

Instructions for Completing the Regional TIP Application to Modify a Project

Purpose: The application associated with these instructions allows a public agency to identify and submit a funded transportation project it proposes to modify in the Regional Transportation Improvement Program of the Puget Sound Regional Council. An individual citizen interested in advocating the modification of a transportation project or program – or addressing a transportation need associated with such – should contact the city, town, county, public transit agency or state Department of Transportation with jurisdiction for the project or program. For assistance, contact Dirk Brier at (206) 587-4812 or DBrier@psrc.org.

Note: Modifications involving MPO-managed federal funds may require certain approvals prior to being processed. For further details, refer to “Making Changes to the Regional and State TIP (TIPINFO-4)” at <http://www.psrc.org/projects/tip/applications/reference.htm>.

Question 8. Identify Estimated Total Project Cost by Funding Type

Below is an example of a completed table showing total project cost by funding source for a typical roadway project.

A	B	C	PROJECT PHASE				
			D	E	F	G	H
Fund Source	Secured or Unsecured?	Amount by Funding Source	Planning	Preliminary Engineering / Design	Right of Way	Construction / Implementation	Other
STP(R)	Secured	\$50,000		\$50,000			
BR	Secured	\$200,000				\$200,000	
Local	Unsecured	\$39,016		\$7,803		\$31,213	
<i>TOTAL</i>		\$289,016		\$57,803		\$231,213	

Question 9. New date the project will be fully implemented (e.g. open for traffic)

The “open-for-traffic” or fully implemented date must be identified for every project, whether or not it uses federal funds.

- To conduct the regional air quality modeling, the Regional Council must have the open-for-traffic date or fully implemented date for the proposed project even if you are applying for P/E Design and/or ROW (land) acquisition only.
- For most projects, this date will be an estimate and known only in terms of the probable month and year the project will be completed. If you cannot estimate the month and day, you may identify the last day of the year that the project is anticipated to be open for traffic or fully implemented (e.g., 12/31/02).

Question 11. Project Description

(100-word maximum; description limited to space available. Include full scope of work, e.g., “includes paved shoulder” or “includes curbs/gutters/sidewalks.”)

Provide as detailed a project description as possible, including where appropriate the number of lanes being added, sidewalks, bike lanes, paved shoulders, ITS components, etc. For example, the following project description does not provide enough detail:

“This project consists of major widening and signal improvements along SR 555.”

A more thorough project description would state the following:

“This project will add 2 general purpose lanes in each direction along SR 555 from Main Street to 1st Avenue. Traffic signals along the entire length of the corridor will be interconnected, and 6 foot paved shoulders will be provided. This project is being coordinated with WSDOT.”

Question 12. Identify Project Location

Please answer Questions 6a through 6d. Answer Questions 6e and 6f if they apply.

- Question 6b. If the answer is multiple cities, list them or provide a more appropriate answer such as “all Snohomish County cities electing to participate in the program.”
- Question 6d. If the project includes more than three regional growth centers, list 3 here and note the others under Project Description (Question 5).

Typical-project examples for answering questions 6a through 6f:

Question	Typical Roadway Project that Falls within Multiple Jurisdictions	Typical Transit Project that Affects the Agency’s Entire Service Area
6a County(ies)	Select: “King County”	Select: “Pierce County”
6b City(ies)	Write: “Bellevue and Redmond”	Write: “All cities in service area”
6c UGA	Select: “Yes”	Select: “Yes”
6d Regional Growth and Manufacturing/ Industrial Center(s)	Select: “Redmond Overlake”	Select: “Frederickson Industrial Area, Lakewood, Puyallup Downtown, Puyallup South Hill, Tacoma Downtown, Tacoma Mall, Tacoma Port Facility” <i>(As noted in Question 6d, due to space constraints, 4 of the 7 centers are documented in Question 5, Project Description.)</i>
6e Beginning Landmark	Write: “140 th Ave NE”	Write: “Pierce Transit Service Area”
6f End Landmark	Write: “156 th Ave NE	Leave Blank

Question 15. Improvement Type

Modify a project by selecting ONE primary Improvement Type and as many secondary Improvement Types as needed to accurately capture the nature of the project.

Example: A roadway project adding general purpose lanes, HOV lanes, new sidewalks, curb/gutter/landscaping, and a Class 2 bike lane would be categorized as follows: Major Widening – GP (primary); Major Widening – HOV, Sidewalks, Bike Lanes, Environmental Improvement – Roadway (secondary)

Improvement Types: R=Roadway, T=Transit, N=Nonmotorized Transportation, F=Ferry, O=Other (e.g., ITS)

Improvement		Definition
Category	Type	
ROADWAY		
New Facility – Roadway	R	Construction of a new facility, on new ROW, where currently none exists. Does not replace or relocate an existing facility.
Relocation – Roadway	R	Construction of a facility that replaces an existing roadway, but is in a new location. The new facility carries all the through-traffic, while the previous facility is closed or retained as a land-service road or local street only. If the old facility is to be retained as a collector or arterial, use “New Facility – Roadway” instead.
Environmental Improvement – Roadway	R	Non-capacity, non-safety, non-operational improvement; includes shoulder, curb, drainage, landscaping, noise barrier, environmental amenity, and access management.
Major Widening – GP	R	Addition of new through-lane(s) for general-purpose traffic. Includes adding a center continuous left turn lane (CLTL) extending from one arterial street to another arterial street.
Major Widening – HOV	R	Addition of new HOV or “HOV emphasis” lane(s) for private vehicles and/or transit vehicles. This category <u>INCLUDES</u> business-access/transit (BAT) lanes.

Minor Widening	R	Widening of lane(s)/shoulder(s) on an existing facility; addition of continuous left-turn lane(s) on a sub-arterial roadway; bringing a facility up to standard.
Preservation/ Maintenance/Reconstruction	R	Work that returns an existing facility to an adequate state without changing its basic character or adding capacity. This <u>EXCLUDES</u> grade-separation and resurfacing-only projects.
Resurfacing	R	Repaving or overlay work. Excludes reconstruction.
New Bridge or Bridge Widening	R	Construction of a new bridge which does not replace or relocate an existing bridge; capacity expansion on an existing bridge.
Bridge Replacement	R	Total replacement of a bridge with a new structure which does not add capacity. Bridge removal without replacement is considered to be "replacement."
Bridge Rehabilitation	R	On an existing bridge, structural, deck, or widening work that does not add capacity.
Multiple Intersections – Roadway	R	Work at multiple intersections, as a part of one project. If there are specific ITS elements such as signal coordination, also use improvement category "ITS."
Single Intersection – Roadway	R	Turn pockets, geometric changes, or adding signals where none existed previously at ONE intersection.
Safety – Roadway	R	Specific safety-related, non-signal, non-ITS, non-amenity improvement(s) such as visibility lighting, signage, or sight-distance improvement(s).
Grade Separation	R	Creation of a new facility that carries road or transit alignment over or under another facility.
Interchange – GP	R	Highway interchange or flyover improvements, primarily targeted at general-purpose traffic.
Interchange – HOV	R	Highway interchange or flyover improvements, primarily targeted at HOV traffic.
Other – Roadway	R	Roadway improvement(s) not otherwise categorized
TRANSIT		
New/Relocate Transit Alignment	T	New or relocated, ROW-dedicated transit facility such as rail line or dedicated bus-only lane. Do not use this designation for HOV lanes shared by private vehicles; they should be marked "Major Widening-HOV," even if transit will be a primary user.
Transit Center or Station – New or Expansion	T	New construction, expansion, or significant relocation of a center or station – <u>EXCLUDING</u> flyer stops. Do not use this designation for maintenance depots or bases; they should be marked "Operations – Transit." Note the name of adjacent existing or planned Park-and-Ride facilities in the description.
Flyer Stop	T	New flyer stop, defined as a transit stop in freeway ROW, allowing transit vehicles to stop for passengers without leaving the ROW. Note the name of adjacent existing or planned station or transit center facilities in the description. If significant new ramp or flyover construction is necessary to implement the flyer stop it may be appropriate to apply the "Major Interchange—HOV" category also.
Transit Center or Station – Maintenance	T	Maintenance or rehabilitation of centers and stations. Do not use this designation for maintenance depots or bases; instead, use "Operations – Transit."
Park-and-Ride Facility – New or Expansion	T	New construction or expansion of existing Park-and-Ride facility.
Vehicle Expansion	T	Purchase of new vehicles that increase total inventory.
Vehicle Replacement	T	Purchase of new vehicles that replace existing inventory.
Operations – Transit	T	Bases or maintenance facilities plus any other operational expenditures.
Service Expansion (Previously termed "Service Needs")	T	Addition of new route or extension of existing route.
Other – Transit	T	Transit improvements not otherwise categorized.

NONMOTORIZED TRANSPORTATION		
Sidewalk	N	Sidewalk adjacent to roadway. Include this category in ANY project that adds sidewalks.
Trail – Separate Facility	N	Separated pedestrian or bicycle trail of local or regional significance.
Bike Lane	N	Class II bike lane(s) or similar bicycle-focused improvement in the roadway itself; <u>EXCLUDES</u> Class III or IV bike route designations. Use one of the “trail” designations for separate bicycle or separate mixed-use nonmotorized facility.
Other – Nonmotorized	N	Pedestrian or bicycle improvement(s) not otherwise categorized, such as a station facility or bike lockers.
FERRY		
New Ferry Route	F	Addition of new multipurpose or passenger-only ferry route.
Service Expansion – Ferry	F	Addition of service to existing multipurpose or passenger-only ferry route(s). Includes both changing vessel size and adding new run(s) to existing schedule.
New/ Relocated/ Expanded Terminal	F	Any terminal facility work that adds capacity to dock(s)/slip(s), car or passenger holding area(s) or long-term parking, or any such work that generally increases throughput. A terminal that is improved to serve other modes such as bus or train should reference additional categories as appropriate. For example, a terminal receiving ferry capacity upgrades, more Park-and-Ride stalls, new bus access, and a bike commuter station would be tagged as “New/Relocated/Expanded terminal plus Park-and-Ride Expansion, Transit Center or Station, and Other – Nonmotorized.”
Terminal Preservation	F	Maintenance or rehabilitation of an existing terminal facility without adding capacity.
New/Replacement Vessel – Passenger Only	F	New vessel(s) for passengers only (no vehicle-carrying capacity).
New/Replacement Vessel – Car/Pass	F	New multipurpose vessel(s).
Vessel Preservation/ Rehabilitation	F	Refitting or maintaining existing vessel(s).
Operations – Ferry	F	Any operational improvement or program.
Other – Ferry	F	Ferry improvement(s) not otherwise categorized.
OTHER		
Transportation System Management (TSM)	O	Non-ITS, non-TDM Transportation System Management development. An example would be a fare collection system for ferries.
Intelligent Transportation System (ITS)	O	Intelligent Transportation System project. Signal <u>coordination</u> is an ITS activity, while signal <u>installation</u> would fall under one of the two intersection categories. A new signal or signals that are coordinated with existing or other new signals would receive both “intersection” AND “ITS” designations.
Study or Planning Activity	O	Planning activity for which the outcome is not pre-determined. Examples include “major investment study,” “corridor study,” etc.
Transportation Demand Management (TDM)	O	Transportation Demand Management program or support. Examples include incentives for commuting by transit or bicycle and establishment/operation of an online carpooling system.
Other – Special	O	A project that is not designated as Roadway, Transit, or Ferry and is not otherwise categorized.

Questions 17. Financial Information Matrix, & 18. Documentation of Secured Funding

(Note: Questions 8 and 17 both request that you provide project financial data. Question 8 asks for funding estimates over the life of the project, while 17 asks for only those funds programmed for the current TIP.)

For each row of information to be modified, provide the existing TIP information as “Before,” and the new information as “After.” Do not round project costs to the nearest thousand. All amounts should be carried out to the nearest dollar. Submit only those projects that have secured funding or funds reasonably expected to be secured.

In the matrix, insert “Before” and “After” information for each column as noted below:

Column	Information Needed
A	Identify each phase of the project (Planning, PE/Design, ROW Acquisition, Construction/Implementation, Equipment, Bus Replacement, Bus Expansion, etc.)
B	Estimated obligation date by phase (m/d/yy)
C	Federal funding source being programmed (STP/U, CMAQ, BR, IM, etc. – see TIPINFO-5, Glossary of Funding Sources)
D	Amount of federal funds being programmed
E	Source of matching funds (Local, State, MVET, etc.)
F	Amount of matching funds
G	Source of other funds used for the project: Use this column to list the source of local and state funds not needed to match federal funds. <ul style="list-style-type: none"> • Do not include federal funds in this column. • If your project will not use any federal funds, use this column to identify all of the project cost source(s).
H	Amount of other project funds that will be spent but are not included in any of the other columns
I	Phase total (Total of funds identified for each project phase: Columns D + F + H)

Completed Example (modifications are shown in bold):

[A] Phase	[B] Estimated Obligation Date by Phase	[C] Federal Funding Source	[D] Federal Funds Amount	[E] Match Funding Source	[F] Match Funds Amount	[G] Other Funds Source	[H] Other Funds Amount	[I] Phase Total
(Before-1) PE/Design	5/1/09	STP(R)	\$ 50,000	Local	\$ 7,803	N/A	-0-	\$ 57,803
(After-1) PE/Design	5/1/09	STP(R)	\$ 50,000	Local	\$ 7,803	Other TIB	\$ 3,000	\$ 60,803
(Before-2) Const/Implmt	2/1/09	BR	\$200,000	Local	\$31,213	N/A	-0-	\$231,213
(After-2) Const/Implmt	10/1/10	BR	\$200,000	Local	\$31,213	N/A	-0-	\$231,213
		TOTALS	\$250,000		\$39,016		\$ 3,000	\$292,016

Common Questions Regarding the Financial Information Matrix

➤ **What does “obligation” mean? And how is it related to a “transfer?”**

Obligation is the point at which the FHWA or FTA commits and sets aside a specific amount of federal transportation funds for the project as approved in the Regional TIP and State TIP. By obligating the funds, the federal agency agrees to reimburse the local agency up to an approved dollar amount.

- If funds are granted through FHWA, they are obligated when the “city/county” agreement has been signed by both the sponsoring agency and WSDOT, and the FHWA has “authorized” the project.
- If funds are granted through FTA, they are obligated when contract documents are awarded by FTA. Contract documents include the approved project budget.

If a transfer of federal transportation funds is required (i.e., from FHWA to FTA, or vice versa), the transfer is made before obligation occurs. Some restrictions apply as to which funds may be transferred, when and how much.

When a project's federal transportation funds are transferred from one federal agency to the other, the date the transfer is approved will be recorded in the Regional TIP database. When the federal agency receiving the funds has subsequently obligated them as described above, the Regional Council will also record the obligation date in the Regional TIP database. The transferred funds are not required to be in the State TIP at the time of obligation approval as long as the project and funds were in the State TIP when the transfer was approved.

➤ **How do I determine whether my awarded "STP" funds are STP Urban (STP/U) or STP Rural (STP/R)?**

Nearly all of the STP funds awarded (or reprogrammed) by the Regional Council are STP/U funds due to the urban nature of the region. The relatively few projects using STP/R funds are located outside the "federal-aid urbanized area" and "federal-aid urban area" in our four-county region. A map of these areas is available at <http://www.psrc.org/projects/tip/applications/fedaidmap.pdf>. STP/R funds are awarded through each countywide forum's competitive process. For additional information about a specific project, please contact PSRC staff (contact information on page 1).

➤ **How is "secured funding" defined?**

Secured funding is demonstrated when identified in an approved budget or appropriation or similar approved funding action. Secured funds include, but are not limited to the following:

- The WSDOT "current law" budget.
- The annual budget of a local city, town, county, or public transit agency.
- Projects selected for state-level Transportation Improvement Board (TIB) funding under one of its funding programs (e.g. TPP, AIP, etc.).
- Funds supported by a limited improvement district, fee mitigation program, etc.

Typically, the first year of a city's, town's, or county's financially constrained six-year comprehensive transportation program or a public transit agency's six-year transit development plan is also approved into the agency's annual budget. A project proposed to use federal discretionary funds is not considered secured until identified in an approved federal appropriation.

➤ **How is "reasonably expected to be secured funding" defined?**

Funds are reasonably expected to be available when (1) they are identified from sources historically available, and/or (2) they are currently authorized but not appropriated, and/or (3) they are otherwise explicitly identified for programming from agencies or organizations with "project selection" (award) authority. "New" and "innovative" funding sources are considered reasonably expected to be available if identified in sufficient detail and with a reasonable expectation/demonstration of public support. Fund sources that are "reasonably expected to be available" include, but are not limited to, the following:

- Those that are beyond a currently approved budget or appropriation, but are consistent with a projected extrapolation based on historic levels of such funds.
- Those that are identified in an approved authorization but not yet approved into an appropriation. This includes FTA discretionary earmarks in an approved "full funding agreement."
- Those from new funding sources that are identified in a specific financial plan and described in sufficient detail as to the actions to be taken to obtain the new funding – including "innovative financing techniques" and the *actions to implement those techniques*.

Funds identified in a city's, town's, or county's second-through-sixth year of a financially constrained six-year comprehensive transportation program or public transit agency's six-year transit development plan are considered to be reasonably expected to be available.

If the Regional Council is unable to determine whether the funding requested to be programmed is the appropriate mix of secured and/or reasonably expected to be secured funds, the Regional Council may consider the funds "speculative" and therefore ineligible to be programmed. Federal guidance calls for the Regional TIP to contain only projects that have secured funding or funding reasonably expected to be secured.

➤ **What if I have FTA 5307 funds from more than one FTA urbanized area (UZA)?**

PSRC's region currently has three urbanized areas as identified for FTA 5307 funds. These are the Seattle-Tacoma-Everett UZA, the Bremerton UZA and the Marysville UZA. If your agency is recommended for 5307 funds that originate from more than one UZA, identify the funds on separate lines of the TIPNEW application. For example, identify funds from the STE UZA on lines separate from those that report funds from the Marysville UZA.

➤ **What if I don't have enough room in the matrix to list all the phases and/or funding sources, etc.?**

The electronic version of this application provides six rows for your project's financial information. You cannot add more rows to the electronic application. If you need additional rows, please prepare a separate spreadsheet and submit it as an attachment to your application. (If unable to email, provide the spreadsheet separately by fax or mail).

➤ **How do I calculate the correct match for federal funds?**

The matching ratio is dependent on the maximum federal share. The maximum federal share differs depending on the federal funding source.

- The maximum federal shares are listed in TIPINFO-5, *Glossary of Funding Sources*, which identifies the maximum federal shares for various types of federal transportation funds. The following illustration uses a federal share commonly established for most STP and CMAQ funds, 86.5%.
- Illustration of the formula to calculate a matching ratio for a given phase:

Step 1:	Federal Funds	/	Federal Share	=	Total Project Cost for the Phase
	\$100,000	/	0.865	=	\$115,607
Step 2:	Phase Total	-	Federal Funds	=	Matching Funds
	\$115,607	-	\$100,000	=	\$15,607

Question 25. Through-traffic information (for roadway projects only)

(Note: Additional information about Questions 23 through 28 appears below.)

The design year is the year the improvement is expected to be in full use.

Example

A new freeway interchange is opened for traffic in the year 2010, but the volume of traffic using it is not as great in the first year as it is expected to be four years later, in 2014, when the traffic volume will reach the level expected when the interchange was designed. The design year for the interchange is 2014.

Questions –23 through 28

Two sets of information are required to answer Questions 23 through 28:

- The most recent project information *prior to this modification*, **AND**
- New project information *as modified with this application*

Provide both sets of information for each question answered. Following is an example of a project modification and the TIPMOD entries that would be made to document them.

CASE PROJECT

Before this modification, the project proposed to add 2 general purpose lanes to an existing two-lane roadway for a total of 6 miles, plus 6 miles of Bike Lanes. The project is now being modified to add only 1 general purpose lane for a total of 3 miles, plus 3 miles of Signed Shared Roadway.

For this project, you would have checked Questions 23 and 28 on the Worksheet because changes are being made both to the number of general purpose lanes being added and the bicycle/pedestrian element. Questions 23 and 28 in the application would be answered as follows:

(Please note: The case project presented is a relatively significant scope change. Such scope changes may require use of the PSRC reprogramming procedures and modeling for a new TIP air quality conformity finding.)

➤ **Case answer to Question 23 for projects adding general purpose lanes:**

**Most Recent Project Information
Prior to this Modification**

- a. Number of general purpose lanes existing before 2 and after 4 completion of the project.
(Total number, both directions)
- b. Miles of new general purpose through-lanes added by the project: 6
(Total miles, both directions)

**Project Information
As Modified with this Application**

- c. Number of general purpose lanes existing before 2 and after 3 completion of the project.
(Total number, both directions)
- d. Miles of new general purpose through-lanes added by the project: 3
(Total miles, both directions)

➤ **Case answer to Question 28 for projects with nonmotorized elements and/or paved shoulders:**

**Most Recent Project Information
Prior to this Modification**

Does the project include bicycle and/or pedestrian elements? **Yes**

If "Yes," complete the following:

- a. Type of Bicycle and/or pedestrian element
Roadway project with bicycle and/or pedestrian elements
- Stand-alone bicycle and/or pedestrian project
 - Roadway project with bicycle and/or pedestrian elements
- b. Type of bicycle and/or pedestrian facility
- Shared-use path (facilities physically separated from motorized vehicular traffic)
 - Bike Lane (roadway designated by striping and pavement markings)
 - Signed shared roadway (designated by bike route signs)
 - Shared roadways (streets with wide curb lanes, or roads with paved shoulders)
 - Walkways (pedestrian facilities separate from or part of roadways)
 - Other (e.g., bicycle/pedestrian bridges, curb-cuts, medians, refuge islands, curb ramps, signage)
- c. Length of bicycle and/or pedestrian facility (in miles) if applicable: **6**
- If "No," explain why.** (See note at beginning of this question):

**Project Information
As Modified with this Application**

Does the project include bicycle and/or pedestrian elements? **Yes**

If "Yes," complete the following:

- d. Type of Bicycle and/or pedestrian element
Roadway project with bicycle and/or pedestrian elements
- Stand-alone bicycle and/or pedestrian project
 - Roadway project with bicycle and/or pedestrian elements
- e. Type of bicycle and/or pedestrian facility
- Shared-use path (facilities physically separated from motorized vehicular traffic)
 - Bike Lane (roadway designated by striping and pavement markings)
 - Signed shared roadway (designated by bike route signs)
 - Shared roadways (streets with wide curb lanes, or roads with paved shoulders)
 - Walkways (pedestrian facilities separate from or part of roadways)
 - Other (e.g., bicycle/pedestrian bridges, curb-cuts, medians, refuge islands, curb ramps, signage)
- f. Length of bicycle and/or pedestrian facility (in miles) if applicable: **3**
- If "No," explain why.** (See note at beginning of this question):