

# ***Abbreviations and Glossary***

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## ***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 Nonsignificance (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  
**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

**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 (U.S. 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 and 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  
**WSDES** – 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 Region 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 Nonsignificance (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 Nonsignificance (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.

**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 programing 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 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 Region 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 WSDOT Planning and Programming. 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. 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 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 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 Local Programs Engineer certifying that right of way has been acquired in accordance with federal regulations.

**Right of Way Project Analysis** – 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 Local Programs 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).