



STAFF REPORT/RESOLUTION

TO: Southwest Washington Regional Transportation Council Board of Directors
FROM: Matt Ransom, Executive Director
DATE: June 30, 2015 
SUBJECT: **Transportation Programming Guidebook, Resolution 07-15-12**

AT A GLANCE - ACTION

The purpose of this resolution is to request RTC Board adoption of the Transportation Programming Guidebook. The Guidebook consolidates into a single document an overview of the Transportation Improvement Program, description of the regional project development process, and documents 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.

At the May 2015 RTC Board meeting, Board members were provided with a draft Transportation Programming Guidebook. At that time, the RTC Board had questions and requested additional time for review and consultation with their local agency staff.

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. As the Regional Transportation Planning Organization, the RTC also has selection and programming authority for the regional Transportation Alternatives Program (TAP).

CHANGES SINCE MAY

At the June meeting of the Regional Transportation Advisory Committee (RTAC), member agency staff approved two minor modifications to the Transportation Programming Guidebook.

On page 1 in the Introduction, to clarify the description of the Regional Transportation Plan (RTP), the RTP description is changed from "long-term" to "20-year." The sentence now reads: The RTP establishes the 20-year transportation vision and goals for the region...

Under the Policy and Procedures section, the requirement for RTC logo on project funding signs is removed. Funding signs are infrequent, and the impact of this policy would be minimal considering the effort that would be required.

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 consolidate all pertinent guidance for the 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 awareness of the respective grant programs and 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 a 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 become the current program guidance and administrative policy. The 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 07-15-12, “Transportation Programming Guidebook.”

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

SOUTHWEST WASHINGTON
REGIONAL TRANSPORTATION COUNCIL

ATTEST:

Melissa Smith
Chair of the Board

Matt Ransom
Executive Director

Attachment: Transportation Programming Guidebook