

Process for Development of a New STIP

November	“Call for Projects” goes out to sponsoring agencies for a four-year timeframe (+2 illustrative years)
January	All project information (Project Information Justification Sheet and Location maps) due
April	Produce final DRAFT STIP
April	Review of DRAFT STIP list by Department of Transportation administration, Governor, Statewide Transportation Advisory Committee (STAC), Oahu Metropolitan Planning Organization (OMPO)
May - August	Public involvement and financial constraint of DRAFT STIP

OMPO PROCESS FOR TIP (OAHU ONLY)

January – March	Develop DRAFT TIP
March	DRAFT TIP sent to OMPO
March - April	OMPO prepares DRAFT TIP for distribution (analysis & federal req.)
April	OMPO Distributes DRAFT TIP for public involvement, review and comment begins
April –July	TIP is financially constrained
July	Policy Committee to act on financially constrained TIP
July	TIP approved by Governor or Governor’s designee

NEIGHBOR ISLAND PROCESS

May – June	Bring DRAFT STIP to neighbor islands; begin first round public involvement and face-to-face coordination with counties (10 meetings)
June – July	Coordinate with county agencies to discuss earlier public meetings and financially constrain the DRAFT STIP
July - August	Second round public involvement to present FINAL DRAFT STIP (10 meetings)
August	Finalize New STIP/TIP report
September	Submit for FHWA/FTA approval of New STIP
September 30	Anticipated federal action on the New STIP

Note: Timeframes are general and dependent on when meetings can be scheduled and how quickly data is received and processed.

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).

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 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. This first amendment will typically be approved in February.

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. This last amendment will typically be approved in August.

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.

Process 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.

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 adequately 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.

Process time with NO major Oahu changes: 4-6 weeks

Process time if major Oahu changes are needed: 8-10 weeks

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

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