

PROJECT SELECTION FROM, AND AMENDING, THE TIP

Federal law requires that all projects in a given TIP be given a rank, which determines the order in which they may be obligated. CDTC has assigned the year of the element as the rank. So, all elements in the first year of the TIP are given top priority, and the projects in the second year are given second priority, etc. This, and the need for updates to project costs and scopes, as well as the addition and deletions of projects and project elements, necessitates that procedures be in place to make changes to TIP projects in between TIP Updates. Therefore, responsibility to make changes to the TIP is shown in the chart below.

There are a few procedures or principles that are not explicitly stated in the table of guidelines, but are just as much a part of those guidelines:

- A) Changes from 1) any federal fund source to NHPP and 2) any STP fund source to any other STP fund source are covered in sections 3a and 3b, respectively. Section 3c, “Change between any other Title I federal fund sources” requires additional clarification too large for a footnote to the table. A change between any other Title I fund sources would be require Planning Committee approval. In such cases, in order to approximate equity with other candidate projects, the Planning Committee should consider the priority of the subject project relative to other candidates that did or will compete for those funds. This could necessitate that the project be evaluated and compared to projects in the previous solicitation.
- B) Any action explicitly taken by the Planning Committee cannot be overridden by anything less than a Planning Committee action.
- C) For a project that is both non-CDTA and non-state but the responsibility for a change lies with CDTA or NYSDOT, consent is also required of the project implementer and (if different) also the owner of the facility or whoever is responsible for the local match.
- D) If the same action can fit more than one description in the table, the one requiring the highest action is used. For example, a project consisting of \$0.600M in matched federal-aid could have the fund source switched to local. This is a fund source switch (3)(d) requiring only NYSDOT or CDTA approval, and it is also a deletion of a project from the federal-aid program (1)(c), since all federal funds are being removed, requiring Policy Board action. Therefore, the change requires Policy Board action as the deletion of a project from the federal-aid program (1)(c).
- E) An amendment normally requiring Planning Committee approval, linked to another amendment requiring Policy Board approval, also requires Policy Board approval.
- F) In the guidelines table, 1(h), “Combining a non-preservation project with any other(s)” requires Planning Committee because it is not necessarily desirable to combine any two specific projects. The reasons for that can vary and need to be considered on a case-by-case basis.

**TABLE 7
GUIDELINES FOR TIP CHANGES**

Type of Change	Responsibility		
	¹ CDTA or NYSDOT	² Planning Committee	Policy Board ³
(1) Addition or Deletion			
(a) Addition of project(s) from regional set-asides			
(i) From placeholder set-asides	---	Approve	---
(ii) As part of a project solicitation	---	Recommend	Approve
(b) Addition/deletion of project under or equal to \$0.500M	---	Approve	---
(c) Addition/deletion of project over \$0.500M	---	Recommend	Approve
(d) Addition/deletion of project element less than or equal to \$0.250M ⁴	Approve	---	---
(e) Addition/deletion of project element over \$0.250M ⁴	---	Approve	---
(f) Addition of Transportation Alternatives project after approval by state advisory committee	---	Approve	---
(g) Combining two or more existing preservation projects ⁵	Approve	---	---
(h) Combining a non-preservation project with any other(s)	---	Approve	---
(i) Other	---	Recommend	Approve
(2) Scope and Cost (Increase or Decrease)			
(a) Over 25% (minimum \$250 k) or over \$500 k ⁶	---	Approve	---
(b) Over 50% (minimum \$1M) or over \$3M ⁶	---	Recommend	Approve
(c) Scope change necessitating recalculation of system-level air quality conformity of non-exempt project	---	Recommend	Approve
(d) Other significant scope change ⁷	---	Approve	---
(e) Other	Approve	---	---
(3) Fund Source Change			
(a) Change from any federal fund source to NHPP	Approve	---	---
(b) Change from one STP fund source to another	Approve	---	---
(c) Change between any other Title I federal fund sources ⁸	---	Approve	---
(d) Change from federal to non-federal fund source	Approve	---	---
(e) Change from non-federal to federal fund source	---	Recommend	Approve
(f) Change between Title III federal fund sources	---	Approve	---
(g) Any other federal fund source change	---	Recommend	Approve
(4) Schedule Change			
(a) All affected project elements are contained in the first four years of the TIP before and after the schedule change ⁹	Approve	---	---
(b) Any other schedule change	---	Approve	---

¹ CDTA has authority for transit fund sources and NYSDOT for highway fund sources.

² Changes requiring Planning Committee action are minor TIP amendments. The Planning Committee may defer approval to Policy Board, if desired.

³ Changes requiring Policy Board action are major TIP amendments.

⁴ A project element is a phase of the project (such as right-of-way acquisition), in one FFY funded by one fund source.

⁵ Proper documentation still needs to be provided to CDTC Staff. Also, for a scope change to, or removal of, one of the original projects, a scope change would be required.

⁶ Percentages are of total project five-year plus committed column federal cost. Use of toll credits increases the percentage.

⁷ A significant scope change is a significant change to the project limits, type or scope.

⁸ Change from a capital fund source to Metropolitan Planning Funds (PL) requires UPWP action by CDTC.

⁹ This includes funds programmed in the "Committed" column of the TIP that are not obligated by September 30 of the Committed fiscal year.