

MEMORANDUM

December 22, 2009

To: Project Sponsors
From: Dirk Brier – Associate Planner PSRC
Subject: Annual Certification Form Required from Sponsors
With Projects in the Regional TIP and Other Updates

IMPORTANT: Generally only one contact at each agency will receive this memo, so please review this memo and, if appropriate, forward it to the department or project manager in your agency with overall responsibility for projects in the current Regional Transportation Improvement Program (Regional TIP).

This memo includes information about the Annual certification form that **MUST** be completed and returned by all agencies with projects in the current Regional TIP. If your agency does not have projects in the current Regional TIP, you may disregard the first section of the memo, but it may be helpful to review the remainder of the memo, which provides other important updates.

Annual Certification Form REQUIRED from All Sponsors with Projects in the Current Regional TIP

As of January 2004, PSRC has required sponsors to submit an “Annual Certification of Compliance with Applicable Federal Laws & Regulations” form if they have a project currently programmed in the Regional TIP. This certification is intended to ensure that sponsors with projects using federal funds agree to comply with applicable laws and regulations such as the Civil Rights Act, the Americans with Disabilities Act, and applicable federal and state environmental requirements.

This form is attached for your convenience and can also be found on the PSRC’s Web site, at <http://www.psrc.org/transportation/tip>. Sponsors are required to submit this certification with the signature of a responsible agency representative in January of each year. The annual certification is intended to be a broad statement about ALL projects in the current Regional and State TIPs sponsored by an individual agency. In addition, TIP applications require sponsors to further certify that all applicable federal laws and regulations will be in effect specifically for each individual project.

Forms should be returned by January 29, 2010. They may be returned in one of two ways:

1. Signed form is scanned and sent as a pdf to dbrier@psrc.org (preferred)
2. Signed form is mailed to:

**Puget Sound Regional Council
ATTN: Dirk Brier
1011 Western Avenue Suite 500
Seattle, WA 98104-1035**

If you have questions about this or other related subjects, please feel free to contact Dirk Brier at (206) 587-4812 or dbrier@psrc.org.