

**MEMORANDUM OF UNDERSTANDING
PROCEDURES FOR 2019-2022 STIP AND TIP REVISIONS
Cambria County METROPOLITAN PLANNING ORGANIZATION**

PURPOSE

This Memorandum of Understanding (MOU) establishes a set of procedures to be used in the Commonwealth of Pennsylvania for processing revisions to the 2019-2020 Statewide Transportation Improvement Program (STIP), in this specific case as it relates to the procedures of modifying the TIP for the Cambria County Metropolitan Planning Organization (MPO.)

Definitions

- ***Administrative Modification*** is a minor revision to a Transportation Improvement Program (TIP) or Statewide Transportation Improvement Program (STIP).
- ***Amendment*** is a revision to a TIP or STIP that involves a major change to a project included in a TIP or STIP.
- ***Betterment*** consists of surface treatments/corrections to existing roadway [preferably within the Pennsylvania Department of Transportation's (PennDOT's) right-of-way] to maintain and bring the infrastructure to current design standards for that classification of highway. This may involve full depth base repair, shoulder widening, increased lane widths, correction of super-elevation, as well as, drainage improvements and guide rail updates.
- ***Change in Scope*** is a substantial alteration to the original intent or function of a programmed project.
- ***Cooperating Parties*** include PennDOT, Metropolitan Planning Organizations (MPOs) and Rural Planning Organizations (RPOs), Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and transit agencies.
- ***Fiscal Constraint Chart*** is an Excel spreadsheet that depicts the transfer of funds from one source of funding to a donee project or projects and that nets to zero.
- ***Interstate Management (IM) Program*** is PennDOT's four year listing of statewide interstate maintenance projects.
- ***Invest Plan*** is PennDOT's ongoing assessments and re-evaluation of data associated with the Transportation Investment decisions ensuring that each dollar invested is being directed to meet the strategic decisions and that enhances the overall performance of the Commonwealth's Transportation system. The regional targets were set with a continued focus on maintaining assets with the following priorities: Bridges on the NHS, Roadway conditions on the NHS, Bridges on the balance of the system; and Roadway conditions on the balance of the system.
- ***Keystone Corridor (Pennsylvania portion)*** is the in-State and commuter rail service funded by PennDOT and FTA on the Amtrak rail line that runs between Philadelphia, PA and Harrisburg, PA.
- ***Long Range Transportation Plan (LRTP) Lapse*** is where a Planning Partner's LRTP has not been updated in accordance with the cycles defined in the federal planning regulations [23 CFR § 450.322 (c)].

- **New Project** is a project that is not programmed in the current STIP/TIP, and does not have previous obligations from a prior STIP/TIP.
- **Planning Partner** is one of the following: MPOs, or RPOs, or the independent County of Wayne.
- **Public Participation Plan (PPP)** is a documented broad-based public involvement process that describes how the Planning Partner will involve and engage the public in the transportation planning process to ensure that the concerns of stakeholders are identified and addressed in the development of transportation plans and programs.
- **Rapid Bridge Replacement (RBR)** Initiative (developed via a Public Private Partnership – P3) will follow the **Statewide Managed Program** guidance in the administration of the program. For example, the RBR Initiative project rollouts, independent of time intervals, will be considered an amendment on the STIP. Placement of RBR projects and or line items on regional TIPs will be considered as an administrative action for each MPO/RPO.
- **Reserve Line Item** holds funds that are not dedicated to a specific project(s) and may be used to cover cost increases or add a new project or project phase(s).
- **Revision** is either an Amendment or an Administrative Modification to the STIP/TIP.
- **Statewide Managed Program (Statewide Program)** includes those transportation improvements or projects that are managed on the STIP including project selection, at the PennDOT Central office level, with possible regional Planning Partner input and solicitation. Examples include but are not limited to HSIP, RRX, “TAP”, Green Light Go, ARLE, Multi-modal, Recreational Trails and Keystone Corridor projects. The Interstate Management Program will remain its own individual program.

What is a Statewide Transportation Improvement Program (STIP) and a Transportation Improvement Program (TIP)?

The STIP is the official transportation improvement program document mandated by federal statute (23 CFR § 450.218) and recognized by FHWA and FTA. The STIP includes a list of projects to be implemented over a four-year period as well as all supporting documentation by federal statute. The STIP includes regional TIPs developed by the Planning Partners (MPOs and RPOs) and Statewide Programs developed by PennDOT. Statewide Programs are coordinated initiatives, projects or funds that are managed by PennDOT’s Central Office on a statewide basis. Examples of Statewide Programs include but are not limited to the Secretary of Transportation’s SPIKE, the Rapid Bridge Replacement (RBR) Project developed via a Public Private Partnership (P3), Highway Safety Improvement Program (HSIP) set-a-side, Highway-Rail Grade Crossing Safety (RRX), Surface Transportation Block Grant Program set-a-side (TAP) funds, Green-Light-Go (GLG), Automated Red Light Enforcement (ARLE), Multi-modal (MTF), Recreational (Rec) Trails, and Keystone Corridor projects. The Interstate Management Program will remain its own individual program and includes prioritized statewide interstate projects. The Commonwealth’s Twelve Year Program (TYP), required by state law, includes the STIP/TIPs in first four-year period. The Cambria County TIP is one portion of the STIP

How and When is a STIP/TIP Developed?

For more information on the development of the STIP/TIP, see *Pennsylvania’s 2019 Transportation Program General and Procedural Guidance* dated July 31, 2017. Can be provided on request

STIP/TIP Administration

FHWA and FTA will only authorize projects and approve grants for projects that are programmed in the current approved STIP. If a Planning Partner, Transit Agency, or PennDOT wishes to proceed with a project not programmed on the TIP, a revision must be made.

The federal statewide and metropolitan planning regulations contained in 23 CFR § 450 govern the provisions for revisions of the STIP and individual MPO TIPs. The intent of this federal regulation is to acknowledge the relative significance, importance, and/or complexity of individual programming actions. If necessary, 23 CFR § 450.328 permits the use of alternative procedures by the cooperating parties to effectively manage actions encountered during a given TIP cycle. Cooperating parties include PennDOT, MPOs, RPOs, FHWA, FTA, and transit agencies. Any alternative procedures must be agreed upon, and documented in the TIP.

If a revision adds a project, deletes a project, or impacts the schedule or scope of work of an air quality significant project in a nonattainment or maintenance area, a new air quality conformity determination will be required if deemed appropriate by the PennDOT Air Quality Interagency Consultation Group (ICG). If a new conformity determination is deemed necessary, an amendment to the region's LRTP shall also be developed and approved by the MPO/RPO. The modified conformity determination would then be based on the amended LRTP conformity analysis and public involvement procedures consistent with the region's PPP shall be required.

A LRTP lapse occurs when a Planning Partner has not updated their LRTP in accordance with the cycles defined in the federal planning regulations [23 CFR § 450.324 (c)]. If a Planning Partner's LRTP lapses because the LRTP has not been updated in accordance with the planning cycle defined in the federal planning regulations, then the provisions of this MOU will not be utilized for that Planning Partner. During a LRTP lapse, all STIP/TIP revisions within that MPO/RPO, where the LRTP lapse occurred, will be treated as an amendment and require federal approval. There will be no administrative modifications for that MPO/RPO until that Planning Partner's LRTP is in compliance with the federal planning regulation.

If a STIP/TIP revision occurs based on FHWA August Redistribution that adds, advances, or adjusts federal funding for a project, Planning Partners will be notified of the Administrative Modification by PennDOT.

Modifications – Amendments and Administrative Actions to the Cambria County TIP

An **Amendment** is a revision that adds a new project, deletes an existing project, or involves a major change to an existing project included in a STIP/TIP that:

- Affects air quality conformity regardless of the cost of the project or the funding source;
- Adds a new project, deletes a project that utilizes federal funds, or federalizes a project that previously was 100% state and/or locally funded. A new project is a project that does not have a phase programmed in the current STIP/TIP, and does not have previous obligations from a prior STIP/TIP. Federally-funded Statewide Program projects are excluded from this provision;
- Adds a new project or deletes a project that utilizes Federal funds from a line item that exceed the thresholds listed below and excludes those Federally-funded Statewide Program projects;

- Adds a new federally funded project with federal funds that are not included in Fiscal Constraint (ex: SXF, APL, TIGER, INFRA, Federal Lands)
- Adds a new federally funded Transit project that does not utilize Federally transit funds listed on the current TIP or does not utilize funds available from previously approved federal transit grants
- Adds a new project phase(s) or increases a current project phase or deletes a project phase (s) or decreases a current project phase that utilizes Federal funds where the revision exceeds the following thresholds:
 - \$1 million for other Federally-funded Statewide Programs
 - \$2 million for the JATS MPO
- Involves a Change in the Scope of Work to a project(s) that would:
 - Result in a revised total project estimate that exceeds the thresholds established between PennDOT and the Planning Partner (not to exceed any Federally-funded threshold contained in this MOU),
 - Results in a Change in the Scope of Work on any Federally-funded project that is significant enough to essentially constitute a New Project.
- During a Planning Partner LRTP lapse, all STIP/TIP revisions within that planning region will be treated as amendments and the below administrative modifications will not be utilized (or in effect).

Approval by the MPO/RPO is required for **Amendments**. The MPO/RPO must then request PennDOT Central Office approval using the e-STIP process. A Fiscal Constraint Chart (FCC) must be provided that depicts the transfer of funds from one source to another, demonstrating fiscal constraint. The FCC summarizes the before, requested adjustments, after changes, and detailed comments explaining the reason for the adjustment(s), and provides any PMC materials that may have been prepared, along with an updated TIP. PennDOT's Central Office will review, approve, and forward to the appropriate federal agency for review and approval, with a courtesy copy to the other federal agency. An eSTIP submission shall include:

- Fiscal Constraint Chart with remarks
- Pdf copy of the TIP
- Supporting materials to explain the reasoning, cause, and/or justification for the amendment revision, as needed, such as PMC items.

The initial submission and approval process of the federally-funded Statewide Program or increases/decreases exceeding the thresholds above will be considered an amendment (subsequent placement of these individual projects or line items on respective planning partner TIPs will be considered an administrative modification). In the case of Statewide Programs, including the IM Program and other federally-funded statewide programs, approval by PennDOT's Program Management Committee (PMC) and FHWA is required.

An **Administrative Modification** is a minor revision to a STIP/TIP that:

- Shifts federally-funded projects, a federally-funded project phase(s), or federal funds to existing federally-funded projects or a federally-funded project phase(s) in the approved STIP/TIP and must maintain year-to-year STIP/TIP fiscal constraint requirements;

- Adds a project from a funding initiative or line item that utilizes 100 percent state or non-federal funding; or regional TIP placement of the federally-funded Statewide Program;
- Adds a project for emergency repairs to roadways or bridges, except those involving substantial, functional, location, or capacity changes;
- Draws down or returns funding from an existing STIP/TIP reserve line item and does not exceed the threshold established in the MOU between PennDOT and the Cambria County MPO. A reserve line item holds funds that are not dedicated to a specific project(s) and may be used to cover cost increases or add an additional project phase(s) to an existing project;
- Adds federal or state capital funds from low-bid savings, de-obligations, release of encumbrances, or savings on programmed phases to another programmed project phase or line item but does not exceed the above thresholds.

Administrative Modifications do not affect air quality conformity nor involve a significant change in the scope of work to a project(s) that would trigger an air quality conformity re-evaluation; does not add a new federally-funded project or delete a federally-funded project; does not exceed the threshold established in the MOU between PennDOT and the Planning Partner, or the threshold established by this MOU (as detailed in the Amendment Section); and does not result in a change in scope, on any federally-funded project that is significant enough to essentially constitute a new project. A change in scope is a substantial alteration to the original intent or function of a programmed project.

Administrative Modifications do not require federal approval. PennDOT and the Planning Partner will work cooperatively to address and respond to any FHWA and/or FTA comment(s). FHWA and FTA reserve the right to question any administrative action that is not consistent with federal regulations or with this MOU where federal funds are being utilized.

All revisions, amendments, and administrative modifications shall be identified, numbered, and grouped as one action on a FCC demonstrating both project and program fiscal constraint. The identified grouping of projects (the entire revision action) will require review and/or approval by the Cooperating Parties. In the case that a project phase is pushed out of the TIP period, the Planning Partner will demonstrate, through an FCC, fiscal balance of the subject project phase on the second period of the respective Planning Partner's LRTP.

Transit Statewide Managed Funds

Projects funded by FTA programs and delivered via Governor's apportionment are selected by PennDOT pursuant to the Pennsylvania State Management Plan approved by the FTA. These projects should be programmed within the TIP of the urbanized area where the project is located.

Financial Constraint

Demonstration that STIP/TIP fiscal constraint is maintained takes place through a FCC. Real time versions of the STIP/TIP are available to FHWA and FTA through PennDOT's Multimodal Project Management System (MPMS).

All revisions must maintain year-to-year fiscal constraint [23 CFR § 450.326 (g), (j) & (k)] for each of the four years of the STIP/TIP. All revisions shall account for year of expenditure, and maintain the estimated total cost of the project or project phase within the time-period [i.e., fiscal year(s)] contemplated for completion of the project, which may extend beyond the four years of the STIP/TIP. The arbitrary reduction of the overall cost of a project, or project phase(s), shall not be utilized for the advancement of another project.

STIP/TIP Financial Reporting

At the end of each quarter, PennDOT will provide each Planning Partner with a STIP/TIP Financial report of actual federal obligations and state encumbrances for highway/bridge and transit programs in their region. At the end of the federal fiscal year (FFY), the PennDOT Progress Report can be used by the Planning Partners as the basis for compiling information to meet the federal annual listing of obligated project requirement [23 CFR § 450.334]. The STIP/TIP Financial Report provided to FHWA and FTA will also include the FHWA Planning Performance Measure – “percent of STIP/TIP projects advanced per year” on a Statewide and Planning Partner basis. A summary report detailing this information will be provided no later than 30 days after the end of a FFY.

TIP Modification Procedures

As the Cambria County MPO’s TIP is adopted, this MOU will be included with the TIP documentation. The MOU will clarify how the Cambria County MPO will address all TIP modifications. If the Cambria County MPO elects to set more stringent procedures than the approved Statewide modification procedures, then FHWA and FTA will adhere to those more restrictive procedures.

This Memorandum of Understanding will begin October 1, 2018, and remain in effect until September 30, 2020, unless revised or terminated. Furthermore, it is agreed that this MOU will be reaffirmed every two years.

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

Thomas A Prestash, Chairperson
Johnstown MPO

Date

Ethan Imhoff, Secretary
Johnstown MPO

Date

Rose Lucy-Noll, Executive Director
Cambria County Transit Authority

Date

Larry Shifflet, Director Center for Program
Development and Management
Pennsylvania Department of Transportation

Date