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Remarks and Instructions

The complete manual, revision packages, and individual chapters can be accessed at www.wsdot.wa.gov/publications/manuals/m36-63.htm.

Please contact Ruth McIntyre at 360-705-7383 with comments, questions, or suggestions for improvement to the manual.

The following list is a brief overview of each revision. The actual revision should be reviewed in-depth to become completely knowledgeable of the revision. All revisions are underlined and include a sidebar to indicate the changes to the text.

Appendix 12.69 List of Local Agency NHS Mileage

This appendix revises the Local Agency NHS mileage to reflect the distances officially recorded by WSDOT Transportation Data Office

Appendix 12.70 Local Agency NHS Route Termini

A revision to NHS Route Termini as recorded by the WSDOT Transportation Data Office.

Chapter 13 Certification Acceptance Program

Changes in this chapter reflect responsibility and approval authority changes for Certification Acceptance (CA) agencies, WSDOT and FHWA. Please review this chapter carefully as changes have been made to all approval areas.

Appendix 13.82 Certification Acceptance Interview Form

Questions have been added to the interview form to cover ADA Compliance, Consultant Services, and Title VI programs.

Chapter 14 Developing Projects Using the Local Agency Guidelines

Section 14.21 has been rewritten to clarify that NEPA approval must be obtained prior to advertising for construction, even when federal funding is only being utilized in the Preliminary Engineering phase of a project.

Chapter 21 The Project Prospectus

Revisions are primarily clarifications to terminology for consistency. Addition of text and formatting changes have affected the complete chapter, appendices, and forms portion.

Chapter 24 Environmental Procedures

The chapter has been revised for clarity and to remove information that is now included in the Local Programs Environmental Classification Study Handbook.

Chapter 33 Emergency Relief Program

Updated the reference to the USDOT/FHWA *Emergency Relief Manual* – Interim update November 2009, and included changes in Sections 33.32 and 33.42 for clarifications of some items for participation. The participation rate for permanent repairs performed as part of an ER project is now the normal match rate for the roadway.

Chapter 44 Plans, Specifications, and Estimates

Section 44.22 incorporates the change that was delivered via TA/LA Letter 2010-02.

Chapter 61 Local Agency Force Projects

This revision clarifies when and how Local Agency Forces can be utilized on FHWA funded projects.

Appendix 61.92 Sample Public Interest Finding for Agency Force Construction

This addition to the manual is an example of a Public Interest Finding (PIF) justifying using Local Agency Forces on FHWA funded projects.

April 2010 to October 2010 Interim Revisions

Please incorporate this revision if you have not already done so.

Chapter 25 Right of Way

TA/LA 2010-01. This chapter was rewritten to clarify right of way processes and has been in effect since August 4, 2010. Replace Chapter 25 of your manual to the revision dated August 2010.

Instructions for Printed Manuals

Page numbers indicating portions of the manual that are to be removed and inserted are shown below.

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**Washington State
Department of Transportation**

TECHNICAL MANUAL

Local Agency Guidelines

M 36-63.09

October 2010

Highways and Local Programs
Engineering Services

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Appendix 12.69

List of Local Agency NHS Mileage

Agency Name	Length (Miles)	% of NHS	Lead Agency
Pasco	0.51	0.0038	
Richland	2.95	0.0223	BFCG
Douglas County	2.74	0.0207	
East Wenatchee	1.37	0.0104	WVTC
Walla Walla Airport	0.68	0.0051	BFCG
Pullman	2.58	0.0195	Whitman Co.
Clallam County	0.53	0.0040	
Port Angeles	2.36	0.0178	Clallam Co.
Bellevue	3.22	0.0243	
Bremerton	0.10	0.0008	
Everett	4.05	0.0306	
Federal Way	0.87	0.0066	
Fife	0.34	0.0026	
Kent	2.16	0.0163	
King County	1.37	0.0104	
Kirkland	1.58	0.0119	
Kitsap County	9.54	0.0721	
Lakewood	1.23	0.0093	
Lynnwood	0.47	0.0036	
Mountlake Terrace	0.13	0.0010	
Port Orchard	0.65	0.0049	
Renton	3.10	0.0234	
Seatac	2.58	0.0195	
Sea-Tac Int. Airport	1.53	0.0116	
Seattle	41.31	0.3122	
Shoreline	0.76	0.0057	
Snohomish County	3.40	0.0257	
Tacoma	2.89	0.0218	
Tukwila	2.88	0.0218	PSRC
Anacortes	0.55	0.0042	
Island County	1.88	0.0142	Island Co.
Spokane	0.77	0.0058	
Spokane Int. Airport	5.14	0.0388	
Spokane Valley	2.32	0.0175	SRTC
Port of Kalama	0.20	0.0015	
Kalama	0.10	0.0007	CWCOG
Vancouver	0.26	0.0020	RTC
Lacey	5.76	0.0435	
Olympia	2.71	0.0205	
Thurston County	0.19	0.0014	
Tumwater	1.88	0.0142	TRPC
Bellingham	5.53	0.0418	
Whatcom County	0.58	0.0043	WCOG
Union Gap	0.59	0.0045	
Yakima	4.48	0.0339	YVCOG
Total NHS Miles	132.32	100%	

Agency Name	Functional Class	Route Name	Start Location	End Location
Anacortes	16	Commercial Ave	12th St	6th St
Anacortes	16	Commercial Ave	4th St	2nd St
Anacortes	16	Commercial Ave	6th St	4th St
Bellevue	16	108th Ave NE	NE 4th St	NE 8th St
Bellevue	16	108th Ave NE	Northrup Way	Kirkland CL (.10 Miles North of NE 39th St)
Bellevue	14	112th Ave NE	NE 4th St	NE 8th St
Bellevue	14	150th Ave SE / 148th Ave SE	I-90 (Exit 11a,B)	SE Eastgate Way
Bellevue	14	Bellevue Way NE / Lake Washington Blvd	Northrup Way	Bellevue N C/L (0.04mi N of Northrup)
Bellevue	14	Bellevue Way NE / Lake Washington Blvd	SR 520 (South Bridge Seat)	Northrup Way
Bellevue	14	NE 4th St	108th Ave NE	I-405 (Exit 13a-B N/B Ramps)
Bellevue	16	NE 6th St	112th Ave NE	108th Ave NE
Bellevue	14	NE 8th St	108th Ave NE	112th Ave NE
Bellevue	14	NE 8th St	112th Ave NE	I-405 (Exit 13a-B N/B Ramps)
Bellevue	16	Northrup Way	Kirkland C/L (0.16mi E of Lake Washington Blvd)	108th Ave NE
Bellevue	16	Northrup Way* Split With Kirkland	0.08mi SE of Lake Washington Blvd	End C/L Split with Kirkland
Bellevue	17	SE Eastgate Way	148th Ave SE	142nd Ave SE
Bellevue	17	SE Eastgate Way	156th Ave SE	148th Ave SE
Bellingham	14	Chestnut St	Bay St / Roeder Ave	Cornwall Ave
Bellingham	16	Cornwall Ave	E Maple St	E Chestnut St
Bellingham	16	Cornwall Ave	W Pine / Port Terminal Access	E Maple St
Bellingham	17	Donovan Ave / 10th Ave	SR 11 / 12th St	Harris Ave
Bellingham	17	Harris Ave	10th St	Alaskan Ferry-Facility Entrance
Bellingham	14	Meridian St	Squalicum Pkwy	Orchard Dr
Bellingham	14	Meridian St	W Orchard Dr	Mcleod Rd / I-5
Bellingham	16	Roeder Ave	Squalicum Pkwy	Bay St / Chestnut St
Bellingham	16	Squalicum Pkwy	Meridian St	Roeder
Bellingham Airport	16	Airport Way	Airport Dr	Bakerview Rd / Mitchell Way
Bellingham Airport	16	Mitchell Way	Airport Way	Airport Way / Mitchell Way Loop
Bremerton	17	Farragut St	Navy Installation Entrance	SR- 304 (SRmp 1.15)
Ciallam	16	S Airport Rd	US 101	W Edgewood Dr
Douglas	14	Airport Way	Grant Rd	Airport Terminal
Douglas	14	Grant Rd	Kentucky Ave (C/L)	N Nile Ave
Douglas	14	Grant Rd	N Nile Ave	N Stark Ave
Douglas	14	Grant Rd	N Stark Ave	S Union Ave
Douglas	14	Grant Rd	Pangborn Dr	Airport Way
Douglas	14	Grant Rd	S Union Ave	Pangborn Rd
East Wenatchee	14	Grant Rd	James Ave	Kentucky Ave (C/L)
East Wenatchee	14	Grant Rd	SR 28	James Ave

Agency Name	Functional Class	Route Name	Start Location	End Location
Everett	14	Airport Rd	112th St SW (Everett C/L)	Everett C/L (.27mi SE of 112th St SW)
Everett	14	Airport Rd	Everett C/L (.14mi S of 100ST)	112th St SW (Everett C/L)
Everett	14	Airport Rd	Everett C/L (.27mi SE of 112th St SW)	SR 99 / Everett C/L
Everett	14	Airport Rd	SR 526	W Casino Rd
Everett	14	Airport Rd	W Casino Rd	Everett C/L (.11mi N of 94th St SW)
Everett	17	Hoyt Ave	Pacific Ave	SR 529 / Everett Ave
Everett	14	Pacific Ave	W Marine View Dr	SR529 / I-5 (South Bound On Ramps) / Maple St
Everett	14	Seaway Blvd	SR 526	75th St SW
Everett	17	Smith Ave	Pacific Ave	Multimodal Train/Bus Depot (32nd Street)
Everett	14	W Marine View Dr	Pacific Ave	Everett Ave
Federal Way	17	23rd Ave S	320th St S	Federal Way Park-N-Ride / 324th
Federal Way	14	348th St S	SR 99 / Pacific Hwy S	9th Ave S (Facility Ent .25 Mi W of SR 99)
Federal Way	14	S 320th St	23rd Ave S	I-5 (Exit 143 Nb Ramps)
Fife	14	Port of Tacoma Rd	I-5	Fife N C/L
Island	7	Ault Field Rd	.250 mi E of Old Goldie Rd	SR 20
Island	16	Ault Field Rd	Langley Blvd	0.250 Mi E of Old Goldie Rd
Kalama	8	Oak St	W 3rd St	Kalama E C/L (.03 Mi W of W Frontage Rd)
Kent	19	270th St S / 28th Ave S	S 272nd St	272nd Facility Entrance
Kent	14	272nd St S	S 270th St / 28th Ave S	I-5 (North Bound On/Off Ramp)
Kent	19	64th Ave S	W Meeker St	W James St
Kent	17	James St	64th Ave	SR 181st / Washington Ave
Kent	14	James St	SR 181 / Washington Ave	Lincoln Ave
Kent	16	N Lincoln St	W James St	Kent Park-N-Ride (0.04mi South of W James St)
Kent	16	W Meeker St	SR 516 / Kent Des Moines Rd	64th Ave S
King	16	Juanita-Woodinville Way	I-405 (North Bound Ramps)	Brickyard Yard Park-N-Ride Entrance (115th Ave NE)
King	14	Rainier Ave S	Renton C/L (0.13mi S of S 115th Pl)	Seattle C/L (0.50mi N of S Lakeridge Dr)
Kirkland	17	116th Ave NE	NE 124th St	Kingsgate Park-N-Ride
Kirkland	17	120th Ave NE	NE 116th St	NE 124th St
Kirkland	16	NE 116th St	I-405 / Exit 20a	120th Ave NE
Kirkland	14	NE 124th St	116th Ave NE	I-405 Nb Off Ramp
Kirkland	16	Northup Way*Split With Bellevue	Lake Washington Blvd	0.08mi SE of Lake Washington Blvd
Kitsap	16	Beach Dr E	Mp 5.05	Woods Rd Mp 3.346
Kitsap	16	Beach Dr E	Port Orchard C/L Mp 6.616	Mp 5.05
Kitsap	16	Beach Dr E	Woods Rd	Navy Access Rd (Driveway)
Kitsap	16	Clear Creek Rd NW	NW Orweiler Rd	NW Palau Rd
Kitsap	16	Clear Creek Rd NW	Clear Creek Rd NW	NW Orweiler Rd Mp2.804

Agency Name	Functional Class	Route Name	Start Location	End Location
Kitsap	16	Clear Creek Rd NW	SR 3 / Kitsap Mall Blvd NW (Exit)	NW Trigger Ave
Lacey	17	6th Ave SE	Golf Club Rd	College St
Lacey	14	College St SE	I-5 Overpass	Martin Way N
Lacey	14	College St SE	Montclair Ave SE	Pacific Ave
Lacey	14	College St SE	Pacific Ave	I-5 Overpass
Lacey	14	College St SE	Yeim Hwy	Montclair Ave
Lacey	14	Martin Way NE	College St	I-5 Exit 109 Nb Ramps
Lacey	14	Yeim Hwy SE	College St	Ruddell Rd SE (North Leg)
Lacey	14	Yeim Hwy SE	Ruddell Rd (South Leg)	Lacey SE City Limits
Lacey	14	Yeim Hwy SE	Ruddell Rd SE (North Leg)	Ruddell Rd (South Leg)
Lakewood	14	Bridgeport Way	Seattle Ave	I-5 (Exit 125-Sb Ramps)
Lakewood	14	Bridgeport Way SW	Mcchord Dr SW	Seattle Ave SW
Lakewood	14	S Tacoma Way	112th St S (Mcchord AFB)	Pacific Hwy SW / S Tacoma Way
Lakewood	14	S Tacoma Way	Pacific Hwy S / S Tacoma Way	SR 512 / Perkins Ln
Lynnwood	17	200th St SW	SR 524 Spur Cedrwy	46th Ave W
Lynnwood	16	44th Ave W	I-5 (North Bound Off Ramp Exit 181A)	SR 524 Spur Cedrwy
Lynnwood	19	46th Ave NW	200 St SW	Facility Entrance / 202nd St SW
Lynnwood	17	Poplar Way	I-5 (North Bound Off Ramp)	196th St SW / SR 524
Mountlake Terrace	16	236th St SW	I-5 (South Bound On Ramp)	Mt Lake Terrace Park-N-Ride
Olympia	14	4th Ave	Franklin St	Plum St
Olympia	16	East Bay Dr NE	State Ave NE	Olympia Ave NE / Marine Dr NE
Olympia	19	Franklin St	Olympia Ave	4th Ave
Olympia	16	Henderson Blvd / East Bay Dr	I-5 (Exit 105)	Plum St
Olympia	17	Marine Dr / Olympia Ave	East Bay Dr	Market St
Olympia	17	Market St	Marine Dr	Franklin Ave (Port Terminal)
Olympia	19	Olympia Ave	Washington St	Franklin St
Olympia	16	Plum St	Legion Way	State Ave
Olympia	16	Plum St	Union Ave	Legion Way
Olympia	16	Plum St / East Bay Dr	Henderson Blvd	Union Ave
Olympia	14	State Ave	Plum St	Washington St
Olympia	19	Washington St	State Ave	Olympia Ave
Pasco	14	N 20th Ave	I-182	W Argent Road
Port Angeles	16	Lauridsen Blvd	S Airport Rd	L St
Port Angeles	17	Marine Dr	Boat Haven Dr	W Hill St
Port Angeles	17	Marine Dr	Boat Haven Dr	SR 117 / Tumwater Rd
Port Angeles	17	Marine Dr	S Valley St	SR 117
Port Angeles	16	S Airport Rd	Edgewood Dr	Lauridsen Blvd
Port Angeles	17	W 1st St	S Valley St	S Lincoln St
Port Angeles	17	W Front St	N Lincoln St	N Oak St
Port Angeles	17	W Front St	S Oak St	S Valley St
Port of Kalama	9	W 3rd St	Oak St	Port of Kalama
Port Orchard	16	Bay St	Bethel Ave / SR -166	Guy Wetzel

Agency Name	Functional Class	Route Name	Start Location	End Location
Port Orchard	16	Bay St	Guy Wetzel	N Bay St.
Port Orchard	16	Beach Dr	N Bay St.	Pt Orchard C/L
Pullman	16	Airport Rd	Farm Way	Airport Entrance
Pullman	16	Airport Rd	SR 270 / Main St	Farm Way
Renton	14	6th St N	Logan Ave N	N Park Ave
Renton	14	Airport Way	Rainier Ave N	Shattuck Ave S
Renton	14	Airport Way	Shattuck Ave S	Logan Ave S
Renton	14	Logan Ave N	Airport Way	N 6th St
Renton	14	Park Ave N / NE Park Dr	N 6th St	I 405 Sb Lanes
Renton	14	Rainier Ave S	SR 900 / S 2nd St	Renton C/L (0.13mi S of S 115th Pl)
Richland	14	Bypass Highway	SR-240	Saint St / Stevens Dr
Richland	14	Stevens Dr	Saint	Spengler
Richland	14	Stevens Dr	Spengler Rd	Horn Rapids Rd
Seatac	14	Orillia Rd S	I-5 Exit 152 (NB Ramps)	S 188th St
Seatac	14	S 188th St	International Blvd/SR 99	SR 509 / Des Moines Memorial Way
Seatac	14	S 188th St	Orillia Rd S	International Blvd / SR 99
Sea-Tac	14	North Seatac Airport Access Rd	S 160th St / SR-518	Terminal Entrance
Sea-Tac	14	South Seatac Airport Access Rd	International Blvd / SR 99	S 160th St / SR-518
Seattle	19	13th Ave SW	SW Florida St	Port Facilities (SW Massachusetts St)
Seattle	14	15th Ave NW	NW 50th St	NW Market St
Seattle	14	15th Ave NW	NW 85th St	NW 87th St
Seattle	14	15th Ave NW	NW Market St	NW 85th St
Seattle	14	15th Ave NW (Ballard Br)	NW 50 St	W Emerson St
Seattle	14	15th Ave W	W Armour St	W Galer St
Seattle	14	15th Ave W	W Armour St	W Bertona St
Seattle	14	15th Ave W	W Bertona St	W Emerson St
Seattle	17	16th Ave SW / Klackitat Ave SW	SW Spokane St	SW Florida St
Seattle	14	1st Ave NE	NE 103rd St	NE Northgate Way
Seattle	14	1st Ave S	S Cloverdale St	Olson Pl SW
Seattle	14	1st Ave S / Myers Way S	Olson Pl SW	Olson Myers Park-N-Ride Entrance/ Exit
Seattle	16	2nd Ave Extension S	4th Ave S	S Jackson St
Seattle	16	2nd Ave S	S King St	S Jackson St
Seattle	14	4th Ave S	Airport Way S	2nd Ave Ext S
Seattle	14	4th Ave S	E Marginal Way	S Dawson St
Seattle	14	4th Ave S	I-90 Wb Off Ramp	Airport Way S
Seattle	14	5th Ave N	Harrison St	Roy St
Seattle	16	5th Ave NE	NE 103rd St	Northgate Park-N-Ride (0.12mi N of Northgate)
Seattle	16	6th Ave S	S Spokane Eb S	S Forest St
Seattle	16	7th Ave	Stewart St	Olive Way
Seattle	16	8th Ave	Facility	Stewart St

Agency Name	Functional Class	Route Name	Start Location	End Location
Seattle	16	9th Ave	Stewart St	Facility
Seattle	14	Airport Way S	Military Rd S Connection / S Rose St	Seattle South C/L (0.4mi S of S Norfolk St)
Seattle	14	Airport Way S	S Hardy St	Military Rd S Connection / S Rose St
Seattle	14	Airport Way S	Tukwila E C/L (2.13mi S of S Hardy St)	Seattle South C/L (0.26mi S of S Norfolk St)
Seattle	14	Alaskan Way	Madison St	Broad St
Seattle	14	Alaskan Way	Yesler Wy	Madison Way
Seattle	16	Alaskan Way S / E Marginal Wy S	S Massachusetts St	S Royal Brougham Way / S Connecticut / SR-519
Seattle	17	Belleuve Ave E	Olive Way	E Denny Way
Seattle	14	Broad St	Alaskan Way	Elliott Ave
Seattle	14	Broad St	Elliott Ave	Western Ave
Seattle	14	Broad St	Harrison St	Westlake Ave N
Seattle	19	Corgiat Dr S	S Albro Pl	18th Ave S
Seattle	14	Denny Way	Stewart St	Melrose Ave
Seattle	17	Duwamish Ave S	E Marginal Way S	S Spokane SR St
Seattle	14	E Denny Way	Melrose Ave	Bellevue Ave
Seattle	14	E Olive Way	I-5 Olive NB On	Bellevue Ave
Seattle	14	East Marginal Way S	14th Ave S	Carleton Ave S
Seattle	14	East Marginal Way S	16th Ave S	14th Ave S
Seattle	14	East Marginal Way S	Carleton Ave	Michigan Ave
Seattle	16	East Marginal Way S	Duwamish Ave S	S Spokane St (East Bound)
Seattle	16	East Marginal Way S	S Hinds St	S Massachusetts St
Seattle	14	East Marginal Way S	S Michigan Ave	1st Ave S (Bridge)
Seattle	16	East Marginal Way S	S Spokane St (East Bound)	S Hinds St
Seattle	14	East Marginal Way S	Seattle South C/L (0.26mi S/O 16th Ave S)	16th Ave S
Seattle	14	Elliott Ave	Broad St	Elliott Ramp To SR 99
Seattle	14	Elliott Ave	Broad St	Denny Way
Seattle	16	Elliott Ave	Elliott Ramp To SR 99	Lenora St
Seattle	14	Elliott Ave W	Denny Way	Western Ave W
Seattle	14	Elliott Ave W	W Mercer Pl	W Galer St
Seattle	14	Elliott Ave W	Western Ave W	W Mercer Pl
Seattle	14	Fairview Ave N	Mercer St	Valley St
Seattle	14	Greenwood Ave N	N 130th St	N 105th St / Holman Rd NW
Seattle	14	Greenwood Ave N	N 145th St	N 130th St
Seattle	14	Harrison St	5th Ave N	Broad St
Seattle	14	Holman Rd NW	NW 87th St	Greenwood Ave N
Seattle	14	Howell St	8th Ave	Terry Ave
Seattle	14	Howell St	Terry Ave	Yale Ave
Seattle	14	Mercer St	9th Ave N	Westlake Ave N

Agency Name	Functional Class	Route Name	Start Location	End Location
Seattle	14	Mercer St	Dexter Ave N	9 Ave N
Seattle	14	Mercer St	Westlake Ave N	Fairview Ave N
Seattle	14	Mercer St / W Mercer St	Dexter Ave N	1st Ave N
Seattle	14	N Northgate Way	Corliss Ave N	1st Ave NE
Seattle	16	NE 103rd St	0.05 MI E of 1st Ave (Facility Ent)	5th Ave NE
Seattle	16	NE 103rd St	1st Ave NE	0.05 Mi E of 1st Ave (Facility Ent)
Seattle	14	Olive Way	7th Ave	Terry Ave
Seattle	14	Olive Way	Minor Ave	I-5 / Olive (North Bound On Ramp)
Seattle	14	Olive Way	Terry Ave	Minor Ave
Seattle	14	Olson Pl SW	1st Ave S / Myers Way S	Olson/Myers Park-N-Ride
Seattle	14	Queen Anne Ave N	W Roy St	Mercer St
Seattle	14	Rainier Ave S	Martin Luther King Way	I-90 (East Bound Lanes)
Seattle	14	Rainier Ave S	S Henderson St	Martin Luther King Way S
Seattle	14	Rainier Ave S	Seattle C/L (0.50mi N of S Lakeridge Dr)	S Henderson St
Seattle	16	Roy St	2nd Ave N	Queen Anne Ave
Seattle	14	Roy St	5th Ave N	2nd Ave N
Seattle	14	S Albro Pl	Hardy St	Stanley Ave S
Seattle	16	S Albro Pl	Stanley Ave S	Corgiat Dr S
Seattle	16	S Cloverdale St	SR 509 (North Bound Off Ramp)	SR 509 (South Bound Lanes)
Seattle	19	S Dawson St	4th Ave S	Truck/Rail Facility Entrance
Seattle	16	S Forest St	Airport Way S	6th Ave S
Seattle	17	S Hanford St	E Marginal Way S	1st Ave S
Seattle	14	S Hardy St	Airport Way S	Stanley Ave S
Seattle	19	S Hardy St	Stanley Ave S	S Albro Pl
Seattle	14	S Jackson St	2nd Ave S	2nd Avenue Extended S
Seattle	19	S King St	2nd Ave S	Amtrack Station
Seattle	16	S Spokane (N Route & S Route) St	1st Ave S	6th Ave S
Seattle	16	S Spokane (N Route & S Route) St	E Marginal Way S	1st Ave S
Seattle	17	S Spokane (N Route & S Route) St	SW Spokane St	E Marginal Way S
Seattle	14	Stewart St	7th Ave	8th Ave
Seattle	14	Stewart St	8th Ave	9th Ave
Seattle	14	Stewart St	9th Ave	Boren Ave
Seattle	14	Stewart St	Boren Ave	Eastlake Ave E
Seattle	17	SW Florida St	16th Ave SW	13th Ave SW
Seattle	17	SW Spokane St	11th Ave SW	S Spokane St
Seattle	17	SW Spokane St	Chelan Ave SW	11th Ave SW
Seattle	14	Valley St	Westlake Ave N	Fairview Ave N
Seattle	16	W Galer Flyover	Elliott Ave W	16th Ave W / BN-Interbay Yard
Seattle	14	W Mercer St / W Mercer Pl	1st Ave N	Elliott Ave W
Seattle	14	W Western Ave	W Denny Way	Elliott Ave W
Seattle	14	West Marginal Way SW	2nd Ave SW	Highland Park

Agency Name	Functional Class	Route Name	Start Location	End Location
Seattle	14	West Marginal Way SW	Highland Park Way SW	SW Edmunds St
Seattle	16	West Marginal Way SW	Marginal Pl SW	Chelan Ave SW
Seattle	16	West Marginal Way SW	SW Edmunds St	Marginal Pl W
Seattle	12	West Seattle Freeway	SR 99 (Ramps)	6th Ave S Rps
Seattle	14	Western Ave	Bell St / SR-99 Off Ramp	Broad St
Seattle	14	Western Ave	Broad St	W Denny Way
Shoreline	14	N 155 St	Westminster Way N	SR 99 / Aurora Ave N
Shoreline	14	Westminster Way N	N 145th St	N 155th St
Snohomish	14	128th St SW	4th Ave W	I-5 (South Bound Ramp Exit 186)
Snohomish	14	128th St SW	Airport Rd / E Gibson Rd	4th Ave W
Snohomish	14	164th St SW	Swamp Creek Park N Ride	I-5 (Exit 183)
Snohomish	17	4th Ave W	Mariner Park And Ride	128th St SW
Snohomish	14	Airport Rd	100th St SW	Everett C/L (.14mi S of 100ST)
Snohomish	14	Airport Rd	Everett C/L (.11mi N of 94th St)	100th St SW
Snohomish	14	Airport Rd	SR 99 / Everett C/L	E Gibson Rd / 128th St Sw
Snohomish	17	Ash Way	164th St SW	Ashway Park & Rid North Entrance (.30mi N of 164th)
Snohomish	14	SR 96 / 128th St SW	I-5 (South Bound Ramp Exit 186)	I-5 (SR-96 Mp 0.0 (West Bridge Seat))
Spokane	17	N Bernard St	W Sprague Ave	W Riverside Ave (Existing Connector)
Spokane	17	N Fancher Rd	E Mansfield Ave / E Union Ave	E Rutter Ave
Spokane	17	N Fancher Rd	E Parkwater	E Mansfield Ave / E Union Ave
Spokane	17	N Fancher Rd	SR 290 / Trent Ave	E Parkwater Ave
Spokane	17	N Wall St	Sprague Ave	Riverside Ave
Spokane	16	S Bernard St	W 1st Ave	W Sprague Ave
Spokane	14	S Lincoln St	4th Ave / I-90	Riverside Ave
Spokane	14	S Monroe St	Freeway Ave N / W 4th Ave	Sprague Ave
Spokane	14	S Stevens St	W 1st Ave	W Sprague Ave
Spokane	14	W 1st Ave	S Stevens St	S Bernard St
Spokane	16	W 4th Ave	S Jefferson St	S Lincoln St
Spokane	16	W 4th Ave / Freeway Ave S	End of I-90 Exit 280 EB Off Ramp	S Jefferson St / W 4th Ave
Spokane	19	W Freeway Ave N	S Monroe St	I-90 (Exit 280 WB On Ramp)
Spokane	16	W Riverside Ave	N Bernard St	US-2 / N Division St
Spokane	16	W Riverside Ave	N Lincoln St	N Bernard St
Spokane	14	W Sprague Ave	N Bernard St	US 2 / N Division St
Spokane	14	W Sprague Ave	N Monroe St	N Wall St
Spokane	14	W Sprague Ave	N Stevens St	N Bernard St
Spokane	14	W Airport Dr	W Airport Dr (Begin Two Way)	US 2
International Airport	14	W Airport Dr (North Leg)	W Airport Dr (Diverge Two Way)	W Mcfarlane Rd
Spokane	14	W Airport Dr (North Leg)		
International Airport				

Agency Name	Functional Class	Route Name	Start Location	End Location
Spokane International Airport	14	W Airport Dr (South Leg)	W McFarlane Rd	W Airport Dr (Merge Two Way)
Spokane Valley	14	E 1st Ave	I-90 (East Bound Off Ramp)	S Thierman Rd
Spokane Valley	14	E Sprague Ave	0.06 Mi W of S Thierman (Old David St)	S Thierman Rd
Spokane Valley	14	E Sprague Ave	I-90	S Dollar Rd
Spokane Valley	14	E Sprague Ave	N Fancher Rd	I-90
Spokane Valley	14	E Sprague Ave	S Dollar Rd	0.06 Mi W of S Thierman (Old David St)
Spokane Valley	16	N Fancher Rd	E Sprague Ave	SR 290 / E Trent Ave
Spokane Valley	16	N Fancher Rd / 3rd Ave	I-90 (West Bound On Ramp)	Sprague Ave
Spokane Valley	16	S Thierman St	E 1st Ave	E Sprague Ave
Tacoma	14	E Port of Tacoma Rd	Fife N C/L	Marshall Ave
Tacoma	14	E Port of Tacoma Rd	Marshall Ave	E 11th St
Tacoma	17	Lincoln Ave	E Marc St	Milwaukee Way
Tacoma	17	Lincoln Rd	Milwaukee Way	Port of Tacoma Rd
Thurston	14	Yelm Hwy SE	Lacey SE C/L	Entrance Lacey Amtrak
Tukwila	14	Airport Way S	Seattle South C/L (0.26mi S of S Norfolk St)	Boeing Access Rd
Tukwila	14	Airport Way S / Boeing Field King Co Intl	Seattle South C/L (1.80mi S of S Hardy Tukwila E C/L (2.13mi S of S Hardy St)	
Tukwila	14	Boeing Access Rd	Airport Way	I-5
Tukwila	14	Boeing Access Rd	E Marginal Way	Airport Way
Tukwila	14	East Marginal	Boeing Access Rd	Seattle South C/L (0.26mi S of 16th Ave S)
Tumwater	16	Old Hwy 99 / Capitol Way	Tumwater Blvd	Henderson Blvd (Airport Entrance)
Tumwater	16	Tumwater Boulevard	I-5 (Exit 101) S/B Ramps	Old Highway 99 / Capitol Boulevard
Union Gap	14	E Valley Mall Blvd	I-82(North Bound Ramp)	1st St / Main St
Union Gap	14	Main St / S 1st St	W Valley Mall Blvd	S Old Town Rd
Vancouver	19	W/E 7th St	C St	Washington St
Vancouver	14	Washington St	I-5 On Ramps	W 7th St
Walla Walla Airport	16	Airport Way / A St	US 12	Douglas Ave / 6th Ave
Whatcom	16	Airport Dr / W Bakerview Rd	Airport Way	I-5 NB Ramp
Yakima	7	Firing Center Rd	I-82(North Bound Ramp)	Treatment Plant Rd
Yakima	7	Firing Center Rd	Treatment Plant Rd	D St
Yakima	14	S 1st St	Old Town Rd	Washington Ave (Yakima)
Yakima	14	W Washington Ave	16th Ave	24th Ave
Yakima	16	W Washington Ave	1st St	C/L (.05mi E of Presson Pl)
Yakima	16	W Washington Ave	Yakima C/L (0.05Mi W of Presson Pl)	C/L (.03 Mi E of 16th Ave)
Yakima	16	W Washington Ave (City)	C/L (.03 Mi E of 16th Ave)	16th Ave

13.1 General Discussion

The Federal Highway Administration (FHWA) through a Stewardship Agreement, delegates authority to the Washington State Department of Transportation (WSDOT) for approving project development and construction administration. WSDOT has the option of delegating some or all of this authority to qualified local agencies, state or federal agencies, or Tribal governments. This procedure permits an agency to retain more of the approval authority at the local level when developing FHWA assisted transportation projects. WSDOT delegates this authority through a Certification Acceptance (CA) program. The CA program does not eliminate any project development procedures. Benefits of CA to a local agency include savings in time and money since the agency has the authority to develop, advertise, award, and manage its own projects.

CA requires local agencies to commit sufficient staff and other resources to project administration to ensure that all applicable state and federal requirements are met, and that the work can be accomplished efficiently. Once an agency has been certified, the certification agreement remains in effect indefinitely unless rescinded due to lack of performance or modified by one of the parties.

A CA agency has the option of requesting that WSDOT or another CA agency administer any given project.

By agreeing to accept Federal-aid funds, the local agency understands its roles and responsibilities with respect to carrying out the Federal-aid program. WSDOT is permitted to delegate certain activities, under its supervision, to local agencies (cities, counties, private organizations, or other state agencies) under federal regulation 23 CFR 1.11 and 635.105, however, WSDOT accepts responsibility for delegated activities.

FHWA is required by federal legislation to conduct verification activities to assure that WSDOT and the local agencies' implementation of the federal highway programs conform with laws, regulations and policies. Similarly per FHWA's delegation, WSDOT is also required to conduct verification activities to assure that local agency federal-aid projects are implemented in conformance with federal-aid requirements.

Certification Acceptance requirements for the right of way program are addressed in Chapter 25 of this manual.

Projects funded by Enhancement, Scenic Byways, and Safe Routes to School programs shall be administered in accordance with Chapter 62 of the this manual or in accordance with the Certification Acceptance Program.

13.2 Certification Acceptance (CA) Features

A certified agency is the approving authority for administering FHWA funded projects in the following project items:

- a. Design.
- b. Utility agreements.
- c. Railroad agreements.
- d. Standard consulting engineering agreements.
- e. Public hearings, findings, and orders.
- f. Plans, specifications, and estimates.
- g. Advertisement, award, and execution of construction contracts.
- h. Construction administration.
- i. Construction material testing and testing personnel.
- j. Concurrence in Award of delegated projects.

All of the above functions should be administered per the responsibilities outlined in the Agency's approved CA Agreement.

WSDOT and FHWA retain approval authority for the following:

WSDOT

- a. Plans, Specification, and Estimate approval (Division 1 Standard Specifications).
- b. Pulic Interest Findings (local force work, agency supplied materials, proprietary items, etc.).
- c. NEPA Categorical Exclusions per MOU, Section 106 Consultation.
- d. Implementation of the Civil Rights Program Requirements (DBE, Title VI, ADA, and EEO/OJT).
- e. Tied Bids approval.
- f. Agency Certification Acceptance (CA) approval.
- g. Project Final Acceptance.
- h. Revisions to Agreements, when applicable.

- i. Documentation/Project Management Reviews.
- j. Concurrence in Award of DBE non-FHWA oversight projects.

FHWA

- a. Authorization of FHWA funds.
- b. Approval of National Environmental Protection Act (NEPA) and Endangered Species Act (ESA) environmental documents.
- c. Right of way certification approval.
- d. Approval of WSDOT's Civil Rights Programs (DBE, Title VI, EEO, ADA).
- e. Buy America waiver approval.
- f. Two Week Advertisement Period approval.
- g. Approval of the *Local Agency Guidelines*.
- h. Full oversight project approvals per Stewardship and Oversight Agreement. (Concurrence in Award, PS&E, Change Orders over \$200,000, etc.)

13.3 Certification Acceptance Requirements

- a. Projects must be administered in accordance with the *Local Agency Guidelines*.
- b. Projects must be administered utilizing a Professional Civil Engineer registered in the state of Washington who is either on staff as a public employee or is a contract employee designated as the agency's Engineer.
- c. The agency shall have sufficient expertise and capability to perform and supervise the design, environmental, PS&E, and construction-administration phases of the project.
- d. The agency must have designated an official approving authority for all WSDOT-delegated project approvals. This authority (e.g., agency executive or policy body) must officially approve each project step for which it is the approving authority, as identified in the agreement.

13.4 Application for Certification Acceptance

An agency applying to administer contracts under Certification Acceptance procedures must submit two copies of the Certification Acceptance Qualification Agreement and their Table of Organization to the Region Highways and Local Programs Engineer. A "Certification Acceptance Qualification Agreement" form is located at the end of this chapter and is also available through the WSDOT Region Local Programs Engineer.

After receiving the CA Qualification Agreement, the WSDOT Highways and Local Program's Project Development Engineer will conduct an interview with the local agency administrators to determine whether the agency is capable of administering an FHWA-funded project. Areas of consideration will be a determination of past performance, current staffing, overall capability, and knowledge of FHWA and state requirements.

Based on the interview, the Director of H&LP will allow the agency to administer a project under a trial/mentoring status. Immediately following the completion of the project, a Project Management Review (PMR) will be performed to evaluate how the agency performs. A favorable PMR will result in the agency achieving CA status.

13.5 Certification Acceptance (CA) Compliance

The WSDOT Region Local Programs Engineer will consult and advise the CA agency concerning the project-management procedures to be followed. The level of this assistance will depend on the nature of each project and the demonstrated capabilities of the agency. In order to be reasonably certain that local agencies are administering FHWA funds in accordance with the *Local Agency Guidelines*, WSDOT will perform procedural reviews on selected local agency ad-and-award projects.

These reviews will be:

- Project Management Reviews (PMR) performed by Highways and Local Programs (see Appendix 53.51 for review questions for PMR's and Documentation Reviews).
- Documentation Reviews performed by the Region Local Programs Engineer.
- Project Administration Reviews (PAR) by H&LP (see Chapter 62 and Appendix 62.101).

The agency may lose CA status, have its delegation of authority reduced to a project or phase of a project, or be placed on probationary CA. This may be the result of:

- A PMR or Documentation Review.
- An audit by the State Auditor.
- Final project inspection.
- The qualifications and experience of the agency staff are altered.
- A determination from any FHWA oversight activity.

If a vacancy occurs in the positions described in the CA Agreement as "Approving Authority," the Region Local Programs Engineer shall be notified and may schedule an interview of the replacement person.

The loss of CA status and reinstatement conditions will be outlined in a letter from H&LP.

13.6 Non-CA Status

If an agency does not have CA status, the following two options are available for administration of a FHWA funded project

Option 1

- CA Agency Administering a Project for a Non-CA Agency

A non-CA agency enters into an Agreement with a CA agency to administer all aspects of the project. This requires approval by the Region Local Programs Engineer.

Option 2

The Region Local Programs Engineer acts as the CA for the agency and approves an agency to perform specific aspects of a project. An approved plan for the administration of the project is executed between the Region Local Program Engineer and the agency. This category allows projects of smaller sizes to be performed in part by the agency. The project plan shall address such issues as:

- Financing approvals — accounting/billing capabilities.
- Consultant involvement and monitoring. The agency must obtain the approval of the Region Local Programs Engineer prior to selection of a consultant.
- Development of Design and Design Documentation.
- Development of plans, specifications, and estimates.
- Approval of contract documents.
- Advertising, award, execution of a contract.
- Contract oversight and documentation.
- Change Order approval.
- Material approval.

13.7 CA-Exceptions

Projects funded by Enhancement, Scenic Byways, and Safe Routes to School programs shall be administered in accordance with Chapter 62 of the this manual or in accordance with the Certification Acceptance Program.

13.8 Appendices

- 13.81 Certification Acceptance Qualification Agreement
- 13.82 Certification Acceptance Interview Form

Appendix 13.81

Certification Acceptance Qualification Agreement

AGENCY _____ AGENCY NO. _____

The agency agrees to comply with the following requirements when developing all Federal Highway Administration (FHWA) projects under _____ CA status.

1. Adherence to the *Local Agency Guidelines* and all policies and procedures promulgated by the Washington State Department of Transportation (WSDOT) which accomplish the policies and objectives set forth in Title 23, U.S. Code, Highways, and the regulations issued pursuant thereto.
2. The overall approval authorities and conditions will be as follows:
 - a. The project prospectus will be reviewed and approved by the following official.

Position Title Only
 - b. The local agency agreement will be reviewed and approved by the following official or officials.

Position Title Only
 - c. The designs and environmental documents will be reviewed and approved by the following state of Washington registered Professional Civil Engineer.

Position Title Only
 - d. The hearing's findings (if required) will be reviewed and approved by the following official or officials.

Position Title or Titles Only
 - e. The contract plans, specifications and estimate of cost will be reviewed and approved by the following state of Washington registered Professional Engineer.

Position Title or Titles Only
 - f. Agreements will be signed by the following responsible local official:
 - (1) Railroad _____
Position Title Only
 - (2) Utility _____
Position Title Only
 - (3) Consultant _____
Position Title Only

(4) Technical Services _____
Position Title Only

g. The award of contract will be signed by the following responsible local official.

Position Title Only

h. All projects will be constructed in conformance with the Washington State Department of Transportation/American Public Works Association (WSDOT/APWA) current *Standard Specifications for Road, Bridge, and Municipal Construction* and such specifications that modify these specifications as appropriate. Multimodal enhancement projects shall be constructed in conformance with applicable state and local codes.

i. The contract administration will be supervised by the following state of Washington registered Professional Civil Engineer.

Position Title Only

j. Construction administration and material sampling and testing will be accomplished in accordance with the WSDOT *Construction Manual* and the *Local Agency Guidelines*.

3. The agency agrees that they have the means to provide adequate expertise and will have support staff available to perform the functions being subdelegated. The support staff may include consultant or state services.
4. The agency agrees that the signature on each project prospectus and local agency agreement will be consistent with section 2 above.
5. All projects under Certification Acceptance shall be available for review by the FHWA and the state at any time and all project documents shall be retained and available for inspection during the plan development and construction stages and for a three year period following acceptance of the project by WSDOT.
6. Approval of the local agency certification by the Director of Highways and Local Programs may be rescinded at any time upon local agency request or if, in the opinion of the Director of Highways and Local Programs, it is necessary to do so. The rescission may be applied to all or part of the programs or projects approved in the local agency certification.

Mayor or Chairman

Date

WASHINGTON STATE DEPARTMENT OF TRANSPORTATION

Approved By: _____
Director of Highways and Local Programs

Date

Certification Acceptance Interview Form

Agency _____ Date _____

Interview Conducted By	Agency Representatives
_____	_____
_____	_____
_____	_____

Table of Organization

(Get copy from agency and review duties, requirements, and personnel currently filling.)

Position Responsible for the Following Functions

Six-Year Transportation Improvement Program	_____
Selection of Annual Program	_____
Location/Design Approval	_____
Environmental Documents	_____
PS&E Approval	_____
Tied Bids	_____
Approval of Materials Sources	_____
Construction Administration	_____
Construction Inspection	_____
Acceptance Sampling/Test	_____
Independent Assurance Sampling/Test	_____
Change Orders	_____
Project Files	_____
EEO Interviews/Monitoring	_____
Training Goal Attainment	_____
DBE Compliance/Monitoring	_____
ADA Compliance/Monitoring	_____
Consultant Services	_____
Title VI	_____

Consultants

For what areas does the agency expect to use consultants?

<input type="checkbox"/> Environmental	<input type="checkbox"/> Right of Way Relocation
<input type="checkbox"/> Design	<input type="checkbox"/> Construction Administration
<input type="checkbox"/> PS&E Preparation	<input type="checkbox"/> Construction Inspection
<input type="checkbox"/> Right of Way Appraisal	<input type="checkbox"/> Surveying
<input type="checkbox"/> Right of Way Negotiation	<input type="checkbox"/> Sampling and Testing

Does the local agency utilize WSDOT's *Consultant Services Manual* in its consultant selection processes associated with federal aid projects? Yes No

Does the local agency have written procedures for the selection of consultants?
Yes No

Comments _____

If consultants are used, how will the agency monitor and control the consultant's work? _____

Remind the agency that they will be in control of the consultant's work and that EEO, DBE, and training should be done by the agency.

Title VI

Does the local agency have a Title VI Plan and/or Nondiscrimination Agreement and is it up to date? Yes _____ No _____

Comments _____

Right of Way

Does the agency have procedures approved by WSDOT for:

Right of Way Acquisitions Yes _____ No _____
Relocation Yes _____ No _____

Procedures for Ad, Award, and Execution of Contract

Position responsible for:

Approval to Advertise _____
Prequalification of Bidders _____
Award of Contract _____
Execution of Contract _____
Name of Legal Publication _____

General Questions About Administration

Who decides on and approves deviations from design prior to submittal to the state for formal approval? _____

Describe ledger system. _____

Who will check payrolls, etc.? _____

Describe the process for approving project special provisions. _____

Describe change order approval process (including those that affect the work of DBEs). _____

Describe materials testing and approval process. _____

Describe agency requirements for project diary and inspectors daily report keeping. _____

Describe agency process for approval of subcontractors. _____

How will the agency handle administration of more than one contract at the same time? _____

How will the agency handle inspection of several phases of project at same time (e.g., dirt work, electrical, paving, structure)? _____

How will the agency respond if project engineer and/or inspector are unable to be on job site due to illness, etc.? Who will handle control of project if needed person cannot be there? _____

How does the agency manage traffic control? _____

Are there written procedures for preconstruction conferences? _____

Does the Agency Have These Necessary Manuals

<i>Local Agency Guidelines</i>	Yes _____	No _____
<i>AASHTO Policy on Geometric Design of Highways and Streets</i>	Yes _____	No _____
<i>WSDOT Construction Manual</i>	Yes _____	No _____
<i>WSDOT/APWA Standard Specifications</i>	Yes _____	No _____
<i>APWA Amendments</i>	Yes _____	No _____
<i>WSDOT Amendments and Standard Specifications</i>	Yes _____	No _____
<i>Standard Item Table</i>	Yes _____	No _____
<i>MUTCD</i>	Yes _____	No _____
<i>WSDOT Design Manual</i>	Yes _____	No _____
<i>WSDOT Standard Plans for Road and Bridge Construction</i>	Yes _____	No _____
<i>WSDOT Utility Manual</i>	Yes _____	No _____
<i>WSDOT Right of Way Manual</i>	Yes _____	No _____
<i>SWIBS Manual</i>	Yes _____	No _____
<i>Hydraulics Manual</i>	Yes _____	No _____
<i>WSDOT DBE Program Plan</i>	Yes _____	No _____
<i>WSDOT Consultant Services Manual</i>	Yes _____	No _____

Upcoming Federal Aid Projects

Scheduled to Begin

_____	_____
_____	_____
_____	_____
_____	_____

Summary

Action to be taken by agency in following areas:

Comments From Reviewers

Recommendation of Review

- Full administration by agency of all projects
- Administration by agency on a project-by-project basis
- Administration by agency for projects up to \$ _____
- Deny approval for certification acceptance
- Remove from certification acceptance status

Concurrence by Director of Highways and Local Programs

Director of Highways and Local Programs _____
Date

14.1 General Discussion

The previous three parts of this manual explained how local agencies may qualify to receive Federal Highway Administration (FHWA) funding for their transportation projects. The remainder of the manual explains procedures for developing specific projects.

Once a local agency has qualified to receive FHWA funds, as described in Chapter 12, the next action is to apply for funds to develop specific projects in its transportation program. Depending on their size and complexity, different projects may require different development procedures. The remaining parts of the manual are arranged to reflect these differences.

The part titled General Project Development (Chapters 21-27) describes activities required during preliminary engineering on all projects.

The part titled Special Project Development Processes (Chapters 31-34) describes activities that may be required on some projects.

The parts titled Design (Chapters 41-46) and Construction and Post Construction (Chapters 51-53) offer the local agency a choice of procedures, depending on whether its projects are located in urban or rural areas and whether it or the state will administer its construction contracts.

The part titled Miscellaneous (Chapters 61-62) describes the requirements for work on transportation enhancement, scenic byways, and safe routes to school projects.

The specific requirements for a project may change as project development progresses and as more information about a project becomes available. Further details of the specific requirements are shown in the Project Development Process Flow Chart and Checklist. The meanings of unfamiliar terms may be found in the Glossary. Once the local agency has identified the steps required on a particular project, only the parts in the manual that deal specifically with those steps need be referred to.

14.2 Project Development Process Overview

This section describes the project development process by setting forth project phases, documentation requirements, options for construction administration, and required reviews and approvals.

.21 Phases of Authorization. FHWA funds may be authorized for the following project phases:

- a. Preliminary engineering (Planning).
- b. Right of way acquisition.
- c. Construction.

Phase Requirements When Utilizing FHWA Funds

For all phases, and at the time of each phase authorization, all funds necessary to complete the scope of work being authorized for the phase must be secured. The local agency must provide certification of secured funding with all authorization requests.

Preliminary Engineering Phase: FHWA Funds in PE Phase Only. For FHWA funds to be used in the PE phase of the project, the environmental documentation including FHWA NEPA approval, must be completed prior to advertising the project for construction. With no federal funds in the right of way or construction phases, the local agency must still follow federal environmental regulations and the Uniform Relocation Assistance and Real Property Acquisition Policies Act. A NEPA document must be approved by FHWA and all environmental commitments must be incorporated into the right of way and construction phases. Right of way must be acquired per the WSDOT right of way manual and acquisition may proceed during the PE Phase in accordance with the manual. Title 23 USC regulations, including Buy America and Davis-Bacon provisions, do not apply if no FHWA funds are used for construction. Any study projects are excluded from NEPA approval.

Right of Way Phase: FHWA Funds in Right of Way Phase. For FHWA funds to be used in the right of way phase of the project, the environmental documentation including FHWA NEPA approval, approved relocation plan (if applicable), Project Funding Estimate, approved right of way plan must be completed prior to FHWA R/W authorization. All property acquisitions and relocations must be completed prior to advertising the project. All environmental commitments must be incorporated into the R/W and construction phases. The right of way must be certified by WSDOT prior to advertising the project, even if no federal funds are used in construction.

Construction Phase: FHWA Funds in Construction Phase. All federal laws are triggered with federal funds in the construction phase; examples include NEPA, Title 23 USC, Uniform Relocation Assistance and Real Property Acquisition Policies Act, Buy America, and Davis-Bacon. After approval of the NEPA document, right of way certification, and the DBE/Training goals are established the construction phase can be authorized by FHWA. Once FHWA authorizes construction funding the local agency has authority to advertise the project.

Appendix 14.51

Project Development Process Flow Chart

Phase	Process Activities	Chapter Reference	
Initiate	00 Project Development Checklist	12 & 14	
	00 Included in STIP	or	
Design	00 Project Development Checklist		
	00 Prepare Project Prospectus-Design Report	21 & 43	
	00 If Applicable, Engage Consultant	31	
	00 Make Environmental Determination	24	
	00 If Applicable, Request Design Deviation	41	
Request Preliminary Engineering Funds	00 Project Development Checklist		
	00 Location/Design, Public Hearing, and Approval	43	
	00 Complete Environmental Action	24	
	00 Develop Right-of-Way Plans and Estimate	25	
	00 Complete Relocation Plan	25	
	00 Supplement to Local Agency Agreement	22	
	Request Right of Way Funds	00 Project Development Checklist	
		00 Relocation and Right-of-Way Certification and Project Analysis	25
		00 DBE Goals Set	26
		00 PS&E Approval	44
Request Construction Funds	00 Supplement to Local Agency Agreement	22	
	00 For State Ad and Award, Financial Responsibility Letter	44	
Request Construction Funds	00 Project Development Checklist		
	00 Contract Number From Regional Highways and Local Programs Engineer	46	
	00 Notice to Minority Contractors Association (see Regional Highways and Local Programs for Distribution Centers)	26	
Construction Administration	00 Advertise for Bids	46	
	00 For Certified Agency (CA), Approve Award and Notify Regional Highways and Local Programs Engineer	46	
	00 For WSDOT Administered Contracts, Award by WSDOT	45	
	00 Award Data to Regional Highways and Local Programs Engineer	46	
	00 Preconstruction Conference	52	
	00 Construction Administration (WSDOT Construction Manual)	52	
	00 Project Development Checklist		
	00 Construction Completion Notice to Regional Highways and Local Programs Engineer	53	
	00 Final Acceptance by FHWA	53	
	00 Final Billing and Cost Report to Regional Highways and Local Programs Engineer	23 & 53	
Project Closure	00 Complete DBE Form	26	
	00 Final Records	53	
	00 Audit	53	

Appendix 14.52

Project Development Checklist

Project Title: _____

Project Location: _____

Road or Street Number: _____ FA Program: _____

Project Initiation (Chapters 12, 32, and 34)

Initials	Date or N/A	
_____	_____	Project in STIP
_____	_____	Federal aid program form (Sheet 1 of Prospectus) to:
		_____ Metropolitan planning organization
		_____ Or WSDOT (Region Highways and Local Programs)
_____	_____	Program of project approved by appropriate agency

Project Prospectus (Chapters 21, 24, 41, and 43)

_____	_____	Sheet 1	
		_____	Project information, local agency project number
		_____	Description of proposed work and existing facility
		_____	Cost estimate of all phases
		_____	Proposed obligation date
		_____	Environmental determination (CE, EIS, EA)
		_____	Request species listing from USFWS, NMFS, DNR, and WDFW
		_____	Signature block
_____	_____	Sheet 2	
		_____	Geometric design data
		_____	Environmental considerations
		_____	Performance of work
_____	_____	Sheet 3	
		_____	Right of way relocation
		_____	Utility relocations
		_____	FAA Involvement
		_____	Signature
		_____	Local Agency Design Matrix Checklist, Appendix 42.101
_____	_____		<u>Prospectus Submittal Checklist, Appendix 21.41</u>

Local Agency Agreement (Chapters 22 and 23)

Date or N/A	Initials	
_____	_____	Billing address
_____	_____	Description of work matches prospectus
_____	_____	Check math on agreement
_____	_____	Federal aid matching percentage
_____	_____	Method of financing
_____	_____	Agreement signed by approving authority

Request Preliminary Engineering Funds (Chapter 14)

_____	_____	Project programmed
_____	_____	Project application package to Region Highways and Local Programs Engineer:
_____	_____	Project prospectus with attachments (including Roadway Section if applicable)
_____	_____	Local Agency Agreement
_____	_____	<u>Prospectus Submittal Checklist completed</u>
_____	_____	PE funds authorized by Highways and Local Programs

Consultant Selection Process (Chapter 31)

_____	_____	Independent estimate for consultant services and recommendation (request) to approving authority
_____	_____	Receive approval to advertise for consultant services
_____	_____	Advertise for consultant services
_____	_____	Develop consultant evaluation selection criteria
_____	_____	Select minimum of three best qualified firms
_____	_____	Submit request for approval of selected firm to approving authority
_____	_____	Conduct pre award audit (if necessary) before negotiations
_____	_____	Approving authority approves selection, negotiation begins
_____	_____	Negotiation completed – submit final draft of agreement, etc., to the approving authority
_____	_____	Receive approval from approving authority
_____	_____	Agreement signed by consultant
_____	_____	Agreement executed by approving authority (consultant may now begin work)
_____	_____	Notice to proceed sent to the consultant
_____	_____	Send copy of agreement to Region Highways and Local Programs Engineer

Consultant Administration (Chapter 31)

Initials	Date or N/A	
_____	_____	Oversee the consultant's work and billings to ensure compliance with the agreement
_____	_____	Prepare diary to record discussions and visitation with the consultant
_____	_____	Check consultant billings regarding employee classification, wage rate, actual invoices for direct non salary costs, etc.
_____	_____	Enter consultant payment on ledger system
_____	_____	Conduct consultant employee interviews
_____	_____	Establish and maintain a tracking system to monitor consultant agreement expiration dates

Environmental Processes (Chapter 24)

Categorical Exclusion

_____	_____	For Categorical exclusion to be approved by FHWA complete the ECS and all necessary discipline reports and approvals (including, but not limited to the ESA and Section 106 processes.
_____	_____	Complete the ECS
_____	_____	Submit completed drafts of discipline reports to WSDOT Region Local Programs for review by Highways and Local Programs
_____	_____	Submit completed Discipline reports to WSDOT Region Local Programs
_____	_____	Obtain all necessary approvals
_____	_____	Submit concurrence letters for all applicable environmental considerations, including but not limited to the ESA and Section 106 requirements, final BA, Final Section 106 documentation, and final ECS to Region Local Programs for transmittal to Highways and Local Programs and FHWA

Environmental Assessment

_____	_____	Submit preliminary environmental assessment to Region Local Programs
_____	_____	Revise draft environmental assessment, based on Highways and Local Programs and FHWA comments
_____	_____	WSDOT and FHWA approve environmental assessment
_____	_____	Publish notice of availability for environmental assessment
_____	_____	Publish opportunity for comment period and hearing, if held
_____	_____	Submit FONSI package (including summary of comments received and responses, any revisions to the environmental assessment and FONSI) to Region Local Programs for review by Highways and Local Programs and FHWA
_____	_____	FONSI issued by FHWA
_____	_____	-or-
_____	_____	Establish need to develop Environmental Impact Statement

Environmental Impact Statement (Chapter 24)

Initials	Date or N/A	
_____	_____	Submit draft Notice of Intent to Region Local Programs
_____	_____	FHWA Publishes Notice of Intent
_____	_____	Submit interdisciplinary team recommendations to project manager
_____	_____	Develop public involvement plan
_____	_____	Develop data inventory and evaluation from interdisciplinary team
_____	_____	Submit preliminary discipline reports for review to Region Local Programs
_____	_____	Submit completed discipline reports to Region Local Programs
_____	_____	Submit preliminary Draft Environmental Impact Statement to Region Local Programs
_____	_____	Receive WSDOT and FHWA comments on the preliminary draft of EIS
_____	_____	Submit camera-ready Draft Environmental Impact Statement to Region Local Programs Engineer for WSDOT and FHWA signature
_____	_____	Receive approval to publish Draft Environmental Impact Statement
_____	_____	Distribute draft environmental impact statement to circulation list
_____	_____	Publish notice of availability in Federal Register (minimum 45 days comment period)
_____	_____	Advertise opportunity for public hearing
_____	_____	Respond to all comments received and forward comments/responses to Region Local Programs for review by H&LP
_____	_____	Prepare and submit preliminary Final Environmental Impact Statement to Region Local Programs Engineer
_____	_____	Receive comments from WSDOT and FHWA
_____	_____	Receive approval to print Final Environmental Impact Statement
_____	_____	Submit final Environmental Impact Statement to Region Local Programs Engineer for WSDOT and FHWA signature
_____	_____	Circulate final Environmental Impact Statement
_____	_____	Submit draft record of decision package to FHWA
_____	_____	Final ROD issued by FHWA

Design Approval (Chapter 43)

_____	_____	Submit project prospectus
_____	_____	Submit design report
_____	_____	Submit "Work Zone Safety and Mobility" report where applicable (see Section 41.8)
_____	_____	Submit pavement design criteria
_____	_____	Meet public hearing requirements
_____	_____	Meet environmental requirements
_____	_____	Concurrence with BA effect determinations
_____	_____	ECS approval by FHWA
_____	_____	For projects over \$25 million in the construction phase and bridge projects over \$20 million in the construction phase conduct a Value Engineering Study.

Initials	Date or N/A	
_____	_____	For traffic signal projects, submit warrants for signalization to Region Highways and Local Programs Engineer
_____	_____	Obtain location and design approval
_____	_____	Publish design approval notice

Right of Way Funding and Acquisition Funding (Chapter 14)

_____	_____	Project in STIP
_____	_____	Complete design hearing requirements
_____	_____	Approve right of way plan
_____	_____	Submit right of way relocation plan (if required) to Region Highways and Local Programs Engineer
_____	_____	Submit right of way project funding estimate or true cost estimate, supplement to Local Agency Agreement and FHWA approval of environmental documents, to Region Highways and Local Programs Engineer with request for right of way funds
_____	_____	Receive authorization to acquire R/W from the Director of Highways and Local Programs

Acquisition (Chapter 25)

_____	_____	Acquisition procedures approved by the Director of Highways and Local Programs
_____	_____	Acquisition procedures current
_____	_____	Set up documentation file for each parcel
_____	_____	Set up commitment file
_____	_____	Appraisal:
_____	_____	Appraisal reviewer approved by WSDOT
_____	_____	Give landowner opportunity to accompany appraiser
_____	_____	Signed appraiser certification in file
_____	_____	Appraisal Review:
_____	_____	Appraisal reviewer approved by WSDOT
_____	_____	Date of value determination precedes commencement of negotiations
_____	_____	Just compensation set by agency
_____	_____	Signed review appraiser certification in file
_____	_____	Negotiations:
_____	_____	Prepare diary of all owner contacts
_____	_____	Give owner written statement of just compensation (Offer Letter)
_____	_____	Ensure that settlement contains construction clauses
_____	_____	Obtain evidence of clear title
_____	_____	Negotiator disclaimer statement in file

Initials	Date or N/A	
_____	_____	Relocation Plan:
_____	_____	Approved by WSDOT
_____	_____	Work with WSDOT relocation staff on all relocations
_____	_____	Project Completion:
_____	_____	Complete relocation
_____	_____	Complete acquisition
_____	_____	Complete administrative settlement documentation
_____	_____	Place a copy of deeds in file, include proof of payment in file.
_____	_____	Send:
_____	_____	Letter of certification sent from local agency to Region Local Programs Engineer
_____	_____	LPA coordinator conducts certification review
_____	_____	WSDOT's certification by Real Estate Services, Assistant Director Local Agency Projects

Plans, Specifications, and Estimates (Chapters 24, 26, 27, and 44)

_____	_____	Review commitment and correspondence file
_____	_____	When applicable, secure the following permits or interagency coordination:
_____	_____	Airport roadway clearance from FAA
_____	_____	Coastal zone management compliance from DOE
_____	_____	For cultural, archeological, or historic sites SHPO contacted
_____	_____	Obtain concurrence letters for environmental determination
_____	_____	Request updated ESA species lists every six months
_____	_____	When waters modified or controlled, USFWS and State Department of Fisheries and Wildlife consulted
_____	_____	When stream is affected, permit from DOE
_____	_____	For timber supporting land, permit from DNR
_____	_____	When construction might reduce water quality, contact DOE
_____	_____	For quarries of 2 acres (0.81 ha) and 10,000 tons (9 091 metric tons) or more DNR contacted
_____	_____	Waters/wetlands – Army Corps of Engineers contacted
_____	_____	For navigable waterways, permit from Coast Guard obtained
_____	_____	If wetlands are affected, U.S. Fish and Wildlife Service or National Marine Fisheries Services contacted
_____	_____	Utility agreement obtained
_____	_____	Railway agreement(s) obtained
_____	_____	On all federal aid projects, any revision to Division 1 of the Standard Specifications or APWA Division 1 General Special Provisions requires prior written approval from Highways and Local Programs

Initials	Date or N/A	
_____	_____	PS&E completed:
_____		Vicinity map
_____		Summary of quantities
_____		Pit, quarry, stockpile, and waste sites
_____		Reclamation plans
_____		Roadway sections
_____		Plans/profiles
_____		Utility
_____		Structure notes
_____		Signing
_____		Illumination
_____		Bridge plans
_____		Traffic control Plans
_____		Detour Plans
_____		Standard plans
_____		Sheets numbered and dated
_____		Each sheet signed and stamped by Professional Engineer
_____		Bridge plans, design calculations, and soil report to Region Highways and Local Programs Engineer (State Ad and Award only)
_____		Form FHWA-1273 and latest amendment included
_____		Log of test borings
_____		Training requirements
_____		EEO requirement clauses
_____		For steel, included Buy America requirement
_____		Traffic control special provisions
_____		Specialty items
_____		General special provisions and amendments arranged in order and indexed
_____		Project proposal
_____		Noncollusion Declaration
_____		Contract
_____		DBE Utilization Certification
_____		Engineer's estimate complete
_____		Documentation for each item in engineer's estimate
_____		Justification for nonparticipating items
_____		Detailed documentation for lump sum items available in project files
_____		Estimate to Region Highways and Local Programs Engineer
_____		Training goal set by Highways and Local Programs
_____		DBE goal set by Highways and Local Programs
_____		Approval of local agency supplied materials
_____		Sources approved by approving authority

Initials	Date or N/A	
_____	_____	Approval of stockpiling by the Director of Highways and Local Programs (when payment is requested for material when stockpiling aggregates, etc., for use on a future federal aid project)
_____	_____	Distribution of preliminary plans as determined by local agency
_____	_____	Field review of PS&E (State Ad and Award only)
_____	_____	<u>Tied bids – Approval from WSDOT</u>
_____	_____	For State Ad and Award, financial responsibility letter with PS&E documents sent to Region Highways and Local Programs Engineer
_____	_____	PS&E approved by approving authority
_____	_____	Plans, contract specifications and estimate stamped, signed, and dated, and on file in the local agency office
_____	_____	State and federal wage rates added to ad plans
_____	_____	PS&E sent to Region Highways and Local Programs Engineer

Request Construction Funds (Chapter 14)

_____	_____	Project in STIP
_____	_____	Send letter with the following attachments to Region Highways and Local Programs Engineer requesting construction funds:
_____	_____	Supplement to Local Agency Agreement, if project includes other phases
_____	_____	Letter of right of way certification
_____	_____	Final FHWA approval of environmental documents

Local Ad and Award Advertise for Bids (Chapter 46)

_____	_____	Get Highways and Local Programs Contract Number _____ from Region Highways and Local Programs Engineer
_____	_____	Approve ad period of less than three weeks
_____	_____	Publish notice of bid opening
_____	_____	Date of publication for sealed bids

Bid Opening (Chapter 46)

_____	_____	Issued addendum (if within one week of bid opening, bid opening should be delayed)
_____	_____	Opened bids
_____	_____	Prepared bid tabulation sheet
_____	_____	Checked submitted bids for tabulation errors

Initials	Date or N/A	
_____	_____	Completed bid and bidders tabulation sheet
_____	_____	Checked DBE participation project goals – verify DBE certification status
_____	_____	<u>Request DBE concurrence to award from H&LP for contracts containing DBE Goals</u>
_____	_____	Determine responsive bid
_____	_____	Determine contractor qualifications
_____	_____	Contractor registered by Washington State Department of Labor and Industries
_____	_____	Contractor licensed as required by the laws of the State of Washington
_____	_____	Excluded Parties Listing System checked and documented (http://epls.arnet.gov)
_____	_____	Award recommendation sent to approving authority
_____	_____	When low bid is over engineer’s estimate, submit justification and letter of award recommendation to approving authority
_____	_____	Submit supplement to Local Agency Agreement
_____	_____	Supplement approved by Highways and Local Programs

**Award of Contract
 (Chapter 46)**

_____	_____	Establish contract award date _____
_____	_____	Sent “Award Letter” to successful low bidder
_____	_____	Sent request for a DBE Utilization Certification breakdown if a DBE goal was set
_____	_____	Sent “Condition of Award” to successful low bidder if DBE goals are set in the contract
_____	_____	Notify all unsuccessful bidders
_____	_____	Return bid bonds
_____	_____	Notify second and third bidders of holding bid bonds until execution
_____	_____	Sent award data to the Region Local Programs Engineer:
_____	_____	_____ Tabulation of bids
_____	_____	_____ Engineer’s estimate
_____	_____	_____ Actual versus estimated costs shown in Local Agency Agreement
_____	_____	_____ Award letter
_____	_____	_____ DBE utilization certification, Form 272-056A (if applicable)
_____	_____	_____ Estimated date of contract completion or number of working days for the contract
_____	_____	_____ Names and addresses of all firms that submitted a quote to the successful low bidder

DATE OF AWARD IS CUTOFF FOR CHARGING TO PRELIMINARY ENGINEERING

Construction Administration Execution of Contract (Chapter 46)

Initials	Date or N/A	
_____	_____	Sent contract and contract bond papers to contractor for signature
_____	_____	“Certificate of Insurance” received from contractor
_____	_____	Approving authority executed contract documents
_____	_____	Notified the contractor by phone of the execution of the contract
_____	_____	Executed a copy of the contract to contractor
_____	_____	Sent notice to proceed to contractor, with cc to Region Highways and Local Programs Engineer
_____	_____	Returned bid bonds to second and third bidders

Preconstruction Conference (Chapter 51)

_____	_____	Notice of preconstruction conference to:
_____		Contractor
_____		Region Highways and Local Programs Engineer
_____		Affected utility companies
_____		Police department
_____		Fire department
_____		Hospital
_____		Ambulance service
_____		Post Office
_____		Others _____
_____		_____
_____		_____
_____	_____	Preconstruction conference agenda prepared
_____	_____	Preconstruction conference held
		Minutes of meeting to:
_____		Contractor
_____		Subcontractors
_____		Region Highways and Local Programs Engineer
_____		Other attending persons
_____		Invited but not represented agencies
_____		Project file
_____	_____	“Training Program”:
_____		Received from contractor
_____		Approved by agency
_____	_____	“Apprentice/Trainee”:
_____		Approval request from contractor
_____		Approved by agency

Construction Documentation (Chapter 52)

Initials	Date or N/A	
_____	_____	"Record of Material" received from WSDOT Materials Laboratory
_____	_____	Contractor provides copies of permits obtained from other agencies and/or property owners:
_____	_____	_____ Washington State Dept. of Wildlife/Fisheries-Hydraulic Permit
_____	_____	_____ Washington State Dept. of Ecology
_____	_____	_____ Irrigation Regionals
_____	_____	_____ Burlington Northern Railroad
_____	_____	_____ Union Pacific Railroad
_____	_____	_____ Air Pollution Control Authority
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	Temporary water pollution control plan approved
_____	_____	Agency requests updated ESA species listing every six months
_____	_____	Approved contractor's progress schedule
_____	_____	Received railroad insurance from contractor
_____	_____	Construction diary started
_____	_____	Inspector's diary started
_____	_____	"Certification of Materials Origin" received from contractor
_____	_____	Material source approval received
_____	_____	Plans for falsework and forms:
_____	_____	_____ Received from contractor
_____	_____	_____ Approved by agency
_____	_____	Required job site posters placed by contractor
_____	_____	_____ FHWA 1495 and 1495A – "Wage Rate Information"
_____	_____	_____ FHWA 1022 – "Fraud Notice Poster"
_____	_____	_____ OFCCP-1420 – "EEO is the Law"
_____	_____	_____ WISHA LI-416-81 – "Safety and Health Protection on the Job"
_____	_____	_____ Industrial insurance poster – LI-242-91
_____	_____	_____ Your rights as a worker – F700-053-000
_____	_____	_____ Family care and maternity – F700-025-000
_____	_____	_____ Approved "Statement of Intent to Pay Prevailing Wage"
_____	_____	_____ Copy of wage rates from contract documents
_____	_____	Daily construction signing records started (Checked twice daily and recorded)
_____	_____	Weekly statement of working days started
_____	_____	Material acceptance sampler appointed
_____	_____	Material independent assurance sampler appointed
_____	_____	Appointed office engineer for progress estimates and final records
_____	_____	Obtain a copy of the scale certifications
_____	_____	Daily scale check
_____	_____	Received FHWA Form 1391 for each July from contractor and subcontractors
_____	_____	FHWA Form 1392 prepared and sent to Region Highways and Local Programs

Initials	Date or N/A	
_____	_____	Received "Request to Sublet Work" and "Subcontractor or Agent Certification" from contractor
_____	_____	Approved request to sublet (subject to 70 percent limit)
_____	_____	Received "Intent to Pay Prevailing Wages" from contractor, subcontractors, and agents
_____	_____	Received approved "Intent to Pay Prevailing Wages" from Labor and Industries (required before first payment)
_____	_____	Checked first certified payroll from contractor and subcontractors to ensure payment of prevailing wages
_____	_____	Conducted random check of each successive payroll
_____	_____	Wage rate interviews conducted
_____	_____	Checked employee interview wage rate against certified payroll and Labor and Industries approved prevailing rate
_____	_____	Assigned Change Order Numbers _____ (Highways and Local Programs approval required when change order will alter the termini, character, or scope of work. Approval must be obtained before effective date of change order to be eligible for federal participation.)
_____	_____	Prepare change order that details basis and need for the change
_____	_____	Extension of time approved _____ days
_____	_____	Change order signed by contractor
_____	_____	Change order signed by surety (if required)
_____	_____	Verbal approval obtained from approving authority
_____	_____	Signed by approving authority
_____	_____	Original sent to contractor
_____	_____	Copy of approved change order sent to Region Highways and Local Programs Engineer
_____	_____	Supplement to Local Agency Agreement approved by the Director of Highways and Local Programs
_____	_____	Obtained copy of monthly estimate
_____	_____	Verified and documented that DBE is performing a commercially useful function prior to making a monthly payment
_____	_____	Prepared estimate
_____	_____	Checked estimate
_____	_____	Estimate sent to contractor
_____	_____	Estimate received from contractor
_____	_____	Obtain all "Intent to Pay Prevailing Wages" forms (for first month only; no payment can be made to the contractor until the form is received)
_____	_____	Overview of DBE Work (Chapter 26):
_____	_____	Verify work being done per Condition of Award Letter
_____	_____	Conduct on-site review(s) of each DBE to determine if the DBE is performing a commercially useful function (CUF)
_____	_____	Review change orders that affected DBE work

Initials	Date or N/A	
_____	_____	_____ DBE goal change approved by the Director of Highways and Local Programs
_____	_____	Overview of EEO (Chapter 27):
_____	_____	_____ Agency designates an EEO officer
_____	_____	_____ Conduct on-site compliance review
_____	_____	_____ Monitor DOT Form 820-010 each month for each trade
_____	_____	_____ Notify contractor of compliance or non-compliance with the contract provisions
_____	_____	_____ Ensure EEO signs are posted

Project Completion (Chapter 52)

_____	_____	_____ Prefinal inspection by local agency and contractor completed
_____	_____	_____ Final inspection by local construction agency and contractor completed
_____	_____	_____ Report of Non-American Made Material (GSP 0605.GR1) received from contractor
_____	_____	_____ Notice of completion sent to contractor
_____	_____	_____ Extension of time request with justification received from contractor
_____	_____	_____ Extension of time granted, _____ days
_____	_____	_____ Extension of time refused, _____ days
_____	_____	_____ _____ liquidated damages
_____	_____	_____ Letter sent notifying contractor of assessed liquidated damages
_____	_____	_____ Copy of completion notice requesting inspection and acceptance by Regional Local Programs
_____	_____	_____ Contractor submitted claim
_____	_____	_____ No claim submitted
_____	_____	_____ Notice of completion to:
_____	_____	_____ Department of Labor and Industries
_____	_____	_____ Department of Revenue
_____	_____	_____ Received "Affidavit of Wages Paid" from contractor and subcontractors
_____	_____	_____ Received ESA species listing for the project every six months
_____	_____	_____ Received "Quarterly Report of Amounts Credited as DBE Participation" from contractor
_____	_____	_____ Release received from Department of Labor and Industries
_____	_____	_____ Release received from Department of Revenue
_____	_____	_____ Comparison of preliminary and final quantities sent to approving authority
_____	_____	_____ Material certification form sent to approving authority
_____	_____	_____ Completed "Report of Contractor's Performance" for prime contractor

Initials	Date or N/A	
_____	_____	As built plan completed (to be retained indefinitely)
_____	_____	Final record book #1 completed
_____	_____	Final estimate approved by the approving authority
_____	_____	Final estimate received from contractor
_____	_____	Paid final estimate
_____	_____	Released retained percentage from escrow or mailed check to contractor

Project Closure (Chapters 23 and 53)

_____	_____	Completion letter sent to Region Highways and Local Programs Engineer (within 15 days after project is completed)
_____	_____	Final billing sent to Region Highways and Local Programs Engineer (within 90 days after completion)
_____	_____	Completed final field inspection by the Region Highways and Local Programs Engineer. Deficiencies (if any) will be noted on DOT Form 140-500.
_____	_____	Resolve deficiencies found during the above field inspection
_____	_____	Informed by Region Highways and Local Programs Engineer of WSDOT final billing approval

21.1 General Discussion

The Project Prospectus is the description of the proposed improvement which serves as the support document for Federal Highway Administration (FHWA) authorization of federal funds. The project prospectus may serve as the design report for those projects that are categorically excluded. The prospectus also provides a schedule which tells state and FHWA programmers when the local agency anticipates obligating federal funds.

The Project Prospectus is one of the main items contained in the project application package discussed in this chapter. Other items in this package include the Local Agency Agreement (see Chapter 22) and the items of supporting data listed in the Prospectus Submittal Checklist (Appendix 21.41).

21.2 Procedure for Submitting the Planning Application Package

Local agencies must submit the following to the Region Local Program Engineer:

- One copy of the completed Federal Aid Project Prospectus Planning Scope of Work.
- Original and one copy of the Local Agency Agreement signed by the approving authority (Chapter 22).
- Documented cost estimate (Chapter 22).

21.3 Procedure for Compiling the Project Application Package

Local agencies must submit the following to the Region Local Programs Engineer:

- Prospectus Submittal Checklist.
- Original and one copy of the completed Project Prospectus.
- Original and one copy of the Local Agency Agreement signed by the approving authority (Chapter 22).
- Documented cost estimate (Chapter 22).
- Supporting data listed in the Prospectus Submittal Checklist (Appendix 21.41).
- Original and one copy of the Environmental Classification Summary Form (Chapter 24).

A given project may not require all of the items in the checklist; however, the local agency must include all items that are relevant. Identify those items included with an “x” in the right column of the checklist. Many of the items listed in the checklist take place during the course of project development and are not complete at the time the prospectus is submitted. An agency may note such items on the checklist and submit them when they are completed. The latest point at which each item may be submitted is noted in Appendix 21.42 describing the item in detail.

Incomplete, incorrect, or missing items will delay project authorization.

The first item in the project application package is the checklist.

The next item is the three-page Federal Aid Project Prospectus itself, which must be filled out with the current project information. Page 1 of the Federal Aid Project Prospectus is used for the FHWA federal aid programming purposes. Pages 2 and 3 of the Federal Aid Project Prospectus give the state and FHWA additional information about the proposed project, such as design and accident data, and identify other government agencies that will be involved during project development. Appendix 21.43 contains instructions for completing the prospectus. Agency codes and numbers are provided in Appendices 21.44 through 21.46.

21.4 Appendices

- 21.41 Prospectus Submittal Checklist
- 21.42 Instructions for Project Application Transmittal Items
- 21.43 Instructions for Completing Project Prospectus
- 21.44 List of County Code Numbers and WSDOT Region Numbers
- 21.45 List of City Code Numbers
- 21.46 List of Urban Area Numbers
- 21.47 Local Agency Federal Aid Project Prospectus
- 21.48 Statewide Legislative Districts
- 21.49 Puget Sound Legislative Districts
- 21.50 Washington State Congressional Districts

21.5 Forms

Federal Aid Project Prospectus Planning Scope of Work

Appendix 21.41

Prospectus Submittal Checklist

Agency: _____ Project Title: _____

Use this sheet as a cover sheet to the project prospectus package. Place an "X" in the right column to denote items included.

If not applicable, state N/A. Include in the cover letter a comment explaining the action taken on each item as appropriate.

Note later with an "L" if the information will be supplied at a future date.

Application:

- 1. Project Prospectus (Chapter 21) _____
- 2. Vicinity Map _____
- 3. Typical Roadway or Pathway Section _____
- 4. Typical Bridge Section _____
- 5. Local Agency Agreement (Chapter 22) _____
- 6. Documented Cost Estimate (Chapter 22) _____
- 7. TIP/STIP Inclusion (MPO/County/Agency, selected/limited to \$) _____

Supporting Data:

- 8. Local Agency Design Matrix Checklist (Appendix 42.101) _____
- 9. Photos: (Railroad Crossing, ER event sites, as required) _____
- 10. Sample Deviation Analysis Format (Appendix 41.41) _____
- 11. Environmental Considerations (Chapter 24) _____
 - a. Class II Categorically Excluded (CE) — Environmental Classification Summary (ECS) _____
 - b. Class III Environmental Assessment (EA) _____
 - c. Class I Environmental Impact Statement (EIS) _____
 - d. SEPA Checklist _____
 - e. NEPA/SEPA/Section 404 Interagency Working Agreement _____
 - f. Evolutionarily Significant Unit (ESU) Determination of Effect Concurrence _____
- 12. Design Approval (Chapter 43) _____
 - a. Value Engineering Study (where applicable) _____
- 13. Location and Design Approval (Chapter 43) _____
- 14. Right of Way Requirements (Chapter 25) _____
 - a. Relocation Plan _____
 - b. Right of Way Plans _____
 - c. Right of Way Project Funding Estimate or True Cost Estimate _____
 - d. Request Right of Way Fund Authorization _____
- 15. Right of Way Certification (Appendix 25.149) _____
- 16. Agreements/Easements with Railroads, Utilities, and Other Agencies (Chapter 32) _____
- 17. Tied Bids (Chapter 44) _____

Remarks:

The application package shall include:

1. **Project Prospectus** (Attach completed prospectus submittal checklist)

To be included with original submittal and whenever there is a change in the scope of work termini or estimated cost. For planning projects, use the Project Prospectus Planning Scope of Work.

2. **Vicinity Map**

A vicinity map of the project with the termini clearly marked must be submitted with the Project Prospectus. The map should be 8.5 inches (212.5 mm) by 11 inches (275 mm), and of a scale such that a reviewer can identify the project area in the field. Show the agency name, project title, project termini, north arrow, map scale, and nearest city or distance to the nearest city/town, or major road intersection.

3. **Typical Roadway or Pathway Section**

Attach a sketch of the proposed roadway or pathway section showing all data pertaining to the section, including side slopes and limits of right of way. Also indicate stationing and note any variations of the section throughout the stationing. If the design does not conform to the design standards (see Section 41.6), a request for deviation from these standards with complete justification is required.

4. **Typical Bridge Section (If Necessary)**

Attach a sketch of the proposed bridge section showing all dimensions and type of construction and Structure ID #.

On bridge projects where approaches are to be included in the contract, include roadway section and length of the approaches. In cases where the structure consists of a main span and approach spans, the length of the approach spans should be indicated, if known.

5. **Local Agency Agreement**

This agreement is necessary on all projects involving federal funds and/or when state forces will be involved in the processing of projects. It must be submitted with the Project Prospectus. See Chapter 22 for instructions on completing the agreement.

6. **Documented Cost Estimate**

All funds shown on the Local Agency Agreement must be supported by a documented cost estimate that is based on an agency's best estimate of cost. See Chapter 22 for further explanation.

7. Deviation Request

See Appendix 41.72.

8. Hearing Notices

Chapters 24 and 43 outlines procedures for public hearings.

9. Location and Design Approval

For most projects, the Project Prospectus along with the data satisfying items 1 to 14 of this transmittal pavement design criteria and geometric design will be considered sufficient for the location and design report. For complicated projects requiring a more detailed location and design report, refer to Chapter 43.

10. Right of Way Requirements

- a. No right of way required. Mark appropriate box on prospectus. This serves as the agency's right of way certification.
- b. Right of way required. Mark appropriate box on prospectus and refer to Chapter 25 for further instructions.

11. Right of Way Certification

Required on all projects where right of way was acquired. Refer to Chapter 25 for further explanation.

12. Agreements/Easements With Railroads

Refer to Chapter 32 for instructions.

13. FAA Notification

Check with the nearest FAA office if the project is within 2 miles (3.2 km) of an airport, if significant.

14. Tied Bids

If the project has tied bids (see Chapter 44), indicate the approval date. If the project is tied to another federally funded project, include the federal aid project number of the project, along with other information outlined in Section 44.

Appendix 21.43

Instructions for Completing Project Prospectus

Ensure that reproductions are readable.

Federal Aid Project Number

Code the PREFIX and ROUTE number as outlined below:
(Do not fill in () to be used by WSDOT)

Prefix

<u>Code</u>	<u>Description</u>
STPUL	STP Urban Funds, population greater than 200,000 (Seattle/Everett, Spokane, Clark County)
STPUS	STP Urban Funds, population 5,000 to 200,000
STPR	STP Rural Funds, population less than 5,000
STPE	Enhancement Program (Section 12.32C)
STPF	Flex Program
CM	Congestion Mitigation/Air Quality Program Nonattainment Areas, population greater than 200,000
STPX	Safety program, elimination of rail-highway hazards on federal aid system
STPXP	Safety program, installation of rail-highway protective devices
STPH	Safety program, hazard elimination program
BRS	Bridge replacement project on rural system, financed with Bridge Replacement Funds
BHS	Bridge rehabilitation project on rural system, financed with Bridge Replacement Funds
BRM	Bridge replacement project on urban system financed with Bridge Replacement Funds
BHM	Bridge rehabilitation project on urban system financed with Bridge Replacement Funds
BROS	Bridge replacement project not on the federal aid system but financed with Bridge Replacement Funds
BHOS	Bridge rehabilitation project not on the federal aid system but financed with Bridge Replacement Funds
ER	Project financed with Emergency Relief Funds

Route Code

Federal Aid Project Route Number

<u>Description</u>	<u>Single Route</u>	<u>Multiple Routes</u>
Seattle, Everett Metropolitan Area	4-digit federal route number	Number is 9999
STPUS/STPUL	4-digit federal route number	Number is 99 followed by county number
STPR	4-digit federal route number	Number is Z9 followed by county number
STPH	4-digit federal route number	Number is 000S
STPE	If statewide selection: 1. For federally functionally classified work, 4-digit federal route number nearest or parallel to 2. Use off-system rules If not statewide selection: Number is EN followed by funding year (i.e., EN94)	Same as single routes
STPF	WSDOT to assign	WSDOT to assign
STPX/STPXP On-System Urban	4-digit federal route number	N/A
STPX/STPXP On-System Rural	4-digit federal route number	N/A
STPX/STPXP Off-System Urban	Number is city number	N/A
STPX/STPXP Off-System Rural	Number is 20 followed by county number	N/A
ER	Feds to assign	Feds to assign
BRS/BHS	4-digit federal route number	Number is Z9 followed by county number
BRM/BHM	4-digit federal route number	Number is 99 followed by county number
BROS/BHOS	Use off-system rules	Same as single routes
Off-System County	Number is 20 followed by county number	Same as single routes
Off-System City	Number is city number	Same as single routes

Date	Form is filled out.
<u>Federal Aid Project Number</u>	<u>Number assigned by H&LP to each federal aid project.</u>
<u>Central Contractor Registration Expiration Date</u>	<u>Date your agency's Central Contractor Registration (CCR) expires.</u>
Local Agency Project Number	Limited to eight (8) alpha/numeric characters that your agency identifies.
Federal Employer Tax ID Number	Required. Indicate the agency's tax identification number.
Agency	Required. This is your agency's name.
Federal Program Title	Enter the program number or title from the following list: 20.205 Highway Planning and Construction Most local agency projects are 20.205.
Project Title	Write the project's title, as shown in TIP/STIP.
Project Latitude and Longitude	Enter the project start and end latitude and longitude in the format below: Latitude N XX-XX-XX.XX Longitude W XXX-XX-XX.XX
Project Termini	Indicate the beginning and ending limits of the section to be improved. For railway/highway grade crossing projects, show the name of the railroad involved. For intersection projects write the name of the crossroad.
<u>City Name</u>	<u>Name of the nearest city to where the work is to be performed.</u> <u>For projects that span more than one jurisdiction, list the city where most of the work will be done.</u>
<u>ZIP Code</u>	<u>9-digit Zip Code of the location where the majority of the work will be done. (Not necessarily the same city named above.)</u>
From: To:	Indicate MP to MP or KP to KP.
Length of Project	Project's length in miles or kilometers.
Award Type	Mark the appropriate type.
Federal Agency	Indicate where the federal funds are coming from FHWA, etc.
City Number	For a city project, write the city number from Appendix 21.45.
County Number	Write your county number from Appendix 21.44.
County Name	Write the county the project is in.
WSDOT Region	Locate your WSDOT region number from Appendix 21.44 or 21.45.
Congressional District	Indicate the number of the congressional district or districts in which this project is located.
Legislative District	Indicate legislative district(s).

Urban Area Number	For projects inside urban areas, locate the appropriate urban area number from Appendix 21.46.																								
TMA/MPO/RTPO	For projects inside urban areas (population greater than 50,000), give the code which represents the MPO for your area. <table><thead><tr><th>Code</th><th>MPO</th></tr></thead><tbody><tr><td>BFCG</td><td>Benton-Franklin Council of Governments</td></tr><tr><td>RTC</td><td>Regional Transportation Council</td></tr><tr><td>PSRC</td><td>Puget Sound Regional Council</td></tr><tr><td>SRTC</td><td>Spokane Regional Transportation Council</td></tr><tr><td>YVCOG</td><td>Yakima Valley Conference of Governments</td></tr><tr><td>TRPC</td><td>Thurston Regional Planning Council</td></tr><tr><td>WCOG</td><td>Whatcom Council of Governments</td></tr><tr><td>CWCOG</td><td>Cowlitz-Wahkiakum Council of Governments</td></tr><tr><td>SCOG</td><td>Skagit Council of Governments</td></tr><tr><td>SWRTC</td><td>Southwest Washington Regional Transportation Council</td></tr><tr><td>WVTC</td><td>Wenatchee Valley Transportation Council</td></tr></tbody></table>	Code	MPO	BFCG	Benton-Franklin Council of Governments	RTC	Regional Transportation Council	PSRC	Puget Sound Regional Council	SRTC	Spokane Regional Transportation Council	YVCOG	Yakima Valley Conference of Governments	TRPC	Thurston Regional Planning Council	WCOG	Whatcom Council of Governments	CWCOG	Cowlitz-Wahkiakum Council of Governments	SCOG	Skagit Council of Governments	SWRTC	Southwest Washington Regional Transportation Council	WVTC	Wenatchee Valley Transportation Council
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SCOG	Skagit Council of Governments																								
SWRTC	Southwest Washington Regional Transportation Council																								
WVTC	Wenatchee Valley Transportation Council																								
Total Estimated Cost	Required for each phase of the project; estimate to the nearest hundred dollars.																								
Local Agency Funding	Required for each phase of the project; estimate to the nearest hundred dollars.																								
Federal Funds	Required for each phase of the project; estimate to the nearest hundred dollars.																								
Phase Start Date	Enter the month and year which expenditure for the phase will begin.																								
Description of Existing Facility	In one or two paragraphs, give a detailed description of the existing facility including but not limited to: (1) type, pavement, lane and shoulder width, horizontal and vertical alignment; and (2) condition of existing surfacing and roadway within project limits, and on adjacent sections at each end of the project. Note any substandard existing alignment and grade or other project deficiencies.																								
Description of Proposed Work	Check whether the project is new construction, 3-R or 2-R as described in Chapter 42. Explain the nature of the improvement proposed such as widening of existing roadway for additional lanes or left-turn channelization; or to provide signalization to an intersection. Give the purpose of the improvement, such as upgrade facility to current standards, or to remedy a hazardous situation, or reduce congestion. Indicate the major work involved, such as grading, surfacing, bridge construction, drainage, etc. Give a contact person for the project in case there are questions.																								
Project Prospectus Approval	The project prospectus will be reviewed and approved by the agency. If the agency has CA status the designated authority per the agreement on file will sign the form. If the agency does not have CA status the Region Local Program Engineer will review and approve the prospectus and the agency will sign the form.																								

The agency shall submit a revised project prospectus when the project termini, scope, right of way, or description of proposed work is revised or modified.

Geometric Design Data

Refer to design report data and/or Chapter 42.

Performance of Work

PE: Indicate who will be performing the work and the percentage of the work they will do.

CN: Indicate if work is to be done by contract and/or local forces and the percentage to be done by each.

Environmental Classification

Mark the appropriate NEPA class of the project as defined in Chapter 24.2.

Class I, if the nature of the proposed improvement is likely to have a significant impact on the environment and an “Environmental Impact Statement” (EIS) is required. Check the box pertaining to the NEPA/SEPA/Section 404 Interagency Agreement if the project requires an individual permit from the U.S. Corps of Engineers.*

Class II, if the project is not expected to have a significant impact on the environment and a “Categorical Exclusion” (CE) is determined. Completion of the Environmental Classification Summary (ESC) is required.*

Class III, when the significance of the impact on the environment is not clearly established and an “Environmental Assessment” (EA) will be required. Check the box pertaining to the NEPA/SEPA/Section 404 Interagency Agreement if the project requires an individual permit from the U.S. Corps of Engineers.*

***This includes a biological assessment effect determination for each project.**

Environmental Considerations

If the box for either a Class I or Class III category action is checked under the Environmental Classification section, make reference to the enclosed Environmental Classification Summary Form marked preliminary. If the project is a Class II “Projects That Require Documentation and FHWA Approval,” make reference to the enclosed Environmental Classification Summary Form, if available at this time, or in a brief narrative, describe the environmental impact of the proposed project.

Right of Way Requirements

- a. No right of way required. Projects need only check no right of way.
- b. Right of way required. A Right of Way Project Funding Estimate or True Cost Estimate, a Right of Way Plan, and a Relocation Plan (if required).

If right of way acquisition becomes necessary on a job previously submitted as having no right of way, a Project Funding Estimate or True Cost Estimate would need to be submitted to the Regional Highways and Local Programs Engineer.

Description of Utility Relocation or Adjustments and Existing Major Structures Involved

Indicate the agency responsible for any relocation and/or adjustments.

- a. Existing utilities-type of utility, publicly or privately owned, and other pertinent information.
- b. Existing major structures — number, year built, overall length and conditions, roadway width, estimated or posted capacity, and proposed treatment of any substandard structures to remain in place.

Appendix 21.44

List of County Code Numbers and WSDOT Region Numbers

County Name	WSDOT Region	County Code Number
*Adams	EAST	01
Asotin	SC	02
Benton	SC	03
Chelan	NC	04
Clallam	OLY	05
Clark	SW	06
*Columbia	SC	07
Cowlitz	SW	08
Douglas	NC	09
*Ferry	EAST	10
Franklin	SC	11
*Garfield	SC	12
Grant	NC	13
Grays Harbor	OLY	14
Island	NW	15
Jefferson	OLY	16
King	NW	17
Kitsap	OLY	18
Kittitas	SC	19
*Klickitat	SW	20
Lewis	SW	21
*Lincoln	EAST	22
Mason	OLY	23
*Okanogan	NC	24
*Pacific	SW	25
*Pend Oreille	EAST	26
Pierce	OLY	27
*San Juan	NW	28
Skagit	NW	29
*Skamania	SW	30
Snohomish	NW	31
Spokane	EAST	32
*Stevens	EAST	33
Thurston	OLY	34
*Wahkiakum	SW	35
Walla Walla	SC	36
Whatcom	NW	37
Whitman	EAST	38
Yakima	SC	39

*Counties without urban areas since 1980.

Appendix 21.45

List of City Code Numbers

City	County Code Number	WSDOT Region	City Code Number
Aberdeen	14	OLY	0005
Airway Heights	32	EAST	0010
Albion	38	EAST	0015
Algona	17	NW	0020
Almira	22	EAST	0025
Anacortes	29	NW	0030
Arlington	31	NW	0045
Asotin	02	SC	0050
Auburn	17	NW	0055
Bainbridge Island	18	OLY	0058
Battleground	06	SW	0060
Beaux Arts	17	NW	0070
Bellevue	17	NW	0075
Bellingham	37	NW	0080
Benton City	03	SC	0085
Bingen	20	SW	0090
Black Diamond	17	NW	0095
Blaine	37	NW	0100
Bonney Lake	27	OLY	0105
Bothell	17, 31	NW	0110
Bremerton	18	OLY	0115
Brewster	24	NC	0120
Bridgeport	09	NC	0125
Brier	31	NW	0127
Buckley	27	OLY	0130
Bucoda	34	OLY	0135
Burien	17	NW	0138
Burlington	29	NW	0140
Camas	06	SW	0145
Carbonado	27	OLY	0150
Carnation	17	NW	0155
Cashmere	04	NC	0165
Castle Rock	08	SW	0170
Cathlamet	35	SW	0175

City	County Code Number	WSDOT Region	City Code Number
Centralia	21	SW	0180
Chehalis	21	SW	0190
Chelan	04	NC	0195
Cheney	32	EAST	0200
Chewelah	33	EAST	0205
Clarkston	02	SC	0215
Cle Elum	19	SC	0220
Clyde Hill	17	NW	0225
Colfax	38	EAST	0230
College Place	36	SC	0235
Colton	38	EAST	0240
Colville	33	EAST	0250
Conconully	24	NC	0255
Concrete	29	NW	0260
Connell	11	SC	0265
Cosmopolis	14	OLY	0270
Coulee City	13	NC	0275
Coulee Dam	24	NC	0280
Coupeville	15	NW	0290
Covington	17	NW	0293
Creston	22	EAST	0295
Cusick	26	EAST	0300
Darrington	31	NW	0305
Davenport	22	EAST	0310
Dayton	07	SC	0315
Deer Park	32	EAST	0320
Des Moines	17	NW	0325
Dupont	27	OLY	0330
Duvall	17	NW	0335
East Wenatchee	09	NC	0350
Eatonville	27	OLY	0360
Edgewood	27	OLY	0362
Edmonds	31	NW	0365
Electric City	13	NC	0375

City	County Code Number	WSDOT Region	City Code Number
Ellensburg	19	SC	0380
Elma	14	OLY	0385
Elmer City	24	NC	0390
Endicott	38	EAST	0395
Entiat	04	NC	0405
Enumclaw	17	NW	0410
Ephrata	13	NC	0415
Everett	31	NW	0420
Everson	37	NW	0425
Fairfield	32	EAST	0430
Farmington	38	EAST	0440
Federal Way	17	NW	0443
Ferndale	37	NW	0445
Fife	27	OLY	0450
Fircrest	27	OLY	0455
Forks	05	OLY	0465
Friday Harbor	28	NW	0470
Garfield	38	EAST	0480
George	13	NC	0488
Gig Harbor	27	OLY	0490
Gold Bar	31	NW	0495
Goldendale	20	SW	0500
Grand Coulee	13	NC	0510
Grandview	39	SC	0515
Granger	39	SC	0520
Granite Falls	31	NW	0525
Hamilton	29	NW	0535
Harrah	39	SC	0540
Harrington	22	EAST	0545
Hartline	13	NC	0550
Hatton	01	EAST	0555
Hoquiam	14	OLY	0560
Hunts Point	17	NW	0570
Ilwaco	25	SW	0575
Index	31	NW	0580

City	County Code Number	WSDOT Region	City Code Number
Ione	26	EAST	0585
Issaquah	17	NW	0590
Kahlotus	11	SC	0595
Kalama	08	SW	0600
Kelso	08	SW	0605
Kenmore	17	NW	0609
Kennewick	03	SC	0610
Kent	17	NW	0615
Kettle Falls	33	EAST	0620
Kirkland	17	NW	0625
Kittitas	19	SC	0630
Krupp	13	NC	0635
La Center	06	SW	0640
La Conner	29	NW	0650
La Crosse	38	EAST	0655
Lacey	34	OLY	0643
Lake Forest Park	17	NW	0658
Lake Stevens	31	NW	0660
Lakewood	27	OLY	0665
Lamont	38	EAST	0668
Langley	15	NW	0670
Latah	32	EAST	0675
Leavenworth	04	NC	0680
Lind	01	EAST	0685
Long Beach	25	SW	0690
Longview	08	SW	0695
Lyman	29	NW	0705
Lynden	37	NW	0710
Lynnwood	31	NW	0715
Mabton	39	SC	0725
Malden	38	EAST	0730
Mansfield	09	NC	0735
Maple Valley	17	NW	0739
Marcus	33	EAST	0740
Marysville	31	NW	0745
Mattawa	13	NC	0750

City	County Code Number	WSDOT Region	City Code Number
McCleary	34	OLY	0720
Medical Lake	32	EAST	0755
Medina	17	NW	0760
Mercer Island	17	NW	0757
Mesa	11	SC	0765
Metaline	26	EAST	0770
Metaline Falls	26	EAST	0775
Mill Creek	31	NW	0778
Millwood	32	EAST	0780
Milton	17,27	OLY	0785
Monroe	31	NW	0790
Montesano	14	OLY	0795
Morton	21	SW	0800
Moses Lake	13	NC	0805
Mossyrock	21	SW	0810
Mount Vernon	29	NW	0820
Mountlake Terrace	31	NW	0815
Moxee City	39	SC	0825
Mukilteo	31	NW	0830
Naches	39	SC	0835
Napavine	21	SW	0840
Nespelem	24	NC	0855
New Castle	17	NW	0858
Newport	26	EAST	0860
Newport Hills	17	NW	0863
Nooksack	37	NW	0865
Normandy Park	17	NW	0870
North Bend	17	NW	0875
North Bonneville	30	SW	0880
Northport	33	EAST	0885
Oak Harbor	15	NW	0895
Oakesdale	38	EAST	0890
Oakville	14	OLY	0900
Ocean Shores	14	OLY	0907
Odessa	22	EAST	0910
Okanogan	24	NC	0915
Olympia	34	OLY	0920

City	County Code Number	WSDOT Region	City Code Number
Omak	24	NC	0925
Oroville	24	NC	0935
Orting	27	OLY	0940
Othello	01	NC	0945
Pacific	17	NW	0950
Palouse	38	EAST	0955
Pasco	11	SC	0960
Pateros	24	NC	0970
PeEll	21	SW	0975
Pomeroy	12	SC	0985
Port Angeles	05	OLY	0990
Port Orchard	18	OLY	1000
Port Townsend	16	OLY	1005
Poulsbo	18	OLY	1010
Prescott	36	SC	1015
Prosser	03	SC	1020
Pullman	38	EAST	1025
Puyallup	27	OLY	1030
Quincy	13	NC	1040
Rainier	34	OLY	1050
Raymond	25	SW	1055
Reardan	22	EAST	1060
Redmond	17	NW	1065
Renton	17	NW	1070
Republic	10	EAST	1075
Richland	03	SC	1080
Ridgefield	06	SW	1085
Ritzville	01	EAST	1090
Riverside	24	NC	1095
Rock Island	09	NC	1105
Rockford	32	EAST	1100
Rosalia	38	EAST	1115
Roslyn	19	SC	1120
Roy	27	OLY	1125
Royal City	13	NC	1127
Ruston	27	OLY	1130

City	County Code Number	WSDOT Region	City Code Number
St. John	38	EAST	1135
Sammammish	17	NW	1136
SeaTac	17	NW	1139
Seattle	17	NW	1140
Sedro Woolley	29	NW	1150
Selah	39	SC	1155
Sequim	05	OLY	1160
Shelton	23	OLY	1165
Shoreline	17	NW	1169
Skykomish	17	NW	1175
Snohomish	31	NW	1180
Snoqualmie	17	NW	1185
Soap Lake	13	NC	1190
South Bend	25	SW	1195
South Cle Elum	19	SC	1205
South Prairie	27	OLY	1210
Spangle	32	EAST	1215
Spokane	32	EAST	1220
Spokane Valley	32	EAST	1223
Sprague	22	EAST	1225
Springdale	33	EAST	1230
Stanwood	31	NW	1235
Starbuck	07	SC	1240
Steilacoom	27	OLY	1245
Stevenson	30	SW	1250
Sultan	31	NW	1255
Sumas	37	NW	1265
Sumner	27	OLY	1270
Sunnyside	39	SC	1275
Tacoma	27	OLY	1280
Tekoa	38	EAST	1285
Tenino	34	OLY	1290
Tieton	39	SC	1295
Toledo	21	SW	1300
Tonasket	24	NC	1305
Toppenish	39	SC	1310
Tukwila	17	NW	1320
Tumwater	34	OLY	1325
Twisp	24	NC	1330

City	County Code Number	WSDOT Region	City Code Number
Union Gap	39	SC	1335
Uniontown	38	EAST	1340
University Place	27	OLY	1343
Vader	21	SW	1345
Vancouver	06	SW	1350
Waitsburg	36	SC	1360
Walla Walla	36	SC	1365
Wapato	39	SC	1375
Warden	13	NC	1380
Washougal	06	SW	1385
Washtucna	01	EAST	1390
Waterville	09	NC	1395
Waverly	32	EAST	1400
Wenatchee	04	NC	1405
West Richland	03	SC	1425
Westport	14	OLY	1420
White Salmon	20	SW	1435
Wilbur	22	EAST	1440
Wilkeson	27	OLY	1445
Wilson Creek	13	NC	1450
Winlock	21	SW	1455
Winslow	18	OLY	1460
Winthrop	24	NC	1465
Woodinville	17	NW	1468
Woodland	08	SW	1470
Woodway	31	NW	1475
Yacolt	06	SW	1480
Yakima	39	SC	1485
Yarrow Point	17	NW	1490
Yelm	34	OLY	1495
Zillah	39	SC	1500

1. Seattle and Everett
2. Spokane
3. Vancouver
4. Pasco, Kennewick, Richland
5. Yakima, Union Gap, Selah
6. Olympia, Lacey, Tumwater
7. Bremerton, Port Orchard
8. Bellingham
9. Kelso, Longview
10. Aberdeen, Cosmpolis, Hoquiam
11. Walla Walla, College Place
12. Pullman
13. Wenatchee, East Wenatchee
14. Port Angeles
15. Centralia, Chehalis
16. Camas, Washougal
17. Ellensburg
18. Moses Lake, Grant County
19. Oak Harbor
20. Shelton
21. Anacortes
22. Mount Vernon, Burlington
23. Cheney
24. Sunnyside
25. Ephrata
26. Clarkston
27. Toppenish
28. Port Townsend
29. Tacoma
30. Sedro Woolley
31. Grandview
32. Enumclaw
33. Ferndale
34. Lynden
35. Otis Orchards

Appendix 21.47

Local Agency Federal Aid Project Prospectus



**Washington State
Department of Transportation**

Local Agency Federal Aid Project Prospectus

Prefix		Route	()	Date	
Federal Aid Project Number				Central Contractor Registration Exp. Date	
Local Agency Project Number			(WSDOT Use Only)	Federal Employer Tax ID Number	
Agency			Federal Program Title <input type="checkbox"/> 20.205 <input type="checkbox"/> Other		
Project Title			Start Latitude N	Start Longitude W	
			End Latitude N	End Longitude W	
Project Termini From -- To			Nearest City Name		Project Zip Code
From:	To:	Length of Project		Award Type <input type="checkbox"/> Local <input type="checkbox"/> Local Forces <input type="checkbox"/> State <input type="checkbox"/> Railroad	
Federal Agency <input type="checkbox"/> FHWA <input type="checkbox"/> Others		City Number	County Number	County Name	WSDOT Region
Congressional District		Legislative Districts		Urban Area Number	TMA / MPO / RTPO

Phase	Total Estimated Cost (Nearest Hundred Dollar)	Local Agency Funding (Nearest Hundred Dollar)	Federal Funds (Nearest Hundred Dollar)	Phase Start Date	
				Month	Year
P.E.					
R/W					
Const.					
Total					

Description of Existing Facility (Existing Design and Present Condition)	
Roadway Width	Number of Lanes

Description of Proposed Work
Description of Proposed Work (Attach additional sheet(s) if necessary)

Local Agency Contact Person	Title	Phone
Mailing Address	City	State WA Zip Code
Project Prospectus Approval By _____ Approving Authority Title _____ Date _____		

Agency	Project Title	Date
--------	---------------	------

Type of Proposed Work

Project Type (Check all that Apply)	Roadway Width	Number of Lanes
<input type="checkbox"/> New Construction <input type="checkbox"/> Path / Trail <input type="checkbox"/> 3-R <input type="checkbox"/> Reconstruction <input type="checkbox"/> Pedestrian / Facilities <input type="checkbox"/> 2-R <input type="checkbox"/> Railroad <input type="checkbox"/> Parking <input type="checkbox"/> Other <input type="checkbox"/> Bridge		

Geometric Design Data

Description	Through Route	Crossroad
Federal Functional Classification	<input type="checkbox"/> Urban <input type="checkbox"/> Rural	<input type="checkbox"/> Urban <input type="checkbox"/> Rural
	<input type="checkbox"/> Principal Arterial <input type="checkbox"/> Minor Arterial <input type="checkbox"/> Collector <input type="checkbox"/> Major Collector <input type="checkbox"/> Minor Collector <input type="checkbox"/> Access Street/Road	<input type="checkbox"/> Principal Arterial <input type="checkbox"/> Minor Arterial <input type="checkbox"/> Collector <input type="checkbox"/> Major Collector <input type="checkbox"/> Minor Collector <input type="checkbox"/> Access Street/Road
Terrain	<input type="checkbox"/> Flat <input type="checkbox"/> Roll <input type="checkbox"/> Mountain	<input type="checkbox"/> Flat <input type="checkbox"/> Roll <input type="checkbox"/> Mountain
Posted Speed		
Design Speed		
Existing ADT		
Design Year ADT		
Design Year		
Design Hourly Volume (DHV)		

Performance of Work

Preliminary Engineering Will Be Performed By	Others	%	Agency	%
Construction Will Be Performed By	Contract	%	Agency	%

Environmental Classification

Final Preliminary

Class I - Environmental Impact Statement (EIS)
 Class II - Categorically Excluded (CE)

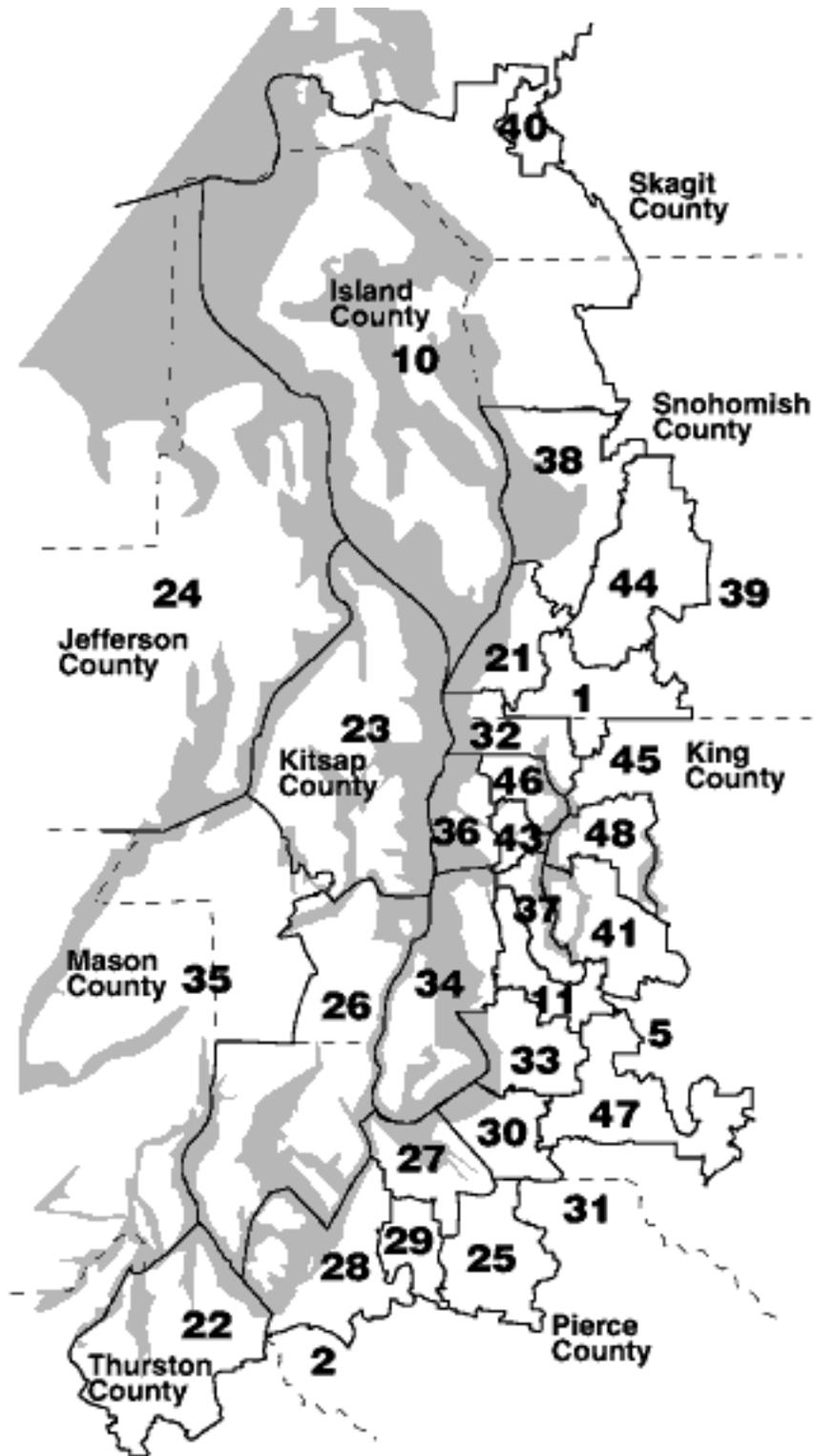
Project Involves NEPA/SEPA Section 404 Interagency Agreement
 Projects Requiring Documentation (Documented CE)

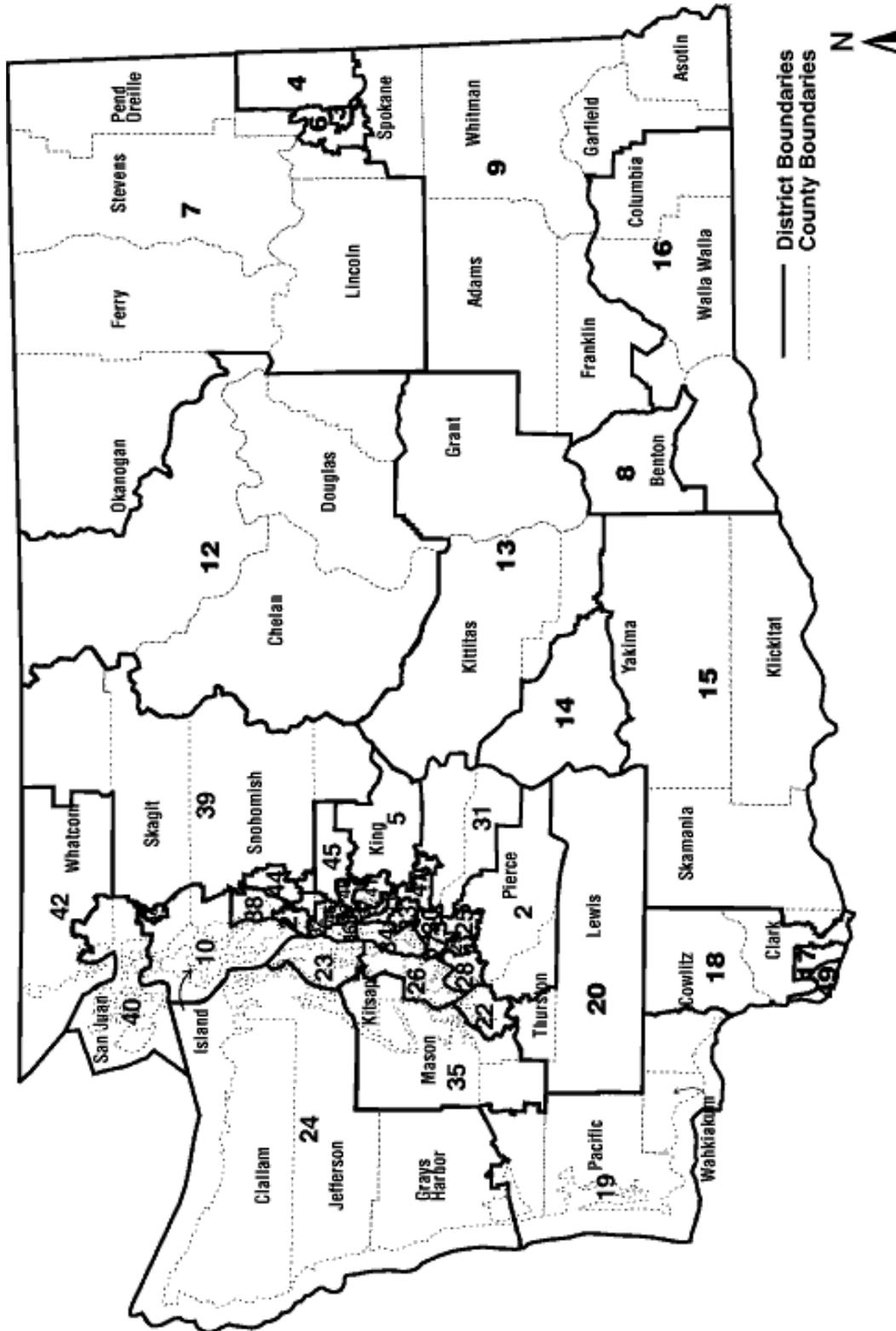
Class III - Environmental Assessment (EA)

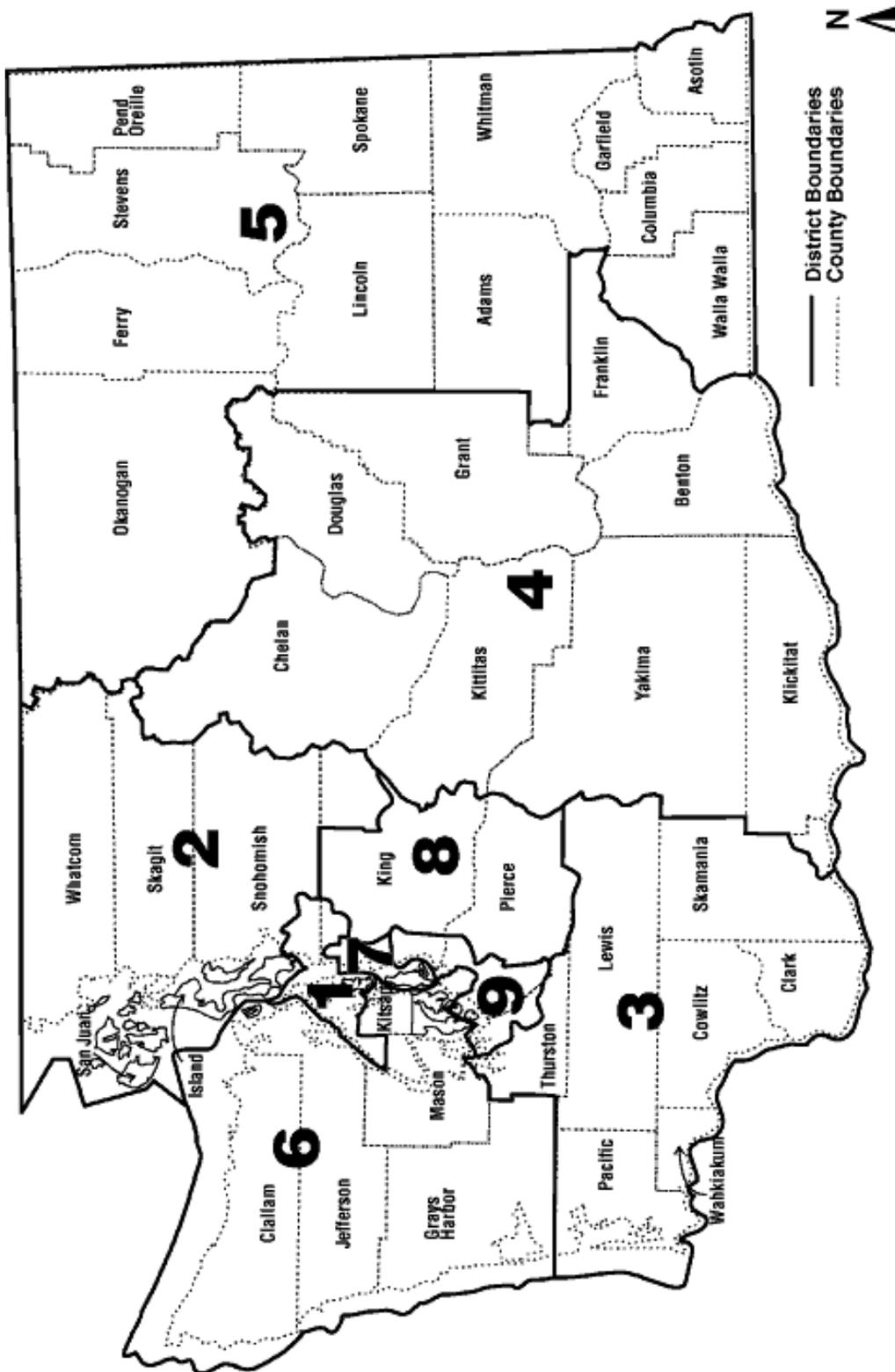
 Project Involves NEPA/SEPA Section 404 Interagency Agreement

Environmental Considerations

Agency	Project Title	Date
Right of Way		
<input type="checkbox"/> No Right of Way Required * All construction required by the contract can be accomplished within the existing right of way.	<input type="checkbox"/> Right of Way Required <input type="checkbox"/> No Relocation	<input type="checkbox"/> Relocation Required
Description of Utility Relocation or Adjustments and Existing Major Structures Involved in the Project		
FAA Involvement Is any airport located within 3.2 kilometers (2 miles) of the proposed project? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Remarks		
This project has been reviewed by the legislative body of the administration agency or agencies, or it's designee, and is not inconsistent with the agency's comprehensive plan for community development.		
Agency _____		
Date _____	By _____ <div style="text-align: right; margin-top: -15px;">Mayor/Chairperson</div>	
DOT Form 140-101 EF Revised 11/10	Page 3 of 3	







FEDERAL-AID PROJECT PROSPECTUS
PLANNING SCOPE OF WORK

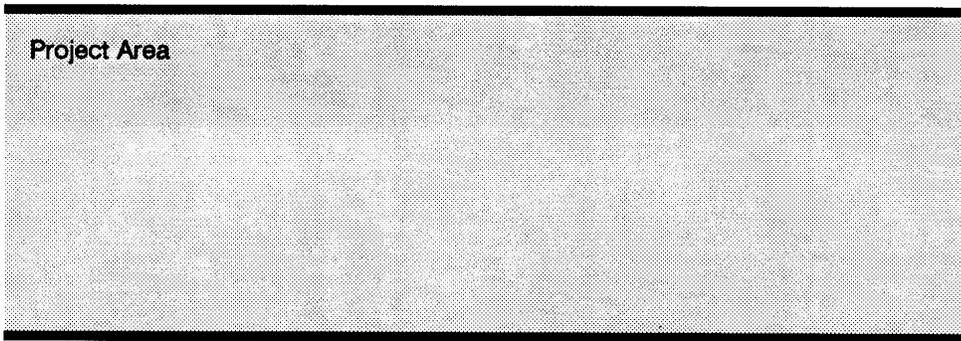
Agency _____ Federal Aid Project Number _____

Project Title _____

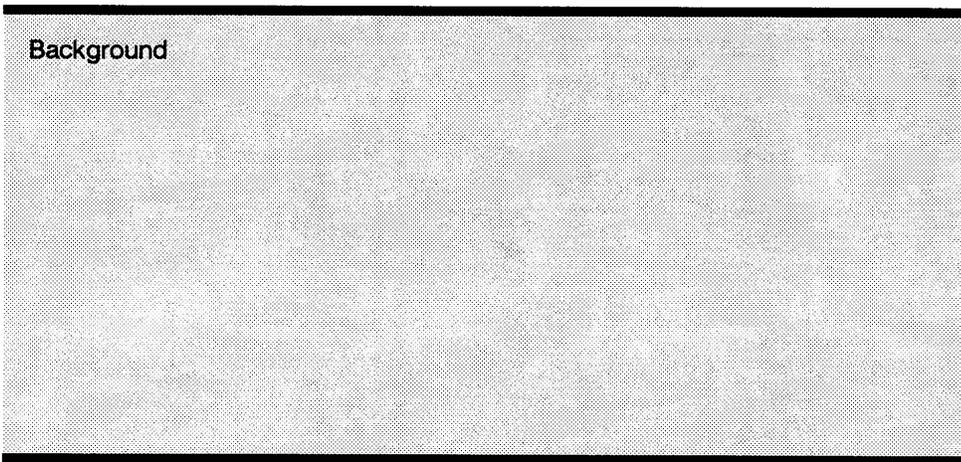
Federal Funding Program _____ Amount _____

Matching Funds _____ Total Amount _____

Project Area



Background



Type of Study (check all that apply)

Region _____ Area _____ Corridor _____ Intersection _____

Design _____ Feasibility _____ Modeling _____

Other _____

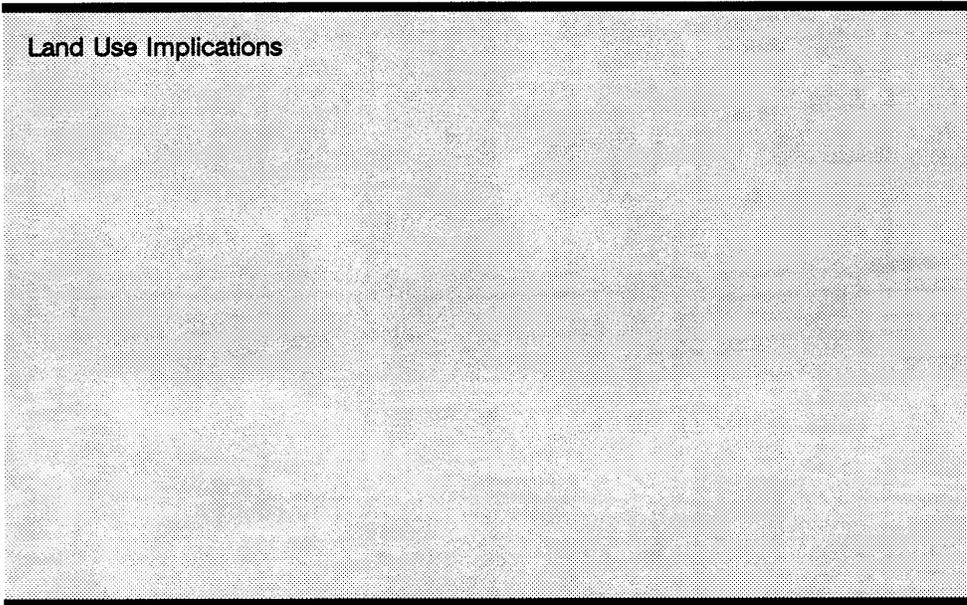
Scope of Work

Public Involvement Plan

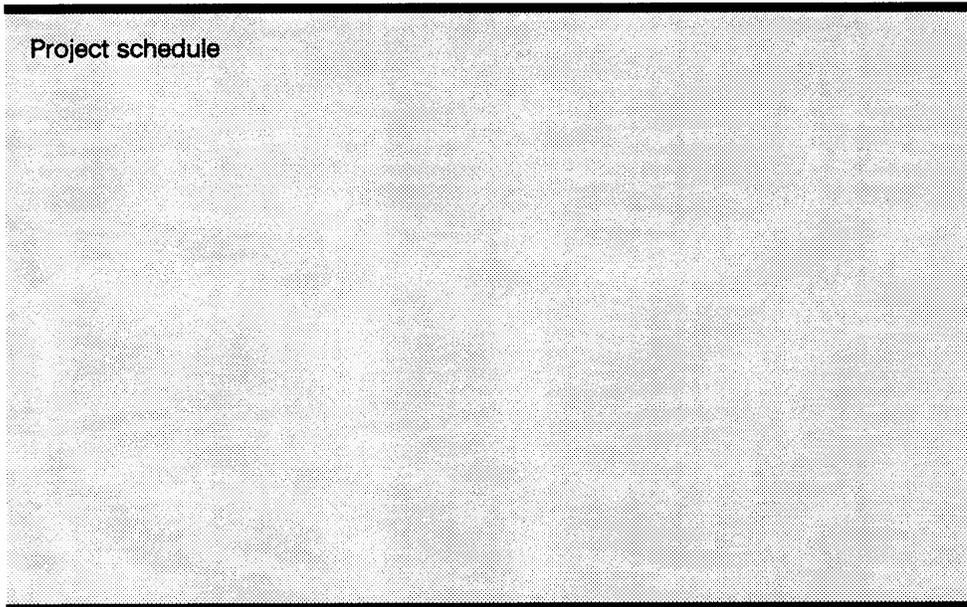
Environmental Considerations

TDM/TSM and Transit alternatives to be considered

Land Use Implications



Project schedule



Cost Breakdown by Task

Deliverable Final Products

24.1 General Discussion

This chapter summarizes the regulations and federal coordination processes that a local agency must follow for a Federal Highway Administration (FHWA) funded project. This chapter is intended to be used in conjunction with the *Local Programs Environmental Classification Summary (ECS) Guidebook*, which contains H&LP's detailed guidance and required environmental procedures for complying with the National Environmental Policy Act (NEPA). FHWA's approval of NEPA, in particular their signature on the ECS, does not signify an approval of the State Environmental Policy Act (SEPA), nor any applicable local, state, and federal permits. Local agencies are responsible for ensuring compliance with SEPA and obtaining all applicable local, state, and federal permits. While the local agency may utilize the analysis completed in the NEPA process to assist in the completion of SEPA and applicable permits, NEPA approval must not be misconstrued as a guaranteed approval of any other local, state, or federal requirement. The local agency must work with other agencies, as appropriate, to provide the required analysis to complete their responsibilities under SEPA and other local, state, and federal permit and process requirements.

Projects involving federal funds, permits, or land are governed by a number of environmental requirements, including but not limited to:

- NEPA of 1969, 42 USC 4321 et. seq.
- Council on Environmental Quality Regulations for Implementing NEPA, 40 CFR, Part 1500, et. seq.
- Federal Highway Administration and Federal Transit Administration Implementing Regulations, 23 CFR, Parts 771, 772 and 774.
- Environmental Impact and Related Procedures, 49 CFR, Part 622.
- Section 7 of the Endangered Species Act (ESA), 50 CFR, Part 402.
- Section 106 of the National Historic Preservation Act, 36 CFR, Part 800.
- Presidential Executive Order 12898 – Environmental Justice.
- Section 4(f) of the U.S. Department of Transportation Act of 1966.

This chapter must be used in conjunction with the *Local Programs ECS Guidebook*, the Washington State Department of Transportation's (WSDOT) *Environmental Procedures Manual (EPM) M 31-11*, and both the *Plain Talk* and *Reader-Friendly Tool Kits* to conduct all applicable environmental

evaluations. The Local Programs *ECS Guidebook* can be found at www.wsdot.wa.gov/nr/rdonlyres/87901eb4-008a-43a0-9db7-2179e0bc939f/0/ecsguidebooksecure.pdf. The *Plain Talk Toolkit* can be found at www.wsdot.wa.gov/library/plaintalk.htm. The *Reader-Friendly Tool Kit* can be found at www.wsdot.wa.gov/environment/readerfriendly.htm and the EPM can be found at www.wsdot.wa.gov/publications/manuals/m31-11.htm.

The *ECS Guidebook* and the EPM provide detailed information on the processes, procedures and documentation requirements for all of environmental considerations. While Chapter 24 summarizes the coordination processes, it must be used in tandem with the *ECS Guidebook*, EPM, and the other chapters of the LAG manual to ensure compliance with NEPA and other federal requirements.

Environmental analysis begins with determining the appropriate project NEPA classification, which is normally one of the initial steps in project development. A project will be classified as one of three defined classes, depending upon the significance of its impacts.

Federal regulations require the use of an interdisciplinary approach to assess a project's social, economic, and environmental impacts. "Interdisciplinary" means integrated consideration of the project's aspects through such disciplines as biology, economics, geology, sociology, planning, and archaeology, in addition to traditional civil engineering expertise. Interdisciplinary requirements for each class of project are discussed in Sections 24.3, .4, and .5. The Region Local Programs Engineer (LPE) can advise local agencies on how to set up an interdisciplinary approach.

Prior to approval of final NEPA documents, FHWA requires that a subsequent phase of a project be programmed into the STIP. Eligible phases include Right of Way, Preliminary Engineering, and Construction. In cases where no federal money is available for a subsequent phase, projects may be listed in the STIP by allocating local agency money for a subsequent project phase.

24.2 Project Classification

All projects will be classified as a "Class I", "II", or "III" project, as defined in the following sections. The classification should occur as early as possible in the project's development, since the scope of the subsequent environmental analysis and documentation process is dependent upon the project's classification.

If a local agency requires assistance in determining the appropriate environmental classification of a project, they are encouraged to contact the Region LPE to arrange for a field review of the proposed project. The FHWA must be involved in determining if a Class I or III classification is appropriate to undertake. This determination must occur prior to initiating the NEPA process.

The following subsections define the three classifications of NEPA documentation and lists the types of work typically associated with each classification.

.21 Class I – Environmental Impact Statement (EIS). Class I projects include actions that are likely to result in significant impacts to the environment by virtue of their impacts to land use, planned growth, development patterns, traffic volumes, travel patterns, transportation services or natural resources, or due to the likelihood that the project will create a significant public controversy.

Projects that typically require an EIS, include, but are not limited to:

- New construction of a controlled access freeway.
- A highway project of four or more lanes on a new location.
- New construction or extension of fixed-rail transit facilities (for example, rapid rail, light rail, commuter rail, automated-guideway transit).
- New construction or extension of a separate roadway for buses or high-occupancy vehicles not located within an existing highway facility.

It is important to note that these types of projects typically require an EIS. However, this does not mean that these types of projects will always require an EIS. Each project must be evaluated for its potential impacts on the environment—the level of significance associated with each impact will determine the appropriate level of documentation.

The NEPA process begins with the local agency completing a preliminary “Environmental Classification Summary” (ECS) form utilizing the most current project information. The ECS is submitted by the local agency with a Project Prospectus and Local Agency Agreement to the Region LPE for submittal to Highways & Local Programs (H&LP). H&LP will submit the preliminary ECS to FHWA and set up a meeting with the appropriate parties to confirm NEPA classification. The preliminary ECS should identify potential environmental issues associated with each alternative. This information will be used by FHWA to determine the appropriate level of NEPA classification. This step must be completed early on in the process.

.22 Class II – Categorical Exclusion (CE). Class II projects are actions that generally do not result in significant impacts.

CEs are actions which meet the definition contained in 23 CFR 771.117 and 40 CFR 1508.4 and, based on previous experience with similar actions, do not involve significant environmental impacts. They are actions which:

- Do not induce significant impacts to planned growth or land use for the area.
- Do not require the relocation of significant numbers of people.

- Do not have a significant impact on any natural, cultural, recreational, historic, or other resource.
- Do not involve significant air, noise, or water quality impacts.
- Do not have significant impacts on travel patterns.
- Do not otherwise, either individually or cumulatively, have any significant environmental impacts.

Any action which normally is classified as a CE, but may involve unusual circumstances will require the FHWA and FTA, in cooperation with the applicant, to conduct appropriate environmental studies to determine if the CE classification is appropriate. Such unusual circumstances may include:

- Considerable impacts to the environment.
- Substantial controversy on environmental grounds.
- Impacts to properties protected by Section 4(f) of the Department of Transportation Act or Section 106 of the National Historic Preservation Act.
- Inconsistencies with any federal, state, or local law, requirement, or administrative determination relating to the environmental aspects of the action.

Appropriate environmental studies may include, but are not limited to, the preparation of a biological assessment, cultural resources survey, Section 4(f) evaluation, noise study, air quality study, and wetlands report. The results of these reports (provided the analysis illustrates a lack of significant impacts) support a documented CE (DCE) determination.

.23 Class III – Environmental Assessment. For actions in which the significance of the impacts of the project on the environment is not clearly established, an EA is prepared to determine the extent of environmental impacts and to determine whether the preparation of an EIS is appropriate. An EIS is not required when the findings of an EA support the issuance of a Finding of No Significant Impacts (FONSI) by FHWA.

The local agency completes a preliminary Local Agency ECS form, utilizing known project information, as developed in the planning stage and/or Growth Management Act requirements. The ECS is submitted by the local agency with a Project Prospectus and Local Agency Agreement to the Region LPE for submittal to H&LP. H&LP will submit the preliminary ECS to FHWA and set up a meeting with the appropriate parties to confirm NEPA classification.

24.3 Procedures for Class I (EIS) Projects

A local agency project that anticipates significant environmental, social, or economic impacts, and involves federal funding, federal lands, or federal permits, must comply with NEPA process and procedures for public and agency involvement.

The steps in the NEPA process and procedures include:

- Hold partner confirmation meeting.
- Establish interdisciplinary team (IDT).
- Send Project Initiation Letter to FHWA.
- SAGES Coordination.
- Publish Notice of Intent (NOI).
- Conduct EIS scoping.
- Develop and apply screening criteria to alternatives developed so far.
- Select alternatives to study in draft EIS (DEIS).
- Begin discipline studies.
- Prepare DEIS.
- Circulate DEIS and file with U.S. Environmental Protection Agency (EPA).
- Hold EIS/design public hearing if required or desired.
- Select preferred alternative and prepare Final EIS (FEIS).
- Issue FEIS and file with USEPA and Ecology.
- Prepare and issue Record of Decision (ROD).
- Wait for seven days prior to approving design file or eight-point access study.

.31 SAFETEA-LU Overview. Section 6002 of the 2005 Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA–LU) established a new coordination and public input process for developing NEPA EISs for highway, public transportation capital, and multimodal projects. SAFETEA–LU 6002 does not override or change NEPA, it simply supplements it.

The new environmental review process creates a new category of “participating agencies” and establishes specific coordination points within the EIS environmental review process. It also requires the development of a coordination plan with an optional schedule. The three coordination points added to the traditional NEPA steps are:

- 30-day public and agency review and comment at purpose and need.
- 30-day public and agency review and comment at range of alternatives.
- 30-day participating agency (not public) review of proposed methods of analysis/level of detail for the analysis of alternatives.

SAFETEA–LU also requires the project team to submit a letter to FHWA prior to the start of NEPA (before submitting the NOI) requesting the environmental review process be initiated.

WSDOT has developed useful tools such as template letters and sample coordination plans to help ensure compliance with SAFETEA-LU Section 6002. These tools are available on WSDOT's Environmental website.

.32 Interdisciplinary Team (IDT). NEPA requires an interdisciplinary approach in the preparation of EISs (23 CFR 105(c)). An IDT is an advisory group composed of people with varied training or skills in the natural and social sciences, engineering, and environmental design. IDT members may come from different governmental agencies. The interdisciplinary approach is used in the planning and design of transportation facilities involving an EIS. The team is established in the early stages of the environmental process when the local agency begins EIS scoping and public involvement and when a Notice of Intent is submitted to FHWA.

.33 Agency Coordination Under SAFETEA-LU Section 6002. Early agency coordination on NEPA EIS projects is essential. As stated earlier, SAFETEA-LU 6002 established a new category of participating agencies. A participating agency is defined as a governmental agency that may have an interest in the project. They are officially invited to participate and have certain roles and responsibilities during the EIS document evaluation. Specifically, these agencies will participate in the NEPA process starting at the earliest possible time, especially with regard to the development of the purpose and need statement, range of alternatives, impact assessment methodologies, and the level of detail for the analysis of alternatives.

WSDOT guidance as well as template invitation letters can be found on the WSDOT Environmental Services website. FHWA guidance for implementing the agency coordination requirements of Section 6002 of SAFETEA-LU can be found at www.environment.fhwa.dot.gov/strmlng/es2safetealu.asp.

.34 Statewide Advisory Group for Environmental Stewardship (SAGES). To meet the interdisciplinary approach required by SAFETEA-LU 6002, FHWA and WSDOT formed the Statewide Advisory Group for Environmental Stewardship (SAGES). Members of the SAGES consist of representatives from WSDOT, FHWA, National Marine Fisheries Service, Department of Ecology, Washington Department of Fish and Wildlife, U.S. Fish and Wildlife Service, EPA, Corps of Engineers, and Department of Archeology and Historic Preservation. The lead agency on a project will request a meeting with SAGES at the beginning of each new project that requires an EIS.

The SAGES group serves as a standing committee to assist lead agencies in making efficient environmental decisions at the NEPA EIS level of environmental classification. The SAGES will meet as needed to discuss recurring issues, concerns, and potential process improvements. The SAGES will also be used as a project-kickoff forum to ensure that the new EIS process is clear to all parties.

The group will provide informal and advisory comments on draft project purpose and need. They can also offer insight on developing the information needed for permitting concurrently with the development of the NEPA EIS.

As part of the new EIS process and SAFETEA-LU's mandate for early coordination, project teams will meet with and present their projects to SAGES as early as practicable before the issuance of the Notice of Intent (NOI). Project teams will need to prepare an "Environmental Pre-Scoping Package" that will be distributed to SAGES via e-mail 14 days prior to their scheduled meeting.

The Environmental Pre-Scoping Package consists of:

- SAFETEA-LU 6002 Coordination Plan for Public and Agency Involvement
- SAGES Project Data Sheet
- SAGES Advisory Comment Form

Project teams are required to meet with SAGES one time. Project teams can also request assistance from SAGES in lieu of establishing their own technical advisory groups.

For convenience and consistency, the Project Data Sheet, Advisory Comment Form, and the Coordination Plan are available online at WSDOT's Environmental website.

.35 Procedures for a NEPA EIS

- a. **Project Initiation Letter to FHWA.** For all federal actions requiring a NEPA EIS, SAFETEA-LU now requires the project sponsor (in this case the local agency) to submit a project initiation letter to the Region LPE who will coordinate with H&LP to forward it on to FHWA. This must occur prior to publishing the NOI in the *Federal Register*. The contents and guidelines as well as a template for preparation of the letter are found on WSDOT's Environmental website.
- b. **SAGES Coordination.** Another step prior to the issuance of the NOI is for the local agency to present the EIS project to the Statewide Advisory Group for Environmental Stewardship (SAGES).
- c. **Notice of Intent (NOI).** If an EIS will be required for a project involving federal funds or federal permits, the local agency submits a draft NOI to the Region LPE who will coordinate with H&LP to forward it on to FHWA or the federal lead agency for publication in the *Federal Register*. The NOI advises federal agencies that an EIS will be prepared. The contents and guidelines for preparation of the notice are found in FHWA Technical Advisory T 6640.8A.

- d. **EIS Scoping.** According to the Council on Environmental Quality (CEQ) Implementing Regulations, the EIS scoping process is an early and open process for determining the scope of issues to be addressed and for identifying the significant issues related to a proposed action. Briefly, the process is used to:
- Develop the purpose and need statement.
 - Identify the range of alternatives, environmental elements and impacts, and mitigation measures to be analyzed in the EIS.
 - Identify potential environmental concerns or controversy early in the project development.

New to the NEPA EIS documentation process is the SAFETEA-LU 6002 requirement to allow for public and agency review and comment on the project's draft purpose and need statement and the range of alternatives.

The review and comment period for both the purpose and need and range of alternatives is 30 days and may be conducted concurrently or consecutively based on the project team's preference. The 30-day period may be extended by the lead agencies for good cause.

After considering the input provided by these groups, the lead agencies will decide the project's purpose and need and range of alternatives to be studied in the draft EIS.

NEPA rules require EIS scoping during preparation of the draft EIS (40 CFR 1501.7, 23 CFR 771.123, WAC 197-11-408). NEPA does not require scoping for a supplemental EIS; however, the co-lead agencies can decide to hold an open house early in the supplemental EIS process that serves the same purpose.

- e. **Draft Environmental Impact Statement (DEIS).** The DEIS identifies the alternative actions and presents an analysis of their relative impacts on the environment. It may identify a recommended course of action if one alternative is clearly preferred. The DEIS summarizes the early coordination and EIS scoping process, identifies key issues, and presents pertinent information obtained through these efforts. All NEPA EIS documents will be written in a format consistent with WSDOT's *Reader-Friendly Tool Kit*.

The local agency prepares a preliminary DEIS using discipline reports and/or data supplied by the IDT and other sources, and begins a commitment file. The Region LPE coordinates with H&LP to obtain reviews by various experts, appropriate federal, state and local agencies and tribes. Review comments are returned to the local agency for revision of the preliminary DEIS. FHWA legal counsel will review and comment on the DEIS.

After making changes in response to comments on the preliminary DEIS, the local agency submits the DEIS to the Region LPE, who coordinates with H&LP to gain approval of the DEIS and to obtain signature of appropriate officials on the title page. The signed title page and approval to print the DEIS are returned to the local agency and the document is printed and made available for public review as described below.

- f. **Notice of Availability/Public Hearing Notice.** The local agency submits the DEIS to the Region LPE who will work with H&LP to submit it to EPA for processing and placement of a Notice of Availability in the *Federal Register*. A comment period of not less than 45 days begins upon publication of the notice in the *Federal Register*.

The local agency is required to use the public notice procedures detailed in WAC 468-12-510(c) to inform the public that the DEIS is available and that a public hearing may be requested. If a hearing is required to fulfill any legal requirements, include information on the availability of the DEIS in the notice. All projects with a DEIS should expect to have a public hearing unless FHWA agrees a hearing is not required (23 CFR 771.111(h)(2)(iii)).

The hearing date is a minimum of 15 days after circulation of the DEIS. The end of the comment period should be about two weeks or 15 days following the date of the public hearing (23 CFR 771.123(h)).

Public notice requirements include:

- Publishing the notice in a newspaper of general circulation in the county, city, or general geographic area where the proposal is located.
- Notifying agencies with jurisdiction, affected tribes, and groups known to be interested in the proposal or who have commented in writing about the proposal.
- Contacting news media and placing notices in appropriate regional, neighborhood, or ethnic periodicals.
- Giving public notice at least 15 days in advance of a public hearing. The environmental document continues to be available for 15 days after the hearing date (45-day comment period minus 30-day public notice leaves remaining 15 days of the comment period).

The DEIS Notice of Availability contains the following:

- Location of project.
- Brief description.
- Information on wetlands, floodplains, Section 4(f) lands, or endangered species, if applicable.
- Purpose of EIS.

- Responsible agency.
 - Federal lead agency.
 - Where documents are available.
 - Where to send comments.
 - Date by which comments are requested.
 - Date, time, and location of public hearing or invitation to request a public hearing.
- g. **Public Hearing.** Public hearings are required for all EIS projects and for other NEPA projects when:
- There are identified environmental issues (for example, heavy traffic volumes on local streets, visual quality), which should be discussed in a public forum. If a request for a hearing can be anticipated, planning for a hearing can save time, rather than waiting until the end of the comment period to start the procedures for the public hearing.
 - Local agencies have a substantial interest in holding a hearing to further public comment and involvement.
 - An agency with jurisdiction over the proposal (permitting agency) requests a hearing.
 - As a minimum, a notice of opportunity for a hearing is published in a local newspaper with general circulation within the area affected by the project. The WSDOT Hearing Coordinator can provide examples and advice. Where hearings are not required by statute, informational meetings may serve as a useful forum for public involvement in the environmental process.
- h. **Circulation of DEIS.** Circulation of Draft and Final EISs is required under state and federal regulations (40 CFR 1502.19, WAC 197-11-455 and 460, and WAC 468-12-455 and 460). During the circulation of the DEIS, copies are sent to libraries and resource agencies free of charge. After initial circulation, a fee may be charged which is not more than the cost of printing. NEPA DEISs must be distributed by the local agency no later than the time the document is filed with EPA for publication in the *Federal Register*. Contact the Environmental Engineer in H&LP for assistance in preparing a DEIS distribution list.

Required distribution is as follows:

- Federal or agencies with jurisdiction or environmental expertise on the project.
- Tribes (affected by project, both “usual and accustomed areas” and fishery resources).

- Cities and counties in which adverse environmental impacts identified in the EIS may occur, if the proposal were implemented.
- Local agencies of political subdivisions whose public services would be changed as a result of implementation of the proposal (for example, public works, parks, planning, local SEPA office, schools, water or sewer districts).
- The applicable local, area-wide, or regional agency, if any, that has been designated under federal law to conduct intergovernmental review and coordinate federal activities with state or local planning (for example, Clean Air Agency, ports, Indian Fisheries Commission, transit authorities).
- Libraries.
- Media (legal and local newspapers).
- Public officials, private interest groups, and individuals having or expressing an interest in the proposed project or DEIS.

The latter category normally includes:

- Each private interest group, but not each member.
- Public officials, private interest groups, or individuals who provided significant input during meetings and/or hearings.
- Individuals who have shown interest by attending several meetings, even though they did not provide specific input.
- Any individual who has shown interest by visiting an FHWA, WSDOT, or local agency office for information on the proposed project or by requesting a copy of the DEIS from the lead agency.

When visual impacts are a significant issue, the DEIS should be circulated to officially designated local arts councils and other organizations interested in design, art, and architecture.

If a DEIS adequately identifies and quantifies the environmental impacts of all reasonable alternatives, evaluate the next step by reviewing the FHWA Technical Advisory T 6640.8A, which gives three options for preparing a Final EIS: traditional approach, condensed Final EIS, and abbreviated Final EIS.

i. **Final Environmental Impact Statement (FEIS)**

1. **Preliminary FEIS.** After the public comment period, public and agency comments are evaluated to determine whether:
 - Additional studies are required to respond to those comments.
 - Impacts of the preferred alternative fall within an envelope of impacts for alternatives described in the DEIS (especially if a modified or hybrid alternative is selected as preferred).

The FEIS contains the local agency's final recommendation and preferred alternative, lists or summarizes (by group) the comments received on the DEIS, summarizes citizen involvement, and describes procedures required to ensure that mitigation measures are implemented. The FEIS also documents compliance with environmental laws and Executive Orders.

The recommendation is to produce reader-friendly documents with conclusions in one document. The FEIS incorporates the DEIS (essentially in its entirety) with changes made as appropriate throughout the document. Changes may reflect: the selection of an alternative; modifications to the project; updated information on the affected environment; changes in the assessment of impacts; selection of mitigation measures; and wetland and floodplain findings. These are the results of coordination, comments received on the DEIS, and responses to these comments. Since so much information is carried over from the draft to the final EIS, important changes are sometimes difficult for the reader to identify. These can be highlighted in an introductory section or attached summary.

2. **Review and Publication of FEIS.** The local agency reviews the preliminary FEIS and submits the document to their legal staff for review (on controversial projects). After completion of these internal reviews, the local agency submits the preliminary FEIS to the Region LPE for distribution to H&LP and the appropriate lead federal agency.

The FHWA Division Office will review the preliminary FEIS before forwarding it on for the required FHWA Legal Sufficiency Review (23 CFR 771.125(b)). The Division review will take up to 30 days. The legal-sufficiency review is performed after the Division review and can take an additional 45 days. The document is reviewed for compliance with applicable FHWA and CEQ NEPA laws and regulations. The objective is to evaluate the legal aspects of potential claims if the project were to be litigated. After reviewing the preliminary FEIS and incorporating comments, the local agency prepares a draft Record of Decision (ROD) and submits it to the Region LPE along with the FEIS. H&LP reviews the FEIS, and the responsible official signs the title page. The federal agency approval to print is demonstrated by their signature on the title page, possibly with a short list of minor changes to make prior to printing. The completed FEIS is then submitted to EPA by H&LP for publication of the FEIS Notice of Availability in the *Federal Register*.

3. **Distribution.** After approval of the FEIS, but before it is published in the *Federal Register*, the local agency distributes copies of the FEIS as follows (40 CFR 1502.19(d)):
 - Federal agencies (do not list co-lead agencies).

- Tribes (affected by project, both “usual and accustomed areas” and fishery resources).
- State agencies (do not list co-lead agencies).
- Regional agencies (for example, Clean Air Authority, transit, Indian Fisheries Commissions).
- County (public works, SEPA official).
- Local agencies (public works, parks, schools, water/sewer district).
- Libraries.
- Media (legal and local newspapers).
- Organizations and individuals who have expressed interest.

Under NEPA rules, FEISs must be distributed no later than the time the document is filed with EPA for publication of the FEIS Notice of Availability in the *Federal Register*.

4. **Notice of Availability, FEIS.** The local agency notifies the public in a manner similar to the DEIS, except there is no official comment period. Comments received during the 30 days following the issue of the FEIS will be noted and responded to in the Record of Decision and made available to the public upon request. If the agency receives petitions from a specific group or organization, a notice or EIS may be sent to the group and not to each petitioner. The local agency makes additional copies available in its offices for review (WAC 197-11-460). FEIS notification procedures are detailed in WAC 468-12-510(d).
- j. **Record of Decision (ROD).** The draft ROD prepared by the local agency, accompanies the FEIS through the review and approval process. The ROD explains the reasons for the project decision, summarizes any mitigation measures that will be incorporated in the project, and documents any required Section 4(f) approval (CEQ 40 CFR 1505.2). Guidance on preparing and distributing the ROD is provided in FHWA’s Technical Advisory T 6640.8A (available online at www.fhwa.dot.gov/legisregs/directives/techadvs/t664008a.htm).

The following format is used in preparing a ROD:

- **Decision.** Identify the selected alternative. Refer to the FEIS to avoid repetition.
- **Alternatives Considered.** Briefly describe each alternative (with reference to the FEIS, as above), explain and discuss the balancing of values underlying the decision. Values for economic, environmental, safety, traffic service, community planning, and other decision factors may vary in relative importance. Identify each significant value and the reasons why some values were considered more important than

others. The ROD should reflect the manner in which these values were considered in arriving at the decision. Identify the environmentally preferred alternative or alternatives. In addition, if Section 4(f) property is used, summarize the Section 4(f) evaluation.

- **Measures to Minimize Harm.** Describe all measures to minimize environmental harm that have been adopted for the proposed action. State whether all practicable measures to minimize environmental harm have been incorporated into the decision, and if not, why.
- **Monitoring or Enforcement Program.** Describe any monitoring or enforcement program that has been adopted for the specific mitigation measures, as outlined in the FEIS.
- **Commitment List.** Include an item-by-item list of commitments and mitigation measures from the commitment file. The list serves as a ready reference for the design, construction, and maintenance of the project.

Section 6002 of SAFETEA-LU established a 180-day statute of limitations on claims against USDOT and other federal agencies for certain environmental and other approval actions. The statute of limitations established by SAFETEA-LU applies to a permit, license, or approval action by a federal agency if:

- The action relates to a transportation project (as defined above).
- A statute-of-limitations notification is published in the *Federal Register* announcing that a federal agency has taken an action on a transportation project that is final under the federal law pursuant to which the action was taken.

If no statute-of-limitations notice is published, the period for filing claims is not shortened from what is provided by other parts of federal law. If other federal laws do not specify a statute of limitations, then a six-year claims period applies.

- k. **Proceed With Design.** After all environmental documents in the environmental and design stages have been approved and finalized (including environmental documents, eight-point access report for limited access highways, Access Hearings, and R/W plan revisions if applicable) the project may advance to right of way acquisition and preparation of the PS&E.

24.4 Procedures for Class II (CE) Projects

The activities described in this section are summarized on the flow chart for Class II projects. Class II projects may be defined as either documented Categorical Exclusions (DCEs) or programmatic CEs.

The Local Programs ECS Guidebook and the EPM will assist in determining which discipline reports are required and, more importantly, the appropriate level of content and detail.

.41 Documented Categorical Exclusions. DCEs typically require documentation in the form of discipline reports to support the CE determination and FHWA approval. The local agency completes the current version of the Local Programs ECS form and prepares discipline reports, as appropriate. The Local Programs ECS Guidebook and EPM will assist local agencies in determining when a discipline report is required. Local agencies are advised to contact the Region LPE if they are uncertain whether or not a discipline report is appropriate for a particular project. The Region LPE can also provide advice regarding the level of detail that will be required in discipline reports.

Public involvement is not required for a DCE, but it is always recommended for consideration, depending on the proposed project, location, surrounding populations, and public sentiment towards the project.

.42 Programmatic Categorical Exclusions. Projects that meet the requirements of the 1999 Memorandum of Understanding between WSDOT and FHWA on Programmatic Categorical Exclusions do not require FHWA approval. (See Appendix B in the ECS Guidebook for additional information.) Programmatic CEs generally do not result in impacts to any environmental considerations. Documentation needs for the programmatic CE are similar to those for DCEs.

The local agency completes an ECS form and prepares discipline reports, as appropriate. These may include, but are not limited to, a Cultural Resources Survey, and ESA No-Effect Letter, and Hazardous Materials Assessment.

The local agency transmits the completed NEPA documents to the Region LPE, who will forward them to H&LP. H&LP will coordinate with department expertise, as appropriate, to review the discipline reports. H&LP will coordinate with the Region LPE and the local agency to address any comments, as appropriate.

Upon completion of the department's review, H&LP will approve the ECS for FHWA and will forward a copy of the approved ECS to the Region LPE for transmittal to the local agency.

24.5 Procedures for Class III (EA) Projects

Appendix L in the Local Programs ECS Guidebook provides a detailed step-by-step process that local agencies must follow on projects that rise to the level of an NEPA EA.

.51 Cooperating Agencies. After FHWA authorization of preliminary engineering funds and confirmation of the NEPA classification, the local agency prepares a list of agencies, which may have a vested interest in the proposed project. Vested interest may be defined, as either a funding partner; ownership of required property; regulatory authority to issue a needed permit; or possession of special expertise within an affected environment.

The local agency will send the proposed list and a draft letter (including proposed project activities and potential issues) to the Region Local Programs office, which will transmit the documentation to H&LP. H&LP will coordinate with FHWA to send the letters to appropriate agencies. These letters need to be sent out as early as possible, typically prior to formal scoping.

The level of involvement of an interested cooperating agency will vary. FHWA, WSDOT, the local agency, and the cooperating agency will meet to define and agree on roles and expectations at the beginning of the project.

Inviting agencies to serve as participating agencies, as described in Section 24.33 is optional for an environmental assessment.

.52 Scoping. Formal scoping is not required for a Class III project. However, the local agency must coordinate with affected federal, state, and local agencies, Tribes, interest groups, and the public to determine the scope of the project alternatives to be considered, and the issues to be addressed. If the local agency decides to conduct a formal scoping process, the local agency will work closely with the Region LPE and H&LP to develop the scope of the EA. Once agreement is reached, the recommended scope is presented to FHWA to gain their formal concurrence.

The formation of a formal IDT is also not necessary. The local agency must coordinate with the appropriate expertise, however, in order to prepare discipline reports and analysis.

.53 Data Collection, Inventory, and Evaluation. The local agency develops an inventory of social, economic, environmental, and engineering data and concerns. The information is used to define the environment; to predict and analyze the project's impacts; to help define the preferred alternative; to prepare environmental documents; and to inform other agencies, interest groups, or individuals. Sources of data include, but are not limited to field studies, consultation, and coordination with other agencies and the public. WSDOT's Environmental Procedures Manual and FHWA's Technical Advisory T6640.8A are general guides to the types of information, depth of studies, and procedures to be used in collection, inventory, and evaluation of required environmental data.

.54 Public Involvement. The local agency conducts public meetings, mail notices, and uses other methods appropriate to the magnitude of the project to provide and obtain information. Public involvement methods are discussed in Section 24.5.

.55 Reports and Recommendations.

- a. **Discipline Reports.** Generally discipline reports are prepared as outlined in 24.7 and the ECS Guidebook.

Analyses are conducted to the extent where the specific environmental impacts can be determined. If the analyses of the discipline reports indicate that impacts are significant, the local agency must contact the Region LPE to set up a meeting with FHWA and H&LP. If FHWA agrees with the findings, preparation of an EIS is required.

- b. **Environmental Assessment.** The local agency prepares a preliminary Environmental Assessment (EA) in accordance with the EA outline in WSDOT's *Environmental Procedures Manual* and *Reader-Friendly Tool Kit*. If the project involves the use of Section 4(f) properties, a separate 4(f) Evaluation is required and is included as a separate section in the EA. (See Part 4 of the ECS Guidebook for additional information.)

The preliminary EA and draft Section 4(f) Evaluation are submitted to the Region LPE. The Region LPE will forward copies of the document to H&LP for coordination of the review and comment with WSDOT's Environmental Services Office (ESO). Any comments or edits will be transmitted to the local agency for revision and re-submittal. Upon completion of WSDOT's review and approval, the preliminary EA is transmitted to FHWA for review and comment. Each review of the document by WSDOT and FHWA will typically require 30 days to complete.

Upon approval from both WSDOT and FHWA, the local agency prepares the revised EA and submits the document to the Region LPE for transmittal to H&LP. H&LP will coordinate with WSDOT's Environmental Services Office and FHWA to schedule a briefing for signature of the document's title sheet. WSDOT's Director of the Environmental Services Office will sign the title page for WSDOT and the FHWA Division Administrator or appropriate Area Engineer will sign the title page for FHWA. Once signed, the title page will be returned to the local agency for reproduction and inclusion within the EA. Prior to signature, compliance with other federal environmental regulations such as, but not limited to, Section 7 of the Endangered Species Act, Section 106 of the National Historic Preservation Act, and Section 4(f) of the U.S. Department of Transportation Act, must be achieved.

Upon completion, the local agency will print sufficient copies to send out to the pre-determined distribution list. The local agency will transmit copies of the EA to the Region LPE, who will forward the copies on to H&LP.

A notice announcing the availability of the EA is published by the local agency in a newspaper of general circulation. The local agency also coordinates the circulation of the EA to affected individuals, interested parties, and local, state, and federal agencies with jurisdiction.

If Section 4(f) property is involved, the document is also circulated to the Department of Interior, as appropriate. See Part 4 of the ECS Guidebook for additional information.

.56 Hearings and Notices. A public hearing is suggested but not required for a Class III project. However, a public hearing is strongly recommended if:

1. There is substantial controversy with the project.
2. FHWA, WSDOT, or the local agency desire a hearing.
3. An agency with jurisdiction requests a hearing.

If a public hearing is held, the hearing must not be scheduled any sooner than 15 calendar days following the availability of the EA. Notice of the public hearing must be published in the local newspaper. The public hearing notice follows the format and time schedule outlined in Section 24.35.

If a hearing is not held, the local agency will publish a notice in the local newspaper (similar to the public hearing notice) notifying the public that the EA is available for review and comment. The notice also provides the location of documents and how to obtain additional copies.

The public review and comment period for an EA is 30 days regardless of whether a hearing is held. If a Section 4(f) evaluation is included, a 45-day public review and comment period is required.

.57 Finding of No Significant Impacts (FONSI). If the conclusions of the EA and public comment support significant impacts, the local agency will initiate preparation of an EIS (following FHWA's support of that direction).

If the findings of the EA and feedback from public comment do not indicate the existence of significant impacts, the local agency will prepare responses to the comments received; edit the EA as appropriate or draft an errata to the document; and prepare a draft FONSI for the project.

The local agency submits this package to the Region LPE for transmittal to H&LP. H&LP will review the package and, if deemed acceptable, forward it on to FHWA for review and approval. Provided FHWA agrees with the findings, FHWA will sign the FONSI and return a copy to H&LP, for transmittal to the Region LPE and local agency.

24.6 Project Re-evaluation

Whenever single or cumulative conditions have occurred that might cause new or more severe environmental impacts, the local agency shall re-evaluate an environmental document.

A written re-evaluation is required when any one of the following conditions exist:

1. An acceptable FEIS has not been submitted to FHWA within three years from the date of the DEIS circulation.
2. Federal approvals of major steps to advance the project (such as FHWA approval to acquire right of way or approval of PS&E) have not occurred within three years of NEPA approval (that is, FHWA's approval of the ECS, issuance of a FONSI, or ROD).
3. There is a law change that is relevant to the information provided in the original document (i.e. a new species is listed as threatened or endangered under ESA). This is required even if the NEPA approval is less than three years old.
4. There is a change to the project scope. This is required even if the NEPA approval is less than three years old. (Some kinds of scope changes, such as those that are outside previous study areas, are likely to result in a determination that a supplemental NEPA document is needed.)
5. New information or circumstances relevant to environmental concerns and bearing on the proposed action or its impacts would result in significant environmental impacts not evaluated in the NEPA document. (This is likely to result in a determination that a supplemental NEPA document is needed.)

The local agency re-evaluates the project by completing a new ECS, regardless of the project's NEPA classification. The re-evaluation needs to indicate whether any new information is known that alters the previous analysis and findings. If so, the local agency needs to conduct appropriate environmental studies to support the updated conclusions.

The re-evaluation is submitted in written form to the Region LPE. The Region LPE will transmit a copy of the re-evaluation to H&LP for review and coordination with FHWA. FHWA will determine, based on the findings of the re-evaluation, if additional documentation is appropriate (for example, a supplemental EIS, updated EA or ECS, depending on the original NEPA classification).

24.7 Appendix

24.7.1 Local Agency Environmental Classification Summary

24.8 Tribal Contacts

www.wsdot.wa.gov/tribal

24.9 Local Programs ECS Guidebook

www.wsdot.wa.gov/nr/rdonlyres/87901eb4-008a-43a0-9db7-2179e0bc939f/0/ecsguidebooksecure.pdf

Appendix 24.71

Local Agency Environmental Classification Summary



Local Agency Environmental Classification Summary

Part 1 Project Description			
Federal Aid Project Number	Route	Date	Intent of Submittal <input type="checkbox"/> Preliminary <input type="checkbox"/> Final <input type="checkbox"/> Re-Evaluate
Agency		Federal Program Title <input type="checkbox"/> 20.205 <input type="checkbox"/> Other	
Project Title			
Beginning MP _____	Townships _____		
Ending MP _____	Ranges _____		
Miles _____	Sections _____		
County			
Project Description - Describe the proposed project, including the purpose and need for the project.			

Part 2 Environmental Classification	
NEPA	SEPA
<input type="checkbox"/> Class I - Environmental Impact Statement (EIS) <input type="checkbox"/> Class II - Categorically Excluded (CE) CE Type (from 23 CFR 771.117) _____ <input type="checkbox"/> Projects Requiring Documentation (Documented CE) (LAG 24.22) <input type="checkbox"/> Programmatic CE MOU <input type="checkbox"/> Class III - Environmental Assessment (EA)	<input type="checkbox"/> Categorically exempt per WAC 197-11-800 <input type="checkbox"/> Determination of Non-Significance (DNS) <input type="checkbox"/> Environmental Impact Statement (EIS) <input type="checkbox"/> Adoption <input type="checkbox"/> Addendum <input type="checkbox"/> Supplemental (For informational purpose only)

NEPA Approval Signatures

_____	_____
Local Agency Approving Authority	Date
_____	_____
Regional Local Programs Engineer	Date
_____	_____
Highways and Local Programs Environmental Engineer	Date
_____	_____
Federal Highway Administration	Date

Completed By (Print Official's Name)	Telephone (include area code)	Fax (include area code)
		E-mail

Part 3 Permits and Approvals Required					
Yes	No	Permit or Approval	Yes	No	Permit or Approval
<input type="checkbox"/>	<input type="checkbox"/>	Corps of Engineers <input type="checkbox"/> Sec. 10 <input type="checkbox"/> Sec. 404	<input type="checkbox"/>	<input type="checkbox"/>	Water Rights Permit
		<input type="checkbox"/> Nationwide Type _____	<input type="checkbox"/>	<input type="checkbox"/>	Water Quality Certification - Sec. 401
		<input type="checkbox"/> Individual Permit No. _____			Issued by _____
<input type="checkbox"/>	<input type="checkbox"/>	Coast Guard Permit	<input type="checkbox"/>	<input type="checkbox"/>	Tribal Permit(s), (If any)
<input type="checkbox"/>	<input type="checkbox"/>	Coastal Zone Management Certification			_____
<input type="checkbox"/>	<input type="checkbox"/>	Critical Area Ordinance (CAO) Permit			_____
<input type="checkbox"/>	<input type="checkbox"/>	Forest Practice Act Permit	<input type="checkbox"/>	<input type="checkbox"/>	Other Permits (List):
<input type="checkbox"/>	<input type="checkbox"/>	Hydraulic Project Approval			_____
<input type="checkbox"/>	<input type="checkbox"/>	Local Building or Site Development Permits			_____
<input type="checkbox"/>	<input type="checkbox"/>	Local Clearing and Grading Permit	<input type="checkbox"/>	<input type="checkbox"/>	ROW acquisition required? If yes, amount
<input type="checkbox"/>	<input type="checkbox"/>	National Pollutant Discharge Elimination System (NPDES) Baseline General for Construction			needed _____
<input type="checkbox"/>	<input type="checkbox"/>	Shoreline Permit	<input type="checkbox"/>	<input type="checkbox"/>	Is relocation required?
<input type="checkbox"/>	<input type="checkbox"/>	State Waste Discharge Permit	<input type="checkbox"/>	<input type="checkbox"/>	Has ROW already been acquired for this project?
<input type="checkbox"/>	<input type="checkbox"/>	TESC Plans Completed	<input type="checkbox"/>	<input type="checkbox"/>	Is a detour required? If yes, please attach detour information.

Part 4 Environmental Considerations	
Will the project involve work in or affect any of the following? Identify proposed mitigation. Attach additional pages or supplemental information if necessary.	
1. Air Quality - Identify any anticipated air quality issues.	
Is the project included in the Metropolitan Transportation Plan? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, date Metropolitan Transportation Plan was adopted. _____	
Is the project located in an Air Quality Non-Attainment Area or Maintenance Area for carbon monoxide, ozone, or PM10? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is the project exempt from Air Quality conformity requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, identify exemption, please refer to appendix H in the ECS Guidebook for the list of exemptions:	
2. Critical/Sensitive Areas - Identify any known Critical or Sensitive Areas as designated by local Growth Management Act ordinances.	
a. Is this project within	
an aquifer recharge area	<input type="checkbox"/> Yes <input type="checkbox"/> No
a wellhead protection area	<input type="checkbox"/> Yes <input type="checkbox"/> No
a sole source aquifer	<input type="checkbox"/> Yes <input type="checkbox"/> No
If located within a sole source aquifer, is the project exempt from EPA approval?	
If yes, please list exemption	_____
If no, date of EPA approval	_____
b. Is this project located in a Geologically Hazardous Area? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe	
c. Will this project impact Species/Habitat other than ESA listed species? <input type="checkbox"/> Yes <input type="checkbox"/> No Explain your answer	
Is the project within Bald Eagle nesting territories, winter concentration areas or bald eagle communal roosts?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
Will blasting, pile driving, concrete saw cutting, rock drilling, or rock scaling activities occur within one mile of a Bald Eagle nesting area? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Part 4 Environmental Considerations - Continued
<p>d. Are wetlands present within the project area? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, estimated area of impact in acre(s): _____ Please attach a copy of the proposed mitigation plan.</p>
<p>3. Cultural Resources/Historic Structures - Identify any historic, archaeological, or cultural resources present within the project's area of potential effects. Does the project fit into any of the exempt types of projects listed in Appendix C of the ECS Guidebook <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, note exemption below.</p> <p>If No: Date of DAHP concurrence _____ Date of Tribal consultation(s) (if applicable) _____ Adverse affects on cultural/historic resources? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, date of approved Section 106 MOA _____</p>
<p>4. Floodplains and Floodways</p> <p>Is the project located in a 100-year floodplain? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, is the project located in a 100-year floodway? <input type="checkbox"/> Yes <input type="checkbox"/> No Will the project impact a 100-year floodplain? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, describe impacts.</p>
<p>5. Hazardous and Problem Waste - Identify potential sources and type. Does this project require excavation below the existing ground surface? <input type="checkbox"/> Yes <input type="checkbox"/> No Is this site located in an undeveloped area (i.e., no buildings, parking or storage areas, and agriculture (other than grazing), based on historical research? <input type="checkbox"/> Yes <input type="checkbox"/> No Is this project located within a one-mile radius of a site of a Confirmed or Suspected Contaminated Sites List (CSCSL) maintained by Department of Ecology? <input type="checkbox"/> Yes <input type="checkbox"/> No Is this project located within a 1/2-mile radius of a site or sites listed on any of the following Department of Ecology Databases? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, check the appropriate box(es) below. <input type="checkbox"/> Voluntary Cleanup Program (VCP) <input type="checkbox"/> Underground Storage Tank (UST) <input type="checkbox"/> Leaking Underground Storage Tank (LUST) Has site reconnaissance (windshield survey) been performed? <input type="checkbox"/> Yes <input type="checkbox"/> No If so identify any properties not identified in the database search that may affect the project (name, address and property use).</p> <p>Based on the information above and project specific activities, is there a potential for the project to generate contaminated soils and/or groundwater? <input type="checkbox"/> Yes <input type="checkbox"/> No Please explain:</p> <p>If you responded yes to any of the above questions contact your Region LPE for assistance before continuing with this form.</p>

Part 4 Environmental Considerations - Continued

6. Noise

- Does this project involve constructing a new roadway? Yes No
 - Is there a change in the vertical or horizontal alignment of the existing roadway? Yes No
 - Does this project increase the number of through traffic lanes on an existing roadway? Yes No
 - Is there change in the topography? Yes No
 - Are auxiliary lanes extending 1-1/2 miles or longer being constructed as part of this project? Yes No
- If you answered yes to any of the preceding questions, identify and describe any potential noise receptors within the project area and subsequent impacts to those noise receptors. Please attach a copy of the noise analysis if required.

If impacts are identified, describe proposed mitigation measures.

7. Parks, Recreation Areas, Wildlife Refuges, Historic Properties, Wild and Scenic Rivers/Scenic Byways, or 4 (f)/6 (f).

- a. Please identify any 4(f) properties within the project limits and areas of impacts.

- b. Please identify any 6(f) properties within the project limits and areas of impact.

- c. Please list wild scenic rivers and scenic byways.

8. Resource Lands - Identify any of the following resource lands within 300 feet of the project limits and those otherwise impacted by the project.

- a. Agricultural Lands Yes No If yes, please describe all impacts.

If present, is resource considered to be prime and unique farmland? Yes No

If Yes, date of approval from Natural Resources Conservation Service (NRCS) _____

- b. Forest/Timber Yes No If yes, please describe all impacts.

- c. Mineral Yes No If yes, please describe all impacts.

Part 4 Environmental Considerations - Continued	
9. Rivers, Streams (Continuous, Intermittent), or Tidal Waters	
a. Identify all waterbodies within 300 feet of the project limits or that will otherwise be impacted.	
Fisheries WA Stream No. _____ (if known)	Ecology 303d Report No. _____
	Reason for 303d listing _____
	Date of Report _____
Waterbody common name _____	
b. Identify stream crossing structures by type.	
c. Water Resource Inventory Area (WRIA) No. & Name _____	
10. Tribal Lands - Identify whether the project will impact any Tribal lands, including reservation, trust and fee lands.	
11. Visual Quality	
Will the project impact roadside classification or visual aspects such as aesthetics, light, glare or night sky.	
<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please identify the impacts.	
12. Water Quality/Storm Water	
Has NPDES municipal general permit been issued for this WRIA? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Amount of existing impervious surface within project limits: _____	
Net new impervious surface to be created as a result of project: _____	
Will this project's proposed stormwater treatment facility be consistent with the guidelines provided by either WSDOT's HRM, DOE's western or eastern Washington stormwater manuals, or a local agency equivalent manual? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If no, explain proposed water quality/quantity treatment for new and any existing impervious surface associated with proposed project.	

Part 4 Environmental Considerations - Continued

13. Commitments

a. Environmental Describe existing environmental commitments that may affect or be impacted by the project. (For example, previous mitigation that may have been constructed within the project limits.)

b. Long-Term Maintenance Commitments

Are long-term maintenance commitments necessary for this project? Yes No If yes, please identify.

14. Environmental Justice

Does the project meet any of the exemptions, as noted in Appendix F of the ECS Guidebook Yes No
If Yes, Please note exemption and appropriate justification in the space below. Findings should be confirmed using at least **two** information sources. Refer to ESC Guidebook for more information.

If no, are minority and/or low income populations located within the limits of the project's potential impacts?
 Yes No If no, attach appropriate data to support finding. If yes, describe impacts and attach appropriate supporting documentation.

Part 5 Biological Assessment and EFH Evaluations

1. Do any listed species potentially occur in the project's action area and/or is any designated critical habitat within the project's action area? Yes No **Please attach species listings.**

Affected ESA Listed Species	2. Will any construction work occur within 0.5 miles of any of the following:	3. Does the project involve blasting, pile driving, concrete sawing, rock drilling, or rock scaling activities within 1 mile of any of the following?
Spotted Owl management areas (CSAs, MOCAs, designated critical habitat, and/or potentially suitable nesting/roosting/foraging habitat?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Marbled Murrelet nest or occupied stand, designated critical habitat and/or potentially suitable habitat?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Western Snowy Plover designated critical habitat?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the project within 0.5 miles of marine waters? If yes explain potential effects on Killer Whales and Steller's Sea Lion, and on Marbled Murrelet Foraging areas.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Killer Whale designated critical habitat?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Grizzly bear potentially suitable habitat?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 5 Biological Assessment and EFH Evaluations - Continued																						
Gray Wolf potentially suitable habitat?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No																				
Canada Lynx habitat	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No																				
Columbia White-tailed Deer potentially suitable habitat?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No																				
Woodland Caribou habitat?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No																				
A mature coniferous or mixed forest stand?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No																				
<p>4. Will the project involve any in-water work? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>5. Will any construction work occur within 300 feet of any perennial or intermittent waterbody that either supports or drains to a listed fish supporting waterbody? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>6. Will any construction work occur within 300 feet of any wetland, pond, or lake that is connected to any permanent or intermittent waterbody? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>7. Does the action have the potential to directly or indirectly impact designated critical habitat for salmonids (including adjacent riparian zones)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>8. Will the project discharge treated or untreated stormwater runoff or utilize water from a waterbody that supports or drains into a listed fish-supporting waterbody, wetland, or waterbody? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>9. Will construction work occur outside the existing pavement? If Yes, go to 9a. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>9a. Will construction activities occurring outside the existing pavement involve clearing, grading, filling, or modifications of vegetation or tree cutting? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>10. Are there any Federal listed, threatened or endangered plant species located within the project limits? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please attach a list of plant species within the action area.</p>																						
<p>Determination</p> <p>If each of the questions in the preceding section resulted in a "no" response or if any of the questions were checked "yes", but adequate justification can be provided to support a "no effect" determination, then check "No effect" below. If this checklist cannot be used for ESA Section 7 compliance (i.e., adequate justification cannot be provided or a "may affect" determination is anticipated), a separate biological assessment document is required.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"></td> <td style="width: 15%; text-align: center;">NOAA Fisheries</td> <td style="width: 15%; text-align: center;">USFWS</td> <td style="width: 37%;"></td> </tr> <tr> <td><input type="checkbox"/> No Effect</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td><input type="checkbox"/> No Adverse Effect</td> </tr> <tr> <td><input type="checkbox"/> NLTAA Date of Concurrence</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td><input type="checkbox"/> Adverse Effect. Date of NOAA Concurrence</td> </tr> <tr> <td><input type="checkbox"/> LTAA Date BO Issued</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>Date of First 6 Mo. Update</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> </table>				NOAA Fisheries	USFWS		<input type="checkbox"/> No Effect	_____	_____	<input type="checkbox"/> No Adverse Effect	<input type="checkbox"/> NLTAA Date of Concurrence	_____	_____	<input type="checkbox"/> Adverse Effect. Date of NOAA Concurrence	<input type="checkbox"/> LTAA Date BO Issued	_____	_____	_____	Date of First 6 Mo. Update	_____	_____	_____
	NOAA Fisheries	USFWS																				
<input type="checkbox"/> No Effect	_____	_____	<input type="checkbox"/> No Adverse Effect																			
<input type="checkbox"/> NLTAA Date of Concurrence	_____	_____	<input type="checkbox"/> Adverse Effect. Date of NOAA Concurrence																			
<input type="checkbox"/> LTAA Date BO Issued	_____	_____	_____																			
Date of First 6 Mo. Update	_____	_____	_____																			
<p>Analysis for No Effects Determination - If there are any "yes" answers to questions in Part 5, additional analysis is required. Please attach additional sheets if needed.</p> 																						

Part 6 FHWA Comments

Use Supplement Sheet if additional space is required to complete this section.

DOT Form 140-100 EF
Revised 08/2010

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This chapter provides information and instructions on procedures applicable to emergency projects funded by FHWA under the Emergency Relief (ER) Program. Agencies should notify the Region Local Programs Engineer of damages to roadway systems caused by an emergency/disaster.

When an emergency exceeds the capability of state and local government, federal assistance can be requested from FHWA (ER and ERFO) and FEMA for the purposes noted below:

- The Federal Highway Administration (FHWA) under Title 23, U.S.C., Section 125 provides Emergency Relief (ER) funds for the restoration of all damaged public roads and bridges except for rural minor collectors and local roads and streets.
- FHWA's Western Federal Lands Highway Division Office directly handles ERFO funds (Emergency Relief for Federally Owned Lands) for repairs to federal roads maintained by federal agencies (Forest Service, Park Service, etc.) that were damaged by a disaster and determined to be eligible by the FHWA Administrator.
- Federal Emergency Management Agency (FEMA) provides federal funds under Public Law 93-288, as amended, "Robert T. Stafford Disaster Relief and Emergency Assistance Act, Nov. 1988," for restoration of damaged roads and bridges on rural minor collectors and local roads and streets.

Congress annually authorizes \$100 million nationwide for FHWA's ER program. The type of events that qualify for ER funding are:

- A widespread natural disaster. Examples are floods, hurricanes, severe storms, earthquakes, volcanic eruptions, landslides, or tidal waves.
- A catastrophic failure. This is defined as the sudden and complete failure of a major element or segment of roadway system that causes a disastrous impact to transportation services. The cause must be external to the facility, such as a barge hitting a bridge and causing it to collapse.

References

- State of Washington Comprehensive Emergency Management Plan
- WSDOT *Disaster Plan* M 54-11 – April 2007
- USDOT/FHWA Emergency Relief Manual – Interim update November 2009

33.1 Steps Following a Disaster

Local Agency Process. Outlined below are the initial steps a local agency follows immediately after a disaster.

- a. **Initial Notification.** A local Emergency Management Office immediately notifies the Washington State's Emergency Management Division (EMD) via the fastest means possible.
- b. **Local Agency Proclamation.** A proclamation is signed by elected official(s) in accordance with the State of Washington Comprehensive Emergency Management Plan. In accordance with RCW 38.52, the state and each political subdivision (e.g., local agency) have prepared a Comprehensive Emergency Plan which is put into effect when a disaster occurs. (Appendix 33.91)
- c. **Recording Site Specific Costs.** It is very important to document all expenses incurred by an agency in coping with the disaster or catastrophe. Records must be site specific, identified by route, M.P. and/or by cross street identifiers within the route. Cost records must have supporting documentation for labor, equipment, and materials. Failure to document costs as outlined above is a major reason for ineligibility findings.
- d. **Additional Data Gathering.** Agencies should gather evidence of the disaster such as newspaper clippings and photos. This information is helpful in the preparation of the field reports to request emergency relief funds.
- e. **Requesting State Assistance.** During and immediately after the disaster, the local Emergency Management Office conducts "damage assessments" to determine the magnitude, dollar value, effects, and impacts of the emergency/disaster. There will also be a site visit from the Local Programs Engineer and FHWA.

It is very important to make timely and accurate damage reports to the EMD. These reports should describe the disaster and any local response. The "Incident Report" and "Disaster Analysis Report" forms provided by EMD and completed by the local agency (see Comprehensive Emergency Management Plan) are approved means of providing such a report. In addition, this notification should include the local agency's "Proclamation of Emergency."

- f. **Proclamation by the Governor.** From the information received EMD will inform the Governor's Office. If the situation warrants state assistance, EMD will coordinate the state response to supplement the efforts of local governments. The Governor will proclaim a State of Emergency when necessary. The Governor's proclamation is required to obtain assistance under both ER and FEMA (Appendix 33.92).

From this point on, the processing of ER or FEMA projects are different, and the procedures are shown separately in the following sections.

33.2 FHWA's Emergency Relief Program Guidelines

The Emergency Relief (ER) Program is administered by FHWA through WSDOT. To qualify for ER funds the damages to be corrected must have resulted from the declared disaster or catastrophic failure (as described above) and be for emergency opening, repair, or reconstruction of roadways and bridges on federally functionally classified routes except for rural minor collectors and local roads and streets. In addition, the total statewide damage for the entire event must exceed \$700,000, effective 6/1/2000. Individual sites must have \$5,000 or more in repair costs to be eligible for ER funds.

Eligible temporary emergency repairs and incidental permanent restoration work (Section 33.42), to minimize damage, protect facilities or restore essential traffic, accomplished within 180 calendar days after the first day of the actual disaster occurrence may be eligible for 100 percent ER funds. Repairs performed beyond 180 days after the actual occurrence of the disaster will be funded at the current program participation ratio for the federal aid route affected. Permanent restoration will be funded at the current program participation ratio for the federal aid route affected.

Forest Highways. The ER program also provides funds for other roads and trails on federal lands which have: serious damage due to the natural disaster or catastrophic failure; an emergency has been declared by the Governor; and concurrence by the FHWA Administrator (USDOT). However, repairs to roads maintained by federal agencies (Forest Service, Park Service, etc.) are handled directly by FHWA's, Federal Lands Highway Division Office in Vancouver, WA, and the responsible agency.

The Western Federal Lands Highway Division of FHWA has designated a system of Forest Highways. Some of the system is located within National Forest lands, some provide access to such lands, some are coincidental with State Routes and some with local agency routes. Damages that occur on this designated system are eligible for 100 percent federal funding and may be administered through either the ER or ERFO programs. A map of the system is at the end of the chapter.

.21 Application for Federal Assistance. WSDOT and local agencies are empowered to immediately begin emergency repairs to restore essential traffic service and to prevent further damage to the roadways. Properly documented costs will later be reimbursed if FHWA determines the disaster ER eligible. The determination of eligibility/non-eligibility does not usually occur until approximately 60 days after the incident period. However, the following steps should be ongoing during this interval.

- a. **Letter of Intent.** WSDOT prepares and transmits to FHWA a “letter of intent” to apply for ER program funds per the requirements. The letter of intent includes: an estimate of the damage on WSDOT eligible roadways; an estimate of damage on local agency’s eligible roadways; and notifies FHWA that WSDOT intends to request ER funds. This request usually follows the Governor’s proclamation.
- b. **FHWA Division Acknowledgment.** The FHWA Division response to WSDOT directs WSDOT and local agencies to proceed with emergency repairs: to restore essential travel; to protect remaining facilities; to reduce the extent of damage; to begin preliminary engineering consisting of surveys, design, and preparation of construction plans; to perform incidental permanent restoration work which is required as part of the emergency operation; and to use local forces, contracts and/or equipment-rental contracts as necessary to perform the work.
- c. **Approval of ER Funds.** Upon receiving the recommendation of the FHWA Division Office that the event qualifies for ER funds, the FHWA Administrator acts on WSDOT’s request and informs FHWA Regional and Division Offices of the approval of ER funds and sends a letter to the Governor. WSDOT Highways and Local Programs is informed accordingly and notifies the affected local agencies.

Eligibility of emergency relief work for federal funding is contingent upon concurrence by the FHWA Administrator.

.22 FHWA Approval of Projects. From the time the disaster/emergency occurs local agency forces are out working to protect their transportation investments. The local agency will contact the Region Local Programs Engineer and describe the damage they are incurring with an estimated dollar figure which is included with WSDOT’s submittal to FHWA.

If the disaster damage is eligible for ER funds, detailed Damage Inspection Reports (DIR) are prepared to determine the amount and scope of reimbursement for temporary emergency repairs, incidental permanent restoration and permanent restoration work. To expedite the reimbursement process and repair the damage to the agency’s transportation system, the Region Local Programs Engineer contacts the agency and coordinates an onsite visit with a FHWA representative, at a mutually agreed upon time. If the damage to an agency is wide spread and the agency has good documentation (including plenty of photographs), FHWA may approve the sites based on the project packages without actually viewing every site. FHWA has also concluded they may select a portion of the impacted sites to actually visit for verification of the damage detailed in the DIR.

The agency should have a package of all relevant information ready for review by Highways and Local Programs and FHWA at the time of the onsite visit. In many cases, the emergency work will already have been completed. Accurate and detailed records are required to verify the expenditures. The package is to include:

- a. **Damage Inspection Report (DIR).** The DIR (see Forms) can either be prepared at the time of the on site visit or the agency may fill out the information pertaining to the site prior to the visit for review and approval by Highways and Local Programs and FHWA. The DIR should include all pertinent information pertaining to the site's damage and a breakdown of damage estimates or actual costs (as applicable) of the work identified. Completion of the DIR is a joint effort by FHWA, WSDOT Highways and Local Programs, and local agency personnel.

The approved DIR serves as the basic justification and cost document. Each agency receives a copy of the DIR. Based on detailed DIRs received, WSDOT Highways and Local Programs will prepare and forward a statewide ER program of local agency projects to FHWA for approval. Following program approval by FHWA, WSDOT Highways and Local Programs will request any additional information that is required to advance a specific project to the construction stage.

It is important that the DIR document the scope of the approved repairs, but it is not critical that the cost estimate be precise at the time of the DIR (the cost estimate can be refined later). It is important that the damage inspections be completed as soon after the event as possible, even if final cost data is not yet available.

- b. **Maps.** A vicinity map showing the location of the damage (can be agency-wide or site by site).
- c. **Visual Aids.** Photographs, newspaper articles, and related documents (i.e., sketches, video tapes) are necessary to show the actual damage.
- d. **Records.** Agency records must be site-specific [identified by M.P. (K.P.), route, or cross street identifiers] for each eligible federal aid route. Costs must be supported by labor, equipment and material records or contract documents. This is necessary to obtain full reimbursement. (These records are critical for the long-term but need not be fully complete at the time of the DIR since the DIRs cost estimate can be just that – an estimate.)
- e. **Additional Data.** This will include any items FHWA requests. Because a significant amount of time may have elapsed since the disaster, the local agency may have to fund restoration costs while waiting for reimbursement. In many cases, the emergency work will already have been completed. Therefore, accurate and detailed records are required to verify the expenditures.

33.3 Reimbursable Expenses

.31 Eligible Costs. The following is the basic information on FHWA policy regarding emergency relief procedures for reimbursement under the ER Program. This is also outlined in the *Emergency Relief Manual* (USDOT/FHWA, November 2009).

Only certain items of repair or reconstruction of roads, streets, and bridges are eligible under the emergency relief program. The federal government will participate in costs when they are properly supported and documented and when such costs are directly attributable and properly allocable to ER projects. For a site to qualify it must: exceed heavy maintenance; not be a pre-existing condition; and not already be programmed for federal aid funding. For the purposes of the ER Program, heavy maintenance is defined as repair work less than \$5,000 per site. Work is considered already programmed if construction funding for it is included in the State Transportation Improvement Program (STIP).

The emergency conditions most frequently experienced in Washington State are those resulting from damage to highways caused by storms which create flooding conditions. The processing of claims for damage by hurricanes, tidal waves, earthquakes, severe storms, landslides, volcanic eruptions, and other catastrophes will normally follow the criteria established for flood disasters. ER funds may participate in the emergency repair or reconstruction of: pavements or other surface courses; shoulders; embankments; cut slopes; natural and constructed drainage channels, including riprap, cribbing, or other bank control features; guardrail; bridges; retaining walls; signs and traffic control devices; culverts; bike and pedestrian paths, and fencing.

The ER program will only fund those activities: beyond heavy maintenance; required to restore essential travel; to prevent additional damage to the roadway; and work required to restore the roadway to its pre-disaster condition. Types of these eligible costs are as follows:

- a. **Debris Removal.** This includes clearing debris from the traveled way, an adjacent pedestrian/bike facility, the clear zone and in some cases from the drainage systems associated with damaged project sites.

This does not include the clearing of trees and other debris from all areas within the right of way. If debris is not obstructing traffic, an adjacent pedestrian/bike facility, in safety clear zones, or a drainage facility, removal of that debris would not be eligible for ER funds.

- b. **Traffic Control.** For ER eligible roadways traffic control devices such as barrels, barricades and signs; the establishment of detour routes; and enforcement of detours and road closures by law enforcement personnel are eligible for funding. Reimbursement for traffic control can be handled on an area-wide basis with sufficient documentation of locations and type of work. ER reimburses the local agency and the state enforcement

agencies for regular and overtime rates on ER eligible routes for performing disaster related traffic control activities. Documentation of hours, routes, etc., is required for reimbursement.

- c. **Landscaping.** Landscaping and functional planting are eligible when associated with major damage restoration through permanent repair methods.
- d. **Active Construction Contracts.** Damage due to the ER event within the limits of an active construction contract may also be eligible for ER funds. Damage must be due to the event and clearly not the responsibility of the contractor (e.g., not due to inadequate protection of disturbed areas). The work must be done by change order (Section 52.5). Also, if adequate precautions were made to protect a nearby project because of the event, that work may be eligible.
- e. **Detour Routes.** Establishment or construction of detours is eligible for ER funding. Routine maintenance of detours is not eligible, but repair of detour routes whether or not they are federal-aid eligible, is eligible for ER funding.
- f. **Sites Damaged by Two Separate Storms.** When a site suffers damage in a second eligible ER event prior to completion of the permanent restoration, that work can be funded as part of the second storm. Temporary work completed before the second storm should still be charged to the first storm. In this case all work must be coordinated with the Region Local Programs Engineer and FHWA.
- g. **Administrative Expenses.** Administrative expenses as listed below are also eligible for reimbursement.
 - 1. **Regular and Extra Employees.** Regular salaries, overtime salaries and wages of all the regular and extra employees directly engaged in work on ER projects are eligible for reimbursement. Timekeeping procedures should provide for allocating employees' time to projects and/or other activities each day on an hourly basis. The timekeeping document, such as a time slip, time and attendance report, or time book, is the source document which must be available for examination by audit personnel to support direct labor costs claimed on any ER project. The document should be signed by a responsible employee having knowledge that the time distribution is accurately reported.
 - 2. **Payroll Additives.** Usually referred to as a labor surcharge, a set percentage over and above the total direct labor costs charged to a project is eligible for participation. This surcharge is to cover costs of various types of leave allowances, industrial accident insurance coverage and other employee benefits. The allowable percentage rates will consist of the agency's calculated rates which normally vary from year to year. Therefore, the records used in developing

percentage rates should be preserved under suitable control conditions to assure availability for examination when requested. The acceptable percentage rate may be applied only to direct labor costs.

- h. **Engineering and Right of Way.** Only that preliminary engineering, right of way, and construction engineering directly attributable to repair of eligible damages are eligible for ER reimbursement. Administrative costs are not eligible.
- i. **Traffic Damage.** Generally damages of roadway surfaces due to traffic damage is not eligible for ER funds, but may be for surface damage repair (1) on any public road when it is caused by vehicles making repairs to federal eligible roadways, (2) on any public road officially designated a detour route around a damaged federal eligible roadway, and (3) on any federal eligible roadway when damage is caused by vehicles responding to a disaster.
- j. **Overlays.** Where entire sections of roadway are damaged and need to be constructed, new surfacing is eligible. Roadways submerged during flooding, but suffering no significant damage, are not eligible.
- k. **Raising Grades.** For traditional flooding, temporary work, fill material and minimum riprap to raise roadway grades to maintain essential traffic service during flooding is eligible. Roadways temporarily raised to maintain essential traffic service and that suffer no significant damage as a result of the flood and work to permanently provide a higher grade (recompact fill and provide permanent surfacing) are not eligible. Contact your Region Local Programs Engineer to have them consult with FHWA on raising grades in basin flooding situations.
- l. **Slides.** The removal of rock and mud slides is eligible. To be eligible for correction to provide a safe roadway, such a slide must be associated with the overall natural disaster or by itself qualify as a natural disaster. Projects to stabilize the slide area to protect the roadway or to relocate the roadway are eligible when justified as a betterment.
- m. **Traffic Control Devices.** The cost of repair and replacement of traffic control devices (traffic signal, traffic control signs) is eligible only if such damage exceeds heavy maintenance.
- n. **Roadside Appurtenances.** The cost of repair and replacement of roadside appurtenances (guardrail, bridge rails, impact attenuators, right of way fences, etc.) is eligible if such damage exceeds heavy maintenance.
- o. **NEPA Process.** An ER repair project may need to incorporate added features to mitigate impacts of associated items such as wetlands, noise, endangered species, etc. A general rule of thumb to follow: if the added feature is related to a betterment that is eligible for ER participation, then

the mitigation feature is probably eligible for ER funding; if the betterment is not justified for ER funding, any added feature related to the betterment is probably not eligible for ER funding. Contact your Regional Highways and Local Programs Engineer to have them consult with FHWA on your specific situation.

- p. **Outside of the Roadway Right of Way.** Generally, damage repair activities outside the roadway right of way is not eligible for ER funding. The exception to this would be work (riprap, bank protection, etc.) associated with a stream channel adjacent to a roadway when the work is directly related to protection of the roadway.
- q. **Supplies and Materials.** Engineering and general office supplies of an expendable nature, charged from stock or purchased for a particular project, and properly identified on the stock-issue slip or vendor's invoice with the project charged, are eligible for ER fund participation.
- r. **Equipment.** The use of applicant-owned equipment or equipment owned by, and rented from, another public entity, or equipment rented from commercial sources (provided rental costs are reasonable) which is necessary for the work authorized under an ER project will be eligible for participation.

.32 Ineligible Costs. The ER Program is intended to correct disaster damage to highways. The ER program does not provide emergency transportation services (e.g., ambulances, helicopters), compensation for material, equipment, or economic losses (e.g., stockpiled material, maintenance equipment, lost revenue). Also, non-federal eligible roads, bridges and trails are not eligible for ER funds but can be submitted to FEMA for reimbursement. Below are descriptions of work that is ineligible for reimbursement:

- a. **Heavy Maintenance.** When a disaster has caused damage requiring heavy maintenance or work frequently performed by the applicant's maintenance crews, repairs are usually not eligible. Heavy maintenance is work which is usually performed by agency's in repairing damage normally expected from seasonal and occasionally unusual natural conditions or occurrences. It includes work at a site, required as a direct result of a disaster, that can reasonably be accommodated by an agency's maintenance, emergency or contingency program. For the purposes of the ER Program, heavy maintenance is defined as repair work less than \$5,000 per site.
- b. **Snow Removal.** Snow removal is not eligible for ER funds.
- c. **Debris Removal.** Debris that is not obstructing traffic, an adjacent pedestrian/bike facility, safety clear zones or a drainage facility, is not eligible for ER funds.

- d. **Prior Scheduled Work.** Work already scheduled for repairing or replacing deficient facilities with federal aid funds, which are damaged during a disaster will not be eligible for ER funds. Work is considered already scheduled if construction funding for it is included in the STIP. This work should be funded as originally intended.
- e. **Traffic Damage.** Repair of roadway surface damage caused by traffic, even if the roadway was inundated or the subgrade saturated, is not eligible, except as noted in Section 33.31-i.
- f. **Frost Heaving.** Damage to roadway subbase and base materials due to inundation or because of freezing and resultant frost heaves, even if the roadbed has been saturated by flood waters, is not eligible for repair using ER funds.
- g. **Applicant-Owned Material.** Replenishment of destroyed or damaged stockpiles of materials for both maintenance and construction that have not been incorporated into the roadway is not eligible for replacement under the ER program. Repair or replacement of damaged facilities such as maintenance sheds or equipment is not eligible for ER funds.
- h. **Erosion Damage.** Minor erosion damage due primarily or wholly to rainfall and resulting from surface saturation of slopes and embankments, rather than flood waters, is considered heavy maintenance and is not eligible.
- i. **Mitigation/Preventative Work Prior to Disaster.** Preventative work to avoid damage to a highway facility in anticipation of a disaster is not eligible for ER funding (e.g., work to prevent scour at a bridge site in anticipation of high rainfall and potential flooding).
- j. **Catastrophic Failure from Internal Cause.** If the catastrophic failure is due to an internal cause, such as gradual and progressive deterioration or lack of proper maintenance, it is not eligible for ER funding.
- k. Project delay costs or lost toll revenues are not eligible.
- l. Transit operation and maintenance costs are not eligible.
- m. Radiological contamination with no incidental structural damage is not eligible for ER funding.

33.4 Types of Emergency Relief Work

.41 Temporary Emergency Repairs. The intent of temporary operations, including emergency repairs, is to restore essential traffic which cannot wait for a finding of eligibility and programming of a project. Emergency repair work should be accomplished in a manner which will reduce additional

work required for permanent repairs. Temporary emergency repair work, accomplished within the first 180 days after the occurrence of the disaster, may be eligible for 100 percent federal aid.

Local agencies will need to coordinate with resource agencies for accelerated permit requirements. Local agencies will need to meet all local and state requirements.

The use of ER funds for temporary repairs to roadways will normally be limited to the amount necessary to bring the washed-out fills and slip-outs back to grade with a gravel surface. However, in most cases these emergency repairs to roadways will not be constructed to true line and grade. They will usually follow the terrain and be constructed in the easiest and fastest manner. The repair to the road, nevertheless, should be good enough so traffic can travel over it safely at a speed reasonable for the site conditions. Where routes handle heavy traffic, an appropriate type of bituminous surface as a temporary repair will be eligible for short sections of roadway.

.42 Incidental Permanent Restoration. FHWA's concurrence of the need for emergency work does not authorize the agency to proceed with permanent restoration work on damaged roadways. However, if the incidental permanent restoration is more economical or practical to perform as an associated part of the emergency operation it may be eligible. This incidental permanent restoration work can be performed with the emergency work provided it is properly documented and authorized in the DIR. If such work has been accomplished prior to the site damage review, retroactive approval may be given when circumstances warrant.

There may be situations in which immediate completion of the permanent work is the most economical and feasible way to quickly restore essential traffic. An example would be a bridge and approaches being washed out, construction of a detour being both costly and time consuming, and the agency having precast concrete girders readily available that could be used at the site. In such a case immediate construction of the permanent structure and approaches could be accomplished at the discretion of the local agency and approval by FHWA would be considered incidental permanent restoration and would be documented in the same way as the emergency repairs.

The placement of the final surfacing is normally considered permanent repair. If done as emergency work, such paving must have FHWA concurrence, on the DIR or subsequent to the DIR, to be eligible for federal participation. FHWA will consider traffic characteristics, remoteness of the site, traffic control requirements and socioeconomic factors before approval.

Incidental permanent restoration work will be funded at the normal match rate even if the permanent repair is performed as an incidental part of the emergency repair work.

.43 Permanent Restoration. Permanent restoration work will not be eligible if performed prior to program approval and authorization by FHWA, unless it is determined more economical or practical to perform such work as an associated part of the emergency repairs. Documentation of this determination is essential.

Permanent restoration is funded at the normal match rate for the route regardless of when the work is done. Permanent restoration shall be administered using normal Federal-aid procedures that include written authorization, NEPA clearance, design approval, permits, right of way certification, PS&E, advertisement period, etc. Permanent restoration work must begin within 2 years after the event.

Permanent restoration may involve one or more of the following categories of work:

- a. **Restoration-in-Kind.** The ER program provides for repair and restoration of highway facilities to predisaster conditions. Restoration-in-kind is the expected predominant type of repair to be accomplished with ER funds. Any additional features or changes in character from that of the predisaster facility are generally not eligible for ER funding unless they can be justified because of construction, economy, prevention of future recurring damage or technical feasibility.
- b. **Replacement Facilities.** Where a facility has been damaged to the extent that restoration to its predisaster condition is not technically or economically feasible, a replacement facility is appropriate. Replacement facilities should be constructed to current design standards. ER participation in a replacement roadway will be limited to the costs of current design standards of comparable capacity (i.e., number of lanes) and character (i.e., surfacing type, access control, rural/urban section). Replacement of a bridge will be the cost of a new bridge to current design standards for the type and volume of traffic it will carry during its design life.

ER participation may be prorated at the costs of a comparable facility when the proposed replacement project exceeds the capacity and character of the destroyed facility.

- c. **Betterments.** Betterments are defined as (1) added protective features, such as the rebuilding of roadways at a higher elevation, or the lengthening of bridges, or (2) changes which modify the function or character of the facility from its pre-disaster condition, such as additional lanes, or added access control. Betterments are generally not eligible for ER funding unless justified on the basis of economy, suitability and engineering feasibility and reasonable assurance of preventing future similar damage. Betterments should be obvious and quickly justified without extensive public hearing, environmental, historical, right of way

or other encumbrances. The justification must weigh the costs of the betterment against the probability of future recurring eligible damage and repair costs.

Upgrading that results from construction of replacement facilities to current standards as defined above is not considered a betterment requiring further justification. However, with respect to roadways, increases in capacity or a change in character of the facility would be considered betterments and are not justified for ER participation.

Betterments which have been approved in the past with proper justification include:

- Installation of riprap.
- Relocation.
- Increased waterway opening.
- Slope/Bank stabilization.
- Slide stabilization.
- Dike construction.
- Raise grade of roadway.

Betterments resulting from environmental or permit requirements beyond the control of the agency are eligible for ER funds, if these betterments are normally required when the agency makes repairs of a similar nature in its own work.

Minor relocations and alignment shifts are frequently advisable and are generally eligible for ER participation. However, any design changes made to avoid damage which could be expected to occur infrequently is questionable. Added features of appropriate protection, such as slope stabilization, slope protection and slide prevention measures wherever practicable, must have proper support. Slide stabilization work has been declared ineligible in problem areas where slides recur regularly. The cost of monitoring slide stabilization measures after completion of the initial stabilization is not eligible. ER participation in the initial construction does not create a continuing ER responsibility for future additional work.

Betterments which are eligible for reimbursement will be addressed, agreed to and documented on the DIR or approved separately by WSDOT and FHWA in response to a local agency request justifying the proposed betterment.

- d. **Replacement-in-Kind.** Where extensive damage has occurred, ER funds may be used for replacement-in-kind as the proper solution but with current standard safety features. Where relocation is necessary, each case

is considered carefully to determine what part of the relocation is justified for construction with ER funds.

- e. **Wayside Areas.** Wayside areas include rest areas and truck weighing stations. Access and parking facilities at a wayside area can be cleared and protected as part of an ER project. Local agency and WSDOT maintenance facilities are not included.
- f. **Replacement of Culverts.** Upgrading culverts to current standards must be specifically related to eligible disaster damage repair. Damaged culverts are eligible for repair in kind. Destroyed culverts are eligible for replacement to current standards. Area-wide upgrading of deficient culverts on an area or route basis is not eligible.
- g. **Deficient Bridges.** This includes bridges unsafe in structural condition only and does not consider waterway opening, functional obsolescence or serviceability. A structurally deficient bridge which was not under construction or scheduled for replacement with other federal funds may be eligible. ER funds do not replace other federal funds. The following represent two common situations:
 1. Bridge is damaged and is repairable. ER funds may participate in:
 - Reasonable emergency repair to restore travel.
 - Permanent repair of disaster damage if bridge will be structurally safe upon completion of disaster damage repair (repairs correct structural deficiency).
 - Permanent repair of disaster damage if other funds are used to simultaneously correct the structural deficiencies (repair of disaster damage will not correct structural deficiency).
 - No permanent repair if bridge is scheduled for replacement.
 2. Bridge is destroyed or repair is not feasible. ER funds may participate in:
 - Reasonable emergency repairs to restore traffic.
 - New comparable replacement structure if bridge was not scheduled for replacement.
 - No permanent repair if bridge is scheduled for replacement.
- h. **Bridge Betterments.** Two common bridge betterment situations are:
 1. Bridge is destroyed. A new comparable replacement structure would be eligible. Betterments are generally not a consideration except:
 - Extensive relocation of a replacement bridge is an ineligible betterment and ER participation will normally be limited to the cost of the structure and a reasonable approach length.

- Replacement of a current non navigable structure or movable bridge with a high level navigable structure is beyond the intent of a comparable facility and is an ineligible betterment.
2. Bridge is seriously damaged but repair is feasible. Repair-in-kind is eligible for ER funds.

Added protection features such as riprap, spur dikes or additional channel work if justified as a betterment would be eligible (i.e., there is reasonable assurance that similar future damage would be prevented and the cost of the betterment does not unreasonably exceed anticipated future ER costs).

Control features for stream channels outside the agency's right of way are generally not eligible. Work involved in channel changes, riprap, bank protection, clearance of debris and wreckage from the channels and stream beds, and other associated permanent work is not eligible. However, if the agency can establish it has jurisdiction and responsibility for the maintenance and proper operation of this section of the stream the work may be eligible.

Normally, projects associated with channel work (riprap, bank protection, etc.) that require right of way purchases and/or easements outside the right of way are not eligible. The fact the agency responsible for channel maintenance does not have funds to finance the repair and protection work, is not an acceptable reason for ER fund assistance. In situations involving requests for participation in erosion control and bank protection outside the agency right of way, the following items must be verified by the agency to obtain eligibility:

- The work is directly related to protection of the highway facility.
- The work is not eligible for funds from another agency.
- No other agency has the responsibility for such work.
- The applicant agrees to accept the future maintenance of all work performed.

When work of this type is proposed, the project documents should include a letter from the local agency covering all four of the above features including acceptance of the responsibility for maintenance. Other supporting data should include copies of correspondence with the Corps of Engineers or other appropriate agency to verify that no other eligibility or responsibility exists.

- Increased bridge width or other geometric improvements and correction of non disaster-related structural or surfacing improvements such as deteriorated pilings or decks are not eligible.

- i. **Protective Work.** When permanent and emergency repairs cost considerably less than proposed protective measures such as riprap, eligibility of protective measures is questionable. For example, if repairs consisting of replacement-in-kind cost only \$3,500 and the estimated cost to provide sufficient protection to prevent damage under similar unusual conditions is \$9,000, participation beyond that necessary for replacement-in-kind would not be economically justified.
- j. **“Convenient” Damage.** The elimination of a recurring annual maintenance problem based on the occurrence of a disaster is questionable. For instance, an applicant proposes to replace a damaged triple box culvert and roadway fill with a bridge. This is a betterment to alleviate an annual maintenance problem which was accelerated by a disaster. ER participation in the construction cost of a bridge is limited to the amount necessary to repair the triple box culvert.
- k. **Rock and Mud Slides.** The removal of rock and mud slides is eligible unless determined to be a pre-existing condition. Such a slide, unless justified on its own as a catastrophic failure, must be associated with the overall natural disaster and must have occurred during the event period as determined by FHWA and/or FEMA.

When an old slide has been activated during a natural disaster, its correction to provide a safe roadway is eligible. Should the agency propose to relocate a road instead of correcting the old slide, the cost of the relocation to predisaster capacity and character may be eligible if justified as a betterment.

Slide stabilization is also a betterment. ER participation must be based on detailed analysis of the slide and reasonable assurance of preventing similar future damage, showing stabilization costs do not unreasonably exceed anticipated ER costs. Such analysis must include road relocation, do-nothing alternatives and consideration of previous testing recommendations for the area.

- l. **Plugged Culverts.** Cleaning out plugged culverts is an eligible activity as long as it is considered beyond heavy maintenance and is associated with other eligible damage. Replacement of plugged culverts should be considered eligible only when justified as a betterment or when cleaning is not cost effective.

33.5 Contracts

The onslaught of a disaster requires quick reaction by local agencies to protect the traveling public and the remaining facility. The initial actions taken by local agency personnel are usually reimbursable if they meet the ER program requirements. The initial repairs may be accomplished using local agency forces, solicited contracts and/or sole source contracts, as described below.

These are all allowable during the initial impact to agencies. When agencies use these methods, documentation of their procedures and approval by WSDOT and FHWA are required for reimbursement.

Restoration work shall be undertaken by competitively bid construction contracts (Chapter 52). All federal requirements (i.e., Davis-Bacon, Buy America, Federal Wage Rates, DBE) must be included in the same manner as a typical non-disaster federal aid project.

.51 Local Agency Forces. Due to the emergency character of the work, state and local agency forces (Chapter 61) and/or negotiated equipment rental contracts with owner/operators may be used in handling a considerable portion of the emergency repairs. An owner/operator is defined as someone who owns and operates their own equipment, with no other employees on a payroll, at a negotiated hourly operated rate. Local agencies may supplement their own forces by using the Public Works Emergency Response Mutual Aid Agreement or other interlocal agreements as appropriate. The intent is to restore essential traffic and stabilize any hazardous conditions caused by a disaster.

A formal finding for local agency forces work for temporary emergency repairs is not required. WSDOT and FHWA approval is required for reimbursement of local agency forces work on permanent restoration work.

.52 Solicited Contract. This type of contract may be warranted due to the emergency character of the work. A minimum of three contractors/material suppliers are contacted and asked to submit bids on specific units of work. A source for these contractors would be the local agency's small works roster. These contracts shall be based on force account procedures (*Standard Specifications* 1 09.6), unit bid items or a combination of the two. These contracts will have a set of plans and specifications which may be abbreviated (Section 33.63).

The intent is to restore essential traffic and stabilize any hazardous conditions caused by a disaster or as noted on the DIR. FHWA and WSDOT approval is required to use this method of contracting. Unless emergency circumstances make it impossible or unfeasible to do so, provisions of 23 U.S.C. 112(c) which require a sworn statement of noncollusion apply.

Likewise, a written summary must be prepared showing how the solicitation was done, who was contacted, and the responses by the contractors/material suppliers.

.53 Sole Source Contract. Approval by WSDOT and FHWA is required to use this type of contract. The approval may be given verbally or at the time of the onsite review (DIR). The intent is to restore essential traffic and stabilize any hazardous conditions caused by a disaster or as noted on the damage inspection report. These contracts shall be based on force account procedures (*Standard Specifications* 1-09.6), unit bid items or a combination of the two.

These contracts will have a set of plans and specifications which may be abbreviated (Section 33.63).

The type of work allowed for using a sole source contract include:

- Only one contractor in the area to perform the work.
- A contractor on-site under a current contract.
- The work is defined as specialty work.

Documentation is required justifying the use of a sole source contract.

33.6 Additional Project Requirements

.61 Design Standards. Reconstruction of damaged roadway and bridge facilities must be to adequate standards, including appropriate safety features. Reconstruction of extensively damaged facilities, including betterment projects when adequately justified, should be to the current design standards. Replacement of roadway facilities other than bridges is limited to the existing number of lanes and surface type. Bridges may be replaced with a facility which meets current geometric and construction standards required for the type and traffic volume which such facility will carry over its design life.

.62 Environmental Impact Assessment. A categorical exclusion under 23 CFR 771.115(9), (13), and (14) is generally applicable to ER projects. This would apply to repair the damaged roadway to predisaster conditions and requires the concurrence of FHWA as noted on the DIR. If the finding cannot be made, the project is subject to an environmental assessment under provisions of 23 CFR 771.

Emergency repairs during or immediately after a natural disaster are generally classified as categorical exclusions as are general permanent repairs if they are replacements in kind (23 CFR 771 and 40 CFR 1508.4).

Extensive environmental processing could jeopardize an otherwise reasonable project by removing it from an eligible category as described above. In other words, if a situation persists with no correction for an extended period of time, it may be unreasonable to continue to classify the project as a disaster-related emergency. The project would then need to be funded as a normal federal aid project.

.63 Abbreviated Plans. The FHWA Division Administrator may approve the use of abbreviated plans provided that they provide essential information necessary to describe the work to be accomplished and determine the reasonableness of unit prices for contract or force account work.

33.7 Funding

WSDOT Highways and Local Programs will process all the required data and submit it to FHWA for fund authorization. A standard funds request package should include:

- Project check list with supporting data as appropriate (Chapter 21).
- Pictures of the affected site (before and after).
- A **signed** copy of the DIR.

When submitting projects for funding, multiple sites on the same federal route or area within a local agency's jurisdiction may be grouped together under one Local Agency Agreement and Project Prospectus provided individual site information is included.

Project fund requests which exceed the original DIR must have a detailed explanation of the additional work required to complete the work. If the work done is outside the scope of the DIR, concurrence by FHWA will need to be coordinated through the Regional Highways and Local Programs Engineer prior to fund authorization. Any work to be done as the finding of a geotechnical report needs to be pre-approved by FHWA through the Regional Highways and Local Programs Engineer.

All projects which involve a contract must follow the guidelines outlined in Chapter 46 of this manual. All further action, including processing, billing, and payment, will be in accordance with Chapter 23 of this manual.

Final vouchers, inspection, audit, and project closure are accomplished in accordance with Chapter 53 of this manual.

33.8 FEMA Program Guidelines

Federal Emergency Management Agency (FEMA) provides funding for restoration of damaged roads and bridges not eligible for ER, individual assistance and public assistance. Off system roads, bridges and trails (no matter where the initial funding came from) are eligible for FEMA reimbursement. Although neither FHWA nor WSDOT is involved in disaster relief project funding for non-federal aid roads/streets, this section has been included for informational purposes. For additional information call 1-800-562-6108.

Federal share payable is 75 percent of the eligible costs for damage described under FEMA's emergency activities. Overtime only, on non ER eligible routes, for debris removal, emergency protective measures and traffic control is also reimbursable at 75 percent by FEMA.

The FEMA program provides federal reimbursement of eligible costs to repair, restore, reconstruct or replace damaged roadway facilities not eligible for ER. This includes emergency opening and permanent restoration.

Before funds are made available, the Governor must proclaim a state of emergency and request assistance from the President for assistance. The President must declare either an emergency or a major disaster.

The Disaster Recovery Manager of FEMA and Washington State's Governor's Authorized Representative are responsible for determining program eligibility based on criteria established by the federal government. The Governor's Representative is responsible for the program's administration.

Applying for Federal Assistance

- a. **Governor's Request for Federal Assistance.** Based on the preliminary damage assessments, the EMD prepares the Governor's request letters, for the Governor's signature, which are submitted through FEMA to the President of the United States.
- b. **Presidential Declaration.** If the President determines that the situation warrants federal assistance, the President declares either an emergency or major disaster and invokes the applicable sections of the FEMA regulations.
- c. **Federal/State Agreement.** After the President makes the declaration of emergency, the Governor and the FEMA Administrator sign a federal/state agreement for federal, state and local participation.

Actions After Federal Funding Approval

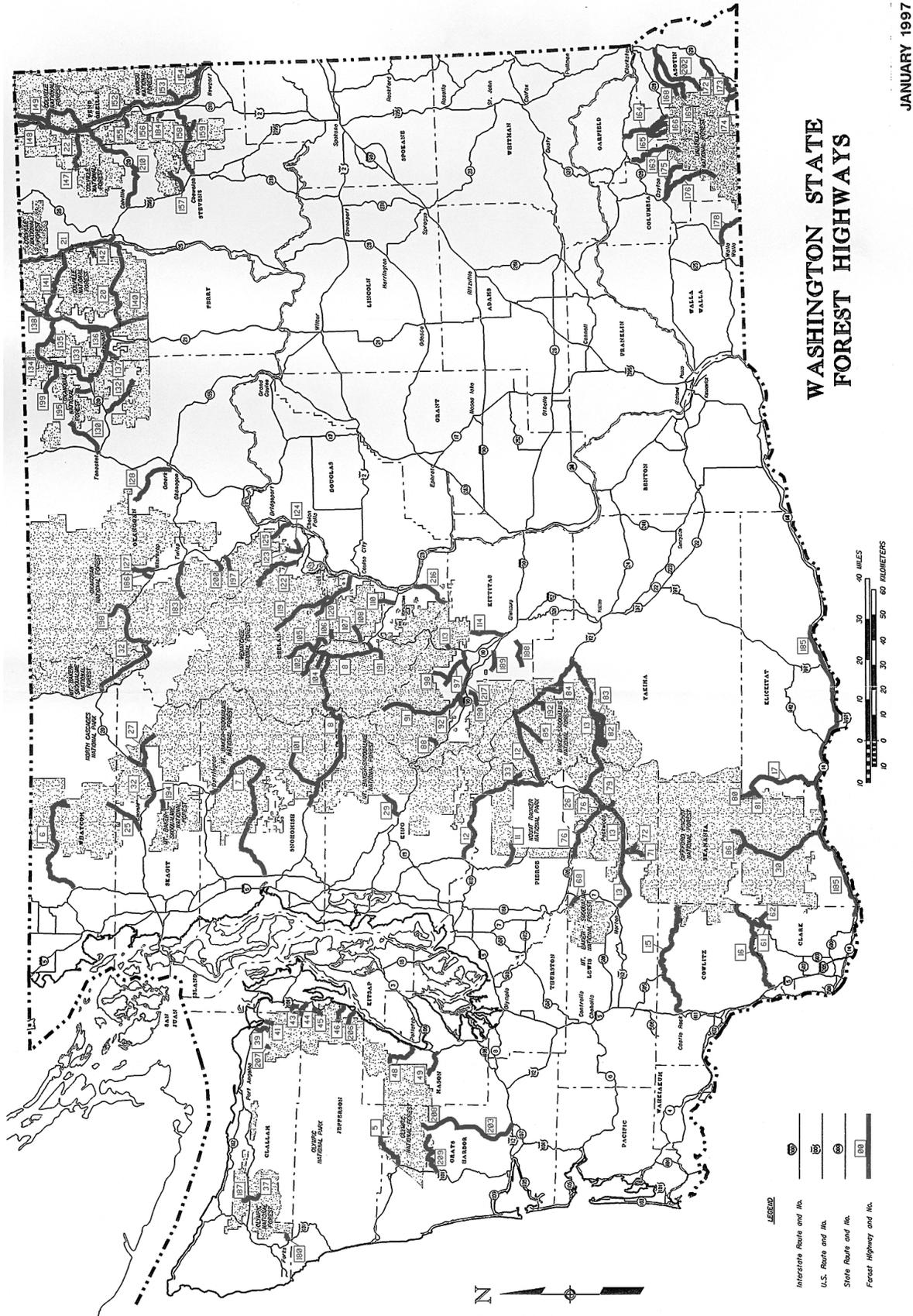
- a. **Preparation of Damage Survey Reports (DSR).** EMD and FEMA jointly establish disaster field offices to coordinate federal and state response.
- b. **Applicant Briefings – Eligibility Determination.** The Governor's Representative and Federal Disaster Recovery Manager will conduct applicant briefings. These briefings are for local elected officials, program administrators and accountants/bookkeepers. Local representatives are told what kind of assistance they will receive and the process to obtain the assistance. WSDOT Highways and Local Programs will provide a representative at the briefing to discuss the ER program.
- c. **Determination Review.** In most cases, if not all, the Governor's Representative and the Disaster Recovery Manager will review and determine eligibility of the DSRs in the disaster field office. Those not determined in the disaster field office will be followed up by both the Governor's Representative and the Disaster Recovery Manager at a later date.
- d. **State Requirements.** The Governor's Representative will coordinate with fisheries and wildlife departments to review each project's DSR and determine if a hydraulic permit approval is required.

- e. **Project Modifications.** The applicant does the work and if a time extension, scope, or fiscal modification is required, the applicant makes a request to the Governor's Representative for consideration.
- f. **Project Closure.** When the work has been completed, the applicant submits a Statement of Documentation to the Governor's Representative. The Governor's Representative determines whether or not final inspections need to be conducted based on program guidelines. Projects will be audited as part of the Single Audit Act by the State Auditors Office. Once all the program requirements have been met and final payment made, the Governor's Representative will send a close-out letter to the applicant.

When the federal audit or review is completed, the FEMA Regional Office forwards the reimbursement request to their National Office. The FEMA National Office forwards the final payment through the state's EMD, and closes out the project application.

33.9 Appendices

- 33.91 Local Agency Proclamation
- 33.92 Governor's Proclamation
- 33.93 Local Agency Damage Inspection Report



**SAMPLE
LOCAL AGENCY PROCLAMATION**

Date _____

WHEREAS, the _____ County Department of Community Development/
Division of Emergency Management has reported to the Board of County Commissioners, that beginning on
_____, 19___, unusual weather conditions, consisting of heavy snowfall followed by rain,
have caused a disaster by creating extensive flooding in parts of _____ County; and

WHEREAS, extensive damage has occurred and is still occurring to county roads and bridges, private roads, homes,
businesses, and farmland; and

WHEREAS, persons and property are and will be damaged unless further efforts are taken to reduce the threat to life
and property; and

WHEREAS, there is a present emergency which necessitates activation of the _____ County
Disaster Preparedness Plan and utilization of emergency powers granted pursuant to RCW 36.40.180 and
RCW 38.52.070(2), therefore

BE IT RESOLVED BY THE BOARD OF _____ COUNTY COMMISSIONERS:

SECTION 1

It is hereby declared that there is an emergency due to the flooding conditions in _____ County.
Therefore, designated departments are authorized to enter into contracts and incur obligations necessary to combat
such disaster, protect the health and safety of persons and property, and provide emergency assistance to the victims
of such disaster.

SECTION 2

Each designated department is authorized to exercise the powers vested under Section 1 of this resolution in the
light of the urgency of an extreme emergency situation without regard to time-consuming procedures and formalities
prescribed by law (excepting mandatory constitutional requirements).

Board of County Commissioners

County, Washington
Chairperson, _____
Commissioner, _____
Commissioner, _____

Note: Mailed to all county newspapers on above date.

cc: Washington State Emergency Management, re. notification by phone
Washington State Department of Transportation, Regional Highways and Local Programs Engineer



STATE OF WASHINGTON
OFFICE OF THE GOVERNOR

P.O. Box 40002 • Olympia, Washington 98504-0002 • (206) 753-6780

PROCLAMATION BY THE GOVERNOR

WHEREAS, a severe storm causing extensive flooding due to high rain fall amounts and mountain snow melt began on March 18, 1997, threatening citizens and property of Washington State;

WHEREAS, severe flooding is causing extensive damage to public property, private property, and infrastructure in Grays Harbor, Jefferson, Kitsap, and Mason counties;

WHEREAS, the Washington State Military Department, following the state's Comprehensive Emergency Management Plan is coordinating resources to support local officials in alleviating the immediate social and economic impacts to people and property. The severity and magnitude of the destruction from flooding are beyond the capabilities of the affected political subdivisions;

NOW THEREFORE, I, GARY LOCKE, Governor of the state of Washington, as a result of the aforementioned situation and under RCW 43.06 and 38.52, do hereby proclaim that a State of Emergency exists in Grays Harbor, Jefferson, Kitsap, and Mason counties and direct implementation of the Washington State Comprehensive Emergency Management Plan. State agencies and departments are directed to utilize state resources and to do everything possible to assist affected political subdivisions in an effort to cope with the emergency. I also hereby order into active service the State of Washington National Guard, or such part thereof as may be necessary in the opinion of the Adjutant General to perform such duties as directed by competent authority. Additionally, the Washington State Military Department, Emergency Management Division is instructed to coordinate all disaster-related assistance to the affected areas.



IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the state of Washington to be affixed at Olympia, this nineteenth day of March, A.D., nineteen hundred and ninety-seven.

Gary Locke
Governor of Washington

BY THE GOVERNOR
[Signature]
Secretary of State



Detailed Damage Inspection Report
FHWA Emergency Relief

Applicant		County(s)	FHWA Disaster No.
Location of Damage (Name of Road or Street)		Milepost	Inspection Date
		From _____ To _____	Federal-Aid Route
Description of Damage (Include Bridge Number(s) if Applicable)			Local /State Project No(s).
			Functional Class

Cost Estimate (Including Preliminary and Construction Engineering)

Temporary/Emergency Repair and Incidental Permanent Restoration work are eligible for 100% Federal participation until

<p>Temporary/Emergency Repair (<i>Work required to restore essential travel and protect the remaining facility from immediate threat.</i>)</p>		Temporary / Emergency Repair
<p>Method of Work: <input type="checkbox"/> Local/State Force Account <input type="checkbox"/> Emergency Contract Total Temporary Repair \$ _____</p>		
<p>Incidental Permanent Restoration (<i>That portion of the permanent work which has been determined to be more economical to be constructed along with the Temporary/Emergency work.</i>)</p>		Incidental Permanent Restoration
<p>Method of Work: <input type="checkbox"/> Local/State Force Account <input type="checkbox"/> Emergency Contract Total Incidental Perm. \$ _____</p>		
<p>Permanent Restoration (<i>This work is eligible for Federal participation at the standard matching ratio. This work must receive additional FHWA authorization before advertisement.</i>) Describe any proposed betterments and their eligibility.</p>		Permanent Restoration
<p>Method of Work: <input type="checkbox"/> Local/State Force Account <input type="checkbox"/> Contract Total Perm. Restoration \$ _____</p>		
<p>Environmental Classification ESA, Section 106, and Section 4(f) are required on all ER work. NEPA approval is required on permanent work only.</p>		Total Estimated Cost \$ _____
<p>Recommendation for Eligibility <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	Local Agency Representative	Date
<p>Recommendation for Eligibility <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	State Representative	Date
<p>FHWA Recommendation <input type="checkbox"/> Eligible <input type="checkbox"/> Ineligible</p>	FHWA Engineer	Date

DOT Form 300-001EF
(Revised 02/2008)

The following are exceptions:

- The effective date for determining state prevailing wage rates shall be the date of bid opening. For contracts awarded more than six months after the bid opening date, the effective date for determining the wage rates shall be the award date.
- The effective date for determining federal prevailing wage rates shall be ten days prior to bid opening (or less if the engineer determines an addenda can be issued prior to bid opening). For contracts awarded more than 90 days after the bid opening date, the effective date for determining the wage rates shall be the award date.

Prior to bid opening, the local agency may contact the Support Systems Engineer in the Plans Branch of WSDOT at 360-705-7455, to see if wage rates have changed or pending.

To minimize the possibility of out-of-date state and federal wage rates at the time of bid opening, the wage rates should be requested from the Region Local Programs Engineer seven days before the advertising date.

.22 Other Requirements.

- a. Form FHWA-1273.** Each set of contract documents shall include Form FHWA-1273, “Required Contract Provisions, FHWA Construction Contracts,” and such amendments that modify the FHWA-1273. Copies of the FHWA-1273 Form and amendments are available from the Region Local Programs Engineer.
- b. Affirmative Action.** See Chapter 27, Equal Employment Opportunity and Training.
- c. Disadvantaged Business Enterprises (DBE).** In accordance with FHWA and WSDOT efforts to increase DBE participation in FHWA projects, WSDOT has developed a management-by-objective goal-setting process for DBE participation. For additional information, see Chapter 26, Disadvantaged Business Enterprises.
- d. “Buy-America” Requirements.** Steel and iron that is permanently incorporated into the project shall consist of American-made materials, as outlined in the required GSP.

The local agency must include a provision containing the “Buy-America” requirements in each contract. General Special Provisions similar to those now used by WSDOT can be used by the local agency. These general special provisions are included in the WSDOT Amendments and General Special Provisions publication.

Purchase of foreign steel and iron products by local agencies for installation on a federally funded project is not allowed except to the limit allowed by the “Buy America” General Special Provision.

- e. **Traffic Control Plans.** Traffic Control Plans (TCP) must be included in the contract documents. TCPs shall be consistent with Part 6 of the MUTCD, low volume roads, Part 5 and WSDOT Standard Plans, Series K. The Series K WSDOT Standard Plans must be referenced in the contract specifications if they are utilized as the project TCPs. Detour Plans and agreements shall be included in the contract documents to demonstrate constructability.

Construction projects that impact bicycle and/or pedestrian traffic must include accommodation for all impacted modes of travel in the contract Traffic Control Plans.

- f. A “**tied bid**” is a federal project and a non-federal project or two federal projects (otherwise separate contacts) that are advertised and bid together as a single contract. To bid the projects under a single contract, approval is required by Highways and Local Programs prior to being advertised.
- g. **Sole Source Justification.** Justification for the use of agency-supplied materials must be documented by the local agency. The materials must have been produced by agency forces or acquired through competitive bidding. Material purchased from a sole source may be used only when preapproved by H&LP. To receive approval, submit a Public Interest Finding (PIF) for approval prior to use.
- h. **Warranty/Guarantee.** No warranty requirement shall be approved which may place an undue obligation on the contractor for items or conditions over which the contractor has no control. Warranties/guarantees shall not be included in federal aid projects or the bonds except as follows:

On NHS construction contracts a warranty can be included in the contract in accordance with the following: Warranty provisions shall be for a specific product or feature. Warranties for items of maintenance are not eligible for federal participation and will not be allowed. All warranty requirements and subsequent revisions shall be submitted to the WSDOT Region Local Programs Engineer and forwarded to Highways & Local Programs for advance approval.

On non-NHS construction contracts a warranty can be included in the contract in accordance with the following: Project warranty/maintenance provisions may be included in a project if a non-participating bid item and special provision is included in the contract. All other warranty requirements other than product or feature, and subsequent revisions, shall be submitted to Region Local Programs Engineer for advance approval.

- .23 **Local Ad and Award Projects.** See Chapter 46.
- .24 **State Ad and Award Projects.** See Chapter 45.

coring to verify density and depths. Culvert and pipeline installation may be paid by the lineal foot-in place with bedding, backfill, and compaction as incidental to the unit price. In these instances, an item should be added for extra excavation or backfill if the profile varies or is subject to change during the contract. Shoring must be paid as a separate bid item.

- Direct reference to proprietary specifications of national, regional, or local trade associations should not be included in FHWA contract specifications; such proprietary specifications are subject to change without notice to, or acceptance by, the state or FHWA. If proprietary specifications must be used, the complete text, or such parts as are applicable, should be incorporated into special provisions for the project.

Proprietary Items – Sole Source

The use of trade names in specifications and on plans should be avoided. Instead, specifications should be formulated to assure full opportunity for competition among equivalent materials, equipment, and methods. Specifying patented or proprietary material, products or processes is allowed for federal-aid projects only under one of the following conditions:

- At least three names of acceptable materials or products, if available, are listed together with a list of the required features and specifications that will be considered equal to the listed items.
- The agency is requiring a specific material or product and a written Public Interest Finding (PIF) document has been prepared and approved by H&LP.
- The material or product has been approved through FHWA as an experimental feature.

Public Interest Finding

An agency may require a specific material or product when there are other acceptable materials and products when such specific choice is approved as being in the public interest, such as traffic signal control equipment.

The written (PIF) must:

Clearly show that the best interest of the public and the agency will be achieved. This is accomplished by describing any cost effectiveness and efficiency to be realized. A benefit cost analysis should be completed to support the PIF. The supporting documentation and the decision of the agency must be maintained in the project file.

Proprietary items must be approved by H&LP.

A PIF is not required when:

1. The funding source is from a municipality or other entity, and is not reimbursable with federal monies, including when the contract has tied bids, and the item is only part of the locally funded project.

2. A utility agreement is being established and there are minor quantities of materials and supplies and proprietary products that are routinely used in a utility's operation, which are essential for the maintenance of the system.

44.6 Estimates

The engineer's estimate of a proposed project's cost shall include the estimated quantity and estimated unit price for each proposed work item. Bridge items shall be segregated from roadway items. A tabulation for each bridge showing its applicable items shall be submitted.

If materials salvaged from the project are to be used for roadway purposes, the value of such materials should not be included in the project cost.

The estimate shall separately list the costs of nonparticipating items, local agency force work, and local agency furnished materials.

The separate cost groups shall be summarized and totaled on the first sheet of the estimate.

The Region Local Programs Engineer may be contacted for assistance in preparing the estimate. A sample estimate is shown in Appendix 44.76.

44.7 Appendices

- 44.72 Sample Proposal (Metric/English)
- 44.73 Bid Proposal Package
- 44.74 Sample City Letter of Financial Responsibility
- 44.75 Sample County Letter of Financial Responsibility
- 44.76 Sample Estimate and Grouping
- 44.77 List of Permits
- 44.78 Local Agency Plans Preparation Checklist

Forms

- FHWA Form 1273 Required Contract Provisions, FHWA Construction Contracts
- FHWA Form LLL Disclosure of Lobbying Activities

Local Agency Project Management Review Checklist

Agency: _____ Date: _____

Project Title: _____

Federal Aid Project No.: _____ Contract No.: _____

Reviewers: _____

Prime Contractor: _____

LAG Ref. _____

13 Table of Organization and CA Agreement Review

<u>Action</u>	<u>Approving Authority</u>
Design Approval	_____
PS&E Approval	_____
Contract Award	_____
Contract Administration	_____

Preliminary Engineering

- 14.52 Project Development Checklist Yes _____ No _____
- 24 NEPA Approval Date: ___/___/___
- 42 Design Matrix Checklist Yes _____ No _____
- 43.1 Design Approved By: _____ Date: ___/___/___
- 44.1 PS&E Approved By: _____ Date: ___/___/___
- 44.22 Agency Supplied Materials Approved By: _____
- 44.22 Sole Source Items Yes _____ No _____
If yes, P.I.F. Approved By: _____
- 44.22 Tied Bids Approved By: _____ Date: ___/___/___

Advertising and Award

- 46.21 FHWA Construction Authorization Date: ___/___/___
- 46.24 Advertising Dates: ___/___/___ to ___/___/___
- 46.24 Three Week Advertising Period Yes _____ No _____
If no, FHWA Approval Date for Two Week Ad Date: ___/___/___
- 46.24 Affidavits of Publication in File Yes _____ No _____
- 46.25 Bid Opening Date: ___/___/___
Were Bid Analysis Conducted Prior to Award Yes _____ No _____
Was There Adequate Competition (More Than One Bidder) Yes _____ No _____
List the Number of Bidders: _____
- Is There Concurrence in Award From WSDOT/FHWA Prior to Award (projects containing DBE goal and full oversight projects only) Yes _____ No _____ N/A
- 46.27 Award Date: ___/___/___
- 46.26 Award to Lowest Bidder Yes _____ No _____
If Not, Explain: _____
- 46.28 Contract Execution Date: ___/___/___
- 46.28 Contract Award Amount: _____
Value Engineering Study Yes _____ No _____ N/A
- 46.3 Award Information Transmitted to WSDOT Yes _____ No _____

52 Contract Administration

- 52.101 First Working Day: _____ No. of Working Days: _____
 Were Liquidated Damages Assessed Yes _____ No _____
 No. of Working Days Complete: _____
- 52.2 Preconstruction Conference Minutes Review
 Meeting Held Yes _____ No _____
 Meeting Documented Yes _____ No _____
 Do the Minutes Reflect Discussion Regarding DBE & EEO Requirements Yes _____ No _____
- 21.1 Changes in Scope, Limits, Character, Cost Yes _____ No _____
 If yes, is the NEPA Still Valid Yes _____ No _____
 If yes, is the Design Still in Compliance With ADA Requirements Yes _____ No _____

44.1 Commitment File

- 24.94 Environmental and Permit Conditions Met Yes _____ No _____ N/A

25 Right of Way

- Right of Way Acquired Yes _____ No _____
 Right of Way Acquisition Procedures Date: ____/____/____
 Listing of Right of Way Staff Current Yes _____ No _____
- 25.11 Project Right of Way Certification Date: ____/____/____

52 Administrative Settlements

- 52.51 Were Any Claims Settled by Administrative Settlement Yes _____ No _____
 Were Claims Submitted to Local Programs Engineer Yes _____ No _____
 Comments: _____

- 52.1 Project Diaries and Inspector's Daily Reports Signed and Reviewed Yes _____ No _____

Payrolls

- 52.4 Wage Rates Included in Contract Yes _____ No _____
 Certified by Contractor Yes _____ No _____
 Checked and Initialed by Agency Yes _____ No _____
 How Often Were Payrolls Reviewed _____

27 EEO Compliance

- 27.32 PR-1391 on File and PR 1392 Sent to Region Local Programs Yes _____ No _____ N/A
 Comments: _____

Training

- Training Goal Set: Hours _____ Yes _____ No _____
 Training Plan Approved by Agency Yes _____ No _____
 Non-Union Training Plan Approved by FHWA Yes _____ No _____
 Training Goal Met: Hours _____ Yes _____ No _____
 Comments: _____

- Were Trainee Interviews Conducted Yes _____ No _____
 Comments: _____

Training Start Date: _____ Training End Date _____

Were Good Faith Efforts Provided When Minority/Female Not Submitted Yes ___ No ___
If yes, Is There Documentation in the File Yes ___ No ___

26 DBE Compliance

26.2 DBE Goal Set: % _____ Yes ___ No ___

26.2 DBE Condition of Award Amount: \$ _____

26.2 How Was DBE Certification Verified Prior to Award _____

52.5 Change Orders Affects on DBEs Yes ___ No ___
Change Order Initiated By: Contractor _____ Agency _____
Comments: _____

52.5 Additional Work Provided to DBEs Yes ___ No ___

52.5 Any Changes to DBE Goals Yes ___ No ___
If yes, Explain the Reason for DBE Goal Changes _____

26.2 DBE Goal Changes Approved by WSDOT H&LP Yes ___ No ___

26.2 Quarterly Report of Amounts Credited as DBE Participation
Sent to Region Local Programs Engineer Yes ___ No ___
Complaints Regarding DBEs or From DBE Yes ___ No ___
If yes, Were the Complaints Submitted to WSDOT Yes ___ No ___
Was Retainage Returned to the Prime for Work Satisfactorily
Performed by the Subcontractor Yes ___ No ___
Were Complaints Received From Subcontractors for
Prime's Failure to Pay Promptly or Return Retainage Yes ___ No ___

Contract Completion

52.81 Completion Date: ___/___/___

52.81 Completion Letter to Contractor Transmitted to Local Programs Yes ___ No ___

52.83 End of Project Materials Certification From Project Engineer to
Approving Authority Date: ___/___/___

44 Traffic Control

44.22e TCP or K Plans in Contract Yes ___ No ___
Adopted by Contractor Yes ___ No ___

44.22e Detour Included in Contract Yes ___ No ___

44.22e If yes, Agreements Included in Contract Yes ___ No ___ N/A

31 Consultant Agreements

Agreement Renewed Prior to Expiration Date Yes ___ No ___
Fee Type _____

Advertisements on File Yes ___ No ___

Selection Process on File Yes ___ No ___

Agency		Contract					Date				
Prime and Subcontractor Information											
	Name	Amount	Request to Sublet 421-012	DBE	Fed. Aid Certification 420-004	Statement of Intent to Pay Prev. Wages F700-029-000	Wage Rate Interview 424-003	DBE Review 272-051	Affidavit of Wages Paid F700-007-000	Payroll	
Prime											
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
		Total Amount Sublet \$									
		% of Contract Sublet = (Maximum 70%)									
							Notes:				

Bid Item Documentation Review – Mobilization

Agency: _____ Project Title: _____

Federal Aid Number: _____ Date: _____

Reviewed by: _____

Standard Specification 1-09.7 Mobilization

Contract Bid Amount _____ Mobilization Bid Amount _____

5% of Contract Bid Amount _____ 50% Mobilization Bid Amount _____

10% of Contract Bid Amount _____

Mobilization Paid on Estimate No. _____

Contract Items Paid That Estimate _____ Mobilization Paid That Estimate _____

Mobilization Paid on Estimate No. _____

Contract Items Paid That Estimate _____ Mobilization Paid That Estimate _____

Mobilization Paid on Estimate No. _____

Contract Items Paid That Estimate _____ Mobilization Paid That Estimate _____

Mobilization Paid After Substantial Completion _____

Notes:

1. When 5 percent of the total original contract amount is earned from other contract items, excluding amounts paid for materials on hand, 50 percent of the amount bid for mobilization, or 5 percent of the total original contract amount, whichever is the least, will be paid.
2. When 10 percent of the total original contract amount is earned from other contract items, excluding amounts paid for materials on hand, 100 percent of the amount bid for mobilization, or 10 percent of the total original contract amount, whichever is the least, will be paid.
3. When the substantial completion date has been established for the project, payment of any amount bid for mobilization in excess of 10 percent of the total original contract amount.

Acceptable _____ Corrections Needed _____

61.1 General Discussion

Congress determined that competitive bidding is the preferred method of performing projects. Local agencies using their own forces to construct Federal Highway Administration (FHWA) projects must demonstrate that this is the most cost-effective method. Federal regulations clearly indicate that, in the absence of an emergency situation, circumstances are unlikely to justify the use of agency force construction. Therefore, the consideration of any noncompetitive construction contracting method requires a cost effectiveness determination as well as an evaluation demonstrating that it is in the best interest of the public to complete the project by means other than competitive bidding. It is deemed cost effective to do minor adjustments of railroad and utility facilities with agency, utility, or railroad forces (major work still to be accomplished by competitive bidding). Only local agencies operating under CA may administer an FHWA project using agency forces. It is the responsibility of the agency to ensure that the agency-force work is within its day labor statutory limits for construction costs (refer to RCW 36.77 and 35.77).

Projects may be designed and constructed by one local agency on behalf of another when approved by the Washington State Department of Transportation (WSDOT).

This chapter addresses the differences between Local Ad and Award, local administered projects by contract and bidders, Chapters 46 and 52, and construction performed by the Local Agency forces.

The development of a project for construction by local agency forces follows the same procedures as for a competitive bid contract as defined in Chapters 43 and 44 through the right of way acquisition process (Chapter 25).

61.2 PS&E Requirements

The requirements of Chapter 44, will apply to the design and development of these projects.

61.3 PS&E Approval

The PS&E must be approved as described in Chapter 44.

61.4 Approval for Use of Agency Forces

Prior to requesting funding authorization the agency must obtain approval from WSDOT for use of agency or railroad forces for construction.

The request must clearly identify that the agency is requesting approval for construction activities that will be completed with agency or railroad forces. The cost-effectiveness determination/public interest finding must be provided as an attachment.

The Public Interest Finding must demonstrate value to the public and include the following:

- Short Project Summary/Description.
- Cost Estimate Comparing Agency Force to Contracted Construction.
- Sources of Materials – Competitive Bid Procurement Contract (new or existing must meet Buy America Requirements).
- Schedule Implications if Appropriate.
- Justification of why it is in the Best Public Interest including Public Benefit.
- Determination of cost effectiveness.
- Backup materials – detailed cost estimate both for agency and contract, consider all costs (contract development and administration).

61.5 Fund Authorization

A supplement to the Local Agency Agreement (Chapter 22) must be submitted to the Region Local Programs Engineer requesting authorization of construction funds. Any work started prior to authorization will be ineligible for federal reimbursement.

61.6 Contract Number

Construction work by local forces shall not start until a Highways and Local Programs contract number has been obtained from the Region Local Programs Engineer.

61.7 Construction Administration

.61 General Discussion. FHWA and the Washington State Department of Transportation (WSDOT) are responsible for the proper expenditure of FHWA funds on local agency projects. In this capacity, Region Local Programs Personnel will consult and work with local agencies as needed and will perform systematic project management reviews to ensure that proper procedures are followed.

General guidelines for construction will be administered in accordance with Chapter 52. Materials will be inspected in accordance with the WSDOT *Construction Manual* and Chapter 52. (In case of conflicting guidelines, Chapter 52 governs over the *Construction Manual*.)

.62 Preconstruction Conference. Refer to Chapter 52.

.63 Quality Control. The quality of materials and workmanship on the project must conform to the project specifications so that the public funds expended will have purchased a safe, economical, and fully functional transportation facility. Refer to Chapter 52.

.64 Progress Billing. Progress billing must be based on all work performed. Costs of the labor, equipment, and material must be documented, as described in Chapter 23.

.65 Changes and Extra Work. An agency should have a written policy for the approval of change orders to ensure that approval, either verbal or written, is given and documented prior to beginning work.

Whenever a change in the project work is required, the Local Agency shall prepare a change order and submit it to the approving authority for approval. This procedure is described in Chapter 52.

.66 Completion of Construction. The local agency will carry out the following requirements to ready the project for acceptance by WSDOT:

- **Final Inspection.** Within 15 calendar days after completion of the work by agency forces, the Local Agency Project Engineer shall notify the Region Local Programs Engineer that the contract work is complete and request a final inspection and acceptance. Refer to Chapter 52.
- **Final Reports.** A construction project is complete when the items listed below are submitted by the Local Agency to the Region Local Programs Engineer or the approving authority.
 - a. **Final Billing** (approving authority file).
 - b. **Comparison of Preliminary and Final Costs** (approving authority file). A listing showing the preliminary and final costs of the labor, equipment, and material.
 - c. **Final Records** (approving authority file). The Local Agency Project Engineer must document the work performed on the project. Documentation consists of any field books, inspector's record of field tests, project engineer's and inspector's diaries, all invoices, weigh bills, truck measurements, quantity tickets, receiving reports, field office ledgers, mass diagrams, cross-sections, computer listings, work profiles, approved time slips, etc., when they are a basis of payment for

work performed or material furnished. Photographs or video before, during, and after construction could be useful, especially if care is taken to show any unusual conditions, equipment, or procedures.

Final records shall be retained as specified in Chapter 53.

- d. **Record of Material Samples and Tests.** Records of samples and tests will be retained by the local agency for at least three years following acceptance of the project by the Director of Highways and Local Programs.
- e. **Materials Certification** (Chapter 52). The intent of the material certification is to assure that the quality of all materials incorporated into the project is in conformance with the plans and specifications and thus ensures a service life equivalent to the design life.

This material certification shall be completed in accordance with Sections 9-1.5C and 9-5.4 of the *Construction Manual*, and the sample in Chapter 52.

This certification shall be retained by the local agency as specified in Chapter 53.

61.8 Project By One Agency for Another Agency

WSDOT approval is required whenever one local agency uses its forces to perform construction work for another agency. The request for approval shall include the following information:

- Kinds of work to be performed.
- Two cost estimates or other types of justifications; one for contracted work, and one for work by agency forces.
- Reason(s) why the work to be performed by agency forces is considered cost-effective.

The cost estimate for the competitive bidding work may be based on unit prices, including any related engineering and administrative costs necessary to prepare, monitor, and close the project. The unit prices shall be based on competitive bidding on comparable construction work in the same general locality.

The requesting agency shall submit the request to the Region Local Programs Engineer.

The Project Development Checklist should be used to guide these projects.

61.9 Appendices

61.91 Sample Local Agency Force Preconstruction Conference

61.92 Sample Public Interest Finding for Agency Force Construction

(Sample Agenda Outline)

- I. Order of Work
- II. Utilities and Railroads
 - a. Local Agency project engineer prepare list of affected services and representative to be contacted.
 - b. Underground service should be located.
 - c. Notification time required by organizations.
 - d. Insurance required, if any.
- III. Traffic Control and Safety
 - a. Uniform Traffic Control Devices Manual will control signing.
 - b. Review and discussion of traffic control plan (TCP).
 - c. Safety control on structures.
 - d. Flagman should use standard paddle and vest and must be certified with flagman card.
 - e. Speed regulation of construction equipment.
 - f. Local Agency project engineer designate by name the individual responsible for construction traffic control.
 - g. Safety and health requirements.
 - h. Request police to report all construction zone accidents to the Local Agency engineer.
- IV. Environmental Considerations
 - a. Commitment files.
 - b. Standard Specifications/Special Provisions.
- V. General Construction Discussion
 - a. Local Agency engineer explains how he plans to pursue the work.
 - b. Review of anticipated construction problems.

PUBLIC INTEREST FINDING – AGENCY FORCE

Project Background Information		
Project Name:	County Wide Sign Upgrades	Amount (\$):\$198,900.00
Federal Aid Project Number:		
State/Local Project Number:		
NEPA Category (CE,EA, EIS):	CE	
NEPA Clearance Date:	6/22/2010	
Region or Agency:		
Pertinent RCW – If Other, please indicate enabling RCW or other justification		
RCW 36.77.065	X	Please list:
RCW 47.20.030		
RCW 35.22.620		
Other		
Cost Effectiveness Determination – Provide information showing why it is more cost effective to use Agency Forces (Use another sheet and attach if you need more room)		
Goal Statement:		
<p>The primary goal of this project is to improve signing where accident histories have identified problem areas. In addition, this project will assist in upgrading a portion of Stehekin County road signs to meet the new retro-reflectivity requirements required by 2015. This project does not provide sufficient funding to improve all locations or replace all signs on the arterial system in Stehekin County but it will address some key locations.</p>		
Description of work:		
<p>The project involves identifying the need for replacement or new installations of various caution/warning signs on approximately 300 miles of Stehekin County Roads currently functionally classified as major collectors.</p> <p>Accident histories will be used to identify locations where current signing may not be providing adequate warning by being too small, unclear or not in the correct location. Additionally, these new and/or replacement signs will meet the new retro-reflectivity requirements of the MUTCD.</p>		
Agency Forces or Contract:		
<u>Project Funding:</u>		
Funding is limited to \$200,000 through the High Risk Rural Roads Program (HRRRP)		
<u>Project Estimate:</u>		
<i>Engineer's Estimate for Agency Force work:</i>		
	Labor	\$ 60,135
	Equipment	\$ 18,990
	Materials	<u>\$119,775</u>
	Total	\$198,900
<p>Materials, consisting of approximately 3,165 signs and 450 posts, will be acquired through existing county contracts and will amount to 60.2% of the project cost.</p> <p>Grant administration for Agency Force work approximately \$2,000.</p>		

Engineer's Estimate to Contract work:

Development of Bid Package includes field crew identifying each sign to be replaced or new installation; contract plans and specifications;			\$ 7,500
Mobilization	at L.S.		\$ 10,000
Removing Miscellaneous Traffic Item	at L.S.		\$ 3,000
Permanent Signs per square foot	approx. 28,485 s.f. at \$10.00*		\$ 284,850
Spill Prevention Control and Countermeasures Plan	at L.S.		\$ 1,000
Traffic Control Supervisor	at L.S.		<u>\$ 3,000</u>
	Contract Total		\$301,850
Contract Administration including field inspection			<u>\$ 10,000</u>
	Project Total		<u>\$319,350</u>

*Unit cost based on State Bid data on Construction Class A Signs per square foot at \$12 per s.f. reduced for larger quantity but as primary bid item may be low. Bid quantity was calculated using 9 s.f. average on 3,165 signs.

Scheduling Issues:

Contracting the work would include preliminary data collection (6 weeks) that would be required for a bid package as well as the time required to assemble the package (4 weeks), WSDOT review (2-3 weeks), advertising (3 weeks), awarding (1 week), contract execution (up to 4 weeks) plus contract time of 160 days (32 weeks) using a two man crew shorter contract times would add to administration costs for field inspection, contract closeout (up to 3 months).

Use of Agency Forces would only require the most rudimentary set of plans and specifications allowing for materials to be ordered and work to begin as soon as materials began arriving. The replacement signs and new installations would be in place up to 4 months before a contractor would be able to place them with minimal administrative costs.

Cost Issues:

The use of agency forces minimizes costs associated with contract document development and grant and contract administration, accomplishing more safety improvements for the funds granted.

If the work were to be contracted, either the County would need to include alternates by specific roads in order to reduce the contract price to fit within the funding or reduce the number of signs originally bid and change order more in as the project progresses, thereby reducing the overall impact and effectiveness of the proposed project.

Conclusions:

More safety improvements for the same grant; 60% plus of the project cost will be for materials; substantially less administration for Agency Forces versus Contracting; safety improvements will be on the ground quicker and finally the cost/benefit is substantially higher with Agency Forces (cost per sign \$63.48) doing the work than having a contractor (cost per sign \$100.90) perform the same work.

For the reasons listed above Stehekin County feels that the proposed project can be accomplished in a more efficient and cost effective manner by Agency Forces than by contracting out.

Approvals

Abbreviations and Glossary of Terms

Abbreviations

AASHTO – American Association of State Highway and Transportation Officials

ACHP – Advisory Council on Historic Preservation

ACP – Asphalt Concrete Pavement

ADA – Americans with Disabilities Act

ADT – Average Daily Traffic

AG – Agricultural

AG – Attorney General

AGC – Associated General Contractors

AMRL – AASHTO Materials Reference Laboratory

ANSI – American National Standards Institute

APBP – Association of Pedestrian and Bicycle Professionals

APE – Area of Potential Effects

APWA – American Public Works Association

ATB – Asphalt Treated Base

BA – Biological Assessment

BE – Biological Evaluation

BIC – Bridge Inspection Committee

BFRC – Benton-Franklin Regional Council

BMP – Best Management Practices

BMS – Bridge Management System

BO – Biological Opinion

BRAC – Bridge Replacement Advisory Committee

BRR – Bridge Replacement and Rehabilitation, a federal aid funding program administered by FHWA and WSDOT

CA – Certification Acceptance

CAAA – Clean Air Act Amendments of 1990

CAO – Critical Area Ordinance
CAPP – County Arterial Preservation Program
CCIS – Construction Contracts Information System
CCRL – Cement and Concrete Reference Laboratory
CE – Construction Engineering
CE (NEPA) – Categorical Exclusions
CE (SEPA) – Categorical Exemptions
CEQ – Federal Council on Environmental Quality
CFDA – Catalog of Federal Domestic Assistance
CFR – Code of Federal Regulations
CM/AQ – Congestion Mitigation and Air Quality Program
CMS – Congestion Management System
COA – Condition of Award
COE – U.S. Army Corps of Engineers
COG – Council of Governments
CRAB – County Road Administration Board
CRS – Cultural Resource Survey
C3R – Close, Repair, Rehabilitate, or Replace
CTR – Commute Trip Reduction
CUF – Commercially Useful Function (DBE)
CZMP – Coastal Zone Management Program
CZMA – Coastal Zone Management Act

DAF – Damage Assessment Forms
DB – Disadvantaged Business
DBE – Disadvantaged Business Enterprise
DCE – Documented Categorical Exclusion
DCD/DEM – Department of Community Development/Division of Emergency Management
DEIS – Draft Environmental Impact Statement
DFO – Disaster Field Offices
DHV – Design Hourly Volume
DIR – Damage Inspection Report

DNR – Department of Natural Resources
DNS – Declaration of Non-Significance (SEPA Document)
DOC – Federal Department of Commerce
DOE – Washington State Department of Ecology
DOI – Federal Department of the Interior
DOT – Federal Department of Transportation (same as USDOT)
DPS – Distinct Population Segment
DRM – Disaster Recovery Manager
DSR – Damage Survey Reports
DS&S – Decent, Safe, and Sanitary (housing)
DT – Diagnostic Team
DV – Determination of Value

EA – Environmental Assessment; Economic Area
EAC – Enhancement Advisory Committee
ECR – External Civil Rights
ECS – Environmental Classification Summary
EEO – Equal Employment Opportunity
EFH – Essential Fish Habitat
EIS – Environmental Impact Statement
EMD – Emergency Management Division
EO – Executive Order
EPA – Federal Environmental Protection Agency
EPM – Environmental Procedures Manual
EQA – Environmental Quality Administrator
ER – Emergency Relief
ERFO – Emergency Relief for Federally-Owned Lands
ESA – Endangered Species Act
ESU – Evolutionarily Significant Unit

FA – Federal Aid
FAA – Federal Aviation Administration

FAPG – Federal Aid Policy Guide
FBD – Ferry Boat Discretionary
FCR – Final Cost Report
FEIS – Final Environmental Impact Statement
FEMA – Federal Emergency Management Agency
FERC – Federal Energy Regulatory Commission
FFRF – Federal Forest Reserve Fund
FHWA – Federal Highway Administration
FLH – Federal Lands Highway
FMIS – Federal Management Information System
FMSIB – Freight Mobility Strategic Investment Board
FMV – Fair Market Value
FONSI – Finding of No Significant Impact
FTA – Federal Transit Administration
FWCA – Fish and Wildlife Coordination Act
FWPCA – Federal Water Pollution Control Act
F&WS – Federal Fish and Wildlife Service (also USFWS)

GAR – Governor’s Authorized Representative
GMA – Growth Management Act
GSP – General Special Provisions

HBRRP – Highway Bridge Replacement and Rehabilitation Program
HHS, HES – High Hazard Safety and Hazard Elimination & Safety Programs
HOV – High-occupancy Vehicle
HPA – Hydraulic Project Approval
HPR – Highway Planning and Research Projects
HQ – Headquarters
HRM – Highway Runoff Manual
HUD – Federal Department of Housing and Urban Development
H&LP – Highways and Local Programs

IC – Interstate Completion
IDT – Interdisciplinary Team
IM – Instructional Memorandum (FHWA document)
IM – Interstate Maintenance
IMS – Intermodal Management System
ISTEA – Intermodal Surface Transportation Efficiency Act of 1991
ITE – Institute of Transportation Engineers

KP – Kilometer Post

LA – Local Agency
LAG – Local Agency Guidelines
LF – Load Factor
LPA – Local Public Agency
LPE – Local Programs Engineer
LRFD – Load and Resistance Factor Design
LRP – Long-Range Plan
LTAA – Likely To Adversely Affect
LTAP – Local Technical Assistance Program
L&I – Washington State Department of Labor and Industries

MOA – Memorandum of Agreement
MP – Milepost
MPO – Metropolitan Planning Organization
MSA – Metropolitan Statistical Area
MSD – Material Sources Data
MUTCD – Manual on Uniform Traffic Control Devices
NAAQS – National Ambient Air Quality Standards
NACHP – National Advisory Council for Historic Preservation
NBI – National Bridge Inventory
NBIS – National Bridge Inspection Standards
NCHRP – National Cooperative Highway Research Program

NEPA – National Environmental Policy Act; see also SEPA
NHPA – National Historic Preservation Act
NHS – National Highway System
NICET – National Certification in Engineering Technologies
NLTAA – Not Likely To Adversely Affect
NMFS – National Marine Fisheries Service
NOAA – National Oceanic & Atmospheric Administration
NPDES – National Pollutant Discharge Elimination System
NPS – National Park Service of the Federal Department of the Interior
NR – New/reconstruction
NWPMA – Northwest Pavement Management Association
NWP – Nationwide Permit (U.S. Army Corps of Engineers)

OA – Obligation Authority
OAHP – Office of Archaeological and Historic Preservation
OEO – WSDOT’s Office of Equal Opportunity
OFCCP – Office of Federal Contract Compliance Programs (U.S. Department of Labor)
OFM – Washington State Office of Fiscal Management
OJT – On-the-Job Training
OMB – Federal Office of Management and Budget
OMWBE – Washington State Office of Minority and Women’s Business Enterprise
OST – Office of the Secretary of Transportation

PCAA – Washington State Planning and Community Affairs Agency
PCC – Portland Cement Concrete
PDA – Preliminary Damage Assessment
PDEIS – Preliminary Draft Environmental Impact Statement
PE – Preliminary Engineering; also Professional Engineer
PFE – Project Funding Estimate
PL – Public Law
PM – Project Manage

PM-10 – Particulate Matter - 10 Microes
PMR – Project Management Review
PMS – Pavement Management System
P&PSC – Planning and Programming Service Center
PPM – Policy and Procedure Memorandum
PR – Preliminary Report
PSRC – Puget Sound Regional Council
PS&E – Plans, Specifications, and Estimate
PTMS – Public Transportation Management System

RCW – Revised Code of Washington
RFP – Request for Proposal
RFQQ – Request for Quotation and Qualification
RLPE – Region Local Programs Engineer
ROD – Record of Decision
RRP, RRS – Railway-Highway Grade Crossing
RTPO – Regional Transportation Planning Organization
R&D – Research and Development
R/R – Railroad, Railway
R/W – Right of Way

SCS – Soil Conservation Service (US Department of Agriculture)
SDWA – Safe Drinking Water Act
SEIS – Supplemental Environmental Impact Statement
SEPA – State of Washington Environmental Policy Act
SHPO – (Washington) State Historical Preservation Officer
SIP – State Implementation Plan
SMS – Safety Management System
SMSA – Standard Metropolitan Statistical Area
SOV – Single Occupancy Vehicle
SRTC – Spokane Regional Transportation Council
SSP – Stormwater Site Plan

STIP – Statewide Transportation Improvement Program
STP – Surface Transportation Program
STRAHNET – Strategic Highway Network
SWIBS – State of Washington Inventory of Bridges and Structures
SWRTC – Southwest Washington Regional Transportation Council
SWW – Southwest Washington

TCP – Traffic Control Plan
TCM – Transportation Control Measures
TCP – Traditional Tribal Property
TDM – Transportation Demand Management
TEA-21 – Transportation Equity Act for the 21st Century
TESC – Temporary Erosion & Sedimentation Control
TESC – The Evergreen State College
THPO – Tribal Historic Preservation Officer
TIB – Transportation Improvement Board
TIP – Transportation Improvement Program
TMA – Transportation Management Areas
TMS – Traffic Monitoring System
TRB – Transportation Research Board
TRICO – Tricounty
TRPC – Thurston Regional Planning Council
TSM – Transportation System Management
TSME – Transportation Systems Management Element
TS&L – Type, Size, and Location Stage of Design
TTP – Traditional Tribal Property
T2 – Technology Transfer

UBIT – Under Bridge Inspection Truck
USC – United States Code
USDA/USDOA – United States Department of Agriculture
USDOL – United States Department of Labor
USDOT – United States Department of Transportation (same as DOT)
USFS – United States Forest Service
USFWS – United States Fish and Wildlife Service (also F&WS)
UZA – Urbanized Area

VE – Value Engineering

WAC – Washington Administrative Code
WBE – Women’s Business Enterprise
WCOG – Whatcom Council of Governments
WDFW – Washington State Department of Fish and Wildlife
WOAP – Work Order Accounting Plan
WRIA – Water Resource Inventory Area
WS – Working Stress
WSBIS – Washington State Bridge Inspection System
WSDDES – Washington State Department of Emergency Services
WSDOT – Washington State Department of Transportation
WSEO – State of Washington Energy Office
WST2 – Washington State Technology Transfer
WUTC – Washington Utilities and Transportation Commission
YVCOG – Yakima Valley Council of Governments
2-R – Resurfacing and Restoration
3-R – Resurfacing, Restoration, and Rehabilitation

Glossary of Terms

ADA – The Americans with Disabilities Act of 1990 which mandates sweeping changes in building codes, transportation, and hiring practices to prevent discrimination against persons with disabilities, not just in projects involving federal dollars, but all new public places, conveyances, and employers.

Ad and Award – Advertising and award of a construction contract. Includes all aspects of contract administration.

Administrative Settlement – A negotiated settlement of a right of way acquisition case in which the acquiring agency has administratively approved payment in excess of fair market value as shown on the agency’s approved determination of value (DV).

Agency Administrator – A local agency official empowered by position or delegated the authority to administer transportation projects.

Agency-Force Work – Construction work done by an agency’s employees, or by one public agency for another.

Annual Average Daily Traffic (AADT) – The estimate of typical daily traffic on a road segment for all days of the week, Sunday through Saturday, over the period of one year.

Annual Element – The first year of a local agency’s six-year Street or Road Program which is reviewed each year by the Areawide Clearinghouse to ensure intergovernmental coordination of transportation programs.

Annual Seasonal Factors – The set of 12 factors, one for each month of the year, that is used to adjust coverage counts to estimates of AADT. Annual seasonal factors make use of the full year’s data collected by continuous counters.

Approval Authority – The position title designated in the Certification Acceptance Qualification Agreement as responsible for approving a document or stage of a federal aid transportation project.

APWA Amendments – A supplement to the WSDOT/APWA Standard Specifications.

Areawide Clearinghouse – A regional planning agency that reviews the transportation programs of constituent agencies to ensure areawide coordination.

Automatic Traffic Recorder – A device that records the continuous passage of vehicles across all lanes of a given section of roadway by hours of the day, days of the week, or months of the year.

CA – Certification Acceptance, the process of approving local agencies to administer their federal aid transportation projects.

CAAA – The Clean Air Act Amendments of 1990 identify “mobile sources” (vehicles) as primary sources of pollution and call for stringent new requirements in metropolitan areas and states where attainment of National Ambient Air Quality Standards (NAAQS) is or could be a problem.

CE (NEPA) – Categorical exclusions, actions that do not individually or cumulatively have a significant effect on the environment.

CE (SEPA) – Categorical exemptions, actions that do not individually or cumulatively have a significant effect on the environment. **CEQ** – Federal Council on Environmental Quality.

CFR – The codified administrative regulations of the federal government.

CM/AQ – The Congestion Mitigation and Air Quality Program is a \$6 billion funding program contained in Title I of ISTEA. Funds are provided for projects and activities which reduce congestion and improve air quality.

CMS – Congestion Management Systems require large metropolitan areas (200,000 population or more) and states to develop management plans which make new and existing transportation facilities more effective through the use of travel demand management and operational management strategies.

COG – Council of Governments is a voluntary consortium of local government representatives, from contiguous communities, meeting on a regular basis and formed to cooperate on common planning and to solve common development problems of their area.

C3R – Close, repair, rehabilitate, or replace options to improving existing public bridges.

CTR – The Commute Trip Reduction which requires major employers in the eight most populated counties in the state to take measures to reduce the number of single occupant vehicle (SOV) trips and the number of vehicle miles traveled (VMT) by their employees.

City/County, Local Agency, or Agency – Any municipal corporation within the state of Washington.

Class I Projects – Those projects likely to have a significant impact and requiring an EIS.

Class II Projects – Those projects with no significant impact and excluded from environmental documentation requirements.

Class III Projects – Those projects in which the significance of impacts is not established. Such projects require an EA to evaluate the extent of the project impacts.

Coastal Zone Management – Applicants for federal permits or licenses must certify that their project will comply with the State Coastal Zone Management Program (Shoreline Management Act–RCW 90.58–applies to projects within 61 m (200 feet) of a shoreline).

Coast Guard Permit – A permit issued by the Coast Guard for all structures in navigable waterways (Rivers and Harbors Act (33 USC9)).

Commitment File – A file containing a summary of local agency commitments made to other agencies or groups during project development which will be incorporated into the design and construction of a project.

Community – A major subdivision of a municipality, composed of neighborhoods, considered as a unit for planning purposes.

Completion Letter – A letter from the local agency Engineer notifying the construction contractor that a project is complete. A letter from the local agency notifying the Regional Highways and Local Programs Engineer that the project is complete subject to inspection, audit, and acceptance by the state. The letter is required on competitive bid contracts and local agency force projects.

Construction – Those activities that are involved in the building of a new road facility or improvement of an existing facility to a higher geometric or structural standard or serve to increase the capacity or efficiency of an existing facility.

Consultant – An individual, public or private organization or institution of higher learning having expertise in professional disciplines applicable to transportation programs.

Consultant Service – Utilization of professional expertise external to an agency, on a contract basis, to perform a specific study, project, or task. Does not include personal-service contracts for routine, continuing, and necessary tasks.

Continuous Counter – An automatic traffic recorder that operates continuously for all hours of a year.

Corridor Hearing – See location hearing.

Coverage Count – A traffic count taken as part of the requirement for system-level estimates of traffic. The count is typically short-term, and may be volume, classification, or weigh-in-motion.

DBE – Disadvantaged business enterprise, a small business concern: (a) which is at least 51 percent owned by one or more socially and economically disadvantaged individuals, or, in the case of any publicly-owned business, at least 51 percent of the stock of which is owned by one or more socially and economically disadvantaged individuals; and (b) whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.

Declaration of Non-significance (SEPA Document) – The written decision by the agency administrator that a proposal will not have a significant environmental impact and no EIS is required (WAC 197-11-340).

Declaration of Significance (SEPA Document) – The written decision by the agency administrator that a proposal could have significant adverse impact and, therefore, requires an EIS (WAC 197-11-340).

DEIS – Draft Environmental Impact Statement, a document identifying a course of action, alternative actions, analysis of the environmental impacts of alternates considered, and proposed mitigation of impacts. The DEIS is circulated to other agencies and the public for review and comment.

Design Hearing – A public hearing to examine the design features of a proposed transportation facility.

Design Report – A formal documentation of design considerations and conclusions reached in the development of a project. The design report is prepared to record the evaluations of the various disciplines which result in design recommendations. This report is then reviewed and, upon concurrence, results in approval of the design. For most projects, the Project Prospectus serves as the design report.

Determination of Value – The agency’s approved fair market value of a right of way acquisition.

Deviation or Design Deviation – Departure from applicable design standards.

Discipline Report – A report documenting findings concerning impacts of a project relative to an individual area of expertise (e.g., botany, acoustics, sociology). The report evaluates the impacts of the proposal and, where appropriate, includes recommendations concerning the course of action considered most desirable to fulfill the requirements of environmental laws and regulations addressed by the discipline.

DNS – Declaration of Non-Significance (SEPA Document), the written decision by the agency administrator that a proposal will not have a significant environmental impact and no EIS is required (WAC 197-11-340).

Draft Environmental Impact Statement (DEIS) – A document identifying a course of action, alternative actions, analysis of the environmental impacts of alternates considered, and proposed mitigation of impacts. The DEIS is circulated to other agencies and the public for review and comment.

EA – Environmental Assessment, a document prepared for federally funded, permitted, or licensed projects, that are not categorical exclusions (CE) but do not appear to be of sufficient magnitude to require an EIS. The EA provides sufficient analysis and documentation to determine if a Finding of No Significant Impact (FONSI) can be adopted or if an EIS must be prepared.

EAC – The Enhancement Advisory Committee sets criteria for projects to receive funding from the Surface Enhancements Program and advises WSDOT in project selection.

EEO – Equal Employment Opportunity. A general term referring to all contract provisions relative to EEO.

EIS – Environmental Impact Statement, a detailed written statement of project environmental effects required by state and/or federal law. This term refers to either a Draft or Final Environmental Impact Statement, or both, depending on context.

Environmental Checklist (SEPA Document) – A local agency document used to determine whether an action will significantly impact the environment. The checklist form contained in WAC 197-11-960 is used for all actions not categorically exempt or not clearly requiring an EIS.

Environmental Document – A term used for any document that identifies the social, economic, and environmental effects of a proposed action.

ER – Emergency Relief, a federal aid funding program administered by FHWA and WSDOT.

ESU – Evolutionarily Significant Unit. A designation the National Marine Fisheries (NMFS) uses for certain, genetically unique, local salmonid populations or “runs.” These designations are treated as individual species under the act.

Fair Offer – An offer to acquire real property for just compensation, which is the approved appraisal of the property’s fair market value.

Federal Aid Requirement Checklist – A list of requirements for acquiring right of way on federal aid projects.

Federal Aid Project Prospectus – Page 1 is used for the FHWA federal aid proprogramming purposes. Pages 2 and 3 give the state and FHWA additional information about the proposed project.

FEIS – Final Environmental Impact Statement, a document containing an evaluation of the course of action that an agency intends to follow. It contains the same information required for the DEIS, with appropriate revisions reflecting comments received from circulation of the DEIS and from public meetings.

Final Estimate – An estimate of the total cost of a project prepared after completion of the construction contract and used as the basis for final payment to the contractor.

Financial Responsibility Letter – A letter from the local agency approving authority advising the Highways and Local Programs Engineer that a construction contract may be awarded and that the agency will arrange for project funding above the amount in the current Local Agency Agreement.

Flood Hazard – Construction affecting a flood-control zone, through flooding, erosion, or deposition of materials.

Flood Control Zone – A zone subject to flooding, as defined on maps available from the WSDOT Regional Highways and Local Programs Engineer. **FONSI** – Finding of No Significant Impact, a federal lead-agency document presenting the reasons why a proposal will not significantly affect the environment and an EIS will not be prepared. The FONSI includes the EA and references any other related environmental documents.

Force-Account Work – Construction work not covered in the contract documents and of a type not amenable to definition by a change order. Force-account reimbursement is used when it is difficult to provide adequate measurement or to estimate the cost of certain items of work. The contractor is reimbursed for the cost of the work plus profit using established weighted wage rates, equipment-rental rates, and the invoice cost of materials.

Foreslopes – The roadway fill slope or ditch in slope.

Functional Classification – The roadway classifications referred to in this manual are the federal functional classifications shown on the official functional class maps prepared by the Planning and Programming Service Center of WSDOT. Examples: principal arterial, minor arterial, collector arterial.

Functional Classification – The grouping of streets and highways into classes, or systems, according to the character of service they are intended to provide. The recognition that individual roads do not serve travel independently and most travel involves movement through a network of roads is basic to functional classification.

Functional System – Highways of a similar type as determined by functional classification.

FTA – Federal Transit Administration (formerly the Urban Mass Transit Administration, UMTA).

FWS – Is an abbreviated acronym for USFWS (the United States Fish and Wildlife Service).

GSP – General Special Provisions, construction contract specifications supplementing the Standard Specifications.

Hearing Summary – Summary of comments received from the hearings and those received from the evaluation of the DEIS.

Highway Traffic Data – Estimates of the amounts of person or vehicular travel, vehicle usage, or vehicle characteristics associated with a system of highways or with a particular location on a highway. These types of data include estimates of the number of vehicles traversing a section of highway or system of highways during a prescribed time period (traffic volume), the portion of such vehicles that may be of a particular type (vehicle classification), the weights of such vehicles including weight of each axle and associated distances between axles on a vehicle (vehicle weight), or the average number of persons being transported in a vehicle (vehicle occupancy).

HHS, HES – Hazard Elimination, a federal aid funding program administered by FHWA and WSDOT.

HOV – High-occupancy vehicle, e.g. bus, van, carpool.

HPA – Hydraulic Power Approval permit is issued by the Washington Department of Fish and Wildlife. The Hydraulic Code (RCW 75.20.100-160) requires that any person, organization, or government agency wishing to conduct any construction activity in or near state waters must do so under the terms of a permit (the Hydraulic Project Approval – HPA, to be exact) issued by the Washington State Department of Fish and Wildlife. State waters include all marine waters and fresh waters of the state.

IDT – Interdisciplinary Team, a team composed of appropriate disciplines that identifies and evaluates social, economic, and environmental impacts of proposed projects.

Improvement – Betterment in traffic service without major changes in the existing facility. This includes widening, signals, illumination, curbs, gutters, drainage, sidewalks, and other items which add value to the existing facility.

ISTEA – Intermodal Surface Transportation Efficiency Act of 1991.

Lead Agency – A federal, state, or local agency taking primary responsibility for preparing an environmental document.

Liquidated Damages – Amounts of money to be assessed against a contractor for late completion. These amounts must be related to the actual damages suffered by the owner because of the late completion.

Local Agency Agreement – An agreement to allocate federal funds to a transportation project. Negotiated between a local agency and WSDOT.

Local Agency, City/County, or Agency – Any municipal corporation within the state of Washington.

Local Match – That portion of a project's cost paid for with local agency funds.

Location Hearing – A public hearing to examine the location of a proposed transportation facility, also called corridor or route hearing.

LRP – Long-Range Plan is a 20-year forecast plan, now required at both the metropolitan and state levels, which must consider a wide range of social, environmental, energy, and economic factors in determining overall regional goals and how transportation can best meet these goals.

Maintenance – Those activities that ensure that the right of way and each type of roadway, roadway structure and facility remain, as nearly as practical in its original, as constructed condition or its subsequently improved condition, and the operation of roadway facilities and services to provide satisfactory and safe motor vehicle transportation.

Matching Funds – See local match.

MPO – Metropolitan Planning Organization is the agency designated by the Governor (or governors in multistate areas) to administer the federally required transportation planning in a metropolitan area. An MPO must be in place in every urbanized area over 50,000 population. The MPO is responsible for the long-range plans and the transportation improvement program. The official name for an MPO may also be Council of Governments, Planning Association, Planning Authority, Regional or Area Planning Council, Regional or Area Planning Commission.

MUTCD – Manual on Uniform Traffic Control Devices for Streets and Highways, USDOT and FHWA.

MSA and CMSA – Metropolitan Statistical Area is the census classifications for areas having a population over 50,000. The MSA may contain several urbanized areas, but contains one or more central city or cities. When the commuting patterns of two MSAs have caused them to merge, the result is a Consolidated Metropolitan Statistical Area (CMSA).

NAAQS – National Ambient Air Quality Standards were set by the Environmental Protection Agency to define air pollution. EPA established **NAAQS** measures for six pollutants: carbon monoxide, ozone, particulate matter, lead, sulfur dioxide, and nitrous oxide.

Neighborhood – A secondary subdivision of a municipality, a portion of a community, considered as a unit for planning purposes.

New Construction – The building of a new roadway or structure on substantially new alignment, or the upgrading of an existing roadway or structure by the addition of one or more lanes. If 50 percent or more of the project length involves vertical or horizontal alignment changes, the project is new construction. The following types of projects are not classed as new construction, and the 3-R standards apply:

- Modernization of an existing street or road by resurfacing, widening lanes, adding shoulders, or adding turn lanes at intersections.
- Temporary replacement of a street or roadway, immediately after the occurrence of a natural disaster or catastrophic failure, to restore the facility for the health, welfare, and safety of the public.

Nonparticipating Items – Items of project work that are not a part of the federal aid funding.

Notice of Intent – A federal notice, printed in the Federal Register, advising that an EIS will be prepared and considered for a proposal.

Obligation Authority – Under ISTEA, it is vested with WSDOT except for STP funded projects within TMA boundaries.

Opportunity for Hearing – Soliciting public interest in holding a hearing by publishing notice.

PL – Public law, the designation for a law passed by the U.S. Congress before codification into the USC.

P&PSC – Planning and Programming Service Center. WSDOT's branch responsible for coordinating with local agencies on planning issues.

PONTIS – A bridge management system created cooperatively by FHWA, the state of California, and six "technical advisory" states. Meets ISTEA requirements.

Prequalifying Prospective Bidders – A process by which a contracting agency in advance of considering, opening, or accepting bids, or in advance of issuing bid proposals, establishes limitations on amounts and types of work contractors are permitted to bid on and to have underway at one time.

Preservation – Those specialized maintenance activities that serve to extend the originally estimated useful life of each type of roadway, roadway structure and facility but do not increase its capacity or efficiency.

Progress Billing – A request from a local agency or contractor to WSDOT for state/federal reimbursement for work completed on a federal aid transportation project during a defined time period.

Progress Estimate – An estimate of the total amount of work completed by a contractor as of the estimate date listed by work item.

Progress Payment – A payment by a public agency to a consultant or construction contractor for work completed on a federal aid transportation project during a defined time period.

Project – An undertaking to construct.

Project Application Checklist.

Project Engineer – The person designated by a local agency to oversee development of a project.

Project Management Review (PMR) – A review of an agency’s project administration conducted by the WSDOT Highways and Local Programs Operations personnel.

Project Prospectus – A document prepared by a local agency and submitted to WSDOT describing a proposed transportation project. Used to support authorization of federal funds.

Proprietary Specifications – Those referring to specific products by trade name and model.

Prospectus Submittal Checklist – A checklist to help agencies assemble a complete Project Prospectus Package to submit for funding authorization.

Proximity Damages – An element of severance damages caused by the proximity of the remainder of a land parcel to the improvement being constructed, such as a highway. It may also arise from proximity to an objectionable site or improvement, or from all causes such as dirt, noise, or vibration.

Public Involvement Plan – A required, integral part of an environmental study plan which outlines procedures for presenting information to the public, obtaining public comment, and considering public opinion.

Quad County (Quad-Co) – A Regional Transportation Planning Organization that includes Adams, Grant, Kittitas, and Lincoln Counties.

Qualifying Low Bidders – A process by which a contracting agency proceeds, after bid opening, to consider the qualifications of the apparent low bidder to perform the work.

Record of Decision – A document prepared by the federal lead agency, after an EIS has been completed, outlining the final decision on a proposal. It identifies the decision, alternatives considered, and measures to minimize harm; and it outlines a monitoring or enforcement program.

Regional Administrator – The Engineer in charge of each of the six transportation regions in the state.

Regional Representative – A designee of the Regional Administrator responsible for WSDOT monitoring of a federally-assisted local agency project.

Region Highways and Local Programs Engineer – The region’s designated representative for local agency and WSDOT liaison.

Rehabilitation – Similar to “Restoration” except the work may include reworking or strengthening the base or subbase, recycling or reworking existing materials to improve their structural integrity, adding underdrains, improving or widening shoulders. Rehabilitation may include acquisition of additional right of way.

Relocation Plan – A plan for relocating persons and personal property displaced by public projects.

Remainder – The portion of a land parcel not acquired for public right of way.

Repair – Replacement or rebuilding of a facility which is worn out, destroyed, or damaged. Repair includes overlays 18-mm (0.75-inch) thick or thicker. Crushed surfacing placed to 18-mm (0.75-inch) thick or thicker and covering more than 10 percent of the original surface area may be considered repair.

Restoration – Work performed on pavement or bridge decks to render them suitable for resurfacing. This may include supplementing the existing roadway by increasing surfacing and paving courses to provide structural capability, and widening up to a total of 3 meters (10 feet). Restoration will generally be performed within the existing right of way.

Resurfacing – The addition of a layer or layers of paving material to provide additional structural integrity, improved serviceability, and rideability.

Right of Way Certification – A letter from a local agency to the Highways and Local Programs Engineer certifying that right of way has been acquired in accordance with federal regulations.

Right of Way Project Analysis – WSDOT Form 262-060 required on all federal aid projects as part of the R/W Certification.

Roadway Width – The portion of a street or road, between curbs or including shoulders, intended for vehicular use. This definition is for use in Design Standards only.

ROD – Record of Decision, a document prepared by the federal lead agency, after an EIS has been completed, outlining the final decision on a proposal. It identifies the decision, alternatives considered, and measures to minimize harm; and it outlines a monitoring or enforcement program.

Route Hearing – See location hearing.

RRP, RRS – Railway-Highway Grade Crossing, a federal aid funding program administered by FHWA and WSDOT.

Rural Area – Any land area outside the boundaries of the federally-designated urban areas as shown on the official urban area maps on file at WSDOT.

Scoping – A process for identifying issues and alternatives for an EIS.

Section 4(F) Evaluation – A document presenting the consideration, consultations, mitigative measures, and alternatives studied for the use of properties identified in Section 4(F) of the U.S. Department of Transportation Act as amended (49 USC 1653H).

Section 4(F) Lands – Generally, public parks, recreation areas, wildlife refuges, and historic sites.

See Effects – Social, economic, and environmental effects.

SEPA Checklist – See “environmental checklist.”

Severance Damages – The reduction of the market value of a remaining area because of a partial acquisition of property or property rights (damage to the remainder). See also proximity damages.

Shoreline Management – See Coastal Zone Management.

Six-Year Road or Street Program – See TIP.

Small Business Concern – A small business as defined according to Section 3 of the Small Business Act and other relevant regulations.

Small Purchase Procedures – Procedures to utilize external personal service or equipment rental for routine, continuing, and necessary tasks.

Socially and Economically Disadvantaged Individuals – Black Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, Asian-Indian Americans, and any other minorities or individuals found to be disadvantaged by the Small Business Administration pursuant to Section 8(a) of the Small Business Act. These individuals must be U.S. citizens or lawfully admitted permanent residents.

Special Provisions – A portion of the construction contract specifications separate from the General Provisions and covering conditions unique to a specific project.

Standard Specifications – Sets of typical construction contract specifications.

Stipulated Settlement – Final settlement of a right of way acquisition case through the acquiring agency's attorney that is stipulated (agreed to) by the property owner and any other interested parties prior to trial, and evidenced by a stipulated Judgment and Decree of Appropriation being filed in the superior court having jurisdiction.

Study Plan – An outline of the study process for the development of a project requiring an environmental impact statement.

Surety – A bonding company, for example.

Surfaced Width – The portion of a street or road for use by moving vehicles, between curbs or shoulders, including turning lanes where such lanes are appropriate, but excluding parking lanes and/or shoulders.

TCM – Transportation Control Measures are implemented to enable nonattainment areas meet their emissions goals. They can include Transportation Demand Management measures, parking policies and pricing, or other system improvements which reduce congestion.

TDM – Transportation Demand Management measures try to reduce the proportion of SOV commuters. TDM measures can include portion of non-SOV modes of transportation, car and vanpool formation assistance, transit subsidies, and a variety of other measures.

TEA-21 – Transportation Equity Act for the 21st Century.

Tied Bids – The practice of letting a single construction contract for two or more projects. Usually done to take advantage of economies of scale, such as more favorable unit prices for larger quantities of material. Requires H&LP approval prior to advertising.

TIP – Transportation Improvement Program is a three-year transportation investment strategy, required at the metropolitan level, and a two-year program at the state level, which addresses the goals of the long-range plans and lists priority projects and activities for the region. (At the state level, the TIP is also known as a STIP, not to be confused with a SIP.)

TMA – Transportation Management Areas. Any area over 200,000 population is automatically a Transportation Management Area, which subjects it to additional planning requirements but also entitles it to earmarked funds for large, urbanized areas under the Surface Transportation Program. There are three TMAs: PSRC, SWRTC, and SRTC.

Traffic Data Collection Session – The collection of highway traffic data for a defined period of time at a specific highway location.

Traffic Monitoring Guide (TMG) – The FHWA’s statement of good traffic monitoring practices. The TMG describes the number and duration of traffic data collection sessions and the adjustments that need to be made to the collected data in order to develop location or system level estimates of the average traffic volume. The TMG also describes vehicle classification and truck weight data collection programs.

Tri-County (Tri-Co) – A Regional Transportation Planning Organization that includes Ferry, Stevens, and Pend Orielle Counties.

True Cost Estimate – The most refined estimate of all acquisition costs of all parcels within a project.

TRS – Is a designation meaning Township, Range, and Section.

TS&L – The type, size, and location stage of design development of bridges. A specific report (TS&L Report) which must be prepared on major or unusual bridges.

Urbanized Area – An area with a population over 50,000 within boundaries established by the U.S. Census Bureau or by responsible state and local officials in cooperation with each other. There are nine in Washington: Seattle-Everett, Tacoma, Yakima, Spokane, Vancouver, Tri-Cities, Bellingham, Olympia-Lacey-Tumwater, and Kelso-Longview.

Urban Area – Any land area within the boundaries of the federally-designated urban areas (population over 5,000) as shown on the official urban-area maps on file at WSDOT.

UZA – Urbanized Area is a census classification for areas having a population of 5,000 or more which meet certain population density requirements.

Walkway – A continuous way designated for pedestrians and separated from through lanes for motor vehicles by a curb, space, pavement marking, or other barrier.

Wetlands – Lands covered by shallow water or lands where the water table is at or near the surface; includes marshes, swamps, bogs, natural ponds, wet meadows and river overflow.

Withholding Resolution – A resolution passed by the local agency legislative body authorizing WSDOT to withhold a portion of the agency’s fuel-tax allotment to pay for a transportation project being administered by the state.

WOAP – Work Order Accounting Plan.

4.61 Percent Program – “1/2¢ Gas Tax,” “Arterial Fund.”

6.92 Percent Program – “Gas Tax,” “Road” or “Street Fund” (formerly 6-7/8¢ Program).