



*Copy - orig mailed 2/21/2020
- scanned copies to Kathryn & Marcie R*

December 19, 2019

RECEIVED

DEC 26 2019

CITY OF WOODLAND

Mayor Will Finn
City of Woodland
PO Box 9
Woodland, WA 98674

Re: Surface Transportation Block Grant Program Funds – Lakeshore Drive Pavement and Pedestrian Improvement

Dear Mayor Will Finn:

The Cowlitz-Wahkiakum Council of Governments (CWCOG) Board of Directors approved the allocation of Surface Transportation Block Grant Program (STBGP) funds in the amount of \$845,364 toward the Lakeshore Drive Pavement and Pedestrian Improvement project in the City of Woodland. Please coordinate with CWCOG staff to ensure timely programming of these awarded funds in the Regional Transportation Improvement Program (RTIP) / Statewide Transportation Improvement Program (STIP).

The funds are programmed for obligation according to the schedule in the following table. Please be aware these awards are subject to modification, pending Washington State Department of Transportation (WSDOT) confirmation of funding availability. Early obligation (i.e. before the year programmed) is strongly encouraged when allowed by WSDOT. If you plan to obligate your STBGP funds early, please be advised WSDOT will request approval for early obligation from CWCOG.

Phase	Amount of STBGP Funds	RTIP/STIP Year	Obligation Target Range [see notes]
PE	\$195,057	2021	October 1, 2020 - June 30, 2021
CN	\$650,307	2023	October 1, 2022 - June 30, 2023

Notes:

- (1) Targets may be adjusted based on overall program obligation status. All parties must agree to any shift in obligation targets. Failure to meet obligation target by City of Woodland could result in forfeiture of award.
- (2) CWCOG strongly encourages submission of complete authorization package to WSDOT by **April 1st** of the year programmed to allow sufficient time for review and processing.

With this approval, City of Woodland will be responsible for the contracting, obligation, and closing out of the funds for the aforementioned project. The Washington State Department of Transportation Southwest Region (WSDOT – SW) Local Programs office will work closely with you to make sure that the project funds are properly spent.

As a recipient of STBGP funds, you are responsible for the timely expenditure of the funds for this project. Please ensure compliance with the Local Agency Guidelines (LAG) Manual and submit monthly expenditures to WSDOT's Local Programs office. You are also responsible for complying with CWCOG policy relating to meeting obligation targets. After close-out of the project has been completed, any remaining funds will be returned to the CWCOG STBGP account and cannot be transferred to another project in your jurisdiction.

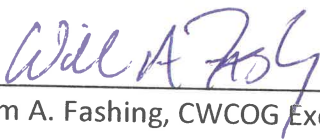
As a recipient of STBGP funds, you are also responsible for reporting to WSDOT and the CWCOG any expected surplus funds identified at the time you obligate for construction. This requirement is in place to assist in the management of the STBGP program's obligation requirements.

To help ensure progress towards timely obligation and the completion of projects, CWCOG requires recipients of STBGP funds do the following.

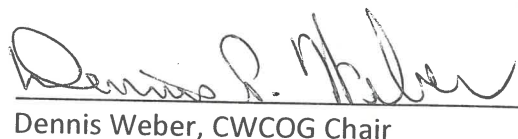
1. Within six (6) months of the date of this letter complete two items: 1) Communicate with CWCOG staff about the plan for programming the project on the RTIP/STIP; and 2) Discuss the project with WSDOT – SW Local Programs staff to make sure the requirements to obligate are understood.
2. Provide periodic updates to CWCOG staff and copy the WSDOT - SW Local Programs Engineer as requested, or as you identify challenges that may delay obligation.
3. Copy CWCOG staff on correspondence with WSDOT when it concerns obligation.
4. Provide CWCOG staff with a copy of the Local Agency Agreement and Project Prospectus when submitted to WSDOT.
5. Complete a CWCOG Annual Report each year until the project is closed out. Annual report forms will be emailed each January.

If you have any questions regarding the allocation, obligation, and expenditure of these funds, please contact CWCOG staff or the WSDOT - SW Local Programs Engineer. We look forward to working with you as this project is completed.

Sincerely,



William A. Fashing, CWCOG Executive Director

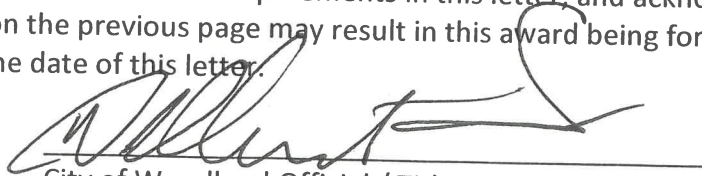


Dennis Weber, CWCOG Chair

cc: Tracy Coleman, Public Works Director; City of Woodland (by email)
Michael Williams, Local Programs Engineer; WSDOT Southwest (by email)

By signing and returning this award letter, City of Woodland accepts this award and agrees to move forward with the project; understands the requirements in this letter; and acknowledges that not obligating by the targets on the previous page may result in this award being forfeited. Confirm this award within 30 days of the date of this letter.

By:



City of Woodland Official / Title