STATE OF NEW HAMPSHIRE
Intra-Department Communication

DATE: March 22, 2023

FROM: William Watson, P.E.   **AT (Office):**
            Administrator   Planning and Community Assistance

SUBJECT: **Interagency Meetings**

TO: **ALL BUREAU ADMINISTRATORS**

STATEWIDE TRANSPORTATION IMPROVEMENT PLAN (STIP) SCHEDULE
April 2023 – September 2023

Interagency Meetings and Closing Dates

Interagency Meeting	STIP Action/ Interagency Approval	MPO Documentation Approval By:	Closing Dates for Estimates Routed to Project Finance (PF)
		2023-2026 STIP Update March/April Approval	Waiting PF By: Wednesday 9/12/2022 (4:00 p.m.)
April			
Thursday, 4/13/2023	Friday, 4/14/2023	April Minor 4/26/2023	Waiting PF By: Wednesday 2/28/2023 (4:00 p.m.)
		Amendment 1 July	Waiting PF By: Wednesday 3/1/2023 (4:00 p.m.)
May			
Thursday, 5/11/2023	Friday, 5/12/2023	May Minor 5/30/2023	Waiting PF By: Wednesday 3/29/2023 (4:00 p.m.)
June			
Thursday, 6/8/2023	Friday, 6/9/2023	June Minor 6/28/2023	Waiting PF By: Wednesday 4/26/2023 (4:00 p.m.)
July			
Thursday, 7/13/2023	Friday, 7/14/2023	July Minor 7/26/2023	Waiting PF By: Wednesday 5/24/2023 (4:00 p.m.)
August			
Thursday, 8/10/2023	Friday, 8/11/2023	August Minor 8/30/2023	Waiting PF By: Wednesday 6/28/2023 (4:00 p.m.)
September			
Thursday, 9/14/2023	Friday, 9/15/2023	September Minor 9/27/2023	Waiting PF By: Wednesday 8/3/2023 (4:00 p.m.)

PLEASE NOTE: The deadlines identified above apply to estimates seeking to **PROGRAM** funds only. Estimates that request obligations are likely to take longer. Project leads should take this into account when developing estimates and consider potential delays.

When is a Revision needed?

Amendment

- Any change to a project that triggers a Conformity Determination. This primarily affects Non Exempt projects in nonattainment or maintenance areas with year or scope changes;

- Adding or removing a project or phase of a project (unless for illustrative purposes);

- Making a substantive change in the design concept or scope of a project that uses state or federal funds or any regionally significant projects regardless of the funding source;

- A significant change in the total cost of a project within STIP years (**Table I**);

- Officially adding a project that had been previously included for illustrative purposes.

Administrative Modification: Minor Revision

- Minor changes in the total cost of a project (**Table I**);

- Changes to the cost of transit agency projects to reflect annual FTA allocations.
- Minor changes to the scope of work or description of a project that do not affect the regional emissions analysis or otherwise trigger a conformity determination;

- Combining or separating two or more projects that are part of an approved STIP, so long as the total cost changed is within the Minor Revision thresholds as shown in Table I;

- Combining or separating phases within a project that are part of an approved STIP, so long as the total cost changed is within the Minor Revision thresholds as shown in Table I;

- Identifying a specific project that was part of a programmatic project and adjusting the programmatic project accordingly, so long as the total cost changed is within the Minor Revision thresholds as shown in Table I;

- Changes to the funding category(s) identified in an approved STIP for a project that are within the Minor Revision thresholds identified in Table I;

- A change in the fiscal year of any phase or portion of a phase of a project in areas where expedited project selection procedures have been adopted, provided they are advanced or delayed within the STIP years and do not affect the financial constraint of the STIP or trigger a Conformity Determination.
  * Expedited procedures are currently in effect for the entire State of NH**

Project Cost Change Threshold

Table I

Total Cost of Project within approved STIP Years	Amendment	Administrative Modification	
		Minor Revision	Information Only
	Action Needed if the Change in Cost from the amount approved in the most current STIP is:		
> $1.5 Million	> 25%	Up to 25%	< 10%
< $1.5 Million	> 25%	Up to 25%	< 8%

Source: NHDOT