

## STIP Administration

The following is provided as additional clarification on: 1) what to include in the total project cost estimate; 2) complete funding of a programmed project or phase of a project in the STIP; and 3) documenting full funding for a project.

### **TOTAL PROJECT COST:**

The total project cost is the estimated complete cost, of all phases of the project that has independent utility, as defined by NEPA document. All dollars associated with the project (federal, state, local, etc.) need to be programmed in the STIP. Total project cost estimates should be updated in the STIP at key intervals throughout the project's life. At a minimum, at least annually when updating the STIP.

### **COMPLETE FUNDING OF A PROJECT OR PHASE OF A PROJECT:**

The STIP is designed to document the total amount of funds (federal, state, local, etc.) programmed for each project or phase of a project listed in the STIP. For projects that are regionally significant, it does not matter if there are federal funds or not – all funds must be programmed in the STIP. For non-regionally significant projects that are using Federal funds, the STIP documents all funds to be programmed for that project or project phase.

If a project only has partial funding reasonably available for a given phase, the phase would not be programmed in the STIP, until the funds necessary to complete the phase are considered reasonably available.

For example: If a federal grant for construction is awarded for a project, but the agency does not have the local funds to match the award, or there are no funds to complete the phases needed prior to construction (preliminary engineering (PE) and/or right of way (RW)), the construction phase cannot be included in the STIP.

### **FULL FUNDING:**

The discussion above regarding the amount of funds programmed for a project or phase is not the same as documenting full funding for a project. Full funding is associated with reasonable assurance that the funds will be available for programming in the STIP in the timeframe anticipated – as documented in the MTP, 10-year budget document, six-year transportation program, etc. - and as programmed in the STIP. Also, full funding assures that projects programmed in the STIP are intended to be constructed and removes the requirement of further documentation such as prior or future obligation amounts.

Instances of full funding are as follows:

1. Projects that show complete funding of all phases (preliminary engineering (PE), right of way (RW), construction (CN)) in the STIP are considered fully funded.
2. Projects that contain the complete funding of the final phase of construction (CN) are considered fully funded.
3. Projects with future phases not included in the four year STIP are considered fully funded based upon:
  - a. The Metropolitan TIPs and Transportation Plans for projects inside an MPO. As identified in the STIP, the project may be found by reviewing the appropriate MTIP and financial plan that is available on the MPO website listed in Appendix D. The MPO will be listed as the agency in the top left corner of the STIP project page. For projects

whose completion date is outside the MTIP window, the projects are found to be consistent with the MTP.

- b. The 10 year programming budget document for WSDOT projects outside of MPOs that is fiscally constrained to investment levels tied to the Transportation Revenue Forecast. The project may be found by reviewing the appropriate WSDOT programming budget document and financial information through:
    - i. <http://www.wsdot.wa.gov/projects/search/> for current delivery information (current legislative budget and current approved cost), by entering the project PIN; or
    - ii. the legislative project list at <http://www.transinfo.state.wa.us/CurrentProjectLists/CurrProjLists.aspx>; or
    - iii. <http://leap.leg.wa.gov/leap/Budget/Detail/2012/ctLEAPDoc2012-1-0308.pdf>. The WSDOT region will be listed as the agency in the top left corner of the STIP project page. Each WSDOT project is given an individual PIN that is referenced in these documents.
  - c. The annual update of the respective city or county fiscally constrained, six year transportation program, for projects outside of MPOs. The project may be found on the respective agency's web site or by contacting the local agency directly. The specific local agency will be identified as the agency in the top left corner of the STIP project page. Each project is given an individual project identifier (STIP ID) and/or project title that can be used to cross-reference. For projects outside the STIP window, the projects are found to be consistent with the agency's capital program.
4. Discretionary Projects (Administration discretionary selections, congressional and legislative earmarks) not in the STIP prior to funding may be added by amendment to Metropolitan TIPs and the STIP as appropriate.

All projects utilizing federal funds are required to be delivered as outlined in Title 23 of the United States Code (USC).

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### ADDITIONAL EXAMPLES:

Example 1: Does the STIP need to document the total amount of funds programmed for the phase?

PE phase = \$5M (Fed + Local match)

Answer: Yes – the STIP is designed to document the total amount of funds (Federal and/or Local) programmed for each project/phase of a project listed in the STIP.

STIP (2013) – PE = \$1M (Fed) + \$4M (local) = \$5M programmed in the STIP

Example 2: In cases where a project phase is going to be programmed over several STIP years, the STIP would reflect how the funds are programmed.

STIP (2013) = \$1M (Fed + Local match)

STIP (2014) = \$2M (local)

STIP (2015) = \$1M (local)

STIP (2016) = \$1M (local)

Total Programmed in the STIP = \$5M

Example 3: For a case where a project phase is going to be programmed over several years and starts in the last year of the STIP.

STIP (2016) = \$1M (Fed + Local match)

The rest of the phase is assumed to be fully funded based on the fiscal constraint demonstration from the MTP.

Total Programmed in the STIP = \$1M

However, if the project were to move forward to 2013 so it could be authorized, the rest of the funding associated with the project would also need to move forward into the STIP and would reflect something like Example 1 or 2 above.

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<u>Amendment</u> <sup>1</sup>	<u>Administrative Modifications</u> <sup>2</sup>	<u>Updates Not Requiring STIP Change</u>
See Section VII STIP Management - STIP Amendments & Administrative Modifications of the STIP document for definition.	See Section VII STIP Management - STIP Amendments & Administrative Modifications of the STIP document for definition. The following do not require the STIP to be modified prior to federal authorization of the project. However, the STIP must be updated to align with MPO requirements and reflect the changes as soon as possible.	The following do not require the STIP to be changed, as they will be reflected in the annual obligation report or subsequent STIP as applicable.
Adding a New Project	Revisions to lead agency	Moving a project within the four years of the TIP or STIP.
Deleting a Project	Adding a prior phase of a project not previously authorized	Changes in a projects federal fund source(s) (any change from IM to NHS or STP etc., is an update only as this is a funds management action)
Changes to a project's total programmed amount* greater than 30% (or any amount greater than \$3 million). This includes adding or subtracting funds from currently programmed phases. * Total programmed amount = A project's current 4-year STIP total of programmed funds	Changes to a project's total programmed amount* less than 30% (or any amount less than \$3 million). This includes adding or subtracting funds from currently programmed phases. <u>Note:</u> In order to reprogram funds decreased from a project or phase (i.e. adjust to award), the STIP will need to be updated prior to or at the same time funds are being reprogrammed. * Total programmed amount = A project's current 4-year STIP total of programmed funds	Any and/or all federal funds currently programmed in the STIP for a particular project without consideration of the phase split. For example: Programmed amounts are: PE – 1,000,000 CN – 4,000,000 Authorization for PE of 1,750,000 is allowed without a change to the STIP since the funds are programmed. <b>OR</b> Authorization for CN of 5,000,000 if the funds were not utilized for PE.
Major Scope Changes		
Changes to a project that affects Air Quality Conformity	Minor changes or errors in project information such as: environmental type, right of way required, improvement type, project limits, functional classification, typographical errors, transposed numbers, etc.	All adjustments in a project's funding authorization for award of a contract.
Adding a future phase of a project		
Adding Federal dollars to a project currently in the TIP/STIP that does not have federal funds ( <i>federalizing a project</i> ).		

<sup>1</sup> Amendments will continue monthly January through October

<sup>2</sup> Administrative modifications will be updated monthly and available via the on-line STIP. FHWA/FTA will be provided listing twice a year with the January and October amendment submittals. Additionally, financial feasibility will be shown in the original STIP and updated twice a year in the January and October amendment submittals to FHWA/FTA.