

Process for Approving and Revising The Regional Transportation Plan and Transportation Improvement Program

The Wasatch Front Regional Council (WFRC) has adopted the process shown in the attached flow chart for developing and revising the Regional Transportation Plan (RTP) and the Transportation Improvement Program (TIP). The purpose of this new process is to give the county councils of governments (COGs) a greater role and responsibility in approving projects on the RTP and to be funded in the TIP. The WFRC will now follow this process for RTP and TIP approvals and revisions beginning in January 2009. Additional details on the steps involved in the process are described below.

Committee Structure

The following committees play a role and have responsibilities for developing and amending the RTP and the TIP:

Councils of Governments: Salt Lake, Davis, and Weber Counties each have a council of governments generally made up of city mayors and county elected officials. These COGs along with the COGs in Tooele and Morgan Counties created the WFRC. Together these five COGs appoint the members of the WFRC.

Wasatch Front Regional Council: As the metropolitan planning organization (MPO) for the Salt Lake and Ogden-Layton Urbanized Areas in Utah, the WFRC has the responsibility to adopt a RTP and a TIP for the region and to approve any amendments to the RTP and the TIP. In some cases, the WFRC has delegated responsibility for amending the RTP or the TIP to the Regional Growth Committee or Trans Com, respectively.

Regional Growth Committee (RGC): The RGC is the policy advisory committee to the WFRC for long range planning issues. It reviews and recommends adoption of the region's RTP to the WFRC. In some cases, the WFRC has delegated responsibility for approving RTP amendments to the RGC.

Trans Com: Trans Com is the policy advisory committee to the WFRC regarding short range planning issues, including the programming of federal highway and transit funding through the TIP. In some cases, the WFRC has delegated responsibility for approving TIP amendments to Trans Com.

Technical Advisory Committees: The WFRC has created two separate technical advisory committees each in the Salt Lake Area and in the Ogden-Layton Area: one for providing input to the RGC on long range planning issues and one to provide input on short range funding issues to Trans Com.

RTP and TIP Development and Revision Process

In general, the RTP and the TIP and any revisions to them will first go to the appropriate Technical Advisory Committees for their consideration. These Committees will then report their recommendations to the appropriate COG(s). For projects in Salt Lake County, this report will be to the Salt Lake COG. For projects in Davis or Weber Counties, the report will

be made to both the Davis COG and the Weber COG. The Technical Advisory Committee chair will make this report. Depending on the action required, the COG(s) will forward a recommendation to either the RGC or Trans Com and then the WFRC for action or will give approval for making the recommendation available for public review before action by RGC/Trans Com and the WFRC.

RTP and TIP Development Process

The RTP needs to be updated every four years. The COGs will be kept informed and may participate throughout the process. In particular, the transportation system alternatives to be evaluated for their county areas will be presented by the Technical Advisory Committees to the COGs before being considered by the RGC and the WFRC. Similarly, the Technical Advisory Committees may suggest and the COGs may recommend project changes to the draft final RTP within their county area once this evaluation is complete. After this COG review and recommendation, the RGC and the WFRC will have an opportunity to provide input before the final RTP is made available for public review and comment.

The TIP is updated annually. In May of each year, the WFRC staff works with UDOT and UTA to compile a list of projects to be included in the TIP based on the analysis of projects for each of the various funding programs throughout the year. After review by the Technical Advisory Committees at their May meeting, the draft TIP will be presented to the COGs at their June meetings for review, comment and project suggestions. Trans Com will consider the recommendations from the COGs in making the draft TIP available for public review and comment at its June meeting. The public comment period will run through July. Any comments received will be considered by the Technical Advisory Committees, Trans Com, and the WFRC before final approval at the WFRC's August meeting.

In addition to compiling all other projects into the TIP, the WFRC is responsible for selecting projects for the Surface Transportation Programs (STP) and the Congestion Mitigation/Air Quality (CMAQ) Programs for the Salt Lake and Ogden-Layton Areas. The COGs will have a major role in the development of the recommendations for these two programs. In the fall of each year, the WFRC staff will request that potential project sponsors submit a letter of intent for projects they want to have considered for funding. In November, the projects submitted to date for consideration for these two funding sources will be presented to the COGs for their review. The COGs at that time will have the opportunity to suggest revisions to proposed projects and/or additional projects to be considered for their county area. After the projects submitted have been evaluated, the Technical Advisory Committees in the two areas will make a recommendation for the COGs to consider at the COGs' April meetings. The recommendations from the COGs will then be discussed at Trans Com, which will recommend final STP and CMAQ Programs for inclusion in the full TIP.

RTP and TIP Modification and Amendment Process

The WFRC in conjunction with UDOT and UTA has established separate procedures for modifying or amending the RTP and the TIP. For both the RTP and the TIP, three types of modifications or amendments have been identified, with separate requirements for each. The first type is a staff modification. These modifications are minor and can be approved by

the WFRC Executive Director without board approval or a public comment period. A second type is a board modification. These modifications are for changes or additions to the RTP or the TIP that are not regionally significant and do not require a new air quality conformity finding. No public review period is required for these modifications, although an opportunity for public comment will be provided at the RGC, Trans Com, or WFRC meetings where the modification is considered. The WFRC will need to approve these types of modifications (in some cases, the RGC or Trans Com can approve them through delegation from the WFRC). The final type of modification is a full amendment to the RTP and/or the TIP. In these cases, a new air quality conformity finding and a thirty-day public comment period will be required. These amendments will need to be approved by the WFRC.

The table below shows the steps to be followed in modifying or amending the RTP or the TIP depending on the type of action. For all modifications or amendments to the RTP, the COGs will be involved in the review process. For TIP staff and board modifications, only projects on the urban STP and CMAQ Programs will be taken to the COGs. The steps for each of these modifications or amendments are briefly described below:

1. For staff modifications, the WFRC staff should be able to take action to approve the request within two weeks, if the request includes all the necessary information to make a decision. These requests can be considered at any time. The COG(s) will be informed of any staff modifications to the RTP or the TIP.
2. For requests that would require a board modification, the request should be received by the fifteenth of the month of a regularly scheduled Technical Advisory Committee (TAC) meeting. The requests would then be considered by the Technical Advisory Committees at their meeting later that month. The Technical Advisory Committee recommendations can then go to the COG(s) during the second month and then to RGC/Trans Com and finally the WFRC for approval (again the WFRC may delegate the authority to approve these modifications to the RGC or Trans Com).
3. For full amendments, requests need to be received by the first of the month of a regularly scheduled Technical Advisory Committee (TAC) meeting. These requests can then be evaluated by the WFRC staff for conformity with air quality plans and for financial feasibility and presented at the scheduled Technical Advisory Committees at the end of the month. The COG(s) will be able to review the request at the beginning of the second month and give approval to make the proposed amendment available for public review. This review can take place during the second and early part of the third months. The RGC and/or Trans Com will then be able to review the request and make a recommendation to the WFRC for final approval at the end of the third month.

Steps and Schedule for RTP and TIP Modifications and Amendments

	Day	1. Staff Modification	2. Board Modification*	3. Full Amendment**
Month 1	1	Staff Receive Request		Staff Receive Request
	15		Staff Receive Request	WFRC Staff Analysis
	30 / 31	Action / Approval	Technical Committee Review / Recommendation	Technical Committee Review
Month 2	1		COG Review & Recommendation	COG Review & Approval for Public Comment
	15		RGC / Trans Com Review & Recommendation	↑
	30 / 31		WFRC Action / Approval	Public Comment Period
Month 3	1			↓
	15			RGC / Trans Com Review & Recommendation
	30 / 31			WFRC Action / Approval

* For TIP board modifications, these steps only apply to projects on the STP and CMAQ Programs for the Salt Lake and Ogden-Layton Areas. Modifications for other federal, state, or local highway or transit programs do not required Technical Advisory Committee or COG review.

**Full amendments to the TIP also require a RTP amendment. Therefore, the Technical Advisory Committees and the COGs will need to review and make recommendations for these amendments.