

2023-2026 Centre County Transportation Improvement Program (TIP)

**Procedures for TIP Revisions
(DRAFT – April 3, 2024)**

Purpose

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

Administration of the Transportation Improvement Program (TIP)

The Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) will only authorize funding and approve grants for projects that are programmed on the TIP. Federal transportation planning regulations (23 CFR 450) govern revisions to the TIP that are necessary to advance projects not already included on the TIP. The regulations (23 CFR 450.328) permit the use of alternative procedures to manage TIP revisions.

All revisions must maintain year-to-year fiscal constraint for each of the four years of the TIP. Revisions shall account for year of expenditure (YOE) cost estimating requirements, and shall maintain the estimated cost of a project or project phase(s) within the fiscal year(s) contemplated for completion of the project, which may extend beyond the four-year time period of the TIP. An arbitrary reduction in the overall cost of a project or project phase(s) shall not be utilized to advance another project.

All revisions must be consistent with Pennsylvania’s Transportation Performance Management (TPM) requirements and Long Range Transportation Plan (LRTP), the CCMPO’s adopted LRTP and Public Participation Plan (PPP), and must support the state’s Transportation Performance Measures and Targets, Transportation Asset Management Plan (TAMP), Transit Asset Management (TAM) Plan, Strategic Highway Safety Plan (SHSP), Congestion Management Plan (CMP), *PennDOT Connects* policy; and CATA’s TAM Plan. A reasonable opportunity for public review and comment shall be provided for significant revisions to the TIP.

All revisions will be screened to determine if changes to an air quality significant project result in the need to prepare a new air quality conformity determination, as deemed necessary by the PennDOT Air Quality Interagency Consultation Group (ICG). If a new air quality conformity determination is deemed necessary, the revision will be considered a formal amendment to the TIP that requires CCMPO and federal approval.

If the CCMPO’s LRTP expires because it has not been updated according to the required planning cycle, or updated to reflect changes in federal transportation planning regulations, all revisions to the TIP will be considered as formal amendments that require CCMPO and federal approval, until the LRTP is in compliance with all federal requirements.

PennDOT is responsible for administering the statewide Interstate Management (IM) Program for most projects on designated Interstate highways. PennDOT shall be responsible for modifications to the State Transportation Improvement Program (STIP) for IM projects, with notification provided to the CCMPO for modifications to projects in Centre County.

PennDOT is responsible for administering various other Statewide Managed Programs, including project selection, through the STIP, with possible solicitation of input from the CCMPO.

Examples of Statewide Managed Programs include:

- PA Secretary of Transportation's discretionary ("spike") funds
- Rapid Bridge Replacement (RBR) Program
- Highway Safety Improvement Program (HSIP)
- National Electric Vehicle Infrastructure (NEVI) Formula Program
- Highway-Rail Grade Crossing Improvement Program (RRX)
- Surface Transportation Block Grant Program set-aside (Transportation Alternatives Program)
- Multimodal Transportation Fund (MTF) Program
- Green Light Go (GLG) Program
- Automated Red Light Enforcement (ARLE) Program.
- Recreational (Rec) Trails Program
- Transportation Infrastructure Investment Fund (TIFF) Program
- Statewide Transit funds

In this document, the CCMPO, CATA, other project sponsors and PennDOT define...

TIP "Amendments": Revisions to the TIP that require formal action by the CCMPO, PennDOT, FHWA, and/or FTA.

TIP "Administrative Modifications": Revisions to the TIP that do not require formal action by the CCMPO, FHWA and FTA.

TIP Amendments - Requires Formal Action By The CCMPO

A formal amendment may be required by one or more of the following provisions.

- A. Addition of a new project, deletion of an existing project, or a significant change to the scope of an existing project that affects air quality conformity, regardless of the cost of the project or the funding source.
- B. Addition of a new project that utilizes federal funds. A new project is a project that is not programmed in the current TIP, and does not have obligations from a previous TIP. For example, the addition of a new project phase(s) for a project that was included on a previous TIP and has prior federal obligations does not constitute the addition of a "new" project. Federally-funded Statewide Managed Program projects are excluded from this provision.
- C. Deletion of a project utilizing federal funds. Federally-funded Statewide Managed Program projects are excluded from this provision.
- D. Federalizing a project that was previously 100% state and/or locally funded. Federally-funded Statewide Managed Program projects are excluded from this provision.
- E. Addition of a project phase(s) that utilizes federal funds, deletion of a project phase(s) that utilizes federal funds, cost increase or cost decrease for a project phase(s) that utilizes federal funds, where the revision exceeds \$2,000,000.
- F. Addition of a project phase(s), deletion of a project phase(s), cost increase or cost decrease for a project phase(s) in federally-funded Statewide Managed Program projects, where the revision exceeds \$1,000,000.

- G. Change in the scope of a federally-funded project that results in a revision exceeding \$2,000,000 to the total estimated project cost, or exceeding \$1,000,000 for federally-funded Statewide Managed Program projects.
- H. Change in the scope of a federally-funded project that is significant enough to essentially constitute a new project, and/or results in a re-evaluation of air quality conformity.
- I. Addition/deletion of a project or project phase(s) for a 100% state-funded project that is determined to be significant. The determination of whether a 100% state-funded project is significant will be made by the Centre Regional Planning Agency (CRPA) Director, in consultation with the CCMPO Chair and the lead agency (PennDOT, CATA, or other project sponsors), considering the estimated cost, the project scope, and potential impacts.

Excluded from this provision is the conversion of 100% state funds from a statewide reserve line item, and/or from the Pavement Restoration, Betterment, Bridge Preservation, State Structurally Deficient (SD) Bridge, or Local SD Bridge reserve line items on the CCMPO TIP, to a new project or project phase(s) that is not determined to be significant and does not affect air quality conformity.

- J. Cost increases/decreases of greater than \$10,000,000 for phases of the Interstate 99 system approved on previous TIPs. Interstate 99 system projects include the PA 26 Relocation, US Route 220 Relocation, the I-99/I-80 High Speed Interchange, and the I-80/Route 26 Local Access Interchange.

Notes for TIP Amendments:

- 1. The CCMPO Technical Committee will provide a recommendation to the CCMPO Coordinating Committee for action at the next regularly scheduled Coordinating Committee meeting.
- 2. A reasonable opportunity for public input shall be provided for all significant amendments. A thirty (30) day public comment period may be required for significant amendments. Determination of whether an amendment is significant will be made by the CRPA Director, in consultation with the CCMPO Chair and the lead agency (PennDOT, CATA, or other project sponsors), considering the change in estimated cost, the project scope, and potential impacts.
- 3. A telephone ballot, e-mail ballot, or fax ballot can and should be used to expedite action on amendments to the TIP, 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
 - Cause the actual loss of federal funding or obligation authority; or
 - Unduly delay the processing and approval of an amendment

Actions taken by such ballots will be confirmed at the next regularly scheduled meeting.

TIP Administrative Modifications – Does Not Require Formal Action By The CCMPO

Administrative modifications may be permitted by one or more of the following provisions.

- A. Addition of a project phase(s) that utilizes federal funds, deletion of a project phase(s) that utilizes federal funds, cost increase or cost decrease for a project phase(s) that utilizes federal funds, where the revision is \$2,000,000 or less, for projects on the TIP or on previous TIPs.

- B. Addition of a project phase(s), deletion of a project phase(s), cost increase or cost decrease for a project phase(s) in federally-funded Statewide Managed Program projects, where the revision is \$1,000,000 or less.
- C. Change in the scope of a project utilizing federal funds that results in a revision of \$2,000,000 or less to the total estimated project cost, or \$1,000,000 or less for federally-funded Statewide Managed Program projects.
- D. Deletion of a federally-funded Statewide Managed Program project.
- E. Divides a project into two or more separate projects to facilitate project delivery.
- F. Conversion of federal funds from the Pavement Restoration, Betterment, Bridge Preservation, State Structurally Deficient (SD) Bridge, or Local SD Bridge reserve line items on the CCMPO TIP to a programmed project or phase(s), where the conversion involves \$2,000,000 or less.
- G. Revision(s) involving a 100% state-funded project that is not considered to be significant and does not affect air quality conformity, including the addition/deletion of a project or project phase(s) by converting funds from a statewide reserve line item, and/or the Pavement Restoration, Betterment, Bridge Preservation, State Structurally Deficient (SD) Bridge, or Local SD Bridge reserve line items on the CCMPO TIP, or by creating a new reserve line item on the TIP.
- H. Addition of federal funds from low bid savings, funding deobligations, release of encumbrances, or savings on programmed phases; to another programmed project phase or to a new reserve line item on the TIP, where the revision is \$2,000,000 or less in federal funds, or \$1,000,000 or less for federally-funded Statewide Managed Program projects.
- I. Addition of a project for emergency repairs to roadways, bridges, or transit systems, with the exception of repairs involving substantial functional, location, or capacity changes.
- J. Addition/deletion of a project or project phase(s) that is being advanced with funding from the Act 13 Highway Bridge Improvement Restricted Account or successor legislation, that is distributed to, and allocated by, Centre County Government.
- K. Cost increases/decreases of \$10,000,000 or less for phases of the Interstate 99 system projects 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 system projects include the PA 26 Relocation, US Route 220 Relocation, the I-99/I-80 High Speed Interchange, and the I-80/Route 26 Local Access Interchange.
- L. Advancement of incidental Right of Way (ROW) or Utility work, when a project is listed in the TIP without a ROW or Utility phase and incidental work is needed during other phases. The advancement of ROW or Utility work may be authorized under other phases without amending the TIP, or the ROW or Utility 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).
- M. When PennDOT, CATA, or other project sponsors 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.

Notes for TIP Administrative Actions:

1. In all cases specified above, the lead agency (PennDOT, CATA, or other project sponsors) will consult with the CRPA prior to taking administrative actions, and inform the CCMPO Technical and Coordinating Committees of TIP administrative actions at their next regularly scheduled meetings.

Documentation

All revisions shall be identified on a Fiscal Constraint Chart (FCC) that specifies the current status, requested adjustments, and resulting status; and demonstrates both project level and overall TIP fiscal constraint on year-to-year basis. If a project phase(s) is deferred beyond the TIP period into the next LRTP time period, the CCMPO will prepare an FCC that demonstrates fiscal balance in the next time period of the LRTP.

The CCMPO Coordinating Committee is required to approve *amendments*. The CCMPO will then request approval by the PennDOT Central Office by the submission of an FCC through the electronic e-STIP process. The PennDOT Central Office will review, approve, and forward the amendment to FHWA or FTA for review and approval.

The CCMPO Coordinating Committee is not required to approve *administrative modifications*. The CCMPO and project sponsor will work cooperatively to prepare and review the FCC, and to respond to any comments from FHWA and FTA.

PennDOT will provide a STIP/TIP Financial Report to the CCMPO on a quarterly basis, which will include actual federal funding obligations and state funding encumbrances. At the end of the federal fiscal year, PennDOT will provide the CCMPO with a summary Financial Report.

Approval

Original CCMPO Approval Date: June 28, 2022

_____ Date: _____
 L. Eric Bernier
 CCMPO Chair

_____ Date: _____
 Michael Tylka
 CCMPO Secretary

_____ Date: _____
 David Rishel
 Executive Director and CEO
 Centre Area Transportation Authority

_____ Date: _____
 Mark Tobin
 Director
 Center for Program Development and Management
 Pennsylvania Department of Transportation