

MEMORANDUM

TO: MPO/RTPO/WSDOT Coordinating Committee TIP/STIP working group

FROM: Gordon Rogers, WCOG

DATE : May 20, 2011

SUBJECT: TIP/STIP Topics and issues; preliminary recommendations from TIP/STIP working group. Additional discussion is needed.

The following is the net result of previous sub-committee meetings, e-mail exchanges and phone conversations intended to produce a set of recommendations for consideration by the MPO/RTPO/WSDOT Coordinating Committee. Attachment 1. is a comparison, with examples, of differences between TIP/STIP amendment and correction.

This, I believe, is an accurate representation of the sub-committee's current recommendations at his point in time, and is not intended in any sense to be final. Sub-committee members will likely have additional comments at the 5/24 meeting.

MPO, State and Federal staff members agree that achieving the outcome of better TIP/STIP processes will continue to be a work in progress. Additionally the TIP/STIP software training process may produce additional issues or questions. MTIP/STIP builders will endeavor to provide information and Federal reviewers will continue to provide feedback on ways to improve project information. It is critical that this iterative exchange process occurs in a timely manner to avoid delay for any project. The goal is to improve information for projects new to the STIP and STIP amendments.

Specific TIP/STIP Items for submission to the Committee of the whole for approval

- Project details need improvement – Project titles and descriptions should better-reflect what is described in project prospectus, Local Agency Agreements and ECS forms submitted to H&LP for authorization of federal funds. The information included should be as accurate as possible:
 - o Project titles should carry through the TIP, STIP, project authorization, etc. for the life of the project.
 - o Project descriptions should clearly identify the scope of work and location: specific street names and termini

- Project descriptions should, when project cost exceeds the programmed amount, clearly describe phases already completed, and, if known, the date they were completed.
- Total Project Cost – cost of the project from design through construction.
 - Programmed amounts – amount of funding necessary and secured to complete the phase(s) of the project described. If amount programmed is different than total cost further explanation is expected. Unless/until a better way is devised, this will take the form of a brief explanatory statement in the project description area.
- Projects with no federal funds – if there are no federal funds associated with a project, it is not regionally significant and it does not require an air quality conformity finding; it need not be included in the STIP, per federal regulations. Any such projects should be identified with the phrase “No Federal Action Required” or acronym (NFAR).
- Environmental status – identify the expected or approved environmental review necessary for the project. Selections include CE, DCE, EA, EIS, and this field should be updated if status changes.
- Right of way – identify whether acquisition, easements, etc. will be necessary to complete the project, Yes, or No. This field should be updated if the status changes.
- For projects partially in, and partially out, of MPO boundaries, which are likely to be primarily WSDOT projects, either of the following methods may be used
 - Identify each portion of the project specific to the respective MPOs/non-MPO with the TIP total cost reflecting only the total for those specific portions.
- Refine criteria for amendment vs. correction.
- Obligated projects and phases are to be removed at the time of new STIP development.
- Amendments may be submitted monthly.

Attachment 1.

<p align="center"><u>STIP Amendment</u></p>	<p align="center"><u>STIP Correction</u> (Administrative Modification)</p>
<p><u>A STIP Amendment is</u> a revision to the STIP that involves a major change to a project included in the STIP, including the addition or deletion of a project or a major change in project cost, project/phase initiation dates, or a major change in design concept or design scope (e.g. changing project termini or the number of through traffic lanes). An amendment requires public review and comment, re-demonstration of fiscal constraint, or a conformity determination (for non-exempt projects in nonattainment or maintenance areas). It should be approved by the State in accordance with its public involvement process.</p>	<p><u>A STIP Correction (administrative modification) is</u> a minor revision to the STIP that includes minor changes to project/phase costs, minor changes to funding sources of previously-included projects, and minor changes to project/phase initiation dates. It does not require public review and comment, re-demonstration of fiscal constraint nor a conformity determination (in nonattainment and maintenance areas).</p>
<p align="center">Examples</p>	
<p>Add or delete a project.</p>	<p>Minor change in funding sources of projects/phases programmed in the current STIP, including, but not limited to:</p> <ul style="list-style-type: none"> • Any adjustment of non-federal dollars. • Changing federal funds to non-federal funds. • Reducing federal funds (with no major change in scope). • Moving federal funds among currently programmed phases of a project.
<p>Major change in total project cost – exceeding \$5 million or 35% of total project cost, whichever is greater.</p>	<p>Minor change in total project – up to \$5 million or 35% of total project cost, whichever is less.</p>
<p>Major change in project concept or scope (including substantive changes in project limits).</p>	<p>Minor changes in project concept or scope, including but not limited to:</p> <ul style="list-style-type: none"> • Small adjustments in project limits • Corrections to project title and/or description that don't substantively change the scope • Revisions to lead agency, RW required, environmental type, improvement type, and

	functional classification.
Major change in project phase dates (moving beyond the 4 year STIP window).	Minor changes to project phase dates (within the 4 year STIP window).
Project requires public review.	No public review required – project has already undergone public review.
Project requires re-demonstration of fiscal constraint.	No re-demonstration of fiscal constraint required – secured phases are fully funded.
Project requires an air quality conformity finding.	No air quality conformity finding required – conditionally exempt OR part of an existing conformity finding.
	Re-instating a phase programmed but not obligated in a previous STIP without any change in the total amount of federal funds identified in the current STIP.
	Deleting a phase of a project.