An attempt to explain both:

- How the TIPs work (local, regional, and state) AND
- Answer common questions when programming local TIPs
Summary of Workshop

• Basic information about the Transportation Improvement Program (TIP)
  – Local
  – Regional
  – State

• When changes need to be made to TIP throughout year

• Typical questions that come-up when using the TIP software
Background for LOCAL TIP Development

1. What is the Local TIP?
   Local transportation planning document for projects funded and unfunded over 6 years

2. Why have a Local TIP?
   a. It is required by the state (RCW 35.77.010 & RCW 36.81.121)
   b. Some grant programs require projects to be programmed in your local TIP to be eligible for funding
   c. All federal funds are required to be programmed into the State TIP, which is built starting with the Local TIP
3. Who has a Local TIP?
   a. Cities
   b. Counties
   c. Tribal Nations
   d. Transit Agencies
   e. Associations of local governments (GHCOG)
4. What is in the Local TIP?
   a. Transportation projects
      i. Pedestrian – sidewalks and streetscape
      ii. Bicycle – trails and bike lanes
      iii. Automotive – road improvements, bridges, paving, etc.
      iv. Transit – vehicle purchases, capital facilities
   b. Projects with both secured and planned (unsecured) funding
5. Local TIP Development
   a. 6 year plan
   b. Developed by local agency every year
   c. Staff may elect to use STIP online software
   d. Projects listed contain both planned and secured funding
   e. Approval made by local member’s council – late June
Background for REGIONAL TIP Development

1. What is the Regional TIP?
   Regional transportation planning document built by GHCOG as the representative of the RTPO for all of Grays Harbor County

2. Why have a Regional TIP?
   a. It is required by federal and state regulations (WAC 468-86-160)
   b. Allows for GHCOG to manage federal funds
   c. All federal funds are required to be programmed into the State TIP, which is built by all regional TIPs in the state
3. GHCOG Regional TIP Development
   a) 6 year plan
   b) Developed by GHCOG every year by incorporating all of the approved local member’s TIPs and projects AND projects submitted by WSDOT – Olympic Region
   c) GHCOG uses STIP online software
   d) Projects listed contain both planned and secured funding
   e) Approved by GHCOG council – late August
Background for STATE TIP Development

1. What is the State TIP?
State TIP (STIP) is developed by WSDOT Highways and Local Programs (H&LP) and contains **ONLY SECURED** TIP projects in the State of Washington.
Background for STATE TIP Development

2. Why have a State TIP?
   a. It is required by federal and state regulations (23 CFR Ch. I § 450.216)
   b. Allows the state to manage federal and state funds
   c. Before members can obligate federal funds, the funds are required to be programmed into the State TIP
Background for State TIP Development cont.

3. State TIP Development
   a. 4 year plan
   b. Developed by Highways and Local Programs staff usually every year by incorporating data submitted by associations of local governments (MPOs, RTPOs, and COGs). Projects listed contain **ONLY SECURED** funding
   c. Approval by FHWA & FTA then signed by the Governor – mid-January
Summary of Development of TIPs

• 3 Levels of TIPs – Local, Regional, and State
  – Local Tips are built by local members and reviewed by GHCOG staff before presented to local councils for approval
  – GHCOG Regional TIP is built from all local TIPs and presented to GHCOG council for approval
  – State TIP is built from regional TIPs and presented to Federal Highways Administration, Federal Transit Administration, and the Governor for approval

• All use the same TIP software but for different capacities
TIP/STIP Development Timeline

- **LOCAL TIP Building Adoption** *June 30th*
- **REGIONAL TIP Building Adoption** *August*
- **STATE TIP Building & Public Comment**
- **STATE TIP Adoption** *January*
Why change a project in a local TIP?

1. Adding state secured funds to a project
2. Any changes that need to be reported to the STIP
How to update Local TIP

1. Email Dirk the information project information that needs to be updated and he will make changes in the STIP software

2. Present the information to local member’s council for approval

3. When approved, email the following information to Dirk: dates for hearing and approval and the resolution number
Why are projects added or changed in the STIP?

1. Adding federal secured funds to a planned project
2. Making changes to an existing project in the STIP.
Amendments / Corrections

1. Required when any changes are made to a project that is programmed in the STIP OR
2. Adding a project that is new to the STIP
3. Processed once a month from January through October
4. To process an amendment or correction:
   Email Dirk the information project information that needs to be updated and he will make changes in the STIP software
Amendments / Corrections cont.

5. Dirk will review information including deciphering whether the change is an amendment or a correction, and write-up the requested updates in the “Project Notes” field.

6. Dirk will notify you when your amendment or correction has been approved by Federal Highways. This occurs at about three or four weeks after monthly amendment deadline.
Items in Local TIPs that are examined by GHCOG

1. For every project
   – Environmental Type Filled-in
   – Check Improvement Type
   – Check Functional Class

2. For secured-funded projects (including processing for amendments and corrections)
   – Check that Project Description meets STIP criteria
   – Verify Fiscal Constraint
How to use TIP software

• If new to your organization, create account in SecureAccess Washington (SAW)

• SAW website located at https://secureaccess.wa.gov/

• Instructions for using software are located at http://www.wsdot.wa.gov/LocalPrograms/ProgramMgmt/STIP.htm or http://www.wsdot.wa.gov/NR/rdonlyres/4648B428-26FF-4350-B6D7-168B8FC1FC2E/0/STIPTrainingManual.pdf
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Fields with * are required, however Environmental Type is ALSO required.
Project Notes are not published to any report and are only visible to those who have access to the project on the local, regional, and state levels. Dirk at GHCOG uses the notes to describe actions taken during routine amendments and administrative modifications.
The figures listed in total project cost, the phase obligation information, and expenditure schedule should match UNLESS funds in prior years are included in the total project cost. In addition, the figures listed in the phase years should be equal or greater than the figures in the expenditure schedule.
Questions on TIP related topics

Contact Dirk Brier
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