

INITIATION

- Design is < 30% complete
- Project is in the early stage of development and has, at a minimum, been identified in a planning study

IMPLEMENTATION PROJECTS

PROJECT TITLE	AGENCY	MAP ID	DESCRIPTION	TOTAL PROJECT COST	FED FUNDING REQUEST
From Interstates to Airways: Spotted Rd & Airport Dr Safety & Multimodal Improvements	SIA	IP-1	Construct a grade-separated interchange at Spotted Rd over Airport Dr and relocating Spotted Rd outside of the Runway Protection Zone for the Airport's primary instrument runway.	\$37,217,324	No Federal Request
STA Fleet Electrification	STA	IP-2	Purchase of battery-electric buses (BEB) and required infrastructure to reach the 40 vehicle capacity at the Boone NW Garage and the required infrastructure.	\$38,800,000	No Federal Request
South Barker Rd Corridor	Spokane Valley	IP-3	Widen & reconstruct Barker Rd to a 5-lane urban arterial (Mission to Appleway), a 3-lane urban arterial (Appleway to city limits) and add roundabouts at Sprague, 4th, and 8th aves.	\$28,620,000	\$15,338,700
Fish Lake Trail Connection Phases 1-3	Spokane	IP-4	Construct a shared-use path connecting the existing Fish Lake Trail to Centennial Trail.	\$19,474,569	\$14,598,813

DEVELOPMENT PROJECTS

PROJECT TITLE	AGENCY	MAP ID	DESCRIPTION	TOTAL PROJECT COST	FED FUNDING REQUEST
Division St Active Transportation Access Improvements	Spokane	DV-1	Install parallel and connecting active transportation improvements along the Division Corridor to support safe first/last mile bike/ped connections to BRT stations.	\$25,800,000	\$25,800,000
US Hwy 2 Multimodal Improvements	Airway Heights	DV-2	Add pathways and sidewalk, improved pedestrian crossings, traffic calming, transit stations, and roundabout traffic control.	\$24,480,200	\$21,467,200
Division Bus Rapid Transit (BRT)	STA	DV-3	Enhances transit along corridor w/more frequent service, transit signal priority, all-door boarding, and dedicated business access and transit lanes (BAT) for more than half the corridor.	\$202,000,000	No Federal Request
I-90 / Valley High Performance Transit (HPT)	STA	DV-4	Revise to a HPT corridor, from West Plains/SIA to Spokane Valley and Liberty Lake. Construct two new park & rides (Appleway Station and Argonne Station) and modify Mirabeau Point Park & Ride.	\$36,000,000	\$2,450,000
Argonne Rd Safety Improvements	Spokane County	DV-5	Reconstruct Argonne Rd/Upriver Dr Intersection, upgrade bike/ped and ADA connections, and add safety improvements at Wellesley Ave intersection.	\$7,280,000	\$6,680,000
Argonne Bridge at I-90	Spokane Valley	DV-6	Widen or replace existing Argonne Rd bridge over I-90, including the addition of a third travel lane and shared use path.	\$24,000,000	\$22,500,000
Wall St Safety & Capital Improvements	Spokane County	DV-7	Project includes pavement restoration, stormwater infrastructure, new sewer force main, and pedestrian crossing and intersection improvements at Country Homes Blvd.	\$15,490,000	\$7,490,000
West Plains Connection - Spokane Phase	Spokane	DV-8	Extend existing roadway as a two-lane boulevard or three-lane urban collector for a total of 3.65 miles, adding bicycle lanes, separated sidewalks, multi-use paths, and transit stops.	\$4,877,622	\$4,877,622
I-90 TSMO Improvements	WSDOT	DV-9	Various TSMO improvements from SR 904 to Idaho state line, such as variable message signs, ramp meters, variable speed limits, queue warning detection, and wrong way detection.	\$24,000,000	\$20,760,000
Sullivan / Trent Interchange	Spokane Valley	DV-10	Reconstruct Sullivan Rd/SR 290 interchange, including on/off ramps, to restore long-term capacity and satisfy projected traffic growth from 2022 Bigelow Gulch-Forker Road connection.	\$42,774,021	\$35,179,224

DEVELOPMENT PROJECTS (CONTINUED)

PROJECT TITLE	AGENCY	MAP ID	DESCRIPTION	TOTAL PROJECT COST	FED FUNDING REQUEST
6th Ave Multimodal Improvements	Airway Heights	DV-11	Various multimodal improvements on 6th Ave, from Craig Rd to Russell St.	\$7,280,000	\$2,860,800
Spokane Falls Blvd	Spokane	DV-12	Construct full depth roadway, repair sidewalk, lighting, communication conduit and cable, signal and utility updates, and accessible Pedestrian Signals (APS) updates as appropriate.	\$8,149,426	\$7,397,546
3rd Ave: Perry to Havana Improvements	Spokane	DV-13	Full depth reconstruction aligning with NSC work, including elements not in WSDOT scope—sidewalk, curb ramp, addressing drainage, water/sewer, and streetscaping improvements.	\$8,000,000	\$8,000,000
Craig Rd & I-90 Four Lakes Connection	Spokane County	DV-14	Modify I-90 Four Lakes interchange and complete a link to the existing Craig Rd.	\$25,241,000	\$19,032,500

INITIATION PROJECTS

PROJECT TITLE	AGENCY	MAP ID	DESCRIPTION	TOTAL PROJECT COST	FED FUNDING REQUEST
Freya St / Palouse Hwy Roundabout	Spokane	NT-1	Construct a roundabout and improve sidewalk or pathway connections in all four directions, including extending the Palouse Hwy shared-use pathway through Freya St.	\$4,988,000	\$4,900,000
Latah Bridge Rehabilitation	Spokane	NT-2	Replace and widen bridge deck, railing, sidewalks, and rehabilitate select structural elements. Project includes improved pedestrian and transit facilities (shared-use path, bike lanes, and space for future light rail transit line).	\$55,966,000	\$55,966,000
Centennial Trail / Argonne Gap Project	Spokane County	NT-3	Improve connectivity at the Argonne Rd crossing adjacent to Centennial Trail, including improved crossings to reduce bike/ped vs vehicular incidents and reduce stress at Argonne Rd/Upriver Dr intersection.	\$8,470,000	\$8,470,000
Barker Rd & I-90 Interchange	Spokane Valley	NT-4	Replace single-lane roundabout and 2-lane bridge with new 2-lane roundabout and 4-lane bridge to accommodate existing traffic and growth.	\$40,000,000	\$40,000,000
US 195 Corridor Projects	Spokane	NT-5	Connect Lindeke St to Thorpe Rd and create a two-way Inland Empire Way and Cheney-Spokane Rd connection. Streetscape improvements include sidewalks, lighting, landscape buffers, and bike lanes.	\$18,394,333	\$18,394,333

2024 Unified List of Regional Transportation Priorities Summary by Project Status Category

PROJECT STATUS CATEGORY	# OF PROJECTS	TOTAL COST OF PROJECTS	TOTAL FEDERAL FUNDING REQUEST	% OF TOTAL COST REQUESTED
IMPLEMENTATION	4	\$121,111,893	\$29,937,513	24.7%
DEVELOPMENT	14	\$455,372,269	\$184,794,892	40.6%
INITIATION	5	\$136,552,333	\$127,730,333	93.5%
TOTAL	23	\$713,036,495	\$342,462,738	48.0%

REGIONAL SAFETY PROJECTS

As a pilot project, SRTC and WSDOT—Eastern Region worked together to achieve consensus and identify strategic safety investments for the Spokane region. To accomplish this, the agencies collaboratively conducted a vulnerable road users safety analysis and identified two high-priority projects found in the Safety Projects section of the 2024 SRTC Unified List.

Moving forward SRTC will develop a regional safety action plan with funding from the Safe Streets and Roads for All program to further prioritize safety projects and reduce serious injuries and fatalities.

2024 Unified List of Regional Transportation Priorities Safety Projects

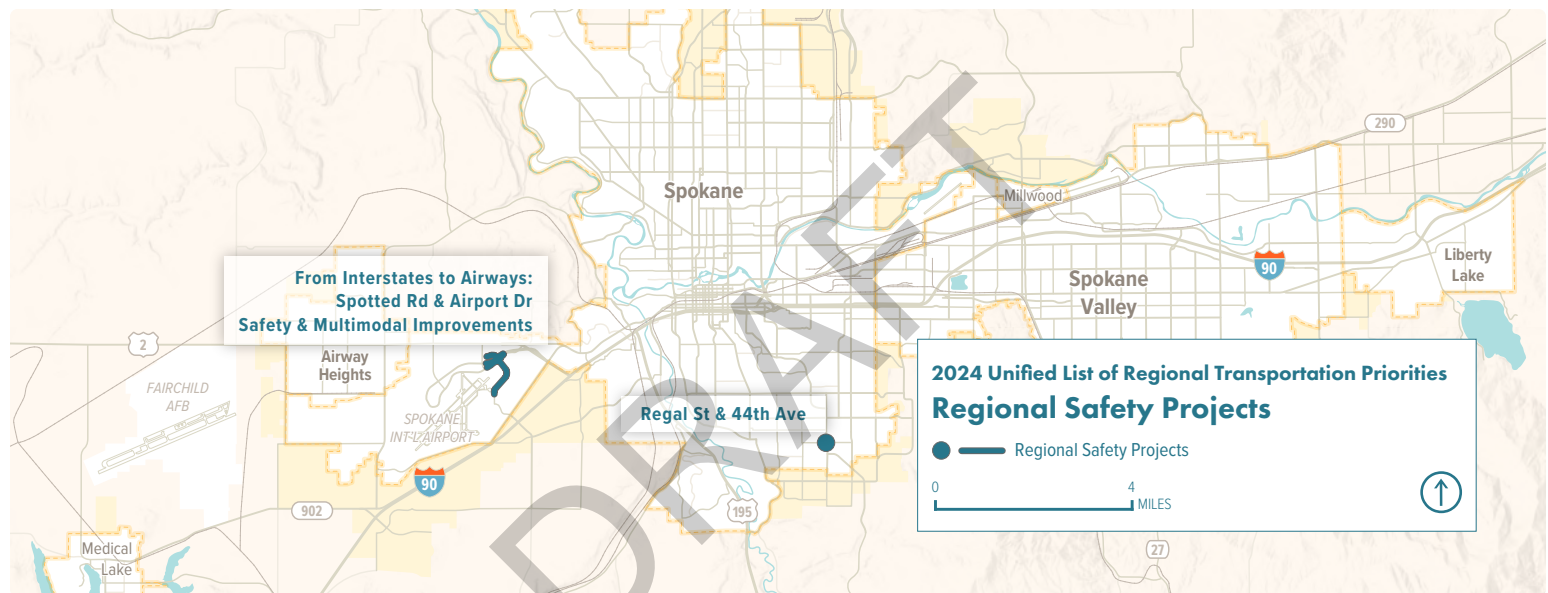
Identified in WSDOT Eastern Region/SRTC Safety Collaboration Pilot Project

► Regal St & 44th Ave

Total Project Cost: \$598,679

► From Interstates to Airways: Spotted Rd & Airport Dr Safety & Multimodal Improvements

See Project IP-1 under Implementation Projects for details



Based on a regional crash data analysis, both the Regal Street/44th Avenue (above left) and Spotted Road/Airport Drive (above right) intersections were identified as locations for strategic safety investments in the WSDOT Eastern Region/SRTC Safety Collaboration Pilot Project.



PROJECT INFORMATION SHEETS

AVAILABLE UPON REQUEST

To: Board of Directors

10/05/2023

From: Mike Ulrich, Principal Transportation Planner

TOPIC: SRTC/WSDOT - EASTERN REGION (ER) SAFETY COLLABORATION PILOT PROJECT

Requested Action:

None. For information and discussion.

Key Points:

- In 2020, WSDOT Secretary Roger Millar convened a statewide investment strategy group. The group is made up of WSDOT Regional Administrators, other WSDOT leadership, and MPOs and RTPOs across the state.
- The purpose of that group is for WSDOT and the MPOs and RTPOs to work as partners to create a collaborative approach for coordinating transportation investment priorities that reflect regional and state transportation policy goals.
- Through the course of that group's work a pilot project was proposed to explore opportunities to increase collaboration. SRTC and WSDOT ER leadership agreed to focus on transportation safety and staff worked together to develop an outline of the work effort.
- SRTC and WSDOT ER completed the collaboration pilot which identified two projects for inclusion in the 2024 unified list of transportation priorities approved by the Board at their meeting on 9/14/2023.
- As part of the effort, a funding resources document was developed for use by local governments throughout the state.
- Additional findings, including recommendations regarding next steps and opportunities to expand the effort, are outlined in the project's final report which is included in the **Attachment**.
- Staff will present highlights of the report included in this packet.

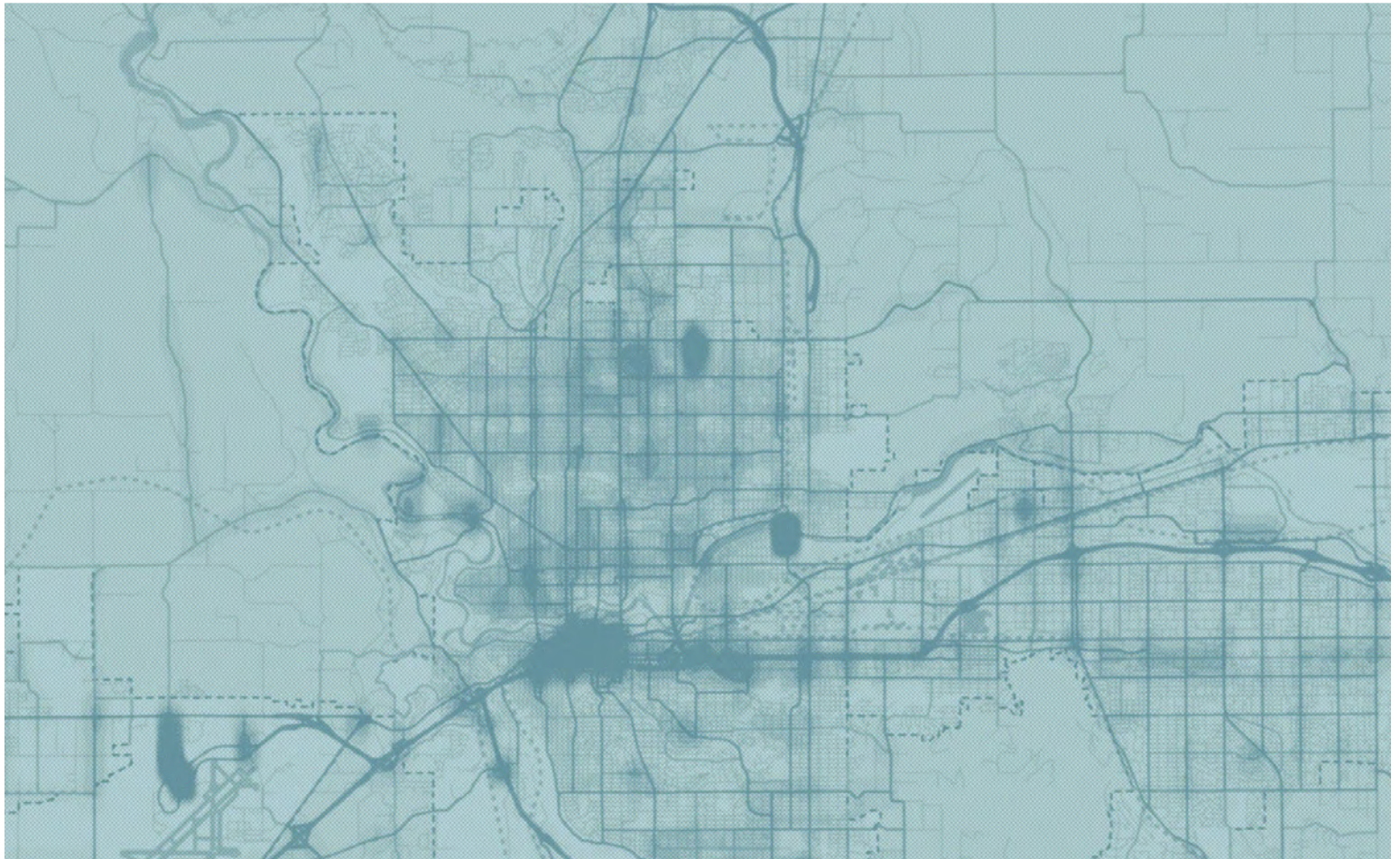
Board/Committee Discussions:

Both committees received a presentation, and were asked to provide feedback, on the pilot project at their May meetings. The SRTC Board approved the screening approach that was applied to the project at their June meeting.

Public Involvement:

All Board and committee meetings at which the Safety Pilot program was discussed were open to the public.

Staff Contact: Mike Ulrich, SRTC | mulrich@srtc.org | 509.343.6370



SRTC and WSDOT Eastern Region Investment Strategy Safety Pilot

SUMMARY AND RECOMMENDATIONS REPORT

Prepared by:
JLA Public Involvement

September 2023



SRTC and Eastern Region Investment Strategy Safety Pilot

SUMMARY AND RECOMMENDATIONS REPORT

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APPENDIX: FUNDING PATHWAYS FOR TARGET ZERO

Title IV Statement

SRTC is committed to nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964, and Civil Rights Restoration Act of 1987 (P.O. 100.259) and the Americans with Disabilities Act, as well as related statutes and regulations, in all programs and activities. Reasonable accommodations, including materials translated or in alternative formats, may be requested by contacting the SRTC office by telephone at (509) 343-6370 or by email at contact.srtc@srtc.org at least 48 hours in advance. Persons who are deaf or hard of hearing may contact (509) 343-6387 through the Washington Relay Service at 7-1-1. Title VI Complaint Forms may be obtained through the same contact information.

Para obtener más información sobre el Plan de transporte metropolitano, Horizon 2045, comuníquese con el Consejo de Transporte Regional (Regional Transportation Council) de Spokane al (509) 343-6370 o en contact.srtc@srtc.org. Puede disponerse de servicios de lenguaje de señas, traducción y provisión de materiales de comunicación en otros formatos si se piden oportunamente.

Please email contact.srtc@srtc.org or call (509) 343-6370 to receive additional copies of this document.

OVERVIEW

This report summarizes the process and outcomes of a pilot effort between Spokane Regional Transportation Council (SRTC) and WSDOT Eastern Region (ER) aimed at exploring opportunities to improve collaboration and coordination between SRTC and WSDOT ER to reach shared alignment on safety investment priorities that reflect both regional and state transportation policy goals.

BACKGROUND TO THE PILOT

This pilot was initiated as part of the Washington Transportation Investment Strategy effort, established in 2019 by the State Secretary of Transportation, Roger Millar. The pilot was intended to implement strategies recommended by the Investment Strategy Committee to work toward achieving the adopted Investment Strategy vision, as further outlined below.

SRTC and WSDOT ER staff agreed to pilot this effort in early 2023 to explore and identify opportunities for improved collaboration between Regional Transportation Planning Organizations (RTPOs)/ Metropolitan Planning Organizations (MPOs) and WSDOT, and as a result specifically seek to jointly develop a set of safety related transportation priorities within the Spokane region.

Safety was chosen as a focus because it is one of the highest priority transportation policy goals of the legislature, as well as in anticipation of SRTC's development of a Regional Safety Action Plan as part of the Safe Streets and Roads for All (SS4A) grant program award. Recently, fatal and serious injury crashes have increased nationally, at the state-level, and regionally. Figure 1 details those increases in SRTC's planning

area, which consists of Spokane County, in its entirety.

An intended outcome of this process was to outline the findings and opportunities that were discovered as an opportunity for learning, improving, and adapting the process for collaboration to align investment priorities between partner agencies such as other RTPOs/MPOs and WSDOT. Those findings and opportunities are outlined within this report.

GOALS

The goals for this pilot effort were adapted from the Investment Strategy Committee's goals and strategies. They were:

- Work toward establishing a transparent process where the participating RTPO/MPO (SRTC) identifies key transportation investments in their region that would require new state revenue and then collaborate with WSDOT to identify the investments the RTPO/MPO (SRTC) and WSDOT can support together. This may include both programmatic and project investment recommendations.
- The participating RTPO/MPO (SRTC) then identifies their highest priority proposed transportation investments for new revenue (direct funding appropriations).
- WSDOT and participating RTPO/MPO (SRTC) agree on a collaborative evaluation model.
- WSDOT and participating MPO/RTPO (SRTC) test the collaborative evaluation model on the identified set of priorities.
- WSDOT and participating RTPO/MPO (SRTC) share lessons learned with the Investment Strategy Committee.

Figure 1: Traffic Fatality and Serious Injury Trends in the SRTC Planning Area



Data Source: Final FARS, CFC, Washington Traffic Safety Commission

WASHINGTON TRANSPORTATION INVESTMENT STRATEGY VISION

WSDOT and the RTPOs and MPOs will collaboratively identify, vet, and prioritize transportation investments on a regional and statewide level and provide the legislature with critical information needed to make funding decisions that most effectively achieve the transportation policy goals for all system users.

STRATEGIES

- RTPOs/MPOs identify near-term regional priorities for state funding.
 - WSDOT helps RTPOs/MPOs understand its budget process.
- RTPOs/MPOs and WSDOT pilot ways to identify shared funding priorities.

TIMELINE

The schedule for this process was driven in part by the Governor's budget request timing and the legislative session. The desire was to be prepared with a list of regional projects in order for WSDOT and SRTC to jointly communicate a shared message with the Governor and the legislature prior to the start of the session.

To do so, the SRTC Board needs to approve the list of recommended safety project investments via their 2024 Unified List of Regional Transportation Priorities, which outlines critical investments to improve the performance of the regional transportation system. The Unified List includes a variety of project types supported collectively by members of SRTC with consideration for equity, economic vitality, and safety, among other screening criteria, that indicate beneficial outcomes to both the state and the region.

FUNDING PATHWAYS FOR TARGET ZERO REPORT

In addition to work group process to explore opportunities to improve collaboration and coordination, which is the topic of this report, the pilot effort also commissioned a report titled "Funding Pathways for Target Zero." The "Funding Pathways for Target Zero" report is intended to serve as a resource to local agencies, RTPOs and MPOs, providing an inventory of the safety funding programs available to them. It may also serve as a mechanism to foster improved communication among program managers and project sponsors that seek to advance the most effective and competitive projects needed to make deliberate progress toward attaining zero fatal and serious injury crashes.

WASHINGTON STATE TRANSPORTATION INVESTMENT STRATEGY COMMITTEE

The purpose of the Investment Strategy Committee was to work as partners to create a collaborative approach for coordinating transportation investment priorities

that reflect regional and state transportation policy goals in order to provide the legislature and other decision-makers with well-coordinated information on priorities to inform their project selection and budgeting decisions.

During their work between 2021 and 2023, the Investment Strategy Committee identified problems and opportunities associated with the existing system of prioritizing transportation investments and defined a vision and recommended strategies to improve information sharing, collaboration and coordination moving forward.

For more information on the Washington State Transportation Investment Strategy process visit <https://wainvestmentstrategy.org/>

HOW THE INVESTMENT STRATEGY COMMITTEE'S WORK GUIDED THE PILOT PROCESS

The SRTC and WSDOT ER safety pilot's purpose was to respond to two specific points outlined by the Investment Strategy Committee – "Issue C" and to "Strategy C", as outlined below:

ISSUE C

Due to varying degrees of collaboration on statewide priorities within the regional plans, and different methods of legislative engagement, statewide needs may not be consistently advocated for in the legislative process. If a process is developed to collaboratively vet and prioritize transportation investments of statewide significance, the outcomes could have more value with the legislature.

STRATEGY C

A group of at least two interested RTPOs and WSDOT will pilot a process which collaboratively identifies transportation investments supported by all participating agencies. NOTE: this effort will only involve one MPO for prioritization (but results will be shared with the investment strategy committee and other RTPOs/MPOs more broadly).

WORK GROUP PROCESS

To guide and support the pilot project, a work group was convened. The group met numerous times throughout the process.

WORK GROUP COMPOSITION

The work group was comprised of key staff from SRTC and WSDOT ER. Members included:

- Lois Bollenback, SRTC, Executive Director
- Eve McMenamy, SRTC, Deputy Director
- Mike Ulrich, SRTC, Principal Transportation Planner
- David Fletcher, SRTC, Principal Transportation Planner
- Todd Trepanier, WSDOT ER, Regional Administrator
- Charlene Kay, WSDOT ER, Planning Engineer
- Glenn Wagemann, WSDOT ER, Engineer
- Ed Preuschoff, WSDOT ER, Engineer
- Anna Ragaza-Bourassa, WSDOT, Tribal and Regional Planning Liaison
- Philips, Gabriel, WSDOT, Tribal and Regional Integrated Planning Manager
- Adrienne DeDona, JLA Public Involvement, Facilitator

WORK GROUP MEETINGS

The work group met eight times between February and August 2023 to discuss and determine a collaborative approach for coordinating and identifying safety investment priorities as well as identify three to five safety projects to recommend to the legislature for funding through SRTC's Unified List.

MEETING #1

Purpose: Kick-off meeting to orient members to the purpose, process, and timeline for the Safety Pilot.

- Purpose of the effort: Pilot project focused on exploring and identifying a collaborative framework to identify shared investment priorities between the RTPOs/MPOs and WSDOT.
- As part of the pilot, a funding report ("Funding Pathways for Target Zero") would be developed with the intent of understanding all safety related activities, funding sources/mechanisms and decision processes.

Outcomes: The meeting discussion primarily focused on identifying people and resources to pursue to compile the "Funding Pathways for Target Zero" report. The group also reviewed other activities of the pilot, including identifying opportunities to be more strategic to realize safety improvements, conducting data

analysis to inform project selection methodology, and revisiting what was learned as a result of this process and how it can be replicated or adapted in the future. It was explained that this work may inform the Regional Safety Plan being developed through an SS4A grant award. One concern raised by the group was how the recommendations of this effort would consider existing regulatory requirements around safety project prioritization, and that the state's current prioritization process must be done through cost benefit analysis. It was also noted that the State implements safety projects in two funding categories: crash prevention and crash reduction.

MEETING #2

Purpose: The work group shared information on how regional safety investments are identified within SRTC and WSDOT ER.

Outcomes: The group discussed and determined what information would be necessary in order to agree on evaluation criteria for identifying 3 to 5 safety projects in the planning area that would be of mutual benefit to both SRTC and WSDOT ER.

MEETING #3

Purpose: The work group was presented with options for evaluation criteria to select safety investment priorities.

Outcomes: The work group agreed on a data-driven approach, which included gathering an initial list of locations for the work group's consideration based on an analysis of crash data in the Metropolitan Planning Area, then looking for areas of overlap.

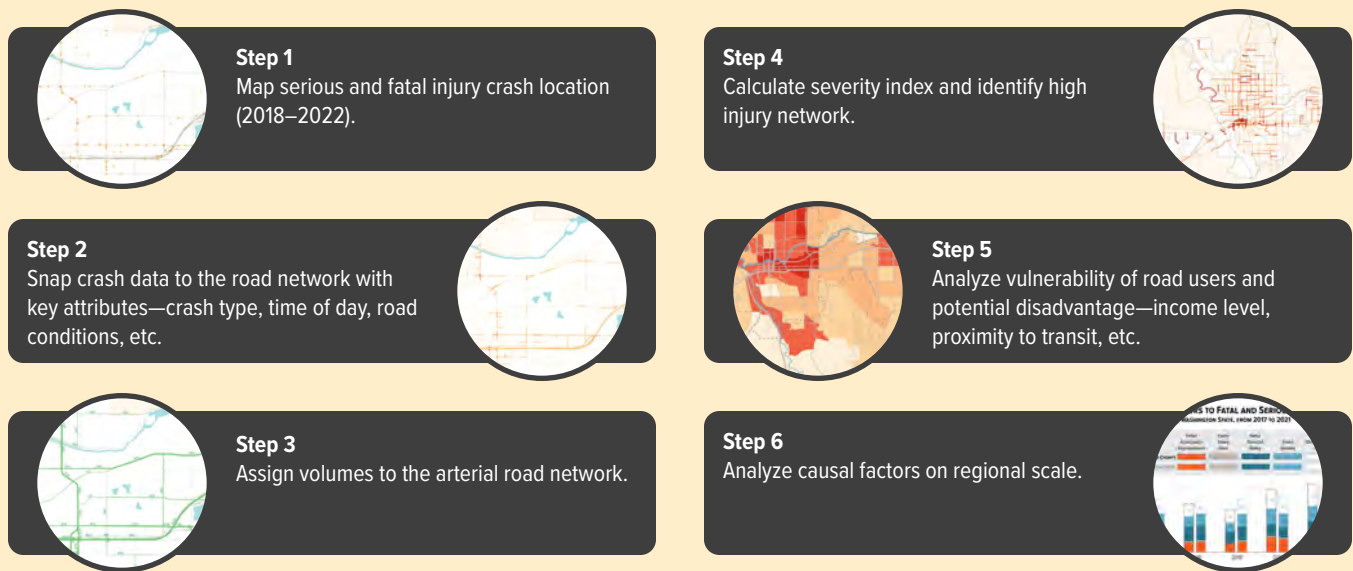
MEETING #4

Purpose: The work group reviewed the crash data analysis completed by SRTC staff as well as the vulnerable road user assessment data. Vulnerable road users are defined as people who use bicycles, people walking and people on motorized wheelchairs or scooters. Recent studies have shown that vulnerable road users account for the majority of roadway fatalities and serious injuries caused by collisions involving motor vehicles.

The crash data analysis process used for the work group, shown in Figure 2, was as follows:

- Step 1: Map serious and fatal injury crash location (2018–2022).
- Step 2: Snap crash data to the road network with key attributes—crash type, time of day, road conditions, etc.
- Step 3: Assign volumes to the arterial road network.
- Step 4: Calculate severity index and identify high injury network.

Figure 2: Crash Analysis Process



- Step 5: Analyze vulnerability of road users and potential disadvantage—income level, proximity to transit, etc.
- Step 6: Analyze causal factors on regional scale.

Outcomes: The work group came to a joint agreement that the priority safety related attributes or evaluation criteria for project identification should be the highest number of serious crashes (frequency and severity rate) in areas with vulnerable road users, including bike, pedestrian and vehicular crashes.

Why the work group chose to include the location of vulnerable road users as an evaluation criteria overlaid with crash frequency and severity rate: Addressing the safety of vulnerable road users is a priority for WSDOT and other transportation agencies, however current safety programs funding isn't necessarily prioritizing these types of crashes.

The group also identified proximity to school routes (1 mile radius) as a factor to consider.

MEETING #5

Purpose: Using the criteria of highest frequency and severity rate of intersections and road segments in areas of vulnerable road users, the work group identified a following narrowed list of priority locations for potential safety improvements.

Outcomes: Ten locations (road segments and intersections) were identified as an initial list of priority locations:

- 5th Ave - Thor St to Freya St

- Freya St & Alki Way
- Rowan Ave - Division St to Lidgerwood St
- University Rd & Sprague Ave
- Browne St - Sprague Ave to 3rd Ave
- Division St - Sprague Ave to 2nd Ave
- Spotted Rd - US 2 to Airport Dr
- Browne St & 2nd Ave
- Freya St & Sprague Ave
- Regal St & 44th Ave

Process Note: Coordination with local partners following this meeting was critical during this step to ensure support and narrow recommendations.

Figure 3: Image of virtual whiteboard used to identify list of priority safety locations.



MEETING #6

Purpose: The purpose of this meeting was to further refine the list of priority locations; however new information also necessitated a discussion related to other recommendations beyond identifying three to five potential safety project investments. In between meetings, the identified priority list was shared with local partner jurisdictions. Through these discussions, information that was previously unknown to the group was uncovered, including that of the eight priority locations identified by the work group, five were already moving forward as fully funded projects with the two cities. The other five candidate locations had not been identified as potential projects. Feedback from local jurisdictions was that two of the showed promise as possible safety improvements projects if money became available.

Outcomes: Given the realization that many of the identified project locations were already moving forward as fully funded projects, the work group members pivoted to discuss ideas for improving the existing process used to select intersection and road safety projects to make it more collaborative. Several ideas that gained support from the group are outlined in the section titled “pilot process findings and recommendations.”

MEETING # 7

Purpose: The work group continued the discussion about the opportunities and ideas related to the existing processes to identify intersection and roadway segment safety improvements. They completed a survey put together by the project team that compiled the ideas raised so far by the work group for improved collaboration.

Outcomes: The ideas that received the most support from work group members were documented. In addition, the work group identified other groups for the project team to engage with to gain perspective and hear ideas. Insights from those conversations are included in the below section, titled “Pilot process findings and recommendations.”

MEETING #8

Purpose: The work group made their final recommendation in regards to priority projects. They also discussed the ideas raised so far by members of the work group for improved collaboration.

Outcomes: The work group made a consensus-based decision to jointly support and recommend two roadway safety improvement projects for funding and implementation. These safety improvement projects are outlined below.

WORK GROUP OUTCOMES

The following safety projects were jointly supported by the work group and were recommended to be pursued for funding and implementation as part of the Safety Collaboration Pilot Project:

- Regal Street and 44th Avenue
- Spotted Road and Airport Drive Safety & Multimodal Improvements: Construct a grade-separated interchange at Spotted Rd over Airport Dr and relocating Spotted Rd outside of the Runway Protection Zone for the Airport’s primary instrument runway.

The intersection of Freya and Sprague was also identified by the working group as a priority location; however, is not being recommended at this time to be included in SRTC’s Unified List. The primary reason for not including this project is it hasn’t been analyzed by the City of Spokane to determine what type of treatment should be considered in order to improve safety conditions at this location.

PILOT PROCESS FINDINGS AND RECOMMENDATIONS

The key findings, observations and recommendations that were discussed and identified during this process have been grouped and summarized in three subsections:

- Success in the development of a process for collaboration
- Observations and recommendations
- Recommended next steps

SUCCESS IN THE DEVELOPMENT OF A PROCESS FOR COLLABORATION

This pilot effort was a success in many ways. One of the primary successes is that SRTC and WSDOT ER were able to convene a multi-disciplinary work group and agree on evaluation criteria for selecting two priority projects that both SRTC and WSDOT can communicate to the governor and the legislature for the upcoming budget process.

The pilot process also uncovered silos and communications gaps. Through the exploration of this pilot work, learning about the safety related activities and funding mechanisms that exist and are coordinated by partner agencies, the group recognized that there is a well-established and familiar process to identify safety projects, but that process doesn’t currently involve the RTP/O/MPO. One of the premises of the Investment Strategy was to establish the RTP/Os/MPOs as a venue for collaboration on identifying investment priorities.

There was recognition of an opportunity for inclusion and collaboration between the RTPO/MPO, local agencies and WSDOT as it relates to current safety investment activities and decisions.

The work group recognized the opportunity to leverage the Regional Safety Action Plan and SS4A grant program as an opportunity to establish a new framework for collaboratively pursuing safety investments moving forward. SS4A is a relatively new program and there historically hasn't been a lot of dedicated safety funding programs prior to SS4A. This presents a significant opportunity to explore and identify additional opportunities for collaboratively pursuing safety investments moving forward under the SS4A program.

OBSERVATIONS AND RECOMMENDATIONS

The work group discussed several ideas for improving collaboration between RTPOs/MPOs and WSDOT when it comes to identifying and pursuing transportation investments in support of the Investment Strategy Vision. The following ideas gained support from the group to leverage and align existing activities and make investment decisions that can be jointly supported:

- Explore opportunities for WSDOT **to collaborate with the RTPO/MPO earlier in the MTP/RTP process to check for consistency**, including discussing project selection criteria as an opportunity collaboration and alignment at a regional and statewide level.
- **Consider utilizing RTPOs/MPO's as a resource for jurisdictions that have limited capacity to identify and apply for funding.** For example, the role of the RPO/MPO could be to monitor important investment projects that need to get off the ground in order to get funding. It is very likely that there are critical projects in jurisdictions that don't have the necessary capacity and resources to apply for funding. For example, a necessary Safety Plan might not be in place to apply for funding. There might be a role for the RTPO/MPO and/or WSDOT regions to assist these jurisdictions. In addition, there might be opportunities for the RTPO/MPO to participate in sharing information with other jurisdictions and educate others on the current process WSDOT uses to identify safety projects.
- **Consider opportunities to establish education and awareness programs similar to the Washington Traffic Safety Commission's Target Zero program.**
- Consider **evaluating current safety program funding practices to identify opportunities to make more impact towards achieving Target Zero.** The current investments aren't significantly changing the

data trends around safety; people are still getting seriously injured and killed.

- **Recommend establishing more mechanisms for collaboration and communication between partner agencies such as WSDOT, the RTPOs/MPOs and Cities and Counties.** Increasing the opportunities to connect and share information results in more informed participation and improved processes. Mechanisms could include participation in RTPO/MPO Board and Technical/Advisory Committees, annual planning meetings that involve a variety of staff to discuss project/planning priorities, or quarterly meetings with the RTPO/MPO Director and WSDOT's Regional Administrator. Given that federal transportation performance management requirements link performance of all roadways to investment, it is imperative that WSDOT and the RTPO/MPO are coordinated on all investment decision making.
- **Consider aligning regional priorities between the WSDOT Region and the RTPO/MPO by galvanizing on one or two priority projects off the longer, regional list (Unified List).**
- **Consider opportunities for learning and team building with jurisdictional partners at the RTPO/MPO Policy Board level to build relationships and encourage participation in collaborative conversations related to prioritization, investment, and decision-making.**

The work group suggested connecting with WSDOT Local Programs to get their perspective on the work of the pilot project to date as well as collect input. WSDOT Local Programs serves as the steward of the Federal Highway Administration (FHWA) funds authorized for public agency projects throughout the state under FHWA's Federal-Aid Stewardship Agreement with WSDOT, including the Highway Safety Improvement Program (HSIP). HSIP includes Safety program funding for both Cities and Counties. WSDOT Local Programs' insights that were generally supported by the work group for further exploration and consideration are included here:

- **Lack of funding is a huge factor in terms of reducing the number of fatal and serious crashes; additional funding for safety could address some of the problems occurring in the state.** Because there are more safety needs than are currently being funded and the data trends aren't changing around safety, consider recommending the legislature invest more programmatic funding for safety.
- **Not all agencies have the capacity and resources to analyze data for project identification and submitting funding requests. Sharing information,**

resources and knowledge across partner agencies could be of great value to those that are under-resourced.

- Driver behavior is part of the problem related to fatal and serious crashes; **education and awareness programs should be part of the solution toward attaining zero fatal and serious injury crashes.**
- There could also be a significant benefit to **bundling projects across agencies when submitting for HSIP funding.** More information about the HSIP program funding purpose, process, and history, can be found in the “Funding Pathways for Target Zero” report.

FRAMEWORK FOR REGIONAL COLLABORATION STATEWIDE

WSDOT regions and RTPO/MPOs across the state could apply a similar framework to collaborate on a variety of priority policy areas (i.e., maintenance and preservation, bridge, freight, etc.) The below can be used as a starting point to develop a process for collaboration in other regions of the state.

1. Develop a purpose statement/goal
 - a. Get approval from organization leadership
 - b. Involve/inform boards, committees, and departments
2. Determine a scope, schedule, and deliverable
 - a. Ensure schedule aligns with project selection cycles if applicable
 - b. Confirm deliverables align with WSDOT and RTPO/MPO objectives
3. Convene a multi-agency working group
 - a. Ensure effort includes relevant agencies to inform the process
 - b. Develop a consensus on how to evaluate policy area
 - c. Involve RTPO/MPO members to gain local perspective
 - d. Utilize neutral (consultant) facilitator if practicable
4. Report out findings
 - a. Include lessons learned

RECOMMENDED NEXT STEPS

To move the work of this pilot effort forward, the work group recommends the following actions:

- **Formalize a collaborative working group between WSDOT ER and SRTC focused on identifying alignment on priority projects for implementation and funding.** Formalization of this work group would include identifying the appropriate composition, role and meeting cadence moving forward. A formal work group of this nature could also be charged with seeking out additional opportunities for collaboration between partner agencies and expanding the focus to include cities, counties and other agencies.
- **Utilize the “Funding Pathways for Target Zero” report** as a resource and mechanism for fostering improved communication among partner agencies to identify effective and competitive projects needed to make deliberate progress toward attaining zero fatal and serious injury crashes.
- In the spirit of the Investment Strategy Vision, the work group recommends **sharing the results of this pilot effort with other transportation partners, including other RTPOs/MPOs through the Investment Strategy Committee** to share lessons learned and promote additional learning, brainstorming and innovation. Consider offering WSDOT support to another RTPO/MPO and WSDOT Region to explore a similar pilot focused on a different investment topic, such as freight, bridge program, etc.

Funding Pathways for Target Zero

Prepared for:
Spokane Regional Transportation Council (SRTC)
Washington State Department of Transportation (WSDOT)

Prepared by:
Performance Plane, LLC
JLA Public Involvement

June 2023

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Title IV Statement

SRTC is committed to nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964, and Civil Rights Restoration Act of 1987 (P.O. 100.259) and the Americans with Disabilities Act, as well as related statutes and regulations, in all programs and activities. Reasonable accommodations, including materials translated or in alternative formats, may be requested by contacting the SRTC office by telephone at (509) 343-6370 or by email at contact.srtc@srtc.org at least 48 hours in advance. Persons who are deaf or hard of hearing may contact (509) 343-6387 through the Washington Relay Service at 7-1-1. Title VI Complaint Forms may be obtained through the same contact information.

Para obtener más información sobre el Plan de transporte metropolitano, Horizon 2045, comuníquese con el Consejo de Transporte Regional (Regional Transportation Council) de Spokane al (509) 343-6370 o en contact.srtc@srtc.org. Puede disponerse de servicios de lenguaje de señas, traducción y provisión de materiales de comunicación en otros formatos si se piden oportunamente.

Please email contact.srtc@srtc.org or call (509) 343-6370 to receive additional copies of this document.

ABBREVIATIONS

AGENCY ABBREVIATIONS:

BIA	Bureau of Indian Affairs
CRAB	Washington State County Road Administration Board
FEMA	Federal Emergency Management Administration
FTA	Federal Transit Administration
MPO	Metropolitan Planning Organization (also includes Regional Transportation Planning Organizations when used in this report)
NHTSA	National Highway Traffic Safety Administration
TIB	Washington State Transportation Improvement Board
USDOT	United States Department of Transportation
WSDOT	Washington State Department of Transportation
WTSC	Washington Traffic Safety Administration
ATSC	Washington State Cooper Jones Active Transportation Safety Council
WIDAC	Washington Impaired Driving Advisory Council

PROGRAM ABBREVIATIONS:

HSIP	Highway Safety Improvement Program
INFRA	Nationally Significant Multimodal Freight & Highway Grants of the USDOT
LCE	WSDOT Low Cost Enhancements Program
RAISE	Rebuilding American Infrastructure with Sustainability and Equity Grants of the USDOT
SRTS	Safe Routes to School
SS4A	Safe Streets and Roads for All
STP	Surface Transportation Block Grant of the USDOT

OTHER ABBREVIATIONS:

NOFO	Notice of Funding Opportunity
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PURPOSE

Transportation safety is a primary concern for agencies and practitioners at all levels of government. In Washington, the state Department of Transportation (WSDOT) adopts the Target Zero approach to safety and MPO's around the state have expressed support of this target. There are a variety of investments and funding programs available to support systemic and project specific safety improvements; however, information about funding sources can be difficult to navigate. In an effort to improve collaboration and awareness of available funding, the Spokane Regional Transportation Council (SRTC), in partnership with WSDOT, commissioned this report which inventories sources and methods for obtaining funding for safety projects.

This report is intended to serve as a resource to local agencies, Regional Transportation Planning Organizations (RTPOs) and Metropolitan Planning Organizations (MPOs) and inventories the funding programs available to them. It may also serve as a mechanism to foster improved communication among program managers and project sponsors that seek to advance the most effective and competitive projects needed to make deliberate progress toward attaining zero fatal and serious injury crashes.

Funding programs are summarized based on three levels of significance: Primary, Minor, and Other. Funding programs are tracked through the tables within this document based on letter codes corresponding to the three levels of significance, as follows.

- **P:** Primary Sources (significant funding dedicated to safety initiatives and projects)
- **M:** Minor Sources (smaller amounts of available funding dedicated to safety)
- **O:** Other Sources (a wide range of funding availability but only partially available to safety projects among other priorities)

ORGANIZATION & METHODOLOGY OF THIS REPORT

This report summarizes the Policy foundation and Planning requirements driving investment decisions and grant programs. Funding programs are first summarized in tables showing their sources, how they are accessed, and funding levels including history of recent awards. Funding levels and programs change rapidly. Therefore, the summary tables are representative of each program rather and are not accounting histories.

Each Safety dedicated funding source (codes P and M) has a table of details providing common information for each program. No detailed tables are provided for non-

dedicated or very small funding sources (code O), as they were afforded less investigation time in this report.

Finally, this report includes a summary of state and local budgeting of safety activities and projects. Safety funding practices vary by county and city size. A comparison of multiple agencies was not within the scope of this report. For this reason, local budgeting practices are represented by the examples of Spokane County Roads and the City of Spokane Valley.

Research for this report included multiple interviews with WSDOT Safety personnel in charge of the I-2 program and the WSDOT administrator of the HSIP Program. Program managers for the Washington Traffic Safety Commission were consulted. Some information was obtained by email request and a large amount of information came from Internet research (refer to links in Table 1). Awards data came from grant histories published online or received via email. Not all programs report award history the same way, so the compiled histories do not all conform to the same time periods. A few programs do not publish project histories, or they could not be obtained within the timeframe of this study.

POLICY & PLANNING FRAMEWORK

Three planning concepts guide most safety programs in the United States:

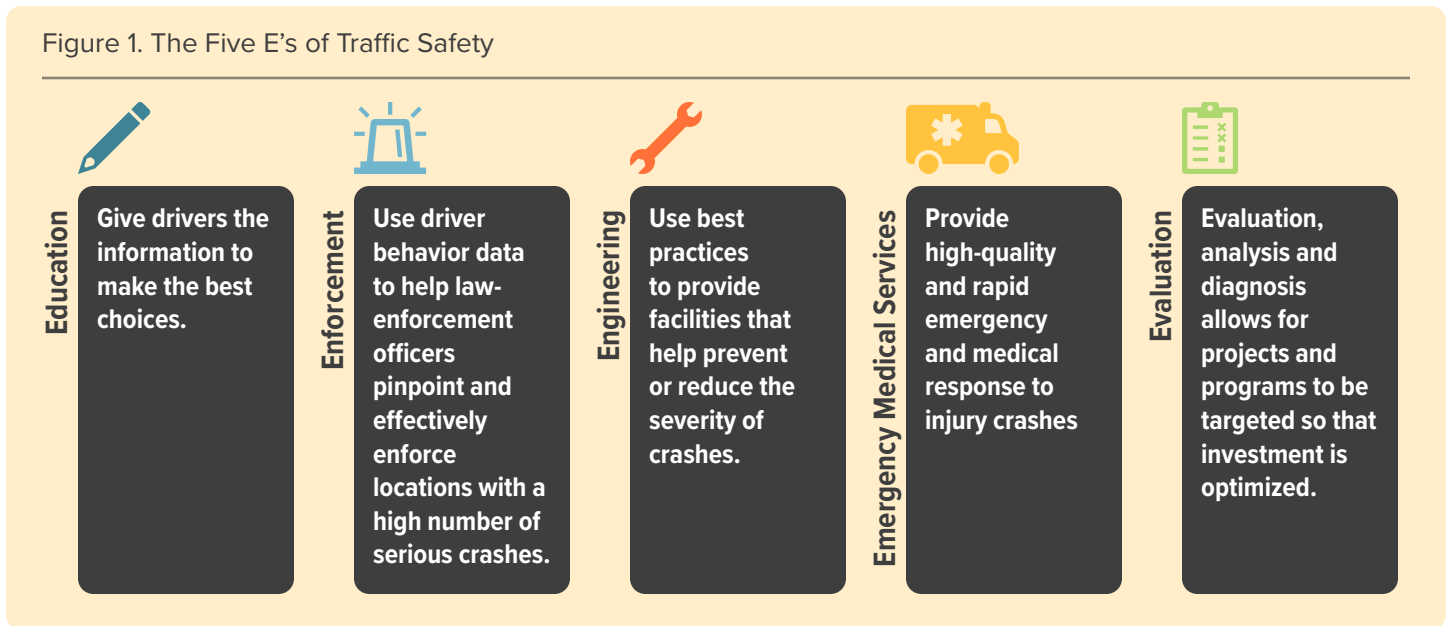
1. Vision Zero (and its subsequent variations)
2. Five E's
3. Safe Systems Approach

VISION ZERO

Vision Zero started in Sweden and was adopted initially by Chicago in 2012 and the US National Safety Council Road to Zero Coalition in 2016. Vision Zero considers all fatal and serious injuries from motor vehicle crashes unacceptable and seeks to eliminate them, and in some cases, by a certain timeframe specified in local plans. WSDOT has adopted a similar program to improve transportation system safety, which is called Target Zero. Target Zero policy and initiatives aim for zero fatal and serious injury crashes by 2030.

Target Zero initiatives leverage all actions that make progress towards elimination of fatal and serious crashes (since elimination is not immediately attainable). Safety response and funding relies on extensive data collection and evaluation against this goal. Interventions that decrease fatal and serious crashes are critical to successful use of various funding programs. Such actions may be project specific or systemic (i.e., treatments applying to multiple locations across the

Figure 1. The Five E's of Traffic Safety



system). Funding sources may be dedicated entirely to pursuing safety goals or they may be dedicated to a variety of goals, of which safety is one. This distinction of safety dedicated funding versus safety as one project selection criteria is used in the inventory below.

This report details the availability and use of transportation safety funding, so all levels of government have equitable access to them.

THE FIVE E'S OF TRAFFIC SAFETY

The Five E's of traffic safety, shown in Figure 1, are important to planning a safe transportation system and responding to safety needs.

Five E's recognizes multiple factors influencing crash exposure and mitigation. Some expressions of the Five E's replace Evaluation with Equity in recognition of the key role equity plays in current safety policy. Some of the funding programs referenced in this report address engineering projects while others fund education and enforcement, and even research and evaluation (studies). More currently, nearly every program incorporates equity considerations into criteria or program policy decisions. Awareness of the need for safety emphasis for all road users has also increased. Washington State has migrated traffic safety policy towards the Safe Systems Approach, which incorporates the Five E's.

SAFE SYSTEMS APPROACH

The Safe Systems Approach builds on past principles of Vision Zero and provides comprehensive guidance to system owners for the safety of road users. Components of Safe Systems Approach include:

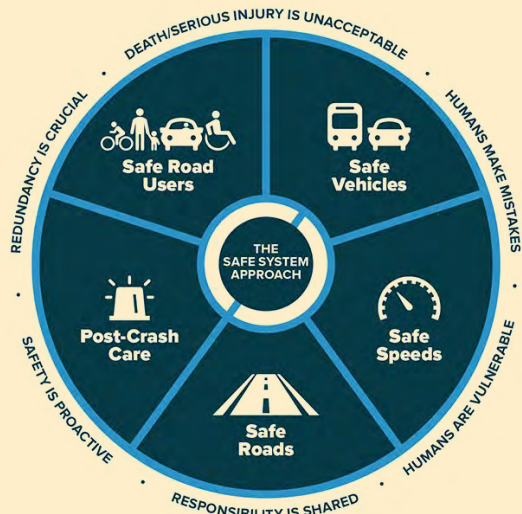
- **Safe Road Users**—The safety of all road users is equitably addressed, including those who walk, bike,

drive, ride transit, or travel by other modes.

- **Safe Vehicles**—Vehicles are designed and regulated to minimize the frequency and severity of collisions using safety measures that incorporate the latest technology.
- **Safe Speeds**—Humans are less likely to survive high-speed crashes. Reducing speeds can accommodate human-injury tolerances in three ways: reducing impact forces, providing additional time for drivers to stop, and improving visibility.
- **Safe Roads**—Designing transportation infrastructure to accommodate human mistakes and injury tolerances can greatly reduce the severity of crashes that do occur. Examples include physically separating people traveling at different speeds, providing dedicated times for different users to move through a space, and alerting users to hazards and other road users.
- **Post-Crash Care**—People who are injured in collisions rely on emergency first responders to quickly locate and stabilize their injuries and transport them to medical facilities. Post-crash care also includes forensic analysis at the crash site, traffic incident management, and other activities.

The Safe Systems Approach is not itself a funding program, but it provides a framework for which projects receive safety funding. Funding flows to capital projects and programmatic investments. Most funding for engineering and capital projects flows through WSDOT's Program I-2 to the State Highway system or through HSIP to the local system. Generally, funding available to local agencies for education, prevention, and enforcement comes through NHTSA and the WTSC.

Figure 2. The Safe Systems Approach



Source: FHWA.

WASHINGTON STATE TRANSPORTATION SYSTEM POLICY GOALS

Transportation planning, operation, performance, and investments in Washington State are further guided by the Transportation System Policy Goals set forth by the Legislature in 47.04.280 (see below). Safety and Preservation are identified as the highest priorities.

WSDOT implements the Safety policy goal across its operations, maintenance and capital programs using both state and Federal funding. The Federal government allocates transportation funding through a combination of funding distributed to states and grants, some direct and some distributed by MPOs. The State funds safety programs and projects through budget allocations, legislatively directed projects and grants to local governments.

PRIMARY SAFETY PLANS

Most safety funding programs require listing in or consistency with State and Regional Transportation Plans. Some funding programs require local agencies to have specific Safety plans in place in order to be eligible for funding. Local governments need a safety action plan to establish eligibility for federal funding programs available direction from the USDOT and from the Highway Safety Improvement Program managed by WSDOT. The principal plans supporting safety initiatives include the plans outlined below.

WASHINGTON STATE TRANSPORTATION POLICY PLAN

The Washington State Transportation Policy Plan is the State's long-range strategic plan. The Plan sets forth four policies to support the statewide Safety goal:

1. Continue the ongoing practice of integrating safety into infrastructure design and system operations for all modes of travel and work to ensure the safety of those who operate and maintain the transportation system.
2. Support Target Zero goals by encouraging an integrated, multi-disciplinary approach to system safety that includes engineering, enforcement, education, evaluation, and emergency response, and which harnesses emerging technologies as they are proven to reduce crash hazards.
3. Encourage inter-agency collaboration at all levels of government as well as cooperation between public and private sectors to increase emergency preparedness and response capabilities and reduce system vulnerabilities and disruptions.
4. Promote the role of the built environment and community design in reducing risk exposure and the severity of traffic-related crashes, especially for non-motorized travelers.

More information can be found at <https://www.wtp2040andbeyond.com/>

WASHINGTON STRATEGIC HIGHWAY SAFETY PLAN: TARGET ZERO

All safety stakeholders in Washington follow the Target Zero Plan. The Federal Highway Administration (FHWA) requires the Strategic Highway Safety Plan (SHSP) for receipt of Highway Safety Improvement Program (HSIP) funding, the principal Federal traffic safety resource to state and local agencies.

More information can be found at <https://wsdot.wa.gov/construction-planning/statewide-plans/strategic-highway-safety-plan-target-zero>

TARGET ZERO IMPLEMENTATION PLAN – GETTING TO ZERO

The Target Zero Implementation Plan – Getting to Zero is required by FHWA for the distribution of HSIP funds.

More information can be found at <https://targetzero.com/>

WASHINGTON HIGHWAY SAFETY PLAN (HSP)

The HSP is required by the National Highway Traffic Safety Administration (NHTSA) for the distribution of Traffic Safety funds. The HSP identifies strategies and planned investments of traffic safety funding from the NHTSA. The Washington Traffic Safety Commission and WSDOT coordinate the HSP with the Strategic Highway Safety Plan: Target Zero.

More information can be found at http://wtsc.wa.gov/wp-content/uploads/dlm_uploads/2022/08/2023-HSP-Final.pdf

WASHINGTON STATE TRANSPORTATION SYSTEM POLICY GOALS

PRESERVATION

To maintain, preserve and extend the life and utility of prior investments in transportation systems and services.

SAFETY

To provide for and improve the safety and security of transportation customers and the transportation system.

STEWARDSHIP

To continuously improve the quality, effectiveness, and efficiency of the transportation system.

MOBILITY

To improve the predictable movement of goods and people throughout Washington, including congestion relief and improved freight mobility.

ECONOMIC VITALITY

To promote and develop transportation systems that stimulate, support, and enhance the movement of people and goods to ensure a prosperous economy.

ENVIRONMENT

To enhance Washington's quality of life through transportation investments that promote energy conservation, enhance healthy communities, and protect the environment.

SAFETY ACTION PLANS

Individual safety action plans are required for agencies receiving Federal Highway Administration Safe Streets and Roads for All (SS4A) implementation funding. SS4A Planning grants may be used to prepare Safety Action Plans. The Tribal Transportation Program Safety Fund finances Safety Action Plans for tribal governments.

More information can be found at <https://www.transportation.gov/grants/SS4A>

PRINCIPAL FUNDING CHANNELS

The tables below inventory funding sources for transportation safety projects and programs. Funding programs are organized into three categories, depending on the amount of funds dedicated to safety, and denoted by program codes. The program codes are used in this report to make it easier to track individual programs through the various summary tables and text.

- **P: Primary sources** (larger dollar amounts of safety dedicated funds)
- **M: Minor sources** (smaller dollar amounts of safety dedicated funding)
- **O: Other** (important sources not dedicated to safety and other sources of safety funds with very infrequent or no awards history in Washington)

TABLE 1. FUNDING PROGRAMS & PROGRAM CODES

Primary Safety Dedicated Funding Programs

Program	Administrator	Link
P1 Safe Streets and Roads for All (SS4A)	USDOT	Safe Streets and Roads for All (SS4A) Grant Program US Department of Transportation
P2 Highway Safety Improvement Program (HSIP)	WSDOT	Highway Safety Improvement Program WSDOT
P3 WSDOT I-2 Safety Program (I-2)	WSDOT	No external link
P4 Safe Routes to School (SRTS)	WSDOT	Safe Routes to School Program WSDOT

Minor Safety Dedicated Funding Programs

Program	Administrator	Link
M1 Washington Traffic Safety Commission Grants (WTSC)	WTSC	Grants Washington Traffic Safety Commission
M2 WSDOT Low Cost Enhancement (LCE)	WSDOT	No external link
M3 Tribal Transportation Program Safety Fund (TTPSF)	USDOT/BIA	Tribal Transportation Program Safety Fund (TTPSF) US Department of Transportation
M4 Rural Roadway Departure (RRD)	WSDOT	New program, information pending. External link does not exist yet.

Other Safety and General Programs with Safety Elements

Program	Administrator	Link
O1 Transportation Improvement Board	TIB	Transportation Improvement Board Home
O2 County Road Administration Board	CRAB	CRAB Home
O3 INFRA	USDOT	The INFRA Grants Program US Department of Transportation
O4 RAISE	USDOT	RAISE Discretionary Grants US Department of Transportation
O5 Surface Transportation Block Grant (STBG)	MPO / WSDOT	STBG US Department of Transportation
O6 Pedestrian and Bicyclist Program	WSDOT	Pedestrian & Bicycle program WSDOT
O7 Transit Safety and Security Program	FEMA	Transit Security Grant Program FEMA
O8 Transit Safety Research and Demonstration Program	FTA	Safety Research and Demonstration Program FTA
O9 Multiuse Roadway Safety Program	WSDOT	Multiuse Roadway Safety Account WSDOT
O10 Community Traffic Safety Grant	Road to Zero Coalition	Community Traffic Safety Grants – National Safety Council

TABLE 2. PROJECT TYPES & TIMING (table continued on next page)

The following tables detail what each program funds and when and how agencies can apply for funds.

Primary Safety Dedicated Funding Programs

Program	What it Funds	When	How
P1 Safe Streets and Roads for All	<ul style="list-style-type: none"> Action Plans Implementation Projects 	Annually in July	Application direct to USDOT FHWA
P2 Highway Safety Improvement Program	<ul style="list-style-type: none"> Intersections Lane Departure Other 	Annually, alternating years between cities and counties in March	Application to WSDOT Local Programs
P3 WSDOT I-2 Safety Program	<ul style="list-style-type: none"> 70% for Collision Prevention 30% for Collision Reduction State route intersections Lane departure Warning devices Other countermeasures 	Biennially in state budget	Prioritized by WSDOT based on RCW
P4 Safe Routes to School	<ul style="list-style-type: none"> Multimodal Infrastructure Safe Crossing Speed Management Traffic Control Devices Education & Encouragement 	Biennially in June, even years	Application to WSDOT Active Transportation

Minor Safety Dedicated Funding Programs

Program	What it Funds	When	How
M1 Washington Traffic Safety Commission Grants <i>Includes Cooper Jones Active Transportation Safety Council and Washington Impaired Driving Advisory Council</i>	<ul style="list-style-type: none"> Safety education & marketing programs School crossing guards School zone improvements Target Zero Administrators Enforcement 	Timing varies by individual program	Application to Traffic Safety Commission
M2 WSDOT Low Cost Enhancements	<ul style="list-style-type: none"> Small projects to \$100,000 Intersections Lane Departure Bicycle & Pedestrian Wrong Way Driver 	Biennially in state budget	Determined by WSDOT Region Traffic & Safety Staff based on regional appropriation
M3 Tribal Transportation Program Safety Fund	<ul style="list-style-type: none"> Transportation safety plans Data assessment & improvement Systemic roadway departure countermeasures Infrastructure improvements and eligible activities listed in 23USC148 	Annually in March	Application direct to FHWA Office of Tribal Transportation
M4 Rural Roadway Departure	<ul style="list-style-type: none"> Projects to reduce crashes due to lane departure 	New, undetermined	Application to WSDOT Local Programs

TABLE 2. PROJECT TYPES & TIMING *(continued from previous page)*

The following tables detail what each program funds and when and how agencies can apply for funds.

Other Safety and General Programs with Safety Elements

Program	What it Funds	When	How
01 Transportation Improvement Board	<ul style="list-style-type: none"> • Urban Arterial Program • Small City Arterial Program • Active Transportation Program • Complete Streets Program 	Annually, June	Application to State TIB. Projects rated by staff and approved by Board
02 County Road Administration Board	<ul style="list-style-type: none"> • Rural Arterial Program 	Multi-year program	Projects proposed and assessed by staff and regional counties
03 INFRA	<ul style="list-style-type: none"> • Multimodal Freight and Highway projects of national & regional significance 	Annually	Application to FHWA
04 RAISE	<ul style="list-style-type: none"> • Freight and passenger transportation infrastructure of local and regional significance 	Annually	Application to FHWA
05 Surface Transportation Block Grant	<ul style="list-style-type: none"> • Regionally prioritized federal funding 	Generally, annually	Application to Regional MPO
06 Pedestrian and Bicyclist Program	<ul style="list-style-type: none"> • Nonmotorized projects based on multiple criteria including safety 	Biennially	Application to WSDOT Active Transportation
07 Transit Safety and Security Program	<ul style="list-style-type: none"> • Transit cyber and physical security for resilience and prevention of terrorist action 	Annually	Application direct to FEMA
08 Transit Safety Research and Demonstration Program	<ul style="list-style-type: none"> • Innovation in eliminating and mitigating safety hazards 	Irregular cycle	Application direct to USDOT FTA
09 Multiuse Roadway Safety Program	<ul style="list-style-type: none"> • Safety projects addressing all-terrain vehicle use of public roads 	Biennial	Application to WSDOT
010 Community Traffic Safety Grant	<ul style="list-style-type: none"> • Funds the development of programmatic safety initiatives 	Annual	Application to Road to Zero Coalition, National Safety Council

TABLE 3. PROGRAM DECISION PROCESS SUMMARY *(table continued on next page)*

The following tables describe how projects are identified and selected for funding by each program, as well as where funds come from (i.e., state, federal, or a combination of the two).

Primary Safety Dedicated Funding Programs

	Program	Project Identification Process	Fund Type/Source
P1	Safe Streets and Roads for All	<ul style="list-style-type: none"> • Application-Award process • Criteria-based rating conducted by USDOT internal staff 	Federal direct
P2	Highway Safety Improvement Program	<ul style="list-style-type: none"> • Application-Award process • Criteria-based rating conducted by WSDOT staff 	Federal via WSDOT
P3	WSDOT I-2 Safety Program	<ul style="list-style-type: none"> • Internal prioritization process • Data-driven site identification • WSDOT HQ and Regions participation. WSDOT staff allocate funding 	State and federal via legislative budget
P4	Safe Routes to School	<ul style="list-style-type: none"> • Application to WSDOT Active Transportation • Project list ratified by legislative budget 	State and federal via legislative budget

Minor Safety Dedicated Funding Programs

	Program	Project Identification Process	Fund Type/Source
M1	Washington Traffic Safety Commission Grants	<ul style="list-style-type: none"> • Application-Award process • Projects selected by WTSC staff • Incorporated into Highway Safety Plan • Some Commission administered projects identified by ATSC and WIDAC 	Federal NHTSA via WTSC State appropriations from traffic citation fees
M2	WSDOT Low Cost Enhancements	<ul style="list-style-type: none"> • Internal prioritization process • Funding allocated to WSDOT Regions by legislative budget 	State and Federal Legislative budget
M3	Tribal Transportation Program Safety Fund	<ul style="list-style-type: none"> • Application-Award process • Projects identified by FHWA and Bureau of Indian Affairs 	Federal FHWA and BIA
M4	Rural Roadway Departure	<ul style="list-style-type: none"> • New Program • Process to be determined 	State WSDOT Local Programs (or TBD)

TABLE 3. PROGRAM DECISION PROCESS SUMMARY *(continued from previous page)*

The following tables describe how projects are identified and selected for funding by each program, as well as where funds come from (i.e., state, federal, or a combination of the two).

Other Safety and General Programs with Safety Elements

Program		Project Identification Process	Fund Type/Source
01	Transportation Improvement Board	<ul style="list-style-type: none"> • Application-Award process. • Criteria-based assessment by TIB staff and ratified by TIB Board • Safety criteria is one of several primary project selection categories 	State TIB Board
02	County Road Administration Board	<ul style="list-style-type: none"> • Application-Award process. • Projects rated by CRAB staff and assessed by County subarea reviews • Ratified by CRAB Board 	State CRAB Board
03	INFRA	<ul style="list-style-type: none"> • Application-Award process direct to USDOT • Projects rated based on staff recommendations of how well projects meet criteria categories 	Federal FHWA Direct
04	RAISE	<ul style="list-style-type: none"> • Application-Award process direct to USDOT • Projects rated based on staff recommendations of how well projects meet criteria categories 	Federal FHWA Direct
05	Surface Transportation Block Grant	<ul style="list-style-type: none"> • Application-Award process to regional Metropolitan Planning Organization (MPO) • Projects rated based on criteria set by the MPO • Ratified by the MPO Board 	Federal Regional MPO and WSDOT Local Programs
06	Pedestrian and Bicyclist Program	<ul style="list-style-type: none"> • Application-Award process • Criteria-based assessment by WSDOT Active Transportation staff • Ratified by Legislative action in next session 	State WSDOT Active Transportation
07	Transit Safety and Security Program	<ul style="list-style-type: none"> • Application-Award process • Projects selected by FEMA 	Federal FEMA
08	Transit Safety Research and Demonstration Program	<ul style="list-style-type: none"> • Application-Award process • Projects selected by Federal Transit Administration 	Federal FTA
09	Multiuse Roadway Safety Program	<ul style="list-style-type: none"> • Application-Award process. Applications to WSDOT 	State WSDOT
010	Community Traffic Safety Grant	<ul style="list-style-type: none"> • Application-Award process • Applications to National Safety Council, Road to Zero Coalition 	Federal Road to Zero Coalition

TABLE 4. FUNDING SOURCES WITH AWARD HISTORY

The following table describes the project funding history of the safety dedicated funding sources (codes P and M) based on last published year of data, which varies by program. Less research was committed to the non-dedicated sources (code O), so they are briefly summarized after the table.

Primary Safety Dedicated Funding Programs

	Program	# of Projects	Total Award	Range of Awards	Avg. Award
P1	SS4A Action Plans	16	\$9,200,000	\$200,000 - \$4,800,000 ¹	\$286,000
	SS4A Implementation	1	\$25,700,000	N/A	N/A, only one award
P2	HSIP City Awards	51	\$36,400,000	\$50,000 - \$3,000,000	\$735,000
	HSIP County Awards	48	\$37,400,000	\$73,000 - \$2,800,000	\$775,000
	Rail-Highway Awards	8	\$8,800,000	\$490,000 - \$4,300,000	\$1,100,000
P3	WSDOT I-2 Safety Program (I-2)	\$189,000,000 biennium appropriation			
P4	Safe Routes to School (SRTS)	38	\$54,000,000	\$150,000 - \$3,500,000	\$1,400,000
	TOTAL ²		\$360,500,000		

Minor Safety Dedicated Funding Programs

	Program	# of Projects	Total Award	Range of Awards	Avg. Award
M1	WTSC Traffic Safety Annual Grants	18	\$3,800,000	\$40,000 - \$1,500,000	\$210,000
	WTSC/Cooper Jones Active Transportation Safety Council	4	\$400,000	\$110,000 - \$164,000	\$130,000
	WIDAC	15	\$1,700,000	\$30,000 - \$510,000	\$110,000
	School Crossing Guard and School Zone	21	\$1,000,000	\$8,000-\$100,000	\$48,000
M2	WSDOT Low Cost Enhancement	258	\$7,300,000	\$200 - \$300,000	\$28,000
M3	Tribal Transportation Safety Planning	4	\$140,000	\$10,000 - \$84,000	\$35,000
	Tribal Transportation Safety Implementation	0	\$0	\$35,000 - \$1,600,000 ³	\$476,000 ³
M4	Rural Roadway Departure	N/A	\$4,000,000	New Program	
	TOTAL ⁴				

¹ Single high grant actually represents multiple Action Plans funded through MPO collective grant. Single high grant excluded from average.

² Total of this table is not necessarily representative of any other time period because some awards are annual and some are biennial or irregular.

³ No Tribal Transportation Program Safety Implementation projects in Washington averages based on national awards.

⁴ Total of this table is not necessarily representative of any other time period because some awards are annual and some are biennial or irregular.

OTHER SAFETY & GENERAL PROGRAMS WITH SAFETY ELEMENTS

Many transportation funding sources include safety criteria; however, some do not. The following section identifies programs that are important in the financing of local transportation projects and that select projects based on safety criteria. For eligible projects and agencies, these programs should be considered in the overall infrastructure funding strategy.

Several small-scale safety programs are also listed in the Other category below because the amount of funding available or frequency of use in Washington did not warrant further inventory.

O1 TRANSPORTATION IMPROVEMENT BOARD

The Washington State Transportation Improvement Board awards between \$80,000,000 and \$120,000,000 per year to city and urban county street and sidewalk projects, making it one of the largest state funded transportation grant programs. TIB funding is not safety dedicated but safety criteria drive selection of a portion of the annual awards.

TIB programs funding safety projects include:

- Urban Arterial Program
- Small City Arterial Program
- Active Transportation Program
- Complete Streets Program

Awards in 2022: 90 projects totaling \$101,000,000; ranging from \$65,000 to \$6,000,000 per project, with an average of \$1,100,000 per project (award history excludes preservation projects).

Award Process: Application-Award model. Criteria-based project selection with minimum regional allocation targets.

O2 COUNTY ROAD ADMINISTRATION BOARD (CRAB)

The Rural Arterial Program funds county road projects, including projects with safety as a principal factor. Awards are reported differently than other programs, including multiple years of planned project investments. Award history is based on CRAB's Active-Proposed project list for 2023.

Awards Proposed: 22 projects totaling \$33,700,000; ranging from \$300,000 to \$4,000,000 per project.

Award Process: Project proposals submitted to CRAB and reviewed regionally with adjacent counties.

O3 USDOT INFRA

The USDOT INFRA program should be considered for certain large scale transportation projects because of its size. Offering \$8 billion nationally over five years, INFRA results in the largest individual project awards in

the industry. Safety is an important criterion; however, multiple factors drive project selection of which safety is one.

Projects should not be considered for INFRA application unless they strongly adhere to the selection criteria. INFRA applications are expensive, and few projects are funded. However, for certain types of large-scale projects, the cost of applying for INFRA funding may be worth it.

Award categories include:

- MEGA Grants, largest-scale grants up to \$300,000,000
- INFRA Grants
- Rural Surface Transportation Grants

Awards Proposed: One project in Washington State (Seattle, \$25,000,000)

Award Process: Application-Award model with applications direct to USDOT. Applications are a major undertaking and require economic analysis for benefit/cost.

O4 USDOT RAISE

The USDOT RAISE program offers funding for state and local transportation infrastructure and also includes Safety as an important selection criterion. RAISE applies to more project types than INFRA and remains a large program with \$1.5 billion available in 2023. Maximum awards are generally \$25,000,000, with some exceptions.

Awards Proposed: Seven projects in Washington totaling \$98,000,000; ranging from \$1,000,000 to \$25,000,000 per project, with an average of \$14,000,000 per project.

Award Process: Application-Award model with applications direct to USDOT. Applications are a major undertaking and require economic analysis for benefit/cost.

O5 USDOT SURFACE TRANSPORTATION (STP) BLOCK GRANT

The USDOT STP program funds a broad range of roadway, transit and nonmotorized projects. Regional MPOs prioritize these projects, which are subsequently administered by WSDOT Local Programs on behalf of USDOT. Projects must be consistent with Regional Transportation Plans and criteria established by each MPO.

Awards Proposed: Project award levels vary, with a maximum of \$5,000,000 in the largest regions. *Regional data are too extensive and variable to be adequately summarized.*

Award Process: Varies widely by region based on

amount of federal funds apportioned by each MPO.

O6 WSDOT PEDESTRIAN & BICYCLIST PROGRAM

The state Pedestrian and Bicyclist Program is an important funding source for nonmotorized infrastructure with goals of enhancing safety and mobility. The program is co-administered with the Safe Routes to Schools Program. It is listed in the Other category because it is technically not dedicated to safety projects exclusively and therefore, more similar to the TIB and CRAB programs.

Awards Proposed: 28 projects totaling \$52,000,000; ranging from \$100,000 to \$5,000,000 per project, with an average of \$1,800,000 per project.

Award Process: Application-Awards model. Applications submitted to WSDOT Active Transportation, prioritized by staff and subsequently submitted to Legislature for ratification.

O7 TRANSIT SAFETY AND SECURITY GRANT FEMA

FEMA funds primarily cyber, vehicle and site security projects and equipment to prevent vulnerability to terrorist acts on large transit systems. Spokane Transit is eligible. \$93,000,000 nationwide available in 2023, NOFO was due May 18, 2023.

Awards History: Not published for security reasons.

O8 TRANSIT SAFETY DEMONSTRATION PROGRAM FTA

Funding provided for transit agencies to pursue innovative approaches to eliminate or mitigate safety hazards. Funding cycle status unknown, 10 projects funding in FY2020 for total of \$7,500,000.

Awards History: None in Washington.

O9 MULTIUSE ROADWAY SAFETY PROGRAM

Safety projects to accommodate safe use of public roads by all-terrain vehicles.

Awards History: Statewide funding \$450,000 per biennium.

O10 SAFE SYSTEM INNOVATION GRANTS, ROAD TO ZERO COALITION

Grants of \$100,000 to \$200,000 for projects that demonstrate the Safe Systems approach. Between \$1,000,000 and \$2,000,000 awarded annually nationwide.

Awards History: None in Washington.

PROGRAM DETAILS FOR SAFETY DEDICATED FUNDING SOURCES

The following tables summarize more detailed information for the Primary and Minor safety dedicated programs (codes P and M). Other programs (code O) are summarized more briefly above but time was not allocated for the additional detail provided for the dedicated programs.

P1 Safe Streets and Roads for All (SS4)	
USDOT Direct Federal Highway Administration	Link: Safe Streets and Roads For All USDOT NOFO: SS4A NOFO FY23
Description: SS4A is a federal direct grant program using the applications-award delivery model. Funding comes from the 2021 Bipartisan Infrastructure Law with \$5 billion over five years. Counties, cities, tribes, transit agencies, and MPOs are eligible for a combination of Planning and Implementation Grants. Implementation projects require a Safety Action Plan and SS4A Planning grants provide funding for their development. Awards currently favor grants for Action Plans, sixteen Planning Grants were awarded in Washington in 2022 compared to one Implementation Grant to Seattle. Awards should trend toward implementation projects when agencies catch up with planning requirements.	
Cycles: Next applications due July 10, 2023	Eligibility: <ul style="list-style-type: none"> • MPO • Political subdivision of a State or territory • Federally recognized Tribal government • Multijurisdictional group of above organizations
Funding Categories + Criteria	
Planning Grants <i>Can be used to:</i> <ul style="list-style-type: none"> • Develop an Action Plan • Conduct supplemental safety planning to enhance an Action Plan • Carry out demonstration activities to inform the development of, or an update to, an Action Plan <i>Criteria:</i> <ul style="list-style-type: none"> • Safety Impact • Equity • Additional Safety Context 	Implementation Grants <i>Can be used to:</i> <ul style="list-style-type: none"> • Fund projects and strategies identified in a Safety Action Plan. <i>Only agencies with Safety Action Plans can apply. If no Action Plan, apply for Planning grant</i> <i>Criteria:</i> <ul style="list-style-type: none"> • Safety Impact • Equity, Engagement, and Collaboration • Effective Practices and Strategies • Other DOT Strategic Goals • Supplemental Planning & Demonstration Activities
Funding + Awards	Funding: \$1 billion for FY 2023 <ul style="list-style-type: none"> • Planning & Demonstration Grants: \$100,000 to \$10 million • Implementation Grants: \$2.5 million to \$25 million Match: 20%, <i>May use in-kind or cash contributions</i>
Policy Priorities	Award Analysis: <ul style="list-style-type: none"> • 16 Planning Grants Awarded • Typical funding level for Action Plans: \$500,000 • 1 Implementation Grant awarded to the City of Seattle for \$25,654,000
Additional Considerations	Policy Priorities <ul style="list-style-type: none"> • Promote safety to prevent death and serious injuries on public roadways. • Employ low-cost, high-impact strategies that can improve safety over a wide geographic area. • Ensure equitable investment in the safety needs of underserved communities, which includes both underserved urban and rural communities. • Incorporate evidence-based projects and strategies and adopt innovative technologies and strategies. • Demonstrate engagement with a variety of public and private stakeholders. • Align with the Department's mission and Strategic Goals such as safety; climate change and sustainability; equity and Justice40; and workforce development, job quality, and wealth creation.

P2 Highway Safety Improvement Program (HSIP)

USDOT Direct
Federal Highway Administration
Administered by WSDOT Local Programs

Link: [Highway Safety Improvement Program | WSDOT](#)
NOFO: None currently

Description: The HSIP is the primary federal funding source for state and local safety projects and programs. Washington State Department of Transportation Local Programs administers HSIP statewide. Total funding exceeds \$100 million annually. The program is accessed by application to WSDOT Local Programs by cities and counties in alternating years. Thirty percent of HSIP funding is allocated to the state highway program and incorporated into the WSDOT I-2 program budget.

Cycles:

Annually in March, Counties in odd years,
Cities in even.

Eligibility:

- County Safety Program
- City Safety Program
- Rail-Highway Safety Program
- State Highway (managed through I-2)

Funding Categories

County Safety Program

Provides funding for projects that reduce fatal and serious injury crashes on county roads using engineering improvements/countermeasures. Projects are identified through each county's local road safety plan, that identifies and prioritizes projects based on the top crash type(s) in the county. Projects can be at intersection(s), spot or mid-block location(s), and/or on corridor(s) throughout a county or over wide areas within a county.

Railway-Highway Crossing Program

Provides funding for safety improvements to reduce the number of fatalities, injuries, and crashes at public grade crossings. The program must use at least 50% of these funds to install or upgrade protective devices at railroad crossings. Examples include gates, pedestrian crossings, signal systems, and signing. Funds may also be used to eliminate grade crossings by closing them or providing grade separation. See WSDOT I-2 Program for allocation of WSDOT share.

City Safety Program

Provides funding for projects that reduce fatal and serious injury crashes on city/town streets and state highways using engineering improvements / countermeasures. The 2020 program includes two subprograms:

- **Spot Location:** Specific locations, or corridors with at least one fatal or serious injury crash in the most recent five year period.
- **Systemic:** Projects from a city's local road safety plan. Prioritizes based crash type(s) in the city. Projects can be at spot location(s), and/or on corridor(s) throughout a city or citywide.

Cities must submit a local road safety plan be eligible to apply: [Local road safety plans brochure \(PDF 276KB\)](#)

Criteria

- Reduce Fatal and Serious Injury Crashes Follows WSDOT Strategic Highway Safety Plan (Target Zero) ([Target Zero – Washington's Strategic Highway Safety Plan](#))
- Implements Local Road Safety Plans ([Information on local road safety plans](#))

Funding + Awards

Funding: Estimated \$105 million annually. Split 70/30 local-WSDOT. Local approx. 50/50 city-county.

2022 Allocations

- City: \$36.4 million
- County: \$37.4 million
- WSDOT: \$31.5 million
- Rail-Highway: \$8.8m (in 2020)

Match: Project are eligible for 100% federal funds

Award Analysis:

- **2022 City Awards:** 51 projects, \$36.4 million, avg \$715,000, max \$2 million
- **2021 County Awards:** 48 projects, \$37.4 million, avg \$775,000, max \$3 million
- **2020 Rail-Highway Awards:** 8 projects, \$8.8 million, avg \$1.1 million, max \$4.3 million
- **2022 State Awards:** 32 projects, \$38.8 million, avg \$1,200,000, max \$4.7 million

Award Types:

- **City:** Intersection, Corridor, Pedestrian and Bicycle, Lighting, miscellaneous
- **County:** Intersection, guardrail, warning devices, shoulders, sight distance, lane departure, miscellaneous
- **Rail-Highway:** grade crossing improvements and warning devices
- **State:** Intersections, rumble strips

Policy Priorities

- Funds split between local and state based on priority one areas, currently lane departure and intersection crashes.
- Number of fatal and serious crashes determines split, currently 30% WSDOT and 70% local.
- Set aside for high risk rural roadways and \$2m per biennium for Safe Routes to School.

P3 WSDOT Program I-2

WSDOT

Link: No external link

NOFO: Not applicable

Description: The WSDOT I-2 subprogram is the safety category of state highway budget program codes. The state highway budget program code “1” is the Improvement Program and “2” refers to the Safety subprogram. The State Legislature funds the I-2 program within the State Transportation Budget and directs WSDOT to select projects based on a prioritization process (RCW 47.05). Funding comes from state appropriated revenues and 30 percent of federal HSIP funding. State safety investments follow the Washington Strategic Highway Safety Plan: Target Zero, which aims to eliminate fatal and serious injury crashes by 2030. Funding categories include crash reduction and crash prevention. Crash reduction directs resources to sites identified from crash statistics while crash prevention targets specific crash types with site specific and systemic countermeasures.

The Legislature funded the I-2 Program in the 2023-2025 biennial budget at \$189 million. The funding applies to project improvements on state routes outside of larger cities. Cities with over 27,500 population have local responsibility for safety on surface state routes. WSDOT allocates 30 percent of I-2 funding to Collision Reduction and 70 percent for Collision Prevention.

Locational and systemic data is provided to the WSDOT Regions for identification of projects. Projects may also be identified by Headquarters Safety and Traffic Operations personnel. Projects and data are submitted to the WSDOT Capital Program Development & Management Division for financially constrained prioritization.

Cycles:

Next applications due July 10, 2023.

Eligibility:

- State highways

Funding Categories

- Crash Reduction

- Crash Prevention

Criteria

- Collision Reduction prioritization factors.
- Funding eligibility is based on a minimum Benefit Cost Ratio (BCR), impact on fatal and serious injury crashes, a presentation, and assessment by the I-2 panel. Projects use benefit cost evaluations to determine priority.
- Collision Prevention prioritization factors.
- Benefit Cost Ratio (BCR), the target fatal and serious injury crash type(s) and estimates of likely reductions for category investments.

Funding + Awards

Funding: \$189 million/biennium (varies), includes state funds and 30% of federal HSIP funds.

Award Analysis: No project specific data available.

Match: Not applicable

Policy Priorities

- Elimination of fatal and serious injury crashes
- Priority Level One
 - » Impairment
 - » Lane Departure
 - » Unrestrained Occupants
 - » Young Drivers 16-25
 - » Distraction
 - » Speeding
 - » Intersections
- Priority Level Two
 - » Pedestrians and Bicyclists
 - » Heavy Trucks
 - » Older Drivers 70+
 - » Motorcyclists
- Environmental Justice and vulnerable populations

P4 Safe Routes to School

USDOT
State and Federal Funding

Link: [Safe Routes to School | WSDOT](#)
NOFO: None currently

Description: The purpose of the Safe Routes to Schools Program (SRTS) is to improve safety and mobility for children by enabling and encouraging them to walk and bicycle to school. Funding from this program is for projects within two-miles of primary, middle, and high schools (K-12).

Cycles:
Biennially in June.

Eligibility:

- WSDOT
- Cities
- Counties
- School Districts
- Tribes
- Community Organizations
- Projects within two miles of school.
- Design-only projects
- Community engagement
- Education

Funding Categories

- Walk and roll infrastructure projects within two miles of primary, middle, and high schools.
- Education and encouragement activities are eligible.

Criteria

Safety (40 percent)

- Local Roads Safety Plan project.
- Level of traffic stress at project location
- Speed management need
- Crash history

Equity (20 percent)

- For Pedestrian/Bicyclist Program:
 - » Socioeconomic factor (using the compiled ranking).
 - » Disability factor.
- For Safe Routes to School projects using OSPI Report Card data:
 - » Students of color.
 - » Students with a Hispanic heritage.
 - » Low income.

Value (10 percent)

- Cost of the project compared to the population and destination density at the project location.

Deliverability (12 percent)

- Matching funds.
- Project in local or regional transportation plan.
- Applicant has an ADA transition plan or ADA compliance planning for public right-of-way.
- Applicant has an adopted greenhouse gas emissions policy.
- Applicant previously received project award(s) from WSDOT which required a scope change(s) or that have made exceptionally slow progress.

Project Quality (18 percent)

- Treatment(s) effectiveness based on crash modification factors and other research findings.
- Quality of proposed budget. Will consider percentage of budget item costs specific to active transportation treatments.
- Proposed project content

Funding + Awards

Funding:

2023-2025 biennium, \$106 million

- **Safe Routes to School 2023-2025**, \$54m
- **Pedestrian & Bicyclist Program 2023-2025**, \$52m

Awards reflect agency proposed projects. Prioritized list must pass Legislature. Additional discretionary projects may be added by Legislature.

Match: None required

Award Analysis:

• **2023-2025 Safe Routes to School:**

- » 38 projects above funding level of 165 applications (23%)
- » Recommend funding \$51.9m, range \$150,000 to \$3.5m, avg. \$1.37m

• **2023-2025 Pedestrian & Bicyclist Program**

- » 28 projects above funding level of 144 applications (19%)
- » Recommended funding \$52m, range \$100,000 to \$5.3m, avg. \$1.85m

More information: [2023-2025 Pedestrian/Bicyclist and Safe Routes to School Programs - Project List & Program Update](#)

Policy Priorities

- Enable/encourage children to walk, roll and bicycle to school.
- Make bicycling and walking safer.
- Facilitate the planning, development, and implementation of projects and activities that improve safety and reduce traffic in the vicinity of schools.

M1 Traffic Safety Grant Programs

Washington Traffic Safety Commission

Link: [Traffic Safety Grant Programs | WTSC](#)

NOFO: Various

Description: The WTSC offers a series of traffic safety grants funded by federal National Highway Traffic Safety Administration funding and state funds. Programs include annual grants distributing NHTSA funding to Commission Programs and some to third parties including local government. NHTSA funding extends to a wide variety of national safety initiatives but tends toward Education and Enforcement categories in the Traffic Safety Five Es, rather than engineering and infrastructure projects.

WSTC also administers Child Passenger Safety Mini Grants, grants for school crossing guard programs and school zone enforcement, school zone improvement grants, and impaired driving grants.

The Cooper Jones Active Transportation Safety Council (ATSC) allocates discretionary funds from the Cooper Jones account to local safety programs and for Target Zero Administrators. ATSC funding programs are new and developing. Funds come from fees add to certain traffic infractions.

The WIDAC program funds impaired driving countermeasures and enforcement.

Cycles:

Biennially post budget

Eligibility:

- Local government entities including Courts and Traffic Police
- Tribal governments
- Some associations

Funding Categories

- Annual Traffic Safety Grants identified in the Highway Safety Plan ([Microsoft Word - 2023 HSP Final](#))
- Child Passenger Safety Mini Grants
 - » Car Seat Program
 - » Child Passenger Safety Technician
- School Zone Grants September
- Washington Impaired Driving Advisory Council (WIDAC) grants
- ATSC Cooper Jones Active Transportation Grant

Criteria

Scored by assessment team, criteria not reported

Funding + Awards

Funding:

NHTSA Funding \$20,000,000, about \$4,000,000 distributed to local entities. Remainder funding WSTC programs.

ATSC Funding \$400,000 allocated to locals in 2023.

School Zone Safety Account \$850,000 based on biennial budget, not all funds may be used for grants.

WIDAC \$1,700,000

Match: N/A

Award Analysis:

• Annual Grants

- » \$60,000 to \$200,000 for Community Traffic Safety Programs
- » \$50,000 to \$65,000 for Police and Traffic Court Services

• School Crossing Guard \$300 to \$500

• CPS Grants \$400 to \$4000

• CPST Instructor Teams \$3,700 to \$4,700

Policy Priorities

- Traffic Safety education and marketing programs
- School Zone safety improvements
- School crossing guard equipment
- Target Zero administrators
- Speed Control. traffic courts and enforcement

M2 Low Cost Enhancement Safety Program

WSDOT

Link: Not external link

NOFO: Not applicable. Internal program cycles biennially

Description: A companion program to WSDOT's I-2 internal safety program, LCE funds small works under \$100,000. Projects address a wide range of systemic and spot improvements to state highways, nonmotorized facilities, studies and miscellaneous. Funding is allocated by the Legislature to WSDOT Regions and activities are determined by Region traffic and safety personnel.

Cycles:

Biennially post budget

Eligibility:

- WSDOT Regions for use on state highways. See funding categories above for eligible project types

Funding Categories

- Intersections
- Lane Departure
- Pedestrian & Bicycle
- Mobility
- Signs
- Pavement Markings
- Intelligent Transportation Systems
- Research and traffic studies
- Design
- Miscellaneous
- Low Cost Action Bundles \$5,000 or less

Criteria LCE projects often originate when concerned citizens, elected officials, local agencies, or region staff identify a safety or mobility concern along a state highway. Region Transportation Office staff analyze the concern and decide to create an LCE project to address the concern. Additionally, the Transportation Operations' Field Assessment Program identifies larger-scale opportunities for LCE through a systematic screening process.

Funding + Awards

Funding: \$7,300,000 biennially (based on 2019-2021)

Match: Not applicable

Award Analysis:

- Projects generally from \$1,000 to \$50,000 and a bundle of low cost actions.
- Estimated average project amount \$28,000.
- Projects are mostly intended for safety or have a safety benefit although traffic operations enhancements also appear.
- Eastern Region had \$537,000 in LCE projects in 2019-2021.

Policy Priorities

- Quick response to safety and traffic operations small works projects
- Projects generally limited to \$100,000 or less.
- Reduce crashes Reduce the potential for crashes
- Improve mobility
- Address emerging crash trends and mobility issues.

M3 Tribal Transportation Program Safety Fund (TTPSF)

USDOT Federal Highway Administration

Link: [Tribal Transportation Program Safety | USDOT](#)
NOFO: [NOFO FY2022-2026](#)

Description: TTPSF is a safety set aside of the national Tribal Transportation Program. Federally recognized Tribes and partnerships with Tribes are eligible. Routes owned by Tribes receive higher priority, but routes on the National Tribal Transportation Facilities Inventory are also eligible. The program funds planning and implementation similar to the Federal SS4A program. USC sets forth an extensive array of safety project types but generally, TTPSF is a Tribally dedicated version of the HSIP to states.

Cycles:

Annually in September through 2026

Eligibility:

- Federally recognized Tribes
- Partnerships with Tribes

Eligibility Note: Routes not owned by Tribe are only eligible if in the NTTFI ([Maintenance and NTTFI | FHWA](#))

Funding Categories

- Develop and update transportation safety plans
- Safety data assessment, improvement, and analysis
- Systemic roadway departure countermeasures
- Infrastructure improvements and other eligible activities as listed in [23 U.S.C. 148\(a\)\(4\)](#) (extensive list of eligible project types in subparagraph A(4)(b))

Criteria

- Transportation Safety Plan
 - » Plan does not exist or is at least three years old.
- Time elapsed since previous TTPSF Construction Award
- Systemic Roadway Departure Countermeasures
 - » Strategic Safety Planning Coordination
 - » Supporting Safety Data
 - » Systemic Prioritization
 - » Facility Ownership
- Infrastructure Improvement and other eligible projects
 - » Strategic Safety Planning Coordination
 - » Supporting Safety Data
 - » Expected Crash Reduction
 - » Facility Ownership
- Data Projects
 - » Strategic Safety Planning Coordination
 - » Supporting Safety Data
 - » Facility Ownership

Funding + Awards

Funding: \$23,100,000 annually distributed to local entities.
 Increasing to \$25,100,000 by 2026

Match: None required, but inclusion of other allowable funding sources may receive priority (i.e., optional but advisable).

Award Analysis:

- Four projects in Washington in 2022
- Total \$140,000. Avg. \$35,000 per project, all Planning projects.
- Range nationally \$2,500 to \$1,600,000
- Planning projects typically \$50,000 maximum.
- Implementation projects typically about \$500,000

Policy Priorities

- Reduce deaths or serious injuries in transportation-related crashes in Tribal areas.
- Incorporate safety into existing infrastructure
- Strategic safety planning, data collection and analysis
- Implementation of safety projects are objectives that contribute to achievement of the TTPSF goal.
- Successful TTPSF projects leverage resources, encourage partnerships, result from strategic safety planning, and have the data to support the applicants' approach in addressing the prevention and reduction of death or serious injuries in transportation-related crashes.

M4 Rural Roadway Departure Program		
WSDOT		<i>Link: Not external link</i> <i>NOFO: None currently</i>
Description: New program to fund rural roadway lane departure projects.		
Cycles: Unknown	Eligibility: <ul style="list-style-type: none">County rural areas	
Funding Categories		
Unknown		
Criteria	To Be Determined, New Program	
Funding + Awards	Funding: \$4,000,000 annually Match: Unknown	Award Analysis: New program. No awards history. Likely to focus on county arterial roads
Policy Priorities		
<ul style="list-style-type: none">Improve infrastructure to prevent roadway departure crashes and severity		

CONGRESSIONAL, STATE AND LOCAL BUDGETED FUNDS

Most transportation funding comes from ongoing revenues budgeted by Congress, the Legislature, county councils and commissions and city councils. These budgets typically allocate funding to transportation capital programs, which include both programmatic allocations to specified activities, like installing guardrails, and to identified projects.

Projects and programs consider safety at all levels because it is a universal core value for transportation programs. However, only some of these programs and projects site safety as the primary intended outcome, e.g., preventing fatal and serious injury and applying countermeasures to data-driven locations.

FEDERAL TRANSPORTATION BUDGET

The Federal transportation budget may include funds directed to state and local transportation projects. This Congressionally directed funding may be requested by Senators and Representatives and included in the budget at the discretion of the chair and committees. The 2023 Federal transportation budget included \$70 million in directed funding to projects in Washington state. Congressionally directed funding can be irregular due to historical controversy about the practice. In addition, while a few projects include “safety” in their titles, there is no consistent safety nexus to these projects.

STATE TRANSPORTATION BUDGET

Washington’s state transportation budget includes projects specified by the Legislature. Adopting the budget requires a fifty plus one minimum consensus, which involves negotiations over whether to include specific projects or activities in the budget. These negotiations intensify when revenue increases are considered, known as “new law” budgets. Projects identified as “Safety” projects (as denoted in their titles) are found throughout the State improvement program “I” and local program “Z”. In some cases, however, safety analysis may not have been completed on the identified projects.

Access to legislatively directed projects for local agencies runs through individual House and Senate offices and project summaries are requested in advance of January sessions. Few, if any, projects are considered in “even” years when budgeting is limited to minor adjustments in a supplemental budget. More projects may be considered in “odd” years during adoption of the biennial budget. Still, more projects are considered when the biennial budget includes the potential for new law funding, which occurs irregularly.

A review of the 2023-2025 Transportation Budget bill (Session Laws, Chapter 472, Laws of 2023) provides some additional facts about Safety funding.

1. Section 201. Authorization for a pilot program with three cities implementing vehicle noise enforcement cameras for street racing control.
2. Section 310.
 - a. Authorization of \$16,800,000 for school-based bicycle education grant program.
 - b. Authorization of \$25,000,000 for the Sandy Williams Connecting Communities Pilot Program. WSDOT and Cooper Jones Active Transportation Safety Council to identify locations to deliver project to vulnerable communities bifurcated by state highways.
 - c. Authorization of \$1,000,000 in grants to local jurisdictions for video analytics of network-wide traffic conflicts to prevent injuries to active transportation users.
3. Section 813. \$7,800,000 appropriated to the WSDOT Low Cost Enhancements Program for safety and mobility improvements on state routes identified in Program M2, above.
4. Section 906. Appropriates the WSDOT Program I Improvement Program. The section includes legislatively directed appropriations to specific highway projects, including safety projects.

COUNTY ROAD FUNDS

Counties fund projects and programs through their Six-year Transportation Improvement Program (TIP) funded by a property tax levy for roads, state collected motor fuel taxes, grants, and other minor revenues. Grant sources for specific county projects rely heavily on the State’s County Road Administration Board Rural Arterial Program and the Transportation Improvement Board Urban programs. TIB includes eligibility for unincorporated county roads inside the federal urban boundary.

Counties also compete for some federal funding sources, particularly STP funding administered by regional MPOs and the HSIP administered by WSDOT. All of these grant programs emphasize Safety criteria. Accessing funds for Safety projects and programs requires consistency and listing in local and regional transportation plans. Consequently, the first step in securing funding is to ensure inclusion in adopted plans.

County Six-year Transportation Improvement Programs list safety activities and programs. County programs are highly variable based on county size, road mileage and traffic volume. The limited scope of this study did

TABLE 5. SPOKANE COUNTY TRAFFIC SAFETY IMPROVEMENT PROJECTS SUMMARY

Funding Source	Projects and Programs	Funding Amount
P2: HSIP County Program	Curve Warning Signs	\$670,000
	Guardrail	\$1,300,000
	Stop Signs	\$390,000
	Rumble Strip	\$170,000
	County Road Safety Plan	\$3,000,000
	Wellesley/Appleway Intersection Design Study	\$1,400,000
P2: HSIP Railway-Highway Crossing Program	Brooks Road at-grade crossing improvements	\$1,000,000
	Coulee Hite Rail Crossing Warning Devices	\$500,000
	Scribner Road Rail Crossing Improvement	\$4,200,000
	Wellesley Avenue at-grade crossing improvements	\$1,000,000
O5: STP	Saltese & Sullivan Traffic Signal	\$980,000
County Road Fund only (no grants)	Spot Safety Improvements	\$90,000
	Hastings Road Intersection Improvements	\$50,000
Total Safety Program		\$14,800,000

not allow evaluation of multiple county programs, but Spokane County is evaluated below as an example of how counties program and fund safety projects.

Spokane County identifies fourteen projects and programmatic activities in its 2022-2027 Six-year Transportation Improvement Program totaling \$14.8 million. Other projects in the Transportation

Improvement Program include safety benefits but the information in this report is based on the specific “Traffic Safety Improvement Projects” section of the Program. As shown, grant programs play a key role in safety funding. For example, the HSIP funds most of the safety programmatic investments in the Spokane County program.

TABLE 6. SPOKANE VALLEY TRAFFIC SAFETY IMPROVEMENT PROJECT SUMMARY

Funding Source	Projects and Programs	Funding Amount
P2: HSIP City Program	Sprague/Barker Roundabout (construction funding in prior year)	\$40,000
	Citywide Reflective Posts	\$3,000
	2022 City Safety Program	\$1,400,000
	Citywide Safety Projects	\$7,000,000
	Barker Road Rail Crossing Improvements (also used O5 STP funding)	\$1,300,000
	South Bowdish Sidewalk	\$2,000,000
O5: Surface Transportation Block Grant Program	Pines Road Railroad Grade Separation	\$29,000,000
	Barker Road Rail Crossing Improvements	Included above
Total Safety Program		\$14,800,000¹

¹ Funds allocated in future years of the Six-year Program are not budgeted funds. Some projects are dependent on future grants and appropriated funds.

CITY STREET FUNDS

Cities program street funds through a Six-year Transportation Improvement Program. City street funds come from transfers of general funds to the street program, a share of the state collected motor fuel tax, grant, and other sources. Cities do not have a property tax levy dedicated to streets as do counties.

Like counties, the funding allocated to safety activities varies widely by city size. The limited scope of this study did not allow evaluation of multiple city programs, but Spokane Valley 2023-2028 Transportation Improvement Program represents how cities program and fund safety projects.

Spokane Valley identifies five safety projects and programs based on their allocation of HSIP funding. The HSIP project funding amount includes both HSIP and other sources of funding. One project shows Safe Routes to School funding. The major \$29,000,000 Pines Road Railroad Grade Separation project indicates five funding sources, including the federal Surface Transportation Program for \$1.1 million. Other projects in the Program would be expected to have safety benefits, but are not specifically identified as such, and therefore, not listed.

To: Board of Directors

From: Lois Bollenback, Executive Director

TOPIC: EXECUTIVE DIRECTOR'S REPORT

10/05/2023

Requested Action:

None. For information only.

Key Points:

- **Ongoing/Upcoming Events & Activities**

- SRTC in partnership with Good Roads Association, Greater Spokane Valley Chamber of Commerce, and Greater Spokane Incorporated will be hosting a Regional Transportation Summit-Accelerating to a Clean Future on October 19th from 8-10 am at CenterPlace Regional Event Center.
- On October 17th Lois Bollenback, Executive Director will be in Olympia, WA participating in a panel session as part of the WA State Transportation Commission's October meeting. The panel is titled, *"Connecting Regional and Statewide Planning to Drive Washington's Transportation Future."*
- On October 12th Lois Bollenback, Executive Director will be contributing to a panel discussion titled, *"Washington's Transportation Plan (WTP): Working Across Agencies and Jurisdictions for a New Mobility Ecosystem."* This panel session is part of the American Planning Association (APA) WA Conference in Spokane.
- On October 3rd Jason Lien, Principal Transportation Planner attended the 2032 WA State Ridesharing Organization (WSRO) Conference and presented during a panel discussion titled, *"Increasing Cycling in Your Community."* He highlighted recent work he led to develop Level of Traffic Stress information.
- On September 19th Mike Ulrich, Principal Transportation Planner participated in a panel session titled, *"Urban Mobility: Rethinking the Future of Transportation."* This was part of the 2nd Annual Infraday Pacific Northwest Summit, hosted in Seattle.

- **Transportation Funding – Awards & Opportunities**

- SRTC recently submitted a letter of support to USDOT for the Liberty to Edgecliff Improvements for Accessibility (LEIA) Project. This was in support of the joint application by the City of Spokane, the City of Spokane Valley, and Spokane Transit Authority to the Neighborhood Access and Equity Grant Program.

- **Administrative Committee Updates**

- The Administrative Committee most recently convened on 10/2/23 and members were updated on the research for office space and ongoing discussions for member contributions from Tribes.
- Members reviewed a draft update to the SRTC Employee Handbook and supported advancing the recommendations for presentation to the full Board.

- Members also reviewed a variety of materials and continued their discussion of an annual performance evaluation of the Executive Director. The Administrative Committee supported a process to be presented to the SRTC board for approval but will continue to work on developing the tools to support that process.

- **Staffing Update**

- SRTC recently advertised and conducted interviews for the open position of Administrative Executive Coordinator.

Staff Contact: Lois Bollenback, SRTC | lbollenback@srtc.org | 509.435-3870

ACTION ITEMS

Consent Agenda

The consent agenda contained the August TTC meeting minutes. A motion to approve the consent agenda passed unanimously.

2024-2027 Transportation Improvement Program (TIP)

Mr. Stewart presented information regarding the process for updating the TIP. He discussed the requirements for consistency with other plans, avoiding negative impacts to air quality, and the need to be fiscally constrained. He reviewed the number of projects and overall funding as well as the distribution of funding by percentage across a variety of project categories. Mr. Stewart reviewed the new projects added and the public outreach efforts that have occurred during this update. Mr. Stewart reviewed the timeline for submitting the approved document and review by FHWA and FTA.

The TTC voted to recommend the Board approve the 2024-2027 TIP. The motion passed unanimously.

INFORMATION & DISCUSSION ITEMS

WSDOT Vehicle Miles Traveled (VMT) Reduction Targets

Alon Bassok of WSDOT presented the 3 basic elements of the VMT Proviso regarding VMT Reduction. WSDOT recently completed a report on VMT reduction in the state and there are 10 counties currently impacted (including Spokane). Mr. Bassok stated that VMT per capita remained fairly steady over time and that the state goal of reducing VMT by 7 miles per capita was being achieved in some areas. Mr. Bassok reviewed a variety of strategies that may be used to reduce VMT including land-use changes, increasing transit and active transportation, and reducing highway spending. He also reviewed the recommendations for WSDOT and for RTPO's.

CY 2024 Transportation Improvement Program Guidebook

Mr. Stewart reminded members of the purpose and content of the Guidebook. He reviewed a variety of proposed edits including adding information regarding CRP funding and minor language changes to several policies. He reviewed a new policy proposal to address "special amendments" which involve funding opportunities that require a very quick turn-around. He also reviewed a proposed update to policy 4.8 for meeting our annual obligation targets. He also reviewed a recommended change to policy 6.8 pertaining to the distribution of contingency funds that includes evaluating the distribution of funds across agencies. Mr. Stewart reviewed the TIP schedules and next steps for final approval of the Guidebook.

Transportation Improvement Program Obligation Target Update

Mr. Stewart informed the group that the obligation target for SRTC in FFY 2023 (ending Sept. 30th) was \$11.6 million. Recent reports show SRTC on track to have met this target and to likely exceed it.

CY 2024 Unified List of Regional Transportation Priorities

Mr. Fletcher explained that this is the first year SRTC is developing both state and federal communication packages. This was based on feedback from congressional aides and others who utilize this information. He explained the differences including policy statements that are focused more directly towards federal or state concerns and in some of the details of the funding requests. He affirmed that the projects themselves are the same in both versions. Mr. Fletcher reviewed the timeline for reviewing the federal version of the Unified List and Policy Statements.

ACTION ITEMS

Consent Agenda

The consent agenda contained August TAC meeting minutes. A motion to approve the consent agenda passed unanimously with one abstention.

2024-2027 Transportation Improvement Program

A motion to recommend Board approval of the 2024-2027 TIP passed unanimously.

INFORMATION & DISCUSSION ITEMS

2024 Transportation Improvement Program Guidebook

Ryan Stewart summarized recommended policy updates to the TIP Guidebook. These policies guide how SRTC's TIP is implemented. Ryan encouraged TAC members to review the document; it is linked in the memo in the TAC packet.

Transportation Improvement Program Obligation Target Update

Ryan Stewart provided an update on federal funding obligation targets within the SRTC TIP. The region has not hit its obligation target but is very close. If SRTC does not meet the target by 9/30/23, there is a chance of losing the portion of underdelivered funds. Discussion asked how a government shutdown would impact this program. SRTC is coordinating closely with WSDOT to understand the possible impacts of a shutdown.

2024 Unified List of Regional Transportation Priorities

David Fletcher presented an overview of the 2024 Unified List, which was approved by the Board at their September meeting. David explained the federal version of the list, which contains the same list of projects but includes project funding information that is intended for a federal audience.

Agency Update and Future Information Items

Jason Lien updated the committee on four items—an RFQ that SRTC is planning to release for a General Planning Consultant, the transportation summit breakfast event on 10/19/23 that is open for registration, the Federal Certification Review that FHWA and FTA is undertaking with SRTC, and the FHWA Urban Boundary adjustments that were submitted to the WSDOT Boundary Review team in September.