PROCEDURES FOR REVISING THE HAMPTON ROADS TRANSPORTATION IMPROVEMENT PROGRAM

July 2010

INTRODUCTION

The Hampton Roads Transportation Planning Organization (HRTPO), in cooperation with the Virginia Department of Transportation (VDOT) and the Virginia Department of Rail and Public Transportation (DRPT), has developed these procedures for processing revisions to the HRTPO Transportation Improvement Program (TIP) to help ensure that coordination occurs between all necessary parties so that such revisions may be processed in the most efficient and proper manner. These procedures are in accordance with federal planning regulations (23 CFR 450).

DEFINITIONS

Revision

For the purposes of these procedures, a ***revision*** is a change to the TIP that occurs between full updates of the document. There are two types of TIP revisions:

- Amendments
- Administrative Modifications

Amendment

An ***amendment*** involves a major change to a project in the TIP. An amendment to the TIP requires an opportunity for review and comment by the public. A revision request that involves any of the following items must be processed as an amendment:

- Addition or deletion of a project
- Major changes in project cost
- Major changes in project/phase initiation dates
- Major changes in design concept or design scope
- Any change that requires a new air quality conformity determination
- Any change that requires re-demonstration of fiscal constraint

Administrative Modification

An ***administrative modification*** involves a minor change to the TIP. An administrative modification does not require public review and comment, re-demonstration of fiscal constraint, or a new air quality conformity determination. The following are examples of items that may be processed as administrative modifications:

- Minor changes in project/phase costs
- Minor changes to funding sources of previously-included projects
- Minor changes to project/phase initiation dates
- Splitting or combining individually listed projects, as long as cost, schedule, and scope remain unchanged

PROCEDURES

The following procedures should be followed by a locality or transit agency submitting a request for a TIP revision – especially a revision that calls for a transfer of funds from one project to another project:

1. Coordinate with the HRTPO staff and appropriate VDOT or DRPT contact during the first week of the month prior to the month in which the TIP revision or fund transfer is needed. The HRTPO staff will coordinate with VDOT Environmental Division staff to determine whether the requested change would trigger a re-demonstration of air quality conformity of the TIP. The HRTPO staff will provide a determination on whether the revision may be processed as an Administrative Modification or must be processed as an Amendment.

2. VDOT or DRPT contact verifies the current cost estimates, allocations, obligations, expenditures, and funds available for transfer associated with the affected projects. This information should be provided to the locality or transit agency no later than the beginning of the third week of the month.

3. The locality or transit agency submits an official request letter to the HRTPO Executive Director by the end of the third week of the month. The letter should clearly specify the affected project(s), including UPC number(s), and should clearly specify the requested revision(s). To expedite the process a scanned copy of the signed request letter should be emailed to the HRTPO Deputy Executive Director and TIP staff. The request letter must include the following statement: **"Current cost estimates, allocations, obligations, expenditures, and funds available for transfer associated with the affected project(s) have been confirmed with VDOT and/or coordinated with DRPT."**

4. The HRTPO staff will review the official request letter and coordinate with the locality or transit agency, as necessary, to ensure the request is processed in as timely a manner as possible. TIP revision requests will be processed as follows:

   If the request must be processed as an Amendment:
   a. The HRTPO staff will include the request in the TTAC agenda for the following month.
   b. The HRTPO staff will conduct a public review and comment period of no less than 14 days, usually beginning on the day the TTAC agenda is posted on the HRTPO website.
   c. The HRTPO staff will include the request in the HRTPO Board agenda for final approval.
   d. Upon approval by the Board, the HRTPO staff will revise the TIP and send a letter specifying this action to VDOT and/or DRPT so that the STIP may also be revised in accordance with the Board's action once federal action has been taken on the TIP Amendment. A copy of the HRTPO action letter will be sent to the representative that signed the request letter from the locality or transit agency.

   If the request may be processed as an Administrative Modification:
   a. The HRTPO staff will make the appropriate changes to the affected projects in the TIP.
   b. The HRTPO staff will send a letter to VDOT and/or DRPT specifying the changes made to the TIP so that the STIP may also be revised accordingly. A copy of the HRTPO action letter will be sent to the representative that signed the request letter from the locality or transit agency. No federal action is required.

5. The VDOT and/or DRPT staff will provide confirmation to the HRTPO staff once the STIP has been revised to incorporate the requested change(s). For TIP Amendments, this confirmation will occur after federal action has been taken on the requested amendment.

BLACKOUT PERIODS

Specific circumstances may prohibit TIP revisions to be processed within the timeframe described in the Procedures section above. Examples of such circumstances include:

- Months during which TTAC and/or HRTPO Board meetings are not held
- Periods during which the STIP and/or Six-Year Improvement Program (SYIP) are locked in preparation for CTB approval of a new/revised SYIP

The HRTPO, VDOT, and DRPT staffs will endeavor to provide sufficient advance notice of such circumstances.

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CHECKLIST

Step	Procedure	Action Initiated By	Timing	Completed (Date)
1	Locality or transit agency advises HRTPO staff and VDOT or DRPT Contact of intent to request TIP revision and which projects would be affected. HRTPO staff provides a determination on whether the revision may be processed as an Administrative Modification or an Amendment.	**Locality** or **Transit Agency**	First week of month prior to the month in which the TIP revision is needed.	
2	VDOT or DRPT Contact coordinates with locality or transit agency on current cost estimates, allocations, obligations, expenditures, and funds available for transfer.	**VDOT** or **DRPT**	No later than the beginning of the third week of the month.	
3	Locality or transit agency submits an official letter requesting TIP revision to the HRTPO Executive Director and emails a scanned copy of signed letter to the HRTPO Deputy Executive Director and TIP staff.	**Locality** or **Transit Agency**	No later than the end of the third week of the month.	
4	HRTPO staff reviews the official request letter and processes TIP revision, coordinating with locality/transit agency and VDOT and DRPT, as necessary.	**HRTPO Staff**	During the following month for a TIP Amendment, or within a few days for an Administrative Modification.	
5	VDOT or DRPT staff provides confirmation to HRTPO staff that the STIP has been revised to incorporate requested changes.	**VDOT** or **DRPT**	For TIP Amendments, after federal action has been taken on the revision request. For Administrative Modifications, as soon as the STIP has been revised.	