



PSRC's 2017 Transportation Alternatives Program - Resources for Applications -

Application Checklist

Information Needed to Complete an Application

- Project Information (title, location, description, contact)
- Transportation 2040 ID
- Certification Acceptance
- Local Plan Consistency
- Addressing the Project Evaluation Criteria
- Project Finances, Schedule, and Delivery
 - PSRC Grant Request (amount and year of funding)
 - Estimated Total Project Cost (past, current and future sources, amounts, and completion dates for all project phases)
 - Financial Documentation (secured or reasonably expected funds including required match)

Additional Information & Resources by Topic Area

Transportation 2040

Projects seeking PSRC funding must be in, or consistent with, Transportation 2040, the region's long-range metropolitan transportation plan. Information describing the threshold for whether your project is required to be in the Transportation 2040 Regional Capacity Project List, or whether it is programmatic in nature and therefore considered exempt from this requirement, may be found on PSRC's website [here](#).

The Transportation 2040 Capacity Project List may be found in Appendix N located on PSRC's website [here](#). Some projects may be connected to more than one Transportation 2040 project; if this is the case, sponsors may add multiple ID #s. If your project is exempt because it is below the threshold for requiring a Transportation 2040 ID, the appropriate answer is "n/a."

As a reminder, Transportation 2040 identifies the status of projects on the Regional Capacity Project List. Projects identified as "Unprogrammed" are ineligible to apply for PSRC funding. 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.

For assistance or questions regarding these issues, contact Rebecca Frohning at (206) 587-4812 or rfrohning@psrc.org.

Certification Acceptance

For more information on Certification Acceptance and to find a listing of current CA agencies, please refer [here](#).

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 plan which has been updated consistent with RCW 36.70A.130 and certified, or conditionally certified, by PSRC. The certification status of each jurisdiction in the central Puget Sound region and additional information on the Plan Review program can be accessed [here](#). For more contact Michael Huber at mhubner@psrc.org or 206-971-3289.

Project Evaluation Criteria

The adopted policy focus for PSRC's federal funds is to support the development of centers and the corridors that serve them. The definition of centers for the TAP competition includes regional centers, centers designated through countywide planning processes, and other locally identified centers. In addition, military facilities are included in the definition of local centers.

An interactive Project Selection Resource Map has been developed that allows applicants to view the location of features such as the regionally designated centers, freight routes, and the

federally designated urban and rural areas. 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. The Resource Map, along with additional guidance on using the data layers, can be found [here](#).

Project Finance, Schedule and Delivery

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

PSRC Grant Request

IMPORTANT: Funding requests are limited to three applications per agency, and requests are limited to \$2.5 million per project. The following is additional important information that pertains to PSRC funding requests.

Project Phase Requests: Given the more stringent expectations for project delivery and the potential risk of losing regional funds, sponsors applying for FHWA funds may request funding for any single project phase, but requests for multiple phases are limited to preliminary engineering plus the subsequent phase necessary. I.e., a sponsor may request funding for preliminary engineering and right of way phases or preliminary engineering and construction phases, but not both right of way and construction phases.

Expected Year of Obligation: PSRC will distribute its FFY 2017-2020 TAP funds and award funding by year (with 2018 being the earliest date available for obligation). Sponsors are asked to select their first and second preference for the year of funding they are requesting for each project phase. Approximate amounts available within each year are as follows:

- Funds available in 2018 = \$7.4 million
- Funds available in 2019 = \$4.5 million
- Funds available in 2020 = \$4.5 million

Obligation Requirements: In order to align with annual delivery expectations, all project phases awarded PSRC's FHWA funds must obligate the funds by June 1st of the program year awarded. For more information, see PSRC's [project tracking policies](#).

Required Match: A minimum of 13.5% of local matching funds is required for PSRC's FHWA funding. The following formula may be used to calculate the project match:

To calculate the amount of matching funds, divide the federal funds requested by .865, and subtract the federal funds from this amount.

Example: Federal funds requested = \$100,000

$$\$100,000 / .865 = \$115,607$$

$$\$115,607 - \$100,000 = \$15,607 \text{ local match required}$$

Please note: The combination of the requested PSRC funds plus all other funding must be adequate to fully fund that 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.

Estimated Total Project Cost and Financial Documentation

Applicants must provide information on the project's total estimated budget and schedule, including all phases from planning to construction, as appropriate. The estimated cost for each project phase should identify both the funding source(s) and amount(s). For phases that have already been completed, funding should be identified as secure and a completion date should be provided. For phases not yet complete, such as those in which funds are being requested, funds should be identified according to whether they are currently secure, reasonably expected, or unsecure and estimated completion dates should be provided.

Applicants will be required to provide documentation for funds that are identified as secure or reasonably expected, along with a description of these funds. For explanations 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](#).

Project Readiness

Applicants must identify the prerequisites that need to be satisfied before federal funding is typically eligible to obligate. This includes 1) understanding and identifying the obligation prerequisites and milestones 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.

For more information on obligation requirements for the use of FHWA funds, see Chapter 14 of WSDOT’s [LAG Manual](#).