

## Six Year Transportation Improvement Program Instructions for Completing the Form

Complete the form for the six year program in accordance with the following instructions.  
Include all transportation-related projects regardless of location or source of funds.

### Heading

Agency	Enter name of the sponsoring agency.
County Number	Enter the OFM assigned number (see LAG Appendix 21.44)
City Number	Enter the OFM assigned number (see LAG Appendix 21.45)
MPO/RTPO	Enter the name of the MPO (if located within urbanized area) or RTPO (if in the rural area).
Hearing Date	Enter the date of the public hearing.
Adoption Date	Enter the date this program was adopted by council or commission.
Resolution Number	Enter Legislative Authority resolution number if applicable.
Amendment Date	Enter the date this program was amended by council or commission.

### Column Number

- Functional Classification.** Enter the appropriate 2-digit code denoting the Federal Functional Classification. (Note: The Federal Functional Classification must be approved by FHWA.)

Description	
Rural (under 5,000 population)	Urban (over 5,000 population)
00 - No Classification	
01 - Interstate	11 - Interstate
02 - Principal Arterial	12 - Freeways & Expressways
06 - Minor Arterials	14 - Other Principal Arterials
07 - Major Collector	16 - Minor Arterial
08 - Minor Collector	17 - Collector
09 - Local Access	18 - Urban Minor Collector
	19 - Local Access

- Priority Numbers.** Enter local agency number identifying agency project priority (Optional).
- Project Identification.** Enter (a) Federal Aid Number if previously assigned; (b) Bridge Number; (c) Project Title; (d) Street/Road Name or Number/Federal Route Number; (e) Beginning and Ending Termini (Mile Post or Street/Road Names); and (f) Describe the Work to be Completed.
- Improvement Type Codes.** Enter the appropriate federal code number(s).

Description		
01 - New construction on New alignment	07 - Resurfacing	14 - Bridge Program Special
02 - Relocation	08 - New Bridge Construction	21 - Transit Capital Project
03 - Reconstruction	09 - Bridge Replacement	22 - Transit Operational Project
04 - Major Widening	10 - Bridge Rehabilitation	23 - Transit Planning
05 - Minor Widening	11 - Minor Bridge Rehabilitation	24 - Transit Training/Admin
06 - Other Enhancements	12 - Safety/Traffic Operation/TSM	31 - Non Capital Improvement
	13 - Environmentally Related	32 - Non Motor Vehicle Project

- Funding Status.** Enter the funding status for the entire project which describes the current status.

S - Project is 'selected' by the appropriate selection body & funding is secured.

P - Project is subject to selection by an agency other than the lead and is listed for planning purposes and funding has not been determined.

- Total Length.** Enter project length to the nearest hundredth mile (or code "00" if not applicable).

- Utility Code(s).** Enter the appropriate code letter(s) for the utilities that would need to be relocated or are impacted by the construction project.

C - Cable TV  
G - Gas  
O - Other  
P - Power

S - Sewer (other than agency-owned)  
T - Telephone  
W - Water

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8. **Project Phase.** Select the appropriate phase code of the project.

PE – Preliminary Engineering, including Design (or Planning).  
 RW – Right of Way or land acquisition.  
 CN – Construction only (or transit planning or equipment purchase).  
 ALL – All Phases from Preliminary Engineering through Construction.  
 (Use only in Years 4, 5, & 6)

9. **Phase Start Date.** Enter the month/day/year (in MM/DD/YY format) that the selected phase of the project is actually expected to start.

10. **Federal Fund Sources.** Enter the Federal Fund Source code from the table below.

FTA Discretionary for Capital Expenditures	
CBI – Combined Border Infrastructure	5307 – FTA Urban Areas
BIA – Bureau of Indian Affairs	5309 (Bus) – Bus
BR – Bridge Replacement or Rehab.	5309(FG) – Fixed Guideways
CBDG – Community Development Block Grant (HUD)	5309(NS) – New Starts
CMAQ – Congestion Mitigation Air Quality	5310 – FTA Elderly/Disabled
DEMO – TEA-21 Demo Projects (Selected)	5311 – FTA Rural Areas
Discretionary – Ferry Boat Discretionary, Public Highway, Scenic Byways, etc.	5316 – FTA JARC Rural
DOD – Department of Defense	5317 – FTA, New Freedom
IC – Interstate Construction	REV – Rural Economic Vitality Program
IM – Interstate Maintenance	SRTS – Safe Routes to Schools
IRR – Indian Reservation Roads	STP(C) – STP Statewide Competitive Program
NHS – National Highway System	STP(E) – STP Transportation Enhancements
3037 – FTA Job Access/Reverse Commute	STP(L) – STP Legislative Earmarks
	STP(S) – STP Safety Including Hazard and RR
	STP(R) – STP Rural Regionally Selected
	STP(U) – STP Urban Regionally Selected
	STP – STP (WSDOT Use Only)

11. **Federal Cost.** Enter the total federal cost (in thousands) of the phase regardless of when the funds will be spent.

12. **State Fund Code.** Enter the appropriate code for any of the listed funds to be used on this project.

CAPP – County Arterial Preservation Program	PWTF – Public Works Trust Fund
CHAA – Route Transfer Program (formerly City Hardship Assistance Account)	RAP – Rural Arterial Program
TPP – Transportation Partnerships Program	SCP – Small City Arterial Program (formerly Small City Program)
AIP – Urban Arterial Program (formerly Arterial Improvement Program)	SCPP – Small Cities Pavement Preservation
PSMP – Sidewalk Program (formerly Pedestrian Safety & Mobility Program)	FMSIB – Freight Mobility Strategic Invest. Board
	WSDOT – WSDOT funds
	OTHER – Any other <u>unlisted</u> state funds codes

13. **State Funds.** Enter all funds from the State Agencies (in thousands) of the phase regardless of when the funds will be spent.

14. **Local Funds.** Enter all the funds from Local Agencies (in thousands) of the phase regardless of when the funds will be spent.

15. **Total Funds.** Enter the sum of columns 10, 12, and 14. (This will auto-total in the STIP software program.)

- 16-19. **Expenditure Schedule** – (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> thru 6<sup>th</sup> years). Enter the estimated expenditures (in thousands) of dollars by year. (For Local Agency use.)

20. **Environmental Data Type.** Enter the type of environmental documentation that will be required for this project. Environmental determination must be completed before the Right-of-Way/Construction phase(s) can be obligated. (This is required for **Federally funded** projects.)

EIS – Environmental Impact Statement  
 EA – Environmental Assessment  
 CE – Categorical Exclusion

21. **R/W Certification.** If Right of Way acquisition is required, enter R/W Certification Date, if known. (This is required for **Federally funded** projects.)