

PSRC ADMINISTRATIVE TIP AMENDMENT PROCEDURES

As Adopted by PSRC's Executive Board on March 27th, 2014

OVERVIEW

The Puget Sound Regional Council (PSRC) provides opportunities to amend the Regional Transportation Improvement Program (TIP) on a monthly basis from January to October. All projects received in a monthly amendment are reviewed by PSRC staff for consistency with regional, state, and federal policies and requirements. Each amendment is submitted to the Washington State Department of Transportation (WSDOT) for State and Federal approval. When PSRC receives notification from WSDOT that the amendment has been approved and incorporated into the State TIP (STIP) PSRC notifies the interested parties.

TIP AMENDMENT CATEGORIES

PSRC's administrative procedures for amending the TIP allows PSRC staff to administratively amend the TIP for certain categories of projects, while others are required to receive approval by PSRC's boards prior to inclusion in the TIP. In general, new projects to the TIP or projects adding a new phase are required to be approved by PSRC's boards with the exception of new or existing projects not regionally significant¹ with a total project cost less than \$3 million. PSRC staff determines at the time a TIP application is received whether an application requires board approval or not. See chart below detailing categories of TIP amendments.

<i>PSRC Staff Approves</i>	<i>PSRC Board Approves</i>	
Administrative Amendments	Routine Amendments	Action Item Amendments
Approved by PSRC staff. Includes existing projects requesting minor modifications such as updating a program year or a minor adjustment to the project description. Additionally, PSRC staff is authorized to approve new projects and modifications to existing projects that are not regionally significant with a total estimated project cost of \$3 million or less.	Board approval through the consent agenda at the Transportation Policy Board and Executive Board. Amendment actions include all new projects to the TIP and existing projects adding a future phase; the exception to this are new projects and modifications to existing projects that are not regionally significant with a total estimated project cost of \$3 million or less.	Board approval as an action item on the Transportation Policy and Executive Board agendas. These projects would normally be considered a routine amendment, but are brought to the board for action due to the project modifications being of large scale and/or cost. Recent examples include the Washington State Department of Transportation's Alaskan Way Viaduct and SR 520 Programs.

BACKGROUND

On June 28th, 2001 PSRC Executive Board approved a modification to the amendment procedures allowing new or existing projects that involve basic repair, rehabilitation or facility or fleet replacement with total project cost less than \$2 million to be approved without going before the PSRC boards. To further streamline PSRC's TIP amendment process and create more flexibility for project sponsors, the Executive Board approved an expansion to this rule on March 27th, 2014 to include all projects not regionally significant with a total project cost less than \$3 million.

¹ Projects are determined to be regionally significant if they are expanding the capacity of the regional network, as defined by Transportation 2040; these projects are identified on the Transportation 2040 Regional Capacity Project List.

PSRC AMENDMENT REVIEW AND APPROVAL

TIP Amendment applications are typically due on the third Friday of each month. PSRC staff reviews every TIP amendment application for consistency with federal and state requirements as well as regional policies and procedures. Applications are reviewed for the following:

- Consistency with Vision 2040 and Transportation 2040;
- Financial constraint (are the funds secured or reasonably expected to be available?);
- Consistency with the regional air quality conformity finding;
- Consistency with PSRC's project tracking policies;
- Federal functional classification;
- Review of intelligent transportation system components per federal and regional requirements.

Projects that comply with the above criteria above are approved by PSRC staff or by PSRC Boards. Approved projects are then submitted to WSDOT for state and federal approval and inclusion in the State TIP. PSRC's review and approval process takes one month. State and federal approval generally takes an additional three weeks.

ANNOUNCEMENT OF PSRC APPROVAL OF TIP AMENDMENTS

PSRC announces in an email to all interested parties the state and federal approval of amendments to the Regional and State TIPs. The email contains the projects included in the amendment and the accompanied letter from FHWA and FTA approving the amendment.

MORE INFORMATION

TIP Amendment Information

<http://www.psrc.org/our-work/funding/transportation-improvement-program/amendments>

Transportation Improvement Program

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