

StanCOG's - FTIP Formal Amendment (Type 3) Routine Application Process

The following procedures are applicable in the processing **Routine** Formal Amendments (Type 3) to the FTIP.

A. Determination of Project Eligibility for Administrative Amendments

1. Adds new or deletes exempt projects or project phases/scope/schedule to/from the FTIP
2. Project maintains financial capacity
3. Project is exempt from further conformity determinations.
4. Project does not interfere with the timely implementation of any proposed TCMs
5. Request adds environmental studies for a non-exempt project to the FTIP
6. Adds or deletes a project from grouped or lump sum project lists provided the project funding amounts are greater than 25% of total project cost or \$5M (which ever is less)
7. Formal Amendments (Type 3) must be developed in accordance with the provisions of 23 CFR 450

B. Procedures

Agencies seeking to amend an existing project in the FTIP are required to follow the following procedures in making their request

1. Submit request, using the Statement of Change request form to StanCOG
2. StanCOG will determine financial capacity is maintained and if the request is within the project cost eligibility limits identified in the previous section (A.5)
3. Issue a "30 Day Notice of Public Hearing" (draft attached)
4. StanCOG will prepare amendment, including
 - a. Statement of Changes
 - b. CTIPS pages
 - c. Financial Tables
 - d. Supplemental Documents (if necessary)
4. StanCOG will distribute the "*Draft Formal Amendment (Type 3)*" to member agencies and interested parties.
5. Collect comments. Comments regarding the Amendment are to be submitted to StanCOG no later than the date identified in the "Notice of Public Hearing"
6. StanCOG will review comments. Adjustments may be made as long as they are deemed eligible via Section A of this policy

7. StanCOG will present the “Final Draft” of the Formal Amendment to the Policy Board for approval via resolution

Once approved by the Policy Board, the FTIP amendment will be forwarded to Caltrans Headquarters, Division of Transportation Programming for approval on behalf of the Governor. Once approved by Caltrans, the amendment will be forwarded to FHWA and FTA for Federal approval. Once approved by FHWA and FTA the amendment will be incorporated into StanCOG’s FTIP.

C. Formal Amendment (Type 3) Schedule

Implementation of the schedule below is necessary to ensure timely delivery of requests

1. Formal Amendments will be made on a Quarterly basis, as required.
2. Requests for a Formal Amendments to the FTIP are to be submitted to StanCOG 75 days prior to last StanCOG Policy Board meeting of each Quarter.
3. Requests will only be accepted if requestor uses the “**Statement of Change**” form supplied by StanCOG (attached)
4. Agencies must provide evidence that the change(s) being made approved by an authorized official.
5. StanCOG will prepare the amendment and issue the amendment for review 30 days prior to the published date for the public hearing.
6. Comments are due prior to or on the date of the public hearing
7. StanCOG will publish response to comments prior to the Amendment is circulated through its committee process
8. Upon adoption by the policy board, StanCOG will work with State and Federal regulators to ensure an expedited approval is made.
9. Final State and Federal approvals may take up to 90 days from adoption date by the StanCOG Policy Board

FFY 09/10 Quarterly Formal Amendment Schedule REVISED

FFY 09/10 Quarter 1

Amendment Request Due to StanCOG staff:	August 21, 2009
*Notice for Public Hearing Submitted to Paper:	September 3, 2009
Public Hearing Date @ CAC Meeting:	September 30, 2009
Public Comment Period Close Date:	October 2, 2009
Policy Board Meeting Adoption Date:	October 14, 2009

FFY 09/10 Quarter 2

Amendment Request Due to StanCOG staff:	October 19, 2009	
*Notice for Public Hearing Submitted to Paper:	December 3, 2009	November 1, 2009
**Public Hearing Date @ CAC Meeting:	December 30, 2009	November 18, 2009
Public Comment Period Close Date:	January 1, 2010	November 30, 2009
**Policy Board Meeting Adoption Date:	January 13, 2010	December 9, 2009

FFY 09/10 Quarter 3

Amendment Request Due to StanCOG staff:	January 18, 2010	January 18, 2010
*Notice for Public Hearing Submitted to Paper:	March 4, 2010	February 24, 2010
Public Hearing Date @ CAC Meeting:	March 31, 2010	March 3, 2010
Public Comment Period Close Date;	April 2, 2010	March 6, 2010
Policy Board Meeting Adoption Date:	April 14, 2010	March 17, 2010

FFY 09/10 Quarter 4

Amendment Request Due to StanCOG staff:	April 19, 2010	April 23, 2010
*Notice for Public Hearing Submitted to Paper:	June 3, 2010	May 26, 2010
Public Hearing Date @ CAC Meeting:	June 30, 2010	June 2, 2010
Public Comment Period Close Date;	July 2, 2010	June 5, 2010
Policy Board Meeting Adoption Date:	July 14, 2010	June 16, 2010

*Notice for Public Hearing is base on the existing StanCOG Public Participation Plan 30 day notification period requirement for Type 3 Formal Amendments

**Subject to Change Due to Holiday Season

STATEMENT OF CHANGE

AGENCY:

Amendment Type: Formal Type 3

Amendment #:

Existing or New Project	MPO FTIP ID (CTIPS ID#)	SPONSOR AGENCY	PROJECT TITLE	Programming		Phase	Fund Source	% Cost Increase/ Decrease	DESCRIPTION OF CHANGE
				Current	Proposed				