

FYs 2008 - 2011 TRANSPORTATION IMPROVEMENT PROGRAM

REVISION #6: AMENDMENT

This revision modifies Chapter 10 of the TIP, which identifies parameters used to determine whether a revision is an administrative modification or an amendment.

**Approved by the OahuMPO Policy Committee
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10.0 REVISIONS TO THE TIP

The TIP covers a period of four years and a new TIP will be adopted every three years. The following administrative provisions have been established in order to ensure timely implementation and oversight of the TIP. A revision refers to a change to the TIP that occurs between triennial updates. A minor revision is an “administrative modification,” while a major revision is an “amendment.”¹

10.1 ADMINISTRATIVE MODIFICATIONS

Administrative modifications are minor revisions to the TIP. The OahuMPO Policy Committee has identified two types of administrative modifications: pre-approved and expedited. These revisions do not require solicitation of public comment or redemonstration of financial constraint. However, the following must be true:

- The administrative modifications must not affect the financial constraint of the TIP;
- The administrative modifications must not result in the addition or deletion of another project, including the deferral of a project to a year that is outside of the four-year TIP; and
- The affected project’s implementing agency must concur with the actions.

10.1.1 Pre-approved Administrative Modifications

To prevent TIP procedures from becoming overly burdensome, Federal regulations allow procedures for administrative modifications to be commensurate with its perceived impact.

¹ As defined in 23 CFR 450.104.

Recognizing the need to streamline the process for these minor changes, the OahuMPO Policy Committee has pre-approved certain administrative modifications as long as the following are true:

- The sum of regular formula FHWA funds programmed for Oahu is not reduced; and
- The administrative modification does not change the design concept or scope of the project, or the prescribed environmental determination under the National Environmental Policy Act (NEPA) process.

The OahuMPO Policy is provided with copies of pre-approved administrative modifications before the Governor’s approval is requested.

10.1.2 Expedited Administrative Modifications

Requests for expedited approval of the following administrative modifications are submitted directly to the Policy Committee without prior review by the Technical Advisory Committee or solicitation of public comment.

10.2 AMENDMENTS

Amendments are revisions to the TIP that involve a major change to a project in the TIP. TIP amendments are submitted to the Technical Advisory Committee and the Policy Committee for action. Financial constraint is redemonstrated, and the technical project evaluations, as discussed in Chapter 8.0, are reevaluated. Public comments are also solicited based on the strategies and procedures outlined in the *OPP*.

10.3 REVISION EXAMPLES

Table 2 below provides examples of administrative modifications and amendments.

TABLE 2
Examples of Administrative Modifications and Amendments

Revision	A. Pre-Approved Administrative Modification	B. Expedited Administrative Modification	C. Amendment²
Project	<ol style="list-style-type: none"> 1. Advancing a project from its programmed year if it is ready-to-go.³ 2. Deferring a project to a later year within the current TIP if it is not ready-to-go as originally programmed. 3. Revising, clarifying, or expanding a project's description as long as the project's scope is not modified. 4. Splitting or grouping projects (e.g., guardrail replacement or bridge rehabilitation) as long as the scope remains unchanged, and the funding amounts stay within the guidelines in Table 2, C.8. 5. Adding or deleting projects from grouped listings as long as the funding amounts stay within the guidelines in Table 2, C.8. 6. Revising projects that are included in the TIP for illustrative purposes. 	<ol style="list-style-type: none"> 1. Changing the scope of a project to accommodate prescribed actions made under NEPA processes and requirements. 2. Changing the size of revenue rolling stock (e.g., vans, 30' buses, 40' buses, 60' buses) if the change results in a change in the total carrying capacity by 20 percent or less. 3. Changing the quantity for revenue rolling stock that exceeds 20 percent (plus or minus) of the original quantity, if the change in quantity results in a change in the total carrying capacity by 20 percent or less. 	<ol style="list-style-type: none"> 1. Adding a project to the TIP. 2. Deleting a project from the TIP, including deferring a project to a year that is outside of the four-year TIP. 3. Modifying the design concept or design scope of a programmed project (e.g., changing the project termini or the number of through traffic lanes). 4. For projects programmed with FTA funds, a change in a project's scope is considered "major" if the change materially alters the objective or description of the project, or the size, type, or quantity of items. Examples include: <ol style="list-style-type: none"> a. Changing from replacement buses to expansion buses (and vice versa); b. Changing the size of revenue rolling stock (e.g., vans, 30' buses, 40' buses, 60' buses) if the change results in a change in the total carrying capacity by more than 20 percent. c. Changing the quantity for revenue rolling stock that exceeds 20 percent (plus or minus) of the original quantity, if the change in quantity results in a change in the total carrying capacity by more than 20 percent.

TABLE 2, CONTINUED

Revision	A. Pre-Approved Administrative Modification	B. Expedited Administrative Modification	C. Amendment
Project Phase⁴	7. Deleting or deferring a project phase to a year that is outside of the four-year TIP, as long as another phase of the project remains in the TIP and the project's scope is not modified.	4. Adding a project phase to an existing project, as long as the phase is estimated to be \$3 million or less and the project's scope is not modified.	5. Adding a project phase to an existing project, if the phase is estimated to be more than \$3 million. 6. Deferring a project phase to a year that is outside of the four-year TIP, when there are no other project phases in the TIP and the project's scope is modified.
Funding Source	8. Revising the source of federal funds designated for a project to reflect a different funding program administered by the same U.S. DOT operating agency (e.g., NHS to STP). 9. Changing a project's funding from federal to local or state funding. 10. Adding additional federal funding, such as congressional earmarks or discretionary funds, to a project currently included in the TIP.	5. Changing a project's funding from local or state funds to federal funds.	7. Switching from FTA to FHWA funds (and vice versa).
Cost Estimates	11. Revising the amount programmed for a project phase to reflect changes in cost estimates, as long as it does not meet the thresholds identified in Table 2, C.8.	6. Reducing the sum of regular formula FHWA funds programmed for Oahu.	8. Revising the amount programmed for a project phase, if all of these thresholds are met: a. The total estimated project cost, after the revision, exceeds \$10 million; and b. The amount programmed for the federal portion of the total estimated project cost is increased by more than 50%; and c. The total estimated project cost is increased by more than \$3 million.

¹ As defined in 23 CFR 450.104.

² Amendments include revisions that are not listed as administrative modifications.

³ Projects must be “ready-to-go” in the year that they are programmed to be funded. Projects must have cleared previous federal requirements, which include:

- a. Construction projects must have FHWA-approved Plans, Specifications, and Estimates (PS&E).
- b. For projects heading into construction, land for the project must also have already been acquired.
- c. Design projects must have cleared all NEPA requirements.
- d. Rights-of-Way acquisition cannot occur without clearing NEPA requirements.
- e. All projects must also have the appropriate matching local funds in place.

⁴ For example, design or right-of-way, as defined in 23 CFR 450.324(e). Refer to Section 1.2.4 for a list of project phases.