

X. Monitoring and Revising the Approved STIP

X. MONITORING AND REVISING THE APPROVED STIP

The update of the STIP uses the most up to date project schedules and cost estimates available. The effect of inflation is considered in the development of the estimates based on when the phase of the project is ready; there is a “year of expenditure” policy that was adopted by HDOT Highways Division that requires the use of a 4% annual inflation rate. The HDOT has developed this process to address the need for consistency in project cost estimation for future years.

Given that, it must be noted that the STIP is a **dynamic/living** document, ever changing in response to revised project schedules, scopes and cost estimates (that are very dependent on market conditions - supply and demand and available work for the contractors), updated administrative priorities, directives and funding and programming implications. Regardless of the estimating tools used, there will always be a need to adjust the estimates that are programmed.

The State Department of Transportation monitors the status of STIP projects through the use of **monthly project status meetings** that include all counties via video conference. Furthermore, “**over-the-shoulder**” reviews are conducted with each county every few months to get face-to-face and more detailed information sharing on the schedule and cost estimates of projects. Through these coordination efforts, a better grasp of project status and details is obtained so that changes to the STIP can be better anticipated, planned for and more efficiently processed. The scope of these meetings has been expanded to discuss present year STIP projects **and** the next year’s projects.

Though these many status meetings, a **running log of project status** for STIP projects is kept so that a history of a project can be developed. This history will be used to analyze and assist with persistent project stumbling blocks.

Those projects included in the current year obligation plan that are deemed “ready to obligate” by the end of the federal fiscal year, will continue to be part of that year’s obligation plan. Any others will be deferred through the STIP revision process.

Funds that may become available during the federal fiscal year (e.g. August Redistribution) will be applied to those projects in the current plan that are “ready to obligate” but require additional funding or projects that were deferred from the current plan because of lack of funding. Obligation limitation obtained through August Redistribution is **not** considered when developing yearly revenue estimates.

Conversely, funds that may not be available as anticipated (see detailed discussion in Financial Plan (Section VII) will require deferral of projects through the STIP revision process.

Revising the STIP

Changing project information (scope, schedules and estimates, OR adding and deleting entire projects) in the STIP requires a STIP Revision. Depending on the scope of the Revision, it could be processed as either an Administrative Modification (minor) or an Amendment (major), the latter of which requires more processing time, public involvement and coordination. Typically, the STIP has been revised with about five separate revision efforts each fiscal year.

Revision	A. Administrative Modification	B. Amendment ¹
Project	<ol style="list-style-type: none"> 1. Advancing a project from its programmed year if it is ready-to-go.² 2. Deferring a project to a later year within the current STIP 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 section B.8 of this table. Adding or deleting projects from grouped listings as long as the funding amounts stay within the guidelines in section B.8 of this table. 5. Revising projects that are included in the STIP for illustrative purposes. 6. Changing the scope of a project to accommodate prescribed actions made under NEPA (National Environmental Policy Act) processes and requirements. 7. 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. 8. 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 	<ol style="list-style-type: none"> 1. Adding a project to the STIP. 2. Deleting a project from the STIP, including deferring a project to a year that is outside of the four-year STIP. 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.

¹ Amendments include revisions that are not listed as administrative modifications.

² 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.

Revision	A. Administrative Modification	B. Amendment ¹
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Project Phase³	9. 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. 10. Deleting or deferring a project phase to a year that is outside of the four-year STIP as long as another phase of the project remains in the STIP 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 STIP when there are no other project phases in the STIP and the project's scope is modified.
Funding Source	11. 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). 12. Changing a project's funding from federal to local or state funding. 13. Changing a project's funding from local or state to federal funds. 14. Adding additional federal funding, such as congressional earmarks or discretionary funds, to a project currently included in the STIP.	7. Switching from FTA to FHWA funds (and vice versa).
Cost Estimates	15. 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 section B.8 of this table.	8. Revising the amount programmed for a project phase if all of these thresholds are met: <ol style="list-style-type: none"> a. The total estimated project cost, after the revision, exceeds \$10 million; and 1. The amount programmed for the federal portion of the total estimated project cost is increased by more than 50%; and 2. The total estimated project cost is increased by more than \$3 million.

STIP Revision Processes

Regardless of the type of revision being proposed, financial constraint of the STIP **must** be maintained both within each fiscal year and over the entire approved duration of the STIP.

The STIP may be revised at any time, if time constraints permit. Typically, there will be **two** planned **major** revisions (amendments) to the STIP in each federal fiscal year (October 1 to September 30).

³ For example, design or right-of-way, as defined in 23 CFR 450.216(i) and 23 CFR 450.324(e).

Overlapping revisions (starting another revision before the previous one is approved) is typically not recommended since there is no guarantee that the revision being processed first will be approved.

There will be a revision planned in the **beginning** of the federal fiscal year. There are often changes that occur at the very end of a federal fiscal year in September. This first planned revision will typically serve to sort out and balance funding changes that occurred at the end of the previous federal fiscal year. Changes for this amendment are typically due in the early November timeframe. This first amendment will typically be approved in February of the following calendar year.

There will be a revision planned near the **end** of the federal fiscal year. This revision will try to tie all the late changes that are required due to project developments or changes in priorities. Changes for this amendment are typically due in the early May timeframe. This last amendment will typically be approved in early August to assure that FHWA's August 15 PS&E deadline can be met and FTA's Grant application process can be accommodated in a timely manner.

Unscheduled amendments are possible given enough advanced notice.

Administrative Modifications that do not result in the need to amend the STIP can and have been processed at any time, time permitting.

ADMINISTRATIVE MODIFICATIONS

STIP Administrative Modifications shall be considered minor and pre-approved changes, and can be immediately processed. STIP Administrative Modifications shall be posted on the HDOT STIP website. Notices via STIP email list and/or print media should also be used.

For Oahu projects, a separate Oahu Administrative Modification process must first be completed.

Approximate processing time: 6-10 days*

Administrative Modifications of the entire STIP will become effective once a letter from HDOT is sent to FHWA/FTA to notify them of the changes.

AMENDMENTS (Major Revisions)

STIP Amendments are major changes to the STIP and will require, at a minimum, a two-week public comment period that begins once the Amendment is posted on the HDOT STIP website. Comments must be considered and responded to. Comments and responses should be submitted to FHWA and FTA with the Revision approval request.

Amendments must also be publicized via the STIP email list and print media statewide. STIP Amendments are approved once FHWA and/or FTA approve them in writing.

For Oahu projects, a separate TIP Expedited Modification or Amendment process must first be completed before a major change can be amended into the STIP.

Approximate processing time with NO major Oahu changes: 4-6 weeks*

Approximate processing time if major Oahu changes are needed: 10-12 weeks*

Please see the following website for more information on the TIP and its revision process.

<http://www.oahumpo.org/programs/tip.html>

Information for **all STIP revisions** will be posted on **Twitter** and **Facebook** social networking websites.

Facebook: <http://www.facebook.com/stip.hawaii>

Twitter: <http://www.twitter.com/HISTIPnews>

* Actual processing time will be dependent on the ability to schedule review and approval meetings and turnaround time for required local, state and federal agency action.