

PROCEDURES FOR REVISING THE HAMPTON ROADS TRANSPORTATION IMPROVEMENT PROGRAM

October 2020

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 Hampton Roads 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

Sliding Scale for TIP Administrative Modifications and Amendments

Cost Estimate Change up to \$2 million	100% allowable for an Ad Mod, otherwise an Amendment is needed
> \$2 million to \$10 million	50% allowable for an Ad Mod, otherwise an Amendment is needed
> \$10 million to \$20 million	25% allowable for an Ad Mod, otherwise an Amendment is needed
> \$20 million to \$25 million	15% allowable for an Ad Mod, otherwise an Amendment is needed
> \$35 million – 10% not to exceed \$10 million	allowable for an Ad Mod, otherwise an Amendment is needed

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 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. HRTPO staff will provide a determination on whether the revision may be processed as an Administrative Modification or 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 a 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 should 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 DRPT.”**
4. HRTPO staff will review the request and coordinate with the locality or transit agency, as necessary, to ensure the request is processed in as timely a manner as possible. TIP requests will be processed as follows:
 - a. If the request must be processed as an Amendment:
 - i. HRTPO staff will include the request in the TTAC agenda for the following month.
 - ii. 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.

- iii. HRTPO staff will include the request in the HRTPO Board agenda for final approval.
- iv. Upon approval by the Board, 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.

b. If the request may be processed as an Administrative Modification:

- i. HRTPO staff will make the appropriate changes to the affected projects in the TIP.
- ii. 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. No federal action is required.

CHECKLIST FOR REQUESTING TIP REVISIONS

Step	Issue	Timing	Completed (Check)
1	Advise 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.	First week of month prior to the month in which the TIP revision is needed.	
2	Obtain current cost estimates, allocations, obligations, expenditures, and funds available for transfer from VDOT or DRPT Contact.	No later than the beginning of the third week of the month.	
3	Submit letter requesting TIP revision to HRTPO Executive Director. Send scanned copy of signed letter to HRTPO Deputy Executive Director and TIP staff.	No later than the end of the third week of the month.	
4	HRTPO staff processes TIP revision, coordinating with locality/transit agency and VDOT and DRPT, as necessary.	During the following month for a TIP Amendment, or within a few days for an Administrative Modification.	