

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.

Normally, the TIP is updated every two years. However, three years passed between the 2007-12 update and the 2010-15 update. Therefore, during the 2009-10 FFY, it became necessary to allow NYSDOT the flexibility to move projects among all four years of the STIP and to make project selections from the fourth year of the TIP, instead of the third. That change has been carried over into the current project selection guidelines.

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.

This note is added by CDTC staff: Any action explicitly taken by the Planning Committee cannot be overridden by anything less than a Planning Committee action. For example, in the 2013-18 TIP update several project elements were scheduled for FFY 2012-13 or FFY 2013-14. The Planning Committee explicitly stated that if those project elements were not obligated by October 1, 2014, then they move to the fifth year of the program (FFY 2017-18). Therefore, to schedule those project elements for any other year would require a Planning Committee action.

TABLE 7

GUIDELINES FOR TIP CHANGES

An amendment normally requiring Planning Committee approval, linked to another amendment requiring Policy Board approval, also requires Policy Board approval.

Type of Change	Responsibility		
	CDTA or NYSDOT	Planning Committee ¹	Policy Board ²
(1) Addition or Deletion			
(a) Addition of project from regional set-asides	---	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 ³	Approve	---	---
(e) Addition/deletion of project element over \$0.250M ³	---	Approve	---
(f) Addition of STP Enhancement Project after approval by state advisory committee	---	Approve	---
(g) Combining two or more existing projects	---	Approve	---
(h) Other	---	Recommend	Approve
(2) Scope and Cost			
(a) Over 25% (minimum \$250 k) or over \$500 k ⁴	---	Approve	---
(b) Over 50% (minimum \$1M) or over \$3M ⁴	---	Recommend	Approve
(c) Scope change necessitating recalculation of system-level air quality conformity of non-exempt project	---	Recommend	Approve
(d) Other significant scope change ⁵	---	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 ⁶	---	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 ⁷	Approve	---	---
(b) Any other schedule change	---	Approve	---

¹Changes requiring Planning Committee action are minor TIP amendments. The Planning Committee may defer approval to Policy Board, if desired.

²Changes requiring Policy Board action are major TIP amendments.

³A project element is a phase of the project, such as construction or right-of-way acquisition.

⁴Percentages are of total project five-year plus committed column federal cost. Use of toll credits increases the percentage.

⁵A significant scope change is a significant change to the project limits, type or scope.

⁶Change from a capital fund source to Metropolitan Planning Funds (PL) requires UPWP action by CDTC.

⁷This includes funds programmed in the "Committed" column of the TIP that are not obligated by September 30 of the Committed fiscal year.