



## PSRC's 2021 Transportation Alternatives Program Resources for Applications

### Application Checklist

#### Information Needed to Complete Application

- Project Information (title, location, description, contact)
- Regional Transportation Plan Project ID
- Certification Acceptance
- Plan Consistency
- Designated Centers
- 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 by Topic Area

### Regional Transportation Plan ID

Projects seeking PSRC funding must be in, or consistent with the region's currently adopted long-range Regional Transportation Plan (RTP). Information describing the threshold for whether your project is required to be in the RTP 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 RTP Capacity Project List may be found in Appendix G located on PSRC's website [here](#). Some projects may be connected to more than one RTP 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 plan ID, the appropriate answer is "N/A."

As a reminder, the RTP 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 Mitch Koch at (206) 464-7537 or [mkoch@psrc.org](mailto:mkoch@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 information on PSRC's Plan Review program, please refer [here](#) or contact Liz Underwood-Bultmann at [lunderwood-bultmann@psrc.org](mailto:lunderwood-bultmann@psrc.org) or 206- 464-6174.

Applicants will be asked to provide the specific citation and/or describe how the project is consistent with the policies in the local comprehensive plan. Applicants will also be asked to describe how the project is consistent with a transit agency plan or state plan, if applicable.

## Designated Centers

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. Examples of local centers include locations identified as a town center, downtown, mixed use or business district or neighborhood activity center as identified in a local comprehensive plan, and also military facilities. More information on the regionally designated centers, including profiles of each, may be found [here](#).

## Project Evaluation Criteria

In addition to the guidance contained within the Project Evaluation Criteria, additional resources have been provided to assist sponsors in addressing the criteria.

An interactive Project Selection Resource Map has been developed to assist applicants in completing their applications and to fully address the project evaluation 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. The Resource Map, along with additional guidance on using the data layers, can be found [here](#).

## Project Finances, 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**

Applicants will identify the phase(s) for which PSRC funds are being requested, the funding source, the amount, and expected year of obligation.

**IMPORTANT:** Funding requests are limited to two 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 2022-2024 TAP funds and award funding by year (with 2023 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, with requests limited to \$2.5 million per project:

- Funds available in 2022 = \$4.5 million
- Funds available in 2023 = \$4.5 million
- Funds available in 2024 = \$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. Refer to the next section for additional guidance on demonstrating full 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](#).

For funds that are reasonably expected, applicants must provide an explanation of the procedural steps necessary to be completed in order to secure the funds by the obligation date

requested, and a timeline for when these steps will be taken. If the project contains unsecured funds, applicants must describe the plan for fully funding the phase with local or other funds if those funds do not become available by the obligation date. These explanatory steps are important for the evaluation to determine if the phase requested will be fully funded by the anticipated obligation date.

### **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.

When completing the project readiness section of the application, it is critical that applicants do not underestimate the amount of time needed to achieve project milestones. In 2019, PSRC hosted a summit on delivering projects with FHWA funds. State and federal partners provided guidance on project development, setting realistic timelines, and common obstacles experienced by project sponsors when delivering federally funded projects. Applicants are strongly encouraged to review the materials from the summit prior to completing the application. The 2019 Project Delivery Summit materials are available on PSRC's website here: <https://www.psrc.org/our-work/funding/tracking-and-delivery>.

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