



MEMBERS:

- City of Lacey
- City of Olympia
- City of Rainier
- City of Tenino
- City of Tumwater
- City of Yelm
- Confederated Tribes of the Chehalis Reservation
- Nisqually Indian Tribe
- Town of Bucoda
- Thurston County
- North Thurston Public Schools
- Olympia School District
- Tumwater School District
- Intercity Transit
- LOTT Clean Water Alliance
- Port of Olympia
- PUD No. 1 of Thurston County

ASSOCIATE MEMBERS:

- Lacey Fire District #3
- Puget Sound Regional Council
- The Evergreen State College
- Thurston Conservation District
- Thurston Economic Development Council
- Timberland Regional Library

MEMORANDUM

TO: Thurston Regional Planning Council

FROM: Paul Brewster, Senior Planner

DATE: March 31, 2023

SUBJECT: Intercity Transit STBG Award – Amended Letter in support of June 30, 2023, Obligation.

PURPOSE

To approve an amendment to Intercity Transit’s East Martin Way Gateway Project federal funding award letter.

Summary:

- Thurston Regional Planning Council (TRPC) must meet or exceed its annual federal transportation funding Obligation Authority target by September 25 of the current federal fiscal year (FFY).
- [TRPC’s Obligation Authority Policy](#) outlines the process for an awardee to obligate their project earlier than programmed to satisfy the region’s obligation target.
- The City of Olympia is experiencing right-of-way challenges that will likely delay the construction phase obligation for the Fones Road Transportation Project; the project will be reprogrammed for FFY 2024.
- Intercity Transit has agreed to obligate the East Martin Way Gateway project in 2023 to help meet the region’s obligation target; however, this requires minor revisions to the project’s scope to maintain Intercity Transit’s flexibility in applying the funds to future project phases.
- The Council must approve any scope revisions on projects selected through the Call for Projects Process.
- An amendment to Intercity Transit’s award letter is necessary to enable a required amendment to the State Transportation Improvement Program (STIP) to schedule the project’s June obligation.

REQUESTED ACTION

Approve the amended award letter for the Intercity Transit East Martin Way Gateway Project.

pb: bl
Attachment



Marc Daily
Executive Director

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www.trpc.org

EQUITY CONSIDERATIONS

Equity was one of four evaluation criteria assessed by TRPC to select projects for funding in the 2022 Call for Projects. Intercity Transit's East Martin Way Gateway Project earned the maximum two points for this criterion and was a priority project for TRPC's allocation of Surface Transportation Block Grant funding.

ISSUES

- Not amending the award letter jeopardizes Intercity Transit's ability to obligate its project in FFY 2023.
- It typically takes six to eight weeks for Intercity Transit to transfer (obligate) Federal Highway Administration (FHWA) grant funds the Federal Transit Administration (FTA).

STAFF RECOMMENDATION

TRPC staff recommend the Council approve Intercity Transit's East Martin Way Gateway Project amended award letter to support:

1. A STIP Amendment;
2. FFY 2023 obligation; and
3. Provide Intercity Transit flexibility in applying the funds to future project phases.



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April 7, 2023

Emily Bergkamp
 Interim General Manager
 Intercity Transit
 PO Box 659
 Olympia, WA 98507-0659

Federal Grant Award Summary

East Martin Way Gateway Project, Phase Flexible
 STBG Award \$735,250
 Match Requirement: 13.5% non-federal match
 RTIP Year: 2023
 Obligation Deadline: \$735,250 by June 30, 2023
 Conditions Apply

Dear Ms. Bergkamp:

RE: TRPC 2025-2027 Federal Transportation Grant Program Award

I am pleased to inform you that on December 2, 2022, Thurston Regional Planning Council (TRPC) awarded Intercity Transit’s *East Martin Way Gateway Project* a Federal Highway Administration \$735,250 Surface Transportation Block Grant (STBG). The award requires a minimum 13.5% local match. STBG funds awarded may be applied to any project phase in relation to existing or future revenues secured by Intercity Transit to complete the East Martin Way Gateway Project. Intercity Transit should proceed with submitting a transfer request through FTA consistent with process and timelines necessary to meet the obligation deadline for this award.

Because TRPC awards projects in advance of final notification of the region’s annual federal funding allocation and obligation authority, this award is contingent on the state’s apportionment and the total amount of revenue obligated statewide each year.

For TRPC to meet its annual federal grant funding obligation target, each awarded project is assigned an obligation date. That date is identified in this award letter and subsequently programmed in the four-year Regional Transportation Improvement Program (RTIP). The obligation schedule balances the needs of all grant recipients, making it more likely that sufficient funding will be available for awardees to obligate and implement their projects as close to their desired timelines as possible. Fulfilling project obligation deadlines and meeting the region’s target are essential to retaining consistent regional funding allocations for future calls for projects.

Should less revenue be available for a given year, TRPC will notify jurisdictions and negotiate alternate obligation schedules with all affected awardees. TRPC will do its best to assist communities with meeting project schedule requirements.

Award Conditions

TRPC expects Intercity Transit to obligate \$735,250 in STBG funds no earlier than January 1, 2023, and no later than June 30, 2023. TRPC requests that Intercity Transit program this same amount in the Regional Transportation Improvement Program in a timely manner to meet the regional obligation target date. Any delays in project obligation may result in the region missing its obligation target and forfeiting federal funds. If Intercity Transit encounters any challenges fulfilling the obligation schedule specified in this letter, you must notify TRPC immediately and no later than January 31 of the specified obligation year. This deadline is necessary for TRPC to either negotiate with fellow Metropolitan Planning Organizations (MPOs) to cover our potential obligation shortfall, or to authorize another project to move forward a year and have time to complete any necessary paperwork.



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 Executive Director

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Ms. Bergkamp
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Intercity Transit may request a one-time one-year delay in obligation for the grant funds. If the project cannot meet its obligation commitment the subsequent year, Intercity Transit will forfeit this project's place in the funding queue. This will not preclude Intercity Transit from reapplying for federal transportation funding for the project in future calls for projects.

TRPC requests all grant recipients adhere to the following conditions from receipt of this award to completion of the project:

1. Coordinate with public and private utilities providers, first responders, Intercity Transit, school districts, and other relevant affected stakeholders during all phases of the project to identify issues during design and to minimize disruption during the construction phase of the project.
2. TRPC reserves the right to reprogram any unspent regional STGB funds to other regional priority projects approved by the council.
3. Program the project phases in the online STIP database (SAW) according to the years specified in this funding letter, (not the year you expect to obligate the project through advance construction). This will help maintain the RTIP's fiscal constraint requirement. TRPC reserves the right to ask you to reprogram obligation years in the STIP to maintain fiscal constraint. This will not affect your ability to obligate funds in earlier years.
4. Recognize TRPC as the granting agency in any media, publicity, or other communications about this award. In selecting your project as a regional priority and awarding it federal transportation funds, TRPC is fulfilling one of its responsibilities as the Metropolitan Planning Organization for the Thurston Region.
5. TRPC, the Transportation Policy Board, or staff may request a project briefing or presentation about the status and outcomes of this project.

If any issues arise that might affect the timely progress of this grant funded project, please contact Paul Brewster, Senior Planner, brewstp@trpc.org, or by phone at 360.741.2526.

This is an important regional project that will provide benefits to the traveling public for years to come. Congratulations on your award and TRPC looks forward to your success!

Sincerely,

Marc Daily, Executive Director

pb:bl

cc: Eric Phillips, Intercity Transit
Peter Stackpole, Intercity Transit
Rob LaFontaine, Intercity Transit,
Jessica Gould, Intercity Transit
Katrina Van Every, TRPC
Paul Brewster, TRPC
Theresa Julius, TRPC