

PSRC 2024 Project Selection Process

- FTA Project Submission Form Resources -

Project Submission Form Checklist and Guidance

The FTA Project Submission Form is reviewed to verify each project's eligibility for PSRC's FTA funds. Project sponsors must provide information for each of the following topics to confirm eligibility:

- ✓ General Project Information ([jump to guidance](#))
 - Project Title
 - Regional Transportation Plan Consistency
 - FTA Project Sponsor Eligibility
- ✓ Contact Information ([jump to guidance](#))
- ✓ Project Description & Location ([jump to guidance](#))
- ✓ Local Plan Consistency ([jump to guidance](#))
- ✓ Federal Functional Classification ([jump to guidance](#))
- ✓ Pedestrian & Bicycle Accommodations ([jump to guidance](#))
- ✓ Addressing the Equity Criteria ([jump to guidance](#))
- ✓ Project Readiness ([jump to guidance](#))
 - Estimated Project Schedule and Delivery Information
- ✓ Project Finances ([jump to guidance](#))
 - PSRC Funding Request
 - Total Estimate Project Cost & Schedule
 - Financial Documentation

Attachment A: Pedestrian & Bicycle Facilities

Guidance for each of these topics, as well as discussion of PSRC's project submission form review process, is provided on the following pages.

Additional Information and Resources by Topic Area

General Project Information

Project Title

Should be concise but descriptive enough that the project can be distinguished from other projects of similar type. For TIP bucket projects continuing from previous TIPs, please include the fiscal years of funding in the project title, e.g., “Bus Replacements 2027–2028”.

Regional Transportation Plan Consistency

Projects seeking PSRC funding must be in or consistent with the region’s long-range Regional Transportation Plan (RTP). The determination depends on whether the project is a Regional Capacity Project or considered a programmatic investment in the RTP.

Regional Capacity Project

If the project meets the threshold that defines it as a regional capacity project, it must be explicitly included on the RTP’s financially constrained Regional Capacity Project list. Guidance on the thresholds that define a Regional Capacity Project is provided [here](#).

The RTP Capacity Project List is provided in Appendix D of the Regional Transportation Plan, located on PSRC’s website [here](#). Each listed project has a unique Project ID. Some projects may be connected to more than one RTP project; if this is the case, multiple RTP ID numbers may be provided.

The RTP also identifies the status of Regional Capacity Projects. Projects identified as “Unprogrammed” are ineligible to apply for PSRC funding because they are not included in the region’s financially-constrained plan nor the regional air quality conformity analysis. Projects identified as “Candidate” may apply for PSRC funding but must attain an “Approved” status by PSRC’s Executive Board prior to obligating right-of-way or construction funds.

Programmatic Transportation Investment

If a project does not meet the Regional Capacity Project threshold and is consistent with regional policies, it is considered a programmatic investment and does not need to be explicitly listed in the RTP. If the project is below the threshold that requires listing in RTP, enter “n/a” in the Project ID field.

For assistance or questions regarding RTP project status, please contact Mitch Koch at (206) 464-7537 or mkoch@psrc.org.

FTA Project Sponsor Eligibility

As further described in the [eligibility document](#), there are three designations of sponsors eligible to utilize FTA funding: Designated Recipients, Direct Recipients and Subrecipients. If the project sponsor is not a Designated Recipient for FTA funds, the sponsor must submit a [Supplemental Agreement](#) showing that a Designated Recipient agrees to permit the grant recipient to receive and dispense FTA funds.

Contact Information

Provide the name and contact information of the person who will respond (or facilitate response) to any follow-up questions that result from PSRC review of the project submission form.

Project Description and Location

Project Description

Provide a concise (300 words or fewer) but complete description of the scope elements included in the project. Guidance on the scope elements eligible for FTA funds is provided [here](#).

Please do not include a description of the project justification or benefits - instead this information should only be provided in the responses to the Equity criteria questions for Equity Formula projects.

FTA Funding Program Requirements

The [eligibility document](#) includes detailed information on projects eligible to use each FTA funding source. Additionally, there are certain federal requirements that must be met for FTA funding programs, in addition to basic project eligibility requirements:

- Recipients of Section 5307 FTA funds are required to expend at least 1% of each fiscal year's amount received on public transportation security projects. The procedures for meeting this requirement in the PSRC region are described in this [memorandum](#).

- For each fiscal year, up to but not more than 10% of the total estimated Section 5307 funds within each UZA may be used for the operation of paratransit service under certain conditions. This requirement is met by including the amount of 5307 funds used for paratransit services on the FTA Program of Projects for each fiscal year.
- Recipients of Section 5307 FTA funds are required to allocate not less than .75% of their 5307 funds to safety related projects. This requirement is met individually by each recipient as part of their FTA grant applications.
- Recipients of Section 5337 FTA funds are required to include funded projects in their Transit Asset Management (TAM) plans. This requirement is met individually by each recipient as part of their FTA grant applications.

Project Location

Be as specific as possible about the location and extents of the project. If the location is an intersection, indicate the intersecting facilities in the “Location” field and put “n/a” in the “To” and “From” fields. Inclusion of a map that shows the project location is encouraged.

Local Plan Consistency

To be eligible to receive PSRC funding, projects must be in, or consistent with, the transportation element of the appropriate city or county comprehensive plan that has been (1) updated consistent with the Washington State Growth Management Act (RCW 36.70A.130) and (2) certified, or conditionally certified, by PSRC. Applicants are asked to provide the specific citation and/or describe how the project is consistent with the policies in the local comprehensive plan. For a project on a state facility, it must also be demonstrated it is consistent with state plans, either through WSDOT review of the comprehensive plan transportation element that includes it, or consistency with a state-adopted plan.

The certification status of each jurisdiction in the central Puget Sound region can be accessed [here](#). For more information on PSRC’s Plan Review program, please refer [here](#) or contact Liz Underwood-Bultmann at (206) 464-6174 or lunderwoodbultmann@psrc.org.

For transit improvement projects, consistency with a transit agency plan must be described. If the transit project would modify a street or nonmotorized facility,

consistency with the certified local plan of the agency(ies) with jurisdiction over those facilities, must also be described.

State-sponsored projects must also demonstrate consistency with the certified plan of the local jurisdiction(s) in which the project is located.

Federal Functional Classifications

Functional classification is the grouping of highways, roads, and streets by the character of service they provide. A roadway must be approved on the federally classified roadway system before projects on it may use federal transportation funds (including proposed new facilities).

The following exceptions apply:

- Any bicycle and/or pedestrian project
- Project not on a roadway
- Any transit project, including equipment purchase and park-and-ride lots

Funds may be requested for a project on a roadway that is planned to be added to the federal functionally classified network, but currently is not. In this case, if funds are awarded, the jurisdiction must complete the federal functional classification change process prior to obligating the funds. Otherwise, the funds would be required to be returned.

For assistance determining functional classification, refer [here](#) or contact Gary Simonson at (206) 971-3276 or gsimonson@psrc.org.

Pedestrian and Bicycle Accommodations

To comply with federal rules, pedestrian and bicycle facilities must be considered in conjunction with all new construction and reconstruction of transportation facilities, except where pedestrian and bicycle use are not permitted. Additional detail on federal pedestrian and bicycle laws and policies is provided as Attachment A to this document.

Project sponsors should identify the pedestrian and/or bicycle facilities that are included in the project's scope, and/or already exist in the project area. If none exist

or are proposed with the project, the sponsor should provide an explanation per the guidance provided.

For assistance on pedestrian and bicycle requirements, please contact Sarah Gutschow at (206) 587-4822 or sgutschow@psrc.org.

Addressing the Equity Criteria

PSRC's regional FTA funds within the Seattle-Tacoma-Everett Urbanized Area are distributed via the Equity Formula. Equity Formula funds are used to improve transit services and access for PSRC's identified equity focus area populations, referred to as "EFAs." PSRC's defined EFAs are: people of color, people with low incomes, older adults, youth, people with disabilities, and people with limited English proficiency. Further background information on the Equity Formula distribution can be found in the [2024 Policy Framework for PSRC's Federal Funds](#).

PSRC has developed the [Equity Formula Guidance document](#) with procedures and guidance for project submissions. As a reminder, agencies should not apply the Equity Formula distribution in the same manner as the Earned Share distribution, but instead focus these funds on investments that will specifically improve equitable outcomes for identified EFAs.

For projects requesting Equity Formula funding, the [2024 Regional Project Evaluation Criteria](#) for PSRC's FHWA Funds provides helpful guidance and examples for responding to these questions. However, please note that responses for FTA Equity Formula projects will not receive numeric scores as under the competitive distributions.

In addition to the guidance contained within the FHWA Regional Project Evaluation Criteria, additional resources have been provided to assist sponsors in addressing the specific criteria related to [Equity](#) and [Safety](#).

An interactive web-based [Project Selection Resource Map](#) has been developed to assist applicants in completing their applications and to fully address the Equity criteria. The map allows applicants to view the location of features such as the regionally designated centers and the urban growth area boundary. It also provides information from the regional demographic profile, as well as additional information related to the potential populations being served by various projects, including data

from PSRC's Growing Transit Communities program and highly impacted communities from the Puget Sound Clean Air Agency.

Project Readiness

Applications must identify the prerequisites that need to be satisfied before federal funding is typically eligible to obligate and demonstrate that the major project milestones are scheduled sufficiently to allow the project to deliver on time. This includes 1) understanding and identifying the obligation prerequisites that apply to the project, 2) documenting the status of each at the time of application, and 3) providing realistic completion dates for those not yet completed.

When providing the dates of major milestones in the project schedule, it is critical that the amount of time needed to achieve them not be underestimated. For a project that has not yet completed at least 60% design, this includes time in the schedule to allow for more uncertainties (e.g., true right-of-way needs are often not known until substantial design has been completed).

It is expected that the project schedule will reflect a reasonable minimum timeline required for each phase that takes uncertainties into account. For progressing FTA grant applications, this includes the amount of time likely needed for FTA's review of project eligibility and federal requirements, including technical, environmental and legal reviews.

For more information on obligation requirements for the use of FTA funds, please consult [FTA Region 10](#).

Project Finances

Applications must provide complete information on the project's financial status by identifying the PSRC grant request, the project's total estimated cost and funding source(s) by phase.

PSRC Funding Request

For the project phase(s) for which FTA funds are being requested, it must be shown that with the PSRC award, the total cost of the phase would be fully funded—with all necessary funds either secured or reasonably expected, as further described below. This is because federal legislation requires the Regional Transportation Improvement

Program (TIP) to be fiscally constrained by year and include a financial plan demonstrating that projects contained within have reasonable expectation of funding through to completion.

The funding request includes the following components:

Funding Source

This is the source of FTA funds being requested: 5307 Equity Formula, 5307 Earned Share, 5337 HIFG, 5337 HIMB, or 5339. Please refer to the eligibility requirements (as discussed under Project Description & Location) and other resources provided in the Call for Projects to best align the requested funding source with the project scope.

Identification of Previous PSRC Funds

If an earlier phase or other related segment of the project has previously received PSRC funds, identify the TIP ID for those programmed funds. *Note, FTA Equity Formula funds may not be awarded to phases that have already been awarded PSRC's federal funds. Please see the [PSRC's Project Tracking Policies for PSRC's Federal Funds](#) for more information.*

Phase Requested for Funding

This is the project phase—planning, preliminary engineering/design, right-of-way, construction, or other—for which funding is being requested.

Funding Amount Requested

This is the amount of PSRC funds being requested. As noted above, the combination of the requested PSRC funds plus all other funding must be adequate to fully fund the phase. Requests that do not result in a phase being fully funded cannot be approved into the regional TIP and therefore will be considered ineligible for PSRC funding. Refer to the Financial Documentation section below for guidance on demonstrating this requirement.

The remaining funds identified to fully fund the phase—when added to the requested PSRC funding amount—must meet or exceed the **minimum local match requirement of 20%**.

To calculate the minimum local match requirement, multiply the total phase cost by 0.2. This is the minimum amount of revenue that must be contributed from local or other non-federal sources.

Example:

Total phase cost = \$1,000,000

Minimum local match: $\$1,000,000 \times 0.2 = \$200,000$

The local or non-federal share of funding must be at least this amount.

Maximum federal share: $\$1,000,000 - \$200,000 = \$800,000$

The total PSRC funding request cannot exceed this amount.

Funding Year Requested

This is the federal fiscal year (2027 or 2028) for which the funds are being requested.

Estimated Obligation Date

For FTA Earned Share funds, project sponsors are required to designate an estimated obligation date from within the current TIP for each project phase with Earned Share funds. The estimated obligation date should not be earlier than the fiscal year of funds, e.g., the estimated obligation date for 2028 funds should not be in 2027. Once programmed, the original estimated obligation dates for Earned Share funds are not revised, as these dates are used to track when funds were first programmed and to monitor progress.

For Equity Formula funds, per PSRC's project tracking policies the obligation deadline will be September 30th of the awarded fiscal year. All project phases awarded Equity Formula funds are allowed a one-year grace period beyond their estimated obligation date. Please refer to [PSRC's Project Tracking Policies](#) for further guidance on obligation deadlines for FTA Equity Formula funds.

Total Estimated Project Cost & Schedule

Applicants must provide information on the project's total estimated budget and schedule, including all phases from planning through construction, as appropriate. The estimated cost for each project phase should identify both the funding source(s) and amount(s). Information on all phases is required, not just the phase being requested for PSRC funds.

- For a phase that has already been completed, funding should be identified as secured, and the actual completion date provided.

- For any phase prior to the phase being requested that has not yet been completed, all funding sources must be secured or reasonably expected, and the expected completion date provided. Please refer to the next section for more information on these terms.
- For the phase being requested, the requested amount of PSRC funds should be listed as unsecured and should match the amount identified on the prior PSRC Funding Request page. All other funding sources must be secured or reasonably expected, and the expected completion date provided.
- For any future phase that follows the phase for which funding is being requested, funds may be identified as secured, reasonably expected, or unsecured, and the expected completion date should be provided.

The estimated total project cost and estimated completion date must also be provided. Even if the phase being requested is early in a project's development, the best estimate for the total project cost and schedule is required per federal legislation.

Note, if the project for which funding is being requested is a segment of a more expansive project (e.g., a larger project being implemented in stages or phases), total cost and schedule information should be provided for the actual project (segment) that would be implemented with the requested funds.

Financial Documentation

Documentation is required to confirm all funds that are needed to implement the phase for which funds are being requested are identified as secured or reasonably expected. This includes funds needed for any earlier phase that is not yet completed, but must be, to implement the requested phase.

For funds to be considered **secured**, they must be identified explicitly for the project in an adopted local TIP or budget document, or grant award letter.

For funds to be considered **reasonably expected**, they generally fall into the following two categories: 1) funds currently available but that require action by a responsible official or policy body to approve them for a project or program, and 2) funds not yet available but have historically been available and a commitment is in place to dedicate the funds for a project or program once they become available.

Please note, anticipated future grants from other sources that have not already been secured do not meet the requirements to be considered reasonably expected.

For further explanation of “secured” and “reasonably expected” funding, as well an overview of the conditions that must be met and examples for each, refer to PSRC’s [financial constraint guidance](#). For questions regarding project financial information, please contact Miles Stepleton at (206) 971-3051 or mstepleton@psrc.org.

Additional Questions?

For additional questions or general information about PSRC’s 2024 Project Selection Process for FTA funds, please contact Sarah Gutschow at (206) 587-4822 or sgutschow@psrc.org.

ATTACHMENT A

Pedestrian & Bicycle Facilities in Federally Funded Transportation Projects

Per federal surface transportation law, bicycle and pedestrian facilities must be considered in conjunction with all new construction and reconstruction of transportation facilities, except where bicycle and pedestrian use are not permitted. Transportation plans and projects shall provide “due consideration” for safety and contiguous routes for bicyclists and pedestrians. (23 U.S.C. 217(g)). New construction and reconstruction of pedestrian facilities must also meet the requirements of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973.

Additionally, the US Department of Transportation has adopted policy statements calling for the inclusion of bicycling and walking facilities in new construction and reconstruction projects in all urbanized areas. In rural areas, paved shoulders should be included in all new construction and reconstruction projects on roadways used by more than 1,000 vehicles per day. Projects that meet one or more of the following criteria are exempt from including bicycle and/or pedestrian facilities:

- Bicyclists and pedestrians are prohibited by law from using the roadway;
- The cost of establishing bikeways or walkways would be excessively disproportionate to the need or probable use (defined as exceeding twenty percent of the cost of the larger transportation project); and/or
- Where sparsity of population or other factors indicate an absence of need.

Project sponsors should identify the bicycle and/or pedestrian facilities that are included in the project’s scope, and/or already exist in the project area. If none exist or are proposed with the project, the sponsor should provide an explanation per the guidance provided.