

# PSRC's 2020 Project Selection Process - FHWA Screening Form Resources -

## 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
- Plan Consistency
- Project Finances, Schedule, and Delivery
  - PSRC Grant Request
  - 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 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 Projects 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](#).

### 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](mailto:gsimonson@psrc.org).

## Bicycle & Pedestrian Accommodations

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, 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.

## 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 Andrea Harris-Long at [aharris-long@psrc.org](mailto:aharris-long@psrc.org) or 206-464-6179.

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.

## 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. *In addition, please be aware of the maximum amounts that may be requested per each application, which may differ between the regional and countywide competitions.*

Expected Year of Obligation: PSRC will distribute FFY 2023-2024 funds. Given the requirement to balance awards by year, applicants will be asked to select their first choice for the obligation year - 2023 or 2024.

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. 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 .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. Refer to the next section for guidance on demonstrating this requirement.

### **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 secured, reasonably expected or unsecured, and estimated completion dates should be provided.

Applicants will be required to provide documentation for funds that are identified as secured 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 screening form, 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 screening form. 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](#).