

State of Hawaii
Department of Transportation
Highways Division

Revisions to the STIP

Revision	A. Administrative Modification	B. Amendment ⁱ
Project	<ol style="list-style-type: none"> 1. Advancing a project from its programmed year if it is ready-to-go.ⁱⁱ 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 Table 1, B.8. Adding or deleting projects from grouped listings as long as the funding amounts stay within the guidelines in Table 1, B.8. 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 less. 	<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.

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

ⁱⁱ 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 ⁱ
Project Phaseⁱⁱⁱ	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 Table 1, B.8.	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 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.

STIP Revision Processes

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).

Overlapping revisions (starting another revision before the previous one is approved) is typically not allowed as there is no guarantee that the previous revision will be approved.

There will be a revision planned near the **beginning** (November) of the federal fiscal year. This 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

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

typically due in the early November timeframe. This first amendment will typically be approved in March of the following calendar year. Approval could be obtained sooner if there are no major changes in the Oahu TIP.

There will be a revision planned near the **end** (April) 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 mid April timeframe. This last amendment will typically be approved in early August. Approval could be obtained sooner if there are no major changes in the Oahu TIP.

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, signed by the Highways Administrator, is sent to FHWA/FTA to notify them of the changes.

Revisions falling within the Administrative Modification definitions do not need to be financially constrained (23CFR450.104). However, it is assumed that financial constraint shall be re-established through the next STIP Amendment process.

MAJOR REVISIONS (Amendments)

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 should be transmitted under the Director of Transportation's signature. 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: 6-10 weeks*

Approximate processing time if major Oahu changes are needed: 16-18 weeks*

Please see the following website for more information on the TIP.

<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 coordination.

Below is a typical schedule of the first and second (last) STIP Major Revision (Amendment) for a Federal fiscal year. Time frames below are subject to change.

First Amendment	Second (and Last) Amendment	TIP Revision	STIP Revision
Mid October	Early April	Over the Shoulder Reviews for Kapolei and City and County of Honolulu	
Late October to Early November	Late April to Early May		Over the Shoulder Reviews for Neighbor Islands (Hawaii, Maui, Kauai)
Early November	Mid April	Oahu State revisions due to HWY-P	
Mid November	Mid to Late April	Oahu State revisions due to OahuMPO	
Early December	Early to Mid May		All Neighbor Island revisions due to HWY-P
Early January	Early to Mid June		STIP Revisions posted 1. Modifications are processed by letter. 2. Amendments are vetted through typical 1 month comment period.
Late February to Mid March	Early to Mid August		STIP Amendments jointly approved by FHWA & FTA (anticipated)

The following information should be submitted for STIP revisions:

1. Justifications for revisions.
2. Apply a 2% inflation for every year of deferral. If a project uses earmark or discretionary funds, apply a 2% inflation to only the local share and total cost.
3. Revised project location map when project termini have been revised.
4. Accurate cost changes (federal share plus local share should match total cost).
5. Update "Estimated Total Project Cost" if there are any cost increases for a project phase.
6. New projects should include a completed PPR and project location map.