

**Requests are due** to TRPC no later than the **2<sup>nd</sup> Friday** of the month.

- **Modifications & Corrections** TRPC receives by the 2<sup>nd</sup> Friday will be submitted to WSDOT the same month they are received and should be approved by the middle of the next month. October is the last month to request a modification for the same STIP year.
- **Amendments** TRPC receives by the 2<sup>nd</sup> Friday, if accepted by Council, will be submitted to WSDOT two months later and should be approved by the middle of the third month. August is the last month to request an amendment for the same STIP year.
- In August, only modifications and corrections will be submitted to WSDOT.
- See page 2 for definitions of amendment, modification and correction. Also see TRPC’s website.

**2017 Dates**

1	2	3	4	5	6
Agency Request Deadline (2 <sup>nd</sup> Fri)		TRPC	STIP	STIP	STIP
RTIP Amendment	RTIP Modification	Action Month	Amendment Number	Amendment Deadline	Expected Approval
11/10/16	01/13/17	January	17-01	01/20/17*	mid-February
12/09/16	02/10/17	February	17-02	02/17/17	mid-March
01/13/17	03/10/17	March	17-03	03/17/17	mid-April
02/10/17	04/14/17	April	17-04	04/21/17*	mid-May
03/10/17	05/12/17	May	17-05	05/19/17	mid-June
04/14/17	06/10/17	June	17-06	06/16/17	mid-July
05/12/17	07/08/17	July	17-07	07/21/17*	mid-August
-no amendment-	08/12/17	-no meeting-	17-08	08/18/17	mid-September
06/09/17	09/09/17	September	17-09	09/15/17	mid-October
08/11/17	10/14/17	October	17-10	10/20/17	mid-November
<i>Amends the 2018-2022 RTIP &amp; STIP</i>					
11/09/17*	01/12/18	January 2018	18-01	01/19/18	mid-Feb. 2018
12/08/17	02/09/18	February 2018	18-02	02/18/18	mid-Mar. 2018

\* The 18-01 Agency Amendment Request Deadline is Thursday, November 9, 2017. [Friday, the 10<sup>th</sup> is a holiday.]

**RTIP Amendment:** A revision that involves a major change to a project, including:

- Addition or deletion of a project/project phase not already included in the RTIP Table 4, Table 6 or Appendix A.
- A major change in project cost – total programmed amount change 1) greater than or equal to \$100,000, 2) greater than or equal to 30% (over \$100,000), or 3) any amount greater than or equal to \$3 million. This includes adding or subtracting funds from currently programmed phases, or adding phases not currently programmed. (If the project phase is already identified in Appendix A, then see Administrative Modifications.)
- A major change in project/project phase initiation dates – moving a project into or out of the first four years of the RTIP and STIP.
- A major change in design concept or scope – for example, changing the project termini or the number of through traffic lanes.
- A project that requires public review and comment.
- A project that requires re-demonstration of fiscal constraint.
- Changes to any project that would affect air quality conformity.
- Changes in a project's fund source(s) from non-Federal to Federal.
- The project/project phase is not identified in Table 4, Table 6, or Appendix A of the RTIP but the project is federally funded, or regionally significant, or a WSDOT project.

**RTIP Modification:** A revision that involves a minor change to a project (formerly called Administrative Amendments and Technical Corrections). It is reserved for projects that have already been reviewed and approved by TRPC for inclusion in the RTIP, have demonstrated compliance with air quality conformity requirements and are consistent with the Regional Transportation Plan, including projects in Tables 4 & 6 of the current RTIP, and most projects in Appendix A of the current RTIP. An administrative modification includes:

- A minor change to project/project phase costs – total programmed amount change 1) less than \$100,000, or 2) less than 30% and less than \$3 million. This includes adding or subtracting funds from currently programmed phases; or adding phases not currently programmed if the project phases are included in Appendix A.
- Minor changes to funding sources of previously included projects. Examples include changes in a project's federal fund source(s).
- Minor changes to project/project phase initiation dates – moving a project/project phase within the first four years of the RTIP and STIP.
- Changes to a project that do not require public review and comment.
- Changes to a project that do not require re-demonstration of fiscal conformity.
- Changes to a project that do not affect air quality conformity.
- Any revision that does not meet the criteria in the Formal Amendment section, for example revisions to lead agency, right-of-way required, environmental type, improvement type and functional classification.
- Minor changes in project concept or scope that do not substantively change the concept or scope, including but not limited to small adjustments in project limits, minor corrections to project title and minor corrections to description.
- Adding any project/project phase that was approved by TRPC and funded in the previous year's RTIP, but inadvertently not carried forward into the current RTIP.
- Adding any project/project phase as funding secured if it is already identified in Appendix A, meets the other requirements and is consistent with the Regional Transportation Plan.

**RTIP Correction:** Updates may be made at any time for typographical errors, transposed numbers or other mistakes made while entering data into the database that are not substantive to scope/concept, cost, funding or timing.