

The Regional Transportation Plan — 2018

Appendix Q

Administrative Procedures



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APPENDIX Q – Administrative Procedures

Introduction

As described in Chapter 5 of the Regional Transportation Plan (RTP), there are administrative procedures for amending new or revised project investments into the plan, ensuring that regionally significant transportation investments meet the objectives of VISION 2040.

The RTP contains a variety of investments – to preserve and maintain the transportation system, improve the system’s efficiency, and expand the system with strategic capacity. These investments incorporate various modes of travel on a wide range of facilities, from local roads to major interstates. Most of these investments are considered “programmatic” in nature, and are not called out as individual investments. These programmatic investments include, among other things, preservation, maintenance and operations, and capacity investments on local roadways.

Projects that seek to modify capacity on the regional system are required to be explicitly identified on the Regional Capacity Projects List and are subject to additional review and approval by PSRC’s Boards. The sections below describe in greater detail the thresholds for determining when an investment is considered a Regional Capacity Project. It is this subset of investments that are subject to the administrative procedures outlined in this document, and also subject to PSRC’s Approval process. These procedures and requirements are further discussed below.

SECTION 1 – DEFINITIONS

Regional Capacity Projects List

Table 1 below describes those investments in Transportation 2040 that are required to be on the RTP Regional Capacity Project List, and which are subject to PSRC’s Approval process. Table 2 describes those investments in the RTP that are below this threshold and are not required to be on the Project List, nor are they subject to Approval. These investments are either programmatic in nature or are investments on local facilities.

TABLE 1: Projects Required to be on the Regional Capacity Project List and Subject to PSRC's Approval Process (please note there may be some overlap in the categories below)

<p>Roadway Projects on principal arterials, State Routes or Interstates</p> <ul style="list-style-type: none"> • Capacity changes <ul style="list-style-type: none"> • Adding vehicle lanes • Removing vehicle lanes • Changing the configuration or usage of vehicle lanes • Other multimodal improvements that may affect vehicle usage or capacity such as Business Access Transit or High Occupancy Vehicle lanes • Street realignment or relocation • Continuous left turn lanes that extend between two principal arterials or state routes • New interchanges • Reconstruction of existing interchanges that add new fly-over ramps or new turning movements • Grade separations • Areawide multimodal improvements around transit stations 	<p>Intelligent Transportation System (ITS) Projects</p> <ul style="list-style-type: none"> • Projects over \$100 Million <p>Bicycle and/or Pedestrian Projects</p> <ul style="list-style-type: none"> • Projects over \$20 Million on separated pathways on dedicated rights of way <p>Transit Projects</p> <ul style="list-style-type: none"> • Park & ride lots resulting in more than 250 stalls • New or relocated transit centers and stations • New dedicated transit right of way, such as new alignments or tracks/infrastructure • Bus flyer stops in the Interstate right of way <p>Ferry Projects</p> <ul style="list-style-type: none"> • New routes • New or relocated ferry terminals
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TABLE 2: Projects Exempt from PSRC's Approval Process & Not Required to be on the Regional Capacity Project List (please note there may be some overlap in the categories below)

<p>All Planning Studies</p> <p>Roadway Projects</p> <ul style="list-style-type: none"> • Any investment on minor arterials and below (with the exception of State Routes) • The following work on any facility (including principal arterials and above): <ul style="list-style-type: none"> • Rehabilitation and maintenance • Safety • Operations (i.e., management of roadways, weigh stations, rest areas, studies, etc.) • New shoulders or changes to shoulder usage • Reconstruction of existing interchanges using the same alignment (additional lanes permitted, but not new turning movements) • Left turn lanes not continuous, or other intersection improvements <p>Intelligent Transportation System (ITS) Projects</p> <ul style="list-style-type: none"> • Projects under \$100 Million 	<p>Bicycle and/or Pedestrian Projects</p> <ul style="list-style-type: none"> • Facilities adjacent to and within roadway rights of way (bike lanes, sidewalks, pedestrian over/under-crossings etc.) • Projects under \$20 Million on separated pathways on dedicated rights of way <p>Transit Projects</p> <ul style="list-style-type: none"> • New bus routes • New buses, changes to bus service • Bus amenities such as shelters, bus stop improvements, etc. • Transit Maintenance and Operation bases • Park & ride lots resulting in less than 250 stalls • Transportation Demand Management (TDM) programs (e.g., ridesharing, vanpooling, commute trip reduction programs) <p>Ferry Projects</p> <ul style="list-style-type: none"> • Changes to existing ferry service • New ferries on existing routes
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Regional Capacity Projects - Status Definitions

The Regional Capacity Projects List contains investments that are included in the plan's financial strategy (the "Constrained" plan), but also contains investments that are identified as "Unprogrammed" and are not included in the financial plan nor in the regional air quality conformity finding. A project's status within either of these two plan categories – Constrained or Unprogrammed –will affect the sponsor's ability to program funds and move forward towards implementation. Further, the ability to program and obligate funds in the regional Transportation Improvement Program (TIP) depends upon the investment status in the plan. Table 3 below describes the plan statuses and their corresponding requirements.

Table 3: Regional Capacity Project - Status Definitions

	Plan Category	Approval Status	Description	Regional Transportation Improvement Program Actions
<div> <div>Ready To Go</div> <div>↑</div> <div>↓</div> <div>Less Ready To Go</div> </div>	Constrained	Approved	PSRC Executive Board has approved the project to proceed towards implementation.	Can program and obligate funds for any phase.
		Conditionally Approved	Approved pending the satisfaction of certain conditions, such as completion of NEPA; OR approved only for early right of way purchase.	Can program funds for any phase but may not obligate construction or right of way funds unless the conditions set by PSRC's Executive Board explicitly state otherwise.
		Candidate	Project is not yet approved; financial and other analysis remains to be done and Executive Board needs to take action.	Can program funds for any phase but may not obligate construction or right of way funds.
	Unprogrammed		Investment not yet included in the financial strategy and therefore not admitted to the Constrained portion of the plan.	Can only program and obligate study/planning funds.

SECTION 2: ADMINISTRATIVE PROCEDURES – AMENDING THE PLAN AND PSRC'S APPROVAL PROCESS

Amending RTP Investments

The RTP is formally updated every four years. This generally provides a formal opportunity for new or revised projects to be amended into the plan. For a Minor Plan Update, there would be a limited call for project updates. For a Major Plan Update, the plan goes through a larger update process with new alternatives and a full Environmental Impact Statement process.

Amendments to the Regional Capacity Projects List between plan updates are made infrequently. The procedures below describe how these "mid-cycle" plan amendments will be considered.

New Regional Capacity Project Admission to the RTP

Projects must meet certain basic requirements prior to admission into the RTP. These basic requirements are identified below.

- The proposed investment meets the threshold of the Regional Capacity Projects List
- The proposed investment has been derived from a comprehensive planning process, examples of which are listed below:
 - An approved local comprehensive plan developed under the state Growth Management Act;
 - An approved public transit short- or long-range capital improvement;
 - Washington State Department of Transportation's (WSDOT) approved State Transportation System Plan;
 - An approved capital improvement plan or program of a port or special purpose transportation agency;
 - A regional planning process conducted by one or more local, regional or state agencies with a recommendation of inclusion of project results in the regional transportation plan, as long as specific sponsorship is identified for individual investments.
- The proposed investment has the concurrence of all affected parties (for example, locally-proposed investments on state-owned facilities would need to have WSDOT concurrence);
- The sponsor of the proposed investment provides information addressing the evaluation framework specified in the adopted plan, based on key VISION 2040 policy areas. With the development of the plan's prioritization process, which was designed to implement that evaluation framework, sponsors are asked to complete the RTP Prioritization Sponsor Form, based on the nine evaluation measures adopted by PSRC's Boards. If and when the Board updates the prioritization framework, measures and subsequent sponsor form questions, the procedures outlined here will be revised as appropriate.

New Regional Capacity projects require an update to the regional model and a new determination of air quality conformity. As such, these requests are considered on a case by case basis based on timing and other factors. These plan amendments are reviewed to determine if they are minor or major amendments.

Minor plan amendments that demonstrably have no negative impact on the regional air quality conformity determination, do not require additional plan-level environmental review under the State Environmental Policy Act (SEPA), and are encompassed by the analysis completed as part of the plan's Environmental Impact Statement will be processed by action of the Executive Board. Major plan amendments that require additional plan-level SEPA review or potentially have a large impact on the regional air quality conformity determination must be approved by the General Assembly, and will preferably be completed at the regular plan update intervals specified by federal and state law. Major amendments can be processed on an as-needed basis by the General Assembly in cases where the Executive Board finds sufficient need to do so.

Amending Existing Regional Capacity Projects – Constrained Plan

Revisions to Regional Capacity Projects already contained in the adopted Constrained plan will be subject to the same requirements identified for new investments – the revision must be identified through an appropriate planning process, all affected parties must be in agreement, and the RTP Prioritization Sponsor Form must be completed. A determination will be made as to whether or not the revision is of a scale to require new regional modeling and a new conformity determination. Changes in both scope and completion timeframe may affect the regional model. Requests will be reviewed on a case by case basis and information provided to PSRC's Boards for their consideration.

Amending Existing Regional Capacity Projects – Moving from Unprogrammed to Constrained

In addition to the requirements identified above, requests to move projects into the Constrained plan from Unprogrammed will require additional information regarding the impact to the RTP financial strategy. The RTP has a constrained financial strategy, so that no additional investments may be included without a funding source. Projects requesting to be moved into the Constrained plan must have a reasonable funding source identified, and/or other investments must be moved out of the Constrained plan into Unprogrammed in order to maintain the financial constraint requirements of the plan.

PSRC's Approval Process

As illustrated in Table 3, projects enter the plan as Candidate investments and must receive approval by PSRC's Boards prior to implementation. For a project to receive Approval, the following must be met:

- Consistency with VISION 2040 Policies;
- Benefit–Cost Analysis (BCA) for investments greater than \$100 million;
- Final environmental documentation from a NEPA or SEPA process;
- Planning requirements, such as Memoranda of Agreements, zoning changes, etc.;
- Financial feasibility, demonstrating that the proposed project has a reasonable expectation of full funding;
- Air Quality, to determine if the project as submitted for Approval is consistent with the regional air quality conformity determination.

More information on the Approval requirements is available on PSRC's website at www.psrc.org. If a project changes such that the conditions under which Approval was granted or significantly altered, the Board may revisit the Approval status.