

AMENDMENT & MODIFICATION PROCESS

The Palouse Regional Transportation Improvement Program (RTIP) is generally adopted in October of each year; however Counties can submit their projects until December when they adopt their six year plan. Projects can also be added, removed, or modified between January and October of the following calendar year through amending the RTIP. The PRTPO uses the same process to update the RTIP that WSDOT uses to update the STIP.

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 RTIP;
- Adding new, un-programmed funds regardless of source;
- Increasing the cost of any project listed in the current RTIP by more than 30%;
- Changing a project description or scope, or introducing any other change that is inconsistent with the National Environmental Policy Act (NEPA) documentation or will alter the NEPA determination.

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

1. The local agency for the RTIP amendment shall submit the draft amendment to the PRTPO at least one week prior to the scheduled Technical Advisory Committee (TAC) meeting in which it is to be considered. The PRTPO will make the amendment available to the public by posting it online alongside the upcoming TAC meeting agenda.
2. The TAC shall review and endorse the RTIP amendment for consideration by the Transportation Policy Board.
3. The PRTPO will make the RTIP amendment available on the website (www.palosuertpo.org) prior to final consideration and adoption by the Transportation Policy Board.
4. The PRTPO shall compile all public comments on the proposed RTIP amendment and provide them to the Transportation Policy Board prior to the final decision.
5. 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.

6. The Transportation Policy Board makes a formal decision regarding the RTIP amendment.
7. The PRTPO shall request that WSDOT include the amendment into the STIP.
8. The PRTPO will alert the local agency when the project has been formally included in the STIP.

ADMINISTRATIVE MODIFICATIONS

Administrative modifications can be used to document minor changes to the RTIP and do not require Transportation Policy Board approval. Typical changes allowing for administrative modification to the RTIP are:

- Adding a prior phase to a programmed project;
- Moving funds between programmed phases without exceeding 30% of the total project cost;
- Moving a project from year to year within the RTIP period;
- Changing a project description or scope if the change does not necessitate revising the NEPA documentation, or is a non-significant change;
- Once the administrative modification need has been identified, local agency staff will perform the RTIP modification and submit it to WSDOT for including it into the STIP.

FUNDING SOURCES FOR NEW PROJECTS AND COST INCREASES

Federal and State 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:

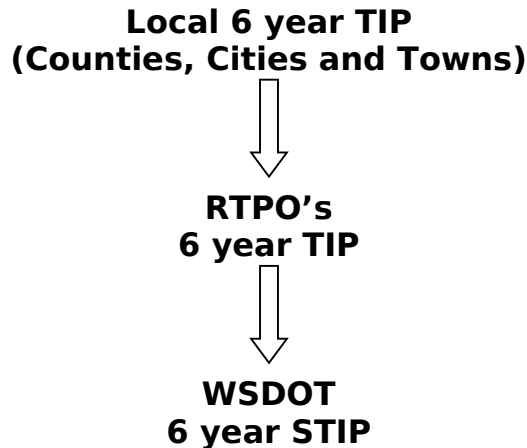
- Funds from new appropriations or allocations of federal funds that were not available when the RTIP was developed;
- Funds included in the projected revenue for the appropriate RTIP year, but left un-programmed when the RTIP was developed;
- Funds coming from the deletion or deferral of another individual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

Cost increases on TAP projects appearing in the current RTIP can be financed by funds from any of the four (4) sources described above. Acquiring funds by reducing the cost estimates for another project as described above in the fourth bullet can generally be accomplished by an administrative modification, as can the acquisition of funds from the deferral of another project in a few circumstances. All other actions described above would require an amendment.

The responsibility for any cost overrun on a project already under contract shall be determined by the prevailing contractual agreement between WSDOT and the local agency involved.

Regional TIP Development Process

Washington State TIP/ STIP Process:



Regional TIPs for RTPOs are governed by WAC 468-86-160, for six-year program (calendar year) periods, to be developed cooperatively with local governments, WSDOT and transit operators. They are required to be consistent with the Regional Transportation Plan approved by the RTPO and must be updated at least every two years.

Process

The Palouse RTPO begins the development of the Regional TIP in August of each year when local jurisdictions and agencies provide copies of their Local TIPs to the PRTPO. The local TIPs are then compiled into a comprehensive document. The Palouse RTPO is responsible for checking the consistency of submitted TIP projects with RTP goals.

Public Involvement

The Palouse RTPO follows the guidelines for public participation that have been outlined in the Washington State Open Public Meeting Act (OPMA), and includes public involvement when developing their Local TIPs.

Regional TIP Amendment Process

Upon completion, the Palouse RTPO presents the Regional TIP to the Transportation Policy Board for adoption. If a jurisdiction needs to make an amendment to their TIP, the amendment must be submitted to the Washington State Department of Transportation (WSDOT) and the

Palouse RTPO per the schedules each provides. Amendments are presented at open meetings where the public is welcome and encouraged to attend and participate.

Air Quality

The Palouse RTPO is not an air quality “non-attainment” area and is not subject to “Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users” or SAFETEA-LU, requirements.

Congestion Management

The Palouse RTPO is not a Transportation Management Area (TMA) and is not subject to SAFETEA-LU congestion management system requirements.