

SCOG SURFACE TRANSPORTATION PROGRAM PROJECT SELECTION PROCESS

Adopted by the SCOG Transportation Policy Board on October 21st, 2015

The Surface Transportation Program (STP) provides flexible funding that may be used by States and localities for projects to preserve and improve the conditions and performance on any Federal-aid highway, bridge and tunnel projects on any public road, pedestrian and bicycle infrastructure, and transit capital projects, including intercity bus terminals.

Skagit Council of Governments (SCOG) has the responsibility of distributing STP funds to projects within Skagit County that are selected on a competitive basis. This document is designed to identify the process that SCOG will use to rank and prioritize projects.

SELECTION CRITERIA

With the guidance of the SCOG Transportation Policy Board (TPB), the Technical Advisory Committees (TAC), and any other advisory committee created by the TPB to advise on project selection, SCOG staff will prepare selection criteria to award STP funding. The criteria will be based on identified priorities in the Regional Transportation Plan (RTP) or directives given by the TPB. The selection criteria will be reviewed by the TAC and/or other relevant advisory committees to ensure they meet the priorities of the Region. The advisory committee(s) will then recommend the approval of the selection criteria to the TPB. The TPB will then discuss and approve the final selection criteria.

- [Current SCOG STP Selection Criteria](#)

CALL FOR PROJECTS

As SCOG-managed funding becomes available, a call for projects will be issued to utilize STP funds. Project application forms will be made available on the SCOG website.

The amount of funding available in any call for projects will be at least enough to achieve a fully-programmed and fiscally-constrained four-year Regional Transportation Improvement Program (RTIP). SCOG intends to program an additional two years' worth of projects outside the fiscally-constrained portion of the RTIP. The projects selected for the unconstrained portion of the RTIP (years five and six) will serve as an illustrative list of projects until they can be moved into the fiscally-constrained portion of the RTIP.

Project sponsors must provide proof of approval of the governing body and that the public had an opportunity to comment on the project at time of submittal.

PROJECT REVIEW AND PRIORITIZATION

SCOG will conduct a screening to ensure that all of the proposed projects are consistent with local land use plans and eligibility standards for the regionally-managed federal grant funds. The objective portions of the scoring criteria will be performed by staff. The advisory committee(s) will review the objective measure scores by staff and, if necessary, will score any subjective measures for the projects. The project scores and preliminary ranking will be compiled and distributed to advisory committee members for discussion at the appropriate meeting. Any disputes regarding the scores assigned to a proposed project will be resolved by the advisory committee(s). Using

the project scores as a guide in the ranking process, the advisory committee(s) will prepare a project ranking recommendation to the SCOG TPB for discussion and approval.

PUBLIC REVIEW

In accordance with SCOG's [Public Participation Plan](#), the public will have an opportunity to view the advisory committees' project ranking recommendation prior to the TPB meeting in which action will be taken. The public can submit written comments to SCOG prior to the meeting or give verbal comments at the TPB meeting itself.

TRANSPORTATION POLICY BOARD

The TPB will then consider the project prioritization proposed by the advisory committee(s). The prioritized list will serve as a guide for the final selection. The TPB has the freedom to reprioritize the list as they see fit.

INCLUSION INTO THE RTIP

If a project is selected to be funded with STP funds within the four year funding window, it will be included in the next RTIP update or it may be included into the current RTIP by amendment. It is the responsibility of the project sponsor to submit accurate project information to SCOG using the WSDOT STIP web-based software, regardless of which of the four years it is programmed to be funded in