



## **INFORMATIONAL MEMORANDUM**

**TO:** Transportation and Infrastructure Committee

**FROM:** Jack Pace, DCD Director

**BY:** Katie Wendel, Lead Transportation Outreach Coordinator  
Alison Turner, Transportation Outreach Coordinator  
Chris Andree, TDM Program Assistant

**CC:** Mayor Ekberg

**DATE:** May 14, 2019

**SUBJECT:** WSDOT Regional Mobility Grant Program Award 2019-2021

### **ISSUE**

The Transportation Demand Management (TDM) Program is asking for approval to accept the Regional Mobility Grant (RMG) Program Award 2019-2021, a Washington State Department of Transportation (WSDOT) grant.

### **BACKGROUND**

In recent years, the City's TDM Program has received RMG funding through a partnership with King County Metro, who provided pass-through funds to reduce drive alone trips in south King County. With the previous grant funding concluding, the City's TDM Program applied for RMG funding for the 2019-2021 grant cycle to continue TDM outreach activities in Tukwila and partnering south King County jurisdictions.

### **DISCUSSION**

The RMG project, to be implemented July 1, 2019 through June 30, 2021, will focus on providing TDM services at selected activity centers (e.g. business parks, commercial and residential multi-tenant buildings, educational institutions) and congested corridors within Tukwila and the partnering jurisdictions of Renton, SeaTac, and Kent to reduce drive alone travel and traffic congestion in south King County. A key strategy is to develop partnerships with embedded organizations in the communities we are serving to facilitate more effective outreach and improve long-term program outcomes.

### **FINANCIAL IMPACT**

The City will need to provide \$40,000 in match funding for the grant (20% of the \$200,000 program budget); this will be provided through the City's TDM Allocation (formerly called the Commute Trip Reduction (CTR) Allocation). There will be no impact to the general fund.

### **RECOMMENDATION**

The Council is being asked to accept the WSDOT Regional Mobility Grant Program Award in the amount of \$160,000 and consider this item on the Consent Agenda at the June 3, 2019, Regular Meeting.

### **ATTACHMENTS**

Attachment A: City of Tukwila award letter  
Attachment B: 2019-2021 Regional Mobility Grant Application- City of Tukwila

May 8, 2019

Jack Pace  
City of Tukwila  
6300 Southcenter Blvd., Suite 100  
Tukwila, WA 98188

Subject: 2019-2021 Regional Mobility Grant Program Award

Dear Jack Pace:

Congratulations! WSDOT is pleased to provide your organization a Regional Mobility Grant (RMG) for the 2019-2021 biennium. \$96 million in state funding will support nineteen new projects and 29 continuing projects. Please note that this letter only applies to the RMG Program. Notifications for other WSDOT public transportation grant programs will be sent separately to applicants.

**Award**

Your award(s) are listed in the table below. Projects funded into the 2021-2023 state biennium are contingent upon legislative approval of the state’s budget and federal appropriations. Your contract will reflect if you have continuing four-year projects or reappropriated funds.

<b>Project</b>	<b>2019-2021 Award</b>	<b>2021-2023 Award</b>
South King County Regional TDM for Centers and Corridors	\$160,000	

**Scoring Methodology**

An independent review panel evaluated applications using four criteria:

- (1) Delay reduction
- (2) Connectivity improvement
- (3) Project performance
- (4) Readiness to proceed

Based on their scores, a ranked list was calculated. The ranked project list was submitted to the Legislature for final determination.

**Expenditures**

Please note that funds are reimbursable for grant-supported activities beginning July 1, 2019. Project expenditures accrued prior to this date may not be charged to your award.

Jack Pace  
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**Primary Points of Contact**

Monica Ghosh is your primary WSDOT contact. Monica will assist you in developing your project scope, schedule of deliverables, budget and contract execution. She can be reached at 360-810-0131 or [ghoshmo@wsdot.wa.gov](mailto:ghoshmo@wsdot.wa.gov).

The Public Transportation Division is committed to your project's success. Please let us know how we may help. Contact Stacy Wyman, Grants Analyst, at [wymanst@wsdot.wa.gov](mailto:wymanst@wsdot.wa.gov) if you have other questions or concerns.

We appreciate the valuable services your agency provides. We look forward to finalizing your grant agreement and funding your project.

Sincerely,



Don Chartock, Grants and Community Partnerships Manager  
Public Transportation Division

cc: Monica Ghosh, WSDOT  
Katie Wendel, City of Tukwila  
Stacy Wyman, WSDOT

This funding request is for public transportation projects that begin July 1, 2019, and last either two or four years. Applications must be received by WSDOT no later than 5 p.m. on July 13, 2018. WSDOT will review all submitted applications for errors and completeness and may request additional information/corrections from applicants, which may be submitted up to August 10, 2018. Unless requested by WSDOT, applicants may not submit any revisions to an application after the application due date of July 13, 2018.

Complete one application per project. Please fill out the application electronically and save as an Adobe PDF file (as opposed to printing the application and scanning). See application instructions for more details.

### General Organization Information

Legal Name of Organization <b>City of Tukwila</b>			
DBA (if applicable)			
Federal Tax ID Number <b>91-6001519</b>		Statewide Vendor Number	
Mailing Address <b>6300 Southcenter Blvd., Suite 100</b>	City <b>Tukwila</b>	State <b>WA</b>	Zip +4 (required) <b>98188</b>
Billing Address (if different from mailing address) <b>6200 Southcenter Blvd.</b>	City <b>Tukwila</b>	State <b>WA</b>	Zip +4 (required) <b>98188</b>
Phone Number <b>(206) 433-7140</b>			
Organization Director <b>Jack Pace</b>		Organization Director Email Address <b>Jack.Pace@TukwilaWA.gov</b>	
Applicant Contact <b>Katie Wendel</b>		Applicant Contact Email Address <b>Katie.Wendel@TukwilaWA.gov</b>	
Project Contact <b>Katie Wendel</b>		Project Contact Email Address <b>Katie.Wendel@TukwilaWA.gov</b>	
Identify the areas this project will serve:			
Legislative district(s): <b>11, 33, 47</b>			
County(ies): <b>King</b>			

### Project Title:

South King County Regional TDM for Centers and Corridors

**Duration of Project:**     **Two Year (2019-2021)**     **Four Year (2019-2023)**

**Amount Requested for 2019 to 2021:** \$160,000

### Amount Requested for 2021 to 2023 (for four year projects only):

If your organization is submitting more than one project, list the titles of the projects in order of your funding priority.

1. Using the [TSMO Planning and Implementation](#) Website, identify/define which TSMO solutions are being proposed for your project.

The following TSMO solutions may be used for the project:

- Alternative work hours
- Community-based social marketing
- Commute trip reduction (CTR) programs
- Emergency Ride Home programs
- Employee incentives
- Mode choice
- Non-motorized facilities and improvements
- Ridesharing improvements
- Route choice
- Telecommuting

2. What is the proposed scope of work for this project?

The project will focus on providing TDM services at selected activity centers (e.g. business parks, commercial and residential multi-tenant buildings, educational institutions) and/or congested corridors within Tukwila and will provide assistance and resources in the partnering jurisdictions of Renton, SeaTac, and Kent to reduce drive alone travel and traffic congestion in south King County. The project will help increase transportation options at sites that have not received Commute Trip Reduction program support, such as smaller employers, who also may not have adequate resources to subsidize alternative transportation programs. A key strategy will include the development of partnerships with embedded organizations in the communities we are serving to facilitate more effective outreach and improve long-term program outcomes. The program will integrate innovative transportation demand management technologies and solutions as feasible. The project may include non-motorized facilities and improvements, depending on the infrastructure needs of sites.

- 3a. Using the [Corridor Sketch Summary Viewer](#), identify the corridor number(s) affected by your project. If your project does not affect the state highway system, identify other roads/intersections that would be affected.

Corridor ID	Corridor Name	% Congested
495 I-5:	I-405 Jct (Tukwila) to I-90 Jct (Seattle)	37.85
494 I-5:	Tacoma to I-405 Jct (Tukwila)	27.22
504 I-405:	I-5 Jct (Tukwila) to Bellevue City Center	98.17
382 SR 518:	SR 509 Jct to I-5 Jct (Tukwila)	59.36
503 SR 167:	King County (Pacific) to SR 900	47.80
384 SR 181:	SR 516 Jct (Kent) to I-405 (Tukwila)	71.24
383 SR 515:	SR 516 Jct to SR 900 Jct (Renton)	4.33
385 SR 900:	I-5 Jct to I-405 Jct (Renton)	25.12
389 SR 169:	SE Jones Rd to I-405 (Renton)	97.68
386 SR 900:	I-405 Jct (Renton) to I-90 Jct (Issaquah)	36.16
500 SR 599/SR 99:	I-5 Jct (Tukwila) to Spokane St (Seattle)	32.15
148 SR 516:	SR 509 Jct (Des Moines) to SR 169 Jct (Maple Valley)	52.94
499 SR 99/509:	Tacoma to SR 518 Jct (SeaTac)	48.86
501 SR 509:	SR 516 Jct (Des Moines) to SR 509/188th St Jct (SeaTac)	22.92

3  Is the need for the project and/or the project itself identified in any local or regional plans? If so, please list the plans and describe coordination efforts.

The City of Tukwila Commute Trip Reduction Plan, Comprehensive Plan, GTEC Plan, and Walk & Roll Plan all propose TDM strategies to help reduce congestion on regional roadways. TDM policies outlined in the Comprehensive Plan include: 13.5.3 Work with King County Metro and Sound Transit to provide amenities for transit riders, encourage transit use, and enhance multi-modal connections to transit. 13.5.4 Establish mode-split goals for all significant employment centers which will vary according to development densities, access to transportation service, and levels of congestion. 13.5.5 Continue to encourage the use of rideshare, transit, bicycle, and evolving technological transportation improvements. 13.5.6 Encourage transit-oriented uses, development patterns and pedestrian amenities in the vicinity of high-capacity transit stations.

If your project is in a county with a population of 100,000 or more that borders Puget Sound please describe the coordination used to develop the project and the level of integration represented by the project. If this does not apply to your project please leave this section blank.

The TDM Program has worked closely with various local and regional partners to implement current and past grant-funded TDM projects in Tukwila as well as the cities of Kent, Renton, SeaTac, Federal Way, and Burien, and will we continue to coordinate our efforts with regional partners.

TDM Program staff are members of the Puget Sound Regional Council's TDM Advisory Committee, which provides a regular opportunity for regional TDM stakeholders including implementers and mobility agencies to share information and coordinate efforts.

Tukwila TDM Program staff frequently contact or are contacted by other agencies' TDM programs to discuss emerging technology (e.g. trip logging apps, dockless bikeshare, shuttle services, etc.) to assess regional direction and opportunities for collaboration.

5. Describe the congestion, inefficiencies, and/or capacity constraints this project will address. Relate the proposed project to one of the following four indicators of transportation system performance: WSDOT identified congested corridors; locally identified corridors with level of service D, E, or F; evaluation of transit capacity and market potential; or evaluation of first/last mile connections (including existing park and ride capacities).

Many regional WSDOT-identified congested corridors fall within our project area. The following corridors are at or above 50% congested: 504, 382, 384, 389, 148. Additionally, the Tukwila and Kent Park and Rides had an occupancy rate of 100% and the Park and Ride in Renton was at 95% occupancy in 2016. Additionally, the SeaTac to Seattle morning commute "has the highest maximum throughput travel time index (MT3I) of the twelve I-5 commutes that WSDOT tracks in the central Puget Sound region." (source: 2017 WSDOT Corridor Capacity Report) As a result, south King County park and ride facilities and transit hubs are difficult for many who live and work in Tukwila and south King County to access.

- Describe the barriers to connectivity between counties and regional population centers this project will address. Describe deficiencies in modal connections, services, or public transportation capacity in the project area.

Much of south King County is characterized by historically auto-oriented development, and many barriers to connectivity exist, including hills, freeways, rivers and streams, as well as a fragmented system of sidewalks and limited available parking at transit stations and park and ride lots. The transit hubs in Tukwila and south King County provide connections to Seattle and other regional employment centers, and the demand for parking at transit hubs is high, demonstrating the need for improved first/last mile connections. Regional manufacturing and industrial areas have limited transit service and most transit service does not run late enough to accommodate workers with night shifts.

- How does this proposal address the transportation performance gap(s) identified in questions 5 and 6?

- The program will encourage and facilitate use of alternative modes of travel (such as transit, active transportation, and ridesharing) for work and non-work trips, including innovative solutions for first/last mile connectivity. This will allow more people to access new and emerging transportation options to help mitigate regional congestion.
- This program will also help increase awareness and use of King County Metro's new Community Connections services, currently in development in Tukwila to address first/last mile connectivity and in Kent to improve second and third-shift transportation access for workers in the industrial valley.
- This program will improve access to park and ride facilities and other transportation hubs by providing transportation resources and rewards to residents/employees and promoting innovative transportation solutions.

## Project Schedule

8a. Complete the appropriate sections of the table below.

Construction Project Activities	Completion Date (mm/yy)	Notes
Preliminary engineering start date		
Environmental documentation complete (NEPA/SEPA)		
Property acquisition (lease or purchase)		
Contract advertisement		
Contract award		
Construction start date		
Operationally complete		
Vehicle/Equipment Project Activities	Completion Date	Notes
Request for proposals (RFP) or Invitation for bid (IFB) publish date		
Contract award		
First vehicle delivery date		
All vehicles accepted		
Operating Project Activities	Completion Date	Notes
Start service	7/1/2019	
Complete service	6/30/2021	

8b. Describe work that has already been accomplished in support of the proposed project. Identify any and all schedule risks that may affect timely completion of the project, and possible mitigation for each.

TDM outreach to the residential and business communities has been conducted in Tukwila through a variety of methods that have laid the groundwork for building relationships and expanding implementation. The TDM Program has a presence at many City-hosted community events including middle and high schools, resident events, and employer events. TDM Program staff conduct small business outreach as part of current CMAQ, CTIG, and RMG (pass-through funding) programs.



## Budget

### a. Financial Plan

Identify the schedule for the following project activities. If an activity has already started describe the status of the activity in the notes section. If an activity does not apply to your project, denote as not applicable (N/A).

**Please note:** If this project is awarded funds from this grant program all project costs that do not come from this grant award will be considered required matching funds. Should project savings occur the reduction will be applied proportionally to the project's match and the grant award.

Project Activity	Funding Sources and Amounts							Useful Life
	Total Project Funds	Regional Mobility Grant Funds	Other State Funds	Local Funds	Federal Funds	Other Funds		
Project design (Preliminary Engineering (PE))	\$ 0							
Park and ride surface lot	\$ 0							25
Park and ride parking structure	\$ 0							50
Transit center	\$ 0							25
Transit only, HOV, and BAT lanes	\$ 0							20
Bus bulbs and sidewalks	\$ 0							20
Pedestrian/bicycle trail connections	\$ 0							25
Bus shelters	\$ 0							15
Transit signal priority	\$ 0							15
Security systems	\$ 0							10
Passenger/bicycle amenities	\$ 0							7
Transportation demand management (TDM)	\$ 80,000	\$ 80,000						1.5x length of grant
Promotion outreach/advertising	\$ 0							length of grant
New bus route, extended bus route, increased frequency	\$ 0							1.5x length of grant
Street/train car rolling stock	\$ 0							30
Fixed guideway	\$ 0							30
Cutaway bus van chassis	\$ 0							5
Cutaway bus truck chassis	\$ 0							7
Rolling stock buses	\$ 0							12
Land acquisition (purchase)	\$ 0							
Land acquisition (lease)	\$ 0							length of lease
Other								
1 Labor	\$ 120,000	\$ 80,000	\$ 40,000					
2	\$ 0							
3	\$ 0							
Total Project Cost	\$ 200,000	\$ 160,000	\$ 40,000	\$ 0	\$ 0	\$ 0		
% of RMG Contribution to Overall Project Cost (not to exceed 80%)		80%						

□□. Please identify the specific source(s) and the status of matching funds for the proposed project. If the matching funds are not yet secured, please describe measures being taken to mitigate the risk of having insufficient funds to implement the proposed project.

Matching funds (\$40,000) are from WSDOT TDM Allocation, which is a non-competitive State fund. This allocation is secured through 2023.

□c. Describe how and with what funds the project or service will be maintained after the funding expires.

This project is designed to help facilitate behavior change and is expected to continue to show long-term impact after the program concludes. The program will strive to establish sustainable low- to no-cost initiatives that partnering agencies/organizations/employers can continue administering if additional funding is not available to continue subsidizing and incentivizing alternative transportation options. There will be no capital improvements or services to maintain; if non-motorized facilities or improvements are included, their maintenance will be provided by the property owner. The Tukwila TDM Program will seek funding to continue successful projects. The City of Tukwila's TDM Allocation is secured through 2023, which will facilitate ongoing outreach and support.

10. Describe your organization's experience implementing similar types of projects.

The Tukwila TDM Program has administered various state and federal TDM grants within Tukwila and has expanded to provide regional TDM services within partnering south King County cities starting in 2016 with the Regional CMAQ Program, a partnership with the cities of Renton, Kent, SeaTac, Federal Way, and Burien. The program implements a wide variety of demand management strategies including in person and one-on-one outreach, transportation options trainings, employer Commute Trip Reduction assistance, online trip-logging incentive program management through RideshareOnline.com and SKCTrips.com, and event tabling. Staff are currently implementing a south King County regional CMAQ grant as well as a Commute Trip Innovation Grant (CTIG) to reduce employee trips to Sea-Tac Airport and are promoting the Just One Trip program throughout six south King County jurisdictions in partnership with King County Metro. This program will seek to be innovative, incorporating new technologies as appropriate, while replicating successful strategies from other projects. For example, the CTIG grant at the Sea-Tac Airport has demonstrated the impact of removing a barrier such as trip-logging to earn rewards.

11a. For projects that involve the purchase of vehicles, will the vehicles meet the requirements set forth in WAC 194-29 by June 1, 2018? (PRACTICABLE USE OF ELECTRICITY AND BIOFUELS TO FUEL LOCAL GOVERNMENT VEHICLES, VESSELS, AND CONSTRUCTION EQUIPMENT)

Yes  No

If yes describe how your purchasing plans meet the requirements of the rules.

N/A

11  If no, use the evaluation criteria for each section below to explain why it is not practicable to procure any of the ehicle types listed.

**ELECTRIC or ELECTRIC HYBRID**

- Does not meet your operational needs
  - Cannot meet charging requirements during routine use or through fleet management strategies
  - Lifecycle cost is greater than the lifecycle cost of the ehicle that your agency would otherwise procure
- Please explain your answer.

N/A

**11c. FUELED IN WHOLE OR IN PART BY NATURAL GAS OR PROPANE**

- Does not meet your operational needs
  - Lifecycle cost is greater than the lifecycle cost of the ehicle that your agency would otherwise procure
- Please explain your answer.

N/A

12a. What Vehicle Trip (VT) and Vehicle Miles Traveled (VMT) reductions will your project achieve in Year 1 and Year 4?

	VT	VMT
Year 1 reductions	122,544	1,862,667
Year 4 reductions	245,088	3,725,334

12. Describe the methodology and assumptions used to derive these estimates. Attach supporting calculations in an Excel file format to allow WSDOT staff to view the equations, formulae, and calculations used to develop your reduction estimates. For examples of standard methodology, click [here](#).

The calculations are based on the assumption that our program will reach approximately 3% of the total residential and employee population in Tukwila (1,800 participants out of 60,000 residents/employees). Partnering jurisdictions' populations were not included in the calculations as these jurisdictions will receive general outreach or program replication on a less targeted and extensive scale. The calculations assume that participants (3% of the targeted population) will reduce an average of 10% of their trips over the course of the project period.

The current drive alone mode split percentage was taken from the 2017 ACS Seattle-Tacoma-Bellevue MSA Commute Mode Share - Auto: Raw Value. The current carpooling mode split was taken from adding all other modes on the ACS mode share survey to find the remaining proportion, which likely primarily represents carpool and vanpool/vanshare users.

Calculations and notes describing additional weighting and assumptions are included in the attached spreadsheet.

12c. Successful applicants must measure the performance of their project along with its VT and VMT reductions each year for four years after the project is operationally complete. What methods or strategies will you use to do this?

The Tukwila TDM Program will administer a simple transportation survey or a direct measurement method of program participants as feasible to measure their VMT/VT and mode-split each year through 2025. ORCA card serial number tracking of card use as feasible.

**Project Service Level Information For Operating Projects Only**

13a. Provide the service level information requested below for this specific project:

<b>Project Specific Information</b>	<b>July 1, 2019, through June 30, 2021, (projected 24-months)</b>	<b>July 1, 2021, through June 30, 2023, (projected 24-months)</b>
Revenue Vehicle Hours		
Revenue Vehicle Miles		
Passenger Trips		

13b. How were service-level estimates developed?

N/A

**Application Authority**

This application must be certified by someone authorized or delegated to sign contracts on behalf of your organization, such as the board chairperson or chief executive officer. Applications submitted without the checkbox selected will be rejected by WSDOT and will not be considered for grant funding.

I certify to the best of my knowledge that the information in this application packet is true and accurate and that this organization has the necessary fiscal, data collection and managerial capabilities to implement and manage the project(s) associated with this application(s).

Name

Allan Ekberg

Title

Mayor, City of Tukwila

Date

7/13/2018

## Supplemental Information

Supplemental information is limited to the space below. You may use this space to elaborate on information provided in other sections of the application (indicate the specific question number). Try to keep your comments brief. WSDOT reserves the right to omit information exceeding the visible space provided.

Tukwila Greenhouse Gas Policy:

Resolution 1649 (Global Warming and Greenhouse Gases Resolution):

<http://records.tukwilawa.gov/WebLink/1/doc/8585/Page1.aspx>

The City of Tukwila is a founding member of the King County Cities Climate Collaboration (K4C) The Joint Letter of Commitment can be found here:

<https://your.kingcounty.gov/dnrp/library/dnrp-directors-office/climate/2014-K4C-LetterOfCommitments.pdf>

Additional response to 3b:

The Transportation Demand Management (TDM) Section of the Comprehensive Plan (Element 13 in Chapter 13, adopted in 2013) identifies policies to support TDM implementation. TDM policies outlined in the element are called out with the purpose to improve mobility and increase efficiency of the transportation system by reducing drive alone trips and vehicle-miles traveled. The policies are designed to manage congestion, reduce the need to expand the transportation facilities, and lessens the environmental and neighborhood impacts of vehicle trips.

The Tukwila GTEC Plan (2007) identified six-year mode-split targets for the City's Urban Center: 65.7% drive-alone trips and 34.3% non-drive-alone trips. Within the Urban Center, the City also developed a targeted Vehicle Miles Travelled (VMT) rate of 13.05.

## Attachments Checklist

(Applications submitted without the required attachments will be considered incomplete.)

- Draft VT and VMT reduction estimates for the project (submit in Excel file format)
- Letter of confirmation from any public transportation providers relied upon to achieve the performance estimates in the grant application
- Letter from MPO/RTPO verifying project is consistent with the regional transportation plans or policies
- Letters from organizations committing matching funds
- Copy of (or electronic link to) your agency's greenhouse gas policy