

Annual Statewide Transportation Improvement Program (STIP) Review

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Local Transportation Programs

- Prepared by Cities, Towns & Counties (cities and towns - RCW 35.77.010; counties - RCW 36.81.121)
- Six-year programs
- Provide to WSDOT within 30 days of adoption:
 - Cities - July 31st
 - Counties - January 31st
- Counties provide to County Road Administration Board (CRAB)
- Submit the federally funded and projects of regional significance to MPOs
- County lead agencies and rural cities may submit directly to WSDOT and/or the RTPO for inclusion in the STIP based on an agreed upon process

Transit Development Plans

- Prepared by transit agencies (RCW 35.58.2795)
- Six-year plans
- Developed by September 1st of each year
- Shall be consistent with the comprehensive plans adopted by counties, cities, and towns
- Submit the federally funded and projects of regional significance to MPOs and/or RTPOs for inclusion in the regional TIPs, as applicable
- Plans are submitted to WSDOT, Transportation Improvement Board (TIB), cities, counties and regional planning councils

Tribal Transportation Improvement Programs

- Prepared by each Tribal Nation (25 CFR 170.400)
- Consistent with the tribal long-range transportation plan.
- Contain all Tribal transportation funded projects scheduled to start in the next 3-5 years
- Identify the implementation year of each project
- May include other Federal, State, county, and municipal transportation projects initiated by or developed in cooperation with the Tribal government
- Forwarded to Bureau of Indian Affairs (BIA) for inclusion into the Indian Reservation Road Transportation Improvement Program (IRRTIP)/Tribal Transportation Program Transportation Improvement Program

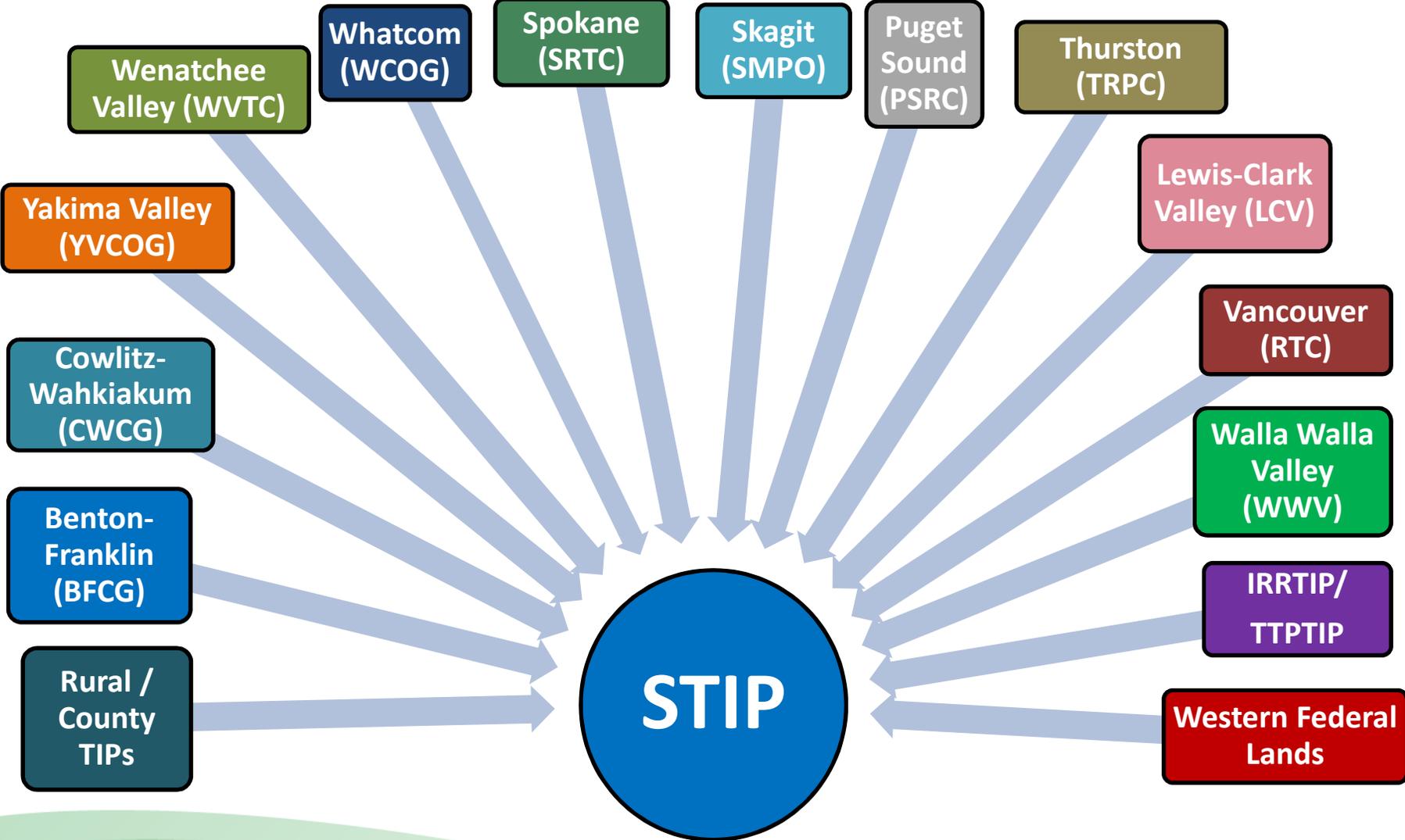
Metropolitan TIPs

- Metropolitan Planning Organizations (MPOs): 23 USC 134 (j)
 - **Four-year program (calendar years)**
 - Developed cooperatively with the state and transit operators
 - Must be consistent with the Metropolitan Transportation Plan
 - Approved by the MPO and the Governor designee
 - Must be updated at least every four years
 - Included in STIP without change
 - Fully program four years of projects that are expected to begin within the time frame of the STIP

Regional TIPs (RTIPs)

- Regional Transportation Planning Organizations (RTPOs):
RCW 47.80
 - **Six-year program (calendar years)**
 - Developed cooperatively with local governments, WSDOT and transit operators
 - Must be consistent with the Regional Transportation Plan
 - Approved by the RTPO
 - Must be updated at least every two years
 - Only the first four years of the RTPO TIP are included in the STIP
 - Projects are submitted to WSDOT based upon agreed process

Transportation Improvement Programs (TIPs)



Statewide Transportation Improvement Program (STIP)

- A statewide financially constrained listing/program of transportation-related projects for all areas of the state
- Developed under 23 USC 135 and 49 USC 5304
- Covers a period of four years
- Consistent with the long-range statewide transportation plan, metropolitan transportation plans, and rural transportation improvement programs.
- Required for projects to be eligible for funding under title 23 USC and title 49 USC, Chapter 53
- Approved jointly by Federal Highway Administration and Federal Transit Administration

Projects Required in the STIP

- All projects receiving Federal Highway Administration (FHWA) or Federal Transit Administration (FTA) funds, including match and other sources included in the project.
- All regionally significant projects in the state (whether state, local or federally funded), including State Transportation projects.

Defining Regional Significance

Facility that serves regional transportation needs

Facilities that are included in the modeling network

Principal arterials and all fixed guideway transit facilities

Determined by the MPO

Key Elements for Each Project

- Project Description
- Total Project Cost
- Full Funding of a Project
- Complete Funding of a Phase

Project Descriptions

Type of work (roadway, transit, bicycle, pedestrian, landscape, etc.)

Type of work (widen, reconstruct, purchase buses, # lanes, # buses, etc.)

Type of work (safety, enhancements, ITS, etc.)

Termini (project limits, mile points, logical termini)

Length (total length of project)

Examples of Project Descriptions

- Reconstruct roadway to two travel lanes with a center left turn lane, illumination, sidewalks, roundabout.
- Replace up to 22 paratransit vehicles that exceeded mileage and years of service guidelines

Examples of Project Descriptions

- Pedestrian and bicycle facilities consisting of curbs and gutters, ~~10'~~ multi-use sidewalks, ~~6'-wide~~ and planter strips.
- Plane off ~~three inches of~~ asphalt roadway and resurface with ~~three inches of 1/2'~~ Hot Mix Asphalt (HMA).

Total Project Costs

Estimated (planning-level,
engineering, NEPA)

May extend beyond the four years
of the TIP

Can and should change over time as
the project is developed

Full funding of a project

- Projects are consistent with the Metropolitan Transportation Plan (MTP).
- Related to assuring that projects programmed in the regional TIP/STIP are anticipated to be ultimately built
- Associated with reasonable assurance that the funds will be available for programming in the STIP in the timeframe anticipated for completion.

Complete funding of a phase

- Any phase of a project can only be programmed in the TIP/STIP if it is completely funded.
- All funding for a phase federal, state, and local must be included.
- If a project only has partial funding reasonably available for a given phase, the phase can not be programmed in the TIP/STIP.
Example: construction phase has federal funds, but there are no local funds to match, or to complete PE and/or R/W do not include in TIP/STIP.

Scenario: Does the STIP need to document the total amount of funds programmed for the phase?

$$PE = \$5M \text{ (Fed + Local match)}$$

Answer: Yes – the STIP is designed to document the total amount of funds (Fed and/or State/Local) programmed for each project/phase of a project listed in the STIP. For projects that are regionally significant, it doesn't matter if there's federal funds or not – all funds must be programmed in the STIP. For non-regionally significant projects that are using Federal funds, the STIP documents all funds to be programmed for that project or project phase.

STIP (2015) – PE = \$1M (Fed) + \$4M (local) = \$5M programmed in the STIP

In cases where a project phase is going to be programmed over several STIP years, the STIP would reflect how the funds are programmed.

Example 1: STIP (2015) = \$1M (Fed + Local match)
 STIP (2016) = \$2M (local)
 STIP (2017) = \$1M (local)
 STIP (2018) = \$1M (local)
 Total Programmed in the STIP = \$5M

Example 2: STIP (2015) = \$1M (Fed + Local match)
 The rest of the phase is assumed to be fully funded based on the fiscal constraint demonstration from the MTP.
 Total Programmed in the STIP = \$1M

Note: if the project were to move forward to 2016 so it could be authorized, the rest of the funding associated with the project would also need to move forward into the STIP and would reflect something like one of the examples above.

Other Federal Requirements

- National Environmental Protection Act (NEPA): Federal approval of NEPA requires a subsequent phase (RW, CN) of the project included in the STIP.
 - The following web site contains the document “Transportation Planning Requirements and Their Relationship to NEPA Process Completion”
<http://www.fhwa.dot.gov/planning/tprandnepasupplement.pdf>

Other Federal Requirements

- **PE:** If using FHWA funds in preliminary engineering (PE), you have just committed to building the project. FHWA can request the funds used in PE be paid back if the project is not built within a reasonable time.
- **Utilizing Federal Funds Prior to Construction:** To maintain eligibility certain federal requirements must be met even though the project is being constructed with local funds:
 - Has to be built
 - Buy America (LAG – Chapter 14)
 - Title VI – Americans with Disabilities Act (ADA) (LAG – Chapter 29)
 - Compliance with Uniform Act (no certification required) (LAG – Chapter 25)
 - NEPA Requirements (LAG – Chapter 14)
 - Projects may be reviewed/audited by WSDOT and/or FHWA

Other Key Elements

- Federal aid numbers - need to be included on the project, if a project has previously been authorized. The agency needs to update the project with the project number to ensure clarity on which project is being referenced.
- ALL phases - ALL should only be utilized for a project when the entire project can be initiated in the one year.
- Expenditure Plan - Verify expenditure plan aligns with funds programmed.
- Right of Way (RW) - If the RW indicator is “Yes”, a RW phase should be programmed. Also, the RW indicator should be “Yes” for any RW action such as, temporary construction permits or easements.

Fiscal Constraint

- Means that projects programmed in the MTIP and STIP can be implemented using current and/or reasonably available revenue sources.
- Fiscal constraint of the MTIP and STIP shall be maintained by year.
 - Local Programs reviews fiscal constraint for each of the MPO, RTPO and County lead agency program of projects based on federal allocations and selections determined by Local Programs.
 - Capital Program Development & Management Office reviews all WSDOT projects for fiscal constraint.
 - Public Transportation Office reviews all transit projects for fiscal constraint.

New MAP-21 Federal Programming Codes – Surface Transportation Program (STP)

- STP(UL) Urban Large – Areas over 200,000 population
- STP(US) Urban Small – Areas between 5,000 population and 200,000 population
- STP(R) Rural – Areas less than 5,000 population
- STP(BR) Local Bridge Program for awards from 2012 to present

New MAP-21 Federal Programming Codes – Transportation Alternatives Program (TAP)

- TAP(UL) Urban Large – Areas over 200,000 population
- TAP(US) Urban Small – Areas between 5,000 population and 200,000 population
- TAP(R) Rural – Areas less than 5,000 population
- TAP(SR) Safe Routes to Schools funded from TAP

Other New MAP-21 Funding Codes for Programming

- NHPP - National Highway Performance Program
- HSIP(SR) – Safe Routes to Schools funded from HSIP
- FBP – Ferry Boat Program

STIP Administration

<u>Amendment</u>	<u>Administrative Modification</u>	<u>Updates Not Requiring STIP Changes</u>
Adding a New Project	Revisions to lead agency	Moving a project within the four years of the TIP or STIP.
Deleting a Project	Adding a prior phase of a project not previously authorized	Changes in a projects federal fund source(s) (any change from IM to NHS or STP etc., is an update only as this is a funds management action)
<p>Changes to a project's total programmed amount* greater than 30% (or any amount greater than \$3 million). This includes adding or subtracting funds from currently programmed phases.</p> <p>* Total programmed amount = A project's current 4-year STIP total of programmed funds</p>	<p>Changes to a project's total programmed amount* less than 30% (or any amount less than \$3 million). This includes adding or subtracting funds from currently programmed phases.</p> <p><u>Note:</u> In order to reprogram funds decreased from a project or phase (i.e. adjust to award), the STIP will need to be updated prior to or at the same time funds are being reprogrammed.</p> <p>* Total programmed amount = A project's current 4-year STIP total of programmed funds</p>	<p>Any and/or all federal funds currently programmed in the STIP for a particular project without consideration of the phase split. For example: Programmed amounts are:</p> <p>PE – 1,000,000 CN – 4,000,000</p> <p>Authorization for PE of 1,750,000 is allowed without a change to the STIP since the funds are programmed. OR Authorization for CN of 5,000,000 if the funds were not utilized for PE.</p>

STIP Administration

<u>Amendment</u>	<u>Administrative Modification</u>	<u>Updates Not Requiring STIP Changes</u>
Major Scope Changes	Minor changes or errors in project information such as: environmental type, right of way required, improvement type, project limits, functional classification, typographical errors, transposed numbers, etc.	All adjustments in a project's funding authorization for award of a contract.
Changes to a project that affects Air Quality Conformity	Project descriptions should be concise and fields for lead agency, improvement type, total project length, begin & end termini, environmental type, right of way required, etc. must be included/updated	
Adding a future phase of a project		
Adding Federal dollars to a project currently in the TIP/STIP that does not have federal funds (<i>federalizing a project</i>).		

STIP Amendment Processing

May	Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	
July	Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			
2013							

June	Sun	Mon	Tue	Wed	Thu	Fri	Sat
							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
30							
August	Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31
2013							

Amendment Due
 Submit to Feds
 Amendment Approval
 Ad Date

Annual STIP Timeline

- **June 30**
All cities and towns six-year programs adopted
- **July**
Agencies & WSDOT submit projects for inclusion in the STIP to MPO's & RTPO's, as applicable
- **July 31**
Adopted City Transportation Programs due to WSDOT (via online STIP or mail)
- **Aug/Sept**
MPOs assemble regional TIP and prepare analysis for conformity finding (as applicable).
- **August**
WSDOT review draft MPO TIPs.
As requested WSDOT reviews draft RTPO TIPs, County Lead and city transportation programs.

Annual STIP Timeline

- **September 1**
Transit Agencies six year plans due.
- **Sep/Oct**
WSDOT, FHWA and FTA review MTIPs for air quality conformity.
- **Oct 15**
All MPO and RTPO TIPs due to WSDOT.
- **Nov**
FHWA and FTA issue Regional Air Quality Conformity finding
WSDOT approves MPO TIPs
Draft STIP available for public review

Annual STIP Timeline

- **Dec**
WSDOT submits the STIP to FHWA and FTA for approval
Counties adopt annual budgets and six-year programs
- **Jan**
FHWA and FTA approve the STIP
- **Jan-Oct**
Monthly TIP/STIP amendments are processed

Resources

- WSDOT Local Programs web page:
<http://www.wsdot.wa.gov/localprograms/>
- Washington STIP web page:
<http://www.wsdot.wa.gov/LocalPrograms/ProgramMgmt/STIP.htm>
- Washington Local Agency Guidelines (LAG Manual)
<http://www.wsdot.wa.gov/LocalPrograms/LAG/>
- FHWA – MAP-21
<http://www.fhwa.dot.gov/map21/guidance/index.cfm>

For Assistance

Region Local Programs Engineers

- **Northwest** – Ed Conyers
(206) 440-4734
- **North Central** – Paul Mahre
(509) 667-3090
- **Olympic** – Neal Campbell
(360) 357-2666
- **Southwest** – Lynn Rust
(360) 905-2215
- **South Central** – Roger Arms
(509) 577-1780
- **Eastern** – Keith Martin
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