

REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM PROCEDURES

AMENDMENT & MODIFICATION PROCESS

The RTIP is generally adopted in October of each year. Projects can be added, removed, or modified between January and October of the following calendar year. Changes to an approved RTIP are documented by either an amendment or an administrative modification. SCOG uses WSDOT's web-based STIP software to process projects in the RTIP. Instructions for preparing and submitting RTIP amendments to SCOG are available on [WSDOT's website](#).

FORMAL AMENDMENTS

RTIP amendments are intended to document major changes and require state review and federal approval. Amendments to the RTIP require Transportation Policy Board approval. A list of examples of typical RTIP amendments is as follows:

- Adding a new project to the RTIP, regardless if the project has been in a previous RTIP or not
- Deleting a programmed project from the period of the RTIP.
- Adding new, unprogrammed funds¹ regardless of source.
- Increasing the cost of any project listed in the current RTIP by more than 30%.
- Changing a project description/scope or introducing any other change that is inconsistent with the National Environmental Policy Act (NEPA) documentation or will alter the NEPA determination².

Amendments to the RTIP such as those mentioned above are required to follow a public input process. All RTIP amendments shall follow the procedures outlined below:

1. The project sponsor must approve the proposed amendment as part of its comprehensive transportation program (or equivalent). The public must be given opportunity to comment on the proposed project through a public hearing.
2. The project sponsor shall submit the amendment to SCOG at least one week prior to the scheduled Technical Advisory Committee (TAC) meeting in which it is to be considered.
3. SCOG will make the RTIP amendment available on the SCOG website (www.scog.net) prior to final consideration and adoption by the Transportation Policy Board.
4. The TAC may review and endorse the RTIP amendment for consideration by the Transportation Policy Board.
5. SCOG shall compile all public comments on the proposed RTIP amendment and provide them to the SCOG Transportation Policy Board prior to the final decision.
6. The public shall be afforded the opportunity for comment at the Transportation Policy Board meeting. The Transportation Policy Board may establish reasonable time limits for each presentation, considering the time constraints of the meeting and complexity of the issue.
7. The Transportation Policy Board makes a formal decision regarding the RTIP amendment. Routine RTIP amendments³ can be approved through the Transportation Policy Board consent agenda.
8. SCOG shall request that WSDOT include the amendment into the STIP.
9. SCOG will alert the project sponsor when the project has been formally included in the STIP.

¹ "Unprogrammed funds" refers to any remaining portion of allocated funds that have not been identified for use in a particular project or any additional funds not currently identified in the RTIP.

² Examples include: changing the number of through lanes, adding or deleting non-motorized facilities, changing mode (FTA rolling stock of facility type), changing capital category (FTA), and changing project termini/length.

³ Routine RTIP amendments are project additions or changes to projects and/or project phases already included in the RTIP that are not regionally-significant. Changes involving regionally significant projects cannot be approved through the consent agenda.

ADMINISTRATIVE MODIFICATIONS

Administrative modifications can be used to document minor changes to the RTIP and do not require Transportation Policy Board approval. A list of typical changes requiring modification to the RTIP is below:

- Adding a prior phase to a programmed project.
- Moving funds between programmed phases without exceeding 30% of total project cost.
- Moving a project from year to year within the four-year STIP.
- Changing a project description or scope if the change does not necessitate revising the NEPA documentation.

Once the administrative modification need has been identified, project sponsor staff will perform the RTIP modification and submit it to SCOG to request that WSDOT include the modification into the STIP.

TRANSFERRING (FLEXING) FUNDS AMONG PROGRAMS

Federal legislation permits the transfer of funds from the Federal Highway Administration (FHWA) to the Federal Transit Administration (FTA) and vice versa. Funds transferred to or from FHWA or FTA can only be used for purposes that would have been eligible in the original funding category from which the funds were transferred. In most cases, funds are flexed in order to make them more readily accessible to the implementing agency

FUNDING SOURCES FOR NEW PROJECTS AND COST INCREASES

Federal law requires that the RTIP be financially constrained to the amount of funds that have been projected to be available over the duration of the RTIP. The cost of projects identified for each year cannot exceed the amount of funds expected to be available for that year. Some examples of funding sources for new projects that are amended into the RTIP are listed below:

- Funds from new appropriations or allocations of federal funds that were not available when the RTIP was developed.
- Funds included in the projected revenue for the appropriate RTIP year, but left unprogrammed when the RTIP was developed
- Funds coming from the deletion or deferral of another individual project appearing in the appropriate year of the RTIP.
- Funds coming from reductions to the cost estimates for another project or projects appearing in the appropriate year of the RTIP.

Policy 10 in the SCOG RTIP Policies establishes that in cases where a project that is awarded regionally-managed federal grant funds does not have sufficient funding to fulfill the scope of the project as originally programmed, the project sponsor may be granted the flexibility to shift funding across phases and/or years (pending the availability of funding) to cover increased cost estimates for the affected phase. Should additional funding be required to implement the phase, the project sponsor will be responsible for securing that additional funding from an alternative source of revenue or compete for additional funds at the next available call for projects.

The responsibility for any cost overrun on a project already under contract shall be determined by the prevailing contractual agreement between WSDOT and the project sponsor. Such contractual agreement shall not bind SCOG to pay for cost overruns with regionally managed federal grant funds.