



Transportation Technical Committee Meeting

Wednesday, November 17, 2021 - 1:30PM

Virtual Meeting via Zoom Videoconference

PUBLIC NOTICE:

Due to COVID-19 all meetings will be held online until further notice.

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Public comments can be submitted by email to contact.srtc@srtc.org or by phone to 509-343-6370. Deadline for submitting comments is 10:00 am on the day of the meeting.

SRTC is committed to nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964, and Civil Rights Restoration Act of 1987 (P.O. 100.259) and the Americans with Disabilities Act. Reasonable accommodations can be requested by contacting the SRTC office by telephone at (509) 343-6370 or by email at contact.srtc@srtc.org at least 48 hours in advance.

Transportation Technical Committee Meeting

Wednesday, November 17, 2021 | 1:30 PM – 3:00 PM

AGENDA

<i>Time</i>	<i>Item</i>	<i>Page #</i>
1:30	1. Call to Order / Record of Attendance	
1:32	2. Approval of October 2021 Meeting Minutes	Page 3
1:33	3. Public Comments	
1:35	4. TTC Member Comments	
1:45	5. Chair Report on SRTC Board of Directors Meeting	
<u>FOR ACTION</u>		
1:50	6. 2022 TTC Officer Elections (<i>Eve McMenemy</i>)	Page 7
2:00	7. Horizon 2045-Metropolitan Transportation Plan: Recommendation (<i>Mike Ulrich</i>)	Page 9
2:10	8. 2022 Transportation Improvement Program Guidebook (<i>Kylee Jones</i>)	Page 11
<u>FOR INFORMATION AND DISCUSSION</u>		
2:20	9. Critical Urban/Rural Freight Corridors Update (<i>David Fletcher</i>)	Page 49
2:30	10. Spokane Transit Authority Near Term Investments (<i>Kathleen Weinand, STA</i>)	n/a
2:45	11. Agency Update (<i>Eve McMenemy</i>)	n/a
3:00	12. Adjournment	

MEETING MINUTES

Spokane Regional Transportation Council Transportation Technical Committee
October 27, 2021 | Zoom Video Conference

1 Call to Order/Record of Attendance

Adam Jackson, Chair, called the meeting to order at 1:31 p.m.

IN ATTENDANCE***TTC Members:***

Adam Jackson, *City of Spokane Valley* (Chair)
Inga Note, *City of Spokane* (Vice Chair)
Todd Ableman, *City of Cheney*
Lisa Key, *City of Liberty Lake*
Kevin Picanco, *City of Spokane*
Colin Quin-Hurst, *City of Spokane*
Gloria Mantz, *City of Spokane Valley*
Roger Krieger, *City of Deer Park, Small Towns Rep.*
Brandi Colyar, *Spokane County*
April Westby, *Spokane Regional Clean Air Agency*
Cindy Green, *Spokane Regional Health District*
Karl Otterstrom, *Spokane Transit Authority*
Kristine Williams, *Spokane Transit Authority*
Glenn Wagemann, *WSDOT-Eastern Region*
Larry Larson, *WSDOT-Eastern Region*

Alternate TTC Members:

Jami Hayes, *Spokane County*
Matt Zarecor, *Spokane County*
Char Kay, *WSDOT-Eastern Region*

Guests:

Bonnie Gow, *WSDOT*
Paul Kropp
Brandon Blankenagel, *KPFF*
David Williams, *City of Liberty Lake*
Brian Belsby
Katherine Miller, *City of Spokane*
Shauna Harshman, *City of Spokane*
Adam Miles, *DOWL*

SRTC Staff:

Eve McMenamy, *Deputy Executive Director*
Ryan Stewart, *Principal Transportation Planner*
Mike Ulrich, *Principal Transportation Planner*
Jason Lien, *Principal Transportation Planner*
David Fletcher, *Associate Transportation Planner III*
Michael Redlinger, *Associate Transportation Planner II*
Kylee Jones, *Associate Transportation Planner II*
Lois Bollenback, *Executive Director*
Julie Meyers-Lehman, *Administrative-Exec. Coordinator*

2 Approval of September 2021 TTC Meeting Minutes

Mr. Ableman made a motion to approve the minutes as presented; Mr. Picanco seconded. The motion passed unanimously.

3 Public Comments

There were no public comments.

4 Technical Member Comments

Members shared information about current projects or programs in their jurisdiction/agency.

5 Chair Report on SRTC Board of Directors Meeting

Chair Jackson provided an overview of actions and discussions at the September 9 SRTC Board meeting.

ACTION ITEMS

6 Public Participation Plan (PPP) Update

Ms. Jones explained that the PPP is designed to be used as a resource for the community to learn how they can participate in the regional transportation planning process and is a reference tool for staff for public outreach methods and instructions. The PPP was last updated in 2017 and federal requirements require it to be periodically reviewed for effectiveness. Historically it has been adopted concurrently with the Metropolitan Transportation Plan but this time the PPP is being addressed on its own. She shared the update development timeline, described involvement by Transportation Advisory Committee members, and highlighted which plan components were updated or added.

There was a suggestion to change the document title from the “2021 PPP” to “PPP, adopted December 2021”. Ms. Jones agreed.

Mr. Otterstrom made a motion to recommend Board approval of the update to the Public Participation Plan. Ms. Kay seconded. All votes were in favor.

7 West Plains Subarea Study

Ms. Gow stated the TTC is being asked to recommend SRTC Board acceptance of the study strategies. She recapped the presentation she shared with the TTC in October. As the West Plains is one of the fastest growing areas in the state, this study was launched to address WSDOT’s values of safety, engagement, innovation, integrity, leadership and sustainability in the vicinity of US 2. Throughout the 2.5+ year study process, WSDOT collaborated with Airway Heights, City of Spokane, Spokane County, Spokane Tribe, Kalispel Tribe, Fairchild AFB, Spokane Intl. Airport, Spokane Transit and S3R3. Practical solutions strategies were developed with the multi-jurisdictional Technical Advisory Team and Subject Matter Experts.

This project will continue as a “living study” with a dedicated website will be maintained and updated. There was discussion about what components are being requested for TTC recommendation. Ms. Kay clarified that the management plan is part of the study and the strategies are the outcomes. The plan will be continually updated and evaluated into the future; WSDOT is seeking Board acceptance of the strategies.

Mr. Otterstrom made a motion to recommend Board acceptance of the list of strategies identified by the West Plains Subarea Study. Ms. Note seconded. Motion carried unanimously.

INFORMATION & DISCUSSION ITEMS

8 US 195/I-90 Study Final Report

Mr. Stewart recapped the purpose of the study and described members of the study advisory team and consultant team. The draft final report was recently released to the public and a public comment period is now open. He reviewed the proposed strategies/projects that address the five study goals, which are: (1) Improve existing and future safety conditions (2) maintain mobility for both local and regional trips, including freight/goods movement, (3) accommodate transportation needs of planned development (4) increase modal options such as walking, biking, and transit (5) projects which are implementable and fundable in a reasonable timeframe.

When packaged together the projects will reduce the volume using the northbound merge onto eastbound I-90, reduce vehicle conflict points on US 195 by 50%, create new local connections to downtown, construct new connections with bike/ped facilities and cost less to implement than the earlier US 195 vision or interchange rebuild.

Mr. Stewart said while the TTC will not be asked to make a formal recommendation to the Board on the final report, members are encouraged to share input at the meeting or as part of the open public comment period on the study website. The group discussed potential impact fees or costs to developers and the planning horizon for project implementation.

9 DivisionConnects Update

Mr. Lien said Phase 1 of the study is complete, which involved identification of the Bus Rapid Transit (BRT) locally preferred alternative (LPA) for the corridor (accepted by both the STA and SRTC Boards) and inclusion of the LPA into Horizon 2045.

He outlined the scope of work for Phase 2 of the study, which includes;

- Land use planning that will evaluate activity “nodes” along the corridor with potential for development change.
- Active transportation planning, which includes screening potential projects to support local mobility and bus rapid transit.

Phase 2 also includes public engagement and coordination with partner agencies. A Land Use StoryMap is live on the study website (divisionconnects.org) and includes a questionnaire for the public to submit comments. Mr. Lien described the remaining project schedule and next steps.

10 Unified List of Regional Transportation Priorities

Ms. McMenemy recapped the evolution of the Unified List . The Board initiated this process in March and later approved a transportation priority statement. Staff is currently working on a 2022 priority list for the federal legislative agenda. She shared the development timeline, screening criteria, and the proposed project pipeline concept. Staff plans to develop educational materials for projects to go along with the list.

Staff took the information from the 45 projects submitted by member agencies, applied the screening criteria and developed a 22-project list divided into three categories (implementation, development, and initiation), sorted by MTP consistency criteria. She presented maps that illustrates where the projects on the list are located geographically throughout the area.

Ms. McMenemy asked the group if there are any major flaws with the proposed list and is this a step in the right direction for future development of regional prioritization process?

The group discussed. Comments included;

- Request to include City of Spokane as joint project sponsor for West Plains Connection, along with City of Airway Heights
- Clarification of scoring process
- This is going to be an annual evaluation process, in collaboration with the SRTC Board. Staff would like to have robust criteria and continue to bring new projects onto the list, keeping in mind state and federal legislative agendas.
- Request to consider a subcommittee of the TTC to participate in future scoring processes.

11 Horizon 2045-Metropolitan Transportation Plan: Draft Chapter 4

Mr. Ulrich reported that presentations pertaining to the MTP update have been before the TTC for information and input 13 times since February 2020. He described the highlights of Chapter 4, which include:

- Future trends
- Regional transportation challenges/opportunities
- Implementation strategies
- Air quality conformity determination
- The financial plan; anticipated revenues and expenditures
- Lists of financially constrained projects/programs and completed projects.

Mr. Ulrich noted there was not a formal call for projects for this MTP because of the simultaneous development of the Unified List of Regional Transportation Priorities. He said it is likely there will also be a near term MTP update after the Unified List process is complete. A public comment period is open now until November 12 and the Board will be asked to adopt the plan in December.

12 2022 Transportation Improvement Program Guidebook

Ms. Jones explained the purpose and function of the Guidebook. Aside from the usual schedule updates for TIP amendments, there are very few changes to this year's edition, with the exception of the addition of the 2022 Call for Projects details and schedule. She noted staff is currently working on development of the 2022 Call for Projects application.

13 2022 TTC Officer Elections

Ms. McMenemy reviewed the annual process to elect the committee chair and vice chair positions. A history of member agency/jurisdictions of the Chair and Vice Chair seat since 2000 and committee bylaws were provided in the meeting packet. The TTC will be asked to elect officers next month.

14 Agency Update

Ms. McMenemy said the November and December TTC meetings will both be one week earlier than usual due to the holidays (November 17 and December 15).

15 Adjournment

There being no further business, the meeting adjourned at 2:59 pm.

Julie Meyers-Lehman, Recording Secretary

To: Transportation Technical Committee 11/10/2021
From: Eve McMenamy, Deputy Executive Director
Topic: **Election of CY 2022 TTC Officers**

Requested Action:

Election of the TTC Chair and Vice-Chair positions to serve for calendar year 2022.

Key Points:

- TTC Bylaws state that the TTC shall annually select and recommend to the Board of Directors a member to act as TTC Chair and a member to act as TTC Vice-chair for a one-year term. It also states that the Chair and Vice-Chair cannot be from the same agency.
- A history of past year's Chair and Vice-Chair appointments going back to 2005 can be found in the **Attachment**.
- Duties for the Chair and Vice chair are described in the [2019 SRTC Advisory Committee Bylaws and Procedures](#) document.

Board/Committee Discussions:

2022 TTC Officer elections was presented as an informational item at the October TTC meeting.

Public Involvement:

This is the second time the election of 2022 TTC Officers has been discussed in a public meeting.

Supporting Information/Implications:

The TTC Chair will preside over TTC meetings and be responsible for communicating to the Board of Directors and SRTC staff on matters directed by Board of Directors or TTC. The TTC Vice-Chair will perform all duties of the Chair during his or her absence. In the event that the Chair vacates his/her position, the Vice-Chair fulfills the Chairs duties. As an ex-officio member of the Board of Directors, the TTC Chair or Vice-Chair shall make every attempt to attend of SRTC Board meetings. When serving at the SRTC Board of Directors meeting, the TTC Chair is representing the TTC, not the agency of which he or she is employed.

To align with the new SRTC Board of Directors appointments, once selected, the new officers will be immediately seated at the 12/15/2021 TTC meeting so they may represent the committee at the 01/13/2022 Board meeting.

More Information:

- Attachment: TTC Rotation
- For detailed information contact: Eve McMenamy evemc@srtc.org or 509.381.9466

Transportation Technical Committee Officer Rotation

	Chair	Agency/Jurisdiction	Vice Chair	Agency/Jurisdiction
2021##	Adam Jackson	City of Spokane Valley	Inga Note	City of Spokane
2021#	Adam Jackson	City of Spokane Valley	Mary Jensen	WSDOT
2019*	Karl Otterstrom	Spokane Transit Authority	Adam Jackson	City of Spokane Valley
2019**	Sean Messner	Spokane County	Karl Otterstrom	Spokane Transit Authority
2018	Mike Tedesco	Spokane Tribe of Indians	Sean Messner	Spokane County
2017	Brandon Blankenagel	City of Spokane	Mike Tedesco	Spokane Tribe of Indians
2016	Heleen Dewey	SRHD	Brandon Blankenagel	City of Spokane
2015	Harold White	WSDOT-Eastern Region	Heleen Dewey	SRHD
	* Aug-Dec		# Jan-Apr	
	** Jan-Jul		## May-Dec	
2014	Andrew Staples	City of Liberty Lake		
2013	Inga Note	City of Spokane Valley/City of Spokane (Nov-Dec)		
2013	Inga Note	City of Spokane Valley		
2012	Chad Coles	Spokane County		
2011	Katherine Miller	City of Spokane		
2010	Ron Edgar	Spokane Regional Clean Air Agency		
2009	Gordon Howell	Spokane Transit Authority		
2008	Mike Gribner	WSDOT-Eastern Region		
2007	Tom Arnold	City of Spokane		
2006	Don MacDonald	City of Cheney		
2005	Bob Breuggeman	Spokane County		
2004	Harold White	WSDOT		
2003	Ron Edgar	Spokane Regional Clean Air Agency		
2002	Doug Ross	City of Medical Lake		
2001	Jerry Sinclair	City of Spokane		
2000	Allen Schweim	Spokane Transit Authority		

To: Transportation Technical Committee 11/10/2021
From: Mike Ulrich, AICP, Principal Transportation Planner
Topic: **Horizon 2045 - Metropolitan Transportation Plan**

Requested Action:

Recommend Board adoption of SRTC's metropolitan transportation plan, Horizon 2045. Upon adoption the plan will also serve as the regional transportation plan.

Key Points:

- The region's Metropolitan Transportation Plan (Horizon 2045) is not only a federally and state required plan, but it is central to the region's transportation planning and investment.
- Future transportation needs are informed by the development of growth projections and travel forecasts which are contained in the plan.
- The plan should serve as a blueprint for what the region wants to achieve by the year 2045 and how we plan to do it.
- Horizon 2045 is multimodal and addresses walking, cycling, transit, freight, and personal vehicle modes of transportation.
- Staff has provided an overview of each chapter to the TTC. Completed chapters and appendices can be found at the following [link](#) for review.
- The TTC was provided a period for which to provide comment on chapters 1-3 that ended on October 8. An additional period to review and provide comment on Chapter 4 ends on November 12.
- A 30-day open public comment period on the MTP opened October 13 and will close November 12.
- Staff will present a brief overview of the plan and a summary of the public comment at their October meeting.
- The TTC will be asked to make a recommendation to the SRTC Board regarding adoption of the plan update at the November meeting.

Board/Committee Discussions:

The Board has been briefed on the various elements being updated in Horizon 2045. The Board will be asked to adopt the updated Metropolitan Transportation Plan in its entirety at their December meeting.

Supporting Information:

The TTC has been involved in the following elements of the plan update:

2020

- February: General Update / Establish Land Use Update SME
- March: Establish Freight SME
- May: Establish Financial Assessment SME
- June: Priority Modal Networks
- August: Land Use Update
- September: Regional Bike Network

2021

- January: Financial Forecast
- February: Freight Study Update
- March: Regional Bike Priority Network
- May: General Update / Needs Analysis Methodology
- June: Purpose of the MTP
- July: Chapters 1 & 2
- September: Chapter 3
- October: Chapter 4

Public Involvement:

SRTC staff implemented an MTP engagement strategy that included a tailored approach to community engagement during the on-going public health situation. A variety of online materials were available throughout 2021 during the MTP update process. A public comment period for the plan started October 13 and a second virtual public meeting for the plan was held on October 14.

More Information:

- For detailed information contact: Mike Ulrich at mulrich@strc.org or 509.343.6370

To: Transportation Technical Committee 11/10/2021
From: Kylee Jones, Associate Transportation Planner II
Topic: **2022 Transportation Improvement Program (TIP) Guidebook**

Requested Action:

Recommend Board approval of the 2022 TIP Guidebook.

Key Points:

- The SRTC TIP Guidebook establishes goals and objectives for the TIP, outlines specific programming policies, and provides timeline and information for various processes.
- The TIP Guidebook is a programming resource for SRTC member agencies, the Board of Directors, and advisory committee members.
- The Guidebook was first established in 2013 and is updated annually to incorporate new programming policies, procedures, and schedules.
- There are no major changes to the 2022 guidebook.

Board/Committee Discussions:

The 2022 TIP Guidebook was presented to the TTC and the Transportation Advisory Committee at their October meetings. The Board will be asked to approve the Guidebook in February 2022.

Public Involvement:

All TTC and Board meetings are open to the public.

Supporting Information/Implications

The TIP is a programming document identifying specific projects, plans and programs to be implemented in the upcoming four-year period. Any project receiving federal funds from the Federal Highway Administration (FHWA) or Federal Transit Administration (FTA) and projects determined to be regionally significant must be included in the TIP. The 2022 TIP Guidebook provided funding policies and critical TIP timelines to provide clarity and transparency for implementing/delivering the regional transportation program.

More Information:

- See Attachment: Draft 2022 TIP Guidebook
- For detailed information contact: Kylee Jones at kjones@srtc.org or 509.343.6370

FOR ACTION
AGENDA ITEM 8
Attachment
11/17/2021 TTC Meeting

SRTC

SPOKANE REGIONAL TRANSPORTATION COUNCIL

2022 GUIDEBOOK

Transportation
Improvement
Program

DRAFT

421 W Riverside Ave Suite 500
Spokane WA 99201
509.343.6370 | www.srtc.org

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INTRODUCTION

Purpose

The ***Transportation Improvement Program (TIP) Policies and Procedures Guidebook*** is a transportation programming resource for SRTC's member agencies. The purpose of the document is to: (1) outline the goals and objectives of SRTC's program and to (2) identify the policies and procedures necessary to implement the program.

About SRTC

The Spokane Regional Transportation Council (SRTC) is the federally designated Metropolitan Planning Organization (MPO) and stated mandated Regional Transportation Planning Organization for the Spokane region. SRTC is the lead agency for transportation planning and decision-making for the Spokane Metropolitan Planning Area (SMPA), which includes all of Spokane County.

SRTC is governed by a Board of Directors composed of elected officials from member jurisdictions/agencies and representatives from the following: Washington State Department of Transportation (WSDOT), Washington State Transportation Commission, Spokane Transit Authority (STA), private sector transportation provider, a rail/freight representative and the Chair of SRTC's Transportation Technical Committee (TTC) and Transportation Advisory Committee (TAC). Member agencies include all local jurisdictions within Spokane County, as well as the Spokane Tribe, Kalispel Tribe WSDOT and STA.

For more information on SRTC's member agencies, committees, and SRTC's planning area boundary map, please see Appendix A.

Effective Date

The 2022 TIP Policies and Procedures Guidebook will go into effect January 1, 2022.

Goals and Objectives

The goals and objectives of the program and development process are defined below. For the purposes of this document, goals describe the long-term desired outcome for the program and objectives describe specific actions that will be taken to achieve these goals.

Goal 1 - SRTC's Transportation Improvement Program (TIP) will provide for the efficient use of federal, state, and local funds for regionally significant projects that advance the long-term transportation goals of the Spokane region.

- 1.1 Projects in the TIP will implement the strategies and projects of the current Metropolitan Transportation Plan (MTP) Horizon 2045.
- 1.2 SRTC will fully obligate annual allocations of Federal funds (STBG, CMAQ and STBG Set-Aside).
- 1.3 Projects in the TIP will be completed on budget and schedule.

Goal 2 – SRTC's TIP will provide an open and transparent process that is accessible to stakeholders and the public.

- 2.1 The TIP will comply with applicable federal and state regulations and requirements.
- 2.2 Information on federal and state regulations will be made readily available to all local agencies and the public.
- 2.3 TIP documents will be presented in clear and accessible language and formatting.
- 2.4 Programming decisions will be made in a public forum and will be consistent with the goals, objectives and policies of the Guidebook.
- 2.5 Timelines for the TIP development process will be made available to stakeholders and the public well in advance.

SECTION 1 - REGIONAL TRANSPORTATION PROGRAMMING

Transportation Planning and Programming

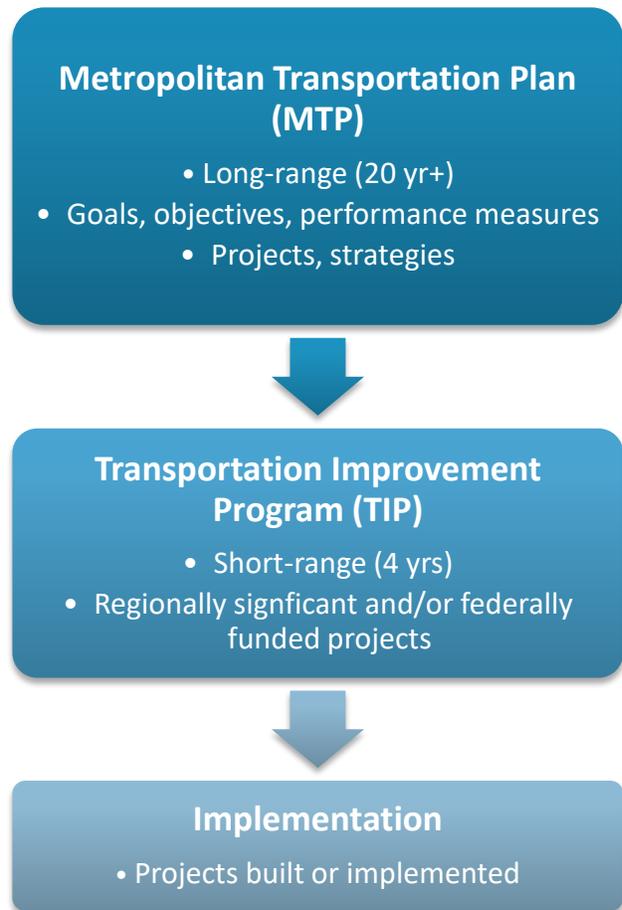
At least once every four years, SRTC prepares a **Metropolitan Transportation Plan (MTP)** which establishes long-range goals for the region and identifies projects and strategies that will be necessary to implement them.

The current MTP, *Horizon 2045*, was approved by the SRTC Board on December 9, 2021. For more information on *Horizon 2045*, please refer to SRTC's website, www.srtc.org, or click [here](#). The next update of the MTP is scheduled for December 2025.

With a long-range plan in place, the **Transportation Improvement Program (TIP)** serves as a short-range programming document for projects that are planned over the next four years. The purpose of the TIP is to ensure that projects planned for implementation in the near future are consistent with the projects and strategies identified in the MTP.

The 2022-2025 TIP was approved by the SRTC Board October 14, 2021 and will go into effect at the beginning of the 2022 program year (approximately January 1, 2022). For more information about the 2021-2024 TIP, the document can be accessed at: <https://www.srtc.org/transportation-improvement-program/>.

For the purposes of SRTC's TIP, years one through four of the TIP constitute an agreed to list as defined by CFR 45.330. This means that once a project has been programmed into the first four years of the approved TIP, the project's sponsor(s) can begin implementation of the project by accessing funds to start preliminary engineering, right-of-way acquisition, or construction. Projects that are programmed in years five and six of the TIP are not part of the agreed to list and are not eligible for obligation without prior approval by the SRTC Board.



Projects Included in the TIP

Projects in the TIP are required to be consistent with the MTP. In order to be considered consistent, a project in the TIP must be listed in the MTP as a planned regionally significant project (i.e. a new or expanded roadway) or otherwise captured in a program of projects (i.e. preservation program or bicycle/pedestrian program).

The TIP must include all projects that are federally funded through U.S. Code Title 23 (Federal Highway Administration) and Title 49 (Federal Transit Administration), and all regionally significant projects, regardless of funding source.

Regionally Significant Projects

Regionally significant projects must be included in the TIP, MTP, and added to the transportation demand model for purposes of air quality conformity. SRTC classifies a transportation project as regionally significant¹ if the project:

1. Cannot be grouped in the TIP and/or State TIP (STIP)², and/or it is not listed as an exempt project type in the Environmental Protection Agency's (EPA's) regional transportation conformity regulation (40 C.F.R. part 93)³; *and*
2. Is on a facility which serves regional transportation needs (federally classified as a principal arterial, highway or freeway) and alters the number of through-lanes for motor vehicles for a length greater than a half mile, or impacts a freeway or freeway interchange (other than maintenance projects); *or*
3. Is a new or extended fixed guideway transit service (dedicated bus lanes, vehicle track or wires) or capital expenditures related to a new fixed-route transit service on a facility which serves regional transportation needs (federally classified as principal arterial or higher).
4. Is determined by the SRTC Policy Board to be regionally significant or have the potential for adverse emissions impacts for any reason.

SRTC is responsible for determining whether or not a project is regionally significant. Project sponsors are responsible for providing the necessary project information to SRTC for making the regional significance determination.

It is important to note that although a project may not meet the definition of regionally significant, that does not detract from the importance of the project to the region, nor does it impact the project's ability to receive future federal or state grants. The purpose of defining projects as

¹ The federal definition for regionally significant is defined in 23 C.F.R. § 450.104.

² U.S.C. 135(g)(4)(C)(ii) states that projects that are categorically excluded from the National Environmental Policy Act (NEPA) process and are not regionally significant can either be identified individually or grouped with other projects of the same funding source in the STIP.

³ 40 CFR § 93.126 states that certain highway and transit projects are exempt from conformity requirements (highway safety, transit, bike and pedestrian facilities, travel demand management programs, and other activities that do not lead directly to construction of a project), unless it is determined by the Interagency Consultation group that the project it has potentially adverse emissions impacts for any reason. 40 CFR § 93.127 identifies several project types that are exempt from regional emissions analysis (intersection channelization or signalization, interchange reconfiguration, transit terminals, weigh stations, and changes in alignment), unless it is determined by the Interagency Consultation group that the project it has potentially adverse emissions impacts for any reason.

regionally significant is to ensure that all projects that could impact transportation conformity are analyzed.

An example of a project that does not meet the definition of regionally significant yet is considered a regional priority project is the completion of the Fish Lake Trail. This project is a bicycle and pedestrian facility, therefore exempt from transportation conformity requirements, but it is an important project to the region.

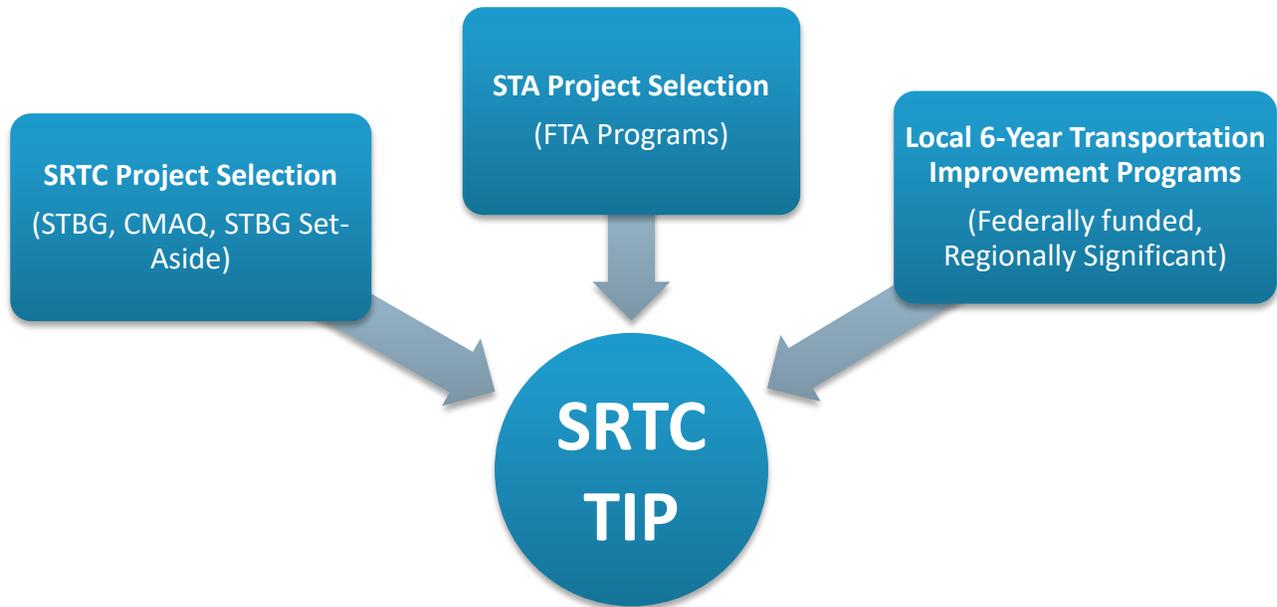
Interagency Consultation Group and Process

Interagency consultation is required as part of the conformity determination process as stated in 40 C.F.R. Part 93.105, which covers the requirements for determining conformity to State or Federal Implementation Plans; transportation plans or programs; or projects developed, funded, or approved under Title 23 or FTA transit laws. Currently, the agencies involved in SRTC's interagency consultation group include the Federal Transit Administration (FTA), Federal Highway Administration (FHWA), WSDOT, Washington State Department of Ecology, Spokane Regional Clean Air Agency and the U.S. Environmental Protection Agency.

The interagency consultation group has many roles related to transportation conformity determinations. As it pertains to the TIP, this group assists SRTC in determining which transportation projects should be considered regionally significant for purposes of regional emissions analysis. Additionally, this group has a role in evaluating whether projects that are otherwise exempt from meeting conformity (40 C.F.R. Part 93.126 and 93.127) should be treated as non-exempt in cases where potential adverse air quality impacts may exist.

SECTION 2 - TIP DEVELOPMENT PROCESS

The development of the TIP involves three separate but interrelated processes; SRTC project selection, STA project selection, and local agency six-year transportation programs.



SRTC Project Selection

SRTC, in consultation with WSDOT and STA, is responsible for selecting projects for regional allocations of federal highway funds – Surface Transportation Block Grant Program (STBG), Congestion Mitigation Air Quality (CMAQ), and STBG Set-Aside program. A call for projects for STBG, CMAQ and STBG Set-Aside will occur in 2022. If regional funds are returned prior to the next call for projects, SRTC will follow policy 6.5.1 related to the utilization of leftover funds.

Surface Transportation Block Grant Program (STBG):

The purpose of the STBG program is to provide a flexible source of funding that can be tailored to meet the specific needs of the region. STBG funds can be used for roadway construction, reconstruction, or preservation; transit projects; bicycle and pedestrian facilities or programs; bridges; and planning efforts.

In November 2018, the SRTC Board of Directors selected projects to fund using the estimated STBG allocations for 2020-2021.

Congestion Mitigation & Air Quality (CMAQ):

The purpose of the CMAQ program is to implement transportation projects and programs that improve air quality by increasing the efficiency of existing transportation facilities or reducing travel demand. CMAQ-funded projects and programs must be capable of demonstrating a reduction of either carbon monoxide (CO) or particulate matter (PM-10) within the Spokane CO and PM-10 boundaries. CMAQ funding is for regions designated as an air quality attainment or maintenance area in State Implementation Plans (SIP) or Limited Maintenance Plans (LMPs) for Air Quality.

While Spokane's LMPs are no longer effective after August 30, 2025 CMAQ funding is expected to continue.

In November 2018, the SRTC Board of Directors selected projects to fund using the estimated CMAQ allocations for 2021-2023.

STBG Set-Aside (formerly TAP):

The purpose of the STBG Set-Aside program is to implement on- and off-road facilities for bicyclists and pedestrians and fund other enhancements to surface transportation. Eligible projects include sidewalks, bicycle facilities, signals, traffic calming projects, projects that bring a facility into compliance with the Americans with Disabilities Act (ADA), conversion of rail corridors for non-motorized users, scenic overlooks and viewpoints, historic preservation, environmental mitigations, Safe Routes to School projects, and recreational trails.

In November 2018, SRTC selected projects to fund using the estimated STBG Set-Aside allocations for 2021-2023.

On occasion but not with predictable regularity SRTC receives the following funding:

Highway Infrastructure Program (HIP)

The Department of Transportation Appropriations Act, 2021, provided WA funding for Highway Infrastructure Programs (HIP) apportioned as the STBG program (23 U.S.C. 133(d)) for roads, bridges, elimination of hazards and the installation of protective devices at railway-highway crossings and charging infrastructure along corridor-ready or corridor-pending alternative fuel corridors. SRTC's portion of the State's 2021 allocation of this funding must be obligated by September 30, 2024.

Highway Infrastructure Program (HIP) Coronavirus Response and Relief Supplemental Appropriation Act, 2021 (CRRSAA)

The purpose of the HIP-CRRSAA is to provide funding to address COVID-2019 impacts related to Highway Infrastructure Program. This funding is required to be spent in the Urbanized area and must be obligated by September 30, 2021, No local match is required for this funding source.

2022 Call for Projects

SRTC will be conducting a call for projects for STBG, STBG=Set Aside, CMAQ for 2024-2026. Also, in this call for projects, will include funding to be obligated by September 30, 2024 for both HIP and HIP- CRRSAA will be included. The draft schedule for the Call for Projects is below.

2021	
Nov 17 & 21	TAC & TTC meetings – Call for Projects Overview
Dec 9	SRTC Board of Directors – Call for Projects overview
Dec 13 & 15	TAC & TTC meetings – Call for Projects update, principles of investment discussion, applications & evaluation criteria update
2022	
Nov 2021 – Jan 2022	Call for Projects Working Group – develop applications, evaluation criteria, principles of investment discussion
Jan 14	SRTC Board of Directors - Begin Principles of Investment discussion, off the top funding
Jan 22 & 24	TAC & TTC meetings – Call for Projects update, principles of investment discussion, applications & evaluation criteria update
Feb 10	SRTC Board of Directors - Principles of investment, off the top funding
Feb 11	CALL FOR PROJECTS RELEASED
Mar 7	Project Eligibility Worksheet and Complete Streets Checklist DUE by 4:00 pm.
Apr 4	APPLICATION Package DUE by 4:00 pm.
Apr 5-22	SRTC staff screens projects for completeness, consistency with the MTP and CMP. SRTC staff will also calculate the air quality benefits for each CMAQ project at this time
Apr 25 - May 13	Project scoring
May 23	TAC & TTC meetings - review preliminary results
Jun 9	SRTC Board - review preliminary results
Jun 22	TAC & TTC meetings - recommend prioritized lists of STBG, CMAQ STBG Set-Aside, HIP and HIP COVID projects to fund and contingency lists for Board approval
Jul 14	SRTC Board – Approve STBG, CMAQ, STBG Set-Aside, HIP and HIP COVID projects to fund and contingency lists.
Aug – Oct	2023-2026 TIP development process which includes a 30-day public comment period on the draft TIP.

Other Federal, State Programs

For projects funded with federal National Highway Performance Program (NHPP), Surface Transportation Program (STP), and Federal Lands Highway programs, and any projects on the

National Highway System (NHS), WSDOT is responsible for selecting projects in cooperation with SRTC (23 C.F.R. §450.330(c)).

Other federal programs (various discretionary programs, Freight Mobility Strategic Investment Board, Highway Safety Improvement Program, etc.) and state programs (Pedestrian and Bicycle Safety, Safe Routes to School, Transportation Improvement Board, etc.) may also award funds to projects within the Spokane region. Although the prioritization processes for these funding programs are conducted outside of SRTC, SRTC must cooperatively select all projects programmed in the TIP.

STA Project Selection

As the designated recipient of regional allocations of federal transit funds, STA is responsible for selecting projects for the Federal Transit Administration (FTA)’s Urbanized Area Formula Program (Section 5307), Enhanced Mobility of Seniors and Individuals with Disabilities (Section 5310), and Bus and Bus Facilities Formula Program (Section 5339). SRTC assists in soliciting and prioritizing projects for Section 5310 funds; however, the STA Board of Directors is responsible for selecting a program of projects for those funds.

Six-Year Transportation Programs

SRTC annually reviews the six-year transportation improvement programs adopted by local agencies. Projects that are consistent with the MTP, are regionally significant, and/or federally funded through U.S. Code Title 23 and Title 49 are incorporated into the TIP. These projects must be submitted to SRTC in the Washington STIP system, Secure Access Washington (<https://secureaccess.wa.gov/myAccess/saw/select.do>) no later than August 1.

The schedule for local agency’s six-year transportation programs is as follows:

Local Six-Year Transportation Programs Schedule	
Jun 30	Cities and towns must have six-year transportation programs adopted
Jul 2	Cities and towns, Spokane County ⁴ and STA ⁴ submit adopted six-year programs to SRTC for TIP review
Jul 16	SRTC notifies agencies of all regionally significant and/or federally funded projects that will need to be included in the regional TIP. Some projects may also require a completed Safe & Complete Streets checklist.
Jul 30	All agencies must submit the required information for all regionally significant and/or federally funded projects to SRTC via the Washington STIP system, Secure Access Washington (SAW). Safe and Complete Streets checklists are also due.

2023-2026 TIP Development

⁴ According to state regulation, counties must adopt a six-year transportation program by December 31st (RCW 36.81.121) and transit agencies must adopt a six-year transit plan by September 1st (RCW 35.58.2795). The deadlines for these two entities conflict with the TIP development schedule, which must be submitted to WSDOT in October. In developing the TIP, SRTC will review the most recently adopted six-year plan for incorporation into the TIP.

After SRTC has selected projects for regional allocations of federal funds and has selected projects from local six-year transportation programs for inclusion in the TIP, the projects are compiled into the 2023-2026 TIP. The schedule for the 2023-2026 TIP development is as follows:

2023-2026 TIP Development Schedule	
Jul 30	Safe and Complete Streets checklists due to SRTC for projects that are not exempt from the Safe and Complete Streets policy or were not previously submitted with an SRTC call for projects.
Jul 30	Agencies must submit the required information for all regionally significant and/or federally funded projects to SRTC via Secure Access Washington (SAW).
Jul - Aug	TIP development – review project information in SAW, finalize project list, fiscal constraint analysis, air quality conformity determination, maps, project pages, and appendices.
Aug 25	TTC meetings – Review TIP development timeline
Sep 3 –Oct 4	30-day public comment period
Sep 16	Virtual Public meeting to review draft TIP
Sep 9	Board meeting – Overview of draft TIP
Sep 22	TTC meeting – Recommend approval of draft TIP
Oct 14	SRTC Board Approval
Oct 15	WSDOT STIP Due Date (estimated)
~ Jan 1	FHWA/FTA STIP Approval

Safe and Complete Streets Policy

The SRTC Board of Directors approved the SRTC Safe and Complete Streets Policy in September 2012, with an effective date of January 2013. This policy’s primary purpose is to ensure that the safety and convenience of all transportation system users (pedestrians, bicyclists, transit users, motorists, freight providers, and emergency responders) are considered during the planning and programming of projects. The policy and checklist are provided in Appendix B.

The SRTC Safe and Complete Streets Policy shall apply to all roadway construction and roadway reconstruction projects (any phase) that are required to be included in SRTC’s TIP.

Several project types are exempt from the policy and are not required to submit a Safe and Complete Streets Checklist, including:

- Roadway preservation
- Intelligent Transportation Systems (ITS)
- Projects located on a facility that prohibits bicyclists or pedestrians AND transit does not operate on, nor is planned to, for the next 15 years

- Non-motorized
- Transit
- Safety projects (funded with safety funds, for example Highway Safety Improvement Program or Safe Routes to School)
- Programs
- Planning studies.

Project sponsors will be required to complete the SRTC Safe and Complete Streets Checklist for all applicable projects (see above) submitted for inclusion in the SRTC TIP. This can occur in any of the following:

- As part of the annual TIP development process (due July 30)
- Through an amendment to add a new project to the TIP (monthly)
- During an SRTC Call for Projects (submitted with the application packet).

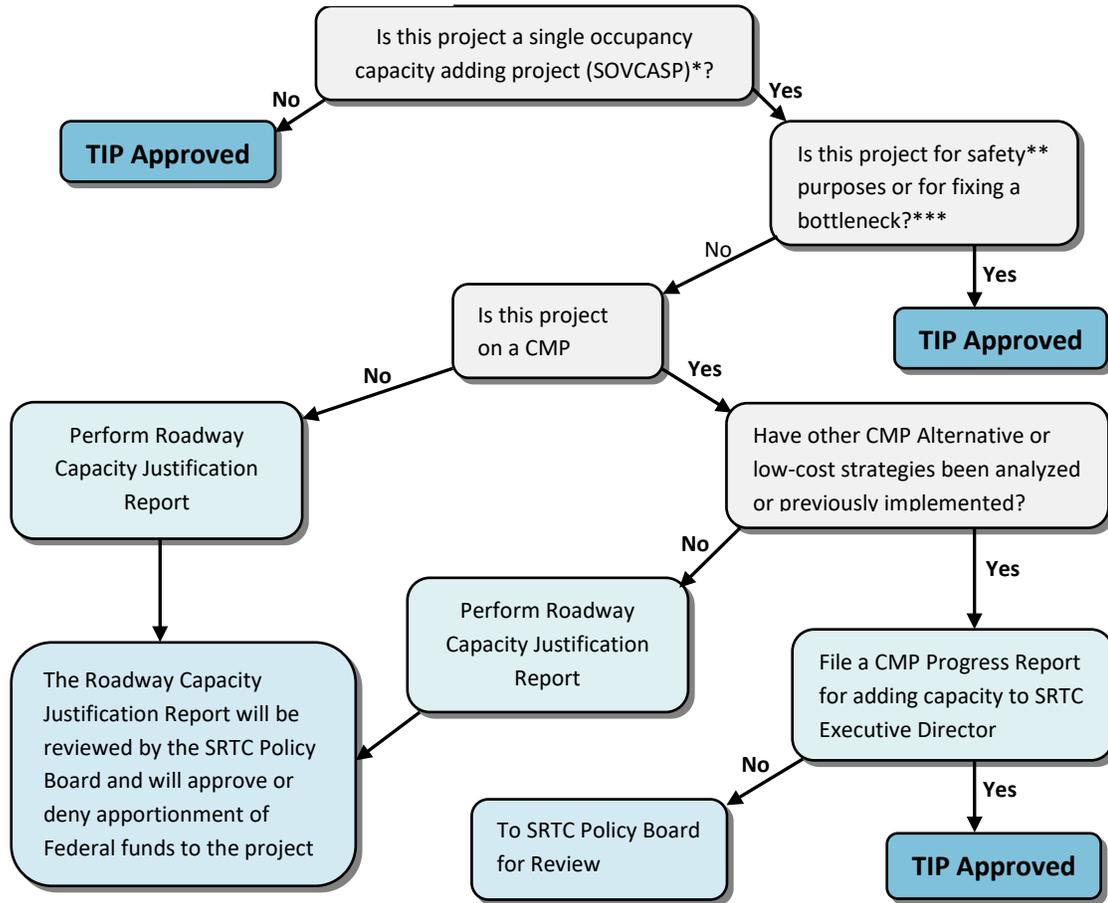
Congestion Management Process

The Congestion Management Process (CMP) is a systematic and regionally accepted approach for managing congestion that provides accurate, up-to-date information on transportation system performance and assesses alternative strategies for congestion management that meet state and local needs. Since the Spokane region is a Transportation Management Area (TMA), SRTC is required to develop, implement, and monitor a CMP. The Spokane region is also classified as an EPA air quality maintenance area therefore, certain types of transportation projects may not receive Federal funding unless that project has been addressed through a congestion management process (23 Code of Federal Regulations 450.320 (d) & (e)).

To address compliance with the TIP a decision process called the CMP/TIP Compliance Process was developed. This process ensures that any project, regardless of funding source, which increases Single Occupancy Vehicle carrying capacity of roadways and appears in the SRTC TIP has gone through a least-cost planning process and a justification process. This analysis ensures fair treatment of all projects in the TIP that address congestion.

This process requires that alternative strategies be analyzed, and, in most instances, a Roadway Capacity Justification Report be conducted before significant SOV capacity-increasing projects are approved for funding or placed in the SRTC Regional TIP. The Roadway Capacity Justification Report would be reviewed by members of the CMP Working Group and approved by the SRTC Board before such a project could move forward. The CMP/TIP Compliance Process also depicted in Figure 1:

Figure 1: SMP/TIP Compliance Process



***SOVCAP (Single Occupancy Vehicle Capacity Adding Project)** – a transportation project which significantly increases the carrying capacity of a roadway. In areas that are in non-attainment/maintenance zones for air quality, a SOVCAP may not receive federal funding unless consistency with the regional CMP has been demonstrated.

Exempt from this definition, are realignments which replace rather than supplement previous roadways for through traffic, turning lanes, acceleration/deceleration lanes, climbing lanes, bridge replacements, widening without adding new travel lanes, and facilities that are primarily for use by modes other than SOVs (such as bus lanes, HOV lanes, and bicycle and pedestrian facilities).

****Safety Projects:** There is a wide range of strategies and projects for improving safety on public roadways, which can include geometric improvements and intersection improvements that may result in adding roadway capacity, though many small capital projects and policy programs are also used to improve safety on a corridor. Projects that are funded through a safety program are considered safety projects. If not funded through safety program, a project statement must demonstrate how the project will improve safety and be accepted by the CMP Working Group.

*****Bottleneck Projects:** A bottleneck is a localized section of highway or principal arterial that experiences reduced speeds and inherent delays due to a recurring operational influence or a nonrecurring impacting event; a bottleneck is distinguished from "congestion" because it occurs on a subordinate segment of a parent facility, and not pervasively along the entire facility. Increasing capacity on a short section of roadway is one of many available methods for combating bottlenecks, along with a variety of operational and demand management strategies. A project statement must indicate the location of the bottleneck, how the project will improve the bottleneck and be accepted by the CMP Working Group.

SECTION 3 - PROJECT CHANGES

As a project gets underway, new information often results in project changes. This can include project cost adjustments, scope changes, newly secured funds, etc. In addition, federal funds may be awarded to new projects throughout the year. When a change is requested for an existing project in the TIP or a new project needs to be added to the TIP, it is classified as either an amendment or an administrative modification. The process for incorporating the change into the TIP is different for each classification.

From the initial request for an amendment or administrative modification to the final federal approval, the process typically takes 8-10 weeks. The process includes the following steps:

- 1) Project sponsor submits written request for an amendment or administrative modification to SRTC.
- 2) SRTC staff evaluates request for completeness, financial feasibility, air quality conformity, consistency with the MTP and State and Federal regulations, SRTC's Safe and Complete Street Policy, etc.
- 3) If the project change is an amendment, a 10-day public comment period is held pursuant to the SRTC Public Participation Plan. Administrative modifications do not require a public comment period and are processed administratively by SRTC staff.
- 4) The TTC reviews the amendment and makes recommendation for approval to the SRTC Policy Board.
- 5) The Board acts on the amendment.
- 6) If approved by the Board, the amendment is submitted to WSDOT for inclusion in the State TIP (STIP). Administrative modifications are submitted to the STIP at the same time as any approved amendments.
- 7) WSDOT reviews the project changes and forwards the amended STIP to FHWA and FTA for approval.
- 8) FHWA and FTA review the revised STIP for approval.

2022 Amendment and Administrative Modifications Schedules

The amendment and administrative modifications schedules, which is subject to change, is provided below. If a change occurs to the schedule, revised schedules will be published on SRTC's website and member agencies will be notified.

**2022-2025 Transportation Improvement Program (TIP) Amendment Schedule
Dates in Calendar Year 2022 (except where noted)**

January Amendment	
Amendment Request Due Date	Dec 3, 2021
SRTC Staff Review & Air Quality	Dec 6 – 10, 2021
Public Comment Period (10 day)	Dec 15 – 24, 2021
TTC Recommendation	Dec 22, 2021
SRTC Board Approval	Jan 13
WSDOT STIP Amendment Due Date	Jan 21
FHWA/FTA STIP Approval	~Feb 18

July Amendment	
Amendment Request Due Date	Jun 3
SRTC Staff Review & Air Quality	Jun 6 - 10
Public Comment Period (10 day)	Jun 15 - 24
TTC Recommendation	Jun 22
SRTC Board Approval	Jul 14
WSDOT STIP Amendment Due Date	Jul 15
FHWA/FTA STIP Approval	~Aug 19

February Amendment	
Amendment Request Due Date	Jan 7
SRTC Staff Review & Air Quality	Jan 10 - 14
Public Comment Period (10 day)	Jan 19 - 28
TTC Recommendation	Jan 26
SRTC Board Approval	Feb 10
WSDOT STIP Amendment Due Date	Feb 18
FHWA/FTA STIP Approval	~Mar 18

August Amendment	
Amendment Request Due Date	No Amendment
SRTC Staff Review & Air Quality	No Amendment
Public Comment Period (10 day)	No Amendment
TTC Recommendation	No Amendment
SRTC Board Approval	No Amendment
WSDOT STIP Amendment Due Date	No Amendment
FHWA/FTA STIP Approval	No Amendment

March Amendment	
Amendment Request Due Date	Feb 4
SRTC Staff Review & Air Quality	Feb 7 - 11
Public Comment Period (10 day)	Feb 16 - 25
TTC Recommendation	Feb 23
SRTC Board Approval	Mar 10
WSDOT STIP Amendment Due Date	Mar 18
FHWA/FTA STIP Approval	~Apr 15

September Amendment	
Amendment Request Due Date	Aug 5
SRTC Staff Review & Air Quality	Aug 8 - 12
Public Comment Period (10 day)	Aug 17 - 26
TTC Recommendation	Aug 24
SRTC Board Approval	Sep 8
WSDOT STIP Amendment Due Date	Sep 16
FHWA/FTA STIP Approval	~Oct 14

April Amendment	
Amendment Request Due Date	Mar 4
SRTC Staff Review & Air Quality	Mar 7 - 11
Public Comment Period (10 day)	Mar 16 - 25
TTC Recommendation	Mar 23
SRTC Board Approval	Apr 14
WSDOT STIP Amendment Due Date	Apr 15
FHWA/FTA STIP Approval	~May 20

October Amendment	
Amendment Request Due Date	Sep 2
SRTC Staff Review & Air Quality	Sep 5 - 9
Public Comment Period (10 day)	Sep 14 - 23
TTC Recommendation	Sep 28
SRTC Board Approval*	Oct 13
WSDOT STIP Amendment Due Date	Oct 14
FHWA/FTA STIP Approval	~Nov 18

May Amendment	
Amendment Request Due Date	Apr 1
SRTC Staff Review & Air Quality	Apr 4 - 8
Public Comment Period (10 day)	Apr 13 - 22
TTC Recommendation	Apr 27
SRTC Board Approval	May 12
WSDOT STIP Amendment Due Date	May 20
FHWA/FTA STIP Approval	~Jun 17

*The SRTC Board will also be approving 2023-2026 TIP at this meeting.

June Amendment	
Amendment Request Due Date	May 6
SRTC Staff Review & Air Quality	May 9 - 13
Public Comment Period (10 day)	May 18 - 27
TTC Recommendation	May 25
SRTC Board Approval	Jun 9
WSDOT STIP Amendment Due Date	Jun 17
FHWA/FTA STIP Approval	~Jul 15

No amendments will be processed by WSDOT in November or December; the amendment process for the 2022 TIP is closed after the October cycle.

2022-2025 Transportation Improvement Program (TIP) Administrative Modifications Schedule

January Administrative Modifications	
Admin Mod Request Due Date	January 14
SRTC Staff Review	January 17-20
WSDOT STIP Amendment Due Date	January 21
FHWA/FTA STIP Approval	~February 18

July Administrative Modifications	
Admin Mod Request Due Date	July 8
SRTC Staff Review	July 11-14
WSDOT STIP Amendment Due Date	July 15
FHWA/FTA STIP Approval	~August 19

February Administrative Modifications	
Admin Mod Request Due Date	February 11
SRTC Staff Review	February 14-17
WSDOT STIP Amendment Due Date	February 18
FHWA/FTA STIP Approval	~March 18

August Administrative Modifications	
Admin Mod Request Due Date	No Admin. Mod.
SRTC Staff Review	No Admin. Mod.
WSDOT STIP Amendment Due Date	No Admin. Mod.
FHWA/FTA STIP Approval	No Admin. Mod.

March Administrative Modifications	
Admin Mod Request Due Date	March 11
SRTC Staff Review	March 14-18
WSDOT STIP Amendment Due Date	March 18
FHWA/FTA STIP Approval	~April 15

September Administrative Modifications	
Admin Mod Request Due Date	September 9
SRTC Staff Review	September 12-15
WSDOT STIP Amendment Due Date	September 16
FHWA/FTA STIP Approval	~October 14

April Administrative Modifications	
Admin Mod Request Due Date	April 8
SRTC Staff Review	April 11-14
WSDOT STIP Amendment Due Date	April 15
FHWA/FTA STIP Approval	~May 20

October Administrative Modifications	
Admin Mod Request Due Date	October 7
SRTC Staff Review	October 10-13
WSDOT STIP Amendment Due Date	October 14
FHWA/FTA STIP Approval	~November 18

May Administrative Modifications	
Admin Mod Request Due Date	May 13
SRTC Staff Review	May 10-13
WSDOT STIP Amendment Due Date	May 20
FHWA/FTA STIP Approval	~June 17

No administrative modifications will be processed by WSDOT in November or December; the amendment and administrative modifications process for the 2022 STIP is closed after the October cycle.

June Administrative Modifications	
Admin Mod Request Due Date	June 10
SRTC Staff Review	June 14-17
WSDOT STIP Amendment Due Date	June 17
FHWA/FTA STIP Approval	~July 15

Types of Project Changes

Project changes are classified as amendments or administrative modifications. SRTC is responsible for determining whether a project change is an amendment or administrative modification.

Amendments

Amendments include adding a new project, deleting a project, major scope changes, changes to a project's total programmed amount greater than 30% (or over \$3 million), changes to a project that impact air quality conformity, adding a future phase of a project, and adding federal funds to a project currently programmed in the TIP without federal funds.

Administrative Modifications

Administrative modifications are project changes that are not considered amendments and typically include: revisions to lead agency, adding a prior phase of a project not previously authorized, changes to a project's total programmed amount less than 30%, minor changes in scope, and minor changes or errors in project information (environmental type, right-of-way required, project limits, improvement type, typographical errors, etc.), etc.), changes in a project's federal fund source, moving a project within the first four years of the TIP (as long as the project timing remains consistent with the MTP), authorization for any federal funds currently programmed in the TIP without consideration of the phase split, and adjustments in a project's funding authorization for award of contract.

Administrative modifications requested by local agencies are reviewed by the jurisdiction and SRTC staff prior to being implemented. A list of modifications is maintained by SRTC as part of the TIP. Once a modification has been made, a revised TIP will be sent to WSDOT, FHWA, and FTA and will be linked on SRTC's website.

For full definitions of amendments and administrative modifications please see Appendix C.

SECTION 4 - PROJECT DELIVERY

The final step in the programming process is project delivery; construction, procurement, or implementation. SRTC monitors project delivery by annually publishing a list of obligations from the preceding year and by presenting project status reports to the SRTC Policy Board twice annually.

Annual Listing of Federal Obligations

Every year, SRTC is required to complete a list of federal obligations that occurred in the preceding program year (23 C.F.R. § 450.332). For each project, the listing shall include the amount of federal funds that: were programmed in the TIP, obligated in the preceding year, and remaining for future years. The list is prepared cooperatively with WSDOT and STA and must be published no later than 90 calendar days following the end of the program year.

The schedule for completing the Annual Listing of Federal Obligations is below.

Annual Listing of Federal Obligations	
January	SRTC compiles information on 2021 federal obligations
Feb 1	SRTC will notify agencies of any requested information necessary to complete the 2021 Annual Listing
Feb 15	Deadline for local agencies to submit requested information to SRTC for compilation of the 2021 Annual Listing
Mar 24	TTC meeting – present the 2021 Annual Listing
Mar 31	2020 Annual Listing will be posted to the SRTC website and sent to WSDOT, FHWA, and FTA no later than March 31
Apr 8	SRTC Board – present the 2021 Annual Listing

Project Tracking

In addition to tracking annual obligations, SRTC also tracks the status of projects receiving regional funds. The purpose of tracking the status of these projects is to ensure that regional allocations of federal funds are being obligated efficiently and that projects are making continuous progress towards construction or implementation.

SECTION 5 - PUBLIC INVOLVEMENT

SRTC's Public Participation Plan includes the policies and procedures SRTC follows to ensure that the public is given adequate opportunity to participate in and comment on SRTC's programming process. Participating agencies and the general public are provided an opportunity to comment on the TIP development through a variety of means. Throughout the year, the public is invited to attend SRTC advisory committee meetings to discuss project selection, TIP amendments, and the development of the next four-year TIP. Documentation from the meetings is also posted on the SRTC website.

In addition to the adopted policies and procedures for public involvement, SRTC strives to make the programming process as clear and accessible to the public as possible.

For more information on SRTC's Public Participation Plan, please refer to SRTC's website.

SECTION 6 - POLICIES AND PROCEDURES

1. Regional Transportation Programming

Policy 1.1

For the purposes of SRTC's TIP, years one through four of the TIP constitute an agreed to list as defined by CFR 45.330.

Policy 1.1.1

Once a project has been programmed in year one through four of an approved TIP, the project sponsor(s) can begin project implementation by obligating funds. Delivery of SRTC funded projects is coordinated through the SRTC TIP Working Group.

Policy 1.2

All projects in the TIP must be consistent with the Metropolitan Transportation Plan (MTP). In order to be considered consistent with the MTP, a project in the TIP must be listed in the MTP as planned regionally significant project (i.e. a specific capital project that adds or impacts vehicular capacity) or program of projects (i.e. arterial preservation, sidewalk infill).

Policy 1.3

SRTC shall determine consistency with the MTP. If it is unclear whether or not a project is consistent with the MTP, SRTC shall convene the Interagency Consultation group (WSDOT, STA, FTA, and FHWA) and/or the Air Quality Interagency Consultation Group (members of the Interagency Consultation group with the addition of Environmental Protection Agency and the Washington State Department of Ecology) pursuant to SRTC's Interagency Consultation Procedures. The results of the consultation process are presented to the SRTC Policy Board for final determination on a project's consistency with the MTP.

Policy 1.4

All projects receiving federal funds through U.S.C. Title 23 and Title 49 must be included in the TIP. Projects receiving other federal funds do not need to be included in the TIP unless the project is regionally significant.

Policy 1.5

All regionally significant projects must be included in the TIP. Regionally significant projects are defined on page 4.

Policy 1.6

SRTC shall determine whether or not a project is regionally significant. If it is unclear whether or not a project is regionally significant, SRTC shall convene the Interagency Consultation group (WSDOT, STA, FTA, and FHWA) or the Air Quality Interagency Consultation Group (members of the Interagency Consultation group with the addition of Environmental Protection Agency and Washington State Department of Ecology) pursuant to SRTC's Interagency Consultation Procedures. The results of the consultation process are presented to the SRTC Policy Board for final determination on a project's regional significance.

Policy 1.7

Project sponsors shall provide the necessary project information to SRTC in order to make the determination on consistency with the MTP and regional significance. This includes a description of the project, location, length, and planned year of completion.

2. TIP Development**Policy 2.1**

Agencies must submit approved TIP to SRTC no later than July 1 each year. The projects may be submitted in any format; however, agencies must provide sufficient detail in their TIP for SRTC to identify projects for inclusion in the TIP (including project name, length, description of work, total estimated cost, and amount of secured funds).

Policy 2.2

SRTC shall notify agencies no later than July 15 with a list of all regionally significant and/or federally funded projects that will need to be included in the regional TIP and that will require a completed Safe and Complete Streets checklist.

Policy 2.3

Agencies must submit the required information for all regionally significant and/or federally funded projects to SRTC in the State's STIP system, Secure Access Washington (<https://secureaccess.wa.gov/myAccess/saw/select.do>), as well as a completed Safe and Complete Streets checklists no later than July 30.

Policy 2.4

SRTC shall publish the draft TIP during the first week of September for the required 30-day public comment period. The timing of the public comment period must allow sufficient time for public comments to be incorporated into the draft TIP prior to the SRTC Policy Board approval.

Policy 2.5

The SRTC Safe and Complete Streets Policy stipulates that roadway construction and roadway reconstruction projects (any phase) that are required to be included in SRTC's TIP must complete and submit a Safe and Complete Streets Checklist. The timelines for submitting the checklists are detailed in Policy 2.2 and 2.3. Several project types are exempt from the policy and are not required to submit a Safe and Complete Streets Checklist, including: roadway preservation; Intelligent Transportation Systems (ITS); projects located on a facility that prohibits bicyclists or pedestrians AND transit does not operate on, nor is planned to, for the next 15 years; non-motorized; transit; safety (funded with safety funds); programs; and planning studies.

3. Project Changes

Policy 3.1

All scope changes must be approved by the Executive Director, with TTC concurrence.

Policy 3.2

SRTC is responsible for determining whether a project change is an amendment or administrative modification.

Policy 3.3

Project sponsors shall submit a written request to SRTC to initiate a project change, whether it is an amendment or administrative modification. The request must provide sufficient detail for SRTC to make the determination on the type of project change that is required.

Policy 3.4

SRTC shall maintain a full accounting of all amendments and administrative modifications made to the current TIP. The history of these project changes will be made available on SRTC's website for the TIP.

Policy 3.5

In the event that the TIP amendment/administrative modification schedule should be revised, SRTC shall notify all member agencies and post an updated schedule on SRTC's website for the TIP.

4. Project Delivery

All Projects

Policy 4.1

SRTC will track the status of all projects receiving regional federal funds in the TIP. Project sponsors shall provide sufficient information for tracking the status of projects upon request. This information will be provided to the Board of Directors and committees as it relates to the Region's ability to meet the Federal Fiscal Year (FFY) 2019 obligation target.

Policy 4.2

SRTC will provide delivery status updates on all projects obligating or de-obligating regional federal funds during the FFY. SRTC shall present these updates to the SRTC Policy Board and committees periodically throughout the year.

Policy 4.3

SRTC shall publish a listing of all annual federal obligations from the preceding program year no later than March 30. This policy is consistent with federal regulations for annual obligations reporting. The annual listing will be presented to the SRTC Board of Directors and advisory committees and will be posted to SRTC's website for the TIP.

STBG, CMAQ, STBG Set-Aside Projects**Policy 4.4**

If a project phase does not meet its targeted obligation date; SRTC may administratively grant the project sponsor a one-time extension of up to two (2) years. The project sponsor has 30 calendar days from the date it was notified of the administrative extension to submit a revised project delivery schedule for the project to SRTC. If a revised schedule has not been received within that time period, the project will be presented to the SRTC Policy Board for direction and possible removal from the TIP.

Policy 4.5

If a project sponsor is unable to meet a targeted obligation date after the one-time grace period, the project sponsor may request an extension from the SRTC Board of Directors. The Board may grant the extension or may act to remove the project from the TIP. If the agency is permitted an extension, it must submit a revised schedule to SRTC within 30 calendar days of the Board action. If the Board acts to remove the project from the TIP, any regional federal funds awarded to the project shall be returned to SRTC for reallocation. If the project is eligible to receive regionally selected federal funds, it may be placed on the contingency list of projects for that fund source at the discretion of the Board.

Policy 4.6

Planning projects and preliminary engineering phases for all projects are not eligible for an administrative grace period for obligation of funds. If a planning project or preliminary engineering phase cannot meet its scheduled date for obligation, the project will be reviewed by the SRTC Policy Board. The Board may grant the agency a one-time grace period of up to one (1) year or may act to remove the project from the TIP. If the agency is permitted a grace period, a revised schedule must be received by SRTC within 30 calendar days of the Board action. If the Board acts to remove the project from the TIP, any regional federal funds awarded to the project shall be returned to SRTC for reallocation. If the project is eligible to receive regionally selected federal funds, it may be placed on the contingency list of projects for that fund source at the discretion of the Board.

Policy 4.7

SRTC will maintain a Regional Project Priority List selected through a regional process and approved by the SRTC Board of Directors. Projects on the Regional Priority List may be selected for future funds available through the contingency funding process (see Policy 6.8). The most recently approved Regional Priority List replaces and supersedes any previously approved priority list.

Policy 4.8

SRTC will consider the following strategies to meet an obligation target when shortfalls are anticipated:

- Advancing projects from future years
- Exchange federal funds for local funds between phases or stages of a single project or between projects in the same agency.
- Advancing contingency list projects
- Increase the federal share of awarded projects (no more than maximum federal share can be awarded)

Policy 4.9

SRTC will consider the following strategies to demonstrate fiscal constraint if regional allocations are reduced because of failure to meet SRTC's obligation target:

- Utilization of returned funds from project de-obligations and closeouts, if any.
- Accounting of obligations by agency to provide a quantitative methodology for delaying or removing regional funds from an agency's projects.

5. Public Involvement**Policy 5.1**

SRTC will follow the policies and procedures for public involvement throughout the TIP development and amendment process outlined in SRTC's Public Participation Plan, located on SRTC's website, [here](#).

Policy 5.2

SRTC will make all decisions related to transportation programming in a public forum. This includes meetings of the TTC, TAC, and/or SRTC Policy Board.

Policy 5.3

SRTC will strive to make the programming process (including any documents) understandable and accessible to the public. This includes using plain language, as appropriate; including definitions for technical terms; providing lists of abbreviations; and including graphics to illustrate complex processes.

6. Funding Policies (STBG, CMAQ, STBG Set-Aside funds only)

Cost Overruns

Cost overruns are defined as costs that exceed the project budget as it was determined at the time of project application to SRTC.

Policy 6.1

After a project has been selected by SRTC for regional allocations of federal funds, any cost overruns are the responsibility of the project sponsor. Project sponsors are required to sign SRTC's Local Agency Project Endorsement Form, which states that any cost overruns are the responsibility of the project sponsor.

Policy 6.2

Although cost overruns are the responsibility of the project sponsor, for eligible cost overruns (see Policy 6.3) on projects awarded on regional allocations of federal funds, the project sponsor may request additional funds through the SRTC Executive Director or the SRTC Board. The process for requesting a fund increase is described below.

Policy 6.2.1

For a project with a total estimated project cost less than \$1 million (as originally programmed in the TIP), the SRTC Executive Director may increase the project's award amount up to 15% of the total estimate project cost. At the Executive Director's discretion, the request may be brought to the TTC for discussion and input. Fund increase requests approved or denied by the Executive Director will be noted at an SRTC Board meeting.

Policy 6.2.2

For a project with a total estimated project cost equal to or greater than \$1 million (as originally programmed in the TIP), the SRTC Executive Director may increase the project's award amount up to 15% of the total project cost, not to exceed \$300,000. At the Executive Director's discretion, the request may be brought to the TTC for discussion and input. Fund increase requests approved or denied by the Executive Director will be noted at an SRTC Board meeting. Requests greater than 15% of the total project cost or greater than \$300,000 would require SRTC Board action. Fund increase requests requiring SRTC Board action will be brought first to the TTC for discussion and input. Fund increase requests approved or denied by the SRTC Board will take place during an SRTC Board meeting, which are open to the public.

Policy 6.2.3

It is the responsibility of the project sponsor to submit a written request to SRTC for the increase in the award amount. The request shall document the circumstances of the cost overrun and describe why the cost overrun should be considered eligible by SRTC and/or the SRTC Board for a fund increase.

Policy 6.2.4

Fund increases that are considered by the SRTC Executive Director shall be limited to available funds. Available funds are allocated funds (this includes but is not limited to

annual allocations, carryover funds, returned funds from projects that came in under budget) that have not been awarded or programmed for a specific project. If a fund source has been fully programmed in the current TIP (all available funds and forecasted funds are associated with planned projects), approving a fund increase request will impact currently programmed projects. These impacts could include delaying one or more projects out of the first four years of the TIP or reducing the award amount for one or more projects.

Policy 6.2.5

If a fund increase request is denied by the SRTC Executive Director or the SRTC Board, the project sponsor may finance the cost increase through other funding sources, reduce the scope of the project to available funds (with SRTC concurrence on the scope change), or withdraw the project from the TIP and return any previously obligated funds to SRTC for redistribution. In addition, fund increase requests denied by the SRTC Executive Director may be appealed by the project sponsor; appeals may be considered by the SRTC Board, at their discretion.

Policy 6.3

Fund increase requests related to cost overruns will be considered on a case-by-case basis. Policies 6.3.1 and 6.3.2 describe possible causes for eligible and ineligible cost overruns. The examples provided below are not exhaustive and do not imply the eligibility or ineligibility of any specific project. The SRTC Executive Director and/or SRTC Board shall make the determination on whether a project cost overrun is considered eligible or ineligible for a fund increase.

Policy 6.3.1

A cost overrun may be eligible for a fund increase if it is considered outside of the control of the project sponsor. Examples of possible eligible cost overruns could include: unanticipated weather events, “Acts of God”, or other external events including war, labor strikes, or national security threats or events; new federal or state mandatory requirements; significant unanticipated utility, environmental, cultural/historical issues; or significant unanticipated pavement condition.

Policy 6.3.2

A cost overrun may be ineligible for additional funds through SRTC if the cost overrun is considered to be within the control of the project sponsor. Examples of possible ineligible cost overruns could include: a change in scope for owner betterment; omitted requirements that could have reasonably been anticipated; or poor judgment or inadequate planning, design, or implementation of the project.

Policy 6.4

Approved fund increase requests related to cost overruns must maintain or increase the original local match commitment (i.e. percentages).

Leftover Funds

Policy 6.5

After a project has been selected by SRTC for regional allocations of federal funds, any unspent funds from the project award must be returned to SRTC for redistribution. Project sponsors may not change the original scope or extend the length or duration of the project in order to utilize the remaining funds.

Policy 6.5.1

SRTC staff will provide a recommendation to the SRTC Board on how to best utilize leftover SRTC regional funds. This recommendation will be reviewed and discussed with the TTC prior to going to the Board. The following methods will be utilized in order to develop this recommendation:

1. Applying funds to regional planning needs identified in the Task 9 “Unfunded Planning Activities” of the current Unified Planning Work Program (UPWP) – Board approval required.
2. Advancing projects programmed in the out years of the current TIP –Administrative modification, does not require Board approval.
3. Select projects to fund from the most recently approved Regional Priority list– TIP amendment requires Board approval.

Policy 6.5.2

Active Projects (i.e. project that have not closed) that de-obligate SRTC regional funds may reapply for future regional funds through SRTC calls for projects. However, there is no guarantee, expressed or implied, that the project will be prioritized and selected for funding.

Partial Funding

Policy 6.6

If a project has been selected for partial funding, whether by phases (PE, RW, CN) or geographical segment, it is the responsibility of the project sponsor to secure the remaining funds necessary to complete the project. The project sponsor may apply for additional funds through future SRTC calls for projects; however, there is no guarantee, expressed or implied, that the project will be prioritized and selected for funding.

Policy 6.7

Unless approved in advance by the SRTC Policy Board, projects selected for PE or RW only are permitted to transfer any remaining funds to a later phase of the project, if the project is programmed for construction within the first four years of the TIP. If the construction phase is not programmed within the first four years of the TIP, the project sponsor must return any remaining funds after the completion of the PE and RW phase.

Contingency Funding Process

Policy 6.8

Contingency funds become available if previously selected projects from that fund source are removed from the TIP by Board action, funds are voluntarily returned by the sponsoring

agency, or additional funds become available for some other reason (for example: annual allocations higher than anticipated). The SRTC is responsible to reassign those funds.

As stated in Policy 4.7 SRTC maintains a Regional Project Priority List which will be used as the basis for this contingency funding process for available STBG, STBG-SA, CMAQ or other SRTC-awarded funds. The following criteria guide the contingency funding process:

- Evaluate the eligibility of Regional Project Priority List projects that meet the technical requirements of the available funding sources;
- Review project readiness from the above identified projects to maximize project delivery;
- Review the capability of available funding to complete a project or phase;
- Analyze obligation authority targets and schedules to ensure the programming of SRTC- managed federal funds meet project obligations targets; and
- Provide a recommendation for the use of contingency funds.

In collaboration with the TIP Working Group, SRTC staff will bring a draft recommendation to the TTC for consideration to recommend Board approval of funding based on the criteria above. The TTC and the SRTC staff will make separate or joint recommendations to the SRTC Board of Directors for funding consideration.

Eligible Phases and Project Types

Policy 6.9

The SRTC Policy Board shall define the eligible phases and types of projects for each Call for Projects process. For example, for each Call for Projects, the Board may choose to only fully fund projects, allow some partially funded projects, fund only the construction phase of projects, and/or fund regional or local planning studies. This policy grants SRTC the flexibility to respond to the changing needs of individual agencies and the region as a whole.

APPENDIX A: SRTC INFORMATION

MEMBER JURISDICTIONS, AGENCIES AND PARTICIPATING TRIBES

City of Airway Heights	Spokane Transit Authority
City of Cheney	Spokane Tribe of Indians
City of Deer Park	Town of Fairfield
City of Liberty Lake	Town of Latah
City of Medical Lake	Town of Spangle
City of Millwood	Town of Rockford
City of Spokane	Town of Waverly
City of Spokane Valley	Washington State Dept. of Transportation
Kalispel Tribe of Indians	Washington State Transportation Commission
Spokane County	

2021 BOARD OF DIRECTORS

Voting Members

Mayor Ben Wick, Chair	City of Spokane Valley
Council Member Paul Schmidt, Vice-Chair	City of Cheney
Mayor Sonny Weathers	City of Airway Heights
Council Member Dee Cragun	City of Deer Park
Mayor Shirley Maike	City of Medical Lake
Mayor Kevin Freeman	City of Millwood
Mayor Cris Kaminskas	City of Liberty Lake
Council Member Lori Kinnear	City of Spokane
Council Member Candace Mumm	City of Spokane
Council Member Linda Thompson	City of Spokane Valley
Larry Stone	Major Employer Representative
Matt Ewers	Rail/Freight Representative
Council Member Micki Harnois	Small Cities/Towns Representative
Commissioner Al French	Spokane County
Commissioner Mary Kuney	Spokane County
E. Susan Meyer, CEO	Spokane Transit Authority
Mike Gribner, Regional Administrator	Washington State Dept. of Transportation
Commissioner Kelly Fukai	Washington State Transportation Commission

Ex-Officio Members

Adam Jackson	Transportation Technical Committee Chair
Todd Coleman	Transportation Advisory Committee Chair

2021 TRANSPORTATION TECHNICAL COMMITTEE

Adam Jackson Chair	City of Spokane Valley
Inga Note, Vice-Chair	City of Spokane
Heather Trautman	City of Airway Heights
Todd Ableman	City of Cheney
Roger Krieger	City of Deer Park (representing small cities/towns)
Lisa Key	City of Liberty Lake
Kevin Picanco	City of Spokane
Colin Quinn-Hurst	City of Spokane
Gloria Mantz	City of Spokane Valley
Julia Whitford	Kalispel Tribe of Indians
Brandi Colyar	Spokane County
Barry Greene	Spokane County
Tammy Jones	Spokane County
April Westby	Spokane Regional Clean Air Agency
Cindy Green	Spokane Regional Health District
Karl Otterstrom	Spokane Transit Authority
Kristine Williams	Spokane Transit Authority
Rachelle Bradley	Spokane Tribe of Indians
position vacant	Washington State Dept. of Transportation
Larry Larson	Washington State Dept. of Transportation
Glenn Wagemann	Washington State Dept. of Transportation

APPENDIX B: SAFE AND COMPLETE STREETS POLICY AND CHECKLIST

SRTC SAFE AND COMPLETE STREETS POLICY

Effective January 1, 2013

PURPOSE

The purpose of the Safe and Complete Streets Policy is to incorporate the needs of all users into the design and construction of roadway projects programmed through the Spokane Regional Transportation Council (SRTC) Transportation Improvement Program (TIP). Transportation system users include people of all ages and abilities who are motorists, pedestrians, bicyclists, transit and school bus riders, or motorcyclists, as well as freight providers and emergency responders.

The Safe and Complete Streets Policy anticipates that appropriate facilities will be included so that all modes of transportation can function safely and independently in current and future conditions. The Safe and Complete Streets Policy can be adapted to fit local community needs and used to direct future regional transportation planning. The policy should incorporate community values and qualities including environment, aesthetics, historic and natural resources as well as safety and mobility. This approach demands careful multi-modal evaluation for all transportation projects.

SRTC POLICY STATEMENT

SRTC encourages project sponsors to achieve a safe, balanced, affordable, multi-modal and equitable transportation system by implementing Safe and Complete Streets with context-sensitive solutions within our diverse urban, suburban and rural communities. Each project will be evaluated on a case-by-case basis.

SRTC encourages local jurisdictions to adopt and implement Safe and Complete Streets policies.

GOALS

1. To ensure that the regional decision-making process routinely considers the safety and convenience of all transportation users during planning and programming;
2. To maximize mobility and access to opportunities for all area residents;
3. To recognize the need for flexible Safe and Complete Street solutions to fit within the context(s) of communities in our diverse rural, suburban and urban region;
4. To create a comprehensive, integrated and connected transportation system that supports transportation choices and strengthens access to and use of transit;
5. To create attractive places that can make businesses more accessible and appealing and increase retail sales and commercial activity;
6. To encourage healthy, active living through walking, biking and transit use while reducing transportation system demand, mobile source emissions and vehicle miles travelled.

APPLICABILITY

The SRTC Safe and Complete Streets Policy shall apply to all roadway construction and reconstruction projects (any phase) that are required to be included in SRTC's TIP.

Several project types are exempt from the policy and are not required to submit a Safe and Complete Streets Checklist, including:

- Roadway preservation,
- Intelligent Transportation Systems (ITS),
- Projects located on a facility that prohibits bicyclists or pedestrians AND transit does not operate on, nor is planned to, for the next 15 years,
- Non-motorized,
- Transit,
- Safety,
- Programs, and
- Planning studies.

PROCESS

Project sponsors will be required to complete the SRTC Safe and Complete Streets Checklist for all applicable projects (see above) submitted for inclusion in the SRTC TIP. This can occur: 1) as part of the annual TIP development process (due August 1), 2) through an amendment to add a new project to the TIP (monthly), or 3) during an SRTC Call for Projects (submitted with the application packet).

The Safe and Complete Streets Checklist documents how the needs of users were considered in the process of planning and/or designing the project. For projects that do not accommodate all users, project sponsors must document why the project is being proposed as designed. The answers to the checklist will determine if a project is in compliance with the Safe and Complete Streets Policy and therefore approved, or if it is incomplete, exempt, or denied. If certain information required in the checklist is not known at the time of the project submittal, the project sponsor shall provide general detail on the required submittal information, but shall state, "Specific information has not yet been determined." If the project is programmed into the TIP, the project sponsor shall update SRTC as part of its regular reporting and participate in the checklist process once the necessary information is available.

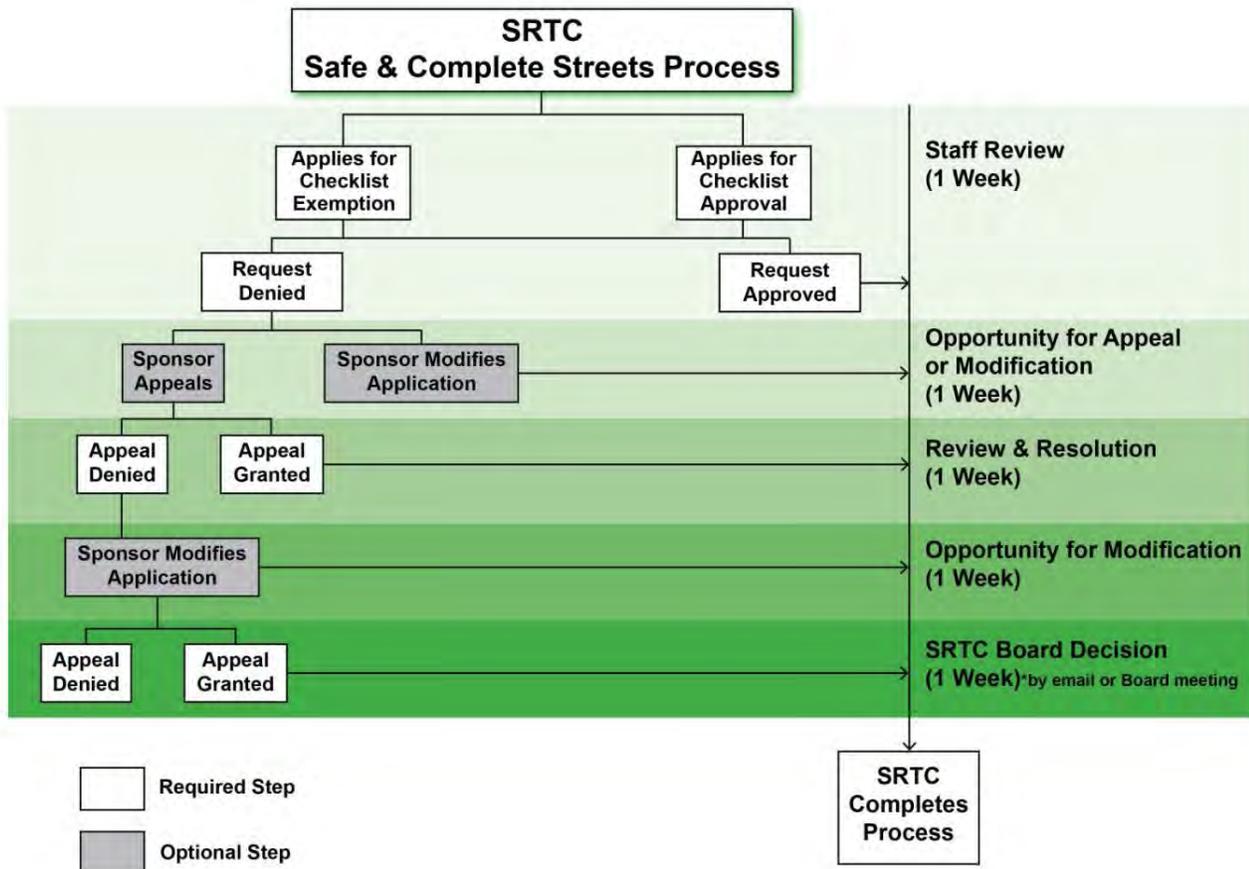
Scope Changes

The project sponsor shall report to SRTC immediately if a significant change to the roadway project is planned, especially in the case of any change affecting the project's accommodations for one group of users. SRTC will review the requested change(s) to the project and determine if the change(s) affects the original intent as detailed by the approved project descriptions. If a roadway project is determined to no longer meet the intent of this policy, the SRTC Policy Board shall consider removing the project from the TIP until such time that the project is brought into compliance with the Safe and Complete Streets Policy or is exempted.

Project Review

SRTC staff will review the project checklist prior to the project being amended into the TIP or considered for funding through an SRTC Call for Projects (see Process, above). All projects will be noted as either meeting the Safe and Complete Streets Policy or being exempt. Conversely, if the project does not meet the intent of the policy, the project checklist could be denied.

The full project review process is outlined below. Final appeal decisions will be made by the SRTC Board.



POLICY EVALUATION

To assist with evaluation of this policy, SRTC will use performance measures to help encourage meaningful progress in the region. Performance measures will include, but not be limited to, miles of sidewalk and bicycle network added to the regional transportation system.

SRTC Safe & Complete Streets Checklist



Project Name:

Applicant:

I. EXISTING CONDITION	
Project Area	
a. What features for transit operations, transit access, pedestrians and bicycles are included on the current project facility?	
Pedestrian	
<input type="checkbox"/> Sidewalks, both sides of street	
<input type="checkbox"/> Sidewalks, one side of street	
<input type="checkbox"/> Median Refuge	
<input type="checkbox"/> Marked Crosswalk	
<input type="checkbox"/> Crossing Enhancement (HAWK beacon, Countdown signal, etc.)	
<input type="checkbox"/> Wayfinding Signs	
<input type="checkbox"/> Vegetated / protected buffer	
<input type="checkbox"/> Data Collection Device	
<input type="checkbox"/> Separated shared use path	
<input type="checkbox"/> Roadway shoulders in rural context	
<input type="checkbox"/> Other (please explain)	
Transit	
<input type="checkbox"/> Bus stop shelter/screening	
<input type="checkbox"/> Enhanced pedestrian crossing near bus stop	
<input type="checkbox"/> Bus stop lighting/infrastructure	
<input type="checkbox"/> Benches	
<input type="checkbox"/> Concrete pad/foundation for bus stop or benches	
<input type="checkbox"/> Real time information sign	
<input type="checkbox"/> Signal priority for transit vehicles	
<input type="checkbox"/> Bus bays/pull-outs	
<input type="checkbox"/> Boarding bulb stop	
<input type="checkbox"/> Other (please explain)	
Bicycle	
<input type="checkbox"/> Bike lanes	
<input type="checkbox"/> Protected Bike Lane	
<input type="checkbox"/> Separated shared use path	
<input type="checkbox"/> Bike Parking	
<input type="checkbox"/> Bike Lockers	
<input type="checkbox"/> Pavement Markings	
<input type="checkbox"/> Wayfinding Signs	
<input type="checkbox"/> Data Collection Device	
<input type="checkbox"/> Roadway shoulders in rural context	
<input type="checkbox"/> Bike Boulevard/Neighborhood Greenway	
<input type="checkbox"/> Crossing/Intersection Enhancement (HAWK beacon, Signal detection/actuation, Bike box, etc.)	
<input type="checkbox"/> Other (please explain)	

- b. What challenges for users exist that the proposed project could address for transit operations and access, pedestrian and/or bicycle travel (including safety) near the project?

Demand

- c. What existing and future trip generators are near (within a 1/4 mile) the proposed project that might attract transit customers, walkers or bikers? Are there system users (people) with mobility challenges or other specific needs?

II. PLANS, POLICIES AND PROCESS

Plans & Policies

- a. Does the context of the area or any adopted plans or polices call for the development of transit access or service, pedestrian or bicycle facilities on, crossing, or adjacent to the proposed facility/project? If yes, list the applicable plan(s) and section(s).
- b. Is the proposed project consistent with the context of the area and/or consistent with plans?

Design Standards & Guidelines

- c. Does the project meet applicable street, transit, pedestrian and/or bicycle facility design standards or guidelines? If so, please indicate which guidelines you are following.

III. THE PROJECT

Project Scope

- a. What features for transit operations, transit access, pedestrians and/or bicycles are being included in the proposed project design?

Pedestrian

- Sidewalks, both sides of street
- Sidewalks, one side of street
- Median Refuge
- Marked Crosswalk
- Crossing Enhancement (HAWK beacon, Countdown signal, etc.)
- Wayfinding Signs
- Vegetated / protected buffer
- Upgrade to existing sidewalk
- Data Collection Device
- Separated shared use path (10-foot min. width, not including shoulders)
- Roadway shoulders in rural context (6-foot min. width)
- Other (please explain)

Transit

- Bus stop shelter/screening
- Enhanced pedestrian crossing near bus stop
- Bus stop lighting/infrastructure
- Benches
- Concrete pad/foundation for bus stop or benches
- Real time information sign
- Signal priority for transit vehicles
- Bus bays/pull-outs
- Boarding bulb stop
- Other (please explain)

Bicycle

- Bike lanes Minimum 5-foot width
- Upgrade to existing striped bike lanes
- Protected Bike Lane
- Separated shared use path (10-foot min. width, not including shoulders)
- Bike Parking
- Bike Lockers
- Pavement Markings
- Wayfinding Signs
- Data Collection Device
- Roadway shoulders in rural context (6-foot min. width)
- Bike Boulevard/Neighborhood Greenway
- Crossing/Intersection Enhancement (HAWK beacon, Signal detection/actuation, Bike box, etc.)
- Other (please explain)

Hindering Pedestrians or Bicyclists

- b. If the context of the proposed project does not provide for both pedestrian and bicycle safety & mobility, or if the proposed project would hinder pedestrian or bicycle travel, list the reasons why the project is being proposed as designed; is it due to cost, right-of-way or other challenges?

APPENDIX C: AMENDMENTS & ADMINISTRATIVE MODIFICATIONS

AMENDMENTS

Amendment is defined as a major change to a project included in the TIP, including the additional or deletion of a project or a major change in project cost, project/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),(23 CFR 450.104). Examples of an amendment would be:

- Adding a new project
- Deleting a project
- 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.
- Major scope changes
- Changes to a project that affects transportation conformity with air quality plans
- Adding a future phase of a project
- Adding federal dollars to a project currently in the TIP that does not have federal funds (federalizing a project)

ADMINISTRATIVE MODIFICATIONS

Administrative Modification means a minor revision to a Transportation Improvement Program (TIP) that includes minor changes to project/project phase costs, minor changes to funding sources of previously included projects, and minor changes to project/project phase initiation dates. Examples of an administrative modification would be:

- Revisions to lead agency
- Adding a prior phase of a project previously authorized
- Changes to a project's total programmed amount less than 30%. This includes adding or subtracting funds from currently programmed phases
- Minor scope changes
- Minor changes or corrections in project information, such as: environmental type, right-of-way required, improvement type, project limits, functional classification, typographical errors, transposed numbers, etc.
- Moving a project within the first four years of the TIP
- Changes in a project's federal fund source (ex. IM to NHS)
- Any and/or all federal funds currently programmed in the TIP for a project without consideration of the phase split
- All adjustments in a project's funding authorization for award of contract

To: Transportation Technical Committee 11/10/2021
From: David Fletcher, Associate Transportation Planner III
Topic: **Critical Urban and Rural Freight Corridors Update**

Requested Action:

None. For information and discussion.

Key Points:

- WSDOT's Rail, Freight, and Ports Division is coordinating with the state's metropolitan planning organizations (MPO) to update its Critical Urban Freight Corridors (CUFC) and Critical Rural Freight Corridors (CRFC). This process last occurred in 2016.
- CUFC/CRFC routes are part of the National Highway Freight Network, which was established to strategically direct Federal resources—including National Highway Freight Program (NHFP) and INFRA grant program funds—toward improved freight performance.
- All potential CUFC/CRFC routes must meet one of the following criteria: (1) is identified as a T-1/T-2 corridor in the [Freight and Goods Transportation System](#), (2) is included on the state's [first/last mile connector list](#), or (3) determined vital to regional freight movements, as determined by the MPO. A map of routes meeting these criteria in the Spokane region is provided as an **Attachment**.
- To target limited miles towards regional priority routes, WSDOT has proposed a "project-first" approach for the 2022 CUFC/CRFC update. This requires MPOs to submit regional freight priorities, to inform corridor designations and FFY 2022–2025 NHFP funding, by March 2022. The draft update process schedule is provided in the Supporting Information/Implications section of this document.

Board/Committee Discussions:

This is the first time the 2022 CUFC/CRFC update has been discussed.

Public Involvement:

All SRTC committee meetings are open to the public. This topic will be presented to the Transportation Advisory Committee (TAC), for information and discussion, at their November 22 meeting.

Supporting Information/Implications

Draft CUFC/CRFC update schedule:

	2021		2022							
	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
1) WSDOT Coordinates with MPOs/RTPOs to Update Freight Project Prioritization Approach										
2) WSDOT Solicits Regional Freight Priority Projects from MPOs/RTPOs for the FFY 2022–2025 NHFP Program										
3) WSDOT Coordinates with MPOs/RTPOs to Prioritize and Select Regional Freight Projects and Develop Freight Investment Plan										
4) CUFC/CURC Designation of Selected Regional Freight Projects (required FHWA review and approval)										
5) Selected Regional Freight Projects Awarded NHFP Funds										

More Information:

- See Attachment: Map of Current CUFC/CRFC’s and Other Routes Eligible for Designation
- For detailed information contact: David Fletcher at dfletcher@src.org or 509.343.6370

Critical Urban and Rural Freight Corridors & Other Routes Eligible for Designation in the Spokane Region

National Highway Freight Network

- Primary Freight Network
- Critical Urban and Rural Freight Corridors

Truck Freight Economic Corridors

- T-1 Routes — T-2 Routes
- First/Last Mile Connectors and Alternative Freight Routes

