



## STAFF REPORT/RESOLUTION

**TO:** Southwest Washington Regional Transportation Council Board of Directors  
**FROM:** Matt Ransom, Executive Director  
**DATE:** April 28, 2015   
**SUBJECT:** **Transportation Programming Guidebook, Resolution 05-15-11**

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### AT A GLANCE - ACTION

*The purpose of this resolution is to seek RTC Board adoption of the Transportation Programming Guidebook. The Guidebook provides an overview of the Transportation Improvement Program, the regional project development process, and the policies and procedures associated with the development of the Transportation Improvement Program.*

### INTRODUCTION

The attached Transportation Programming Guidebook is a new document that RTC staff has prepared as a resource for RTC's member agencies and their staff. The document provides an overview of the Transportation Improvement Program, the regional project development process, and the specific policies and procedures associated with the development of the Transportation Improvement Program.

The RTC Board, as the Metropolitan Planning Organization for the region, has selection and programming authority for regionally allocated federal transportation funds, including the urban Surface Transportation Program (STP) and Congestion Mitigation and Air Quality (CMAQ) Program.

### TRANSPORTATION PROGRAMMING GUIDEBOOK

The Transportation Programming Guidebook includes six sections that explain the regional process for development and maintenance of the regional TIP. This includes a general overview of the TIP process, types of federal transportation funds, regional selection process, how the TIP can be modified, policies and procedures, and general program criteria.

The intent is to bring the overall regional TIP development process into one document and clarify the process for member agencies and their staff. The development of this Guidebook is the result of RTC staff working with member agency technical staff and has been recommended for adoption by the Regional Transportation Advisory Committee (RTAC).

The Guidebook was developed based on the existing adopted policies and procedures. The document does add clarifying language and the following new policies:

***Policy 1.4 – If a project will add single occupant vehicle capacity, sponsoring agency must complete a CMP Toolbox Checklist.***

RTC is required to ensure that any addition of single occupant vehicle capacity come through the congestion management process and incorporate all reasonably available strategies to manage the facility effectively. RTC will develop a simple check list with RTAC to ensure that this federal requirement is met.

***Policy 3.2 – Recognition of grant award through RTC.***

The regional federal grants awarded by the RTC Board enable regional transportation system improvements by local agencies. This policy was created to increase recognition of RTC's efforts to fund these transportation improvements.

***Policy 4.5 – Regional Federal funds can be moved back to future phases without amending the TIP.***

This policy will allow savings in early phases of project to be utilized in future phases, without the need for action by the RTC Board. This policy does not provide additional dollars to a project, but allows the project to proceed within the allowable federal guidelines.

***Policy 5.7.1 & 5.7.2 – Project Delay impact on obligation target.***

WSDOT has placed additional responsibility on MPO's to ensure the annual obligation of the local share of federal transportation funds. Policies 5.7.1 and 5.7.2 clarify how additional project delays will be handled based on if the delay will impact the ability of the region to meet the annual obligation target.

## **POLICY IMPLICATION**

Upon approval of the Resolution the Transportation Programming Guidebook will be placed on the RTC website as a programming resource document to assist local agencies in seeking federal transportation funding through the regional programming process.

## **BUDGET IMPLICATION**

There is no impact to the RTC Budget. The budget for development of the Transportation Improvement Program is included in the annual adopted RTC Budget and Unified Planning Work Program.

**ACTION REQUESTED**

Adoption of Resolution 05-15-11, "Transportation Programming Guidebook."

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_ 2015,  
by the Southwest Washington Regional Transportation Council.

SOUTHWEST WASHINGTON  
REGIONAL TRANSPORTATION COUNCIL

ATTEST:

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Melissa Smith  
Chair of the Board

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Matt Ransom  
Executive Director

Attachment: Transportation Programming Guidebook