



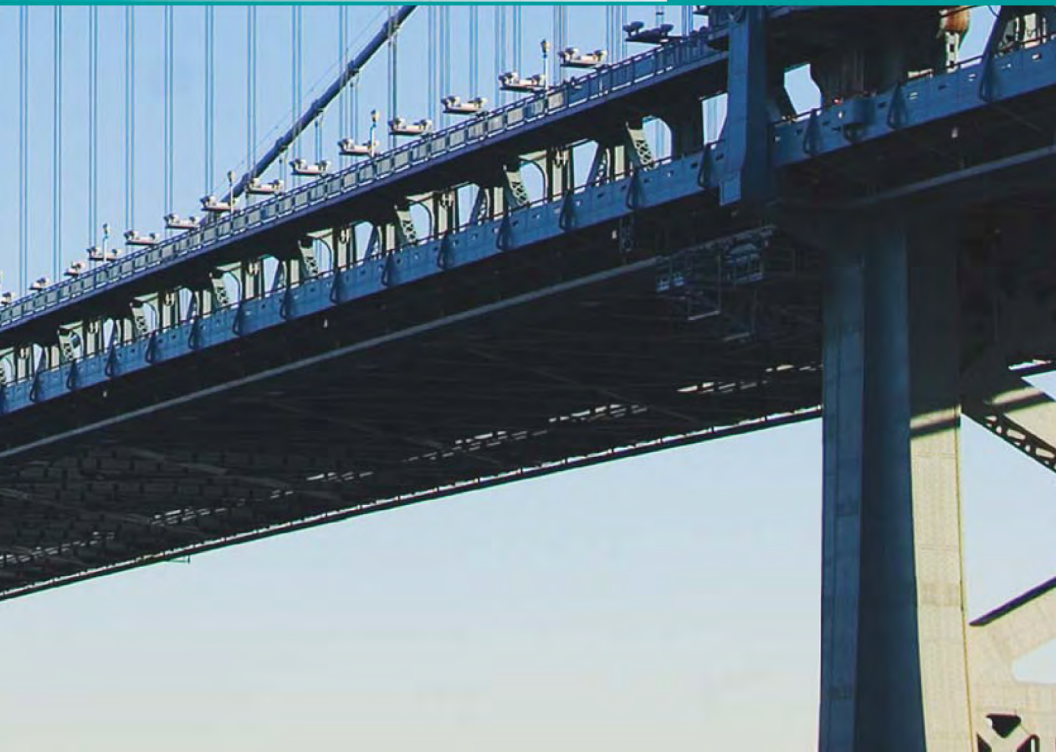
TIP



**Transportation
Improvement
Program**



Handbook



Introduction

This brochure explains how municipal officials, interest groups, and individuals can get involved in the region's transportation project development and programming processes. A major milestone occurs when a project is assigned a position in the Delaware Valley's regional Transportation Improvement Program, or TIP. A project cannot receive federal funds unless it is in the TIP. For this reason, the TIP will be our focus - what it is, why it exists, and how it works.

But before explaining the Transportation Improvement Program, a word about the Delaware Valley Regional Planning Commission...



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What is DVRPC?

The Delaware Valley Regional Planning Commission (DVRPC) was created by the Pennsylvania and New Jersey Legislatures in 1965. Under federal laws requiring the formation of a Metropolitan Planning Organization (MPO) for urban areas with populations of more than 50,000, DVRPC is the federally designated Metropolitan Planning Organization (MPO) for the Greater Philadelphia Metropolitan area. An MPO is a regional entity responsible for transportation planning and approval of federal transportation funding for the region.

Our mission is to plan for the orderly growth and development of the Delaware Valley region. DVRPC serves Bucks, Chester, Delaware, Montgomery, and Philadelphia Counties in Pennsylvania, and Burlington, Camden, Gloucester, and Mercer Counties in New Jersey. Our service area covers almost 4,000 square miles and encompasses 353 municipalities. DVRPC provides transportation, environmental, community, and economic development planning, and is a resource for regional data. The Commission also supports local municipalities with outreach and assistance, initiates new partnerships, and facilitates stakeholder meetings. Though involved in all aspects of the region's growth and development, the largest part of DVRPC's agenda concerns the efficient transportation of people and goods.

The Commission is governed by an 18-member board which establishes regional policy, defines committee duties, and adopts the annual Work Program. Members include elected officials from the four major cities and eight suburban counties in the region, and three representatives from each state. The state representatives include the Pennsylvania and New Jersey departments of transportation, appointees of both governors, and the Pennsylvania Governor's Policy Office and the New Jersey Department of Community Affairs. About 115 professional and support staff comprised of city and environmental planners, transportation planners and engineers, technology and mapping specialists, and many others, provide technical assistance to the Board.

What is the TIP?

The TIP is the region's agreed-upon list of specific priority projects, and is required by federal law in order for the region to receive and spend federal transportation funds... The TIP lists all projects that intend to use federal funds, along with non-federally funded projects that are regionally significant. The TIP also includes other state funded capital projects. The TIP represents the transportation improvement priorities of the region and is required by federal law in order for the region to receive and spend federal transportation funds. The list is multimodal; in addition to the more traditional highway and public transit projects, it includes bicycle, pedestrian, and freight-related projects as well.

The TIP shows estimated costs and schedules by project phase. The TIP not only lists the specific projects, but also documents the anticipated schedule and cost for each project phase (preliminary engineering, final design,

right-of-way acquisition, and construction). Inclusion of a project phase in the TIP means that it is seriously expected to be implemented during the TIP time period.

The TIP covers a four-year period and follows the federal fiscal year schedule. The New Jersey TIP is updated annually. In Pennsylvania, the TIP is updated every other year. The TIP represents funding over four federal fiscal years, and operates on a federal fiscal year schedule which begins on October 1 of a given year and ends on September 30th of the following year.

The TIP is financially constrained. The list of projects in the TIP must be financially constrained to the amount of funds that are expected to be available. In order to add projects to the TIP, others must be deferred. As a result, the TIP is not a wish list; competition between projects for a spot on the TIP clearly exists.

The TIP is authorization to seek funding. A project's presence in the TIP represents a critical step in the authorization of funding to a project. It does not, however, represent a commitment of funds, an obligation to fund, or a grant of funds.

The TIP may be changed after it is adopted. Under the provisions of federal law and regulation, the approved TIP can be modified or amended in various ways in order to add new projects, delete projects, advance projects, and accommodate cost and phase of work changes or major scope changes to a project. The criteria and procedures for changing the TIP are outlined in a Memorandum of Understanding (MOU).



What the TIP is NOT

The TIP is not a final schedule of project implementation. The time frame shown in the TIP is the best estimate at the time of TIP development, which is six to nine months prior to the beginning of the first fiscal year of the TIP period. Projects quite often cannot maintain that schedule and get reprogrammed to later years.

The TIP is not a guarantee of project implementation. Unforeseen problems may arise, such as engineering obstacles, environmental permit conflicts, changes in priorities, and additional financial constraints. These problems can slow a project, cause it to be postponed, or even be dropped from further consideration.

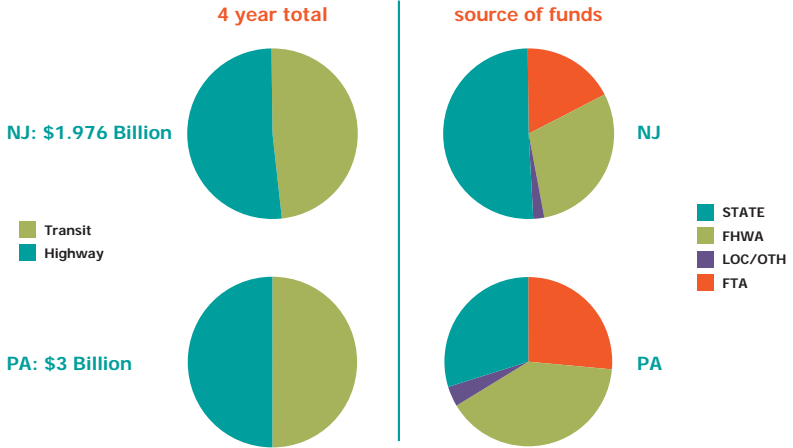
Regional Consensus

The production of the TIP is the culmination of the transportation planning process and represents a consensus among state and regional officials as to what near-term improvements to pursue. Consensus is crucial; before committing significant sums of money, the federal and state governments want assurances that all interested parties have participated in developing the priorities. A project's inclusion in the TIP signifies regional agreement on the priority of the project and establishes eligibility for federal funding.

How is the TIP Funded?

The TIP is funded by a variety of sources. The major funding source for the projects in the TIP is federal transportation legislation, which authorizes the federal surface transportation programs for highways, highway safety, and transit, and is administered through the US Department of Transportation's Federal Highway Administration (FHWA) and Federal Transit Administration (FTA).

Federal transportation funding for roads and bridges is made available through the Federal Highway Trust Fund generated primarily by an 18.4 cents-per-gallon (as of 2010) based motor fuel tax and supplemented by general funds. Federal funds are then apportioned among the states and metropolitan areas by formula. Most FHWA sources of funding are administered by the state departments of transportation (DOTs) which allocate the money to urban and rural areas based on state and local priorities and needs. Most transit funds for urban areas are sent directly from the FTA to the transit operator. As noted previously, federal funds are not "cash up front" programs, so while the authorized amounts are "distributed" to the states, no cash is actually dispersed at this point. Instead, states are notified that they have federal funds available for their use. Projects are approved and work is started; then the federal government reimburses the states, MPOs and transit operators for costs as they are incurred, reimbursing up to the limit of the federal share.



Source: DVRPC's FY10 TIP for NJ and PA

Note: PA figures do not represent \$505 million from PA Statewide Interstate Management Program directed toward interstate projects in the DVRPC region.

In addition to federal funds, state matching funds are made available by the Commonwealth of Pennsylvania and the State of New Jersey, or they may provide 100% financing for selected projects. Local counties, municipalities, private developers, toll authorities, and transit operators may also participate in providing matching funds for federal aid.



The DVRPC region benefits from a well developed transportation network, and approximately half of our regional TIP funds go towards transit projects and programs, while the other half goes to projects that are funded with highway dollars. Remember that the multimodal nature of the program means that “highway funding” is used for many purposes, including roads, bridges, traffic signals, bike and pedestrian trails, streetscapes, and railroad improvements.

Financial Constraint

TIPs must be “financially constrained.” State DOT’s develop “Financial Guidance” for use by DVRPC and their other Metropolitan Planning Organizations (MPOs). The financial guidance establishes highway and transit funding levels which may be reasonably anticipated by the MPO over the TIP period from appropriate federal and state resources. The guidance explains how each of the various federal and state varieties of funds are distributed to the regions. Each region must develop its TIP within the funding levels established by this guidance, thus maintaining the “fiscal constraint” of the TIP.

How Does the TIP Relate to the Long-Range Plan (LRP) and the Congestion Management Process (CMP)?

Regionally significant projects must be drawn from the region’s long-range plan and all projects in the TIP must help implement the goals of the plan. The long-range plan, required by federal law, is the document that helps direct transportation and land use decisions over a minimum 20-year horizon. The plan presents an extensive list of policies and strategies, as well as the actions required to carry them out. The TIP represents the translation of recommendations from DVRPC’s current long-range transportation plan into a short-term program of improvements. All projects included in the TIP must be consistent with the long-range plan.

Projects that add capacity for single occupant vehicles must meet further federal requirements in a large, highly urbanized region like the Delaware Valley. These projects must also be consistent with the region’s Congestion Management Process, which attempts to meet increasing travel demand through non-capacity adding strategies where practical.

How Does the TIP Relate to the Clean Air Act?

The Clean Air Act Amendments of 1990 require that all transportation plans, programs, and projects conform to the purpose of State Implementation Plans (SIP) to attain air quality standards. This means that DVRPC must demonstrate that projects and programs in the long-range plan and the TIP do not cause new air quality violations, worsen existing violations, or delay timely attainment of federal air quality standards. The transportation conformity process establishes a connection between transportation planning and efforts to control emissions from transportation sources. In practice, this is achieved by testing the set of major regional projects found in the plan and the TIP to confirm that the motor vehicle emissions associated with the projects are less than established motor vehicle emission limits established by the states.



Who are the Players?

Approximately 20 agencies directly participate in DVRPC's TIP development process. They include member governments, operating agencies, and state and federal agencies. Municipalities within the region participate through their respective county governments. Countless other groups, the business community, and the general public become involved through the DVRPC public participation process in addition to involvement at the municipal and county level. The multiplicity of jurisdictions and agencies in the region necessitates a high degree of coordination by DVRPC during the TIP development process.

MPO Voting Agencies

PA Department of Transportation (PennDOT)
 NJ Department of Transportation (NJDOT)
 PA Governor's Policy Office
 PA Governor's Appointee
 NJ Department of Community Affairs
 NJ Governor's Appointee
 Bucks County
 Chester County
 Delaware County
 Montgomery County
 Burlington County
 Camden County
 Gloucester County
 Mercer County
 City of Chester
 City of Philadelphia
 City of Camden
 City of Trenton

MPO Participating (Non-Voting) Agencies

US DOT Federal Highway Administration (PA Division)
 US DOT Federal Highway Administration (NJ Division)
 U.S. Department of Housing and Urban Development Region III
 Southeastern Pennsylvania Transportation Authority
 New Jersey Transit Corporation
 Delaware River Port Authority
 Port Authority Transit Corporation
 Federal Transit Administration, Region III
 U.S. Environmental Protection Agency, Region III
 U.S. Environmental Protection Agency, Region II
 Pennsylvania Department of Environmental Protection
 New Jersey Department of Environmental Protection
 New Jersey Office of Smart Growth
 Pennsylvania Department of Community and Economic Development
 Regional Citizens Committee

How does a Project Get on the TIP?

Securing a spot on the TIP is not a simple task. Sometimes years of pre-implementation research and public input precede a project's inclusion on the TIP. Although there are several ways in which a project is placed on the TIP, the most typical course is described here. First, a particular transportation need is identified. In many cases, municipal planners and engineers generate lists of potential improvements based on their needs analyses and citizen complaints and inquiries. Since only DVRPC member agencies are allowed to formally submit candidate TIP projects, the local proposals are in turn reviewed at the county or major city level, often in consultation with locally based state engineers. If the county agrees that a particular idea has merit, it may decide to act as the project sponsor and work toward refining the initial idea and developing clear project specifications. Project proposals are also generated at the county and state levels in much the same way.

Once each county and operating agency has developed its own list of projects and priorities, they are brought to DVRPC where the Planning Coordinating Committee/Regional Transportation Committee (PCC/RTC) reviews them. The PCC/RTC seeks to insure that the highest priorities of the region are being addressed within the limits of available resources as well as to assure consistency among projects and with the region's long-range plan and goals. The PCC/RTC, comprised of state, county and city planners, transit operators, citizen representatives, and transportation-related interest groups, makes recommendations to the DVRPC Board. The DVRPC Regional Citizens Committee and Goods Movement Task Force also participate in reviewing and commenting on the program.



Finally, the DVRPC Board provides the forum through which the region's elected officials and representatives of the states and operating agencies determine each year's TIP projects. After considering the recommendations of the PCC/RTC and the comments received from the public including the Regional Citizens Committee, the Board determines the final list of projects to be included in the TIP, adopting it as its selection of projects to be advanced.

What Happens to a Project Once It's on the TIP?

Once a project is on the TIP, a considerable amount of work still remains to be done to bring it to completion. The designated lead agency is responsible for ensuring that its project moves forward --the lead agency in most cases is the state DOT or transit operator, and in some cases, a county or city.

Highway projects typically proceed in phases (preliminary engineering, final design, right-of-way acquisition, construction). Each phase is included in the TIP, showing funding and anticipated schedule. Transit projects are programmed in the TIP according to the annual grant application cycle under which the funds will be sought. Ideally, a project will advance according to its programmed schedule. In reality, however, projects are often delayed due to unforeseen obstacles, such as environmental issues and community concerns. Tracking each project's progress is important so that delays can be identified and remedied as soon as possible and so that resources can be reallocated as necessary.

DVRPC FY 2011-2014 TIP for PA

Final Version

Pennsylvania - Highway Program

Philadelphia

MPMS# 57904

PA 291, Platt Bridge Over Schuylkill River

AQ Code S19

LIMITS Over Schuylkill River

MGR: Gannett/VAG

MUNICIPALITIES: Philadelphia City

Not SOV Capacity

Adding

Adding Subcorr(s):

6B

The project proposes to rehabilitate the existing structure and improve the north-bound ramp merge with the I-95 east-bound ramp to the south of the bridge. The bridge is a total length of 8,780 feet. The proposed rehabilitation includes deck joint repair, pier structure concrete repair, guiderail repair, impact attenuator replacement, pedestrian railing repair, and deck slab concrete repair.

TIP Program Years (\$ 000)

Phase	Fund	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	
ROW	916	265												
UTL	916	265												
CON	BOO			14,332										
CON	185			3,583										
CON	BOO				17,600									
CON	185				4,400									
		530	0	17,915	22,000	0	0	0	0	0	0	0	0	
		Total FY2011-2014				40,445				Total FY2015-2018				0
										Total FY2019-2022				0

Once federal funds have been made available for a project's final construction phase, it will no longer appear in future TIP documents (even though the project may not yet be constructed or completed).

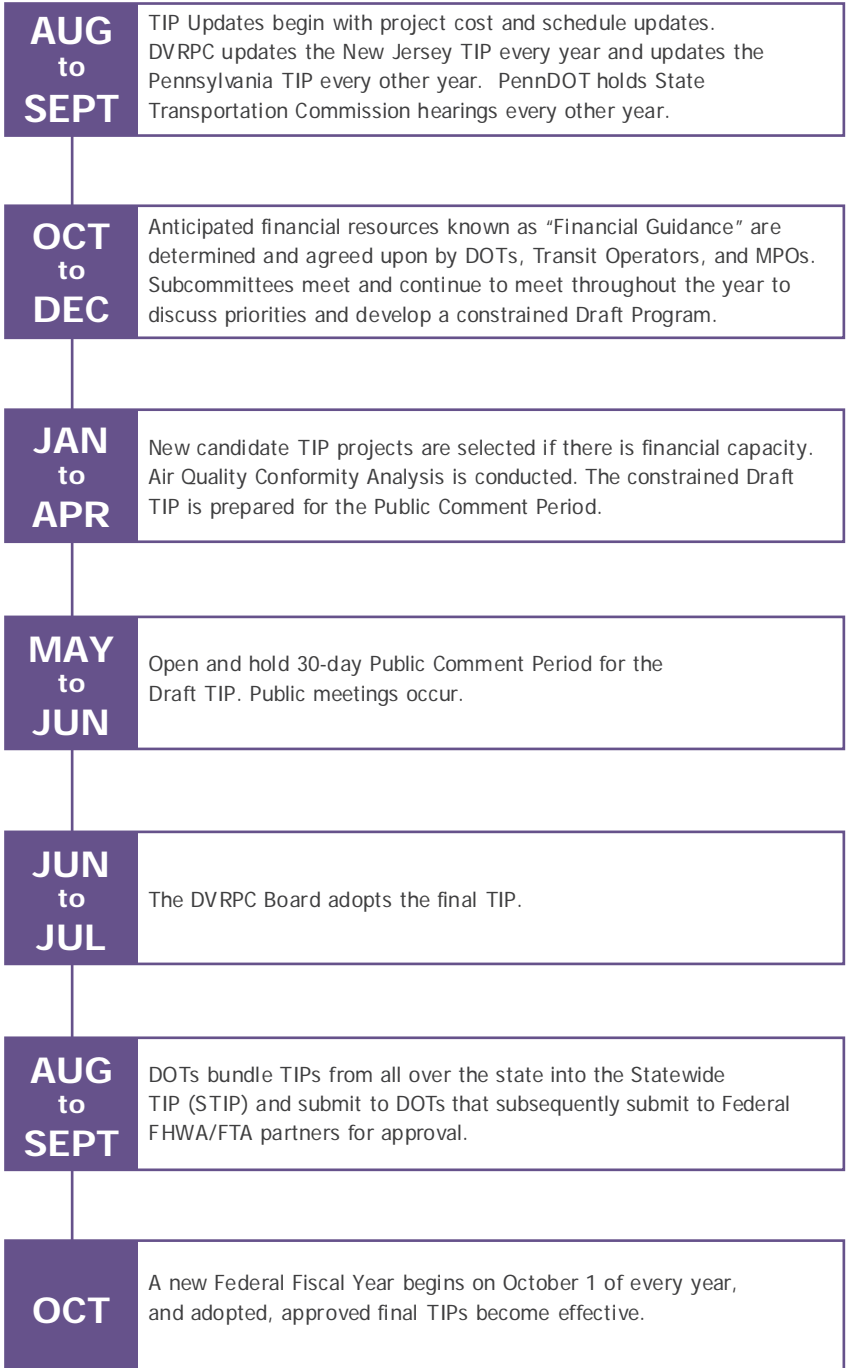
TIP Development vs. TIP Maintenance: What's the Difference?

There are two distinct ongoing processes related to the DVRPC TIP: TIP Development and TIP Maintenance.

Development of the TIP is often referred to as the "TIP Update" or "Program Update" and occurs every year in New Jersey and every other year in Pennsylvania. The TIP Update refers to the larger overall effort to align the entire multi-billion dollar program with regional priorities and available funding. Developing the TIP for the Update begins with project managers reviewing costs, schedules, and descriptions of each existing TIP project. Agreements are made with stakeholders, including the DOTs, transit operators, and MPOs, on the funding targets or "financial guidance" which details how much funding is expected to be available during the 4-year TIP period. TIP subcommittees for each state work diligently over the course of the year to determine when various projects will advance and whether new projects can be added to the program. The resulting Draft Program is subject to a regional air quality analysis. A minimum 30-day public comment period (which typically occurs in May) provides further opportunity for public comment on projects or the process. The Draft TIP and any recommended changes are then presented to the DVRPC Board for approval. If approval is recommended, the state DOT will "bundle" TIPs from its various regions into the Statewide TIP (STIP) and submit the entire program to FHWA and FTA for approval. Approved STIPs and TIPs become effective on October 1, the first day of a given federal fiscal year.

Maintenance of the TIP refers to changes (amendments and modifications) that are made to the program over the course of the year (in New Jersey) or two (in Pennsylvania) after a TIP is adopted and becomes effective. Changes may occur on a monthly basis as permitted by the TIP Memorandum of Understanding (MOU). Certain changes to the adopted TIP require review and processing through DVRPC's monthly advisory committees and action by the DVRPC Board. Changes that would typically require formal review include adding or deleting a project from the 4-year TIP period, adding a new project phase, significantly changing a project scope, increasing a project cost beyond established thresholds, or any change that would require a new regional air quality conformity finding. Minor changes may be processed by DVRPC through administrative procedures documented in the MOU. The Regional Transportation Committee/Planning Coordinating Committee (RTC/PCC), Regional Citizens Committee (RCC), and DVRPC Board are all afforded opportunity to review and comment on modifications or amendments to the TIP. More information about meetings and changes to the TIP that occur as part of monthly "maintenance" can be found on the DVRPC website at www.dvrpc.org.

DVRPC TIP Update Schedule



Environmental Justice and the TIP

As an MPO, DVRPC is mandated to ensure nondiscrimination in all of its programs and projects, including the TIP, as well as to respond to federal guidance on environmental justice (EJ). There are two primary federal nondiscrimination statutes that guide DVRPC's planning efforts: Title VI of the Civil Rights Act of 1964 and the 1994 President's Executive Order on Environmental Justice (#12898). Title VI states that no person or group shall be excluded from participation in or denied the benefits of any program or activity utilizing federal funds. Executive Order 12898 defines environmental justice as the fair treatment and meaningful involvement of all people; regardless of age, disability, sex, race, ethnicity, income, or education level in the planning and decisionmaking process. The principle of EJ in transportation ensures that projects, such as highway expansion and interstate building, do not have a disproportionately negative impact on minority and low-income populations. The TIP is analyzed using EJ methodology which utilizes census data to identify factors that may contribute to disparities between different populations in the region. The location of transportation investments can greatly influence the level of mobility and accessibility within and through the region. DVRPC's EJ methodology is used to analyze the equitable distribution of projects for both highway and transit programs. Beyond the technical EJ analysis, there are various opportunities for the public to participate in and comment on the TIP process, including public meetings and TIP public comment periods.



In What Ways can You Participate?

DVRPC believes that a collaborative process between all levels of government and the public, including the business community, will ensure that the best transportation program is produced.

Public participation occurs during all stages of a project's development. Letters of concern to municipal and county officials and transit company managers are one of the most effective starting points. As local investigations begin, public input may be provided at formal meetings or informal sessions with local and county planning boards and staff. Citizens are also asked to participate in special task forces to review transportation improvement concepts at the corridor, county, and regional level. Finally, once a project is on the TIP and it enters the preliminary engineering phase, the detailed environmental review process affords yet another opportunity for the public to offer input.

The public and other interest groups also have the opportunity to comment on the TIP before it is officially adopted by the DVRPC Board. DVRPC conducts a 30-day public comment period and holds open house meetings to give the public an opportunity to pose questions about the process and projects to state, county, transit, and DVRPC staff. DVRPC Capital Programming staff is also available to provide TIP Information sessions. Copies of the TIP are available on DVRPC's website (www.dvrpc.org) and in print through the DVRPC Resource Center.

Other methods for ongoing public participation in DVRPC's planning and programming activities include the Regional Citizens Committee (RCC) and the Delaware Valley Goods Movement Task Force (DVGMTF). Both committees review and comment on DVRPC policies and plans. To become a member of the RCC, please contact DVRPC's Office of Communications and Public Affairs at 215-238-2871. To become a member of the DVGMTF contact DVRPC's Office of Freight Planning at 215-238-2844. A complete listing of DVRPC Committees is available on the DVRPC website (www.dvrpc.org).



For More Information on Transportation Planning Issues in your City or County, or on Specific Projects

County or City Planning Agencies—PA

Bucks County Planning Commission
215-345-3400
bcpc@co.bucks.pa.us

Chester County Planning Commission
610-344-6285
www.chesco.org/planning

Delaware County Planning Department
610-891-5200
www.co.delaware.pa.us/planning

Montgomery County Planning Commission
610-278-3722
www.planning.montcopa.org

City of Chester Department of Public Affairs/City Planning
610-447-7707
www.chestercity.com

Philadelphia Mayor's Office of Transportation and Public Utilities
215-686-2142
www.philly311.phila.gov/default.asp?id=1093&lang=1&SID=

Philadelphia City Planning Commission
215-683-4615
www.philaplanning.org

Philadelphia Department of Streets
215-686-5548
www.phila.gov/streets

County or City Planning Agencies—NJ

Burlington County Engineers Office/Land Development/Planning
856-642-3800
www.co.burlington.nj/departments/engineers/index.htm

Camden County Division of Engineering
856-566-2976
www.camdencounty.com/government/offices-departments/division-engineering

Gloucester County Planning Division
856-307-6650
www.co.gloucester.nj.us/Government/Departments/Planning/planmain.cfm

Mercer County Planning Division
609-989-6545
www.nj.gov/counties/mercerc/departments/planning/

City of Camden Department of Development and Planning
856-757-7214
www.ci.camden.nj.us/departments/developmentplanning.html

City of Trenton Department of Housing and
Community Development/Division of Planning
609-989-3505
www.trentonnj.org/Cit-e-Access/webpage.cfm?TID=55&TPID=10409

Transit Operators in the DVRPC Region

SEPTA Capital Budgets Department
215-580-3721
www.septa.org

NJ TRANSIT Office of Government and Community Relations
973-491-8098
www.njtransit.com

Delaware River Port Authority Corporate Communications/PATCO
856-968-2221
www.drpa.org

Pottstown Area Rapid Transit (PART)
610-323-5020
www.pottstown.org/services-publictransit.htm

State Departments of Transportation

Pennsylvania Department of Transportation (District 6)
610-205-6700
www.dot.state.pa.us/pennndot/districts/district6.nsf

New Jersey Department of Transportation
609-530-2000
www.state.nj.us/transportation

Delaware Valley Regional Planning Commission

Main Number: 215-592-1800
Office of Capital Programming: 215-238-2938
Office of Communications and Public Affairs: 215-238-2875
Planning Division: 215-238-2830
Technical Services Division: 215-238-2863
DVRPC Resource Center: 215-238-2817
www.dvrpc.org/tip/



Transportation Improvement Program (TIP) Handbook
Published by the Delaware Valley Regional Planning Commission

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Commonwealth of Pennsylvania
State of New Jersey
Pennsylvania Department of Transportation
New Jersey Department of Transportation
Pennsylvania Governor's Policy Office
New Jersey Department of Community Affairs
Bucks County
Burlington County
Chester County
Camden County
Delaware County
Gloucester County
Montgomery County
Mercer County
City of Chester
City of Camden
City of Philadelphia
City of Trenton

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DVRPC fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. DVRPC's website (www.dvrpc.org) may be translated into multiple languages. Publications and other public documents can be made in alternative languages and formats, if requested. For more information, please call 215-238-2871.



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