

Centre County Metropolitan Planning Organization (CCMPO)

2009-2012 Centre County Transportation Improvement Program (TIP) Procedures for TIP Modifications (Draft – June 2008)

Purpose

This document establishes the procedures to be used by the CCMPO, the Centre Area Transportation Authority (CATA), and the Pennsylvania Department of Transportation (PennDOT) to implement modifications to the Centre County TIP.

Background

Federal transportation planning regulations permit “*project selection actions*” that:

- Move projects, and phases of projects, between years one, two and three of the TIP.
- Change the funding source of a project.

To be consistent with federal planning regulations, the CCMPO, CATA, and PennDOT agree that all projects in the first three years of the TIP are considered to be “selected projects”.

In this document, the CCMPO, CATA, and PennDOT consider some of the project selection actions to be called “*TIP administrative actions*”. This document specifies how *TIP administrative actions* can be taken to change the TIP without formal action by the CCMPO, PennDOT, the Federal Highway Administration (FHWA) and/or the Federal Transit Administration (FTA).

Other modifications to the TIP that require formal action by the CCMPO, PennDOT, FHWA, and/or FTA are considered to be “TIP amendments”. This document also specifies the TIP amendments that require formal action by the CCMPO, PennDOT, FHWA, and FTA.

All TIP modifications must be consistent with the CCMPO’s adopted Long Range Transportation Plan (LRTP).

TIP Administrative Actions Not Requiring Formal Action By The CCMPO

- A. Cost increases/decreases of \$1,000,000 or less for any project included in the first three years of the TIP or approved on previous TIPs.

Financial constraint by TIP year must be maintained. Funding for the cost increase/decrease must come from other projects in the first three years of the TIP for which funds cannot be authorized in that TIP year due to scheduling or other delays. The shift of funds from another project shall not delay the schedule or affect the scope of that project. The cost of a project cannot be arbitrarily reduced to advance another project.

- B. Conversion of \$2,000,000 or less from a reserve line item to a specific Interstate Management Program project. Administrative actions related to the Interstate Management Program will be coordinated by PennDOT, with notification to be provided to the CCMPO.

- C. Cost increases/decreases of \$5,000,000 or less for phases of the various Interstate 99 system projects included in the first three years of the TIP or approved on previous TIPs, when funding for the cost increase/decrease comes entirely from another I-99 project, and the shift does not involve funding from other projects on the TIP. Interstate 99 projects include the US Route 220 Relocation projects, the I-99/I-80 High Speed Interchange project, and the I-80/Route 26 Local Access Interchange project.

Financial constraint by TIP year must be maintained. The shift of funds may not significantly affect the scope or delay the schedule for completion of the project from which funding is shifted.

- D. When a project is listed in the adopted TIP without a Right-of-Way (ROW) phase, and an incidental ROW need is discovered during the Preliminary Engineering or Final Design phases.

Such a ROW purchase may be authorized under the Preliminary Engineering, Final Design, or Construction phases without amending the TIP, or a ROW phase could be added to the TIP by shifting funds from another phase(s) of the parent project. Incidental ROW is defined as the purchase of a minor parcel(s) (including utility relocation) that does not involve the taking of any environmentally sensitive property or residential/commercial structure(s).

- E. When PennDOT or CATA deem it appropriate to shift project funding between certain federal funding categories or between certain state funding categories in accordance with available resources, if the shift does not delay the schedule or affect the scope of the project or phase from which funding is shifted. The federal funding categories include:

Highway projects:

National Highway System (NHS)
Interstate Maintenance (IM)
Bridge (BR)
Safety (HSIP, HRRR)
Congestion Mitigation and Air Quality (CMAQ)
Appalachian Highway Development Program (APD)
Minimum Guarantee and Statewide Surface Transportation Program (STP)

Transit projects:

Section 5309 (formerly Section 3)
Section 5307 (formerly Section 9)

- F. When the change involves a 100% state-funded project that is not considered regionally significant under the air quality conformity guidelines.
- G. Conversion of ***Pavement Restoration*** line item, Rail-Highway Crossing line item, ***Bridge Preservation*** line item, ***State Structurally Deficient (SD) Bridge*** line item, ***Local SD Bridge*** line item funds to a specific project.
- H. Deletion of a ***Pavement Restoration*** or Rail-Highway Crossing project if the funding is shifted to another ***Pavement Restoration*** or Rail-Highway Crossing project, or returned to the respective line item.
- I. Conversion of \$1,000,000 or less from other reserve line items to a specific project, except for Transportation Enhancements (TE), Home Town Streets (HTS), or Safe Routes to School (SR2S) line items. ***Other reserve line items include, but are not limited to, the Safety line item, and Congestion Mitigation and Air Quality (CMAQ) line item.***
- J. ***Creation of a new reserve line item that is needed in order to maintain financial constraint as a result of other administrative actions, as specified above.***

Notes for TIP Administrative Actions:

1. In all cases specified above, the lead agency (PennDOT or CATA) will consult with the Centre Regional Planning Agency (CRPA) prior to taking administrative actions, and inform the CCMPO Technical and Coordinating Committees of TIP administrative actions at their next regularly scheduled meetings.
2. ***Administrative actions shall account for Year of Expenditure (YOE) requirements.***

TIP Amendments Requiring Formal Action By The CCMPO

All TIP modifications not specifically addressed above under TIP Administrative Actions, including but not limited to:

- A. Cost increases/decreases of greater than \$1,000,000.
- B. Cost increases/decreases of greater than \$2,000,000 for Interstate Management Program projects.
- C. Addition/deletion of an Interstate Management Program project that involves conversion of greater than \$2,000,000 from a reserve line item.
- D. Cost increases/decreases for I-99 projects of greater than \$5,000,000.
- E. Cost increases/decreases that result in the delay in the schedule of, or affect the scope of a project or phase of a project.
- F. Addition/deletion of a project, ***with the exception of a 100% state-funded project that is not considered to be regionally significant under the air quality conformity guidelines.***
- G. Addition/deletion of a project that involves conversion of greater than \$1,000,000 from a reserve line item, with the exception of the ***Pavement Restoration, Rail-Highway Crossing, Bridge Preservation, State Structurally Deficient (SD) Bridge, or Local SD Bridge*** line items.
- H. Conversion of TE, HTS, or SR2S line item funds to a specific project.
- I. Cost increases for all TE, HTS, or SR2S projects, as specified in the CCMPO's adopted *Policy for Approval/Disapproval of Transportation Enhancements (TE) Project Cost Increases*
- J. Modification that affects air quality conformity.

Notes for TIP Amendments:

- 1. Financial constraint by TIP year must be maintained. ***Amendments shall account for Year of Expenditure (YOE) requirements. The arbitrary reduction of the overall cost of a project, or phase of a project, shall not be utilized for the advancement of another project.***
- 2. Amendments related to the Interstate Management Program will be coordinated by PennDOT, with approval by the CCMPO.
- 3. The CCMPO Technical Committee will provide a recommendation to the CCMPO Coordinating Committee for action at the next regularly scheduled Coordinating Committee meeting.
- 4. ***TIP amendments must be consistent with the CCMPO's adopted LRTP and Public Participation Plan.*** A reasonable opportunity for public input shall be provided for all major amendments. A thirty (30) day public comment period may be required for major amendments to the TIP. Determination of whether an amendment is considered to be major will be made by the CRPA Director, in consultation with the CCMPO Chair, and the lead agency (PennDOT or CATA).
- 5. If an amendment adds or deletes a project, or changes the schedule or scope of work of an air quality significant project, a new conformity determination will be required prior to approval of the modification. A determination of air quality conformity shall be based on an amended LRTP conformity analysis.

6. When the CCMPO Coordinating Committee's meeting schedule would cause a delay in accomplishing a major milestone (e.g. missing of a bid letting) or would cause the actual loss of federal funding or obligation authority, a telephone ballot, e-mail ballot, or fax ballot can and should be used to expedite action on amendments to the TIP. Actions taken by such ballots will be confirmed at the next regularly scheduled meeting.
7. When the CCMPO Coordinating Committee's meeting schedule would unduly delay the processing and approval of an amendment to the TIP, a telephone ballot, e-mail ballot, or fax ballot may be used to expedite action on amendments to the TIP. Actions taken by such ballots will be confirmed at the next regularly scheduled meeting.

Approval

Original CCMPO Adoption Date: July 16, 2008

Daniel D. Klees
CCMPO Chair

Date: _____

Robert A. Crum, Jr.
CCMPO Secretary

Date: _____

Hugh A. Mose
General Manager
Centre Area Transportation Authority

Date: _____

James D. Ritzman, P.E.
Deputy Secretary for Planning
Pennsylvania Department of Transportation

Date: _____

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