2027 TRANSPORTATION IMPROVEMENT PROGRAM GUIDEBOOK

ADOPTED 11/12/2026

Spokane Regional Transportation Council

RESOLUTION

of the BOARD OF DIRECTORS of the

SPOKANE REGIONAL TRANSPORTATION COUNCIL

R-26-35

ADOPTING THE CY 2027 TRANSPORTATION IMPROVEMENT PROGRAM GUIDEBOOK

WHEREAS, the Spokane Regional Transportation Council (SRTC) Board of Directors serves as the Metropolitan Planning Organization (MPO) for the Spokane Metropolitan Planning Area (SMPA) and as the Regional Transportation Planning Organization (RTPO) for Spokane County; and

WHEREAS, SRTC is responsible for developing a 4-year Transportation Improvement Program (TIP); and

WHEREAS, the Calendar Year (CY) 2027 TIP Guidebook has been developed under the direction of the SRTC Board in consultation with local government staff, Washington State Department of Transportation (WSDOT), and Spokane Transit Authority (STA).

NOW, THEREFORE BE IT RESOLVED, that the SRTC Board adopts the Calendar Year 2027 Transportation Improvement Program Guidebook.

ADOPTED: 11/12/2026

ATTEST

Anadia Grier
SRTC
Clerk of the Board

Cris Kaminskas

Mayor Cris Kaminskas
City of Liberty Lake
Chair, SRTC Board of Directors

Spokane Regional Transportation Council Membership

- City of Airway Heights
- City of Cheney
- City of Deer Park
- City of Liberty Lake
- City of Medical Lake
- City of Millwood
- City of Spokane
- City of Spokane Valley
- Kalispel Tribe of Indians
- Spokane County
- Spokane Transit Authority
- Spokane Tribe of Indians
- Town of Fairfield
- Town of Latah
- Town of Rockford
- Town of Spangle
- Town of Waverly
- Washington State Department of Transportation
- Washington State Transportation Commission

REGIONAL TRANSPORTATION DECISIONS START HERE

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Introduction

Purpose

The **Transportation Improvement Program (TIP) Policies and Procedures Guidebook** is a transportation programming resource for SRTC's member agencies. The purpose of the document is to:

1 | outline the goals and objectives of SRTC's program; and
2 | identify the policies and procedures necessary to implement the program.

About SRTC

Spokane Regional Transportation Council (SRTC) is the federally designated Metropolitan Planning Organization (MPO) and stated mandated Regional Transportation Planning Organization for the Spokane region.

SRTC is the lead agency for transportation planning and decision-making for the Spokane Metropolitan Planning Area (SMPA), which includes all of Spokane County.

The agency is governed by a Board of Directors made up of elected officials from member agencies and representatives from the following: Kalispel Tribe of Indians, Spokane Tribe of Indians, Washington State Department of Transportation (WSDOT), Washington State Transportation Commission (WSTC), Spokane Transit Authority (STA), a transportation private sector representative (major employer representative), a rail/freight representative and the Chairs of SRTC's Transportation Technical Committee (TTC) and Transportation Advisory Committee (TAC).

SRTC member agencies include all local jurisdictions and Tribes within Spokane County, WSDOT, STA, and WSTC.

For more information on SRTC's member agencies, committees, and SRTC's planning area boundary map, please see Appendix A.

Effective Date

The 2027 TIP Policies and Procedures Guidebook will go into effect 01/01/2027.

Goals and Objectives

The goals and objectives of the program and development process are defined below. For the purposes of this document, goals describe the long-term desired outcome for the program and objectives describe specific actions that will be taken to achieve these goals.

Goal 1

SRTC's Transportation Improvement Program (TIP) will provide for the efficient use of federal, state, and local funds for regionally significant projects that advance the long-term transportation goals of the Spokane region.

1.1 - Projects in the TIP will implement the strategies and projects of the current Metropolitan Transportation Plan (MTP) Horizon 2050.

1.2 - SRTC will fully obligate annual allocations of Federal funds (STBG, CMAQ, CRP, and STBG Set-Aside).

1.3 - Projects in the TIP will be completed on budget and schedule.

Goal 2

SRTC's TIP will provide an open and transparent process that is accessible to stakeholders and the public.

2.1 - The TIP will comply with applicable federal and state regulations and requirements.

2.2 - Information on federal and state regulations will be made readily available to all local agencies and the public.

2.3 - TIP documents will be presented in clear and accessible language and formatting.

2.4 - Programming decisions will be made in a public forum and will be consistent with the goals, objectives and policies of the Guidebook.

2.5 - Timelines for the TIP development process will be made available to stakeholders and the public well in advance.

Section 1: Regional Transportation Programming

Transportation Planning and Programming

At least once every five years, SRTC prepares a **Metropolitan Transportation Plan (MTP)** which establishes long-range goals for the region and identifies projects and strategies that will be necessary to implement them.

The newest MTP, Horizon 2050, was approved by the SRTC Board on 12/11/2025. For more information on Horizon 2050, please refer to SRTC's website, www.srtc.org, or click here. The next update of the MTP is scheduled for 2030.

With a long-range plan in place, the **Transportation Improvement Program (TIP)** serves as a short-range programming document for projects that are planned over the next four years. The purpose of the TIP is to ensure that projects planned for implementation in the near future are consistent with the projects and strategies identified in the MTP.

The 2027-2030 TIP was approved by the SRTC Board 10/08/2026 and will go into effect at the beginning of the 2026 program year (approximately 01/01/2026). For more information about the 2027-2030 TIP, go to: https://www.srtc.org/transportation-improvement-program/.

For the purposes of SRTC's TIP, years one through four of the TIP constitute an agreed to list as defined by CFR 45.330. This means that once a project has been programmed into the first four years of the approved TIP, the project's sponsor(s) can begin implementation of the project by accessing funds to start preliminary engineering, right-of-way acquisition, or construction. Projects that are programmed in years five and six of the TIP are not part of the agreed to list and are not eligible for obligation without prior approval by the SRTC Board.

Projects Included in the TIP

Projects in the TIP are required to be consistent with the MTP. In order to be considered consistent, a project in the TIP must be listed in the MTP as a planned regionally significant project (i.e. a new or expanded roadway) or otherwise captured in a program of projects (i.e. preservation program or bicycle/pedestrian program).

The TIP must include all projects that are federally funded through U.S. Code Title 23 (Federal Highway Administration) and Title 49 (Federal Transit Administration), and all regionally significant projects, regardless of funding source.

Regionally Significant Projects

Regionally significant projects must be included in the TIP, MTP, and added to the transportation demand model. SRTC classifies a transportation project as regionally significant[1] if the project:

1. Cannot be grouped in the TIP and/or State TIP (STIP)[2] , and

2. Is on a facility which serves regional transportation needs (federally classified as a principal arterial, highway or freeway) and alters the number of through-lanes for motor vehicles for a length greater than a half mile, or impacts a freeway or freeway interchange (other than maintenance projects); or

3. Is a new or extended fixed guideway transit service (dedicated bus lanes, vehicle track or wires) or capital expenditures related to a new fixed-route transit service on a facility which serves regional transportation needs (federally classified as principal arterial or higher).

4. Is determined by the SRTC Board to be regionally significant.

1 The federal definition for regionally significant is defined in 23 C.F.R. § 450.104.
2 U.S.C. 135(g)(4)(C)(ii) states that projects that are categorically excluded from the National Environmental Policy Act (NEPA) process and are not regionally significant can either be identified individually or grouped with other projects of the same funding source in the STIP.

Section 2: TIP Development Process

The development of the TIP involves three separate but interrelated processes; SRTC project selection, STA project selection, WSDOT project selection, and local agency six-year transportation programs.

SRTC Project Selection

SRTC, in consultation with WSDOT and STA, is responsible for selecting projects for regional allocations of federal highway funds – Surface Transportation Block Grant Program (STBG), Congestion Mitigation Air Quality (CMAQ), Carbon Reduction Program (CRP), and STBG Set-Aside program. SRTC's current practice is to have a call for projects every three years with a set-aside for preservation projects. The most recent call for projects occurred in 2025. If regional funds are returned prior to the next call for projects, SRTC will follow policy 6.5.1 related to the utilization of leftover funds.

Surface Transportation Block Grant Program (STBG)

The purpose of the STBG program is to provide a flexible source of funding that can be tailored to meet the specific needs of the region. STBG funds can be used for roadway construction, reconstruction, or preservation; transit projects; bicycle and pedestrian facilities or programs; bridges; and planning efforts.

Congestion Mitigation & Air Quality (CMAQ)

The purpose of the CMAQ program is to implement transportation projects and programs that improve air quality by increasing the efficiency of existing transportation facilities or reducing travel demand. CMAQ-funded projects and programs must be capable of demonstrating a reduction of either carbon monoxide (CO) or particulate matter (PM-10). While SRTC is no longer required to address the transportation conformity requirements of 40 CFR part 93 for the Spokane CO and PM10 areas, CMAQ funding is expected to continue.

STBG Set-Aside (STBG-SA)

The purpose of the STBG Set-Aside program is to implement on- and off-road facilities for bicyclists and pedestrians and fund other enhancements to surface transportation. Eligible projects include sidewalks, bicycle facilities, signals, traffic calming projects, projects that bring a facility into compliance with the Americans with Disabilities Act (ADA), conversion of rail corridors for non-motorized users, scenic overlooks and viewpoints, historic preservation, environmental mitigations, Safe Routes to School projects, and recreational trails.

Carbon Reductiion Program (CRP)

The purpose of the CRP is to reduce emissions from transportation, defined as carbon dioxide (C02) emissions from on-road highway sources. Eligible projects include public transportation projects, any project eligible for the STBG-SA or CMAQ program, as well as the replacement of streetlights and traffic control devices with energy-efficient alternatives. In 2025, SRTC selected projects to fund using the estimated CRP funding allocations for 2027-2029.

On occasion but not with predictable regularity SRTC receives the following funding:

Highway Infrastucture Program (HIP)

The Department of Transportation Appropriations Act, 2021, provided WA funding for Highway Infrastructure Programs (HIP) apportioned as the STBG program (23 U.S.C. 133(d)) for roads, bridges, elimination of hazards and the installation of protective devices at railway-highway crossings, and charging infrastructure along corridor-ready or corridor-pending alternative fuel corridors.

Other Federal, State Programs

For projects funded with federal National Highway Performance Program (NHPP), Surface Transportation Program (STP), and Federal Lands Highway programs, and any projects on the National Highway System (NHS), WSDOT is responsible for selecting projects in cooperation with SRTC (23 C.F.R. §450.330(c)).

Other federal programs (various discretionary programs, Highway Safety Improvement Program, etc.) and state programs (Pedestrian and Bicycle Program, Safe Routes to School, Transportation Improvement Board, Freight Mobility Strategic Investment Board, etc.) may also award funds to projects within the Spokane region. Although the prioritization processes for these funding programs are conducted outside of SRTC, SRTC must cooperatively select all projects programmed in the TIP.

STA Project Selection

As the designated recipient of regional allocations of federal transit funds, STA is responsible for selecting projects for the Federal Transit Administration (FTA)'s Urbanized Area Formula Program (Section 5307), Enhanced Mobility of Seniors and Individuals with Disabilities (Section 5310), and Bus Facilities Formula Program (Section 5339). SRTC assists in soliciting and prioritizing projects for Section 5310 funds; however, the STA Board of Directors is responsible for selecting a program of projects for those funds.

Six-Year Transportation Programs

SRTC annually reviews the six-year transportation improvement programs adopted by local agencies. Projects that are consistent with the MTP, are regionally significant, and/or federally funded through U.S. Code Title 23 and Title 49 are incorporated into the TIP. These projects must be submitted to SRTC in the ProjectTracker eTIP platform no later than August 1.

The schedule for local agency's six-year transportation programs is as follows:

Local Six-Year Transportation Program Schedule	
06/30	Cities and towns must have six-year transportation programs adopted.
07/01	Cities and towns, Spokane County[4] and STA[4] submit adopted six-year programs to SRTC for TIP review.
07/09	SRTC notifies agencies of all regionally significant and/or federally funded projects that will need to be included in the regional TIP. Some projects may also require a completed Safe & Complete Streets checklist.
07/30	All agencies must submit the required information for all regionally significant and/or federally funded projects to SRTC. Safe and Complete Streets checklist are also due.

4 According to state regulation, counties must adopt a six-year transportation program by 12/31 (RCW 36.81.121) and transit agencies must adopt a six-year transit plan by 09/01 (RCW 35.58.2795). The deadlines for these two entities conflict with the TIP development schedule, which must be submitted to WSDOT in October. In developing the TIP, SRTC will review the most recently adopted six-year plan for incorporation into the TIP.

2028-2031 TIP Development

After SRTC has selected projects for regional allocations of federal funds and has selected projects from local six-year transportation programs for inclusion in the TIP, the projects are compiled into the 2028-2031 TIP. The schedule for the 2028-2031 TIP development is as follows:

2028 - 2031 TIP Development Schedule	
07/30/27	Safe and Complete Streets checklists due to SRTC for projects that are not exempt from the Safe and Complete Streets policy or were not previously submitted with an SRTC call for projects.
07/30/27	Agencies must submit the required information for all regionally significant and/or federally funded projects to SRTC via Secure Access Washington (SAW).
Jul - Aug	TIP development-review project information in SAW, finalize project list, fiscal constraint analysis, air quality conformity determination, maps, project pages, and appendices.
08/25/27	Committee meetings - Review TIP development timeline
09/01/27 10/01/27	30-day public comment period
09/09/27	Board meeting - Overview of draft TIP
09/22/27	Committee meetings - Recommend approval of draft TIP
09/23/27	Public meeting to review draft TIP (estimated)
10/14/27	SRTC Board Approval
10/23/27	WSDOT STIP Due Date (estimated)
~01/15/28	FHWA/FTA STIP Approval

Safe and Complete Streets Policy

The SRTC Board of Directors approved the SRTC Safe and Complete Streets Policy in September 2012, with an effective date of January 2013. This policy's primary purpose is to ensure that the safety and convenience of all transportation system users (pedestrians, bicyclists, transit users, motorists, freight providers, and emergency responders) are considered during the planning and programming of projects. The policy and checklist are provided in Appendix A.

The SRTC Safe and Complete Streets Policy shall apply to all roadway construction and roadway reconstruction projects (any phase) that are required to be included in SRTC's TIP.

Several project types are exempt from the policy and are not required to submit a Safe and Complete Streets Checklist, including:

- Roadway Preservation
- Intelligent Transportation System (ITS)
- Projects located on a facility that prohibits bicyclists or pedestrians AND transit does not operate on, nor is planned to, for the next 15 years
- Non-motorized
- Transit
- Safety projects (funded with safety funds, for example Highway Safety Improvement Program or Safe Routes to School)
- Programs
- Planning studies.

Project sponsors will be required to complete the SRTC Safe and Complete Streets Checklist for all applicable projects (see above) submitted for inclusion in the SRTC TIP. This can occur in any of the following:

- As part of the annual TIP development process (due July 30)
- Through an amendment to add a new project to the TIP (monthly)
- During an SRTC Call for Projects (submitted with the application packet).

Congestion Management Process

The Congestion Management Process (CMP) is a systematic, regionally adopted approach to managing congestion. It provides accurate, up-to-date information on transportation system performance and evaluates alternative strategies to address congestion in ways that meet state and local needs.

Because the Spokane region is designated as a Transportation Management Area (TMA), SRTC is required to develop, implement, and monitor a CMP. To ensure compliance with the TIP, agencies must certify that any project on the CMP Network that significantly increases single-occupancy vehicle (SOV) capacity has undergone a least-cost planning process and aligns with CMP strategies before being included in the TIP. This may require documentation demonstrating the need for additional capacity and the lower-cost alternatives considered before determining that new lanes are necessary.

Section 3: Project Changes

As a project gets underway, new information often results in project changes. This can include project cost adjustments, scope changes, newly secured funds, etc. In addition, federal funds may be awarded to new projects throughout the year. When a change is requested for an existing project in the TIP or a new project needs to be added to the TIP, it is classified as either an amendment or an administrative modification. The process for incorporating the change into the TIP is different for each classification.

From the initial request for an amendment or administrative modification to the final federal approval, the process typically takes 8-10 weeks. The process includes the following steps:

1 | Project sponsor submits written request for an amendment or administrative modifications to SRTC.

2 | SRTC staff evaluates request for completeness, financial feasibility, consistency with the MTP and State and Federal regulations, SRTC's Safe and Complete Street Policy, etc.

3 | If the project change is an amendment, a 10-day public comment period is held pursuant to the SRTC Public Participation Plan. Administrative modifications do not require a public comment period and are processed administratively by SRTC staff.

4 | The TAC and TTC reviews the amendment and makes recommendations for approval to the SRTC Board.

5 | The Board acts on the amendment.

6 | If approved by the Board, the amendment is submitted to WSDOT for inclusion in the State TIP (STIP). Administrative modifications are submitted to the STIP at the same time as any approved amendments.

7 | WSDOT reviews the project changes and forwards the amended STIP to FHWA and FTA for approval.

8 | FHWA and FTA review the revised STIP for approval.

Types of Project Changes

Project changes are classified as amendments or administrative modifications. SRTC is responsible for determining whether a project change is an amendment or administrative modification.

Amendments

An amendment is defined as a major change to a project in the TIP. Examples of an amendment would be:

- Adding a new project
- Deleting a project
- 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.
- Major scope changes or major changes in design concept (e.g. changing project termini or number of traffic lanes)
- Changes to a project that affects transportation conformity with air quality plans
- Adding a future phase of a project
- Adding federal dollars to a project currently in the TIP that does not have federal funds (federalizing a project)

Administrative Modifications

Administrative modifications are project changes not considered to be amendments, meaning a minor revision to the TIP. Examples of an administrative modification include:

- Revisions to lead agency
- Adding a prior phase of a project not previously authorized by WSDOT
- Changes to a project's total programmed amount less than or equal to 30%. This includes adding or subtracting funds from currently programmed phases
- Minor scope changes
- Minor changes or corrections in project information , such as: enviornmental type, right-of-way required, improvement type, project limits, functional classification, typolographical errors, transposed numbers, etc.
- Moving a project's federal fund source (ex. IM to NHS)

- Any and/or all federal funds currently programmed in the TIP for a project without consideration of the phase split
- All adjustments in a project's funding authorization for award of contract

Administrative modifications requested by local agencies are reviewed by the jurisdiction and SRTC staff prior to being implemented. A list of modifications is maintained by SRTC as part of the TIP. Once a modification has been made, a revised TIP will be sent to WSDOT, FHWA, and FTA and will be linked on SRTC's website.

2026 Amendment and Adminstrative Modifications Schedules

The amendment and administrative modifications schedules, which are subject to change, are provided below. If a change occurs to the schedule, revised schedules will be published on SRTC's website and member agencies will be notified.

January Amendment

Amendment Request Due Date	11/27/26
SRTC Staff Review	11/30 - 12/04/26
Public Comment Period (10 days)	12/07 - 12/16/26
TTC & TAC Recommendation	12/16/26
SRTC Board Approval	01/14/27
WSDOT STIP Amendment Due Date	01/15/27
FHWA/FTA STIP Approval	~02/19/27

February Amendment

Amendment Request Due Date	01/01/27
SRTC Staff Review	01/04 - 01/08/27
Public Comment Period (10 days)	01/11 - 01/20/27
TTC & TAC Recommendation	01/20/27
SRTC Board Approval	02/11/27
WSDOT STIP Amendment Due Date	02/19/27
FHWA/FTA STIP Approval	~03/19/27

March Amendment

Amendment Request Due Date	02/05/27
SRTC Staff Review	02/08 - 02/12/27
Public Comment Period (10 days)	02/15 - 02/24/27
TTC & TAC Recommendation	02/24/27
SRTC Board Approval	03/11/27
WSDOT STIP Amendment Due Date	03/19/27
FHWA/FTA STIP Approval	~04/16/27

April Amendment

Amendment Request Due Date	03/05/27
SRTC Staff Review	03/08 - 03/12/27
Public Comment Period (10 days)	03/15 - 03/24/27
TTC & TAC Recommendation	03/24/27
SRTC Board Approval	04/08/27
WSDOT STIP Amendment Due Date	04/16/27
FHWA/FTA STIP Approval	~05/21/27

May Amendment

Amendment Request Due Date	04/09/27
SRTC Staff Review	04/12 - 04/16/27
Public Comment Period (10 days)	04/19 - 04/28/27
TTC & TAC Recommendation	04/28/27
SRTC Board Approval	05/13/27
WSDOT STIP Amendment Due Date	05/21/27
FHWA/FTA STIP Approval	~06/18/27

June Amendment

Amendment Request Due Date	05/07/27
SRTC Staff Review	05/10 - 05/14/27
Public Comment Period (10 days)	05/17 - 05/26/27
TTC & TAC Recommendation	05/26/27
SRTC Board Approval	06/10/27
WSDOT STIP Amendment Due Date	06/18/27
FHWA/FTA STIP Approval	~07/16/27

July Amendment

Amendment Request Due Date	06/04/27
SRTC Staff Review	06/07 - 06/11/27
Public Comment Period (10 days)	06/14 - 06/23/27
TTC & TAC Recommendation	06/23/27
SRTC Board Approval	07/08/27
WSDOT STIP Amendment Due Date	07/16/27
FHWA/FTA STIP Approval	~08/20/27

August Amendment*

Amendment Request Due Date	07/02/27
SRTC Staff Review	07/05 - 07/09/27
Public Comment Period (10 days)	07/12 - 07/21/27
TTC & TAC Recommendation	No meeting
SRTC Board Approval	No meeting
WSDOT STIP Amendment Due Date	08/20/27
FHWA/FTA STIP Approval	~09/17/27

September Amendment

Amendment Request Due Date	08/06/27
SRTC Staff Review	08/09 - 08/13/27
Public Comment Period (10 days)	08/16 - 08/25/27
TTC & TAC Recommendation	08/25/27
SRTC Board Approval	09/09/27
WSDOT STIP Amendment Due Date	09/17/27
FHWA/FTA STIP Approval	~10/15/27

October Amendment

Amendment Request Due Date	09/03/27
SRTC Staff Review	09/06 - 09/10/27
Public Comment Period (10 days)	09/13 - 09/22/27
TTC & TAC Recommendation	09/22/27
SRTC Board Approval	10/14/27
WSDOT STIP Amendment Due Date	10/15/27
FHWA/FTA STIP Approval	~11/19/27

January Administrative Modifications

Amendment Request Due Date	11/27/26
SRTC Staff Review	11/30 - 12/04/26
WSDOT STIP Amendment Due Date	01/15/27
FHWA/FTA STIP Approval	~02/19/27

February Administrative Modifications

Amendment Request Due Date	01/01/27
SRTC Staff Review	01/04 - 01/08/27
WSDOT STIP Amendment Due Date	02/19/27
FHWA/FTA STIP Approval	~03/19/27

March Administrative Modifications

Amendment Request Due Date	02/05/27
SRTC Staff Review	02/08 - 02/12/27
WSDOT STIP Amendment Due Date	03/19/27
FHWA/FTA STIP Approval	~04/16/27

April Administrative Modifications

Amendment Request Due Date	03/05/27
SRTC Staff Review	03/08 - 03/12/27
WSDOT STIP Amendment Due Date	04/16/27
FHWA/FTA STIP Approval	~05/21/27

May Administrative Modifications

Amendment Request Due Date	04/09/27
SRTC Staff Review	04/12 - 04/16/27
WSDOT STIP Amendment Due Date	05/21/27
FHWA/FTA STIP Approval	~06/18/27

June Administrative Modifications

Amendment Request Due Date	05/07/27
SRTC Staff Review	05/10 - 05/14/27
WSDOT STIP Amendment Due Date	06/18/27
FHWA/FTA STIP Approval	~07/16/27

July Administrative Modifications

Amendment Request Due Date	06/04/27
SRTC Staff Review	06/07 - 06/11/27
WSDOT STIP Amendment Due Date	07/16/27
FHWA/FTA STIP Approval	~08/20/27

August Administrative Modifications

Amendment Request Due Date	07/02/27
SRTC Staff Review	07/05 - 07/09/27
WSDOT STIP Amendment Due Date	08/20/27
FHWA/FTA STIP Approval	~09/17/27

September Administrative Modifications

Amendment Request Due Date	08/06/27
SRTC Staff Review	08/09 - 08/13/27
WSDOT STIP Amendment Due Date	09/17/27
FHWA/FTA STIP Approval	~10/15/27

October Administrative Modifications

Amendment Request Due Date	09/03/27
SRTC Staff Review	09/06 - 09/10/27
WSDOT STIP Amendment Due Date	10/15/27
FHWA/FTA STIP Approval	~11/19/27

Section 4: Project Delivery

The final step in the programming process is project delivery, construction, procurement, or implementation. SRTC monitors project delivery by annually publishing a list of obligations from the preceding year and by presenting project status reports to the SRTC Board of Directors twice annually.

Annual Listing of Federal Obligations

Every year, SRTC is required to complete a list of federal obligations that occurred in the preceding program year (23 C.F.R. § 450.332). For each project, the listing shall include the amount of federal funds that: were programmed in the TIP, obligated in the preceding year, and remaining for future years. The list is prepared cooperatively with WSDOT and STA and must be published no later than 90 calendar days following the end of the program year.

The schedule for completing the Annual Listing of Federal Obligations is below.

Annual Listing of Federal Obligations	
Jan. 27	SRTC compiles previous year federal obligation information
02/01/27	SRTC will notify agencies of any requested information necessary to complete the 2025 Annual Listing
02/15/27	Deadline for local agencies to submit requested information to SRTC for compilation of the 2025 Annual Listing
03/31/27	TTC meeting - present the 2025 Annual Listing
04/28/27	2025 Annual Listing will be posted to the SRTC website and sent ot WSDOT, FHWA, and FTA no later than 03/31/26
05/13/27	SRTC Board - present the 2025 Annual Listing

Project Tracking

In addition to tracking annual obligations, SRTC also tracks the status of projects receiving regional funds. The purpose of tracking the status of these projects is to ensure that regional allocations of federal funds are being obligated efficiently and that projects are making continuous progress towards construction or implementation.

Section 5: Public Involvement

SRTC's Public Participation Plan includes the policies and procedures SRTC follows to ensure that the public is given adequate opportunity to participate in and comment on SRTC's programming process. Participating agencies and the general public are provided an opportunity to comment on the TIP development through a variety of means. Throughout the year, the public is invited to attend SRTC advisory committee meetings to discuss project selection, TIP amendments, and the development of the next four-year TIP. Documentation from the meetings is also posted on the SRTC website.

In addition to the adopted policies and procedures for public involvement, SRTC strives to make the programming process as clear and accessible to the public as possible.

For more information on SRTC's Public Participation Plan, please refer to SRTC's website.

Section 6: Policies and Procedures

1 | Regional Transportation Programming

Policy 1.1

For the purposes of SRTC's TIP, years one through four of the TIP constitute an agreed to list as defined by CFR 45.330.

Policy 1.1.1

Once a project has been programmed in year one through four of an approved TIP, the project sponsor(s) can begin project implementation by obligating funds. Delivery of SRTC funded projects is coordinated through the SRTC TIP Working Group.

Policy 1.2

All projects in the TIP must be consistent with the Metropolitan Transportation Plan (MTP). In order to be considered consistent with the MTP, a project in the TIP must be listed in the MTP as planned regionally significant project (i.e. a specific capital project that adds or impacts vehicular capacity) or program of projects (i.e. arterial preservation, sidewalk infill).

Policy 1.3

SRTC shall determine consistency with the MTP. If it is unclear whether or not a project is consistent with the MTP, SRTC shall convene the Interagency Consultation group (WSDOT, STA, FTA, and FHWA) and/or the Air Quality Interagency Consultation Group (members of the Interagency Consultation group with the addition of Environmental Protection Agency and the Washington State Department of Ecology) pursuant to SRTC's Interagency Consultation Procedures. The results of the consultation process are presented to the SRTC Policy Board for final determination on a project's consistency with the MTP.

Policy 1.4

All projects receiving federal funds through Federal Highway Administration (FHWA), Federal Transit Authority (FTA) or other federal funding under the U.S.C. Title 23 and Title 49 must be included in the TIP. Projects receiving federal funds operating outside of U.S.C. Title 23 and Title 49 are not required to be included in the TIP unless the project is regionally significant.

Policy 1.5

All regionally significant projects must be included in the TIP. Regionally significant projects are defined on page 4.

Policy 1.6

SRTC shall determine whether or not a project is regionally significant. If it is unclear whether or not a project is regionally significant, SRTC shall convene the Interagency Consultation group (WSDOT, STA, FTA, and FHWA) or the Air Quality Interagency Consultation Group (members of the Interagency Consultation group with the addition of Environmental Protection Agency and Washington State Department of Ecology) pursuant to SRTC's Interagency Consultation Procedures. The results of the consultation process are presented to the SRTC Policy Board for final determination on a project's regional significance.

Policy 1.7

Project sponsors shall provide the necessary project information to SRTC in order to make the determination on consistency with the MTP and regional significance. This includes a description of the project, location, length, and planned year of completion.

2 | TIP Development

Policy 2.1

Agencies must submit approved Local TIPs to SRTC no later than July 1 each year. The project lists may be submitted in any format; however, agencies must provide sufficient detail in their TIP for SRTC to identify projects for inclusion in the TIP (including project name, length, description of work, total estimated cost, and amount of secured funds).

Policy 2.2

SRTC shall notify agencies no later than July 15 with a list of all regionally significant and/or federally funded projects that will need to be included in the regional TIP and that will require a completed Safe and Complete Streets checklist.

Policy 2.3

Agencies must submit the required information for all regionally significant and/or federally funded projects to SRTC in the State's STIP system, Secure Access Washington, as well as a completed Safe and Complete Streets checklist no later than 8/1/2026.

Policy 2.4

SRTC shall publish the draft TIP during the first week of September for the required 30-day public comment period. The timing of the public comment period must allow sufficient time for public comments to be incorporated into the draft TIP prior to the SRTC Policy Board approval.

Policy 2.5

The SRTC Safe and Complete Streets Policy stipulates that roadway construction and roadway reconstruction projects (any phase) that are required to be included in SRTC's TIP must complete and submit a Safe and Complete Streets Checklist. The timelines for submitting the checklists are detailed in Policy 2.2 and 2.3. Several project types are exempt from the policy and are not required to submit a Safe and Complete Streets Checklist, including: roadway preservation; Intelligent Transportation Systems (ITS); projects located on a facility that prohibits bicyclists or pedestrians AND transit does not operate on, nor is planned to, for the next 15 years; non-motorized; transit; safety (funded with safety funds); programs; and planning studies.

3 | Project Changes

Policy 3.1

All scope changes must be approved by the Executive Director, with TTC concurrence. SRTC Board approval of a scope change is processed as a TIP amendment.

Policy 3.2

SRTC is responsible for determining whether a project change is an amendment or administrative modification. SRTC reserves the right to process amendments as often as necessary.

Policy 3.3

Project sponsors shall submit a written request to SRTC to initiate a project change, whether it is an amendment or administrative modification. The request must provide sufficient detail for SRTC to make the determination on the type of project change that is required.

Policy 3.4

SRTC shall maintain a full accounting of all amendments and administrative modifications made to the current TIP. The history of these project changes will be made available on SRTC's website for the TIP.

Policy 3.5

In the event that the TIP amendment/administrative modification schedule should be revised, SRTC shall notify all member agencies and post an updated schedule on SRTC's website for the TIP.

Policy 3.6

In the case when a TIP amendment is time-sensitive and the SRTC Board does not have a regularly scheduled meeting, or a Board meeting is cancelled due to unforeseen events, SRTC will process the TIP amendment and retroactively request Board approval at the next available Board meeting. SRTC staff will coordinate with the Board Chair under these circumstances.

4 | Project Delivery

All Projects

Policy 4.1

SRTC will track the status of all projects receiving SRTC regional federal funds in the TIP. Project sponsors shall provide sufficient information for tracking the status of projects upon request. This information will be provided to the Board of Directors and committees as it relates to the Region's ability to meet the Federal Fiscal Year (FFY) obligation target.

Policy 4.2

SRTC will provide delivery status updates on all projects obligating or de-obligating regional federal funds during the FFY. SRTC shall present these updates to the SRTC Policy Board and committees periodically throughout the year.

Policy 4.3

SRTC shall publish a listing of all annual federal obligations from the preceding program year no later than March 30. This policy is consistent with federal regulations for annual obligations reporting. The annual listing will be presented to the SRTC Board of Directors and advisory committees and will be posted to SRTC's website for the TIP.

STBG, CMAQ, STBG Set-Aside Projects

Policy 4.4

If a right-of-way or construction project phase will not meet its targeted obligation date, the project sponsor must submit a written request to SRTC for a one-time extension for one (1) year by March 1 of the current year, this is also known as an administrative grace period. The request must include an explanation for the request and identify proposed impacts, such as schedule or budget. Project extension requests will be shared with the SRTC Board by SRTC staff. Project extension will be reflected through an approved amendment of the TIP. If the project sponsor successfully obligates another project of equal or greater value in its place, the one-time extension request will not be recorded.

Policy 4.5

If a project sponsor is unable to meet a targeted obligation date after the one-time grace period, the project sponsor may request an additional extension from the SRTC Board of Directors. The Board may grant the extension or may act to remove the project from the TIP. If the agency is permitted an extension, it must submit a revised schedule to SRTC within 30 calendar days of the Board action. If the Board acts to remove the project from the TIP, any regional federal funds awarded to the project shall be returned to SRTC for reallocation. If the project is eligible to receive regionally selected federal funds, it may be placed on the contingency list of projects for that fund source at the discretion of the Board.

Policy 4.6

Planning projects and preliminary engineering phases for all projects are not eligible for an administrative grace period for obligation of funds. If a

planning project or preliminary engineering phase cannot meet its scheduled date for obligation, the project will be reviewed by the SRTC Policy Board. The Board may grant the agency a one-time grace period of up to one (1) year or may act to remove the project from the TIP. If the agency is permitted a grace period, a revised schedule must be received by SRTC within 30 calendar days of the Board action. If the Board acts to remove the project from the TIP, any regional federal funds awarded to the project shall be returned to SRTC for reallocation. If the project is eligible to receive regionally selected federal funds, it may be placed on the contingency list of projects for that fund source at the discretion of the Board.

Policy 4.7

SRTC will maintain a Contingency List selected through a regional process and approved by the SRTC Board of Directors. Projects on the Contingency List may be selected for future funds available through the contingency funding process (see Policy 6.8). The most recently approved Contingency List replaces and supersedes any previously approved priority list.

Policy 4.8

SRTC will consider the following strategies to meet an obligation target when shortfalls are anticipated:

- Advancing projectes or project phases from future years
- Exchanging federal funds for local funds between phases or stages of a single project or between projects in the same agency.
- Advancing contingency list projects if funding is available.
- Increase the federal share of awarded projects (no more than maximum federal share can be awarded)
- Swap different types of federal funding between eligible projects or project phases for fiscal constraint or to help meet annual obligation target. (Example: Replace HIP funding with STBG, or so STBG funds will count toward annual obligation target)
- Reassign deobligated funding.

Policy 4.9

SRTC will consider the following strategies to demonstrate fiscal constraint if regional allocations are reduced because of failure to meet SRTC's obligation target:

- Utilization of returned funds from project de-obligation and closeouts, if any.

- Accounting of obligations by agency to provide a quantitative methodology for delaying or removing regional funds from an agency's projects.

5 | Public Involvement

Policy 5.1

SRTC will follow the policies and procedures for public involvement throughout the TIP development and amendment process outlined in SRTC's Public Participation Plan, located on SRTC's website, here.

Policy 5.2

SRTC will make all decisions related to transportation programming in a public forum. This includes meetings of the TTC, TAC, and/or SRTC Policy Board.

Policy 5.3

SRTC will strive to make the programming process (including any documents) understandable and accessible to the public. This includes using plain language, as appropriate; including definitions for technical terms; providing lists of abbreviations; and including graphics to illustrate complex processes.

6 | Funding Policies (STBG, CMAQ, STBG Set-Aside Funds Only)

Cost Overruns

Cost overruns are defined as costs that exceed the project budget as it was determined at the time of project application to SRTC.

Policy 6.1

After a project has been selected by SRTC for regional allocations of federal funds, any cost overruns are the responsibility of the project sponsor. Project sponsors are required to sign SRTC's Local Agency Project Endorsement Form, which states that any cost overruns are the responsibility of the project sponsor.

Policy 6.2

Although cost overruns are the responsibility of the project sponsor, for eligible cost overruns (see Policy 6.3) on projects awarded on regional allocations of federal funds, the project sponsor may request additional funds through the SRTC Executive Director or the SRTC Board. The process for requesting a fund increase is described below.

Policy 6.2.1

For a project with a total estimated project cost less than $1 million (as originally programmed in the TIP), the SRTC Executive Director may increase the project's award amount up to 15% of the total estimated project cost. At the Executive Director's discretion, the request may be brought to the TTC for discussion and input. Fund increase requests approved or denied by the Executive Director will be noted at an SRTC Board meeting.

Policy 6.2.2

For a project with a total estimated project cost equal to or greater than $1 million (as originally programmed in the TIP), the SRTC Executive Director may increase the project's award amount up to 15% of the total project cost, not to exceed $300,000. At the Executive Director's discretion, the request may be brought to the TTC for discussion and input. Fund increase requests approved or denied by the Executive Director will be noted at an SRTC Board meeting.Requests greater than 15% of the total project cost or greater than $300,000 would require SRTC Board action. Fund increase requests requiring SRTC Board action will be brought first to the TTC for discussion and input. Fund increase requests approved or denied by the SRTC Board will take place during an SRTC Board meeting, which are open to the public.

Policy 6.2.3

It is the responsibility of the project sponsor to submit a written request to SRTC for the increase in the award amount. The request shall document the circumstances of the cost overrun and describe why the cost overrun should be considered eligible by SRTC and/or the SRTC Board for a fund increase.

Policy 6.2.4

Fund increases that are considered by the SRTC Executive Director shall be limited to available funds. Available funds are

allocated funds (this includes but is not limited to annual allocations carryover funds, returned funds from projects that came in under budget) that have not been awarded or programmed for a specific project. If a fund source has been fully programmed in the current TIP (all available funds and forecasted funds are associated with planned projects), approving a fund increase request will impact currently programmed projects. These impacts could include delaying one or more projects out of the first four years of the TIP or reducing the award amount for one or more projects.

Policy 6.2.5

If a fund increase request is denied by the SRTC Executive Director or the SRTC Board, the project sponsor may finance the cost increase through other funding sources, reduce the scope of the project to available funds (with SRTC concurrence on the scope change), or withdraw the project from the TIP and return any previously obligated funds to SRTC for redistribution. In addition, fund increase requests denied by the SRTC Executive Director may be appealed by the project sponsor; appeals may be considered by the SRTC Board, at their discretion.

Policy 6.3

Fund increase requests related to cost overruns will be considered on a case-by-case basis. Policies 6.3.1 and 6.3.2 describe possible causes for eligible and ineligible cost overruns. The examples provided below are not exhaustive and do not imply the eligibility or ineligibly of any specific project. The SRTC Executive Director and/or SRTC Board shall make the determination on whether a project cost overrun is considered eligible or ineligible for a fund increase.

Policy 6.3.1

A cost overrun may be eligible for a fund increase if it is considered outside of the control of the project sponsor. Examples of possible eligible cost overruns may include unanticipated weather events, “Acts of God”, or other external events such as war, labor strikes, or national security threats or events; new federal or state mandatory requirements; significant unanticipated utility, environmental, cultural/historical issues; or significant unanticipated pavement condition.

Policy 6.3.2

A cost overrun may be ineligible for additional funds through SRTC if the cost overrun is considered to be within the control of the project sponsor. Examples of possible ineligible cost overruns could include:

a change in scope for owner betterment; omitted requirements that could have reasonably been anticipated; or poor judgment or inadequate planning, design, or implementation of the project.

Policy 6.4

Approved fund increase requests related to cost overruns must maintain or increase the original local match commitment (i.e. percentages).

Leftover Funds

Policy 6.5

After a project has been selected by SRTC for regional allocations of federal funds, any unspent funds from the project award must be returned to SRTC for redistribution. Project sponsors may not change the original scope or extend the length or duration of the project in order to utilize the remaining funds.

Policy 6.5.1

SRTC staff will provide a recommendation to the SRTC Board on how to best utilize leftover SRTC regional funds. This recommendation will be reviewed and discussed with the TTC prior to going to the Board. The following methods will be utilized in order to develop this recommenda tion:

1 | Applying funds to be regional planning needs identified in the Task 9 “Unfunded Planning Activities” of the current Unified Planning Work Program (UPWP) - Board approval required.

2 | Advancing projects programmed in the out years of the current TIP - Administration modification, does not require Board approval.

3 | Select projects to fund from the most recently approved Contingency List - TIP amendment requires Board approval.

Policy 6.5.2

Active Projects (i.e. project that have not closed) that de-obligate SRTC regional funds may reapply for future regional funds through SRTC calls for projects. However, there is no guarantee, expressed or implied, that the project will be prioritized and selected for funding.

Partial Funding

Policy 6.6

If a project has been selected for partial funding, whether by phases (PE, RW, CN) or geographical segment, it is the responsibility of the project sponsor to secure the remaining funds necessary to complete the project. The project sponsor may apply for additional funds through future SRTC calls for projects; however, there is no guarantee, expressed or implied, that the project will be prioritized and selected for funding.

Policy 6.7

Unless approved in advance by the SRTC Policy Board, projects selected for PE or RW only are permitted to transfer any remaining funds to a later phase of the project, if the project is programmed for construction within the first four years of the TIP. If the construction phase is not programmed within the first four years of the TIP, the project sponsor must return any remaining funds after the completion of the PE and RW phase.

Contingency Funding Process

Policy 6.8

Contingency funds become available if previously selected projects from that fund source are removed from the TIP by Board action, funds are voluntarily returned by the sponsoring agency, or additional funds become available for some other reason (for example: annual allocations higher than anticipated). The SRTC is responsible to reassign those funds.

As stated in Policy 4.7 SRTC maintains a Contingency List which will be used as the basis for this contingency funding process for available STBG, STBG-SA, CMAQ or other SRTC-awarded funds. The following criteria guides the contingency funding process:

- Evaluate the eligibility of Contingency List projects that meet the technical requirements of the available funding sources;
- Review project readiness from the above identified projects to maximize project delivery;
- Review the capability of available funding to complete a project or phase;
- Analyze obligation authority targets and schedules to ensure the programming of SRTC - managed federal funds meet project obligations targets;
- Evaluate the distribution of available funds across all agencies and agency designations; and

- Provide a recommendation for the use of contingency funds.

In collaboration with the TIP Working Group, SRTC staff will bring a draft recommendation to the TTC for consideration to recommend Board approval of funding based on the criteria above. The TTC and the SRTC staff will make separate or joint recommendations to the SRTC Board of Directors for funding consideration.

This contingency list process can be completed via retroactive approval in accordance with Policy 3.6, if there is a clear project with the next highest score and is available to obligate funds in a timely manner.

Eligible Phases and Project Types

Policy 6.9

The SRTC Policy Board shall define the eligible phases and types of projects for each Call for Projects process. For example, for each Call for Projects, the Board may choose to only fully fund projects, allow some partially funded projects, fund only the construction phase of projects, and/or fund regional or local planning studies. This policy grants SRTC the flexibility to respond to the changing needs of individual agencies and the region as a whole.

7 | Toll Credits

Policy 7.1

SRTC may use Toll Credits to increase the share of a project to meet TIP obligation delivery targets. If utilized, available funds will be distributed across eligible projects or agencies.

Policy 7.2

SRTC may use Toll Credits for small towns under 5,000 in population to replace total match for projects funded by STBG and STBG-Set Aside funding.

Appendix A

SRTC Information

SRTC Information

Spokane Regional Transportation Council (SRTC) is an intergovernmental agency made up of local jurisdictions within Spokane County. The Council was founded in 1967 as both the federally mandated Metropolitan Planning Organization and state mandated Regional Transportation Planning Organization.

Member Jurisdictions, Tribes, and Agencies

City of Airway Heights	City of Spokane	Town of Fairfield
City of Cheney	City of Spokane Valley	Town of Latah
City of Deer Park	Kalispel Tribe of Indians	Town of Rockford
City of Liberty Lake	Spokane County	Town of Spangle
City of Medical Lake	Spokane Transit Authority	Town of Waverly
City of Millwood	Spokane Tribe of Indians	WSDOT-Eastern Region
		WA State Transporatation Commission

2026 SRTC Board of Directors

City of Liberty Lake | **Cris Kaminskas**, Mayor (Chair)
City of Spokane | **Kitty Klitzke**, Seat 2 Council Member (Vice Chair)
City of Airway Heights | **Jennifer Morton**, Council Member
City of Cheney | **Vincent Barthels**, Council Member
City of Deer Park | **Diane Pfaeffle**, Council Member
City of Medical Lake | **Don Kennedy**, Council Member
City of Millwood | **Shawna Beese**, Mayor
City of Spokane | **Kate Telis**, Seat 1 Council Member
City of Spokane Valley | **Pam Haley**, Seat 1 Council Member
City of Spokane Valley | **Tim Hattenburg**, Seat 2 Deputy Mayor
Kalispel Tribe of Indians | **Daniel Clark**
Major Employer Representative | **Doug Yost**
Rail/Freight Representative | **Matt Ewers**
Small Towns Representative | **Micki Harnois**, Council Member
Spokane County | **Al French**, Seat 1 Commissioner
Spokane County | **Josh Kerns**, Seat 2 Commissioner
Spokane Transit Authority | **Karl Otterstrom**, CEO
Spokane Tribe of Indians | **Tiger Peone**

WSDOT-Eastern Region | **Char Kay**, Regional Administrator
WA State Transportation Commission | **Kelly Fukai**, Commissioner
Transportation Advisory Committee Chair | **Mike Ankney**
Transportation Technical Committee Chair | **Tara Limon**, STA

2026 Transportation Technical Committee

Spokane Transit Authority | **Tara Limon** (Chair)
City of Spokane Valley | **Jerremy Clark** (Vice Chair)
City of Airway Heights | **Pete Fisch**
City of Cheney | **Dan Ferguson**
City of Liberty Lake | **Luke Michels**
City of Medical Lake/Small Cities & Town Rep. | **Sonny Weathers**
City of Spokane | **Colin Quinn-Hurst**
City of Spokane | **Inga Note**
City of Spokane | **Kevin Picanco**
City of Spokane Valley | **Adam Jackson**
Kalispel Tribe of Indians | **Julia Whitford**
Spokane County | **Brandi Colyar**
Spokane County | **Jami Hayes**
Spokane Regional Clean Air Agency | **Margee Chambers**
Spokane Regional Health District | **Samanatha Hennessy**
Spokane Transit Authority | **Brian Jennings**
Spokane Tribe of Indians | **Maria Cullooyah**
WSDOT-Eastern Region | **Glenn Wagemann**
WSDOT-Eastern Region | **Mike Pea**
WSDOT-Eastern Region | **Shauna Harshman**

2026 Transportation Advisory Committee

Mike Ankney (Chair)
John Barber (Vice Chair)
Anna Gyure-Havlek
Ann Winkler
Carlie Hoffman
Charles Hansen
David Eash
Derrick Braaten
Jared Aranda
John Griffin
Katie Melby
Kim Zentz
Monica Harwood-Duncan
Paul Vose
Raychel Callary

Appendix B

Safe & Complete Streets Policy and Checklist

SRTC Safe and Complete Streets Policy

Effective January 1, 2013

Purpose

The purpose of the Safe and Complete Streets Policy is to incorporate the needs of all users into the design and construction of roadway projects programmed through the Spokane Regional Transportation Council (SRTC) Transportation Improvement Program (TIP). Transportation system users include people of all ages and abilities who are motorists, pedestrians, bicyclists, transit and school bus riders, or motorcyclists, as well as freight providers and emergency responders.

The Safe and Complete Streets Policy anticipates that appropriate facilities will be included so that all modes of transportation can function safely and independently in current and future conditions. The Safe and Complete Streets Policy can be adapted to fit local community needs and used to direct future regional transportation planning. The policy should incorporate community values and qualities including environment, aesthetics, historic and natural resources as well as safety and mobility. This approach demands careful multi-modal evaluation for all transportation projects.

SRTC Policy Statement

SRTC encourages project sponsors to achieve a safe, balanced, affordable, multi-modal and equitable transportation system by implementing Safe and Complete Streets with context-sensitive solutions within our diverse urban, suburban and rural communities. Each project will be evaluated on a case-by-case basis.

SRTC encourages local jurisdictions to adopt and implement Safe and Complete Streets policies.

Goals

1. To ensure that the regional decision-making process routinely considers the safety and convenience of all transportation users during planning and programming;

2. To maximize mobility and access to opportunities for all area residents;

3. To recognize the need for flexibile Safe and Complete Street solutions to fit within the context(s) of communities in our diverse rural, suburban and urban region;

4. To create a comrehensive, integrated and connected transportation system that supports transportation choices and strenghtens access to and use of transit;

5. To create attractive places that can make businesses more accessible and appealing and increase retail sales and commercial activity;

6. To encourage healthy, active, living through walking, biking and transit use while reducing transportation system demand, mobile source emissions and vehicle miles travelled.

Applicability

The SRTC Safe and Complete Streets Policy shall apply to all roadway construction and reconstruction projects (any phase) that are required to be included in SRTC's TIP.

Several project types are exempt from the policy and are not required to submit a Safe and Complete Streets Checklist, including:

- Roadway preservation,
- Intelligent Transportation Systems (ITS),
- Projects located on a facility that prohibits bicyclists or pedestrians AND transit does not operate on, nor is planned to, for the next 15 years,
- Non-motorized,
- Transit,
- Safety,
- Programs, and
- Planning studies.

Process

Project sponsors will be required to complete the SRTC Safe and Complete Streets Checklist for all applicable projects (see above) submitted for inclusion in the SRTC TIP. This can occur: 1) as part of the annual TIP development process (due August 1), 2) through an amendment to add a new project to the TIP (monthly), or 3) during an SRTC Call for Projects (submitted with the application packet).

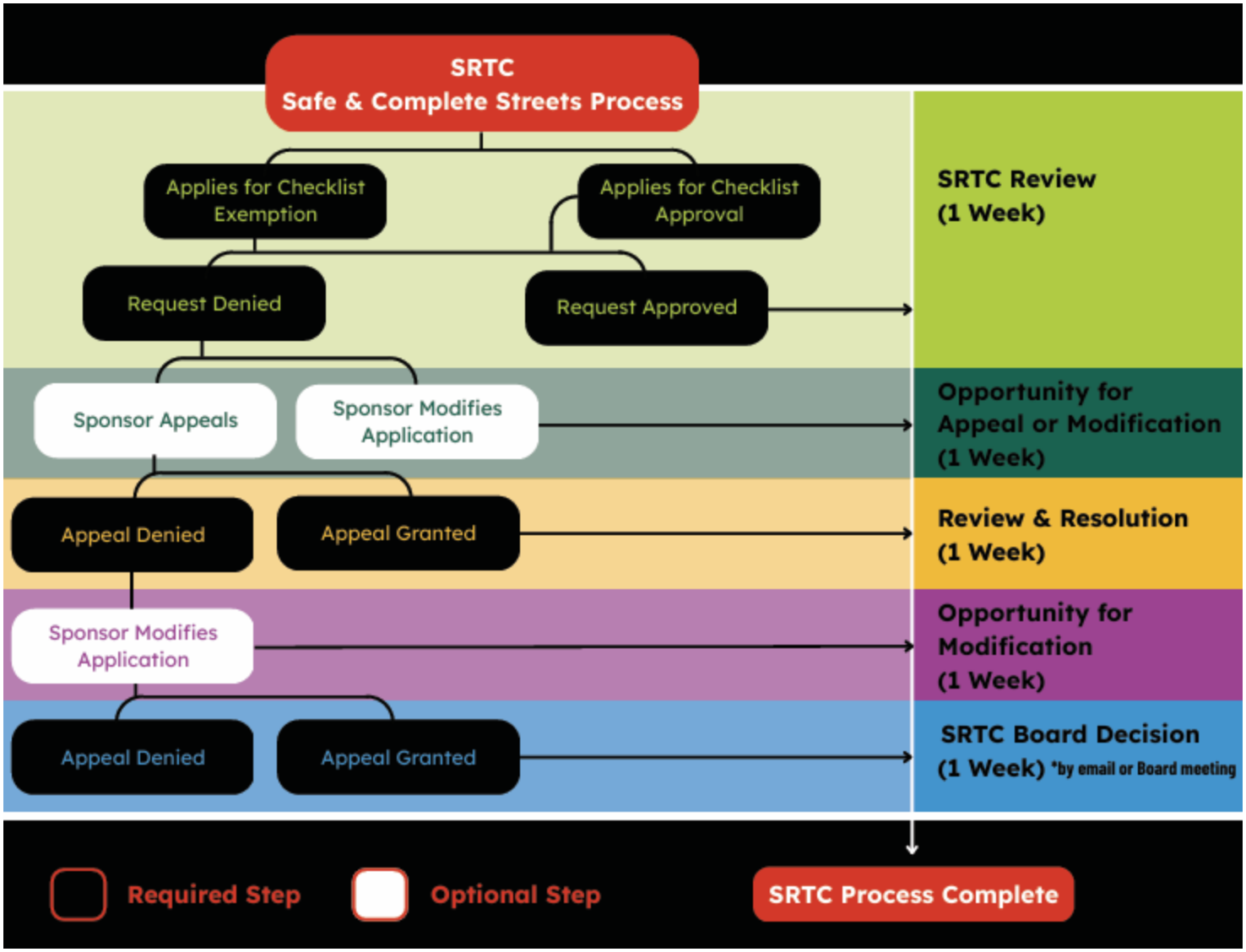
The Safe and Complete Streets Checklist documents how the needs of users were considered in the process of planning and/or designing the project. For projects that do not accommodate all users, project sponsors must document why the project is being proposed as designed. The answers to the checklist will determine if a project is in compliance with the Safe and Complete Streets Policy and therefore approved, or if it is incomplete, exempt, or denied. If certain information required in the checklist is not known at the time of the project submittal, the project sponsor shall provide general detail on the required submittal information, but shall state, "Specific information has not yet been determined." If the project is programmed into the TIP, the project sponsor shall update SRTC as part of its regular reporting and participate in the checklist process once the necessary information is available.

Scope Changes

The project sponsor shall report to SRTC immediately if a significant change to the roadway project is planned, especially in the case of any change affecting the project's accommodations for one group of users. SRTC will review the requested change(s) to the project and determine if the change(s) affects the original intent as detailed by the approved project descriptions. If a roadway project is determined to no longer meet the intent of this policy, the SRTC Policy Board shall consider removing the project from the TIP until such time that the project is brought into compliance with the Safe and Complete Streets Policy or is exempted.

Project Review

SRTC staff will review the project checklist prior to the project being amended into the TIP or considered for funding through an SRTC Call for Projects (see Process, above). All projects will be noted as either meeting the Safe and Complete Streets Policy or being exempt. Conversely, if the project does not meet the intent of the policy, the project checklist could be denied.



The full project review process is outlined below. Final appeal decisions will be made by the SRTC Board.

Policy Evaluation

To assist with evaluation of this policy, SRTC will use performance measures to help encourage meaningful progress in the region. Performance measures will include, but not be limited to, miles of sidewalk and bicycle network added to the regional transportation system.

SRTC Safe & Complete Streets Checklist

Project Name:

Applicant:

I. EXISTING CONDITION

Project Area

a. What features for transit operations, transit access, pedestrians and bicycles are included on the current project facility?

Pedestrian

☐Sidewalks, both sides of street
☐Sidewalks, one side of street
☐Median Refuge
☐Marked Crosswalk
☐Crossing Enhancement (HAWK beacon, Countdown signal, etc.)
☐Wayfinding Signs
☐Vegetated / protected buffer
☐Data Collection Device
☐Separated shared use path
☐Roadway shoulders in rural context
☐Other (please explain)

Transit

☐Bus stop shelter/screening
☐Enhanced pedestrian crossing near bus stop
☐Bus stop lighting/infrastructure
☐Benches
☐Concrete pad/foundation for bus stop or benches
☐Real time information sign
☐Signal priority for transit vehicles
☐Bus bays/pull-outs
☐Boarding bulb stop
☐Other (please explain)

Bicycle

☐Bike lanes
☐Protected Bike Lane
☐Separated shared use path
☐Bike Parking
☐Bike Lockers
☐Pavement Markings
☐Wayfinding Signs
☐Data Collection Device
☐Roadway shoulders in rural context
☐Bike Boulevard/Neighborhood Greenway
☐Crossing/Intersection Enhancement (HAWK beacon, Signal detection/actuation, Bike box, etc.)
☐Other (please explain)

b. What challenges for users exist that the proposed project could address for transit operations and access, pedestrian and/or bicycle travel (including safety) near the project?

Demand

c. What existing and future trip generators are near (within a 1/4 mile) the proposed project that might attract transit customers, walkers or bikers? Are there system users (people) with mobility challenges or other specific needs?

II. PLANS, POLICIES AND PROCESS

Plans & Policies

a. Does the context of the area or any adopted plans or polices call for the development of transit access or service, pedestrian or bicycle facilities on, crossing, or adjacent to the proposed facility/project? If yes, list the applicable plan(s) and section(s).

b. Is the proposed project consistent with the context of the area and/or consistent with plans?

Design Standards & Guidelines

c. Does the project meet applicable street, transit, pedestrian and/or bicycle facility design standards or guidelines? If so, please indicate which guidelines you are following.

III. THE PROJECT

Project Scope

a. What features for transit operations, transit access, pedestrians and/or bicycles are being included in the proposed project design?

Pedestrian

☐Sidewalks, both sides of street
☐Sidewalks, one side of street
☐Median Refuge
☐Marked Crosswalk
☐Crossing Enhancement (HAWK beacon, Countdown signal, etc.)
☐Wayfinding Signs
☐Vegetated / protected buffer
☐Upgrade to existing sidewalk
☐Data Collection Device
☐Separated shared use path (10-foot min. width, not including shoulders)
☐Roadway shoulders in rural context (6-foot min. width)
☐Other (please explain)

Transit

☐Bus stop shelter/screening
☐Enhanced pedestrian crossing near bus stop
☐Bus stop lighting/infrastructure
☐Benches
☐Concrete pad/foundation for bus stop or benches
☐Real time information sign
☐Signal priority for transit vehicles
☐Bus bays/pull-outs
☐Boarding bulb stop
☐Other (please explain)

Bicycle

☐Bike lanes Minimum 5-foot width
☐Upgrade to existing striped bike lanes
☐Protected Bike Lane
☐Separated shared use path (10-foot min. width, not including shoulders)
☐Bike Parking
☐Bike Lockers
☐Pavement Markings
☐Wayfinding Signs
☐Data Collection Device
☐Roadway shoulders in rural context (6-foot min. width)
☐Bike Boulevard/Neighborhood Greenway
☐Crossing/Intersection Enhancement (HAWK beacon, Signal detection/actuation, Bike box, etc.)
☐Other (please explain)

Hindering Pedestrians or Bicyclists

b. If the context of the proposed project does not provide for both pedestrian and bicycle safety & mobility, or if the proposed project would hinder pedestrian or bicycle travel, list the reasons why the project is being proposed as designed; is it due to cost, right-of-way or other challenges?

Spokane Regional
Transportation Council