



INFORMATIONAL MEMORANDUM

TO: Transportation and Infrastructure Committee
FROM: Jack Pace, Community Development Director *JP*
BY: Katie Wendel, Transportation Outreach and Marketing Assistant
Rose Warren, Lead Transportation Outreach Coordinator
CC: Mayor Ekberg
DATE: January 20, 2017
SUBJECT: Transportation Demand Management Program Capital Improvement Funds

ISSUE

The Transportation Demand Management (TDM) Program (formerly CTR Program) has funding for capital improvements and small employer assistance to decrease drive-alone travel within the City.

BACKGROUND

The TDM Program is currently implementing three federal and state grants in addition to the normal Commute Trip Reduction Program. The focus of the additional funding is to expand TDM services to employees not required to participate in the CTR Program and to Tukwila residents and visitors. The goal is to reduce the drive-alone mode split for *all* trips, not just commute trips.

Funding has been allocated for enhancements such as bike racks, wayfinding signs, benches, and small employer transportation management assistance. The funding **will be disbursed in Tukwila through a small capital improvement grant program and small employer assistance program**. Projects proposed to be installed are a citywide bike rack program and a transit information wall at Westfield Southcenter Mall, which will be developed in partnership with King County Metro.

A call for applications for the small capital project and small employer assistance programs was announced in December and the deadline has been extended to January 31, 2017. The maximum amount to be awarded for each project is \$5,000, which may be used as matching funds for larger projects. There is a collective total of \$26,000 from the three grants to be used in the City of Tukwila. The attached application includes a list of possible projects. The application can also be found online at <http://tukwilawa.gov/SmallGrantApplication>.

DISCUSSION

TDM staff have reached out to various city departments including Public Works, Parks and Recreation, and Economic Development to coordinate with related planned and proposed city improvements. Staff will continue to collaborate as appropriate with these and other departments on feasibility, site selection, and installation.

FINANCIAL IMPACT

Funding for the TDM projects is in place with no impact on the general fund. The installation of the capital improvements may be completed by a third-party contractor or by City staff, depending on the nature of the project and whether the City would like to contribute in-kind staff time. Staff have researched installation approaches taken by various cities in the region for similar grant funded projects and will reach out to Public Works and Parks staff to discuss options.

RECOMMENDATION

Information only.

Small Grant Program Overview

Program details:

A limited number of small grants (under \$5,000) for minor capital improvements and trip reduction programs are available to participating communities in South King County as part of a Regional Congestion Mitigation and Air Quality (CMAQ) grant to be administered by the South King County Transportation (SKC) Options team, housed within the City of Tukwila.

<http://tukwilawa.gov/SKCTransportationOptions>. Eligible projects must be within the cities of Burien, Federal Way, Kent, Renton, SeaTac, or Tukwila and may be proposed by community groups, employers, the city, or other interested parties.

The grant process is competitive and projects will be selected based on their ability to aid in the reduction of air pollution, traffic congestion, and fuel consumption by encouraging active transportation (bicycling or walking) or transit use. Creative projects that involve public art or other innovative ways to activate the public realm are encouraged. If you have an idea, or would like help brainstorming, please let us know and we will be pleased to work with you to develop a program.

Project guidelines:

- South King County city government, businesses, schools, community organizations, and neighborhood groups are eligible to apply.
- Project location must be in or around the designated urban growth centers of Burien, Federal Way, Kent, Renton, SeaTac, or Tukwila, http://www.psrc.org/assets/8590/Centers_small.pdf.
- Project must encourage active (bicycle or pedestrian) travel or transit use.
- Grants for individual projects may not exceed \$5,000 (not including matching funds).
- Projects will be approved at the discretion of the South King County Transportation Options team.
- If selected for funding, the South King County Transportation Options team will work with applicants and contractors to design and install capital improvements.
- Grant-funded items will be directly purchased through grant funding unless otherwise arranged.
- Funds are not intended to replace current funding for existing programs, but must be used for new or enhanced programs. Recipients may not profit monetarily from the grant.
- Grants are funded based on program estimates. Reimbursement may not exceed the approved grant allocation.
- The SKC Transportation Options Small Grant program does not guarantee that a project will be approved and reserves the right to determine which program requests are funded and to what degree. All rewards are subject to eligibility requirements and available funding.

- Grant recipients are required to measure results and submit a program evaluation form after completion of the project.
- Projects and programs must be completed by June 30, 2018.

Project examples:

- *Pedestrian and bicycle wayfinding signage*
- *Bike racks*
- *Public bike repair stations*
- *Bike lockers*
- *Kiosks with transit/bicycle/pedestrian information*
- *Interactive public art that encourages people to visit and walk in the area*
- *Pedestrian scale lighting along key pedestrian routes*
- *Demonstration or pilot projects to test bicycle or pedestrian improvements*
- *Shower/locker facilities for commuters*
- *Assistance establishing employer programs to reduce commute trips (e.g. ORCA card information, RideShareOnline.com incentive programs, carpool/vanpool program, telework/alternative work schedule assessment) **

How to apply:

Submit completed applications online at <http://tukwilawa.gov/SKCTransportationOptions> or via email to SKCTransportationOptions@TukwilaWA.gov by 1/31/17. Grant recipients will be notified by mid-February 2017.

Please contact Katie.Wendel@TukwilaWA.gov with any questions, comments, and concerns. We would be glad to talk with you about your ideas or to help you develop a program in your community.

* For commuter program assistance, contact Rose Warren, Outreach Coordinator at Rose.Warren@TukwilaWA.gov. Employers may be eligible for additional assistance with commuter programs beyond grant funding.

Important dates:

Applications due 1/31/17

Grants awarded February 2017

Project completion June 2018

TRANSPORTATION



SMALL CAPITAL IMPROVEMENTS/EMPLOYER PROGRAMS GRANT APPLICATION		
Proposed Project Location		
Address/description of location:		
Name of business or organization:		
City:	State:	Zip Code:
Contact person:		Title:
Address:		Employer:
City:	State:	Zip Code:
Email:	Phone:	Fax:
Project lead: (if different from above)		Title:
Address:		Employer:
City:	State:	Zip Code:
Email:	Phone:	Fax:
Relationship to project location: (owner, manager, CTR coordinator, program partner, etc.)		
Are you an employer/business?	Would you like assistance developing a program?	
Are you interested in installing a bike rack at your work site or business?		
PROJECT DESCRIPTION (Attach additional pages if necessary)		
<ul style="list-style-type: none"> ▪ What will be implemented or purchased? ▪ What are the goals for the project? ▪ How will the project be evaluated? ▪ Is this part of an existing program or a planned project that needs funding? ▪ Will the project require maintenance after installment? If yes, please describe the maintenance plan. ▪ Project timeline (must be complete by June 2018) 		

