

## AGENDA

Technical Advisory Committee

Thursday, June 15, 2023, 2:00 – 3:00 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=U3R5amFuUjVVRU1VmbXNGZyFQWhSZz09>

Meeting ID: 842 8786 2576

Passcode: 478508

**Audio by phone, dial in early:**

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

2:00 p.m.	<b>1. Welcome &amp; Introductions</b>	<b>INTRODUCTIONS</b> Paul Brewster
2:05 p.m.	<b>2. Federal Funded Project Obligation Status Updates</b> <i>Members will share updates on their 2023 STBG, TA, and CMAQ funded projects.</i>	<b>Check In</b> Katrina Van Every
2:10 p.m.	<b>3. Federal Urbanized Area Boundary Amendment Process</b> <i>WSDOT released the draft 2023 Urbanized Area boundaries that determine if a federal functional classified facility is Urban or Rural. Staff and TAC will discuss the process for reviewing and proposing boundary amendments.</i>	<b>Discussion</b> Katrina Van Every and Paul Brewster
2:25 p.m.	<b>4. TRPC Obligation Authority Policy Update – continued</b> <i>Staff and members will review draft edits to TRPC's Obligation Authority Policy.</i>	<b>Discussion</b> Katrina Van Every, Paul Brewster, and Theresa Julius
2:40 p.m.	<b>5. WSDOT Freight and Goods Transportation System Data Request</b> <i>Staff will check in with the cities on the status of this data request.</i>	<b>Check In</b> Katrina Van every
2:45 p.m.	<b>6. TAC – Transportation Policy Board – TRPC Presentations and Retreats</b> <i>Staff and members will discuss opportunities for jurisdictions to present on their federally funded projects to policy makers later this fall and into 2024. During the TRPC and the TPB 2023 retreats, Policy makers may want to initiative discussions on existing and new Call for Projects criteria for 2024. Members and staff will share ideas for new criteria such as active transportation, safety, and preservation.</i>	<b>Discussion</b> Paul Brewster
3:00 p.m.	<b>7. Adjourn</b>	

### NEXT MEETING

July 6, 2023

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](mailto: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.



**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



Marc Daily  
Executive Director

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

**MEMORANDUM**

TO: Technical Advisory Committee  
 FROM: Katrina Van Every, Transportation Manager  
 DATE: June 8, 2023  
 SUBJECT: Urban Areas Review

**PURPOSE**

The purpose of this agenda item is to begin discussing updates to the urban areas designated based on the 2020 Census. Revisions to the urban areas are due in October.

**Summary:**

- Washington State Department of Transportation (WSDOT), in cooperation with the Federal Highway Administration, has adopted specific procedures for adjusting urban area boundaries.
- These boundaries are important because they define the breaks between rural and urban areas for transportation planning and operational purposes.
- The urban area boundary adjustments are cooperatively negotiated by metropolitan planning organizations, local officials, and WSDOT before being submitted for approval by the Federal Highway Administration. The urban area boundary adjustment process must be completed before any resulting functional classification adjustments can be made.
- WSDOT had provided an online map (linked below) that shows the urbanized areas established in 2013 (blue), the 2022 Census urban area (pink), and other layers helpful to analyze possible changes to the urbanized areas.  
<https://experience.arcgis.com/experience/270334f3d79b48b78128e421149111e1/page/Map-Review/>
- Attached are the criteria for establishing adjusted urban area boundaries. If TRPC or a local agency decides to adjust an urban area, they are responsible for coordinating with other affected local agencies as well as working cooperatively and negotiating any disputes.
- The deadline for local agencies to submit proposals to the boundary review team is October 2023.
- New urban area boundaries and resulting functional classification will be incorporated into WSDOT systems in 2024.

**REQUESTED ACTION**

Discuss desired updates to the urban areas designated based on the 2020 Census and identify any procedural reviews required at the local level.

kve:dm

**Criteria for Establishing Adjusted Urban Area Boundaries**

1. The adjusted urban area boundary, at a minimum, must encompass the entire 2020 decennial United States Census urban area of 5,000 people or greater.
2. A review of local and regional plans should be conducted so that the boundary reflects areas expected to be urban in the next decade (i.e., until the 2030 US Census urban area designation).
3. The adjusted urban area boundary will encompass a single contiguous area without holes or discontinuities and rural areas should not be situated along the inside edges of the adjusted urban area boundaries.
4. The adjusted urban area boundary should include entire municipalities (incorporated areas), as long as there is not an attempt to extend the boundaries beyond the area expected to become part of the urban area within the upcoming decade. Note: contiguous city watersheds may be excluded from the urban areas.
5. The adjusted urban area boundary should encompass areas outside of municipal boundaries having residential, commercial, industrial, and/or national defense land use patterns that are consistent with or related to urban development patterns.
6. The adjusted urban area boundary will encompass all traffic generators that are located within a reasonable distance to the US Census-designated urban areas, such as public parks, large places of assembly, large industrial plants, etc.
7. Rapidly expanding areas of urbanization should be included within the adjusted urban area boundary, especially if these areas are expected to fall within a 2030 US Census urban area designation.
8. Transportation terminals and/or access roads serving these areas, (e.g., airports and seaports), but outside of the urban area should be included if they are located within a reasonable distance from the US Census-designated urban area.
9. Consideration should be given to transit service routes (e.g., bus, passenger rail, etc.) and linkage points (e.g., stations and bus stops) with substantial implications and where inclusion will not unduly distort the 2020 US Census-designated urban area boundaries.
10. The adjusted urban area boundaries should be designed to avoid peripheral roadways from snaking in and out across the boundary. Adjustments should support consistent designations of roadways, such that they are either inside or outside of the boundary.
11. The adjusted urban area boundary, to the greatest degree possible, should be defined so that by using a map in the field it can be easily located. In instances where the boundary deviates from political jurisdictions, the boundary should follow physical features (e.g., rivers, streams, irrigation canals, transmission lines, railroads, streets, or highways). In instances where physical features are lacking, the AUA boundary should cross roads, streets, highways intersections, major crossroads, and/or interchanges that are easily identified in the field.



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- Thurston Economic Development Council
- Timberland Regional Library

**MEMORANDUM**

TO: Technical Advisory Committee

FROM: Katrina Van Every, Transportation Manager

DATE: June 8, 2023

SUBJECT: Obligation Authority Policy Updates

**PURPOSE**

The purpose of this agenda item is to discuss updates to TRPC’s Obligation Authority (OA) policy.

**Summary:**

- TRPC’s OA Policy has been in place since July 10, 2020.
- The policy needs to be updated to account for changes in WSDOT’s timelines for obligating funds and being eligible for redistributed funds.
- Adding RTIP Appendix A projects to the contingency list was suggested in order to provide the region greater flexibility in meeting its OA target and utilizing redistributed funds when they become available.
- A process for including Appendix A projects on the Contingency list will need to be established, and the OA policy is a logical place for this to live.
- Memorializing how the Contingency List is developed/maintained in the OA policy will also ensure transparency in the process.
- Based on TAC’s discussion at the June 1<sup>st</sup> TAC meeting, I have updated the draft changes to the OA policy. Members’ feedback and input is greatly appreciated.

**REQUESTED ACTION**

Provide feedback on the OA policy updated based on the TAC’s June 1<sup>st</sup> discussion.

**Attachment**

kve:dm



Marc Daily  
Executive Director

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

## Thurston Regional Planning Council

# OBLIGATION AUTHORITY POLICY AND PROCEDURES

Adopted July 10, 2020

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## OBJECTIVES

Thurston Regional Planning Council (TRPC) will implement the Obligation Authority policy outlined in this document to achieve the following objectives:

1. To comply with the Washington State Department of Transportation Local Agency Federal Obligation Authority Policy
2. To establish a clear and consistent framework for all local agency federal transportation grant recipients within Thurston County
3. To position the region to fund additional projects with redistributed sanctioned funds
4. To mitigate the adverse impact of sanctions on projects programmed and ready to obligate in the respective federal fiscal year (FFY)

## BACKGROUND

Each FFY, Washington State Department of Transportation (WSDOT) sub-allocates Federal Highway Administration (FHWA) grant program funds to Metropolitan Planning Organizations (MPOs) or to non-MPO counties. That year's funding level (plus a region's previous year carry-forward amount) comprise a region's Obligation Authority (OA), hereafter referred to as the region's obligation target.

FHWA has a strong interest in ensuring that obligation authority (funding) is committed (obligated) by the end of the FFY it is made available. Thus, each state's annual obligation target is equal to its amount of OA that year. If states fall short of their obligation target, the un-obligated OA is rescinded by FHWA for redistribution to states that can use it that year.

WSDOT is responsible for ensuring the total statewide local OA is delivered annually. In turn, the MPO or lead county agency is responsible for delivering its regional obligation target. WSDOT Local Agency Federal OA Policy outlines how funds will be sanctioned if an MPO or non-MPO county fails to deliver its obligation target.

## IMPLEMENTATION

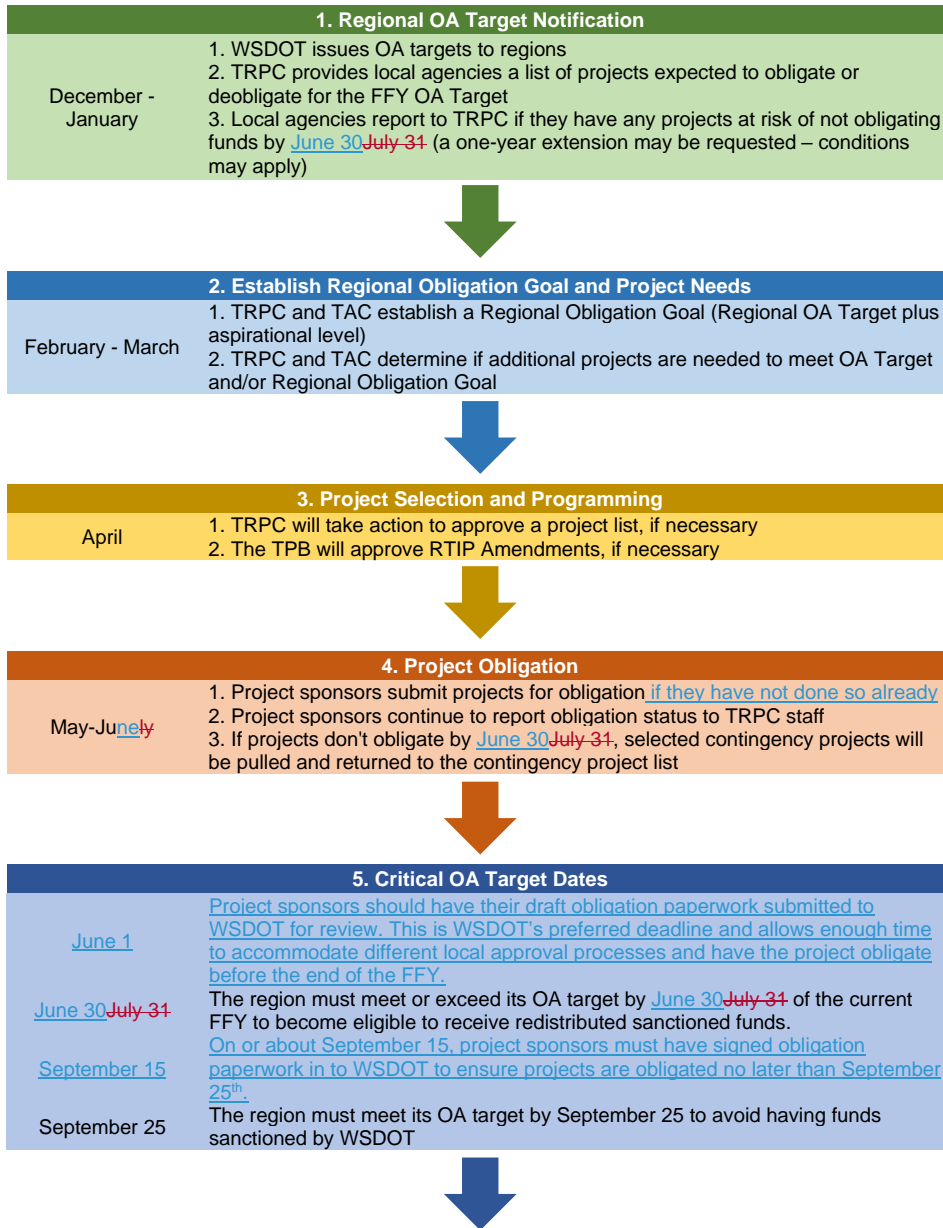
FFY 2020 is year one of the WSDOT Local Agency Federal OA policy. TRPC's 2020 OA target is subject to the state's policy. However, TRPC's procedures will be implemented starting in FFY 2021. Refer to Figure 1 for an overview of the TRPC OA Policy and Procedures timeline and activities. This policy can be amended by TRPC to streamline the region's needs and to reflect changes in the state's OA policy.

### 1. Critical Dates

- A. WSDOT's OA policy specifies that the region must obligate its OA target by FHWA's September closing date (usually around the 25<sup>th</sup>).
- B. For the region to be considered by WSDOT to receive redistributed funds, the region must meet or exceed its OA target by ~~July 31~~ June 30 of the current FFY. **For a project to be counted in the June 30<sup>th</sup> July 31<sup>st</sup> delivery, a complete funding package must be authorized by FHWA or in FHWA's queue awaiting authorization.**

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Figure 1: TRPC Obligation Authority Policy and Procedures Timeline



**6. Sanctions**

September-  
December

If TRPC is sanctioned by WSDOT for not achieving the required OA target, the responsible project-sponsor will have a corresponding amount of funding sanctioned by TRPC.

## 2. Regional OA Target Notifications

In December:

- A. WSDOT provides annual regional grant program allocations for Surface Transportation Block Grant (STBG), Congestion Mitigation and Air Quality (CMAQ) Improvement, and Transportation Alternatives (TA) grant programs to the MPOs and non-MPO counties.
- B. TRPC will provide local agencies a list of the projects expected to obligate or de-obligate for the corresponding FFY OA target. This list will be based on TRPC's grant award letters and the most current project delivery status report provided by WSDOT Local Programs.

In January:

- A. Local agencies (usually Technical Advisory Committee members) will report to TRPC if they have any:
  - i. Current FFY projects at risk of not obligating funds by ~~June 30~~July 31; and/or
  - ii. Projects likely to de-obligate funds in the current FFY not previously reported to TRPC

### **Options for At-Risk Projects**

- A. For any projects at risk of not obligating by ~~June 30~~July 31, a local agency may request a one-year obligation extension (from year stated in the award letter) without losing secure funding. However, project timing may be subject to funding availability.
- B. Projects delayed by more than one year must validate project feasibility to the Regional Council to maintain its secure funding status in the Regional Transportation Improvement Program (RTIP).

**Note:** The obligation date specified in the award letter is not always the same as the year the project is programmed in the RTIP.

## 3. Establish FFY Regional Obligation Goal and Project Needs

In February:

- A. TRPC staff will coordinate with the TAC to establish a **Regional Obligation Goal** for remainder of the FFY. This goal is comprised of the region's OA target plus an aspirational level to exceed the target by ~~July 31~~June 30.
- B. TRPC staff and the TAC will determine if additional projects are needed to meet the Regional Obligation Goal by ~~July 31~~June 30 and/or the region's OA target by September 25.

### **If Additional Projects are Needed:**

In March:

- A. By the third Thursday in March, local agencies will inform TRPC if a funding secure project that is programmed for a future year or a contingency project from the contingency list can submit complete paperwork and achieve FHWA obligation authorization by ~~June 30~~July 31.

**Note:** All contingency projects are drawn from the contingency project list. Contingency projects originate as pre-approved but unsecured funded projects during a Call for Projects Process.



#### 4. Project Selection and Programming

In April:

- A. The Regional Council will review and take action in one meeting to select candidate projects to meet the baseline OA target and/or the Regional Obligation Goal.
- B. The priority order for the selection of additional projects to obligation in the current FFY is as follows:

- ~~iii~~.i. Funding secure projects that can obligate earlier than programmed will move forward to meet the current FFY OA target
- ~~iv~~.ii. Contingency project funding level – the amount necessary to overcome the OA target shortfall
- ~~v~~.iii. Contingency project readiness as confirmed by project sponsor and WSDOT Local Programs
- ~~vi~~.iv. Other TRPC Council priorities
- ~~vii~~.v. A contingency project grant recipient not selected in the last two years (TRPC's intent to geographically distribute funding across the county)

**Note:** TRPC will abide by all agency policies and procedures for all RTIP Amendments and Administrative Modifications. Intercity Transit projects may require an Administrative Modification to the State Transportation Improvement Program (STIP) prior to obligation.

##### ***Regional Transportation Improvement Program Amendments and Administrative Modifications***

- A. One or more contingency projects will be amended to the four-year project list in the STIP to enable them to obligate, as needed (TRPC staff will coordinate with project sponsors to process amendments).

- ~~viii~~.i. If Formal STIP Amendments are required to respond to the Regional Council's project selection, the TPB will act during their April meeting.
- ~~ix~~.ii. TRPC will issue updated award letters to grant recipients for projects with revised obligation timelines.
- ~~x~~.iii. TRPC staff will notify project sponsors when Administrative Modifications or Amendments are approved (expected by the third Friday in May).

#### 5. Contingency Project Obligation

- A. Contingency project sponsors are encouraged to prepare WSDOT Local Agency Agreement documentation prior to STIP amendment approval. However contingency projects will stand by until receiving approval from TRPC to obligate.
- B. All project sponsors with current FFY obligation deadlines, including contingency projects, will continue communicating project status with TRPC staff.
- C. If by ~~July 31~~ June 30, there is any uncertainty to achieve the Region's OA Goal, the contingency project(s) that did not obligate by ~~July 31~~ June 30 will be returned to the unfunded contingency project list to be reconsidered for future years.

#### 6. Sanction Process

- A. If TRPC is sanctioned by WSDOT for not achieving the required OA target, the responsible project-sponsor agencies will be subject to the following corrective actions,

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under the direction of the Executive Director, to minimize impacts to other funding secure projects:

- iii. TRPC will rescind the corresponding project's funding secure status through a formal letter.
  - iv. If the sanction is caused by an unexpected de-obligation, the agency responsible will move a comparable funded project onto the contingency list.
  - v. If a project has already obligated (but after the deadline), TRPC will issue a formal letter to the project sponsor requiring them to de-obligate the project funds.
- B. TRPC will initiate a RTIP amendment. The amendment will move the project from the four-year project list to Appendix A as a contingency project. Upon approval by TRPC, the project may be amended back into the four-year project list if funding becomes available.

## CONTINGENCY PROJECT LIST DEVELOPMENT & SOURCES

### 1. Federal Call for Projects.

- A. Eligible Projects. Project eligibility will be determined by the Call for Projects process.
- B. Performance Based Assessment. Each project added to the contingency list from the federal Call for Projects process will be evaluated based on the criteria established for the Call. If criteria change from call to call, a contingency project's score may be re-evaluated based on the latest Call for Projects criteria.
- C. Process for Adding to the Contingency Project List. During a Call for Projects, project sponsors can request eligible projects be placed on the Contingency Project List. Eligible projects seeking funding during the Call that are not awarded funding will also be placed on the contingency project list.
- D. Priority. Projects added to the contingency list from the Call for Projects process are a priority for funding, even when an Appendix A project has a higher evaluation score.

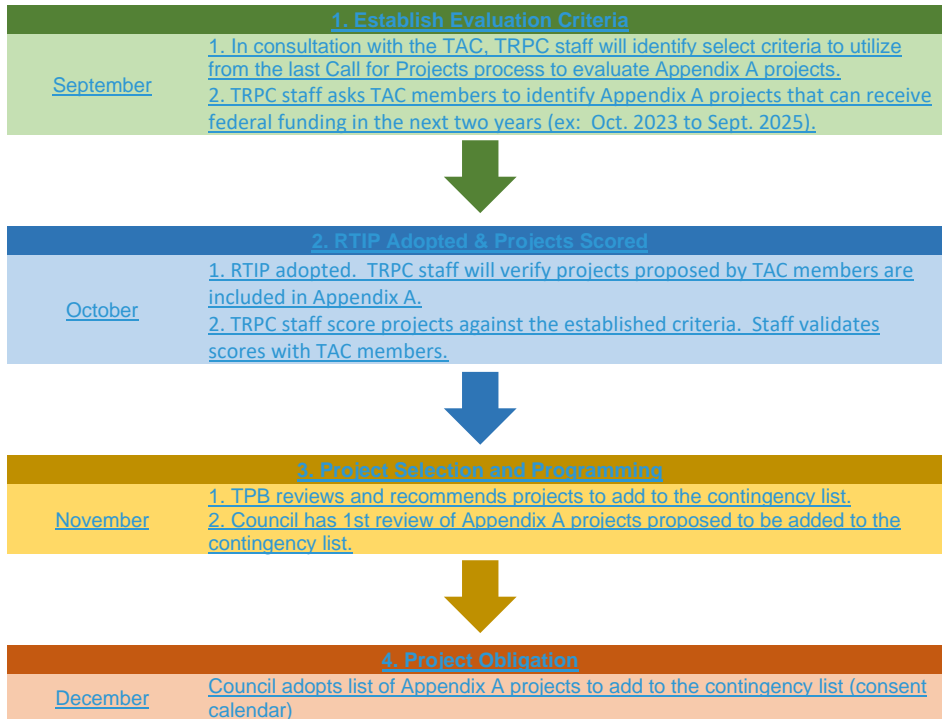
### 2. Regional Transportation Improvement Plan (RTIP) Appendix A. The RTIP's

Appendix A contains all projects identified in the adopted Transportation Improvement Programs for the jurisdictions and agencies within Thurston County during a six-year period, with the exception of those included in Table 2 of the RTIP.

- A. Eligible Projects. Each Appendix A project proposed to be included in the Contingency Project List must be able to obligate federal funding in the current or next federal fiscal years. For example, if a request is made in FFY 2024, the project must be able to obligate federal funding in FFY 2024 or 2025.
- B. Performance-Based Assessment. Each Appendix A project proposed to be included in the Contingency Project List will be evaluated based on selected criteria from the last Call for Projects process. Potential criteria include, but are not limited to, equity, greenhouse gas emissions, efficient use of federal funds, safety, etc.
- C. Process for adding to the Contingency Project List. Refer to Figure 2 for an overview of how eligible projects from the RTIP's Appendix A may be added to the contingency project list.

i. \_\_\_\_\_

Figure 2: Process for Adding Appendix A Projects to the Contingency List



**DEFINITIONS**

**Obligation authority (OA):** FHWA funding is only transferred to recipients as reimbursement for eligible project costs. So, rather than the money itself, states or other recipients are said to receive obligation authority -- authority (expressed as a dollar amount) to proceed with submitting projects to FHWA for final approval and obligation.

**Obligation:** The federal government’s action to legally commit (promise) to pay or reimburse states or other entities for the federal share of projects’ eligible costs. Following obligation by FHWA, the amount of FHWA funding associated with that project is said to be obligated.

**State obligation target:** FHWA has a strong interest in ensuring that obligation authority (funding) is used (obligated) by the end of the FFY it is made available. Thus, each state’s annual obligation target is equal to the amount of OA it has that year. If states fall short o their obligation target, the un-obligated OA is taken back by FHWA for redistribution to states that can use it that year.

**Statewide local obligation target:** In this policy-document, the statewide local obligation target refers to the target dollar amount equal to the portion of annual OA managed through the WSDOT Local Programs Office. OA managed by Local Programs can be split into two broad categories: 1) funding sub-allocated to MPOs and non-MPO counties for allocation to projects (STBG, TA, CMAQ funds) and 2) funding

awarded to project sponsors by the Local Programs Office (National Highway Performance Program, Bridge, Highway Safety Improvement Program, Interstate Maintenance, etc.).

**Regional obligation target:** By law, a portion of states' annual FHWA obligation authority for certain programs (STBG, TA, and CMAQ) is sub-allocated to areas of the state based on population. These sub-allocated amounts fund projects that are selected by metropolitan planning organizations (MPOs) or counties (in regions not required to have an MPO). The total amount of annual OA that is sub-allocated to each MPO or non-MPO county is considered to be that MPO or non-MPO county's regional obligation target (plus any carry-forward from the previous FFY).

**Nationally Redistributed OA:** In years when one or more states fall short of their state obligation target, the unused OA is taken back by FHWA and redistributed to states that can use it that FFY.

**Sanction:** In this document, a sanction is a dollar amount of OA reduction applied to a region's future OA sub-allocation as a result of failing to meet its regional obligation target as outlined in this policy document. OA that a region currently has and is still seeking to obligate to its projects is not taken away by a sanction. Rather, the next FFY's sub-allocation of new OA is reduced.

**Sanctioned OA / Redistributed sanctions:** In this document, sanctioned OA is the dollar equivalent of sanctions applied to regions resulting from the policies outlined in this document. Sanctioned OA will be made available for redistribution to other regions pursuant to the policies explained by this document.



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**MEMORANDUM**

TO: Technical Advisory Committee

FROM: Katrina Van Every, Transportation Manager

DATE: June 8, 2023

SUBJECT: Freight and Goods Transportation System Update

**PURPOSE**

The purpose of this agenda item is to discuss WSDOT's Freight and Goods Transportation System Update, which will require our region submitting information to WSDOT.

**Summary:**

- WSDOT is requesting freight data from local and regional partners to update the 2023 Freight and Goods Transportation System (FGTS). FGTS system is updated every two years to meet state legislative requirements, support statewide and regional transportation planning processes, and support freight investment decisions.
- TRPC is tasked with distributing the data and coordinating with the region's town, cities, and the Port of Olympia to provide a consolidated regional response.
- County responses were to be submitted separately through the County Road Administration Board's GIS-MO system earlier this year.
- WSDOT has granted the Thurston Region an extension for submitting this information. The region has until July 6<sup>th</sup> to provide the information to WSDOT. Local agencies are requested to provide information to TRPC staff no later than end of day June 29, 2023.
- Please refer to the data request letter and excel file included with this staff report for more details about the specific data being requested and data submittal process for different entities.

**REQUESTED ACTION**

Discuss any needs for providing the desired information by June 29<sup>th</sup>.

**Attachment**

kve:dm



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## Overview of 2023 FGTS data request and deadline

WSDOT is requesting cities, and ports to:

- 1) Review the list of city and port FGTS routes and 2021 FGTS data within your region/jurisdiction/district;
- 2) Verify and update freight classification using most recent truck volume data (post-COVID data collected since June 2021);

Please coordinate with your regional planning organization to provide a consolidated regional response for the 2023 FGTS update to Wenjuan Zhao at [zhaow@wsdot.wa.gov](mailto:zhaow@wsdot.wa.gov) by **June 15, 2023**.

*Note to Port Districts: The 2021 FGTS system only includes a few port freight routes due to lack of data. Those routes are listed under the "City" field that the port district is located in. WSDOT relies on ports to fill the data gap in the port freight network. Please use this form to submit data for your port freight routes, and indicate your port name under "Note 1" field.*

## Instructions for using the 2023 FGTS data submission form

### 1) To review the list of FGTS routes within your region/jurisdiction:

Filter the list using "MPO/RTPO" or "City" field under section 1 to select your region/jurisdiction, and review route description and its 2021 FGTS data in section 1 and 2. "Route ID" and "Segment No." can be used to sort freight routes and their associated segments within your region/jurisdiction.

### 2) To provide updated data for an existing FGTS route:

Enter information for all data fields under section 3.

### 3) To provide data for a new freight route:

a) Insert a new row in the data submission form, and enter route information for all fields under section 1 (*please check whether the "new" route is already included under any existing FGTS corridor as a sub-segment or not prior to making these changes.*)

b) Fill in appropriate section under 3.

### 4) To remove a freight route from the list:

Enter "Not a Freight Route" in "2023 FGTS Class" field and enter "remove freight route" in "Note 1" field under section 3 (*please do not delete the record*).

### 5) To correct route names/locations:

Make corrections to those fields under section 1 and indicate those changes under the "Note 1" field under section 3.

### 6) For an existing FGTS route without new truck volume data to submit:

Verify that it is 2021 FGTS data and then confirm whether its 2021 FGTS classification is still accurate to use for the 2023 update. If accurate, please indicate "No Change" under the "Note 1" field in section 3; if not, add a comment under "Note 1" field.

## Criteria for FGTS corridor designation

Freight routes are classified according to the annual gross freight tonnage they carry. The corridor designations for roadways are:

- T-1 more than 10 million tons per year
- T-2 4 million to 10 million tons per year
- T-3 300,000 to 4 million tons per year
- T-4 100,000 to 300,000 tons per year
- T-5 at least 20,000 tons in 60 days and less than 100,000 tons per year

Please use the formula in the "truck tonnage calculator" tab to estimate truck tonnage based on truck volumes by truck types.

## Fields for data entry in 2023 FGTS data submission form (section 3)

2023 FGTS Class	Please enter appropriate classification of your freight routes for 2023 FGTS update based on most current truck volume data. Truck routes need to meet truck tonnage thresholds specified under "criteria for FGTS corridor designation"
Average Daily Traffic Volume	Please enter the average daily traffic volume (total volume) collected through traffic counts (class 1-13 based on FHWA vehicle classification guide)
Single-unit truck ADT	Please enter the average daily traffic volume for single unit trucks (class 5-7 based on the FHWA vehicle classification guide)
Double-unit truck ADT	Please enter the average daily traffic volume of double-unit trucks (class 8-10 based on the FHWA vehicle classification guide)
Triple-unit truck ADT	Please enter the the average daily traffic volume for triple-unit trucks (class 11-13 based on the FHWA vehicle classification guide)
Annual Truck Tonnage	Please enter the annual truck gross tonnage estimated based on your truck volume count (post-COVID data collected since June 2021) using the formula provided in "truck tonnage calculator" tab
Truck Data Year and Month	Please enter the data collection as month and year (mm/yyyy)
Note 1	If any corrections are made to the route information under section 1 (route name, beginning/ending location etc), please indicate those changes in this field. If a new freight route is being added, please indicate "new freight route". If a freight route is being removed, please indicate "remove freight route". <i>*Optional for entering additional information for 2023 FGTS data submission.</i>
Note 2	<i>*Optional for MPO/RTPO to enter any additional information</i>

## **WSDOT Data Request for 2023 Freight and Goods Transportation System Update**

### **Background**

The Washington State Department of Transportation (WSDOT) is currently requesting freight data from local and regional partners to update the 2023 Freight and Goods Transportation System (FGTS).

WSDOT updates the FGTS system every two years to:

- Meet the state legislative requirements for ([RCW 47.05.021 \(4\)](#)) and ([RCW 47.06A.020\(3\)](#)).
- Provide a statewide freight dataset to support state and regional transportation planning processes.
- Support freight investment decisions. For example, it is used by WSDOT as a key data source in prioritizing the use of National Highway Freight Program Funding.

### **What type of data is being requested?**

WSDOT is requesting counties, cities, and ports to:

- 1) Review the list of local FGTS routes within their jurisdictions/districts
- 2) Verify and update freight corridor classifications using the most recent truck volume data (post-COVID data collected since June 2021<sup>1</sup>)

*Note: please do not submit any data for state highways. WSDOT collects truck volume data for the state highway system separately.*

### **Data submission process and deadline**

WSDOT is requesting MPO/RTPOs, cities, counties and ports to coordinate and submit freight data for the 2023 FGTS update. Specific roles and responsibilities are described in more detail below.

MPOs/RTPOs:

- Coordinate with city and port members to complete the data request for your region using attached “city and port data submission form”
- Provide a consolidated regional response to Wenjuan Zhao at [zhaow@wsdot.wa.gov](mailto:zhaow@wsdot.wa.gov) no later than **June 15, 2023**

Cities and ports:

- Complete the requested information for your jurisdiction/district using attached “city and port data submission form” and coordinate with your MPO/RTPO contact for data submission

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<sup>1</sup> Data collected since June 2021 is requested to capture the stabilized traffic pattern and avoid the time periods heavily affected by COVID-19.

Counties:

- Review county FGTS routes and submit updated freight data to the County Road Administration Board (CRAB) GIS-MO system by **April 1, 2023<sup>2</sup>**

### **Additional Information**

Truck freight corridors are classified into five tiers, T-1 through T-5, based on annual gross truck tonnage measurements:

- T-1 more than 10 million tons per year
- T-2 4 million to 10 million tons per year
- T-3 300,000 to 4 million tons per year
- T-4 100,000 to 300,000 tons per year
- T-5 at least 20,000 tons in 60 days and less than 100,000 tons per year

Please use this [Freight Transportation System in WA application](#) to review the location of 2021 FGTS freight corridors. Additionally, click on the *i* logo at the top left of the application for instructions on how to navigate the layers in the map.

Truck tonnage along freight routes can be estimated based on daily truck volume collected from short duration counts and average weights by truck types. Detailed information about the methodology can be found at: <https://wsdot.wa.gov/sites/default/files/2021-12/2021-FGTS-update.pdf> (page 154).

For suggested practice of short duration count data collection, see:  
<https://www.wsdot.wa.gov/mapsdata/travel/shortcountfactoringguide.htm>

### **Contact**

Please contact Mike Clark at [mike.clark@crab.wa.gov](mailto:mike.clark@crab.wa.gov) or (360) 350-6084 for any questions related to county data submission through CRAB's GIS-MO system.

Please contact Wenjuan Zhao at [zhaow@wsdot.wa.gov](mailto:zhaow@wsdot.wa.gov) or 360-705-6990 for any other questions.

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<sup>2</sup> This follows CRAB's deadline of April 1<sup>st</sup> for annual county road log update