

2023 Rural Town Centers and Corridors (RTCC) Program - Screening Form Resources –

IMPORTANT - Project sponsors can access the [screening form and application portal](#) using the same username and password used for prior PSRC funding competitions and monthly TIP amendments accessed via WebApps, **provided a # symbol is added to the end of the WebApps password when signing into Formsite.**

If you do not have your agency's username or have forgotten your password, please contact Mitch Koch at mkoch@psrc.org.

PSRC Screening Form Checklist

Information Needed to Complete a Screening Form

- Project Information (title, location, description, contact)
- Regional Transportation Plan Project ID
- Certification Acceptance
- Federal Functional Classification
- Bicycle and Pedestrian Accommodations
- Local Plan Consistency
- Project Finances, Schedule, and Delivery
 - PSRC Grant Request (amount and source)
 - 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)
 - Project Implementation schedule and milestones

Additional Information by Topic Area

Regional Transportation Plan ID

Projects seeking PSRC funding must be in or consistent with the region's 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 D2 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 Regional Transportation 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.

Certification Acceptance

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

Federal Functional Classifications

Federal Functional Classifications

A roadway must be approved on the federally classified roadway system before projects on it may use federal transportation funds (including proposed new facilities), unless they are one of the exceptions listed below.

Examples of exceptions:

- Any bicycle and/or pedestrian project.
- Projects not on a roadway and using CMAQ or other funds
- Any transit project, including equipment purchase and park-and-ride lot projects.

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

Bicycle & Pedestrian Accommodations

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 that meet the following criteria:

- The design and construction of new facilities should anticipate likely future demand for bicycling and walking facilities and not preclude the provision of future improvements;
- Addressing the need for bicyclists and pedestrians to cross corridors as well as travel along them;
- Designing facilities to the best currently available standards and guidelines (Washington State recently endorsed NACTO design guidance, AASHTO is cited by US DOT);
- 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. Rumble strips are not recommended where shoulders are used by bicyclists unless there is a minimum clear path of four feet in which a bicycle may safely operate or a nearby route.

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 probably 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, 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 above. Additional information may be found on [FHWA's website](#).

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 can be accessed [here](#). For more information on PSRC's Plan Review program, please refer [here](#) or contact Liz Underwood-Bultmann at underwood-bultmann@psrc.org or (206) 464-6174.

Project Finances, Schedule, 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. The following is important information that pertains to PSRC funding requests.

Project Phase Requests: Given the 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 \$3.045 million in FFY 2025 STP funds and \$3.045 million in FFY 2026 STP funds. Applicants may request up to the total annual award (up to \$3,045,000) and must select 2025 or 2026 for the expected year of obligation.

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 selected. Funds may be obligated beginning October 1 prior to the program year. 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 projects match:

To calculate the amount of matching funds, divide the federal funds requested by .856, and subtract the federal funds from this amount.

Example: Federal funds requested = \$100,000

$$\$100,000 / .856 = \$115,607$$

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

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](#).