

MEMORANDUM

TO: Planning Committee Members and Alternates
FROM: James Stack, Executive Director /s/
DATE: February 7, 2018
SUBJECT: Proposed Revisions to the GTC *TIP Procedures Manual*

Overview

GTC Resolution 78-4 authorizes the Planning Committee to make changes to the TIP with respect to minor changes in the scope, cost, schedule, and/or funding source of any project contained therein. Changes permitted via GTC Resolution 78-4 are considered Administrative Modifications as defined in 23 CFR 450.104. An Administrative Modification can be made provided no member of the Planning Committee objects to the action taking place without GTC Board consideration of the action.

The GTC *TIP Procedures Manual*, revised May 10, 2011, set specific definitions of TIP amendments in relation to project scope, schedule, or cost and prescribes the actions necessary for approval by GTC. Staff, with input from the TIP Development Committee, have proposed revisions to improve the TIP Management process toward the goals of being responsive to project development while maintaining fiscal constraint.

The proposed revisions include modifications to the Exhibit 4, Guidelines for TIP Project Change Requests, (**Attachments A and B**) and related text in Section 4.2, Changing Existing TIP Projects (**Attachment C**). A significant addition to the types of actions is a Staff Modification. Under this new threshold the GTC Executive Director would be authorized to make minor changes to the TIP. The TIP would be updated to reflect the changes and will be reported to the GTC Planning Committee and Board at their following meetings.

The GTC *Public Participation Plan* (PPP) provides specific Performance Standards to meet the Baseline Requirements for the TIP in addition to the Long-Range Transportation Plan and Unified Planning Work Program. Standard 35 specifies that, "The GTC TIP Procedures Manual documents the process used to develop and manage the TIP, including more detail on public participation, and must be consistent with this Plan." The proposed revisions would define the projects that would require Board action and include an opportunity for public comment. There is no amendment to the PPP required.

The proposed revisions are provided for consideration in the following attachments:

1. **Resolution 18-13 *Revising the Transportation Improvement Program Procedures Manual***
2. **Attachment A.** Exhibit 4, Guidelines for TIP Project Change Requests – Annotated Revisions
3. **Attachment B.** Exhibit 4, Guidelines for TIP Project Change Requests – As proposed
4. **Attachment C.** Proposed Revisions to Section 4, TIP Management

Recommended Action

Recommend to the Planning Committee recommendation to the GTC Board approval of the revisions to the GTC TIP Procedures Manual.

GENESEE TRANSPORTATION COUNCIL

RESOLUTION

Resolution 18-13 Revising the *Transportation Improvement Program Procedures Manual*

WHEREAS,

1. The *Transportation Improvement Program* (TIP) identifies those projects to receive federal transportation funding within the seven-county GTC TIP area;
2. Title 23, Section 450.324 of the United States Code requires that the Metropolitan Planning Organization (MPO) be responsible for developing, modifying, and monitoring the TIP;
3. The Genesee Transportation Council (GTC), as the designated MPO for the region, is responsible for developing the TIP in the Rochester Metropolitan Planning Area (MPA) per the schedule provided for in current federal surface transportation legislation;
4. GTC, as the designated MPO for the region, is responsible for making periodic modifications to the TIP to provide for the timely implementation of projects using federal transportation funds;
5. GTC, as the designated MPO for the region, is responsible for making a summary of the federal transportation funds obligated during the previous federal fiscal year publicly available on an annual basis;
6. GTC, as the designated MPO for the region, works cooperatively with the New York State Department of Transportation and the Rochester Genesee Regional Transportation Authority to develop, modify, and monitor the TIP for the region including the Rochester MPA;
7. The *Transportation Improvement Program Procedures Manual*, revised May 10, 2011, documents the process used to develop, modify, and monitor the TIP so as to provide greater transparency of the metropolitan planning process to interested parties; and
8. The GTC *Public Participation Plan* (PPP) provides specific Performance Standards to meet the Baseline Requirements for public notification and comment opportunities during the development and management of the TIP.

NOW, THEREFORE, BE IT RESOLVED

1. That the Genesee Transportation Council hereby adopts the revisions to the *Transportation Improvement Program Procedures Manual* as shown in Attachments B and C effective immediately.

CERTIFICATION

The undersigned duly qualified Secretary of the Genesee Transportation Council certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Genesee Transportation Council held on March 8, 2018.

Date _____

KEVIN C. BUSH, Secretary
Genesee Transportation Council

Attachment A - Exhibit 4, *Guidelines for TIP Project Change Requests* – Annotated Revisions

Guidelines for TIP Project Change Requests		
TYPE OF AMENDMENT	Action Required	Reporting
Change in Project Scope		
Project limits expanded or number of vehicles purchased <u>changed, except as noted below</u>	TIP Amendment	
<u>Preventive Maintenance project limits expanded with no additional Federal funds</u>	<u>Staff Modification</u>	<u>PC & Board</u>
Project limits reduced	TIP Amendment	
Project nature <u>scope</u> changed	TIP Amendment	
Change in the number of vehicles purchased	TIP Amendment	
Conformity status changed	TIP Amendment <u>Administrative Modification</u>	
<u>Consolidate similar projects under a single PIN, divide project into separate PIN's, or transfer funds or limits between related PIN's with no change of overall Scope or combined Federal Share</u>	<u>Staff Modification</u>	<u>PC & Board</u>
Change in Project Schedule		
Phase changes FFY – <u>Construction or Other</u>	TIP Amendment	
Phase changes FFY – <u>Engineering or Right-of-Way</u>	<u>Administrative Modification</u>	
Completion date moves to new conformity analysis year	TIP Amendment	
Change in Project Cost		
Add new federal funding to <u>regional balances</u>	TIP Amendment	
Over \$250,000 <u>\$500,000</u> or 25% of Total (whichever is less)*	TIP Amendment	
<u>Over \$50,000 or 10% of Total (whichever is less)*</u>	<u>Administrative Modification</u>	
<u>Add new non-federal funding</u>	<u>Staff Modification</u>	<u>PC & Board</u>
<u>Reduce phase costs prior to STIP obligation to preserve obligation authority</u>	<u>Staff Modification</u>	<u>PC & Board</u>
Other		
Change in federal fund source	Administrative Modification	
Project deleted from TIP	TIP Amendment	

Change in project name	Administrative Modification <u>Staff Modification</u>	<u>PC</u>
Clarification of project description	Administrative Modification <u>Staff Modification</u>	<u>PC</u>
Modification to phases with no change in Total Cost or Federal Share	Administrative Modification <u>Staff Modification</u>	<u>PC</u>
Change in Project Type with no change in project limits or operating characteristics	Administrative Modification <u>Staff Modification</u>	<u>PC</u>
<u>Correct typographical errors to meet GTC Board intent</u>	<u>Staff Modification</u>	<u>PC</u>
<p>*GTC staff are authorized to make associated Administrative Modifications to the TIP to account for changes that do not meet this level. At the discretion of GTC staff, <u>Administrative</u> Modifications of this nature may be <u>are</u> presented to the TDC for their review <u>via e-mail</u>.</p>		

Attachment B - Exhibit 4, Guidelines for TIP Project Change Requests – As proposed

Guidelines for TIP Project Change Requests		
TYPE OF AMENDMENT	Action Required	Reporting
Change in Project Scope		
Project limits or number of vehicles purchased changed, except as noted below	TIP Amendment	
Preventive Maintenance project limits expanded with no additional Federal funds	Staff Modification	PC & Board
Project scope changed	TIP Amendment	
Conformity status changed	Administrative Modification	
Consolidate similar projects under a single PIN, divide project into separate PIN's, or transfer funds or limits between related PIN's with no change of overall Scope or combined Federal Share	Staff Modification	PC & Board
Change in Project Schedule		
Phase changes FFY – Construction or Other	TIP Amendment	
Phase changes FFY – Engineering or Right-of-Way	Administrative Modification	
Completion date moves to new conformity analysis year	TIP Amendment	
Change in Project Cost		
Add new federal funding to regional balances	TIP Amendment	
Over \$500,000 or 25% of Total (whichever is less)	TIP Amendment	
Over \$50,000 or 10% of Total (whichever is less)*	Administrative Modification	
Add new non-federal funding	Staff Modification	PC & Board
Reduce phase costs prior to STIP obligation to preserve obligation authority	Staff Modification	PC & Board
Other		
Change in federal fund source	Administrative Modification	
Project deleted from TIP	TIP Amendment	
Change in project name	Staff Modification	PC
Clarification of project description	Staff Modification	PC
Modification to phases with no change in Total Cost or Federal Share	Staff Modification	PC

Change in Project Type with no change in project limits or operating characteristics	Staff Modification	PC
Correct typographical errors to meet GTC Board intent	Staff Modification	PC
* GTC staff are authorized to make associated Modifications to the TIP to account for changes that do not meet this level. Modifications of this nature are presented to the TDC for their review via e-mail.		

Attachment C - Proposed Revisions to Section 4, Changing Existing TIP Projects

Section 4.2 – Changing Existing TIP Projects

“...Projects that do not meet the requirements of GTC Resolution 78-4 must be presented to the GTC Board for consideration. Further, staff are authorized to make relatively minor changes as indicated in Exhibit 4 with reporting to the Planning Committee and/or Board, as noted...”

Section 4.2.3 – Change in the Cost of an Existing Project

“...Federal funds preserved from Staff Modifications to phase costs will be accounted for in Available Balances and not programmed on an individual project without action by the GTC Board or Planning Committee, as appropriate.”

The addition eligible non-participating shares of projects are not a guarantee of an award of future Federal funding by the GTC Board.”

Section 4.2.7 – Staff Modifications

The GTC Board has delegated the authority to approve specifically defined TIP changes, known as Staff Modifications, to the GTC Executive Director. These amendments are administrative in nature and can expedite project delivery. They do not require action by the Planning Committee or the GTC Board. Prior to the Executive Director approving a Staff Modification, the proposed modification will be distributed to the TDC by e-mail for expedited review and comment. If there is no objection, the modification shall be provided online in an updated TIP and reported to the GTC Planning Committee and/or Board for informational purposes.