



2023 Transportation Alternatives Program (TAP) - Screening Form Resources -

IMPORTANT – The 2023 TAP screening form and application can be accessed on PSRC’s [Transportation Alternatives Program](#) webpage. Please refer to the webpage for further instructions on how to sign into the portal.

Screening Form Checklist

Information Needed to Complete Screening Form

- ✓ Project Information (title, location, description, contact)
- ✓ Regional Transportation Plan Project ID
- ✓ Certification Acceptance
- ✓ Federal Functional Classification
- ✓ Local Plan Consistency
- ✓ Project Finances, Schedule, and Delivery
 - PSRC Grant Request (amount and year of funding)
 - Estimated Total Project Cost (past, current and future sources, amounts, and completion dates for all project phases)
 - Financial Documentation (secured or reasonably expected funds, including required match)
 - Project Implementation (schedule and milestones)

Additional Information and Resources by Topic Area

Regional Transportation Plan ID

Projects seeking PSRC funding must be in, or consistent with the region's currently adopted long-range Regional Transportation Plan (RTP). Information describing the threshold for whether your project is required to be in the RTP Regional Capacity Project List, or whether it is programmatic in nature and therefore considered exempt from this requirement, may be found on PSRC's website [here](#).

The RTP Capacity Project List may be found in Appendix D2 located on PSRC's website [here](#). Some projects may be connected to more than one RTP project; if this is the case, sponsors may add multiple ID #s. If your project is exempt because it is below the threshold for requiring a plan ID, the appropriate answer is "N/A."

As a reminder, the RTP identifies the status of projects on the Regional Capacity Project List. Projects identified as "Unprogrammed" are ineligible to apply for PSRC funding. Projects identified as "Candidate" may apply for PSRC funding but must attain an "Approved" status by PSRC's Executive Board prior to obligating right of way or construction funds.

For assistance or questions regarding these issues, contact Mitch Koch at (206) 464-7537 or mkoch@psrc.org.

Certification Acceptance

For more information on Certification Acceptance and to find a listing of current CA agencies, please refer [here](#).

Federal Functional Classifications

Federal Functional Classifications

A roadway must be approved on the federally classified roadway system before projects on it may use federal transportation funds (including proposed new facilities), unless they are one of the exceptions listed below.

Examples of exceptions:

- Any bicycle and/or pedestrian project.
- Projects not on a roadway and using CMAQ or other funds.
- Any transit project, including equipment purchase and park-and-ride lot projects.

For assistance determining functional classification, refer [here](#) or contact Gary Simonson at (206) 971-3276 or gsimonson@psrc.org.

Local Plan Consistency

To be eligible to receive PSRC funding, projects must be in, or consistent with, the transportation element of the appropriate city or county plan which has been updated consistent with RCW 36.70A.130 and certified, or conditionally certified by PSRC.

The certification status of each jurisdiction in the central Puget Sound region and additional information on the Plan Review program can be accessed [here](#). For more information on PSRC's Plan Review program, please refer [here](#) or contact Liz Underwood-Bultmann at lunderwood-bultmann@psrc.org or 206- 464-6174.

Applicants will be asked to provide the specific citation and/or describe how the project is consistent with the policies in the local comprehensive plan. Applicants will also be asked to describe how the project is consistent with a transit agency plan or state plan, if applicable.

Project Finances, Schedule and Delivery

Applications must provide complete information on the project's financial status and implementation schedule by identifying the PSRC grant request, the project's total estimated cost and funding source(s) by phase, and the project's readiness to obligate federal funds.

PSRC Grant Request

Applicants will identify the phase(s) for which PSRC funds are being requested, the funding source, the amount, and expected year of obligation. The following is important information that pertains to PSRC funding requests.

IMPORTANT: Funding requests are limited to two applications per agency. To ensure delivery, requests are limited to \$2.5 million per project. The following is additional important information that pertains to PSRC funding requests.

Project Phase Requests: Given the stringent expectations for project delivery and the potential risk of losing regional funds, sponsors applying for FHWA funds may request funding for any single project phase, but requests for multiple phases are limited to preliminary engineering plus the subsequent phase necessary, i.e., a sponsor may request funding for preliminary engineering and right of way phases or preliminary engineering and construction phases, but not both right of way and construction phases.

Expected Year of Obligation: PSRC will distribute its FFY 2024-2026 TAP funds and award funding by year (with 2024 being the earliest date available for obligation). Given the requirement to balance awards by year, sponsors are asked to select their first and second preference for the expected year of obligation for the funding they are requesting for each project phase – 2024, 2025 or 2026. Sponsors can request 2024 funds if they can commit to obligating the funds by June 1, 2024.

Approximate amounts available within each year are as follows, with requests limited to \$2.5 million per project:

- Funds available in 2024 = \$7.0 million
- Funds available in 2025 = \$8.3 million
- Funds available in 2026 = \$8.3 million

Obligation Requirements: In order to align with annual delivery expectations, all project phases awarded PSRC's FHWA funds must obligate the funds by June 1st of the program year awarded. Funds may be obligated as early as October 1 of the preceding year. For more information, see PSRC's [project tracking policies](#).

Required Match: A minimum of 13.5% of local matching funds is required for PSRC's FHWA funding. The following formula may be used to calculate the project match:

To calculate the amount of matching funds, divide the federal funds requested by .865, and subtract the federal funds from this amount.

Example: Federal funds requested = \$100,000

$$\$100,000 / .865 = \$115,607$$

$$\$115,607 - \$100,000 = \$15,607 \text{ local match required}$$

Please note: The combination of the requested PSRC funds plus all other funding must be adequate to fully fund that phase. Requests that do not result in a phase being fully funded cannot be approved into the regional TIP and therefore will be considered ineligible for PSRC funding.

Estimated Total Project Cost and Financial Documentation

Applicants must provide information on the project's total estimated budget and schedule, including all phases from planning to construction, as appropriate. The estimated cost for each project phase should identify both the funding source(s) and amount(s). For phases that have already been completed, funding should be identified as secure and a completion date should be provided. For phases not yet complete, such as those in which funds are being requested, funds should be identified according to whether they are currently secure, reasonably expected, or unsecure and estimated completion dates should be provided.

Applicants will be required to provide documentation for funds that are identified as secure or reasonably expected, along with a description of these funds. For explanations of "secured" and "reasonably expected" funding, as well an overview of the conditions that must be met and examples for each, refer to PSRC's [financial constraint guidance](#).

Project Readiness

Applicants must identify the prerequisites that need to be satisfied before federal funding is typically eligible to obligate. This includes 1) understanding and identifying the obligation prerequisites and milestones that apply to the project, 2) documenting the status of each at the time of application, and 3) providing realistic completion dates for those not yet completed.

For more information on obligation requirements for the use of FHWA funds, see Chapter 14 of WSDOT's [LAG Manual](#).

For assistance or questions regarding project financial status and implementation schedule, contact Mitch Koch at (206) 464-7537 or mkoch@psrc.org.