

Capital District
Transportation Committee

September 24, 2019

**Capital District Transportation Committee
Project Selection Guidelines in the 2019-24 TIP**

During the 2019-24 TIP Update, project selection guidelines received some minor updates. CDTC staff now realizes that amendments that change fund sources from CDTC “core” funds to statewide federal funds being spent in the CDTC area are not specifically addressed.

The following table includes a line (Item 3g), which, if approved, would require that such a change in fund source require Planning Committee action. Given the existence of the statewide federal funds, this type of change is desirable and welcome, reducing the need for Policy Board action. But since it is a relatively new possibility, there are unknowns, which may require Planning Committee action on a case-by-case basis.

The previous Item 3g would become Item 3h.

**TABLE 2
GUIDELINES FOR TIP CHANGES**

Type of Change	Responsibility		
	¹ CDTA or NYS DOT	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/or 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	---	Recommend	Approve
(3) Fund Source Change (a thru e refer to CDTC funds)			
(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) Change from any CDTC fund source to statewide funds	---	Approve	---
(h) 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. Advancing construction funding to the current FFY without Planning Committee action requires all design phases to be complete.