

PROCEDURES FOR TIP ADMINISTRATIVE ACTIONS

PROJECT SELECTION

The federal regulations permit the movement of projects from years two or three of the TIP to the first year (or any combination thereof), or to change the funding source of a project, without going through the formal amendment process. The federal planning regulations refer to these actions as “project selection actions”. The NCPRPDC calls these actions **TIP administrative actions**. Also included in the administrative actions category are project cost changes if they do not represent a significant change in project scope. **TIP amendments require formal Rural Transportation Planning Committee, PENNDOT and Federal approval.**

Via these Procedures, the NCPRPDC, PENNDOT, the Area Transportation Authority (ATA) and DuFAST transit agency(s) agree that the first three years worth of TIP projects have been selected. Any phase of an existing project or an entire existing project may be moved within this three-year window of time and this action will be viewed as a TIP administrative action. Any cost change under \$500,000 to a project in the first three years of the TIP, that does not completely delete a project phase or that affects air quality will also be viewed as a TIP administrative action.

This Procedure establishes administrative procedures as permitted by the federal planning regulations. These administrative action procedures are permitted by federal planning regulations and specify how changes may be made to the TIP. This agreement **specifies how the Chairman of the Planning Committee and the Transportation Director can make changes without formal action.**

ADMINISTRATIVE ACTIONS NOT REQUIRING ACTION BY THE RURAL TRANSPORTATION PLANNING COMMITTEE

- A. Cost increases to the engineering, right-of-way and/or construction phases of projects listed in the first three years of the approved TIP that are less than \$500,000. Funds to support these increases must come from other projects in the first three years of the TIP. Financial constraint by year must be maintained. The taking of funds from other projects may not significantly affect (change) the scope of these projects.
- B. A project is listed in an approved TIP without a right-of-way (ROW) phase and an incidental ROW need is discovered during the design phase. Such ROW purchase may be authorized under either the design or construction phases of the project without amending the TIP or a ROW phase could be added to the TIP by shifting funds away from other phases of the parent project. Incidental ROW is 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).
- C. Either PENNDOT the ATA or DUFASST transit agency(s) deems it appropriate to shift project funding between certain categories in accordance with available resources. The funding categories are limited to: for highway projects: National Highway System (NHS), Interstate Maintenance (IM), Bridge (BR), Minimum Guarantee and Statewide Surface Transportation Program (STP); and, for transit projects: Section 5309 (formerly Section 3) and Section 5307 (formerly Section 9).

- D. The lead agency (PENNDOT, ATA or DuFAST) for the project(s) will inform the Rural Transportation Planning Committee in writing of these administrative actions at the next regularly scheduled meeting.

ADMINISTRATIVE ACTION BY PENNDOT OR THE NCPRPDC

The Transportation Director of the NCPRPDC, in consultation with PENNDOT and the Committee Chairman, the ATA or DuFAST may process and approve a proposed administrative action to the TIP within 5 working days:

- A. A project sponsor wants to advance a project or project phase listed in the second or third year on the approved TIP, unless there is a formal record of opposition to the project. (Please note that a corresponding amount of funds from 2003 projects must also be deferred to years 2004 or 2005 to maintain fiscal constraint.)
- B. There are cost increases to the engineering, right-of-way and/or construction phases of projects listed in the approved TIP/STIP that are more than \$500,000, and the administrative action proposes to use funds from other projects on the TIP that cannot be authorized within that federal fiscal year due to scheduling or other delays. Fiscal constraint by year must be maintained, and the scopes of the projects involved may not be altered by these actions.
- C. When the administrative action involves a 100% state funded project that is not considered regionally significant under the air quality conformity guidelines.
- D. The lead agency (PENNDOT, ATA or DuFAST) for the project(s) will inform the Rural Transportation Planning Committee in writing of these administrative actions at the next regularly-scheduled meeting.

OTHER TIP ACTIONS

- A. Changes to the TIP not covered above will be submitted to the Rural Transportation Planning Committee for their review and resolution. The planning committee, at its discretion, will recommend North Central Executive Board action. Any changes under this section should go to the planning committee before going to the executive Board, except in the case when the meeting schedule would cause a delay in accomplishing a major milestone (i.e., the missing of a bid letting) or the actual loss of federal funding or obligation authority.
- B. For formal actions, telephone ballots, E-Mail ballots or fax ballots can and should be used to expedite action on TIP changes. These actions will then be reaffirmed at the next regularly-scheduled meeting.
- C. Administrative actions for projects that are STP Urban (STU) funded must be approved by the “Board”.

We, the undersigned hereby agree to the above procedures and principles.

_____ Date _____

Chairperson of the MPO, LDD or Independent County

_____ Date _____

Transportation Planning Director for NCPRPDC

_____ Date _____

Executive Director, Area Transportation Authority

_____ Date _____

Executive Director, DuFAST Transit

_____ Date _____

Hon. Bradley L. Mallory, Secretary
Pennsylvania Department of Transportation