

AGENDA

Technical Advisory Committee

Thursday, March 21, 2024, 2:00 – 4:00 p.m.

MEETING FORMAT

Participation in the meeting will be through remote access only.

Teleconference Link

Zoom Meeting:

<https://trpc-org.zoom.us/j/84287862576?pwd=U3R5amFuUjVVRU1VmbXNGZytFQWhSZz09>

Meeting ID: 842 8786 2576

Passcode: 478508

Audio by phone, dial in early:

(253) 215-8782, or (301) 715 8592

2:00 p.m.	1. Welcome & Introductions	INTRODUCTIONS Paul Brewster
2:10 p.m.	2. FFY 2024 Obligation Status Check In	Updates Katrina Van Every
2:20 p.m.	3. Draft 2024 Call for Projects Process Details Staff will present the draft process details for TRPC's 2024 Call for Projects. Members will provide staff feedback to shape the final draft process details for the April 10 Transportation Policy Board review. (Attachment)	DISCUSSION Paul Brewster
2:45 p.m.	4. State Fiscal Year 2025 Unified Planning Work Program Members will review the draft State Fiscal Year (SFY) 2025 Unified Planning Work Program (UPWP) and provide feedback to staff. (Attachment)	DISCUSSION Katrina Van Every
3:10 p.m.	5. Congestion Management Process (CMP) – Network, Objectives, & Performance Measures, continued Members will continue reviewing and providing staff feedback on CMP network, objectives, and performance measures. (Attachment)	DISCUSSION Aidan Dixon & Katrina Van Every
3:45 p.m.	6. Member Information Sharing	
4:00 p.m.	7. Adjourn	

NEXT MEETING

April 4, 2024

2:00-4:00 p.m.

Thurston Regional Planning Council ensures full compliance with Title VI of the Civil Rights Act of 1964 by prohibiting discrimination against any person based on race, color, national origin, or sex in the provision of benefits and services resulting from its federally assisted programs and activities. For questions regarding TRPC's Title VI Program, you may contact the Title VI Coordinator at 360.956.7575 or email info@trpc.org.

If you need special accommodations to participate in this meeting, please call us at 360.956.7575 by 10:00 a.m. three days prior to the meeting. Ask for the ADA Coordinator.

For TDD users, please use the state's toll-free relay service, 711 and ask the operator to dial 360.956.7575.

DRAFT – Details are Subject to Transportation Policy Board Review and Regional Council Review and Approval

2024 Regional Federal Transportation Grant Program and Rural Community Support Program Call for Projects Process

Surface Transportation Block Grant (STBG) for FFYs 2028-2030

Transportation Alternatives STBG Set Aside for FFYs 2028-2030

Carbon Reduction Program for FFY 2025-2027

Rural Community Support Program for CYs 2025-2026

Process Guidance and Application Instructions

Thurston Regional Planning Council



March 2024

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American with Disabilities Act (ADA) Information

Materials can be provided in alternate formats by contacting the Thurston Regional Planning Council at 360.956.7575 or email info@trpc.org.

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2024 Process Guidance and Application Instructions

GENERAL INFORMATION

This document provides guidance and application instructions for Thurston Regional Planning Council's (TRPC) 2024 Metropolitan Planning Federal Transportation Grant Program Call for Projects, from here on referred to as the Call for Projects. Applicants can find information about the amount of funding, the process schedule, applicant and project eligibility, application instructions, and frequently asked questions. Applicants are encouraged to refer to this document while preparing their applications.

PROCESS SUPPORT

Applicants may request direct application support from TRPC staff through July 12, 2024. For assistance on application development or to obtain answers to questions about the process, contact Paul Brewster at 360.741.2526 or by email at brewstp@trpc.org.

2024 CALL FOR PROJECTS SCHEDULE

TRPC's 2024 Call for Projects Schedule applies to the STBG, TA, CRP, and RCSP grant programs. The following dates and deadlines apply to all applicants (subject to change until final TRPC approval).

<u>DATES – 2024*</u>	<u>ACTIVITY</u>
June 10 - July 12	Applications Accepted
July 15-19	TRPC Staff Application Review and Scoring
August 1	TAC Peer Review
August 12-25	Public Comment Period
September 5	TAC Public Comment Review
September 11	TPB First Review
TBD Sept-Oct	TPB Subcommittee Review
November 1	TRPC First Review

November 13	TPB Second Review and Funding Recommendation
December 6	TRPC Project Selection/Action

APPLICATION SUBMISSION DEADLINE

- Applications are due Friday, July 12, 2024, by 5:00 p.m. Pacific Time. TRPC will not consider applications submitted after the deadline.
- All applicants must submit an editable electronic version of the application. Printed copies are not a substitute for the electronic file.
- The submission of an application does not require a hand-written signature.
- Applicants must fully complete the fields in the Project Verification and Endorsement section.
- Supporting materials must also be submitted as an electronic file.
- Send completed applications and supporting materials to Paul Brewster at brewstp@trpc.org.

TOTAL FUNDING AVAILABILITY BY GRANT PROGRAM

In 2024, TRPC expects to award a combined total of \$8.76 million in federal grant funds administered by the Federal Highway Administration and \$550,000 in non-federal funding administered by TRPC and Thurston County through the Rural Community Support Program. Table 1 shows the amount of funding available and the federal fiscal years that awarded projects will be programmed for obligation.

Table 1: 2024 Regional Transportation Call for Projects Grant Program Availability*

	Federal Funding			Other
Grants	Surface Transportation Grant Program (STBG)	Transportation Alternatives (TA)	Carbon Reduction Program (CRP)	Rural Community Support Program (RCSP)
Total Funding	\$5,000,000	\$2,200,000	\$1,560,204	\$550,000
Years Available to Program	FFYs 2028-2030		FFY 2025-2027	CY 2025 and 2026

*Amounts shown are preliminary estimates and are subject to change.

TRPC reserves the right to award funding from either STBG, TA, or CRP grant programs for eligible projects and activities. For example, TRPC may award TA in lieu of an applicant's STBG request for eligible activities depending on project eligibility and funding need. The ability to interchange the funding source allows TRPC to maximize its grant programs, award multiple projects, and meet the region's yearly obligation targets.

REGIONAL SET-ASIDES

TRPC has identified two priority funding allocations for the 2024 Call for Projects:

1. **Regional Shared-Use Trail Preservation Set Aside***: The funding level for this set aside is to be determined. Staff recommends allocating between **\$800,000 to \$1 million in CRP funds**. This set aside will be utilized for priority trail preservation projects aimed at restoring trail pavement to ensure safe and serviceable conditions for all trail users.
***The trail set aside is subject to change pending TRPC approval.**
2. **Rural Community Support Program Set Aside**: \$600,000 from the STBG flexible allocation (Table 2) is designated to support the Region's 2024 Rural Community Support Program (RCSP). This set aside was established during TRPC's 2022 Call for Projects Process.

FUNDING FOR NON-TRADITIONAL PARTNERS

There is no Regional Set-Aside established for Non-Traditional Partners, however TRPC encourages proposals from eligible applicants. Non-traditional applicants are encouraged to apply with traditional partners. Proposals must comply with the same federal eligibility requirements as those from traditional partners. See Key Terms and Concepts for a description of partners.

GEOGRAPHIC DISTRIBUTION REQUIREMENTS FOR FEDERAL GRANT FUNDS

TRPC is mandated to allocate federal grants to specific US Census geographic areas, namely Urban Large, Urban Small, and Rural. The STBG and TA grant programs provide a 'Flexible' distribution option, allowing a portion of the funds to be allocated to projects in any location, thus providing some flexibility in programming decisions. However, it's important to note that there is no flexible option available for CRP funding.

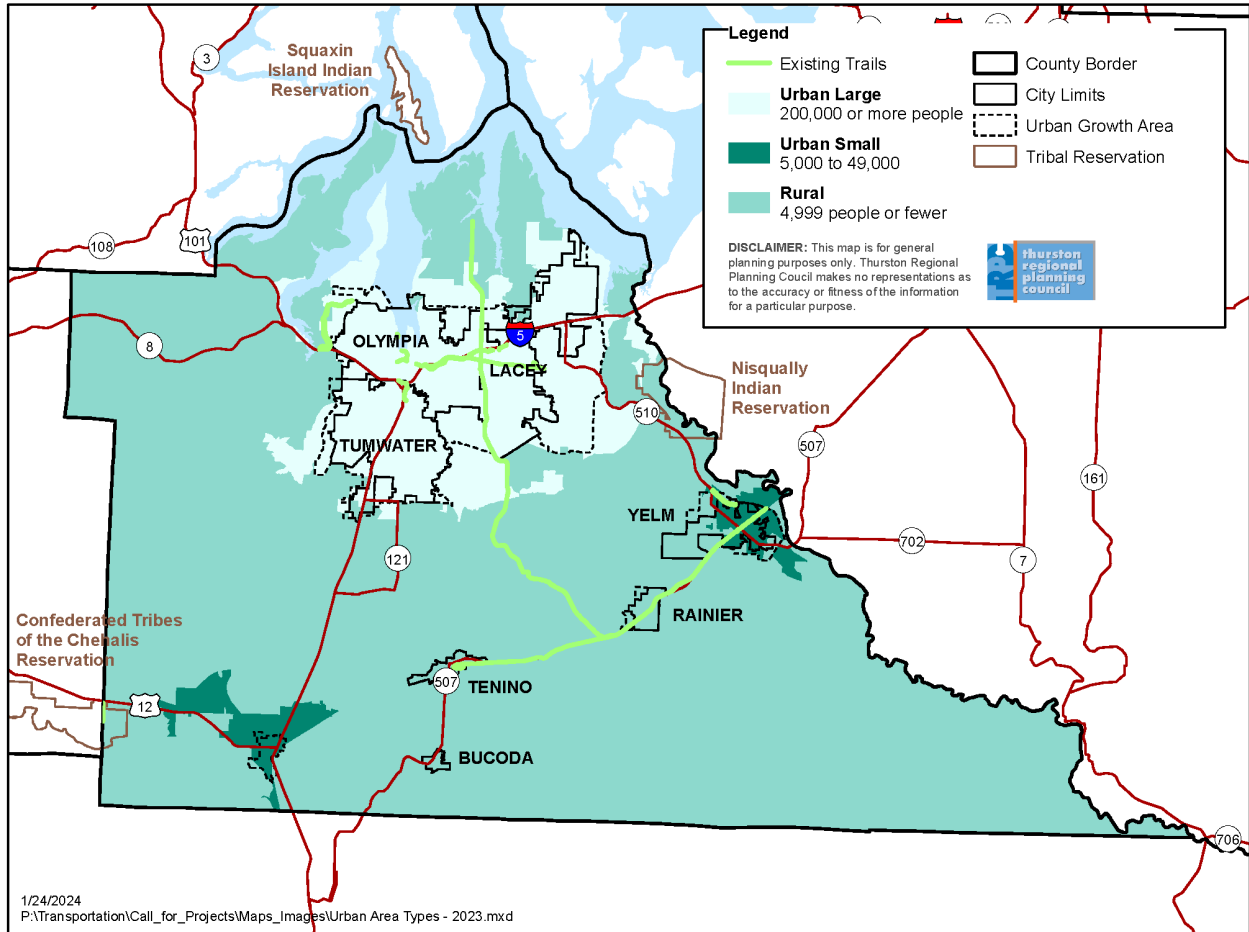
Table 2 offers a summary of the grant programs' geographic funding distribution estimates. It's worth mentioning that \$600,000 for the RCSP set aside will come from the STBG flexible funding and the total CRP funding could be reduced by \$1 million to establish the trail preservation set aside.

Table 2. 2024 Call for Projects Percent Distribution of Grant Funds by Geographic Area

	STBG*	TA	CRP**
Total Available	\$5 million	\$2.2 million	\$1.56 million
Urban Large	69% \$3,450,000	47% \$1,034,000	39% \$606,202
Urban Small	8% \$400,000	5% \$110,000	27% \$420,855
Rural	8% \$400,000	34% \$748,000	34% \$533,147
Flexible	15% \$750,000	33% \$726,000	N/A
	2028-2030	2028-2030	2025-2027

Notes: * The RCSP would reduce the STBG flexible funds by \$600,000. **The trail preservation set aside would reduce the total CRP funds by approximately \$1 million.

Map 1: U.S. Census Geographic Areas for Federal Transportation Grant Funding Distribution



REGIONAL FUNDING PRIORITIES

TRPC encourages applicants to submit proposals that can satisfy the following priority project types:

1. **Active Transportation** – Projects that support active transportation such as walking and bicycling.
2. **Efficiency** – Projects that support meeting adopted vehicle level of service standards; and projects that help support Transportation Demand Management (TDM) goals and decrease annual per capita vehicle miles traveled in the Thurston Region.
3. **Maintenance** – Projects that support a pavement “Best First” approach recognizing that regular maintenance is much more cost effective than allowing a roadway to deteriorate and then rebuilding it; projects that support Transit Asset Management targets; projects that keep bridges in a state of good repair; and projects that keep other portions of the transportation system in a state of good repair.
4. **Planning** – Projects that develop project lists, support regional coordination, or provide data to inform planning.
5. **Resiliency** – Projects that protect the transportation system from natural and technological hazards and disruptions.
6. **Safety** – Projects that that help reduce the number of fatalities and serious injuries on all public roads to zero by 2030; projects that help reduce the number of non-motorist fatalities and serious injuries on all public roads (e.g., bicyclists and pedestrians) to zero by 2030; and projects that help reduce transit-related fatalities, serious injuries, and safety incidents.

Although applicants are not required to fulfill multiple funding priorities, projects that meet more than one priority are desirable.

RURAL COMMUNITY SUPPORT PROGRAM PROJECT EVALUATION

OVERVIEW

As RCSP projects are small grant awards funded by local revenues, projects are not subject to TRPC's Federal Project Evaluation Criteria. RCSP applications will undergo both a technical and policy review process.

TECHNICAL REVIEW

The technical review, conducted by TRPC's Technical Advisory Committee, will focus on several key aspects of each proposal:

- **Scope:** This involves examining the intended objectives and extent of the proposed project.
- **Cost:** Evaluation of the budget and financial aspects associated with the project.
- **Timeline:** Assessment of the proposed schedule and milestones for project completion.
- **Right of Way:** Examination of the necessary land or property rights required for the project.
- **Environmental Needs:** Consideration of environmental factors and requirements related to the proposed project.

POLICY REVIEW

The Transportation Policy Board (TPB) advises the Regional Council on transportation policies and objectives. The TPB will examine each RCSP proposal to ensure that it aligns with regional transportation policies. The TPB will focus on the following project aspects:

- Direct benefits to the applicants.
- Broader implications for the community, economy, environment.
- Supporting the overall multimodal transportation network.

The TPB will forward a RCSP funding recommendation to the Regional Council for project award selection.

FEDERAL PROJECT EVALUATION CRITERIA

OVERVIEW

PROJECT EVALUATION CRITERIA

Each federal grant application is evaluated with TRPC's evaluation criteria. The criteria are tied to regional transportation funding priorities, goals, and policies. Both applicants and policymakers are involved in the project evaluation process, and there are checks in place to ensure the validity of the scoring and ranking of projects. There are six criteria:

1. Efficient use of Federal Funds.
2. Sustainable Thurston Urban Centers and Corridors (applies only to Urban Medium Geographic Category).
3. Greenhouse Gas Emission Reduction Goal.
4. Equity.
5. Active Transportation (added in 2024)
6. Safety (added in 2024)

SCORING

Each criterion carries a weight of 2 points. For projects in the Urban Large geographic area, the maximum score attainable is 12 points, while for projects in the Urban Small and Rural geographic areas, the maximum score is 10 points. The scoring process aims to provide transparency and a performance-based approach to evaluate and prioritize regional projects for funding awards.

Applicant Involvement: Applicants submit their proposals using grant application forms and score their own proposals based on the established criteria.

Independent Review: TRPC staff and the Technical Advisory Committee conduct independent reviews of each proposal's score to validate the project rankings. This ensures that the scoring is fair and accurate.

Transportation Policy Board Review: TRPC's Transportation Policy Board will perform a policy maker review of the applications. Policy makers will reference the scores and evaluate the impacts of each proposal to prepare a funding recommendation for the Thurston Regional Planning Council's final project selection.

EFFICIENT USE OF FEDERAL FUNDS

BACKGROUND

The Surface Transportation Program (STP) (23 U.S.C. 133) is one of the main sources of flexible federal funding available for transit or highway purposes. However, federal funding comes with many specific requirements that may increase the cost of the

projects. For planning projects, the increase in requirements is negligible; for construction projects it can be high. For this reason, many jurisdictions will not request federal funding for transportation projects unless the project is large enough – and the funding level sufficient – for the scope of work to allow the project to efficiently absorb the increased administrative costs.

EFFICIENT USE OF FEDERAL FUNDS CRITERIA SCORING

TRPC will evaluate the efficient use of federal funds based on the project type and the total dollar cost. Four categories for ranking a project's efficient use of federal funds:

1. Type of project/funding level is the best use of federal funds, 2 points
2. Type of project/funding level is a reasonable use of federal funds, 1 point
3. Type of project/funding level is an acceptable use of federal funds, 0 points
4. Type of project/funding level is not an efficient use of federal funds, -1 point

Table 2 shows how the criteria and number of points will be applied.

Table 2: Project Criteria Ranking for Efficient use of Federal Funds*
(values are in thousands of dollars).

Project/funding level is not an efficient use of federal funds	Acceptable use of federal funds	Reasonable use of federal funds	Best use of federal funds
-1 Point	0 Points	1 Point	2 Points
Any construction or pavement maintenance (all phases) total project cost <250k.	<ul style="list-style-type: none"> • Standalone sidewalk construction (all phases) total project cost >250k. • Standalone Crosswalk (all phases) total project cost <250k. • Electric vehicle charging stations. 	<ul style="list-style-type: none"> • Pavement maintenance (urban streets) >250k. • Trail construction (all phases) total project cost >250k. • Signal upgrades. • Fish passage barrier removal (all phases) total project cost >250k. • Stormwater improvements >250k. • Crosswalk (bundled) (all phases) total project cost >250k. • Trail Pavement Preservation > \$250k and less than \$500k.** 	<ul style="list-style-type: none"> • Add funding to a project with existing federal funds (federalized project) at any funding level. • Street/road construction (all phases) total project cost >250k. • Roundabout or signal construction (all phases) total project cost >250k. • Pavement maintenance (rural roads) total project cost >250k. • Transit building facility construction (all phases) total project cost >250k. • Transit bus stop/other facility construction (all phases) total project cost >250k. • Vehicle replacements. • Transportation Demand Management programs. • Planning/feasibility studies. • Trail pavement preservation >\$500K.**

* Other projects not listed in this table will be evaluated at time of review. **Added in 2024.

BACKGROUND

TRPC's Creating Places -- Preserving Spaces: A Sustainable Development Plan for the Thurston Region (2013), aims to integrate sustainability into all regional decision-making to achieve a healthy economy, society, and environment. Known as Sustainable Thurston, the plan identifies multiple priority goals, targets, and first action steps. The Council chose the Preferred Land Use Scenario as one of the regional priorities to evaluate a proposed project's performance in supporting vibrant centers and corridors in TRPC's Federal Call for Projects Process.

One of Sustainable Thurston's priority goals is to create vibrant centers, corridors, and neighborhoods while accommodating growth. Creating places will support equal access to quality education, services, amenities, and infrastructure, as well as attract and retain employers and residents who desire an active urban environment. The plan set the following target:

By 2035, 72 percent of all (new and existing) households in our cities, towns, and unincorporated growth areas will be within a half-mile (comparable to a 12-minute walk for most people without a disability that limits walking) of an urban center, corridor, or neighborhood center with access to goods and services to meet some of their daily needs.

Achieving this target is expected to support the following outcomes:

- Greater Efficiency in the Delivery of Services and Provision of Infrastructure.
- Greater Access to Jobs, Shopping, Food, and Services.
- More Efficient Use of Resources.
- Greater Protection of Environmental Quality.

RANKING

TRPC will use a two-factor approach, based on: (1) A project's location within a Sustainable Thurston Urban Corridor, Urban Center, or Neighborhood Center (see Map 3) and/or as described on the applicant's proposal; and (2) Project type, as criteria for prioritizing a project's ability to create vibrant urban centers.

Preferred Project Types that Support the Sustainable Thurston Priority Goal

1. **Neighborhood center, urban corridor, or urban center planning projects** that integrate land use and transportation, such as the Martin Way Corridor Study or the SR507 Main Street Study.
2. **Safety Projects** that reduce bicycle and pedestrian injuries and fatalities on arterials and collectors on urban corridors or neighborhood centers. Projects could include speed reduction/management, medians, and roundabouts.
3. **Pedestrian street crossing improvements** that provide direct and safe street crossings in neighborhood centers and urban corridors. Projects could include

pedestrian signals, flashing beacons, refuge crossing islands, multi-use trail connections, bulb outs, and new or replacement ramps.

4. **Active transportation projects** that support walking and bicycling in neighborhood centers and urban corridors. Projects could include non-motorized bridges and tunnels, navigation or wayfinding signage, multi-use paths, sidewalks, bicycle lanes, bicycle corridors, and other bicycle infrastructure such as community bicycle repair stations. Projects may also include community-focused active transportation safety, education, and encouragement programs. Projects may be standalone or a component of a larger road improvement project.
5. **Bus Stop Enhancements** that improve safety and both ADA and public accessibility to transit stops on urban corridors and in neighborhood centers.
6. **Transit route infrastructure improvements** for existing or new routes on urban corridors that support Bus Rapid Transit or other modes of high-capacity transportation.
7. **Intelligent Transportation Systems and traffic signal operations** that improve the operating efficiency of transit services, projects that improve traffic signal operating efficiency for the movement of goods and services on urban corridors, and traffic signal efficiency that better serves ADA accessibility or bicycle and pedestrian intersection crossings where new demand is projected.
8. **Maintenance projects** that reduce life cycle costs and preserve existing infrastructure on urban corridors and in neighborhood centers.

URBAN CENTERS/CORRIDORS RANKING

Projects will be evaluated based on their location within the [Sustainable Thurston Urban Corridors, Urban Centers, and Neighborhood Centers Map](#) (see Map 2). The criteria is only applicable to projects located in the U.S. Census Urban Medium area; the criteria will not affect projects located in Urban Small or Rural areas. For projects within the Urban Medium area, but not located in an urban center, urban corridor, or neighborhood center, points may be considered if the project location is pending an urban center or neighborhood center zoning amendment, or if a rezone is identified in a transportation plan or sub-area plan for a future zoning change that will coincide with the project's implementation date. Points will also be considered for proposals when the applicant provides a narrative justification for neighborhood centers not on the map that have existing land uses and businesses that support commercial activities consistent with the objectives of Sustainable Thurston.

Four categories for ranking a project's support for Sustainable Thurston Urban Centers/Corridors:

1. Project supports Sustainable Thurston within a quarter mile of an urban center or urban corridor, 2 points.
2. Project supports Sustainable Thurston within a half mile of an urban center, urban corridor, or neighborhood center, 1 point.
3. Project does not directly support Sustainable Thurston but improves access to goods and services, 0 points.
4. Project does not support Sustainable Thurston, -1 point.

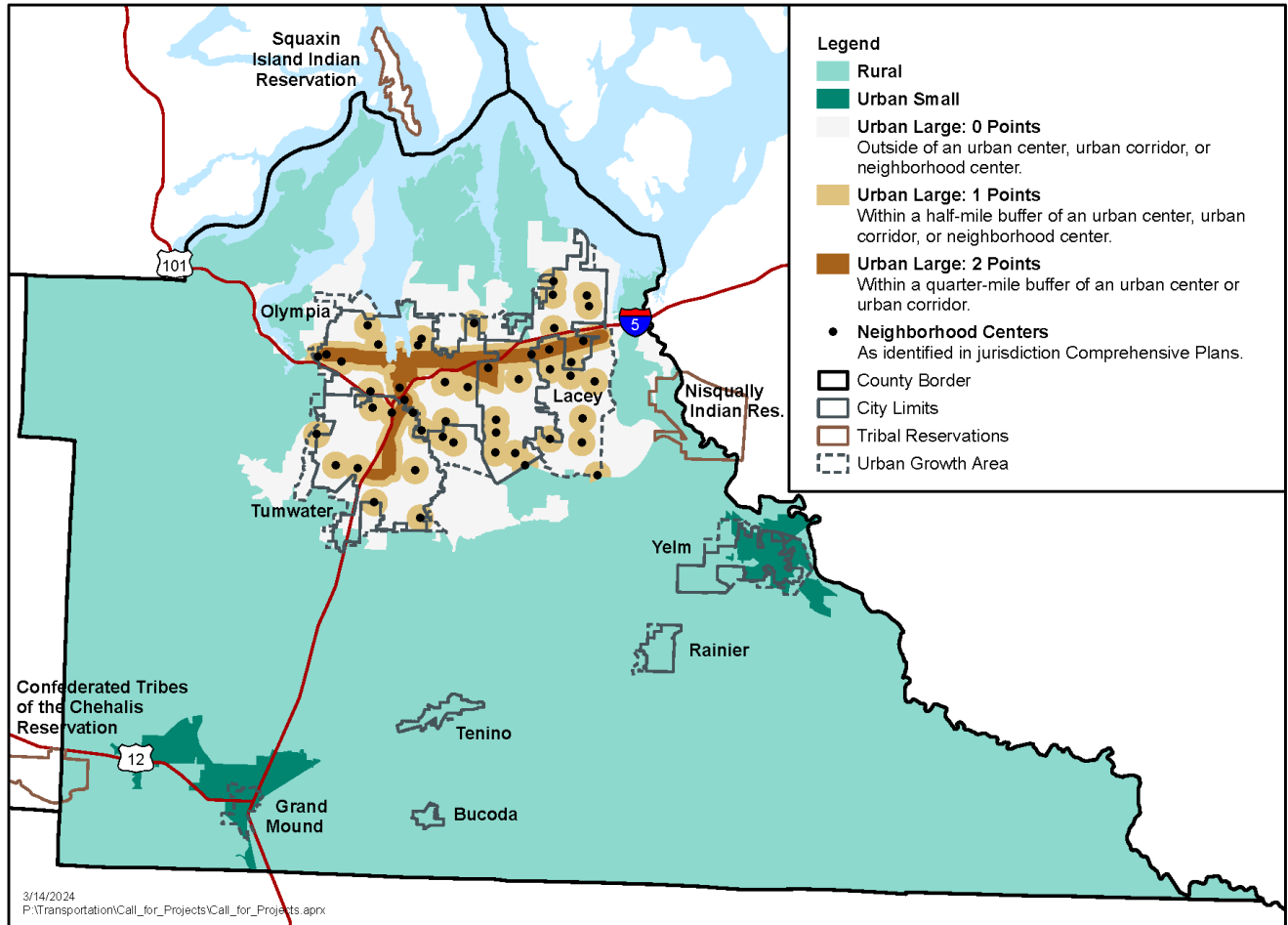
Table 3 shows how proposals submitted to TRPC will be evaluated and ranked under the criteria.

Table 3: Project Criteria Ranking for Sustainable Thurston Land Use Goal.

Project does not support Sustainable Thurston	Project does not directly support Sustainable Thurston, but improves access to goods and services	Project supports Sustainable Thurston within a half mile of an urban center, urban corridor, or neighborhood center	Project supports Sustainable Thurston within a quarter mile of an urban center or urban corridor
-1 Point	0 Points	1 Point	2 points
The project proposal is not included as an eligible project type and the project is located outside of an urban center, urban corridor, or neighborhood center.	Project is within an urban corridor, urban center, or neighborhood center (orange or yellow area on the map) but is not a preferred project type; or the project is outside of an urban center or urban corridor but is a preferred project type.	The majority of the project* is within a half mile of an urban center, urban corridor, or neighborhood center and is a preferred project type.	The majority of the project* is within a quarter mile of an urban center or urban corridor and is a preferred project type.

* Other projects not listed in this table will be evaluated at time of review

Map 2: Sustainable Thurston Urban Corridors, Urban Centers, and Neighborhood Centers (online map: <https://arcg.is/WKTmm>)



GREENHOUSE GAS EMISSIONS REDUCTION

BACKGROUND

Transportation makes up an estimated 33 percent of Greenhouse Gas (GHG) emissions in Thurston County. TRPC is committed to reduce GHG emissions through its transportation investments. The Council adopted the following targets in February 2021: achieve 45% reduction of 2015 levels by 2030 and achieve 85% reduction of 2015 levels by 2050. To help achieve these targets, TRPC is incorporating GHG reduction potential into its Call for Projects Process.

TYPES OF PROJECTS

Transportation emission reductions strategies typically fall into four different categories:

- Cleaner Vehicles/Vehicle Improvement Strategies. Replace high emission generating vehicles with cleaner vehicles.
- Transportation Demand Management Strategies. Policies or programs that reduce the number of vehicles on the road.
- Transportation System Management Strategies. Increase the person-trip capacity of the existing system.
- Land Use Strategies. "Smart Growth" development practices.

Table 4 shows examples of emission reduction project types, including some that are commonly awarded by TRPC.

Table 4: Examples of GHG Emissions Reduction Strategies.

Cleaner Vehicles / Vehicle Improvement Strategies	Transportation Demand Management & Active Transportation Strategies	Transportation System Management Strategies	Land Use Strategies*
Replace high emission generating vehicles with cleaner vehicles	Reduce the number of vehicles on the road	Increase the person-trip capacity of the existing system	"Smart Growth" development practices
<ul style="list-style-type: none"> • Vehicle retrofits. • Fleet upgrades. • Feebates. • Scrappage Programs. • Tax Incentives for Cleaner Vehicles . • Heavy-Duty Vehicle Retrofits. • Eco-Driving Education and Training and Dynamic Eco-Driving. • Truck Stop Electrification and 	<ul style="list-style-type: none"> • Outreach / education. • Expanded transit routes or schedules. • Transit Incentives. • Telework. • Youth TDM Programs. • Road Pricing (including distance-based fees and cordoning). • Car Sharing. • Pay-as-You-Drive Insurance . 	<ul style="list-style-type: none"> • Traffic Signal Optimization. • Ramp Metering. • Incident Management. • Speed Limit Reduction and Enforcement. • Roundabouts. • Capacity expansion. • Resurfacing Roads. • Alternative Construction Materials. • Traffic Calming. 	<ul style="list-style-type: none"> • Zoning regulations, including projects that support increasing infill, mixed use, and density. • Parking policies, including pricing. • Studies to align land use and transportation. • Affordable housing on High Density Corridors.

Cleaner Vehicles / Vehicle Improvement Strategies	Transportation Demand Management & Active Transportation Strategies	Transportation System Management Strategies	Land Use Strategies*
Auxiliary Power Units . • Anti-Idling Regulations and Campaigns.	• Ridesharing and HOV Lanes. • Bus Stop Improvements. • Bicycle and Pedestrian facilities.		

Table 4 contents adapted from:

1. Federal Highway Administration (FHWA) 2012. *Reference Sourcebook for Reducing Greenhouse Gas Emissions from Transportation Sources* [<https://trid.trb.org/view/1285484> 7/9/2021].
2. Victoria Transport Policy Institute (VTPI) 2017. *Smart Transportation Emissions Reduction Strategies* [<https://www.vtpi.org/ster.pdf> 7/9/2021].

ESTIMATING EMISSIONS REDUCTIONS

TRPC uses several resources to estimate emissions reductions for transportation projects, namely tools from the Federal Highway Administration (https://www.fhwa.dot.gov/environment/air_quality/cmaq/toolkit/) and a Congestion Mitigation and Air Quality and Improvement Program reporting tool developed by Puget Sound Regional Council. TRPC also uses data from traffic counts or from the regional travel demand models. Most estimates rely on assumptions such as:

- Reduced vehicle miles traveled
- Reduced intersection delay
- Number of people targeted by outreach efforts
- Number of people changing their travel behavior due to new infrastructure (e.g., bicycle lanes, trails, vehicle charging stations, transit service)

Emissions from transportation projects, including GHG emissions, are difficult to quantify, especially prior to project implementation. The best estimates account for emissions over the life cycle of the project, including construction, manufacturing, implementation, and any side effects. However, many resources for estimating emissions only consider a subset of these factors since their scope can be difficult to trace and quantify. How effectively a project reduces GHG emissions will depend on:

- Socioeconomic and behavioral factors, such as income, type of employment, and willingness to change travel behavior.
- Land use factors such as housing density, proximity to jobs and services, and alternative modes/routes in the project vicinity.
- Induced demand created by the project over the long term.
- Whether the project stands alone or is paired with other strategies. The ability to monitor and measure emissions reduction performance upon project or program implementation

GREENHOUSE GAS EMISSIONS REDUCTION RANKING

TRPC will use a qualitative approach for evaluating GHG emissions reductions, based on the project type and its benefits, as a criterion for project prioritization. Four categories for ranking a project's ability to reduce greenhouse gas emissions:

1. GHG reduction is one of the primary purposes of the project, 2 points
2. Project addresses another transportation need but may have a GHG reduction benefit, 1 point
3. Project is unlikely to increase or decrease GHG emissions, 0 point
4. Project will likely increase GHG emissions, -1 point

Table 5 shows how proposals submitted to TRPC will be evaluated and ranked under the criteria.

Table 5: Project Criteria Ranking for GHG Emissions Goal.*

Project will increase GHG emissions	Neutral	Project may have GHG reduction benefits	GHG reduction is one of the primary intentions of project
-1 Point	0 Points	1 Point	2 Points
<ul style="list-style-type: none"> • Street widening without multimodal elements. 	<ul style="list-style-type: none"> • Intersection improvements at non-congested areas.** • Pavement maintenance. • Fish passage barrier improvement. • Studies/plans without land use element. • Vehicle replacement without emissions reduction. 	<ul style="list-style-type: none"> • Bus stop improvements serving a corridor with >15-minute headways. • Intersection improvements in congested areas.** • Studies/plans with land use element or with the intent to reduce GHG. • Building facility construction that supports Transit operations and maintenance; traffic management; or other efficient travel. • New street connections without multimodal facilities. 	<ul style="list-style-type: none"> • New street connections with multimodal elements. • New Bicycle and pedestrian infrastructure.*** • TDM projects (Walk and Roll, CTR). • Vehicle replacement or retrofit resulting in lower emissions. • Electric vehicle charging station. • Vanpool/carpool investments. • Bus stop improvements serving a corridor with <=15-minute headways. • Transit corridor infrastructure and operational improvements. • High-capacity transportation.

*Other projects not listed in this table will be evaluated at time of review.

**Based on jurisdictions' methodology for evaluating Level of Service.

***"New" added for clarification to the existing 2-point Bicycle and Pedestrian Infrastructure project type.

BACKGROUND

Integrating equity into transportation decision-making has been identified as a Council priority. A recent study by Williams et al., 2019¹ entitled "Integrating Equity into MPO Project Prioritization," explored documents from 35 Metropolitan Planning Organizations (MPOs) across the county to gain insight into their project prioritization process. Their primary findings:

- Prioritization practices vary significantly between MPOs.
- The broader local context and the MPO's unique planning environment and role influence the approaches used.
- Public involvement is imperative during these processes.

A study by Wennink, A. and Krapp, A., 2020², titled Equity-Oriented Performance Measures in Transportation Planning, stresses that "it is important to have a clear understanding of what is meant by transportation equity."

UNDERSTANDING THE DEFINITION OF EQUITY IN THE THURSTON REGION

TRPC staff developed a transportation priorities survey to collect direct public input from the community. The survey invited participation from all members of the Thurston region. The survey included demographic questions so that respondents' answers can be correlated to various demographic characteristics, including:

- Household income.
- Race and ethnicity.
- Whether a person has a disability affecting their mobility.
- Whether a person has trouble finding a job or a better paying job due to their transportation barriers (job barriers).
- Whether a person has trouble getting to the places they need to go (transportation barriers).

To further our region's efforts on equity, TRPC's Transportation Priorities community survey provided a definition of equity to the community and solicited input on an equity goal.

¹ Williams, K.M., Kramer, J., Keita, Y, Enomah, L.D., and Boyd, T., 2019. Integrating Equity into MPO Prioritization. Center for Transportation, Equity, Decisions, and Dollars (CTEED). [https://ctedd.uta.edu/wp-content/uploads/2020/01/kris_final.pdf].

² Wennick, A., and Krapp, A., 2020. Equity-Oriented Performance Measures in Transportation Planning. American Planning Association. [https://planning-org-uploaded-media.s3.amazonaws.com/publication/download_pdf/PAS-MEMO-2020-03-04-rev.pdf]

EQUITY DEFINITION

Everyone has their own idea of what equity means to them. Sometimes, equity can be confused with equality. Here's what we mean when we use those words:

- Equality means each individual or group of people is given the same resources or opportunities.
- Equity recognizes that each person has different circumstances and allocates the resources and opportunities needed to reach an equal outcome.

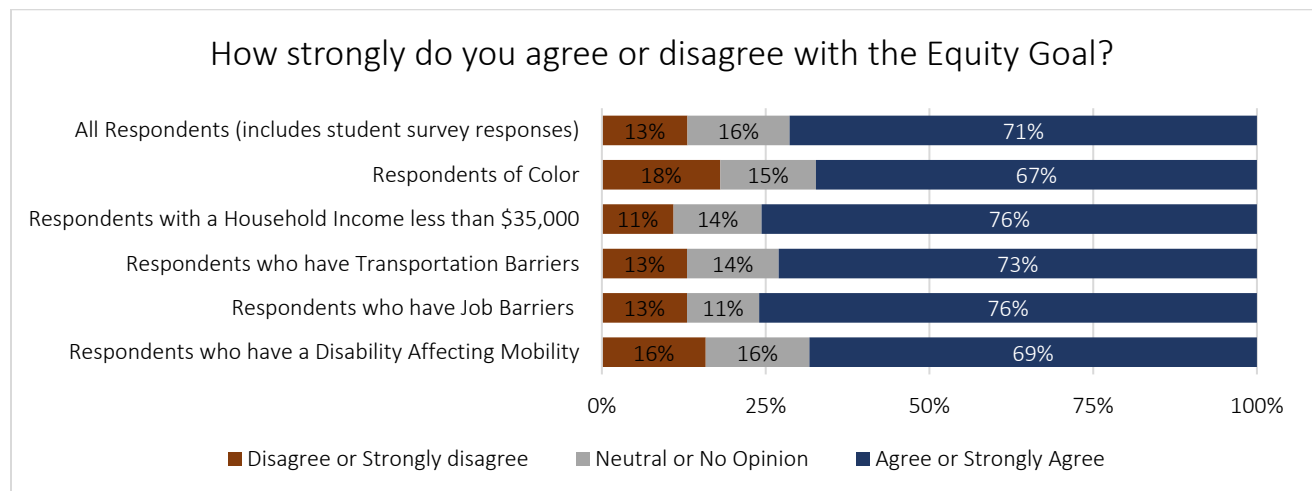
EQUITY GOAL

TRPC would like to set a goal for making equity a greater part of transportation planning. How strongly do you agree or disagree with the following goal?

Provide equitable transportation access and service for people of all ages, races and ethnicities, incomes, abilities, English language proficiencies, or other demographic characteristics as appropriate for the community's land use characteristics (urban, suburban, and rural).

EQUITY GOAL SURVEY RESULTS

In general, survey respondents supported the Equity Goal across all demographics. The highest support was from households with incomes less than \$35,000, and residents with barriers to jobs.



TYPES OF EQUITY

The Wennick and Krapp study also summarized that “The most common definitions equate transportation equity with the fair distribution of benefits and burdens of transportation projects, plans, policies, and processes.” They further state that transportation equity can be classified into three different types based on how fairness is assessed:

- Procedural equity, which is focused on the degree of involvement of diverse public stakeholders in the processes by which transportation decisions are made.

- Geographic equity, which is focused on the distribution of impacts across geography and space.
- Social equity, which is focused on the distribution across population groups that can be equal or differ by income, social class, and mobility ability.

INCREASING PROCEDURAL EQUITY

To increase public involvement in TRPC's project selection process, TRPC's Transportation Priorities community survey asked the question:

Thurston Regional Planning Council distributes money from the federal government through grants for transportation studies, projects, and programs. Because of federal rules, this money can only be used in certain ways. Please mark how important the following types of studies, projects, and programs are to you.

SURVEY RESULTS FOR UNDERSERVED POPULATIONS

Public input was sought on a wide range of project types, grouped into Project Priority categories, as shown in Table 6. TRPC analyzed survey results based on demographic information to identify traditionally underserved populations, using the definition:

Underserved population

An “Underserved population” or “traditionally underserved population” generally refers to a broad category that includes:

- minority populations; and
- low-income populations.

The definition may also include many other demographic categories that face challenges engaging with the transportation process and reaping equitable benefits, such as children, older adults, and persons with disabilities.

The survey revealed that underserved populations' responses are similar to results for all respondents, suggesting that priorities do not vary greatly among different demographic groups within the Thurston Region. Although there is generally strong support for all project types funded by TRPC, the following project types rank in the top five for three or more underserved population groups (highlighted in green):

- Planning and Studies with public involvement.
- Safety.
 - Make intersections safer.
 - Make crossing the street safer.
 - Make bus stops more convenient and safer for bus riders, especially for people with disabilities
 - Maintenance - Increase road maintenance (fix pavement/potholes).
 - Active Transportation - Add sidewalks and safe street crossings to existing streets.

Table 6. Survey Results for Underserved Populations on Project Priorities.

Percentages are based on the percent of respondents who indicated a project was "Somewhat Important" or "Very Important" Green = Top 5 Projects as related to the list above Project	Respondents of Color	Respondents with a Household Income less than \$35,000	Respondents who have Transportation Barriers	Respondents who have Job Barriers	Respondents who have a Disability Affecting Mobility	All Respondents
Planning and Studies						
Conduct planning studies, with public involvement, that address current and future transportation challenges	93%	95%	96%	97%	96%	95%
Safety						
Make intersections safer	96%	93%	96%	94%	96%	97%
Make crossing the street safer	95%	94%	96%	93%	96%	96%
Make bus stops more convenient and safer for bus riders, especially for people with disabilities	93%	94%	97%	96%	94%	93%
Efficiency						
Add turning lanes or center lanes	88%	86%	83%	77%	89%	89%
Invest in new transportation technologies (improved traffic signals, real-time travel information)	88%	88%	86%	84%	89%	90%
Invest in projects that reduce the need to travel, such as encouraging working from home	79%	83%	80%	84%	79%	81%
Maintenance						
Increase road maintenance (fix pavement/potholes)	94%	96%	94%	90%	97%	97%
Replace transit vehicles or bus stop shelters	78%	87%	87%	87%	83%	80%
Resiliency						
Improve roads that are detour routes to Interstate 5 (I-5)	91%	88%	86%	85%	93%	91%
Improve roads that are more likely to be impacted by hazards such as flooding or landslides	92%	93%	92%	87%	94%	93%
Complete missing roads/street connections	86%	84%	86%	84%	87%	83%

Percentages are based on the percent of respondents who indicated a project was "Somewhat Important" or "Very Important"	Respondents of Color	Respondents with a Household Income less than \$35,000	Respondents who have Transportation Barriers	Respondents who have Job Barriers	Respondents who have a Disability Affecting Mobility	All Respondents
Green = Top 5 Projects as related to the list above						
Project						
Help improve water quality and/or fish habitat by fixing places where roads and bridges impact natural areas	91%	96%	95%	95%	92%	93%
Active Transportation						
Add sidewalks and safe street crossings to existing streets	93%	96%	96%	95%	95%	95%
Add bicycle lanes to existing streets	78%	88%	87%	86%	78%	83%
Complete the regional trail network	82%	87%	86%	90%	82%	87%
Invest in school/public awareness programs to reduce travel trips and increase safety	78%	87%	84%	80%	79%	80%

.....

GEOGRAPHIC EQUITY: DISTRIBUTING FUNDING ACROSS THE REGION

TRPC has a long-standing practice of distributing funding for transportation projects to all communities in the Thurston Region. Examples of this include specific funding targets for rural and urban communities and fostering partnerships with Thurston County and the smaller south county cities and towns and Tribal partners.

SOCIAL EQUITY: UNDERSTANDING PROJECT BENEFITS AND BURDENS

Another aspect of integrating equity into project prioritization is to evaluate the benefits and burdens of projects to marginalized populations. Table 7 supplies some examples of those transportation project benefits and burdens.

Table 7. Examples of Transportation Benefits and Burdens

Transportation Benefits	Transportation Burdens
<ul style="list-style-type: none"> • Increased access to social, educational, and economic opportunities. • Increased access to high-quality mobility options. • Travel time savings . • Cost savings. • Congestion mitigation. • Reduction of pollution. • Improved connectivity within communities. • Opportunities for physical activity through active transportation modes. • Reduction in traffic injuries and fatalities. • Local hiring and job training for jobs in construction, maintenance, and operations. 	<ul style="list-style-type: none"> • Reduced access to essential opportunities and services. • Restricted or no access to high quality transportation. • Long/increased travel times. • Financial burdens. • Traffic congestion. • Increased pollution. • Physical division of communities. • Creation of barriers to bicycling and walking. • Exposure to traffic-related safety risks. • Vulnerability to climate impacts. • Inequitable enforcement.

EQUITY RANKING

TRPC will use a three-tiered approach to integrate equity into the Call for Projects update process:

1. Public Involvement Score
 - a. Projects that rank in the top five for three or more underserved population groups, 1 point.
 - b. All other projects, 0 points.
2. Geographic Equity Score – geographic equity will be achieved through funding minimums and caps.
3. Social Equity Score
 - a. Projects that have a demonstrated benefit for an underserved population, either by geographic proximity (for example a school route sidewalk project for a school with a high proportion of students receiving free and reduced lunch), or a targeted program (for example dial-a-lift vehicles), Additional 1 point.
 - b. Projects that place a disproportionate burden on an underserved population, -1. Examples can be found in Table 8.

Table 8 shows how proposals submitted to TRPC will be evaluated and ranked under the criteria.

Table 8: Project Criteria Ranking for Equity

Base Points			Bonus Point
Disproportionate Burden	All other Projects	Priority Projects for Underserved Populations	Bonus Point: Demonstrated Benefit
-1 Point	0 Points	1 Point	+1 Point
Projects that have a disproportionate burden on an underserved population, regardless of project type.	<p>Efficiency</p> <ul style="list-style-type: none"> Add turning lanes or center lanes. Invest in new transportation technologies (improved traffic signals, real-time travel information). Invest in projects that reduce the need to travel, such as encouraging working from home. <p>Maintenance</p> <ul style="list-style-type: none"> Replace transit vehicles or bus stop shelters. <p>Resiliency</p> <ul style="list-style-type: none"> Improve roads that are detour routes to Interstate 5 (I-5). Improve roads that are more likely to be impacted by hazards such as flooding or landslides. Complete missing roads/street connections. Help improve water quality and/or fish habitat by fixing places where roads and bridges impact natural areas. <p>Active Transportation</p> <ul style="list-style-type: none"> Add bicycle lanes to existing streets. Complete the regional trail network. Invest in school/public awareness programs to reduce travel trips and increase safety. 	<p>Planning and Studies with public involvement</p> <p>Safety</p> <ul style="list-style-type: none"> Make intersections safer. Make crossing the street safer. Make bus stops more convenient and safer for bus riders, especially for people with disabilities. <p>Maintenance</p> <ul style="list-style-type: none"> Increase road maintenance (fix pavement). <p>Active Transportation</p> <ul style="list-style-type: none"> Add sidewalks and safe street crossings to existing streets. 	Projects that have a demonstrated benefit for an underserved population.

BACKGROUND

The region's transportation system will expand to improve access and connectivity for pedestrians and cyclists. Consistent with the goals of the Regional Transportation Plan, active transportation infrastructure should provide people safe access across our urban and rural areas with greater connectivity in neighborhood centers to promote more walk and bike trips to schools, workplaces, commercial areas, and transit services.

TRPC's Call for Projects aims to select projects that will help communities increase the share of trips that can be made by walking, riding a bike, or a micromobility device such as an electric powered wheelchair or scooter.

TRPC will evaluate active transportation projects based on their ability to:

1. Create safe spaces that separate bicyclists and pedestrians from higher speed traffic so people can more safely and conveniently meet their daily travel needs without a vehicle.
2. Integrate bicycle and pedestrian facilities with public transit or public-school transportation services.
3. Give people opportunities to increase their level of physical activity to promote healthier and more sustainable modes of travel.

ACTIVE TRANSPORTATION RANKING

TRPC will evaluate Active Transportation based on project types. There are four categories for ranking a project's safety:

1. Type of project greatly improves active transportation, 2 points
2. Type of project expands active transportation, 1 point.
3. Type of project offers minimal active transportation benefits, 0 point.
4. Type of project adversely impacts active transportation, -1 point.

Table 9 shows how the criteria and number of points will be applied.

Table 9: Active Transportation Ranking

Project adversely impacts active transportation	Project offers limited active transportation elements	Project expands active transportation	Project significantly expands active transportation
-1 Point	0 Points	1 Point	2 Points
<ul style="list-style-type: none"> • New streets without multimodal features or complete streets elements • Roadway or interchange studies that principally address vehicular level of service. • Projects that add or widen existing vehicle lanes 	<ul style="list-style-type: none"> • Sidewalk or bicycle infrastructure replacement as part of pavement preservation project. • Sidewalk or bicycle infrastructure replacement as part of an intersection reconfiguration without significant upgrades to the design of the original bicycle and pedestrian facilities 	<ul style="list-style-type: none"> • Bus route expansion • Bus stop shelters and enhancements. • Completing roadway gaps with bicycle and pedestrian infrastructure • Replacing bicycle and pedestrian infrastructure with upgraded design as part of a preservation or reconstruction project • Pedestrian and bicycle wayfinding signs or systems • Safe Routes to School Education and Encouragement Programs • TDM programs that encourage general public use of active transportation • Regional Trails Plan trail study or PE phase • New street connection w multimodal improvements 	<ul style="list-style-type: none"> • Priority projects in a local agency's adopted active transportation or bicycle/pedestrian plan. • Pedestrian street crossing improvements aligned with transit stops. • Enhanced street crossing improvements such as installing refuge islands or flashing beacons. • Sidewalk projects on federally classified routes that are 6+ feet with a minimum 4' enhancement or buffer zone such as a stormwater swale landscape treatment. • Sidewalk projects in commercial areas that are 8-12 feet with a minimum 4' wide enhancement or buffer zone. • Safe Routes to Schools infrastructure improvements on school walking routes • Regional Trails Plan ROW or construction project • Pedestrian and bicyclist bridges • Protected bike lanes and cycle tracks or similar infrastructure • Bike Boxes, green bike lanes, protected intersections, bicycle signal heads, bicycle-box turn lanes, etc.

BACKGROUND

Safety is paramount in transportation, affecting all modes and aspects from design to behavior. Our region faces a traffic safety crisis with rising roadway deaths, particularly among pedestrians and cyclists. Acknowledging this urgency, safety is a key focus in applying safety evaluation criteria to promote projects that will help the region achieve its safety goal.

TRPC's 2045 Regional Transportation Plan Goal 4, System Safety and Security is to "Enhance the safety and security of those who use, operate, and maintain the transportation system."

TRPC's Call for Projects aims to select projects that will help the region achieve the following safety objectives:

- a. Projects that help reduce the number of fatalities and serious injuries on all public roads to zero by 2030.
- b. Projects that help reduce the number of non-motorist fatalities and serious injuries on all public roads (e.g., bicyclists and pedestrians) to zero by 2030.
- c. Projects that help reduce transit-related fatalities, serious injuries, and safety incidents.

In lieu of an adopted Regional Transportation Safety Plan, TRPC will evaluate projects based on their ability to:

1. Make people safer regardless of the mode by which they travel.
2. Make roadways safer by designing and building multimodal transportation infrastructure that accounts for human behavior and separates people traveling at different speeds in space and time.

SAFETY RANKING

TRPC will evaluate safety based on the project type. There are four categories for ranking a project's safety:

1. Type of project offers greater risk reduction and is a priority outcome from a system or project safety analysis performed by the applicant, 2 points
2. Type of project reduces risk for collisions, serious injuries, or fatalities, 1 point.
3. Type of project offers minimal safety benefits, 0 point.
4. Type of project may increase risk for collisions, serious injuries, or fatalities, -1 point.

Table 10 shows how the criteria and number of points will be applied.

Table 10: Criteria Ranking Safety.

Project may increase risk for collisions, serious injuries, or fatalities	Minimal Safety Benefits	Project reduces risk for collisions, serious injuries, or fatalities	Priority Project that offers greater risk reduction
-1 Point	0 Points	1 Point	2 Points
<ul style="list-style-type: none"> • Projects that increase capacity or widen lanes • New construction without multimodal features or complete streets elements 	<ul style="list-style-type: none"> • Standalone pavement preservation projects such as rehabilitation and reconstruction • Stand-alone chip seals or overlay projects • Vehicle procurement or replacement projects • Stormwater projects • TDM projects without traffic safety education 	<ul style="list-style-type: none"> • Bridge structural retrofit • Bridge replacement with multimodal elements • Bus stop enhancements • Pedestrian and bicycle infrastructure • Intersection or corridor improvements for safety reasons • Roadway lighting • Sight distance, clear zone improvements • Street crossing improvements • Pedestrian/bicycle signal improvements • Traffic Safety Education Programs and Activities • Speed management features. 	<ul style="list-style-type: none"> • A project identified through systemic safety analysis. • A project included in an applicant's adopted or officially referenced safety plan.

FEDERAL GRANT PROGRAM ELIGIBILITY INFORMATION

OBJECTIVE

TRPC will award a combined total of \$8,760,000 in combined federal STBG, TA, and CRP funds to eligible projects that support regional funding priorities and can obligate with project delivery on a committed schedule.

SURFACE TRANSPORTATION BLOCK GRANT (STBG)

STBG PROJECT ELIGIBILITY

TRPC will fund a variety of projects in both the urban and unincorporated rural areas of the region. Historically, the region has awarded regional federal funds for investments that make the transportation system safe and efficient for all modes of travel and which keep life cycle costs as low as possible. The flexibility inherent in STBG means that most types of transportation projects other than general-purpose capacity projects are eligible for consideration.

Projects must be located on federal-aid routes (exceptions apply for TA projects funded with STBG funds and certain plans and studies). Projects located on rural minor collectors and local roads are ineligible. Visit WSDOT's Federal Functional Classification Map App to view federal-aid routes:

<http://www.wsdot.wa.gov/data/tools/geoportal/?config=FunctionalClass>

STBG eligible projects and activities include:

- Construction of highways, bridges, and tunnels.
- Construction of ferry boats and terminal facilities.
- Transit capital projects.
- Infrastructure-based intelligent transportation systems capital improvements including vehicle-to-infrastructure communication equipment.
- Truck parking facilities.
- Wildlife crossing structures.
- Operational improvements and capital and operating costs for traffic monitoring, management, and control facilities and programs.
- Highway and transit safety infrastructure improvements and programs.
- Fringe and corridor parking facilities.
- Recreational trails projects.
- Planning, design, or construction of boulevards and other roadways.
- Protection for bridges and tunnels.
- Surface transportation planning programs, highway and transit research and development, and workforce training.

- Surface transportation infrastructure modifications to facilitate direct intermodal interchange, transfer, and access into and out of a port terminal.
- Projects and strategies designed to support congestion pricing.
- Projects and strategies designed to reduce the number of wildlife-vehicle collisions.
- The installation of electric vehicle charging infrastructure and vehicle-to-grid infrastructure.
- The installation and deployment of current and emerging intelligent transportation technologies, including the ability of vehicles to communicate with infrastructure, buildings, and other road users.
- Planning and construction of projects that facilitate intermodal connections between emerging transportation technologies.
- Protective features, including natural infrastructure, to enhance the resilience of a transportation facility otherwise eligible for assistance under STBG.
- Measures to protect a transportation facility otherwise eligible for assistance under STBG from cybersecurity threats.

For details on Implementation Guidance for the STBG Program as revised by the Bipartisan Infrastructure Law, visit <https://www.fhwa.dot.gov/specialfunding/stp/>

TRANSPORTATION ALTERNATIVES (TA)

TA PROJECT ELIGIBILITY

Transportation Alternatives STBG Set-Aside provides funding for a variety of generally smaller-scale transportation projects such as pedestrian and bicycle facilities; construction of turnouts, overlooks, and viewing areas; community improvements such as historic preservation and vegetation management; environmental mitigation related to stormwater and habitat connectivity; recreational trails; safe routes to school projects; and vulnerable road user safety assessments.

Eligible project types include:

- Construction, planning, and design of on-road and off-road trail facilities for pedestrians, bicyclists, and other nonmotorized forms of transportation, including sidewalks, bicycle infrastructure, pedestrian and bicycle signals, traffic calming techniques, lighting and other safety-related infrastructure, and transportation projects to achieve compliance with the Americans with Disabilities Act.
- Construction, planning, and design of infrastructure-related projects and systems that will provide safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs.

- Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other nonmotorized transportation users.
- Construction of turnouts, overlooks, and viewing areas.
- Community improvement activities, including:
 - inventory, control, or removal of outdoor advertising;
 - historic preservation and rehabilitation of historic transportation facilities;
 - vegetation management practices in transportation rights-of-way to improve roadway safety, prevent against invasive species, and provide erosion control; and
 - archaeological activities relating to impacts from implementation of a transportation project
- Any environmental mitigation activity, including pollution prevention and pollution abatement activities and mitigation to:
 - address stormwater management, control, and water pollution prevention or abatement related to highway construction or due to highway runoff; and
 - reduce vehicle-caused wildlife mortality or to restore and maintain connectivity among terrestrial or aquatic habitats
- The recreational trails program
- The safe routes to school program
- Planning, designing, or constructing boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways.

For details on Implementation Guidance for the TA STBG Set-Aside Program as revised by the Bipartisan Infrastructure Law, visit:

https://www.fhwa.dot.gov/environment/transportation_alternatives/guidance/.

TA ELIGIBLE ENTITIES

Entities eligible to receive TA funds include:

1. A local government. Local government entities include any unit of local government below a State government agency, except for an MPO representing an urbanized area with a population over 200,000. Examples include city, town, township, village, borough, parish, or county agencies.
2. A regional transportation authority. Regional transportation authorities are considered the same as the Regional Transportation Planning Organizations
3. A transit agency. Transit agencies include any agency responsible for public transportation that is eligible for funds as determined by the Federal Transit Administration.

4. A natural resource or public land agency. Natural resource or public land agencies include any Federal, Tribal, State, or local agency responsible for natural resources or public land administration. Examples include:
 - State or local park or forest agencies.
 - State or local fish and game or wildlife agencies.
 - Department of the Interior land management agencies.
 - U.S. Forest Service.
5. A school district, local education agency, or school. School districts, local education agencies, or schools may include any public or nonprofit private school. Projects should benefit the general public and not only a private entity.
6. A Tribal government.
7. A metropolitan planning organization that serves an urbanized area with a population of 200,000 or fewer. MPOs representing urbanized areas over 200,000 population are not eligible entities.
8. A nonprofit entity. The BIL removed the requirement that the nonprofit entity be responsible for the administration of local transportation safety programs.
9. Any other local or regional governmental entity with responsibility for or oversight of transportation or recreational trails (other than a metropolitan planning organization that serves an urbanized area with a population of over 200,000 or a State agency) that the State determines to be eligible.
10. A State, at the request of an eligible entity listed above.

TA Eligible Applicants

Eligible applicants include both Traditional and Non-Traditional Partners. All applicants must have projects administered by a CA agency.

CARBON REDUCTION PROGRAM (CRP)

CRP PROJECT ELIGIBILITY

The Bipartisan Infrastructure Law established the Carbon Reduction Program (CRP), to provide funds for projects designed to reduce transportation emissions, defined as carbon dioxide (CO₂) emissions from on-road highway sources.

Eligible project types include:

- Projects to establish or operate a traffic monitoring, management, and control facility or program, including advanced truck stop electrification systems
- Public transportation infrastructure
- Construction, planning, and design of on-road and off-road trail facilities for pedestrians, bicyclists, and other nonmotorized forms of transportation

- Advanced transportation and congestion management technologies
- Deployment of infrastructure-based intelligent transportation systems capital improvements and the installation of vehicle-to-infrastructure communications equipment
- A project to replace street lighting and traffic control devices with energy-efficient alternatives
- Travel demand management strategies and programs;
- Efforts to reduce the environmental and community impacts of freight movement;
- Acquisition, installation, or operation of publicly accessible electric vehicle charging infrastructure or hydrogen, natural gas, or propane vehicle fueling infrastructure; and
- Purchase or lease of zero-emission construction equipment and vehicles, including the acquisition, construction, or leasing of required supporting facilities
- Diesel engine retrofits
- Certain types of projects to improve traffic flow that are eligible under the CMAQ program, and that do not involve construction of new capacity
- A project that reduces transportation emissions at port facilities, including through the advancement of port electrification

For more information about the Carbon Reduction Program, visit:

<https://www.fhwa.dot.gov/bipartisan-infrastructure-law/crp.cfm>.

CRP ELIGIBLE APPLICANTS

Entities eligible to receive CRP funds include Traditional and Non-Traditional Partners in Thurston County including cities, county, tribes, Intercity Transit, Port of Olympia, and TRPC.

RURAL COMMUNITY SUPPORT PROGRAM (RCSP)

RCSP Project Overview

The Rural Community Support Program (RCSP) was established by TRPC in partnership with Thurston County to create a small but reliable funding opportunity for the region's underserved communities. The program can fund small but impactful projects while simplifying the grant application, project eligibility, and reimbursement processes with minimal barriers. Thurston County will program \$550,000 in non-federal funds to reimburse awardees for eligible project expenses.

RCSP AWARD DISTRIBUTION

Thurston County Public Works will serve as the fiscal agent for the RCSP. Successful applicants will receive an award letter from TRPC. A memorandum of understanding between the applicant and Thurston County will specify the grantee's project's funding schedule and the process for requesting grant funds. Funds will be distributed as reimbursement upon the successful completion and documentation of project phases. Projects awarded RCSP funds will be eligible for reimbursement over a two year period as shown:

- 2025, \$275,000
- 2026, \$275,000

ELIGIBLE PROJECTS

The federal STBG, TA, and CRP eligible project types offer general project type recommendations for RCSP project proposals. Because projects will be reimbursed with non-federal funds, applicants have greater flexibility to submit project proposals that align with their community's priorities. Applicants are encouraged to coordinate with TRPC and Thurston County staff for technical assistance and guidance on their prospective proposals prior to submitting their applications.

RCSP ELIGIBLE APPLICANTS

Eligible applicants include the Nisqually Indian Reservation, the Confederated Tribes of the Chehalis Reservation, the Town of Bucoda, the City of Rainier, and the City of Tenino.

ELIGIBILITY RESTRICTIONS

All RCSP applicants may submit federal grant applications in lieu of an RCSP funding request, however all federal grant requirements will apply to all project implementation phases. TRPC's Federal Transportation Grant Program Call for Projects stipulates that RCSP communities that receive a federal grant award in a prior funding cycle are ineligible to apply for RCSP funding in TRPC's subsequent call for projects cycle. For example, the City of Tenino was awarded a federal Transportation Alternatives grant in 2022, therefore the City of Tenino is ineligible to submit a RCSP proposal in 2024.

COMBINED STBG AND TA FUNDING CAPS AND APPLICATION LIMITS

OVERVIEW

A funding cap recognizes the jurisdictions' varying capabilities to develop plans, grant applications, and manage their federally awarded projects. A cap can help balance the project selection process to fund both larger and smaller jurisdictions' grant proposals that advance regional goals. These strategies also allow regional policy makers to award funding across the various jurisdictions over several funding cycles.

URBAN SMALL AND RURAL SURFACE TRANSPORTATION BLOCK GRANT (STBG) AND TRANSPORTATION ALTERNATIVES (TA) MAXIMUM AWARDS

There are no limits on applicant's Urban Small and Rural STBG and TA funding requests. However, awards may not exceed the maximum available funding levels for each geographic area. Applicants may apply for funding for either Urban Small, Rural, or a combination of these two, if the proposal is in both geographic areas (see Map 1). For example, a pavement preservation project in the Grand Mound area that extends into the surrounding Rural area. The funding maximum for both STBG and TA include the total flexible funding available for these grant programs for Urban Small, Rural, and combined areas.

Table 11a shows the maximum STBG funding available in the Urban Small, Rural, and combined areas based on the estimated amount of federal funds to be programmed in 2022, and Table 11b shows the maximum funding for TA.

Table 11a. STBG Maximum Award for 2024 Urban Small, Rural, and Combined Projects

	Urban Small	Rural	Urban Small & Rural Combined Project
STBG	\$400,000	\$400,000	\$800,000
Flexible	\$150,000	\$150,000	\$150,000
Maximum Possible Award*	\$550,000	\$550,000	\$1,100,000

Table 11b. TA Maximum Award for 2024 Urban Small, Rural, and Combined Projects

	Urban Small	Rural	Urban Small & Rural Combined Project
TA	\$110,000	\$748,000	\$858,000
Flexible	\$726,000	\$726,000	\$1,452,000
Maximum Possible Award*	\$836,000	\$1,474,000	\$2,310,000

Note: The flexible funding can be awarded to projects in the Urban medium area, so actual awards may be less than an applicant's request.

CARBON REDUCTION PROGRAM (CRP) MAXIMUM AWARDS

There are no limits on applicants' CRP funding requests for the Urban Large, Urban Small, and Rural allocations. Unlike the STBG and TA grant programs, CRP does not include a flexible share. The amount of CRP funding available for awards will be reduced for the trail preservation set aside. Table 12 shows the available funding levels for each geographic area before the trail set aside award and with a potential trail set aside project award.

Table 12. CRP Maximum Awards by Geographic Area

	Urban Large	Urban Small	Rural	Total CRP Available
CRP Funding Before a Set Aside Award	\$606,202	\$420,855	\$533,147	\$1,560,204.00
CRP with a Set Aside Award*	\$106,202	\$420,855	\$33,147	\$560,204.00

***Assumptions about CRP Funds:**

- The trail preservation set aside could reduce the total CRP funds by approximately \$1 million.
- Table 12 funding levels assume \$500,000 will be drawn from the Urban Large and Rural Areas each.
- The actual amount of CRP funding available for project awards will vary based on the total amount awarded to a trail preservation set aside project.

URBAN LARGE FUNDING CAP

TRPC is implementing a funding cap that exclusively applies to proposals that will be implemented within the Urban Medium area (see Map 1). Specifically, the funding cap stipulates that no one applicant can receive more than 33 percent of the estimated funding available in the first two Calls for Projects, over a three-Call for Projects cycle.

The flexible funding is not factored into the Funding Cap as this could be awarded to proposals located in the Urban Small and Rural areas. The Funding Cap will apply to both the STBG and TA grant programs (refer to Geographic Programming Requirements for Federal Funding on page 3). The proposed funding cap will span the 2022, 2024, and 2026 Call for Projects funding cycles.

In 2024, TRPC recalculated the Funding Cap to account for changes in funding levels between the funding that was forecast for 2024 and the actual 2024 allocation and current programming levels.

In the 2024 Call for Project Process, an STBG awarded to one applicant cannot exceed \$3,244,329 over the combined 2022 and 2024 Call for Project cycles. Figure 2 shows the estimated funding cap that would be in effect for the 2022 and 2024 Call for Projects (see Tables 12a-12b for funding levels for cycles 1 and 2). However, this cap would not apply to any applicants who are co-applicants to a multi-agency project proposal.

Figure 2. Funding Cap for Urban Large Area for the 2024 Call for Projects (33% of Funding Cycles 1&2 Combined).

STBG	\$3,244,330
Transportation Alternatives	\$664,920

BACKGROUND: ESTIMATE OF AVAILABLE FUNDING – **SUBJECT TO CHANGE**

Table 12a. 2022 Call for Projects Funding Levels (first funding cycle)

Fund Type	Total	Urban Large*	Urban Small	Rural	Flexible	Flexible adjusted to remove RCSP
STBG available	\$9,302,000	\$6,381,300	\$725,800	\$770,400	\$1,424,400	\$824,400
STBG Set Aside (TA) available	\$2,078,000	\$980,900	\$111,600	\$308,600	\$677,000	n/a

*Formerly categorized as Urban Medium

Table 12b. 2024 Call for Projects Funding Levels (second funding cycle)

Fund Type	Total	Urban Large	Urban Small	Rural	Flexible	Flexible adjusted to remove RCSP
STBG available	\$5,000,000	\$3,450,000	\$400,000	\$400,000	\$750,000	\$150,000
STBG Set Aside (TA) available	\$2,200,000	\$1,034,000	\$110,000	\$748,000	\$726,000	n/a

Table 12c. Combined funding – first and second funding cycles

Fund Type	Total	Urban Medium	Urban Small	Rural	Flexible	Flexible adjusted to remove RCSP
STBG available	\$14,302,000	\$9,831,300	\$1,125,800	\$1,170,400	\$2,174,400	\$974,400
STBG Set Aside (TA) available	\$4,278,000	\$2,014,900	\$221,600	\$1,056,600	\$1,403,000	n/a

ASSUMPTIONS ABOUT FLEXIBLE FUNDS

- Funding for the Rural Community Support Program will be taken from the STBG flexible category.
- Remaining Flexible funds can fund projects in any geographic area.

Over the three-Call for Projects cycle, an applicant cannot be awarded funding greater than the Funding Cap unless it is through a contingency project, being the lead or a partner for a joint project, or through sponsoring a project for a non-traditional partner. If an applicant chooses to decline a funding award, or de-obligate funding attached to a funding award, they will be eligible to re-apply for funding during the next funding cycle.

ADDITIONAL CONSIDERATIONS

To reduce risk for failure to meet the region's obligation target, TRPC will encourage applicants to split large construction project requests (over \$2.5 million) into project phases that can obligate in differing years. This will retain the ability to maintain a flexible project list to meet annual obligation targets.

NEW THREE-CALL FOR PROJECTS CYCLE

In the fourth Call for Projects cycle (anticipated in 2028), all the applicant's funding cap levels will be reset and a new funding cap will be established. It doesn't matter whether an applicant met the funding cap during the first, second, or third Call for Projects cycle.

LIMIT ON APPLICATIONS SUBMITTED

Applicants can submit up to four proposals (STBG and TA combined) for each geographic category (see Map 1), and be a lead applicant, or partner, for no more than three joint projects. Individual projects may not exceed the Funding Cap. Applicants are asked to rank their proposal from one (highest) and so on.

An applicant may want to indicate on the application form if they desire their priority proposal to be included on the contingency list to receive additional grant funding, should it become available (Question 12d).

LIMIT ON CONTINGENCY PROPOSALS SUBMITTED

Applicants can also indicate if their projects should be submitted directly to the Contingency List (Question 10). Applicants are not limited on the number of contingency list project applications. Applicants should prioritize their projects, as applicant prioritization will be used to break ties, if applicable.

DEVELOPMENT OF PROPOSALS

Applicants will identify their highest priority project(s) and may also consider contingency proposals that fully support the established TRPC transportation funding priorities. Projects will reflect each applicant's own internal prioritization processes and procedures. TRPC assumes that all projects submitted have the full support and financial commitment of sponsoring agencies and organizations.

EVIDENCE OF LOCAL PUBLIC PROCESS

Local government applicants must demonstrate their priority proposals originated in or have been subject to some type of public involvement process. For example, the proposal may be the implementation step of a planning or study process that involved the public, or it may have been vetted through a transportation improvement plan (TIP) or capital facilities plan (CFP) development process. Applicants should describe any previous opportunity the public has had to provide input on the proposal itself and/or the problem or need the proposal addresses.

APPLICATION COMPLETENESS

All relevant application sections, lines, fields, boxes, and signature requirements must be fully completed and checked for accuracy. For questions that are not applicable, mark "N/A" and skip to the next question. Applicants should develop comprehensive but concise descriptions for each application submitted. Policy makers will review each proposal for how well it supports established funding priorities with an overall goal of promoting TRPC's Regional Funding Priorities. Applicants should develop articulate descriptions that fully speak to the intent of this federal funding project selection process, and which are understandable to a policy maker audience. Applications should make distinct connections between characteristics of the proposal, issues or needs the proposal addresses, and established Regional Funding Priorities.

CA AGENCY SPONSORSHIP

Applicants without CA approval status require a CA agency sponsor to administer their project. A CA agency will incur additional administrative cost in assuming CA responsibility, so typically plan for up to 20 percent of the total federal funding requested to cover those costs. The applicant may be expected to contribute to the additional costs that an agency would incur if it acts as your CA agency. Clarify expectations on this up front with CA sponsors and be sure it is factored into proposal cost estimates. *Neither federal law nor TRPC requires local jurisdictions to serve as CA agencies for any other agencies or organizations.*

CA Agency Contact Information

Prospective applicants may contact the following Certification Acceptance agencies for consultation or seeking a CA sponsor for proposals:

Lacey	Martin Hoppe	mhoppe@ci.lacey.wa.us	360.438.2681
Olympia	Joey Jones	jjones1@ci.olympia.wa.us	360.753.8307
Tumwater	Mary Heather Ames	mhames@ci.tumwater.wa.us	360.754.4140
Thurston County	Becky Conn	Becky.conn@co.thurston.wa.us	360.867.2349
Intercity Transit	Jessica Gould	jgould@intercitytransit.com	360.705.5808
TRPC	Paul Brewster	brewstp@trpc.org	360.741.2550
WSDOT Olympic Region	John Ho	hojohn@wsdot.wa.gov	360.705.7383

APPLICATION FORMS AND OPTIONAL ATTACHMENTS

Proposals must be submitted using the TRPC application forms. A fillable Adobe Acrobat form is available for the STBG and TA grant programs. Applicants may submit no more than five pages of additional documentation to establish support for their proposal such as a vicinity map, photos, illustrations, cross-sections, or letters. Additional pages to document Title VI information or to report on the status of existing federal projects does not count toward the five-page limitation.

Application materials are available for download from www.trpc.org. Applicants are encouraged to review all questions and fields prior to filling it in. Questions about the application materials may be directed to Paul Brewster, brewstp@trpc.org or 360.741.2526.

IMPORTANT INFORMATION - CALL FOR PROJECTS PROCESS

Some general process guidance applies to the Surface Transportation Block Grant, Transportation Alternatives, and Carbon Reduction Program.

PROJECT OBLIGATION TIMING

CRP OBLIGATIONS

- Selected CRP proposals will obligate no earlier than October 1, 2025 and must obligate no later than June 30 for each subsequent year, through 2027.

STBG and TA Obligations

- Selected STBG and TA proposals will obligate no earlier than October 1, 2028 and must obligate no later than June 30 for each subsequent year, through 2030.

STATED OBLIGATION PREFERENCE

Applicants must state their committed year of project obligation on the application form. TRPC staff will coordinate with successful grant recipients to determine the appropriate year of obligation for each project, which will be specified in a project's award letter.

Applicants are encouraged to become familiar with [TRPC's Obligation Authority Policy](#). Failure to meet the committed year of obligation without a committed effort to mitigate the situation with TRPC and WSDOT may result in the awarded funds being withdrawn from the project.

PROPOSAL REVIEW AND SELECTION PROCESS

Thurston Regional Planning Council is responsible for administering these federal funds in a way that fully supports the Regional Transportation Plan, Sustainable Thurston Plan, and established funding priorities, and which is consistent with all applicable state and federal requirements. This process is intended to facilitate that administration of funds.

Proposals will be evaluated for how well they support the Regional Funding Priorities. Projects will be scored and ranked based on their total Regional Evaluation Criteria points. Familiarity with established funding priorities, linkage to existing plans and policies, and clarity in writing for a policy maker audience are all important factors in successful project reviews.

TECHNICAL REVIEW OF PROPOSALS

TRPC staff will conduct the first round of application reviews. Staff will validate each application's eligible points on TRPC's Evaluation Criteria. The Technical Advisory Committee (TAC) will review applications for their technical and financial feasibility, compliance with federal and regional eligibility requirements, and verification of obligation commitments.

After this review, TRPC may guide applicants to make minor refinements to a proposal for clarification. Applicants are encouraged to participate in the review meeting currently scheduled for October 20, 2022, from 2:00 to 4:00 p.m. Notice of this meeting will be sent to all applicants. TRPC staff will follow up with those who are unable to attend.

PUBLIC REVIEW AND COMMENT PROCESS

TRPC will make all proposals available for public review and comment. TRPC will post an announcement on www.trpc.org. Proposals will be available on-line for review or available in hard copy upon request October 24 - November 6, 2022. All comments received by 5:00 p.m. Pacific Time on November 6 will be shared with applicants and included in the proposal review package submitted to the Transportation Policy Board and Thurston Regional Planning Council. Public Comments should be submitted in writing to Paul Brewster, brewstp@trpc.org.

TRANSPORTATION POLICY BOARD REVIEW AND FUNDING RECOMMENDATION

(Dates and events subject to change based on TRPC's final approval of the Call for Projects Process).

The Transportation Policy Board (TPB) is scheduled to consider all proposals during their regular meeting on September 11, 2024, at 7:30 a.m. The TPB will consider all TAC recommendations and public comments. On November 13, 2024, the TPB will forward a funding recommendation to the Council.

Applicants are encouraged to attend TPB meetings to answer policy makers' questions about their proposals. TRPC staff will notify all eligible applicants of meeting dates. The TPB is scheduled to approve a funding recommendation to the Council at this meeting.

COUNCIL REVIEW AND FINAL SELECTION

TRPC will conduct a preliminary review of all proposals at its regular meeting on Friday, November 1, 2024. Any questions generated will be forwarded to the TPB or TAC for their consideration. It is not necessary for applicants to attend this meeting, though all are welcome to do so.

On Friday, December 6, 2024, the Council will consider the TPB recommendation, and any public comments received before project selection.

The Council will identify those projects to be funded in the 2024 Regional Call for Projects Process. The Council retains final decision-making authority on the distribution of STBG, TA, CRP federal grant funds and RCSP funds to priority projects.

REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM AMENDMENTS

The selected proposals will be programmed as funding secure or contingency projects in the 2025-2029 Regional Transportation Improvement Program (RTIP). Approval of TRPC's RTIP and subsequent amendments will program eligible projects in the State Transportation Improvement Program. The programming and administration of the RTIP is necessary for projects to be eligible for obligation in the applicant's desired year. TRPC staff will work with successful applicants to meet these programming requirements.

ACKNOWLEDGEMENT

Successful applicants are requested to acknowledge TRPC in press releases and other project notifications that their projects are funded with federal transportation dollars awarded by Thurston Regional Planning Council.

KEY TERMS AND CONCEPTS

The following terms and concepts apply to the federal transportation funding programs as administered by TRPC.

Traditional Transportation Partner

Any local agency that provides general purpose, surface transportation facilities, programs, and services as a part of its core mission. For this process, Traditional Transportation Partners include only Bucoda, Lacey, Olympia, Rainier, Tenino, Tumwater, Yelm, Thurston County, the Confederated Tribes of the Chehalis Reservation, the Nisqually Indian Tribe, and Intercity Transit.

Non-Traditional Transportation Partner

Any agency or organization other than those identified above that provides surface transportation facilities, programs, or services that directly support the goals and policies of the Regional Transportation Plan. Examples of these partners include TRPC, the Port of Olympia, school districts, state and federal natural resource agencies, fire districts, and non-profit organizations.

Eligibility Requirements

Within the constraints of federal guidelines, TRPC has adopted funding priorities and project requirements that serve as regional eligibility criteria. Applicants must also meet all federal requirements, as determined by the Washington State Department of Transportation (WSDOT) Local Programs staff.

Project Administration

Federal Transportation Grant recipients are required to adhere to the policies, standards, and procedures described in the WSDOT Local Agency Guidelines (known as the [LAG Manual](#)).

The Federal Highway Administration (FHWA) through a Stewardship Agreement, delegates authority to WSDOT for approving project development and construction administration. WSDOT has the option of delegating some or all this authority to qualified local agencies, state or federal agencies, or tribal governments. This procedure permits an agency to retain more of the approval authority at the local level when developing FHWA assisted transportation projects. WSDOT delegates this authority through a Certification Acceptance (CA) program. The CA program allows a local agency to save time and money, since the agency has the authority to develop, advertise, award, and manage its own projects.

Prior to submitting their application, applicants must identify a CA agency that will sponsor the proposal(s) and obtain a signature of a representative with CA status.

Contingency Proposals

In addition to submitting high priority proposals, applicants are encouraged to submit lesser priority proposals that could be funded should additional funding become available. Consideration will be given to contingency proposals that can quickly obligate, are scalable in scope so as to accept more or less funding, and have fewer permitting requirements.

The Council may subsequently select contingency proposals and award funding as conditions allow. Additional funding may become available through a future annual allocation, redistributed STBG funds from states that did not meet their obligation targets, or a local need to quickly reprogram the timing of projects to meet obligation targets.

Jurisdictions with selected contingency proposals will receive a conditional award letter. Selected contingency proposals will be programmed as projects in Appendix A: Other Secured and Planned TIP Projects in the Regional Transportation Improvement Program (RTIP).

Obligation Targets

Obligation targets refer to state-mandated annual targets for federal funding obligation that TRPC must attain. Targets reflect federal fiscal year constraints (October 1 through September 30). TRPC award letters will specify each project's required obligation date.

Funding Awards by Phase

With rare exceptions, projects with multiple phases – Preliminary Engineering (PE), Right-of-Way (ROW), and Construction (CN) – will be awarded funds for one phase at a time. Completion of milestones that enable funding for a subsequent phase to be obligated is required before additional funds will be awarded. For most projects, this entails completion of federal level permitting requirements. Applicants are required to submit a separate application for each project phase if they occur in separate years.

Readiness to Proceed

Recognizing that different phases of a project have different federal requirements before they can obligate, project sponsors will be asked to demonstrate that their projects have or will meet all necessary federal requirements needed to complete obligation. For the preliminary engineering phase of projects, vehicle acquisition,

planning, design-only, or corridor study projects, this requires no additional documentation. For right-of-way and construction phases, readiness to proceed will be demonstrated by completion of federal level permitting. For example, question 15 on the STBG application addresses information about construction and right-of-way project readiness.

Sanctioning of Funds

TRPC is required to meet annual obligation targets mandated by WSDOT. WSDOT implemented a 'use it or lose it' policy in 2013 to: 1) Reduce the amount of federal funds tied up on projects that are not progressing as planned and; 2) Increase the rate of project delivery. To achieve its annual targets, TRPC reserves the right to rescind awarded funds from projects that fail to meet scheduled obligation dates. Conditions of TRPC's Obligation Authority will be specified in the award letters of selected projects and guided by TRPC's Obligation Authority Policy.

FREQUENTLY ASKED FUNDING QUESTIONS

This section includes commonly asked questions about these federal funding programs and the TRPC funding process.

Does a proposal have to address all regional funding priorities for a STBG grant?

No, to be eligible, a proposal must only demonstrate how it addresses one of the funding priorities identified by TRPC. However, a proposal that addresses multiple priorities is likely to score as a high priority project.

Does a proposal have to be a construction project to be considered a priority?

No, proposals do not have to include construction activities to be considered a regional priority. Examples of other potential priority project types include corridor or sub-area plans; development of street design standards to incorporate “complete street” concepts; transit vehicle acquisitions; park-and-ride facility planning; systems analysis; signal systems; and traffic safety education activities. A good investment in construction begins with a good investment in analysis and planning. Applicants are not bound to a single type of project in this process.

Does a proposal that meets regional and federal eligibility requirements guarantee funding?

No, compliance with eligibility requirements only means that TRPC will consider the proposal for funding.

To be successful in securing funds, a proposal should have a positive impact on the community and be competitive with TRPC’s Regional Evaluation Criteria. The completeness and accuracy of an application increases a proposal’s likelihood of receiving funding. To increase the appeal of your proposal:

- **Familiarize yourself with the region’s transportation priorities, the Regional Transportation Plan, and Sustainable Thurston’s Action Plan (*Creating Places, Preserving Spaces*).** Make sure that your proposal and description clearly speak to the funding priorities in the context of overarching regional policies.
- **Make sure your proposal is well thought out and the description is easy to understand.** Policy makers will have a hard time recognizing a great project if the description is unorganized or incomplete. Use plain English to clearly convey the intent and benefits of your proposal.
- **Be clear and concise.** Making a great pitch for your proposal doesn’t mean writing pages and pages of description. Applicants are limited to 150, 300, or 500 word counts for most sections on the application forms. Information should be succinct and compelling. Tip – edit your narrative content in Microsoft Word, perform a word count, and paste the final version in the application form.

- **Be prepared.** If you haven't lined up your Certification Acceptance (CA) agency, or verified federal eligibility requirements, your proposal will not be considered eligible.
- **Be ready to answer questions.** The technical and policy reviews may generate specific questions about your proposal or how you plan to implement it. This is the reviewers' responsibility and is meant to ensure that they fully understand what you are proposing to do with a regional grant.
- **Don't over commit!** Federal grant funds place a heavy emphasis on accountability. Be realistic in your assessment of project obligation schedules considering your other agency commitments and availability of match resources. Don't lose your grant by being unaware of what obligation entails or how long it takes. The technical review will pay attention to the ability to deliver project obligation schedules.

TRPC has a responsibility to allocate these public funds wisely. Policy makers will look for innovative, resourceful, and competitive proposals that will generate significant return on the investment for the traveling public. They are likely to be hesitant about proposals that seem too experimental or are not well thought out.

I have an idea for a proposal, and I know it will really work! How do I find out if it is eligible for funding?

Remember that this is a federal funding program – lots of flexibility, but many administrative requirements are attached to the revenue. You need to ensure that your proposal meets regional and federal eligibility requirements.

Your best strategy is to discuss your proposal with knowledgeable staff at TRPC, WSDOT Olympic Region, or local agencies as soon as possible. Learn about possible pitfalls early in the project development process so that you have time to make course corrections or rethink your proposal.

Once applications have been submitted, TRPC prohibits major rewrites of proposals to address eligibility issues. Minor revisions after the technical review may be accepted case-by-case.

The final authority on federal eligibility is the WSDOT Office of Highways and Local Programs. Applicants are strongly advised to contact John Ho at WSDOT Olympic Region to confirm that proposals are fully eligible under federal funding guidelines (by phone at 360.705.7383 or by email at hojohn@wsdot.wa.gov).

Why does this process distinguish between 'traditional' and 'non-traditional' transportation partners?

Every local jurisdiction in the region has unfunded safety, preservation, efficiency, and enhancements projects. These projects are needed to support the regional transportation system, but there is simply not enough money to fund them. Policy

makers established a process that will enable some of these highest priority projects to move forward in every jurisdiction.

However, policy makers wanted to make sure that other agencies or organizations could also participate in these funding programs. Therefore, TRPC encourages proposals from non-traditional transportation partners. In the context of this process, non-traditional partners may include, but are not limited to, certain nonprofit organizations or service providers, state agencies, Port of Olympia, and school districts.

Note that most non-traditional partners must apply as project co-sponsors for Transportation Alternatives (TA) Program grants.

If my proposal is selected, will TRPC give me the money to do the work?

No, you will not receive any money up front. STBG and TA grants are reimbursement-type grant programs. Grant recipients must follow [WSDOT's Local Agency Guidelines](#) to administer their projects. Project sponsors will submit approved invoices to the Federal Highway Administration via WSDOT Local Programs Olympic Region. You will be reimbursed for all eligible work up to the amount awarded in your grant. If you receive funding, you will work with WSDOT on the frequency of invoice submittal.

I have more questions now than when I started. Who can I contact for more information?

Potential applicants are strongly encouraged to contact Paul Brewster with questions, ideas, clarifications, and any other needs associated with this call for projects. Reach Paul Brewster by email at brewstp@trpc.org or by phone at 360.741.2526. Paul may also be available to meet with you and your project team. This is especially useful early in the project development process.



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: Technical Advisory Committee

FROM: Katrina Van Every, Transportation Manager

DATE: March 15, 2024

SUBJECT: State Fiscal Year 2025 Unified Planning Work Program

PURPOSE

The purpose of this agenda item is to review the draft State Fiscal Year (SFY) 2025 Unified Planning Work Program (UPWP) and provide feedback to staff.

Summary:

- TRPC's regional transportation work program operates on a state fiscal year basis. Development of the work program is a requirement to receive federal and state planning funds.
- State requirements of Regional Transportation Planning Organizations (RTPOs) and federal requirements of Metropolitan Planning Organizations (MPOs) and Transportation Management Areas (TMAs) govern much of the transportation work program. TRPC also incorporates regional transportation planning priorities into the work program for review by the Transportation Policy Board (TPB) and approval by the Council.
- The UPWP also includes other federally funded planning projects in Thurston County.
- Federal Highway Administration, Federal Transit Administration, and Washington Department of Transportation will review the UPWP at the end of March.
- The TPB will review the draft UPWP at their April meeting.
- Council will review the draft UPWP at their April meeting and take final action in May.

REQUESTED ACTION

Review the draft UPWP and provide feedback on the UPWP – especially considering unfunded needs that would benefit your work – by March 27th.

Attachment



Marc Daily
Executive Director

2411 Chandler Court SW
Olympia, WA 98502
360-956-7575
360-741-2545 Fax
www.trpc.org

EQUITY CONSIDERATIONS

How has equity been considered in this agenda item?

The Unified Planning Work Program (UPWP) will continue to fund TRPC's efforts in integrating equity into transportation decision-making.

BACKGROUND

As the Metropolitan Planning Organization (MPO, federal), the Transportation Management Area (TMA, federal), and the Regional Transportation Planning Organization (RTPO, state), TRPC must carry out a regional transportation program that complies with federal and state requirements. These rules govern much of the transportation work undertaken by the agency. The Unified Planning Work Program (UPWP) describes how TRPC conducts its regional transportation work program in compliance with state and federal requirements and incorporates local priorities. The next UPWP covers the State Fiscal Year (SFY) 2025 (July 1, 2024, to June 30, 2025.)

The following are the major elements of the UPWP:

1. Program Management.
2. Project Programming and Tracking.
3. On-going Multimodal Transportation Planning and Outreach.
4. Data Collection, Analysis, and Forecasting.
5. Major Initiatives.
6. Contingency and Carryover.

Estimated revenue for the UPWP comes from several federal and state planning funds distributed by the state. Federal planning funds have a required 13.5 percent of total cost match which is funded by TRPC member dues. State planning funds do not require matching funds. The state provides estimates of funds for each MPO and RTPO annually.

The directly distributed federal and state funds do not support TRPC's entire transportation work program. Since 1995 the Council has allocated additional planning funds for Regional Transportation Planning Priorities funded with federal Surface Transportation Block Grant (STBG) planning funds. These funds support adequate staffing levels for TRPC to not only conduct mandatory activities and planning, but also enable the kind of coordinated and integrated transportation planning and decision-making that has characterized this region's program since the mid-1990s. Examples of the types of planning programs supported through this funding in the past include the Regional Trails Plan. This funding supports both on-going activities that our members rely on, and specific initiatives identified by TPB and Council. The state is no longer requiring a local match on these funds.

Table 1 (page 5) provides a breakdown of funding sources.

Program Overview

1. Program Management includes the essential functions needed to manage federal transportation funds.
2. Project Programming and Tracking includes tasks related to programming out and monitoring federal funds from the Surface Transportation Block Grant (STBG), Surface Transportation Block Grant Set-Aside (TA), Carbon Reduction Program (CRP), and Congestion Mitigation and Air Quality Improvement Program (CMAQ). It also includes managing the congestion management process and federally required performance measures.
3. On-going Multimodal Transportation Planning and Outreach includes tasks related to other federal and state planning requirements, coordination at all levels of government, and local priorities to ensure a continuous, cooperative, and comprehensive planning process.
4. Data Collection, Analysis, and Forecasting includes activities such as providing GIS and transportation modeling support and managing data.
5. Major initiatives are those activities that help TRPC meet its MPO, TMA, and RTPO requirements and support the region's priorities. For SFY 2025, this includes:
 - Completing the update of the Regional Travel Demand Models.

- Completing the update of the Regional Transportation Plan.
 - Establishing a congestion management process
6. Contingency and carryover, which includes funds reserved for emerging issues and funds planned to be carried over to SFY 2026. Funds are carried over each year to buffer against the unpredictability of when federal funds become available.

UNFUNDED NEEDS

In addition to program activities that we can accommodate within the existing regional transportation work program, the region has identified transportation-related actions that will require additional funding through grants or other means. The UPWP categorizes these actions as “**Unfunded Needs.**” Staff actively look for additional funding resources to accomplish needs above and beyond the regular work program and have long included such a list in the UPWP. Having a list of specific needs helps provide clarity for on-going grant searches and enhances the stature of applications submitted by TRPC or its partners. Priority “Unfunded Needs” identified in the previous UPWP, and proposed to be included in the new UPWP include the following:

- **Access to “Big Data.”** Big data – larger, more complex data sets that often come from new data sources – can be used to inform all aspects TRPC’s work program and benefit local jurisdictions in their work. The cost of obtaining big data, however, can be prohibitive. While TRPC has in the past funded its own access to big data, we won’t be able to do so again this year and beyond without additional resources. Access to big data is becoming a more critical component to transportation planning, and an assurance of its presence as we work on transportation planning projects will improve the durability, useability, and longevity of this work. This project would result in five years of access to a big data source to support current and future transportation planning work.
- **Neighborhood Centers Study.** A priority goal of the Sustainable Thurston Project was to create vibrant centers, corridors, and neighborhoods while accommodating growth. The corresponding target was: by 2035, 72 percent of all (new and existing) households in our cities, towns, and unincorporated growth areas will be within a half-mile (comparable to a 20-minute walk) or an urban center, corridor, or neighborhood center with access to goods and services to meet some of their daily needs. Policymakers identified the need for a Neighborhood Centers study to research and develop strategies to increase access to goods and services in existing and planned neighborhood centers.
- **Multimodal Level of Service.** Regional policymakers have expressed the desire to move toward a multimodal level of service (MMLOS) that will set performance goals for transit, bicycle and pedestrian facilities in addition to vehicles. In 2023, funding was secured for Phase 1 of the project to produce a MMLOS Best Practices and Options Report; develop a draft recommendation for preferred next steps on MMLOS; identify proposed revisions to the Regional Transportation Plan; identify proposed revisions to the Call for Projects process; and develop a policy toolkit for local jurisdictions on applying MMLOS in transportation programs. Funding for Phase 2, which will support the adoption and implementation of a regional MMLOS remains unfunded.
- **Regional Carbon Reduction Strategy.** Responding to climate change, both by addressing its impacts and reducing local contributions, has been identified as a priority across the Thurston Region. TRPC has adopted a target to reduce communitywide greenhouse gas emissions by 45% by 2030 and by 85% by 2050 from a 2015 baseline. To date, TRPC does not have an overarching regional carbon reduction strategy for how emissions reduction targets, strategies, and actions are integrated into and supported by TRPC’s work programs. With new guidance, requirements, and funding opportunities connecting climate, equity, and transportation work at the state and federal level, such a strategy is needed to ensure TRPC’s programs are aligned, and that our partners are well supported to participate in these opportunities going forward.
- **Regional Trails Work Program.** In 2023, TRPC updated the Thurston Regional Trails Plan, identifying three recommendations for the Council to pursue: establish a trails planning workgroup, hold an annual trails meeting, and update the trails plan every five years. This project would fund a five-year cycle to establish a regional trails work program.
- **Pedestrian/Walkability Strategy.** This plan will build on recently funded work to articulate a vision for a more equitable multimodal transportation system, providing a focus on ways the region can encourage more people to travel by walking and support pedestrian connections to other modes, including transit. The project will update TRPC’s sidewalk inventory, assess and flag gaps in the current infrastructure and policy landscape, identify opportunities to close those gaps, and investigate funding strategies. The goal

of the project is to support progress toward a transportation network that better supports community goals around equity, public health, climate mitigation, economic development, and quality of life.

- **Transportation Resiliency Strategy.** The Thurston Region is vulnerable to major earthquakes, landslides, the effects of climate change, and other hazards. A Regional Transportation Resiliency Plan would assist local, tribal, and state governments with identifying system vulnerabilities and developing strategies for mitigating and managing both pre- and post-incident transportation recovery priorities.

NEXT STEPS

TAC's discussion will focus on the Major Initiatives and Unfunded Needs, although staff welcome feedback on all aspects of the UPWP. The TAC discussion and feedback will inform changes to the draft UPWP prior to it being presented to the TPB for a recommendation at their April meeting. Any feedback you have would be most appreciated by March 27, 2024.

The following is the anticipated schedule for adopting the SFY 2025 UPWP:

- March 21st – TAC review
- March 27th – TAC comments due back to TRPC staff
- March 28th – Review meeting with WSDOT, FHWA, and FTA
- April 5th – Council's first review
- April 10th – TPB recommendation
- May 3rd – Council action
- July 1st – Adopted UPWP goes into effect

Table 1. SFY 2024 Estimated Revenue

Work Element	Carryover CPG		SFY25 CPG		WSDOT RIPO Funds	FHWA through WSDOT*	Total Revenue
	Consolidated Funds	TRPC Match 13.50%	Consolidated Funds	TRPC Match 13.50%			
Required Elements							
1. Program Management	\$55,729	\$8,698	\$81,533	\$12,725	\$44,174	\$184,169	\$387,000
2. Project Programming and Tracking	\$25,920	\$4,045	\$37,922	\$5,918	\$20,546	\$85,660	\$180,000
3. On-going Multimodal Transportation Planning	\$48,385	\$7,551	\$70,788	\$11,048	\$38,352	\$159,898	\$336,000
4. Data Collection, Analysis, and Forecasting	\$19,296	\$3,012	\$28,231	\$4,406	\$15,295	\$63,769	\$134,000
5. Major Initiatives	\$77,617	\$12,114	\$113,556	\$17,723	\$61,524	\$256,504	\$539,000
6. Contingency and Carryover	\$0	\$0	\$300,000	\$46,821	\$0	\$0	\$346,928
Total	\$226,947	\$35,419	\$632,030	\$98,641	\$179,891	\$750,000	\$1,922,928

*Toll Credits are used as 13.5% local match.

CPA
FHWA
FTA
MPO
RIPO
TRPC
WSDOT

Consolidated Planning Grant (FHWA and FTA)
Federal Highway Administration
Federal Transit Administration
Metropolitan Planning Organization
Regional Transportation Planning Organization
Thurston Regional Planning Council
Washington State Department of Transportation

Thurston Regional Planning Council

UNIFIED PLANNING WORK PROGRAM

STATE FISCAL YEAR 2025
(July 1, 2024 to June 30, 2025)



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Title VI Notice

Thurston Regional Planning Council (TRPC) hereby gives public notice that it is the agency's policy to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and related statutes and regulations in all programs and activities. Title VI requires that no person shall, on the grounds of race, color, sex, or national origin, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any Federal Highway Aid (FHWA) program or other activity for which TRPC receives federal financial assistance. Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with TRPC. Any such complaint must be in writing and filed with the TRPC's Title VI Coordinator within one hundred and eighty (180) days following the date of the alleged discriminatory occurrence.

Americans with Disabilities Act (ADA) Information

Materials can be provided in alternate formats by contacting the Thurston Regional Planning Council at 360.956.7575 or email info@trpc.org.

For more information contact:
Thurston Regional Planning Council
2411 Chandler Court SW
Olympia, WA 98502
360.956.7575
info@trpc.org

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PREFACE

Regional transportation planning is the process of looking at the transportation system as a whole, without regard to jurisdiction or travel mode. The goal is to make decisions that – over time – result in more access, more choices, a resilient economy, and a more sustainable relationship with our natural and social environment. Elements of regional transportation planning include:

- Coordinating among jurisdictions, residents, businesses, and other interests to identify a direction for the region’s transportation system and then maintaining a course to get there.
- Exploring issues and opportunities and evaluating the consequences of choices both large and small.
- Collaborating and communicating among diverse and seemingly unrelated organizations with a common interest in transportation and livable communities.
- Weighing alternatives and prioritizing among important and sometimes competing options, making difficult decisions, and at times, reconsidering a decision based on updated information.
- Answering questions that often lead to more questions.
- Looking at transportation and seeing not just cars and buses, but community livability, environmental quality, social equity, financial responsibility, economic vitality – across whole generations.

The Thurston region has a long-standing commitment to coordinated, comprehensive transportation planning. This region has traditionally gone above and beyond the mandates required by federal and state law, dedicating its own resources and securing additional revenues to tackle those issues that are a high priority for the people of Thurston County, and which are essential to maintaining a high quality of life in the region.

This document details how this region complies with its federal and state mandates, and includes discussion of other efforts that help this region make progress on its near- and long-term goals. Readers interested in this region’s transportation activities are encouraged to visit the TRPC website at www.trpc.org for additional information.

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BACKGROUND

The Unified Planning Work Program (UPWP) is a required document describing how federal and state funds will be used for transportation planning purposes. As the Metropolitan Planning Organization (MPO), the Transportation Management Area (TMA), and the Regional Transportation Planning Organization (RTPO) for the Thurston region, Thurston Regional Planning Council (TRPC) receives funds that are intended to help ensure a continuous, cooperative, and comprehensive regional transportation planning process. Both federal and state laws govern how these funds are to be used and reported.

Federal Metropolitan Planning Organization (MPO)

TRPC is the federally designated Metropolitan Planning Organization (MPO) in Thurston County, Washington. The purpose of an MPO is to encourage and promote the safe and efficient management, operation, and development of the transportation system that will:

- Serve the mobility needs of people and freight;
- Foster economic growth and development;
- Better connect housing and employment;
- Take into consideration resiliency needs; and
- Minimize transportation-related fuel consumption and air pollution ([23 USC Section 134](#)).

Lead planning agencies receive dedicated Federal Highway Funds known as Title 23 USC Planning Funds (PL) and transit planning funds known as Title 49 USC Section 53 Metropolitan Planning Funds (5303) to carry out their transportation programs. Reporting requirements for Federal Highway funds are explained in [23 CFR 420.111](#). In addition, Surface Transportation Block Grant (STBG) funds used for eligible planning purposes must be identified separately in the UPWP ([23 CFR 420.119\(e\)](#)).

Federal PL and 5303 funds are allocated through the Washington State Department of Transportation (WSDOT) based on a formula described in [23 CFR 450.308](#). Funding is distributed on an annual basis tied to each MPO's annual Unified Planning Work Program (UPWP). STBG planning funds are allocated through TRPC's Council.

Agencies participating as members of the MPO include the Confederated Tribes of the Chehalis Reservation, the Nisqually Indian Tribe, the cities of Lacey, Olympia, Tumwater, Rainier, Tenino, and Yelm, the Town of Bucoda, Thurston County, Intercity Transit, and WSDOT.

The Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) provide joint guidance on priority work program emphasis areas for MPOs. The MPO focuses on compliance with the 10 federal planning factors identified in [23 USC §134](#) and [23 CFR §450](#), listed below:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
2. Increase the safety of the transportation system for motorized and non-motorized users.
3. Increase the security of the transportation system for motorized and non-motorized users.
4. Increase accessibility and mobility of people and freight.

5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns.
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
7. Promote efficient system management and operations.
8. Emphasize the preservation of the existing transportation system.
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation.
10. Enhance travel and tourism.

Federal Transportation Management Area (TMA)

On June 5, 2023, TRPC was federally designated as a Transportation Management Area (TMA) for Thurston County. The TMA designation triggered certain benefits and requirements, including:

- Transportation plans and programs within a TMA must be based on a continuing and comprehensive transportation planning process carried out by the MPO in cooperation with the State and transit operators.
- The transportation planning process must include a Congestion Management Process, which is due to be established no later than December 5, 2024.
- The FHWA and the FTA must certify the transportation planning process no less often than once every four years. The first such certification is due no later than June 5, 2027.

State Regional Transportation Planning Organization (RTPO)

In addition to its status as an MPO, TRPC is also the state-designated Regional Transportation Planning Organization (RTPO) for Thurston County. One of the purposes of an RTPO is to see that provisions of the Washington State Growth Management Act ([RCW 47.80.023](#)), as further defined under Washington Administrative Code ([WAC Section 468.86](#)), are met.

WSDOT directly appropriates funding for the RTPO to carry out the regional transportation planning program.

The regional transportation planning program is meant to foster an on-going transportation planning and decision-making process that actively plans for the improvement of regional transportation systems and coordinates this process among jurisdictions. Intended to be integral to local and regional growth management efforts, state laws stipulate that regional planning should adhere to the following principles:

1. Build upon applicable portions of local comprehensive plans and processes and promote the establishment of a regional perspective into local comprehensive plans.
2. Encourage partnerships between federal, state, local, and tribal governments, special districts, the private sector, the general public, and other interest groups during conception, technical analysis, policy development, and decision processes in developing, updating, and maintaining the Regional Transportation Plan.
3. Ensure early and continuous public involvement from conceptual planning through decision-making.

4. Be an on-going process, and incorporate short- and long-range multimodal planning activities to address major capacity expansion and operational improvements to the regional transportation system.
5. Use regionally coordinated, valid and consistent technical methods and data to identify and analyze needs.
6. Consider environmental impacts related to the development of regional transportation policies and facilities.
7. Address the policies regarding the coordination of transportation planning among regional jurisdictions, including the relationship between regional transportation planning, local comprehensive planning, and state transportation planning.

Within these principles, regions develop their own on-going planning process for developing and refining the regional transportation plan. Regions also provide a forum for discussing regional transportation planning issues.

State law stipulates that public investments in transportation should support achievement of these policy goals ([RCW 47.04.280](#)):

- **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 state.
- **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.

TRPC uses state transportation planning funding to help implement locally and regionally adopted plans that support the State’s Growth Management Act.

Federal and State Requirements

Each year FHWA, FTA, and WSDOT provide guidance to TRPC for the development of the UPWP. This year’s guidance identified the tasks listed in the table below.

Task	State (RTPO)	Federal (MPO)	Federal (TMA)
Program Administration	√	√	√
Unified Planning Work Program	√	√	√
Annual Performance and Expenditure Report	√	√	√
Public Participation/Education	√	√	√
Tribal Involvement	√	√	√
Invite federally recognized tribes that hold reservation or trust land within the planning area to become voting members of the	√		

Task	State (RTPO)	Federal (MPO)	Federal (TMA)
organization			
Title VI Plan and Reporting	√	√	√
Coordinated Public Transportation – Human Services Transportation Plan	√		
Transportation Improvement Program	√	√	√
Annual Self-Certification		√	√
Annual Listing of Obligated Projects		√	√
Long-Range Transportation Plan	√	√	√
Biennial RTP Review	√		
Coordination with Other Planning Organizations	√	√	√
Comprehensive Plan and Countywide Planning Policy Certification	√		
Transportation Performance Management		√	√
Congestion Management Process			√
Federal Certification Review (4-year cycle)			√
Work identified to address corrective actions/recommendations from certification reviews			√

Federal and State Emphasis Areas

FHWA, FTA, and WSDOT annually identify additional factors they would like to see addressed within the regional transportation planning program.

Federal Emphasis Areas from FHWA and FTA include:

- **Tackling the Climate Crisis** – Transition to a Clean Energy, Resilient Future. This includes tasks such as identifying the barriers to and opportunities for deployment of fueling and charging infrastructure; evaluating opportunities to reduce greenhouse gas emissions by reducing single-occupancy vehicle trips and increasing access to public transportation; shifting to lower emission modes of transportation; and identifying transportation system vulnerabilities to climate change impacts and evaluating potential solutions.
- **Equity and Justice 40 in Transportation Planning.** This includes tasks that advance racial equity and support for underserved and disadvantaged communities.
- **Complete Streets.** A complete street is safe – and feels safe – for everyone using the street. Tasks include working to include provisions for safety in future transportation infrastructure, particularly those outside automobiles.
- **Public Involvement.** This includes increasing meaningful public participation through the use of virtual public involvement tools.
- **Strategic Highway Network Coordination.** This includes working with national defense partners on transportation planning for infrastructure and connectivity needs for strategic highway network (STRAHNET) routes and other public roads that connect to Department of Defense facilities.
- **Planning and Environmental Linkages.** This includes collaborating and integrating approaches to transportation decision-making so that environmental, community, and economic goals are considered early in the transportation planning process. It also includes using the information, analysis, and products developed during planning to inform the environmental review process.

- **Data in Transportation Planning.** This includes incorporating data sharing and consideration into the transportation planning process when data assets have value across multiple programs.

State emphasis areas include:

- **Administrative**, including working with WSDOT to assess, analyze, and potentially adjust the duties of RTPOs; ensuring governing documents are posted online; and improving processes so that they are more inclusive of underrepresented groups.
- **Planning collaboration**, including but not limited to:
 - Coordinating with WSDOT on updates to the Washington Transportation Plan, the State Rail Plan, the State Freight Plan, and the Freight and Goods Transportation System.
 - Coordinating with WSDOT on implementing new requirements for vehicle miles travel reduction, land use/housing, and multimodal level of service; and
 - Supporting WSDOT and local agencies on the Sandy Williams Connecting Communities program and on the comprehensive plan update process.
- **Federal functional classification update.**
- **Transportation asset management plan reporting**, including working with local agencies to develop estimates for bridge and pavement preservation and maintenance needs for locally owned roadways on the National Highway System.

Budget

The budget identifies the following items:

- Expected revenues by fund type
- Planned expenditures by fund type
- Federal funds rolled over from the previous year
- Fund sources being used as match to federal funds
- Other federal funding used for transportation planning.
- Surface Transportation Block Grant funds used to supplement the UPWP program

Other Multijurisdictional or Local Planning Projects

The Council also approves planning projects as part of the competitive process for STBG funds. On occasion, a local jurisdiction or consortium of local jurisdictions asks TRPC to lead a planning project on their behalf. These projects are noted in the UPWP.

Unified Planning Work Program Process

The UPWP is a one-year document based on the July 1st to June 30th state fiscal year (SFY). Each spring (third quarter of the SFY), TRPC develops and submits a new UPWP for state and federal review for implementation at the beginning of the next state fiscal year.

As the federally designated MPO for Thurston County, TRPC is responsible for preparing the UPWP. TRPC develops the UPWP through a collaborative process involving TRPC member jurisdictions and WSDOT Olympic Region and WSDOT Multimodal Department staff.

The schedule and major milestones for UPWP development:

Task or Milestone	Date
TAC Review of draft UPWP	March 21, 2024
Federal and State Partner Review of draft UPWP	March 28, 2024
TRPC 1 st Review of draft UPWP	April 5, 2024
TPB Review of draft UPWP	April 10, 2024
TRPC Action on UPWP	May 3, 2024

Description of the Region

The regional transportation planning activities described in this UPWP cover a single-county region defined by the boundaries of Thurston County, Washington. This fast-growing region, which is also the seat of state government, is located along the southernmost reaches of Puget Sound. It is bordered by the counties of Pierce, Mason, Lewis and Grays Harbor (Figure 1).

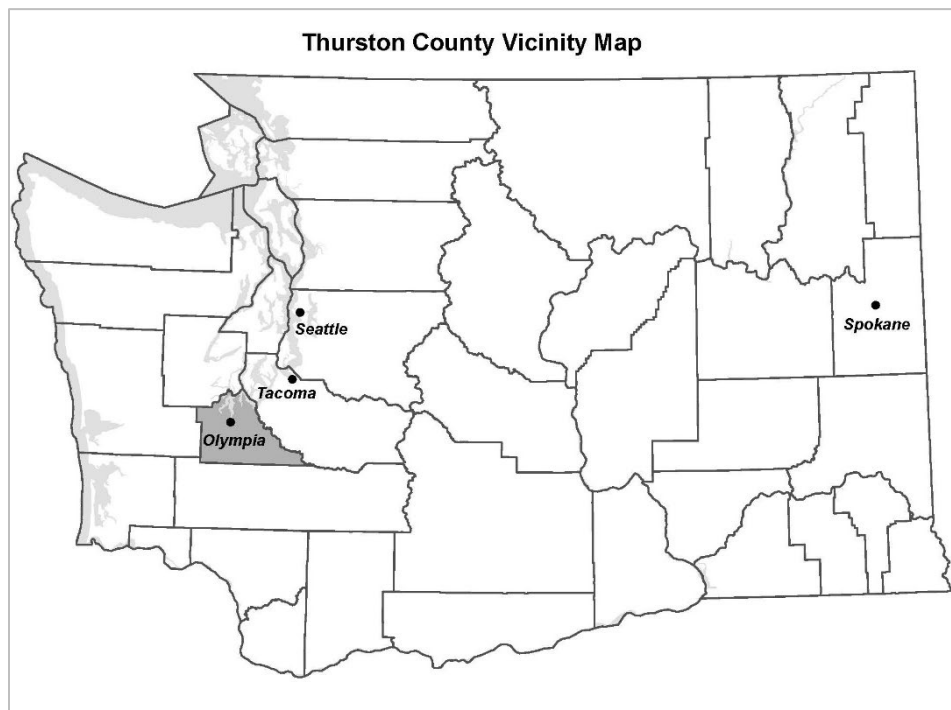


Figure 1: Thurston County Vicinity Map.

Thurston County is the physical link between the Seattle-Tacoma metropolitan region to the northeast and the rural regions to the south and west. The state's most important passenger and freight highway, Interstate 5, runs roughly north/south in Thurston County through the heart of the region's metropolitan area where it intersects an east/west highway of statewide significance, US 101.

The MPO (Figure 2) and RTPO boundaries encompass all of Thurston County. According to 2023 population estimates from the state Office of Financial Management, 303,400 people live in Thurston County. TRPC estimates that as of 2023, 211,718 people live in the Olympia–Lacey WA urbanized area. As previously discussed, the region was designated a Transportation Management Area (TMA) in June 2023.

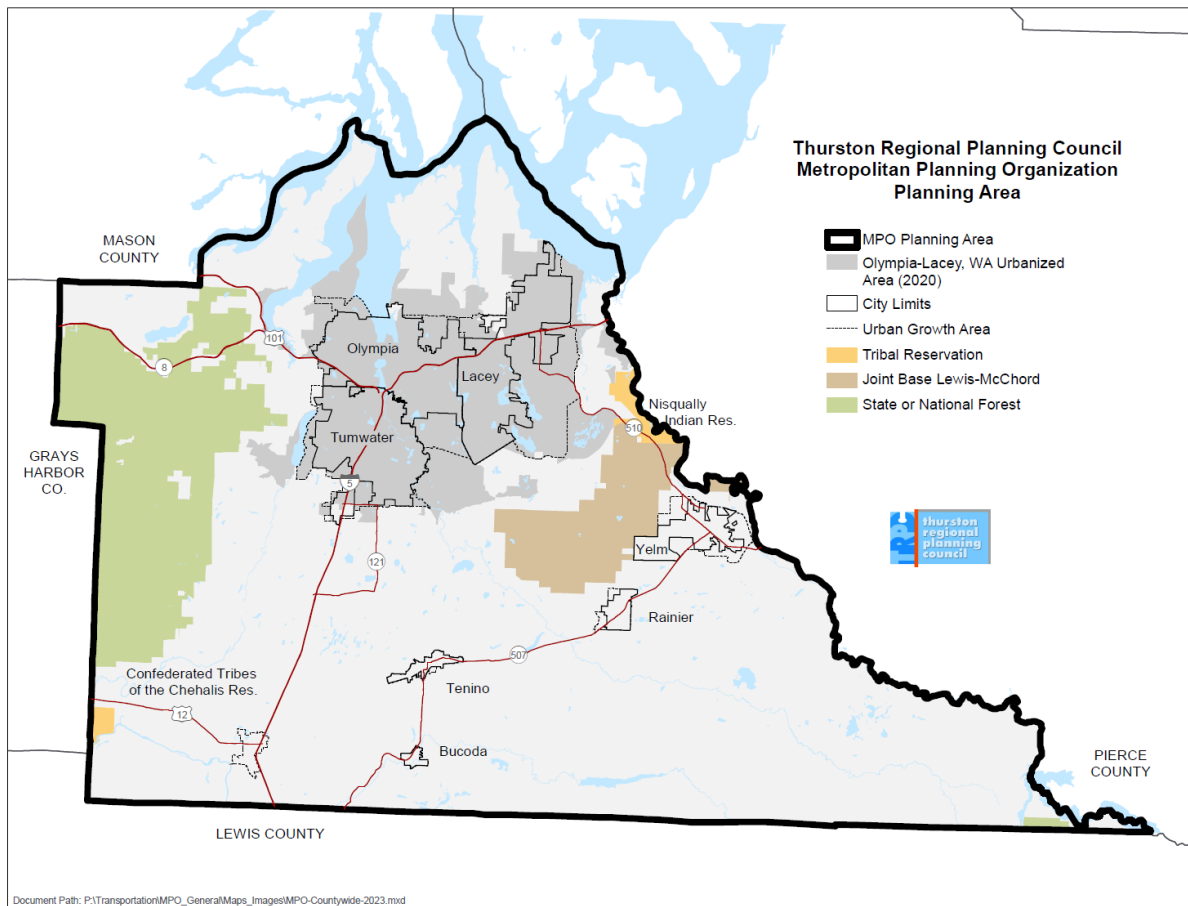


Figure 2: Metropolitan Planning Area.

Metropolitan Planning Organization/Regional Transportation Planning Organization Structure

TRPC is governed by a 23-member intergovernmental council. Council membership includes: the cities of Lacey, Olympia, Rainier, Tenino, Tumwater and Yelm; the town of Bucoda; Thurston County; the Nisqually Indian Tribe and the Confederated Tribes of the Chehalis Reservation; Intercity Transit; North Thurston, Olympia, and Tumwater school districts; the LOTT Clean Water Alliance (the Lacey, Olympia, Tumwater, Thurston County wastewater and reclaimed water partnership); Thurston County Public Utility District #1; and the Port of Olympia. Associate members include The Evergreen State College, Timberland Regional Library, Lacey Fire District #3, Economic Development Council of Thurston County, Thurston Conservation District, and Puget Sound Regional Council (PSRC).

As authorized by the State of Washington (RCW 47.80), in 1991 TRPC established a Transportation Policy Board (TPB) to serve as an advisory body on transportation policy issues relevant to TRPC in its role as the MPO/RTPO. The TPB membership consists of representatives from Council full members and representatives from Washington State Department of Transportation Regional Office, up to three representatives of major employers or businesses, one emeritus representative, two community representatives, and one state agency representative. State law requires that the region's entire state legislative delegation serve as ex officio non-voting members of the TPB (Districts 2, 20, 22, and 35).

The Technical Advisory Committee (TAC) advises both Council and TPB on technical issues. The TAC is comprised of planning and engineering staff from TRPC member jurisdictions and the Washington State Department of Transportation. In addition, TRPC establishes ad hoc task forces or other as-needed stakeholder groups to provide further advisory capacity on specific issues as authorized by the Council. Previous advisory committees have included a Trails Advisory Committee, the Urban Corridors Task Force, Population and Employment Forecast Advisory Committee, and the Healthy Kids/Safe Streets Action Plan Team.

For calendar year 2024 TRPC, TPB, and TAC member rosters, see [Appendix C](#).

Lobbying Activities

TRPC does not use federal or state funds to support lobbying activities. If any lobbying activities were to occur in relation to official agency business, TRPC will use local funds from regional assessments, and will file required certification and disclosure forms in accordance with Title 23, Title 49, and RCW 42.17A.635.

TRPC TRANSPORTATION WORK PROGRAM

Overview and Budget

Overview: TRPC's work program includes a combination of required federal and state programs, and work program priorities identified by the Transportation Policy Board and Council. 2.5% of metropolitan planning funds must be used for safe and accessible transportation activities. TRPC utilizes at least 2.5% of its metropolitan planning funds to participate in and support the following activities:

- Commute trip reduction
- Pedestrian and bicycle facilities planning
- Trails planning
- School-based activities
- Maintaining the region's bicycle map and school walking route maps.

Funding Sources:

Funding sources include direct distributions from Federal Highway Administration, Federal Transit Administration, and State Regional Transportation Planning Organization (RTPO) planning funds, as well as local match.

Additional funding from the Surface Transportation Block Grant (STBG) program is authorized by Thurston Regional Planning Council annually through the development of the Unified Planning Work Program. Toll credits are used as the local match.

SFY 24 STBG request: \$750,000

Work Performed by:

TRPC, in partnership with Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Tribes, Washington State Department of Transportation (WSDOT), Intercity Transit, and local jurisdictions.

SFY 2024 Estimated Revenue

Work Element	Carryover CPG		SFY25 CPG		WSDOT RIPO Funds	FHWA through WSDOT*	Total Revenue
	Consolidated Funds	TRPC Match 13.50%	Consolidated Funds	TRPC Match 13.50%			
Required Elements							
1. Program Management	\$55,729	\$8,698	\$81,533	\$12,725	\$44,174	\$184,169	\$387,000
2. Project Programming and Tracking	\$25,920	\$4,045	\$37,922	\$5,918	\$20,546	\$85,660	\$180,000
3. On-going Multimodal Transportation Planning	\$48,385	\$7,551	\$70,788	\$11,048	\$38,352	\$159,898	\$336,000
4. Data Collection, Analysis, and Forecasting	\$19,296	\$3,012	\$28,231	\$4,406	\$15,295	\$63,769	\$134,000
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6. Contingency and Carryover	\$0	\$0	\$300,000	\$46,821	\$0	\$0	\$346,928
Total	\$226,947	\$35,419	\$632,030	\$98,641	\$179,891	\$750,000	\$1,922,928

*Toll Credits are used as 13.5% local match.

- CPA
- FHWA
- FTA
- MPO
- RIPO
- TRPC
- WSDOT
- Consolidated Planning Grant (FHWA and FTA)
- Federal Highway Administration
- Federal Transit Administration
- Metropolitan Planning Organization
- Regional Transportation Planning Organization
- Thurston Regional Planning Council
- Washington State Department of Transportation

Expenses

Work Element	TRPC Agency Staff	Travel and Training	Supplies, Materials, Printing, Software	Legal Notices	Professional Services	Flexible	Total
1. Program Management	\$365,000	\$5,000	\$14,000	\$1,000	\$2,000	\$0	\$387,000
2. Project Programming and Tracking	\$180,000	\$0	\$0	\$0	\$0	\$0	\$180,000
3. On-going Multimodal Transportation Planning	\$336,000	\$0	\$0	\$0	\$0	\$0	\$336,000
4. Data Collection, Analysis, and Forecasting	\$134,000	\$0	\$0	\$0	\$0	\$0	\$134,000
5. Major Initiatives	\$539,000	\$0	\$0	\$0	\$0	\$0	\$539,000
6. Contingency and Carryover	\$0	\$0	\$0	\$0	\$0	\$346,928	\$346,928
Total	\$1,554,000	\$5,000	\$14,000	\$1,000	\$2,000	\$346,928	\$1,922,928

Consultants/Professional Services anticipated:

1. Program Management: Advertising services. (\$2,000)
6. Contingency and Carryover: Flexible funding to provide additional consultant support or data subscriptions.

Work Program Elements

1. Program Management

Program management is a core function that provides program fund management, and the administrative and technology support required to manage and coordinate the overall MPO, TMA, and RTPPO transportation planning program.

Tasks:

1.1. Administration

- Perform general program management and supervisory functions. (ongoing)
- Develop budget and staffing patterns. (Twice a year)
- Monitor and adjust budget, as necessary. (ongoing)
- Execute mandated accounting activities, including program accounting, financial documentation, and development of annual indirect cost plan. (ongoing)
- Participate in state and federal program audits. (as needed)
- Transportation Policy Board Retreat. (as needed)
- Comply with Title VI requirements. (ongoing)
- Participate in the certification review conducted by FHWA and FTA. (every 4 years; next is 2027)
- Comply with federal certification requirements. (ongoing)

1.2. Support and Maintain Programs

- Provide management and administrative support to the Thurston Regional Planning Council, Transportation Policy Board, Technical Advisory Committee and any subcommittees as may be established by these bodies. (ongoing)
- Maintain hardware and software necessary to ensure consistency between UPWP program requirements and the overall agency technical strategy. (ongoing)

1.3. Manage Personnel

- Manage planning, GIS, and modeling personnel. (ongoing)
- Recruit and train staff. (as needed)

1.4. Develop UPWP

- Develop SFY 2026 UPWP and coordinate review. (annually)
- Amend adopted UPWP. (as needed)
- Integrate UPWP into TRPC annual work program. (annually)
- Develop other agreements. (as needed)

1.5. Complete Required Reporting

- Develop Annual Performance and Expenditures Report. (August-September)
- Complete annual self-certification. (October)
- Develop Title VI annual report (September-October)
- Develop Transportation Alternatives annual report. (annually)
- Develop CMAQ annual report. (annually)

1.6. Direct Costs

- Costs for transportation modeling software, traffic management software maintenance, printing and mailing services, legal advertisements, conferences, light meeting refreshments, training, etc. (ongoing)

Level of Effort Breakdown:

<i>1. Program Management</i>	<i>\$387,000</i>
1.1. Administration	\$78,000
1.2. Support and Maintain Programs	\$100,000
1.3. Manage Personnel	\$150,000
1.4. Develop UPWP	\$25,000
1.5. Complete Required Reporting	\$12,000
1.6. Direct Costs	\$22,000

Deliverables:

- a. Calendar year budget and staffing plan. (December)
- b. Personnel evaluations. (ongoing)
- c. Meeting packets and presentation materials, on-line meeting materials, official meeting records. (monthly, as needed)
- d. Functioning hardware and software to support program requirements. (ongoing)
- e. Correspondence. (ongoing)
- f. Accounting summaries. (monthly)
- g. Billing/progress reports for WSDOT Planning Office. (monthly)
- h. Annual Indirect Cost Plan. (May)
- i. Annual program audits. (as scheduled)
- j. SFY 2024 UPWP Annual Report. (September)
- k. UPWP amendments. (as needed)
- l. SFY 2026 UPWP. (June)
- m. Self-certification. (October)
- n. Title VI annual report. (November)

2. Project Programming and Tracking

A required function of the MPO and TMA is to program and track federal funds, manage the congestion management process, and manage federally required performance measures.

Tasks:

- 2.1. Program Federal Funding
 - Develop and maintain funding criteria. (as needed)
 - Program federal STBG, Transportation Alternatives (TA), Carbon Reduction Program (CRP) and Congestion Mitigation Air Quality (CMAQ) funds. (annually/biennially, as needed)
 - Provide support to comply with federal and state requirements on the use of these funds, including reprogramming. (ongoing, as needed)
- 2.2. Track Federal Funding Obligations
 - Work with the state to determine available obligation authority. (annually)
 - Coordinate with funding recipients to ensure timely obligation of funds. (ongoing)
 - Track and report on funded projects through project completion. (ongoing)

- 2.3. Manage Regional Transportation Improvement Program. (RTIP)
 - Develop and maintain a four-year Regional Transportation Improvement Program. (annually)
 - Develop a compilation of planned projects submitted by local jurisdictions and drawn from their six-year Transportation Improvement Programs. (annually)
 - Develop Annual Listing of Obligated Projects. (annually)
- 2.4. Manage Congestion Management Process (CMP)
 - Track congestion performance measures. (ongoing)
 - Develop an annual report on system congestion (annually)
 - Update the CMP (as needed)
- 2.5. Manage Federally Required Performance Measures
 - Report on performance measures. (as needed)
 - Conduct analysis based on performance measure monitoring. (as needed)

Level of Effort Breakdown:

2. <i>Project Programming and Tracking</i>	<i>\$180,000</i>
2.1. Program Federal Funding	\$75,000
2.2. Track Federal Funding Obligations	\$15,000
2.3. Manage Regional Transportation Improvement Program	\$82,000
2.4. Manage Congestion Management Process	\$3,000
2.5. Manage Federally Required Performance Measures	\$5,000

Deliverables:

- a. Four-year RTIP and amendments, as necessary. (New RTIP in October; amendments between annual updates as needed)
- b. Compilation of planned projects drawn from Six-year TIPS. (October)
- c. Annual CMAQ report. (February)
- d. Annual Transportation Alternatives report. (January)
- e. Annual listing of obligated projects. (March)
- f. Annual Congestion Management Process Report (February, beginning 2026)
- g. Performance measures update (as needed)

3. Ongoing Multimodal Transportation Planning and Outreach

TRPC must comply with other state and federal transportation planning requirements. These requirements include the activities to be funded with specific state and federal planning revenues intended to help ensure a continuous, cooperative, and comprehensive planning process.

Tasks:

- 3.1. Coordinate with Tribal, Local, State, and Federal Agencies
 - Participate in activities of the MPO/RTPO Coordinating Committee. (ongoing)
 - Participate in the activities of the Association of Metropolitan Planning Organizations. (ongoing)

- Participate in State planning activities, including Commute Trip Reduction/Transportation Demand Management activities, corridor studies, practical solutions, plan alignment workgroup, and statewide plan workgroups. (as needed)
 - Respond to requests for information from State and Federal partners. (as needed)
 - Consult with tribal partners and invite participation in planning activities. (ongoing)
 - Consult with federal partners. (ongoing)
 - Provide local agency support and inter-regional coordination. This includes participating in numerous local and regional study efforts and activities, providing planning and technical support to partners, and undertaking other activities that support the planning and implementation efforts of TRPC's partners. (ongoing)
 - Support public transportation by participating with Intercity Transit on special studies, planning efforts, and other projects as requested, and through communication and coordination with other transit agencies as appropriate. (ongoing)
 - Review local agency plans and policies, including compliance with Growth Management Act requirements. (ongoing, as needed)
 - Provide support in local plan development and implementation. (ongoing, as needed)
 - Review county-wide planning policies. (as needed)
- 3.2. Conduct Communications and Outreach
- Manage communication and outreach efforts related to TRPC's transportation work program, including updating the website and social media accounts, conducting surveys, and providing information and briefings. (ongoing)
 - Conduct public education and outreach as appropriate for planning and programming activities, including maintaining a web and social media presence for project-specific needs. (ongoing)
 - Respond to inquiries from the public and the media. (ongoing)
- 3.3. Maintain General Compliance
- Monitor, evaluate, and respond to federal transportation legislation and its potential implications for the region. (ongoing)
 - Monitor, evaluate, and respond to state transportation legislation and its potential implications for the region. (ongoing)
 - Manage federally-required performance measures and targets. (ongoing)
 - Update Federal Functional Classification system. (as needed)
 - Update Freight and Goods Classification. (as needed)
- 3.4. Participate in General Planning Activities
- Multimodal and Demand Management Activities. Includes participation in, and support of, a variety of activities related to multimodal transportation, including commute trip reduction, pedestrian and bicycle facilities planning, trails planning, and school-based activities. Includes maintaining the region's bicycle map and school walking route maps. (ongoing)
 - Safety and Security. Includes activities related to the safety and resiliency of our transportation network, including emergency planning efforts, achieving Target Zero, and addressing safety for vulnerable users. (ongoing)

- Land Use and Transportation Integrated Planning. Includes activities relating to urban centers and corridors, and neighborhood centers, such as convening the Urban Corridors Task Force. May include evaluating long-term effects of COVID-19 and resulting potential increase in telework/flexible schedules on land use patterns and transportation behaviors. (ongoing)
 - Continue to Integrate Equity into Transportation Decision Making. Includes continuing to explore and formalize procedures to implement equity into transportation decision making. (ongoing)
 - I-5 Planning Projects. Includes participation in, and working on, a variety of planning studies around the I-5 Corridor, including participating in technical and planning efforts for the I-5 Tumwater to Mounts Road Study Planning and National Environmental Policy Act (NEPA) review. (as needed)
 - Maintain Regional Plans. Includes amending/reviewing/updating the long-range Thurston Regional Transportation Plan, updating Intelligent Transportation Systems (ITS) Architecture, and updating or scoping other regional plans. (as needed)
 - Emerging technologies. Support planning activities concerning emerging technologies and broadband. (as needed)
 - Climate Change. Support planning activities concerning climate change and strategies to reduce transportation-related greenhouse gas emissions and vehicle miles traveled. (as needed)
- 3.5. Review Urban Areas and Roadway Functional Classification
- Participate in urbanized area review. (every 10 years)
 - Review federal functional classification of the region's road network. (every 10 years)
 - Monitor and review other Census 2020 products as available. (as needed)
- 3.6. Support Regional Trails Planning Efforts
- Support planning activities concerning establishing a trails planning workgroup, holding an annual trails meeting, and updating the trails plan every five years.
 - Respond to Council and TPB requests regarding trails planning efforts.
- 3.7. Professional Development and Training
- Acquire the necessary training and professional development to effectively carry out state and federal transportation planning requirements. (ongoing)
- 3.8. Provide Planning Support
- Provide planning support for ongoing local and regional plans and programs including targeted web sites, household travel surveys, and other transportation studies. (as needed)
 - Support commute trip reduction/transportation demand management program activities such as efforts to increase telework and flexible work hours on the state's capitol campus and to support hybrid work environments throughout the region. (as needed)
 - Update and maintain the region's bicycle map, ensure the web site is updated regularly, and make print copies available and distribute as needed. (on-going)
 - Provide support for issues related to transportation planning that emerge throughout the state fiscal year. (as needed)

Level of Effort Breakdown:

3. *On-going Multimodal Transportation Planning and Outreach* \$336,000

3.1. Coordinate with Tribal, Local, State, and Federal Agencies	\$82,000
3.2. Conduct Communications and Outreach	\$20,000
3.3. Maintain General Compliance	\$23,000
3.4. Participate in General Planning Activities	\$105,000
3.5. Review Urban Areas and Roadway Functional Classification	\$20,000
3.6. Support Regional Trails Planning Efforts	\$5,000
3.7. Professional Development and Training	\$11,000
3.8. Provide Planning Support	\$70,000

Deliverables:

- a. Annual amendments to the Regional Transportation Plan. (as needed)
- b. ITS Architecture updates. (as needed)
- c. Update performance measures and targets (as needed)

4. Data Collection, Analysis, and Forecasting

TRPC’s planning and required functions are supported by robust data collection, analysis, and forecasting activities.

- 4.1. Provide GIS and Transportation Modeling Support
 - Maintain the regional transportation models. (ongoing)
 - Explore new modeling technologies and data inputs. (ongoing)
 - Respond to requests from partners. (as needed)
 - Contract for on-call consultant modeling support services. (as needed)
- 4.2. Manage Data
 - Collect and manage traffic counts. (as needed)
 - Purchase origin and destination data, or conduct an origin and destination study, to support additional data collection for future update of the travel demand model. (as needed)
 - Collect other types of transportation data such as survey data. (as needed)
 - Maintain and update Geographic Information System (GIS) data layers. (ongoing)
 - Update land use to support travel demand model. (as needed)

Level of Effort Breakdown:

4. Data Collection, Analysis, and Forecasting	<i>\$134,000</i>
4.1. Provide GIS and Transportation Modeling Support	\$119,000
4.2. Manage Data	\$15,000

Deliverables:

- a. Annual population and employment estimates. (June)
- b. Updated Sustainable Thurston Report Card data. (December)

5. Major initiatives (may span over several work programs)

TRPC undertakes major initiatives that help us meet MPO, TMA, and RTPPO requirements as well as support the region’s priorities.

- 5.1. **Update the Regional Travel Demand Models.** The Regional Travel Demand Model is undergoing a major update in preparation for the next Regional Transportation Plan. This will include incorporating results of the 2022 Household Travel Survey to better incorporate new travel behaviors resulting from the increase in hybrid work, remote delivery of services, and on-line shopping, as well as the updated Population and Employment Forecast. The regional model update is expected to conclude in 2024. Information from the updated regional model will then be used to update the Dynamic Traffic Assignment (DTA) model, which is expected to conclude in 2025.
- 5.2. **Update the Regional Transportation Plan.** The Regional Transportation Plan was adopted in July 2020. The Plan is on a five-year update cycle. Work on the update began in 2023 and will continue through 2024 with adoption planned for July 2025.
- 5.3. **Establish a Congestion Management Process.** The Thurston region was designated a Transportation Management Area (TMA) in 2023, triggering the requirement for a congestion management process (CMP). Work on the CMP began in 2023 and will continue through 2024 with adoption planned for December 2024.

Level of Effort Breakdown:

5. Major initiatives (may span over several work programs)	\$539,000
5.1. Update the Regional Travel Demand Models	\$244,000
5.2. Update the Regional Transportation Plan	\$232,000
5.3. Establish a Congestion Management Process	\$63,000

6. Contingency and Carryover

TRPC reserves funds to be used as a contingency and to ensure enough funding is available for the next state fiscal year.

- 6.1 Contingency. This item is to reserve funding for emerging issues or data needs, or to provide additional funding to identified items.
- 6.2 Carryover. Given the timing of funding availability, this item is to reserve some planned carryover funds for the next state fiscal year.

Level of Effort Breakdown:

6. Contingency and Carryover	\$346,928
6.1. Contingency	\$188,920
6.2. Carryover	\$158,008

Work Program Relationship to Federal and State Emphasis Areas

Federal Emphasis Areas

Emphasis Area	Associated Task(s)
Tackling the Climate Crisis	3.4. Participate in General Planning Activities 3.6. Support Regional Trails Planning Efforts 5.2. Update the Regional Transportation Plan
Equity and Justice40 in Transportation Planning	1.1. Administration 1.5. Required Reporting 5.2. Update the Regional Transportation Plan 3.8. Provide Planning Support
Complete Streets	2.1. Program Federal Funding 2.2. Track Federal Funding Obligations 3.4. Participate in General Planning Activities 3.6. Support Regional Trails Planning Efforts 5.2. Update the Regional Transportation Plan 5.3. Establish a Congestion Management Process
Public Involvement	2.3. Manage Regional Transportation Improvement Program (RTIP) 3.1. Coordinate with Tribal, Local, State, and Federal Agencies 3.2. Conduct Communications and Outreach 5.2. Update the Regional Transportation Plan
Strategic Highway Network Coordination	3.1. Coordinate with Tribal, Local, State, and Federal Agencies 3.4. Participate in General Planning Activities 3.5. Review Urban Areas and Roadway Functional Classification
Federal Land Management Agency Coordination	3.1. Coordinate with Tribal, Local, State, and Federal Agencies
Planning and Environmental Linkages	3.1. Coordinate with Tribal, Local, State, and Federal Agencies 5.1. Update the Regional Travel Demand Models 5.2. Update the Regional Transportation Plan
Data in Transportation Planning	1.1. Administration 1.4. Develop UPWP 1.5. Complete Required Reporting 2.3. Manage Regional Transportation Improvement Program (RTIP) 2.4. Manage Congestion Management Process (CMP) 2.5. Manage Federally Required Performance Measures 4.1. Provide GIS and Transportation Modeling Support 4.2. Manage Data 5.2. Update the Regional Transportation Plan 5.3. Establish a Congestion Management Process

State Emphasis Areas

Emphasis Area	Associated Task(s)
Administrative	1.1. Administration 1.2. Support and Maintain Programs 1.3. Manage Personnel 1.4. Develop UPWP 1.5. Complete Required Reporting 1.6. Direct Costs
Planning Collaboration	2.1. Program Federal Funding 2.2. Track Federal Funding Obligations 2.3. Manage Regional Transportation Improvement Program (RTIP) 3.1. Coordinate with Tribal, Local, State, and Federal Agencies 3.2. Conduct Communications and Outreach 3.4. Participate in General Planning Activities 3.5. Review Urban Areas and Roadway Functional Classification 3.6. Support Regional Trails Planning Efforts 3.7. Professional Development & Training 3.8. Provide Planning Support 5.1. Update the Regional Travel Demand Models 5.2. Update the Regional Transportation Plan 5.3. Establish a Congestion Management Process
Federal Functional Classification Update	3.1. Coordinate with Tribal, Local, State, and Federal Agencies 3.5. Review Urban Areas and Roadway Functional Classification
Transportation Asset Management Plan Reporting	3.1. Coordinate with Tribal, Local, State, and Federal Agencies 3.4. Participate in General Planning Activities

OTHER PLANNING EFFORTS IN THE THURSTON REGION

Note: The UPWP guidance requires a discussion of planning priorities within the MPO area. The following sections describe planning priorities other than those funded by FHWA PL, FTA 5303, and RTPO funds, and non-project specific STBG planning funds. As the work programs for these planning priorities are developed independently, only a summary is placed into the UPWP.

Surface Transportation Block Grant Program Competitive Grants

Funding Source: Surface Transportation Block Grant Program funds. Local matching funds.

High Capacity Transportation

Funding Amount: \$200,000 (2021-2024)

Work performed by: Thurston Regional Planning Council

This project will examine opportunities and challenges for high-capacity transit both within our county and for out-of-county commuters. Given Intercity Transit's identified goal to provide bus-rapid transit service within our urban region, the project will also allow TRPC staff to develop data and technical expertise to poise the region for a successful application for federal funding. This project is the first step in the Unfunded Needs Project High Capacity Transportation.

Emergency Incident Management Detour Route Improvements Study

Funding Amount: \$250,000 (2022-2025)

Work performed by: Thurston Regional Planning Council, WSDOT, and Thurston County.

When I-5 or US 101 shuts down due to major collisions, flooding, or other blocking emergencies, traffic moves to local streets to bypass the incident. Many travelers use on-line tools to suggest alternative routes. These temporary and self-selected detours are disruptive to local transportation networks and result in major delays both to local traffic and people passing through. In addition, load restrictions and vertical clearance limitations pose additional constraints for movement of large trucks.

To better manage traffic impacts from such incidents, TRPC, WSDOT, and local agency partners have identified nearly 50 pre-determined emergency detour routes. This project will identify opportunities to improve the operational efficiency of the detour routes and make them safer and more resilient. Modeling and operational analysis will consider the effectiveness of modifications such as traffic signal timing, roundabouts, road reconstruction, increasing vertical clearances, placement of variable message boards, and other options.

Bicycle Connectivity Strategy

Funding Amount: \$400,000 (2023-2027)

Work performed by: Thurston Regional Planning Council

The Thurston region has goals for reducing vehicle miles traveled and transportation emissions; increasing the use of bicycles and other micromobility devices is one way to achieve these goals by reducing car trips. While bicycle facilities exist throughout the region, these investments historically have been made on a project-by-project and jurisdiction-focused basis, without consideration of network completion. Gaps in our current system, and

the lack of a defined network, mean fewer people feel comfortable and empowered to opt for these active transportation options, even when they might be feasible. At the same time, electric bicycles and other small engine devices (such as electric scooters and electric skateboards) are becoming increasingly affordable and popular, a shift that will add to the number of people who need safe connected routes, and will lead to more conflict between system users. The purpose of the project is to identify gaps to a regional network that could serve a broader group of users with varying comfort levels for riding in and around traffic – and recommend policy and infrastructure improvements that will create a more complete and effective network.

Freight Mobility Strategy

Funding Amount: \$600,000 (2023-2028)

Work performed by: Thurston Regional Planning Council

This project will develop a regional freight strategy to address the various freight challenges the region has. Challenges include but are not limited to infrastructure bottlenecks; adoption of new technologies and best practices; supply chain issues; safety, security, and resilience; and conflicts between truck travel and vulnerable users.

Regional Multimodal Level of Service

Funding Amount: \$320,000 (2023-2028)

Work performed by: Thurston Regional Planning Council

The State Growth Management Act was amended in 2023 to require that transportation planning uses a multimodal level of service (MMLoS) that sets performance goals for transit, bicycle and pedestrian facilities in addition to vehicles. This study will build on current and past efforts, including TRPC's Regional Trails Plan, Bicycle Connectivity Strategy, Commute Trip Reduction Program, and TRPC's current sidewalk inventory to identify feasible options for measuring multimodal level of service and integrating such a tool into the region's approach to transportation planning. An effective MMLoS will provide essential information to prioritize and select transportation infrastructure projects in the future and provide support for TRPC and local jurisdictions to meet transportation requirements planning through the state Growth Management Act. It will also help the region address other local, state, and federal priorities, including reducing transportation emissions that contribute to climate change and supporting more equitable transportation options for disadvantaged communities.

Other Planning Activities within the Thurston Region

Martin Way Crossing Strategy

Funding Source: \$750,000 from State Transportation Budget/Project List (2023-2025)

Work performed by: Thurston Regional Planning Council, City of Lacey, City of Olympia, Thurston County, Intercity Transit

This project is funded by the Connecting Communities Pilot Program and follows an extensive corridor study. Martin Way is one of the busiest and most important transportation corridors in the Thurston Region and supports some of the region's most diverse neighborhoods. The Martin Way Crossing Study will identify appropriate locations for mid-block crossings on Martin Way and further scope specific improvements necessary to enhance pedestrian safety and mobility, including but not limited to driveway consolidation/access management, refuge islands,

sidewalk improvements, and ADA improvements. The study will result in preliminary designs (30%) for up to 10 priority crossings or other interventions along Martin Way.

Regional Transportation Safety Action Plan

Funding Source: \$332,520 from **USDOT**

Work performed by: Thurston Regional Planning Council

Since 2016, the number of fatalities and serious injuries on public roads in Thurston County has been on an upward trajectory, taking us farther away from meeting Target Zero. In 2021, one in five fatalities and serious injuries on the region's roads were non-motorists. This project will develop a comprehensive safety action plan for the Thurston Region. The action plan will establish a safety task force and conduct a safety analysis to understand who is affected and where, why, and under what conditions fatal and serious injury crashes occur countywide. Analysis will include impacts and conditions for marginalized communities and vulnerable users. The project will also identify specific policy and process changes that can be made and develop a list of priority projects and strategies to improve and prioritize the safety of all users. Several jurisdictions received federal funding in 2023 to update their safety plans. This project will build on those efforts, leveraging funding. TRPC will also help smaller jurisdictions develop ADA transition plans – a prerequisite for certain funding eligibility.

Stormwater Road Retrofit Study

Funding Source: \$438,320 from State Department of Ecology (2024-2026)

Work performed by: Thurston Regional Planning Council

This project will lead to improved water quality in the South Puget Sound region through the development of a stormwater retrofit prioritization tool that prioritizes installation of water quality treatment facilities within the region. Through local jurisdiction collaboration, the project will provide a framework for planning and prioritizing stormwater retrofit treatment projects to minimize harmful stormwater pollutants and toxins entering local receiving waters and Puget Sound.

VMT Reduction Work Program

Funding Source: \$138,000 from State VMT Reduction Proviso Funding (2024-2025)

Work performed by: Thurston Regional Planning Council

Reducing Vehicle Miles Traveled (VMT) on a per capita basis is necessary to make progress on many of the Thurston Region's goals related to climate, health, safety, and livability. It is also a practical solution to meeting the mobility needs of the region's growing population. Although the Thurston region has goals for reducing vehicle miles traveled (VMT) and transportation emissions, it does not specifically track regional projects to understand their impact on VMT in the region. Between now and 2025, TRPC will update its regional travel demand model and the regional transportation plan (RTP). The purpose of the VMT Reduction Proviso Work program is to advance TRPC's capabilities in identifying and reporting on VMT and update the Regional Transportation Plan regarding VMT per capita.

This project will provide support for updating TRPC's regional travel demand model and regional transportation plan to include estimates and a forecast of vehicle miles travelled (VMT) per capita. The VMT Reduction Work Program will enhance ongoing work to update

the travel demand model and regional transportation plan. It will also identify different ways to extract VMT from the model and identify the pros and cons of each method.

Commuter Trip Reduction

Funding Source: \$454,000 from State budget (2021-2025)

Work performed by: Thurston Regional Planning Council

State-funded/required program to reduce vehicle miles traveled and single occupancy vehicle trips in affected sites in Lacey, Olympia, Tumwater, and Thurston County. TPRC serves as the lead agency on behalf of those cities and the county.

Rural Transit

Funding Source: \$1,663,515 from State Consolidated Grant (2021-2025)

Work performed by: Thurston Regional Planning Council in partnership with transportation vendors.

Transit service to the South County, connects communities of Bucoda, Grand Mound, Rainier, Rochester, Yelm, and Tenino and the Confederated Tribes of the Chehalis Reservation to destinations in both Thurston and Lewis Counties.

Intercity Transit Planning Activities

Funding Source: Primarily local funding, with some use of Federal and State funding awards.

Work performed by: Intercity Transit or in partnership with local, regional, and state agencies, with consultant support as needed.

Intercity Transit is a direct recipient of Federal formula funds including Section 5307 funds which can be used for Planning. Intercity Transit primarily uses direct federal funds for capital projects and some operating assistance. Intercity Transit's planning activities must be conducted in a manner compliant with federal requirements. The development and submittal of required Federal Transit Administration (FTA) Plan's is a prerequisite to maintaining federal funds eligibility for public transportation in the region. Some specific activities of note include, but are not limited to:

- Monthly and annual reporting of transit operating and ridership data by mode to the National Transit Database (NTD).
- Develop, submit, and report on Intercity Transit's required Title VI Plan (3 year).
- Preparation and adoption of the FTA required Public Transportation Agency Safety Plan (PTASP) establishing safety targets for incorporation into the MTP (RTP).
- Develop and maintain an FTA compliant Transit Asset Management Plan (TAM) in coordination with the State and TRPC RTP updates (4 years).
- Maintain, monitor, and report on federally required program such as EEO, DBE, Title VI, and NTD.
- Ongoing monitoring and review of local transit service and annual review of service polices affecting transit accessibility, reliability, safety and overall effectiveness (2 times per year).
- Annual review and periodic updates to the agencies adopted Long Range Service Plan addressing existing and future service and capital programs.
- Develop and lead regional transit corridor and service implementation programs consistent with adopted local and regional transportation plans.
- Annual review and update of a six-year Transit Development Plan (TDP) per WSDOT

requirements (RCW 35.58.2795) which forecasts the agency's financial picture and outlines services it can then provide.

- Participation in regional planning initiatives including those focused on land use, transportation funding and programming, walkable communities, equity and access to services, active transportation, economic and workforce development, and livable/sustainable communities.
- Participation in local, regional, statewide, and national discussions on the development of transit service delivery, industry best practices, and advancements in innovative services and technology.
- Administration of grant funds for operational assistance, capital facilities, planning and other eligible projects.

WSDOT Headquarters Planning Activities

Funding Source: Title 23 and Chapter 53 of Title 49 U.S.C. and the Washington State Legislature.

Work performed by: WSDOT headquarters staff in partnership with WSDOT regional offices, MPOs and RTPOs, local agencies.

WSDOT receives funding from FHWA and the State Legislature to conduct federal and state required transportation planning and research on issues of statewide importance. These activities include:

- Highway System Plan
- Multimodal Investment Strategy
- Statewide Human Services Transportation Plan
- Statewide Public Transportation Plan
- Statewide Cooperative Automated Transportation Policy Framework

WSDOT works with the MPOs and RTPOs to gather input on the state plans. All the work efforts identified above make important contributions to the regional transportation system in the Thurston region, and help communities and businesses achieve the mobility and accessibility needed to support a high quality of life. These varied yet inter-related efforts demonstrate this region's commitment to the principles and guidelines established by federal and state agencies.

WSDOT Olympic Region Planning

Funding Source: State and Federal

Work performed by: WSDOT Olympic Region Multimodal Planning staff in partnership with local, regional, and federal staff.

WSDOT is involved in three primary areas of planning that are state and federally funded. These activities are Corridor and Network Planning, Tribal and Regional Coordination, and Enhanced Local Collaboration.

Corridor and Network Planning includes involvement in system planning efforts such as development and evaluation of strategies and projects that meet state system plan policies and service objectives that lead to the development and completion of the Corridor Sketches and Corridor Studies, such as the I-5 Tumwater to Mounts Road Planning and Environmental Linkages study that is now moving into the NEPA phase. This is done in cooperation with MPOs and RTPOs such as TRPC and local jurisdictions and agencies. Efforts are conducted in

cooperation with local, regional, state agencies, and tribes and include determination of existing and long-range deficiencies in the system; development and refinement of strategies for inclusion in the Corridor Studies.

Tribal and Regional Coordination efforts consist of WSDOT participation in the planning activities of TRPC, local jurisdictions, and the federally recognized tribes within the region. Efforts include technical assistance and participation in local and regional planning efforts, and development regulations.

Multimodal work includes reviews of the Washington Transportation Plan, Long Range Ferry Plan, Aviation Plan, Active Transportation Plan, Highway System Plan and the plans of other modes (including transit). Multimodal staff provides input during planning efforts (Basis of Design and Context and Modal Accommodation Report) to facilitate additional Multimodal Facilities.

Enhanced Local Collaboration involves working closely with local jurisdictions to offer early reviews and assistance on their comprehensive plans and updates to their plans. This will reduce the number of comments on the completed comprehensive plans.

In addition, efforts include assisting in the development and review of subarea plans and other comprehensive plan updates or revisions, especially where WSDOT facilities might be impacted.

AMENDMENT PROCESS

Federal and state funding presented in this UPWP is an estimate. Timing of funding availability is difficult to predict; often emerging issues become critical issues; and lack of available funding may lead to changes to the work program over the course of the SFY. For that reason, there is a great deal of flexibility needed when implementing the tasks within the UPWP. Amendments will not be required for changes related to funding source billings.

Amendments to the UPWP will only be conducted for substantive changes, and will occur under the following circumstances:

- a. A 25% increase in total Professional Services expenses or Total Expenses.
- b. A new work program task is identified.
- c. As requested by WSDOT to update the budget based on available Regional Transportation Planning Organization funds.

Amendment Process:

An amendment must be approved by Thurston Regional Planning Council prior to being submitted to WSDOT for State and Federal approval.

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Appendix A: Unfunded Needs

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Access to “Big Data”

Statement of Need

Big data – larger, more complex data sets that often come from new data sources – can be used to inform all aspects of TRPC’s work program, including multimodal and active transportation, congestion, household travel behavior, etc. The cost of obtaining big data, however, can be prohibitive. While TRPC has funded its own access to big data in 2022 and 2023, we won’t be able to do so again in 2024 and beyond without additional resources. Access to big data is becoming a more critical component to transportation planning, and an assurance of its presence as we work on transportation planning projects will improve the durability, useability, and longevity of this work. This project would result in five years of access to a big data source to support current and future transportation planning work.

Estimated Cost for this Unfunded Need: \$500,000

Neighborhood Centers Study

Statement of Need

A priority goal of the Sustainable Thurston Project was to create vibrant centers, corridors, and neighborhoods while accommodating growth. The corresponding target was: 72 percent of all (new and existing) households in our cities, towns, and unincorporated growth areas will be within a half-mile (comparable to a 20-minute walk) of an urban center, corridor, or neighborhood center with access to goods and services to meet some of their daily needs by 2035. Policymakers identified the need for a Neighborhood Centers study to research and develop strategies to increase access to goods and services in existing and planned neighborhood centers. Improvements to our federal Call for Projects strategy and process highlighted a need to align jurisdictional definitions and requirements for designating and maintaining Neighborhood Centers. In investments, policymakers seek to support not just urban corridors and centers, but also neighborhood centers and need greater consistency.

Estimated Cost for this Unfunded Need: \$500,000

Multimodal Level of Service

Statement of Need

The State Growth Management Act was amended in 2023 to require that transportation planning uses a multimodal level of service (MMLoS) that will set performance goals for transit, bicycle and pedestrian facilities in addition to vehicles. This study will build on the Regional Trails Plan, Bicycle Connectivity Strategy, Commute Trip Reduction Program, and TRPC’s current sidewalk inventory to identify feasible options for measuring multimodal level of service and integrating such a tool into the region’s approach to transportation planning. An effective MMLoS will provide essential information to prioritize and select transportation infrastructure projects in the future and provide support for TRPC and local jurisdictions to meet transportation requirements planning through the state Growth Management Act. It will also help the region address other local, state, and federal priorities, including reducing transportation emissions that contribute to

climate change and supporting more equitable transportation options for disadvantaged communities.

Phase 1: In 2023, this Phase was funded through STBG funds. Expected to be a five-year process, the team will 1) produce a MMLOS Best Practices and Options Report, 2) Develop a draft recommendation for preferred next steps on MMLOS; 3) Identify proposed revisions to the Regional Transportation Plan; 4) Identify proposed revisions to the Call for Projects process; and 5) Develop a policy toolkit for local jurisdictions on applying MMLOS in transportation programs.

Phase 2: Phase 2 will support the adoption and implementation of a regional MMLOS.

Estimated Cost for this Unfunded Need: \$300,000

Regional Carbon Reduction Strategy

Statement of Need

Responding to climate change, both by addressing its impacts and reducing local contributions, has been identified as a priority across the Thurston Region. TRPC identified the need to move toward carbon neutrality in the Sustainable Thurston plan (2013) and has supported local partners through the development of both the Thurston Climate Adaptation Plan (TCAP, 2018) and Mitigation Plan (TCMP, 2020). TRPC has adopted a target to reduce communitywide greenhouse gas emissions by 45% by 2030 and by 85% by 2050 from a 2015 baseline and was identified as a potential lead for actions in both the TCAP and TCMP, but to date does not have an overarching strategy for how those targets, strategies, and actions are integrated into and supported by TRPC's work programs. With new guidance, requirements, and funding opportunities connecting climate, equity, and transportation work at the state and federal level, such a strategy is needed to ensure TRPC's programs are aligned, and that our partners are well supported to participate in these opportunities going forward.

Estimated Cost for This Unfunded Need: \$250,000

Regional Trails Work Program

Statement of Need

In 2023, TRPC updated the Thurston Regional Trails Plan, identifying three recommendations for the Council to pursue: establish a trails planning workgroup, hold an annual trails meeting, and update the trails plan every five years. This project would fund a five-year cycle to do that work.

Estimated Cost for this Unfunded Need: \$500,000

Pedestrian/Walkability Strategy

Statement of Need

This plan will build on recently funded work to articulate a vision for a more equitable

multimodal transportation system, providing a focus on ways the region can encourage more people to travel by walking and support pedestrian connections to other modes, including transit. The project will update TRPC's sidewalk inventory, assess and flag gaps in the current infrastructure and policy landscape, identify opportunities to close those gaps, and investigate funding strategies. The goal of the project is to support progress toward a transportation network that better supports community goals around equity, public health, climate mitigation, economic development, and quality of life.

Estimated Cost for this Unfunded Need: \$425,000

Transportation Resiliency Strategy

Statement of Need

The Thurston Region is vulnerable to major earthquakes, landslides, the effects of climate change, and other hazards. A Regional Transportation Resiliency Plan would assist local, tribal, and state governments with identifying system vulnerabilities and developing strategies for mitigating and managing both pre- and post-incident transportation recovery priorities.

Estimated Cost for this Unfunded Need: \$500,000 plus the bridge earthquake structural assessment.

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Appendix B: Glossary

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A Glossary of Terms and Acronyms Found in the UPWP

Comprehensive Plan	Local agencies are required by the Growth Management Act to develop and adopt long range plans that guide all development activity. Local Comprehensive Plans are required to be consistent with the long-range Regional Transportation Plan, which in turn is required by the Growth Management Act to be consistent with the local plans. This overlapping consistency requirement ensures ongoing coordination between local and regional agencies.
Congestion Management Process	Congestion Management Process. A systematic approach required in TMAs that provides for effective management and operation, based on a cooperatively developed and implemented metropolitan-wide strategy, of new and existing transportation facilities eligible for funding under title 23 U.S.C., and title 49 U.S.C., through the use of travel demand reduction and operational management strategies.
CMAQ	Congestion Mitigation and Air Quality (CMAQ). CMAQ funding is available to reduce congestion and improve air quality for areas that do not meet the National Ambient Air Quality Standards for ozone, carbon monoxide, or particulate matter (PM) (nonattainment areas) and for former nonattainment areas that are now in compliance (maintenance areas)
CY	Calendar year. From January 1 to December 31.
FHWA	Federal Highway Administration. An agency within the U.S. Department of Transportation, with jurisdiction over highways. The Thurston region is located within FHWA Region 10.
FTA	Federal Transit Administration. An agency within the U.S. Department of Transportation that funds and regulates transit planning and programs. The Thurston region is located within FTA Region 10.
ITS	Intelligent Transportation Systems. A wide range of advanced technologies that improve the safety and operating efficiency of existing transportation facilities or services. Common examples of ITS include central dispatch of road emergency assistance, freeway traffic maps shown on television or the internet to warn motorists of accidents, and devices that map ‘real time’ location of transit vehicles.
IT	Intercity Transit. IT is Thurston County’s public transportation provider.
MPO	Metropolitan Planning Organization. Agency designated by the governor to administer the federally required transportation planning in a metropolitan area. An MPO must be in place in every urbanized area over 50,000 population.

Olympic Region	One of six WSDOT geographic regions that deals with state transportation issues. The Olympic Region includes Thurston County and is headquartered in Lacey.
RTIP	Regional Transportation Improvement Program (RTIP). Federally required document produced by TRPC that identifies all federally funded projects, and regionally significant projects funded by any source, for the current 4-year period. The RTIP is developed every year, and amended in between annual updates, as needed. For any federally funded project to proceed, it must be included in the RTIP and the Statewide Transportation Improvement Program (STIP).
RTP	Regional Transportation Plan. Thurston Regional Planning Council is required by state and federal laws to maintain a plan that looks out over at least a twenty-year horizon and ensures coordination across all jurisdictions for all modes of transport.
RTPO	Regional Transportation Planning Organization. State-designated agency created to ensure that regional transportation planning is consistent with county-wide planning policies and growth strategies for the region. TRPC is the Regional Transportation Planning Organization for Thurston County, which is a single-county RTPO.
SFY	State Fiscal Year. The period from July 1 through June 30.
STIP	Statewide Transportation Improvement Program. Federally required document identifying all federally funded and/or regionally significant projects in the state. Projects must be included in the STIP before applicants can use federal money awarded to their projects. For a project to be included in the STIP it must first be included in the RTIP.
STBG	Surface Transportation Program Block Grant Program. The primary federal funding program resulting from the FAST Act that provides money for a wide range of transportation projects.
TAC	Technical Advisory Committee. Advisory body to the TPB and TRPC on transportation issues, primarily technical in nature. All member jurisdictions and WSDOT are eligible to participate.
TIP	Transportation Improvement Program. State and federal laws result in TIPs at the local, regional, and state levels. This describes a four to six year list of projects that will be pursued.

TITLE VI	Federal legislation initiated with the Civil Rights Act of 1964 that prohibits discrimination, denial of benefits, or exclusion from participation on the grounds of race, color, or national origin. Title VI bars intentional discrimination as well as unintentional discrimination resulting from neutral policies or practices that have a disparate impact on protected groups.
TMA	Transportation Management Area. An urbanized area with a population over 200,000, as defined by the Bureau of the Census and designated by the Secretary of Transportation, or any additional area where TMA designation is requested by the Governor and the MPO and designated by the Secretary of Transportation.
TPB	Transportation Policy Board. This advisory body to TRPC focuses specifically on regional transportation issues. All member jurisdictions of TRPC are eligible to be active members of the TPB. The TPB also includes other representatives of community interests, as required by state law. State legislation passed in 2003 designated all the region's legislators as ex officio members of the TPB.
TRPC	Thurston Regional Planning Council.
UPWP	Unified Planning Work Program. A federally required report describing the work to be funded by revenues provided by 23 U.S.C. 104(f) and 49 U.S.C. 5336, and RCW 47.80. 050.to meet federal and state planning requirements for the ensuing one- or two-year period.
WSDOT	Washington State Department of Transportation.

Appendix C: 2024 Member Rosters and Staff Resources

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THURSTON REGIONAL PLANNING COUNCIL – CY 2024 MEMBERS

Bucoda	Robert Gordon
Lacey.....	Robin Vazquez, Chair
Olympia	Dani Madrone
Rainier.....	Dennis McVey
Tenino	John O’Callahan, Treasurer
Tumwater	Eileen Swarhout
Yelm.....	Joe DePinto
Thurston County	Carolina Mejia
Confederated Tribes of the Chehalis Reservation.....	Amy Loudermilk
Nisqually Indian Tribe	David Iyall
Intercity Transit.....	Debbie Sullivan
Port of Olympia.....	Amy Evans Harding, Vice Chair
North Thurston Public Schools	Esperanza Badillo-Diiorio
Olympia School District	Hilary Seidel
Tumwater School District	Mel Murray
LOTT Clean Water Alliance.....	Carolyn Cox
Thurston County Public Utilities District No. 1	Russ Olsen
Thurston Conservation District.....	David Iyall
Timberland Regional Library (Associate)	Cheryl Heywood
Thurston Economic Development Council (Associate)....	Michael Cade
Lacey Fire District #3 (Associate)	Liberty Hetzler
Puget Sound Regional Council (Associate).....	Josh Brown
The Evergreen State College (Charter Mem. Emeritus) ...	Scott Morgan

TRANSPORTATION POLICY BOARD – CY 2024 MEMBERS

Lacey.....	Andy Ryder, Chair
Olympia	Robert Vanderpool
Rainier.....	Ron Kemp
Tenino	John O’Callahan
Tumwater	Peter Agabi
Yelm.....	Tracey Wood
Thurston County	Wayne Fournier, Second Vice Chair
Confederated Tribes of the Chehalis Reservation.....	Amy Loudermilk
Nisqually Indian Tribe	Heidi Thomas
North Thurston Public Schools	Garrett Kendall
Intercity Transit.....	Justin Belk
Port of Olympia.....	Jasmine Vasavada
WA State Department of Commerce	Mark Barkley
WSDOT, Olympic Region.....	Gaius Sanoy
Business Representative Position #1.....	Renee Radcliff Sinclair, Vice Chair
Business Representative Position #2.....	Jessica McKeegan-Jensen
Business Representative Position #3.....	David Wasson
Emeritus Representative Position	Pete Kmet
Community Representative Position #1.....	Michelle Murray
Community Representative Position #2.....	Travis Millar

Ex Officio TPB Members – Washington State Legislature

2 nd Legislative District	Senator Jim McCune Representative Andrew Barkis Representative J.T. Wilcox
20 th Legislative District	Senator John Braun Representative Peter Abbarno Representative Ed T. Orcutt
22 nd Legislative District	Senator Sam Hunt Representative Beth Doglio Representative Jessica Bateman
35 th Legislative District	Senator Drew MacEwen Representative Dan Griffey Representative Travis Couture

TECHNICAL ADVISORY COMMITTEE – CY 2024 MEMBERS

Confederated Tribes of the Chehalis Reservation.....	Bryan Sanders
Nisqually Indian Reservation.....	Joe Cushman
Lacey.....	Martin Hoppe
Olympia	Joey Jones
Tumwater	Mary Heather Ames
Yelm.....	Patrick Hughes
Thurston County	Becky Conn
Intercity Transit.....	Rob LaFontaine
WSDOT, Olympic Region.....	Ashley Carle
WSDOT, Olympic Region Local Programs	Andrea Archer-Parsons

Thurston Regional Planning Council
Regional Transportation Staff Directory

Agency Phone Number: 360.956.7575
 Agency Fax Number: 360.956.7815
 Agency Web Site: www.trpc.org

Core regional transportation staff work on a wide variety of issues. New and emerging issues arise, and other issues diminish over time. The following list reflects the primary areas of responsibility for significant aspects of the Unified Planning Work Program. It is representative of the kinds of things each person works on, but it is not inclusive. If you have questions about something you do not see on the list, get in touch with any of the people below and we will help you find what you are looking for.

Staff Contact	Primary Areas of Responsibility in Transportation
Marc Daily <i>Executive Director</i> dailym@trpc.org	Oversight and management of all TRPC agency work programs.
Tyson Justis <i>Finance and HR Director</i> justist@trpc.org	Oversight and management of contracting, staffing, and accounting functions.
Scott Carte <i>GIS and Modeling Manager</i> cartes@trpc.org	Oversight of technical team including modeling and GIS staff. ITS Architecture
Katrina Van Every <i>Transportation Manager</i> vaneveryk@trpc.org	Oversight of Policy Board and transportation policy development. Title VI coordinator. Transportation funding. MPO/RTPO program requirements. UPWP. Performance measures. Regional Transportation Plan. Coordinated human services transportation planning.
Veronica Jarvis <i>Senior Planner</i> jarvisv@trpc.org	Legislative issues and support.
Paul Brewster <i>Senior Planner</i> brewstp@trpc.org	Federal funding programs. Oversight of Technical Advisory Committee. Trails and non-motorized transportation planning. Safety and security planning. Federal functional classification. "Walk and Roll" program and other school-based programs.
Theresa Julius <i>Senior Planner</i> juliust@trpc.org	Regional Transportation Improvement Program.
Michael Ambrogi <i>Senior Planner</i> ambrogim@trpc.org	Population and Employment forecast. Regional transportation and dynamic model support.
Aaron Grimes <i>Transportation Modeler</i> grimesa@trpc.org	Maintenance of regional travel demand model and development of dynamic traffic model development. Traffic data support. Regional and corridor analysis. Local agency modeling support.
Clyde Scott <i>Senior Transportation Modeler</i> scottc@trpc.org	Development of regional transportation and dynamic traffic assignment models. Regional and corridor analysis. Concurrency analysis. Local agency modeling support.

Appendix D: UPWP Annual Report

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SFY 2023

(July 1, 2022 to June 30, 2023)

Annual Report

Thurston Regional Planning Council
UNIFIED PLANNING WORK PROGRAM



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UNIFIED PLANNING WORK PROGRAM (UPWP) ELEMENTS

The State Fiscal Year (SFY) 2023 (July 1, 2022 – June 30, 2023) UPWP is divided into six major activities:

1. Program Management
2. Project Programming and Tracking
3. On-going Multimodal Transportation Planning and Outreach
4. Data Collection, Analysis, and Forecasting
5. Major initiatives (*may span over several work programs*)
6. Contingency and Carryover

The Annual Report describes the work that is funded by revenues provided by 23 U.S.C. 104(f), 49 U.S.C. 5336, and RCW 47.80.050 to meet federal and state planning requirements, along with activities funded from Surface Transportation Block Grant (STBG) program planning funds outlined in the UPWP work program. This annual report summarizes expenditure of those funds during SFY 2023.

The staffing and level of effort for each activity is as follows:

Program Activity	Full Time Equivalent (FTE)
1. Program Management	1.09
2. Project Programming and Tracking	0.77
3. On-going Multimodal Transportation Planning and Outreach	1.18
4. Data Collection, Analysis, and Forecasting	1.12
5. Major Initiatives	2.20
6. Contingency and Carryover	0.09
Total	6.44

In terms of funding for these mandated activities, state revenues accounted for 11.0%, federal revenues accounted for 83.5%, and the requisite local match accounted for 16.5%.¹

The UPWP is one element of a larger Thurston Regional Planning Council (TRPC) work program, which includes other transportation project work, along with projects and programs funded by other federal, state, and local funds.

TRPC work program activities do not include lobbying. However, if any lobbying activities were to occur outside of eligible regular activities as described in Title 23 and Title 49 and in RCW 42.17A.635, TRPC would file a certification and disclosure form as required by federal and state law.

¹ Toll credits were used as local match for STBG funding (FHWA through WSDOT) and is not reflected in this total.

SFY 2023 Actual Revenue

Work Element	SFY 23 FHWA		SFY 23 FTA		FHWA through WSDOT	WSDOT	Total Revenue
	FHWA PL Funds	TRPC Match 13.50%	FTA 5303 Funds	TRPC Match 13.50%			
Required Elements							
1. Program Management	67,554.85	10,543.24	27,495.20	4,291.16	131,654.49	18,146.39	\$259,685.33
2. Project Programming and Tracking	45,585.75	7,114.54	17,633.01	2,751.97	82,924.04	8,820.14	\$164,829.45
3. Multimodal Transportation Planning	76,793.13	11,985.06	26,074.73	4,069.47	137,761.83	87,157.57	\$343,841.79
4. Data Collection, Analysis, and Forecasting	61,321.22	9,570.36	32,260.78	5,034.92	136,901.85	21,825.66	\$266,914.79
5. Major Initiatives	135,104.47	21,085.67	48,388.04	7,551.89	247,986.73	31,996.34	\$492,113.14
6. Contingency and Carryover	2,245.58	350.47	4,418.79	689.64	12,771.06	2,382.35	\$22,857.89
Total	\$388,605.00	\$60,649.34	\$156,270.55	\$24,389.05	\$750,000.00	\$170,328.45	\$1,550,242.39

FHWA
 Federal Highway Administration
 FTA
 Federal Transit Administration
 MPO
 Metropolitan Planning Organization
 RTPO
 Regional Transportation Planning Organization
 STBG
 Surface Transportation Block Grant planning funds
 TRPC
 Thurston Regional Planning Council
 WSDOT
 Washington State Department of Transportation

SFY 2023 Actual Expenditures

Work Element	TRPC Agency Staff *	Professional Services	Travel and Training	Supplies, Materials, Printing, Software	Legal Notices	Dues	Total
Required Elements							
1. Program Management	244,348.03	547.50	3,601.94	9,113.02	1,012.85	1,060.88	\$259,684.22
2. Project Programming and Tracking	164,829.13	-	-	-	-	-	\$164,829.13
3. Multimodal Transportation Planning	343,841.77	-	-	-	-	-	\$343,841.77
4. Data Collection, Analysis, and Forecasting	266,914.61	-	-	-	-	-	\$266,914.61
5. Major Initiatives	492,114.77	-	-	-	-	-	\$492,114.77
6. Contingency and Carryover	22,857.89	-	-	-	-	-	\$22,857.89
Total	\$1,534,906.20	\$547.50	\$3,601.94	\$9,113.02	\$1,012.85	\$1,060.88	\$1,550,242.39

* Includes agency staff time used to match other federally funded transportation planning projects.

Comparison of SFY 2023 Planned versus Actual Expenditures

Work Element	Planned	Actual
1. Program Management	\$260,000	\$259,684
2. Project Programming and Tracking	\$165,000	\$164,829
3. On-going Multimodal Transportation Planning	\$345,000	\$343,842
4. Data Collection, Analysis, and Forecasting	\$290,000	\$266,915
5. Major Initiatives	\$530,000	\$492,115
6. Contingency and Carryover	\$0	\$22,858
Total	\$1,590,000	\$1,550,242

A comparison of SFY 2023 planned versus actual expenditures by task shows that overall actual expenditures were slightly lower than anticipated, but work elements 2 and 3 required use of contingency funds. Portions of tasks 1-6 were funded by STBG planning funds, which were fully expended by the end of the SFY.

PROGRESS REPORT

Element 1. Program Management

Program management is a core function that provides program fund management, and the administrative and technology support required to manage and coordinate the overall Metropolitan Planning Organization (MPO) and Regional Transportation Planning Organization (RTPO) transportation planning program.

Tasks:

- 1.1. Administration
 - Performed general program management and supervisory functions
 - Developed calendar year and fiscal year budget and staffing patterns (March 2023).
 - Monitored and adjusted budgets as necessary
 - Executed mandated accounting activities, including program accounting, financial documentation, and development of annual Indirect Cost Plan
 - Participated in state and federal program audits
- 1.2. Program Support and Maintenance
 - Provided management and administrative support to the Thurston Regional Planning Council, Transportation Policy Board, Technical Advisory Committee, and any subcommittees established by these bodies
 - Maintained hardware and software necessary to ensure consistency between UPWP program requirements and the overall agency information technology strategy
- 1.3. Personnel Management
 - Managed transportation personnel
 - Trained new staff: Transportation Manager was recruited during this SFY
- 1.4. UPWP Development
 - Developed the annual UPWP and coordinated the UPWP review
 - Integrated the UPWP into the TRPC annual work program
- 1.5. Required Reporting
 - Completed the Annual Report
 - Completed annual self-certification
 - Completed the Title VI Annual Report
 - Developed Annual Performance and Expenditures Report.
 - Completed annual self-certification.
 - Developed Title VI annual report
 - Complied with Title VI requirements
- 1.6. Professional Development and Training
 - Acquired the necessary training and professional development to effectively carry out state and federal transportation planning requirements
- 1.7. Fixed Costs
 - Paid for transportation modeling software, traffic management software maintenance, printing and mailing services, legal advertisements, conferences, meeting refreshments, and training

Element 2. Project Programming and Tracking

A required function of the MPO is to program and track federal funds.

Tasks:

2.1. Programming of Federal Funding

- Developed and maintained funding criteria. Completed update of funding criteria for the 2022 Call for Federal Projects for STBG and STBG Enhancements.
- Programmed federal Surface Transportation Block Grant (STBG), Transportation Alternatives (TA), and Congestion Mitigation Air Quality (CMAQ) funds (December 2022). Developed a plan for programming out Carbon Reduction Program (CRP) funds. This included a competitive process for fulfilling our immediate need to obligate funds and a long-term plan for future funding. The first competitive awards were issued in July 2023 with a full plan in place by the next Call for Projects sometime in calendar year 2024.
- Provided support to comply with federal and state requirements on the use of these funds, including reprogramming.
- Developed annual CMAQ funding report (February 2023)

2.2. Federal Funding Obligation Tracking

- Worked with the state to determine available obligation authority
- Coordinated with funding recipients to ensure timely obligation of funds
- Tracked and reported on funded projects through project completion
- Followed TRPC's Obligation Authority (OA) Policy and Procedure. Initiated an update of the OA Policy and Procedure. This should be completed in the second half of 2023.
- Followed WSDOT's Obligation Authority (OA) policy.

2.3. Regional Transportation Improvement Program (RTIP)

- Developed and maintained a four-year Regional Transportation Improvement Program, including processing amendments and modifications to the RTIP
- Developed a compilation of planned projects submitted by local jurisdictions and drawn from their six-year Transportation Improvement Programs
- Developed Annual Listing of Obligated Projects (March 2023)

Element 3. Multimodal Transportation Planning

TRPC must comply with state and federal transportation planning requirements. These requirements include the activities to be funded with specific state and federal planning revenues intended to help ensure a continuous, cooperative, and comprehensive planning process.

Tasks:

- 3.1. Tribal, Local, State, and Federal Agency Coordination
 - Participated in activities of the MPO/RTPO Coordinating Committee
 - Participated in the activities of the Association of Metropolitan Planning Organizations
 - Continued involvement in State planning activities, including Commute Trip Reduction activities, corridor studies, practical solutions, , and statewide plan workgroups.
 - Responded to requests for information from State and Federal partners
 - Invited Tribal participation in planning activities, including an invitation to the Squaxin Island Tribe for membership to TRPC.
 - Consulted with local, state, federal, and Tribal partners
 - Provided local agency support and inter-regional coordination. This includes participating in numerous local and regional study efforts and activities, providing planning and technical support to partners, and undertaking other activities that support the planning and implementation efforts of TRPC's partners.
 - Supported public transportation by participating with Intercity Transit on special studies, planning efforts, and other projects as requested, and through communication and coordination with other transit agencies as appropriate
 - Reviewed local agency plans and policies.
 - Provided support in local plan development and implementation.
- 3.2. Communications and Outreach
 - Conducted communication and outreach efforts related to our transportation work program, including updating the website and social media accounts, and providing information and briefings.
 - Conducted public education and outreach as appropriate for planning and programming activities, including maintaining a web and social media presence for project-specific needs
 - Responded to inquiries from the public and the media
- 3.3. General Compliance
 - Monitored, evaluated, and responded to federal and state transportation legislation and its potential implications for the region
 - Discussed Transportation Management Area transition with state and federal partners. Explored Transit funding scenarios with Intercity Transit and state and federal partners.
- 3.4. General Planning Activities
 - Conducted multi-modal and demand management activities including participating in and supporting a variety of activities related to multimodal transportation such as commute trip reduction, pedestrian and bicycle facilities planning, trails planning, and school-based activities. As part of this, maintained and updated the region's bicycle map and school walking route maps.

- Participated in and led activities related to the safety and resiliency of our transportation network, including emergency planning efforts.
 - Conducted land use and transportation integrated planning efforts,
 - Continued integrating equity into transportation decision making, including exploring and formalizing procedures for implementation.
 - Participated in and contributed technical and planning support for the I-5 Marvin Rd to Mounts Rd Planning and Environmental Linkage study.
 - Amended the long-range Thurston Regional Transportation Plan and updated or scoped other regional plans.
 - Supported planning activities concerning emerging technologies and broadband.
- 3.5. Support for the Human Services Coordinated Plan.
- Completed update of the Plan (November 2022).
- 3.6. Climate Mitigation Plan Implementation
- Supported implementation of the Climate Mitigation Plan and other strategies that reduce transportation-related greenhouse gas emissions and vehicle miles traveled.
 - Participated in state policy development on tracking and reducing Vehicle Miles Traveled as a greenhouse gas reduction strategy.
- 3.7. Urban Areas Functional Classification Review.
- Began review of the urban areas functional classification. This work will conclude in October 2023.
 - Monitored and reviewed other Census 2020 products as available.
- 3.8. Planning Support
- Provided planning support for ongoing local and regional plans and programs including targeted websites, household travel survey, and other transportation studies
 - Supported commute trip reduction program activities such as efforts to increase telework and flexible work hours on the state's capitol campus.
 - Maintained the region's bicycle map, ensured the website is updated regularly, and print copies of the map were available.
 - Provided support for issues related to transportation planning that emerged throughout the reporting period.

Element 4. Data Collection, Analysis, and Forecasting

TRPC's planning and required functions are supported by robust data collection, analysis, and forecasting activities.

- 4.1. Performance Measures
- Participated in target setting.
 - Adopted Transit Safety performance measures.
 - Adopted statewide transportation performance measures, including pavement, bridges, highway system performance, and freight.
 - Reported on performance measures.
- 4.2. Transportation Modeling

- Maintained the regional transportation models
 - Explored new modeling technologies such as transit ridership forecasts and bicycle and pedestrian counts.
 - Responded to requests from partners.
 - Contracted for on-call consultant modeling support services.
- 4.3. GIS and Modeling Management
- Maintained and updated Geographic Information System (GIS) data layers and information technology infrastructure to support our modeling and planning efforts.
 - Managed and coordinated the modeling team.
- 4.4. Data Management and Collection
- Collected and managed traffic counts.
 - Purchased origin and destination data to support additional data collection for future update of the travel demand model.
 - Collected other types of transportation data such as survey data.
- 4.5. Estimates, Forecasting, and Monitoring
- Developed annual Population and Employment estimates.
 - Integrated Census data into annual estimates and forecasts.
 - Updated the Sustainable Thurston Report Card, an online data set that monitors land use and transportation trends.
- 4.6. Support for Household Travel Survey
- Completed data collection related to the Household Travel Survey and began integrating data into transportation modeling assumptions.

Element 5. Major Initiatives

This section includes projects that may span over several years.

- 5.1. Developed an online electric and alternative fuel vehicles website. This project is mostly complete and will conclude in the second half of 2023.
- 5.2. Population and Employment Forecast Update. Continued updating the population and employment forecast to support the Regional Transportation Plan and Travel Demand Model. The update is anticipated to conclude in the second half of 2023.
- 5.3. Update of the Regional Travel Demand Model.
- Continued updating the regional travel demand model, including incorporating results of the Household Travel Survey and the updated Population and Employment Forecast. The model update will conclude in 2024.
- 5.4. Complete update of the Thurston Regional Trails Plan.
- Continued updating the regional trails plan, including incorporating recently completed trail feasibility studies, other local agency bicycle and pedestrian plans, and recommendations for future development and policy actions. The update of the Plan will conclude in the second half of 2023.
- 5.5. Begin update of the Regional Transportation Plan.
- Initiated preliminary work on the Regional Transportation Plan update, which will conclude in 2025.

Element 6. Contingency and Carryover

- 6.1 Contingency. This item is to reserve funding for emerging issues or data needs, or to provide additional funding to identified items.
- Contingency funds were used to support Task 2. Project Programming and Tracking. This included support for the RTIP (Task 2.3).
 - Contingency funds were used to support Task 3. On-going Multimodal Transportation Planning. This included coordinating with tribal, local, state, and federal agencies (Task 3.1), communications and outreach (Task 3.2), implementing the Climate Mitigation Plan (Task 3.6), beginning the urban areas and functional classification review (Task 3.7) and planning support (Task 3.8).
- 6.2 Carryover. This item is to reserve some planned carryover funds for the next state fiscal year. Carryover funds were not used in SFY 2023.



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: Technical Advisory Committee

FROM: Aidan Dixon, Associate Planner
Katrina Van Every, Transportation Manager

DATE: March 15, 2024

SUBJECT: Congestion Management Process: Objectives, Performance Measures, & Route Network

PURPOSE

TAC members will review and come to consensus on the revised CMP objectives and related performance measures. TAC members will review and provide feedback on the revised draft CMP route network.

Summary:

- A congestion management process (CMP) is a systematic and regionally accepted approach for managing congestion. It provides accurate, up-to-date information on transportation system performance and assesses alternative strategies for congestion management that meet State and local needs.
- Thurston Regional Planning Council (TRPC) staff have revised the set of CMP objectives to 5, based on feedback from TAC members. Staff will present these objectives for review and consensus.
- TRPC staff have revised the set of CMP performance measures to 14, based on feedback from TAC members. Staff will present these performance measures for review and consensus.
- TRPC staff will [present an updated proposed CMP route network](#) based on feedback received from TAC members.

REQUESTED ACTION

Review, discuss, and provide feedback on the CMP objectives, performance measures, and route network.



Marc Daily
Executive Director

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www.trpc.org

BACKGROUND

In 2023, TRPC was federally designated a transportation management area (TMA) due to its growing population. As a TMA, TRPC is now required to develop a congestion management process (CMP).

The CMP is intended to serve as a systematic process that provides for safe and effective integrated management and operation of the multimodal transportation system. The process includes the following elements:

- Developing regional objectives
- Defining the CMP Network
- Developing multimodal performance measures
- Collecting data and monitoring system performance
- Analyzing congestion problems and needs
- Identifying and assessing possible strategies
- Programming and Implementing strategies
- Evaluating strategy effectiveness

CMP OBJECTIVES

TRPC staff have revised the set of CMP objectives to 5, based on internal discussion and feedback from TAC members:

- 1) Increase the percentage of trips taken using transit, bicycling, walking, and other alternatives to driving alone.
- 2) Reduce congestion and improve travel time reliability for vehicles, transit, and freight.
- 3) Reduce fatal and severe injury crashes for all modes of travel.
- 4) Plan, build, and maintain regional transportation assets to maximize their useful life while minimizing project construction and maintenance costs.
- 5) Improve access to jobs and community destinations in the region.

CMP PERFORMANCE MEASURES

TRPC staff have revised the set of CMP performance measures to 14, based on internal discussion and feedback from TAC members. The performance measures are listed below, organized by objective.

- 1) Increase the percentage of trips taken using transit, bicycling, walking, and other alternatives to driving alone.
 - a. Non-SOV mode percent: average daily percent walking, bicycling, transit, and carpool commute trips
- 2) Reduce congestion and improve travel time reliability for vehicles, transit, and freight.
 - a. Percent of roadway miles on CMP network operating at V/C ratio over 1.0
 - b. Percent of vehicle miles traveled on CMP network at LOS E or worse
 - c. Percent of person-miles traveled on NHS within CMP network that are reliable (LOTTR)
 - d. Level of truck travel time reliability index on NHS within CMP network (LOTTTR)
 - e. Percent of buses arriving on time on CMP network
 - f. Mean incident clearance time on I-5 within CMP network
- 3) Reduce fatal and severe injury crashes for all modes of travel.
 - a. Fatal or Seriously Injured rate per 100 million VMT on CMP network
 - b. Fatal or Seriously Injured Pedestrian/Bicyclist rate per 100 million VMT on CMP network

- 4) Plan, build, and maintain regional transportation assets to maximize their useful life while minimizing project construction and maintenance costs.
 - a. Maintenance projects on CMP network as a % of all projects on CMP network
 - b. Percent of bridges on CMP network that are classified in "good" condition (weighted by deck area)
- 5) Improve access to jobs and community destinations in the region.
 - a. Percent of roadways on CMP network with complete sidewalks
 - b. Percent of roadways on CMP network with protected bicycle facilities
 - c. Percent of CMP network with 15-minute headway transit routes

CMP NETWORK

Defining Congestion. The CMP network must include those areas that meet the regionally identified definition of "congested" and represents an area for data collection and monitoring activities. For the purposes of the CMP, staff has revised the definition of congested as follows (strike through = text to be removed, bolded text = text to add):

*Congestion means ~~at least~~ a portion of the roadway was modeled and found to experience a **level of service (LOS)** of E or F ~~in 2018 or 2045~~ during the 2-hour PM peak, **as demonstrated in the adopted regional model's base or future year.***

Identifying the Route Network. For a more detailed review of the proposed route network, please refer to the online map available at <https://trpc.maps.arcgis.com/apps/mapviewer/index.html?webmap=42c87e38a06648cebf086e2948afdec>. The online map includes three iterations of the proposed CMP network. This staff report focuses on Version 3 and the following changes:

- Routes removed from the network:
 - 6th Ave SE (near the Lacey Transit Center).
 - Carpenter Rd.
 - Marine Dr/Olympia Ave/E Bay Dr (marine terminal to State Ave).
 - Old Highway 99 SE (south of Tumwater Blvd)
- Additional routes to consider for removal.
 - 14th Ave SE and Henderson Blvd SE (near the Olympia I-5 exits)
 - Trospen Rd SW
 - Tumwater Blvd SW

Given their association to Interstate 5, to what extent should local routes like these be included in the CMP?

- Routes proposed to be added (WSDOT request).
 - US 101 north of the US 101/SR 8 split
 - I-5 south of 93rd Ave (this is a potential add to the network)

These routes are part of the NHS and provide important connections to adjacent counties, but they are not currently nor expected to meet the CMP definition for congestion.

The CMP will result in a list of strategies to address congestion.

If a route is not congested now nor modeled to be congested in the future, is it necessary to include the route in the CMP network?

The following table shows how each route meets the primary and secondary factors discussed at previous TAC meetings. A list of the primary and secondary factors is included after the table.

Route	Primary Factors Met	Secondary Factors Met
6th Ave SE (near the Lacey Transit Center).	1	4
Carpenter Rd	2	2
*Marine Dr/Olympia Ave/E Bay Dr (marine terminal to State Ave).	1	3
*Old Highway 99 SE (south of Tumwater Blvd)	1	2
14 th Ave SE and Henderson Blvd SE (near the Olympia I-5 exits)	1	3
Trosper Rd SW	1	2
Tumwater Blvd SW	2	4

**Originally part of another corridor. Indication of primary and secondary factors met is only for this portion of the corridor and does not include values for the entire corridor.*

Primary Factors

- Is the roadway on the NHS or a state highway?
- Is the roadway an urban strategy corridor?
- If on the NHS, a highway, or an urban strategy corridor, does the roadway experience congestion?

Secondary Factors

- Is the roadway within the urban growth area for Lacey-Olympia-Tumwater?
- Does the roadway offer an important connection to Pierce County?
- Is the roadway on an Intercity Transit Route?
- Is the roadway a T-1 freight Corridor?
- Does the roadway offer an important intermodal connection/access (airport, marine terminal, rail, transit, park & ride, etc.?)
- Does the roadway offer an important connection/access to a major employment center in Thurston County?