

TIP/STIP Update Guidance

**October 2025-September 2029 STIP
October 2025-September 2030 TIPs**

October 2024

Introduction

To ensure that New York State's transportation system can facilitate the efficient movement of individuals and commerce; withstand the increasing intensity and frequency of extreme weather events; support changing personal mobility and travel demands; and minimize the impact on greenhouse gas emissions, this Transportation Improvement Program/Statewide Transportation Improvement Program (TIP/STIP) Update process incorporates heightened considerations. In addition to emphasizing engineering-based asset management principles, this TIP/STIP update process emphasizes improvements that address climate/resilience vulnerabilities; reduces the carbon footprint of transportation; supports operational enhancements and emergency response efforts through Traffic Systems Management and Operations (TSMO) activities; and improves overall safety and accessibility for all system users, including motorists, transit users, bicyclists and pedestrians.

The following guidance is intended to assist Metropolitan Planning Organizations (MPO) and the New York State Department of Transportation (NYSDOT) Regions in developing federally required fiscally constrained TIPs/STIP.

Planning Targets

The SFY 2022-23 Executive Budget proposed a historic five-year \$32.8 billion capital plan. Of this amount, more than 50 percent of the plan is directed to construction and construction related activities, with the balance allocated toward engineering, maintenance, local programs, and modal capital. The construction portion of the capital plan includes approximately \$4.2 billion in investments intended to reconnect communities that have been severed by the construction of the interstates and other high-volume roadways in the 1950s and 1960s, including:

- Restoring the Humboldt Parkway in the City of Buffalo,
- Constructing the Community Grid in the City of Syracuse,
- Razing the Inner Loop freeway in the City of Rochester, and
- Covering portions of the Cross Bronx Expressway in the City of New York.

Planning targets employed for the 2024 Capital Program Update are closely aligned with the levels of federal funding provided by the Infrastructure Investment and Jobs Act (IIJA). It should be noted that while the IIJA provides much needed planning stability and guaranteed funding levels through September 2026, the increase in federal funds as compared to the previous federal highway bill (FAST Act) is primarily limited to two categorical programs:

- The Bridge Formula Program (41 percent), and
- The National Highway Performance Program (28 percent).

The balance of the additional growth in the federal aid highway program was directed to new categorical programs such as Formula Carbon Reduction Program, the Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation (PROTECT) Program, and to support enhancements and new eligibilities under the Surface Transportation Block Grant (STBG) Program.

As in previous TIP/STIP updates, NYSDOT is providing the attached targets for planning purposes only. The planning targets do not represent a commitment of funding on behalf of the Federal Highway Administration (FHWA) or the State. Targets for the time period beyond the end of the IIJA (Sept. 30, 2026) assume that federal funding levels remain flat.

Funding for select programs and recognized non-discretionary expenses are reserved prior to the apportionment of needs-based regional planning targets. These programs include Structure Inspections, 511NY, Traffic Signal Components, Rustic Rail, and centrally managed initiatives such as Statewide Highway Safety Improvement Program (HSIP), National Highway Freight Program (NHFP), Bridge NY, portions of the Carbon Reduction Program, and the PROTECT Program. Programs such as Surface Transportation Block Grant (STBG) set aside (formerly Transportation Alternatives), Earmarks, Grade Crossing, Recreational Trails, Demonstration Funds, and discretionary funding programs are considered non-allocated fund sources and are managed separately outside planning targets.

Rollover

Fund balances on March 31, 2025 will roll over into this program period. Therefore, the initial amount of available funds may be more or less than the associated planning target. MPOs are encouraged to discuss rollover amounts with their respective Regional Office(s).

Preventive and Corrective Maintenance Targets

Regions have received a preventive/corrective maintenance investment target for the state-owned system that reflects a mandated use of the overall planning target. There is no preventive/corrective maintenance target for the local program. While NYSDOT strongly encourages local municipalities to follow sound asset management principles, it is understood that local governments generally wish to use federal-aid for larger system renewal projects and use their own funds for preventive and corrective maintenance projects. NYSDOT Regions have developed their programs to meet the preventive/corrective maintenance target for the state system.

TIP/STIP Update Period

The eSTIP Application will again be used by MPOs and the Regions to manage their amendments and build the draft STIP. If staff are new to eSTIP and need training, please see the contact list on page 15.

As mutually agreed upon between NYSDOT and the NYS MPOs, TIPs and the STIP will be updated as follows:

- October 2025 to September 2029 STIP (4 years)
- October 2025 to September 2030 MPO TIPs (Minimum 4, 5 years if desired)

Planning Requirements and Compliance

The Final Rule for Statewide and Metropolitan Planning was published on May 27, 2016: <https://www.federalregister.gov/documents/2016/05/27/2016-11964/statewide-and-nonmetropolitan-transportation-planning-metropolitan-transportation-planning>

Financial Plans

Financial plans for the MPOs' TIPs are required per 23 CFR 450.326(j). Each MPO TIP must include a financial plan that demonstrates how the TIP can be implemented; indicates resources from public and private sources that are reasonably expected to be available to carry out the program; and identifies innovative financing techniques to finance projects, programs, and

strategies.

The TIP financial plan can be as simple as providing a fiscal constraint table. As required by the Federal Highway Administration (FHWA)/Federal Transit Administration (FTA) Division Office, each MPO TIP must include a fiscal constraint table. These are needed so the federal agencies can be assured that fiscal constraint is demonstrated. A sample table is provided in Appendix E. For consistency and ease of federal review, NYSDOT asks that every MPO use the format for the fiscal constraint table that is provided in Appendix E. The Main Office will review fiscal constraint tables for sufficiency before the TIP goes out for public review.

The NYSDOT Regional Planning and Program Manager (RPPM) is the contact for the MPO on the planning target estimates to be used. Transit planning targets will be distributed separately by the NYSDOT Public Transportation Bureau.

Fiscal Constraint

MPO TIPs and the STIP shall be financially constrained by year¹ using estimates of current and/or reasonably available revenues. Please refer to the sample table for your use. These tables must reflect unmatched federal amounts. The MPO and its respective NYSDOT Region(s) must discuss any proposed deviation from fiscal constraint with NYSDOT Main Office well before the submission deadline and any program public reviews, approvals or votes. NYSDOT Main Office will either approve the deviation or work with the Region/MPO to resolve the deviation.

FHWA continues to review STIP performance. FHWA's national goal is to see 75% of the construction phases programmed for obligation in a Federal Fiscal Year obligated by the end of that Federal Fiscal Year. NYSDOT will be enforcing fiscal constraint, and Regions and MPOs will not be permitted to program in excess of their planning targets by FFY. MPOs and Regions should be aware that not all transactions (e.g., close-outs and modifications) run through the TIP/STIP. MPOs need to work with the Regions to use the Fiscal Management Information System (FMIS) reports to reconcile obligations on an annual basis. This step is done outside of the eSTIP.

Fiscal constraint for FHWA is defined as establishing a TIP/STIP such that the amount of total FHWA fiscally constrained funding programmed in each year of the TIP/STIP does not exceed the total planning targets for each of the TIP/STIP years. Any fiscally constrained fund type can be over-programmed in a year, provided that:

1. The total of all fiscally constrained funding programmed in that year does not exceed the planning targets (implies a columnar total of fund types must be under-programmed to compensate); and
2. The total amount of a fiscally constrained fund type that is programmed in the 4-year STIP period does not exceed the amount of that fund's planning target during the 4-year STIP period. Totals in rows (fund types) and columns (years) cannot be over-programmed.

Regional totals (TIPs and rural program) must be fiscally constrained by year and fund type for the STIP period.

Note for TIPs: MPOs DO NOT have five (5) years to balance programming versus planning target

¹ FTA fund sources are constrained by the Notice of Funding Availability (NOFA) limits provided at the beginning of each federal fiscal year.

by fund type. These must be balanced over the 4-year STIP period. To do otherwise, will not guarantee fund type fiscal constraint of the STIP initially or over its life. FHWA, FTA and NYSDOT consider TIP years beyond the first four (4) as only informational.

Fiscal Constraint for FTA: Refer to transit planning target estimates which will project apportionments through 2028. Appropriations bills are annually enacted, and apportionments and allocations are published by the FTA in the Federal Register. To maintain and document fiscal constraint, the FTA funds that are programmed on the TIP/STIP for a year need to be consistent with the amounts shown in the Federal Register for that year. Carryover balances of unobligated FTA transit funds should be reflected in the TIP fiscal constraint table as applicable. The Notice of Funding Availability (NOFA) limitations for FTA 5324 Emergency Relief should be followed.

All NYSDOT Regions, MPOs and transit Designated Recipients are expected to follow the regulations for fiscal constraint.

Year of Expenditure Dollars and Inflation Factors

Information on year of expenditure (YOE) dollars and inflation factors recommended by NYSDOT can be found in Appendix A of this Guidance. Please note all projects' costs on the TIP must be shown in year of expenditure dollars. MPOs that use inflation factors other than those recommended by NYSDOT for local projects must keep documentation on how they address YOE for their projects.

Total Project Costs

Federal regulation 23 CFR 450.326(g) requires that inclusion of the estimated total project cost be included in the TIP/STIP. The TIP/STIP total project must also include project costs that are programmed prior to or beyond the TIP/STIP period.

Please see the help document that appears for this field in eSTIP. Additional help can be obtained from your NYSDOT Regional Office(s) for additional guidance on project cost and contingency estimating. Be aware that projects with an estimated total cost of \$100M or more (cost in "year of expenditure" dollars) require an Initial Financial Plan to be approved by FHWA prior to construction authorization and updated annually thereafter. All contingencies should be sufficiently detailed and managed.

Performance-Based Planning Requirements

NYSDOT continues to implement federal Performance-Based Planning requirements in conjunction with the MPOs and transit operators and consistent with the State's Transportation Asset Management Plan (TAMP), the DR's MPO transit TAM Plan, and the NYSDOT PTB State Group TAM Plan. Since the interrelated Transportation Performance Management (TPM) final rules became effective, NYSDOT completed the required target settings and reporting processes and collaborated with required stakeholders on meeting our mutual TIP and STIP TPM requirements. TIPs need to include anticipated effects narratives for Safety, Transit Asset Management, Pavement, Bridge and System Performance measures and targets. The State's Safety targets are updated annually. NYSDOT has submitted all required Baseline, Mid-Performance Period, and Full Performance Period reports to FHWA.

Planning Factors – The TIP needs to support the planning factors under 23 USC 134. They are as follows:

- A. support the economic vitality of the metropolitan area, especially by enabling global

- competitiveness, productivity, and efficiency;
- B. increase the safety of the transportation system for motorized and nonmotorized users;
- C. increase the security of the transportation system for motorized and nonmotorized users;
- D. increase the accessibility and mobility of people and for freight;
- E. protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
- F. enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
- G. promote efficient system management and operation;
- H. emphasize the preservation of the existing transportation system;
- I. improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation; and
- J. enhance travel and tourism.

Air Quality Conformity

The Final EPA South Coast II Transportation Conformity Guidance <https://nepis.epa.gov/Exe/ZyPDF.cgi?Dockey=P100VQME.pdf> indicates that MPOs impacted by the South Coast Air Quality Management District v. EPA court decision (A/GFTC, CDTC, DCTC, GBNRTC, GTC and WJCTC) must address conformity requirements for TIP updates and for LRTPs as applicable beginning February 16, 2019. Toward that end, these MPOs should classify projects for the TIP update by exempt/non-exempt status and engage with the Interagency Consultative Group (ICG) on concurrence when full project lists are available. NYSDOT will continue to dialogue with these MPOs and with NYMTC and OCTC to provide technical assistance and required reviews, both independently and as the facilitator of the ICG.

Public Participation

- **Public Participation Plans** – MPOs must have developed public participation plans “in consultation with all interested parties” for both the plan and the TIP. [23 CFR 450.316] Non-attainment area Transportation Management Areas (TMAs) must provide for at least one formal public meeting (23 CFR 450.326(b)) during the TIP development process.
- **Publication of Plans and TIPs/STIP** – MPOs shall publish or otherwise make available for public review transportation plans and TIPs including, to the maximum extent practicable, in electronically accessible formats using means such as the World Wide Web. It is strongly suggested that any electronically accessible formats be in ‘rich text formats (rtf)’, which meets the accessibility requirements of the Americans with Disabilities Act (ADA). As in the past, NYSDOT will be submitting the STIP electronically. NYSDOT’s Program Management Bureau staff will provide training, or refreshers, to the MPOs and Regions to assist in entering and maintaining the STIP project data in eSTIP.
- **Use of Visualization in Plans and Metropolitan TIP Development** - As part of the TIP and transportation plan development, MPOs shall employ visualization techniques² prior to the adoption of metropolitan transportation plans and metropolitan TIPs (23 CFR 450.316). The

² Per 23 CFR 450.104, *Visualization techniques* means methods used by States and MPOs in the development of transportation plans and programs with the public, elected and appointed officials, and other stakeholders in a clear and easily accessible format such as GIS- or web-based surveys, inventories, maps, pictures, and/or displays.

MPO's website needs to visibly portray the MPO as an independent entity or organization rather than a subunit of the host agency.

Consultation and Cooperation

- **Consultations** – MPOs should continue to review and update, where necessary to ensure consistency with the most recent law, consultation procedures, plans, and guidelines to include reasonable opportunities to consult with all interested parties and for interested parties to comment on the TIP - with stakeholders and local/State agencies responsible for land use management, natural resources, environmental protection, conservation, and historic preservation in developing metropolitan (long-range) transportation plans. This activity may also occur during individual MPO member/agency planning activities in the MPO plan development.
- **Native/Tribal Nations** – For those MPOs that include Indian Tribal Lands, the MPO shall provide direct notice and appropriately involve the Indian/Native Nations government(s) in the development of the TIP. Note that Tribal Nations receive apportioned funding directly from FHWA Federal Lands to develop a Tribal Transportation Program (TTP). The Tribal Transportation Program Office sends FHWA-NY a list of tribal nations projects within state boundaries that NYSDOT can elect to place on the STIP. Note the Tribal Transportation Program (TTP) may likely be completed off- STIP cycle and will be added to the STIP when these programs are made available. Tribal Transit Programs will be added to the STIP through the NYSDOT Public Transportation Bureau.
- **Rural Areas** - NYSDOT is responsible for consulting with public officials and other local stakeholders in rural areas on transportation planning and programming issues that may arise in their respective communities. For detailed instructions on reaching out to the locals on STIP related activities in your Region, refer to the “*NYSDOT Procedures for Consultation with Public Officials in Rural Areas*” which was updated in 2021. The link is: <https://www.dot.ny.gov/programs/smart-planning/repository/RuralConsult2021final.pdf>

TIP Data and STIP Development in eSTIP

General Instructions to Collect STIP Data

As in previous years, NYSDOT will be submitting its STIP to the FHWA and FTA through the web-based eSTIP. NYSDOT Main Office will be working with the Regions and the MPOs to ensure all necessary data is entered in the eSTIP. Be prepared to provide project information for the TIP at a sufficient level of detail to describe each project to ensure Federal fund source eligibility on the TIP programs. Training guides can be downloaded from the eSTIP software by clicking on the “Help” button on the menu bar and selecting the appropriate file from the Reference Guide drop down list.

There should be a contact person(s) for the respective NYSDOT Region and the MPOs in that Region as the eSTIP data contact. NYSDOT Region and MPOs in that Region will be responsible for synchronizing the information entered into the TIP and STIP via eSTIP. In other words, the MPO must ensure that its published TIP is completely synchronized with its TIP within the eSTIP. Questions regarding using the eSTIP application may be directed to the NYSDOT Program Management Bureau eSTIP Administrator (see Contacts page).

Please refer to the planning regulations for data needed for the STIP (refer to 23 CFR 450.218, 23 CFR 450.326). Project descriptions should be consistent with those provided in the federal *STIP*

Project Description Reference Guide. In addition, please see the STIP Development Checklist in Appendix C which lists STIP deliverables by participant in the STIP development process.

Illustrative Projects

To maintain their respective TIPs in fiscal constraint and to show projects that meet local transportation needs, MPOs and Regions are allowed to include additional projects in their Plan, and as appropriate, in the TIP for inclusion in the STIP, for information as “illustrative projects”. [23 CFR 450.326]

- **Illustrative project** means an additional transportation project that may (but is not required to) be included in a financial plan for a metropolitan transportation plan, TIP, or STIP if reasonable additional resources were to become available. [23 CFR 450.104] If a project is proposed to be included in the STIP’s financial plan for illustrative purposes, sufficient information would be required to describe the project, excepting the resources. [23 CFR 450.218] Illustrative Project total cost estimates can be a range.
- Illustrative projects are indicated in eSTIP by clicking on the so-named box on the bottom of the screen (in DRAFT Edit screen, or in the case of the Current STIP- the Edit module).
- Changes to illustrative projects do not require amendments. However:
 - These projects may be candidates to be added to the TIP if additional funding was made available. If and when the resources become available, MPOs will have to amend their Plan and the TIP/STIP to bring these projects into the fiscally constrained TIP and maintain fiscal constraint. In this case, an amendment should be prepared in eSTIP.
 - In non-attainment and maintenance areas, when MPOs amend their TIPs to add these projects into the fiscally constrained TIP, conformity may need to be re-established, depending on the exempt/non-exempt nature of the project(s).

Certifications and Resolutions

The MPOs will be expected to provide various resolutions or other documentation necessary for the STIP. These are due **by June 30, 2025**, and include:

- Certification of the metropolitan planning process (Self-Certification resolution or a statement of a pending Federal Certification) - Please refer to Appendix B: Self Certification Instructions and Checklist. Resolutions for self-certification and/or any self-certification statements must be signed by the appropriate official.
- Resolution approving the TIP and affirming fiscal constraint, including fiscal constraint of the Plan, i.e., fiscally constrained TIP stemming from a fiscally constrained Plan, as appropriate.
- Air Quality Conformity (as applicable):
 - MPO Conformity Determination (resolution) – Please review resolution language with the Environmental Science Bureau and your respective MPO liaison before approval. Draft language is available.
 - Federal USDOT Conformity Determination/approval (letter)

- MPO statement certifying that MPO TIP is in the STIP (after MPO staff has reviewed draft STIP)
- MPO Metropolitan Transportation Plan (MTP) approval date.

APPENDIX A: Official Inflation Rates OPDM Base Year 2024

Inflation Assumptions

The following simple rates of inflation by State Fiscal Year (SFY) (April to March) are the best available estimates of overall price trends for the transport public works sector in New York State for the programming period:

Annual Period	Simple Year Over Year Inflation
SFY 24-25	0.00%
SFY 25-26	4.00%
SFY 26-27	2.00%
SFY 27-28	2.00%
SFY 28-29	2.00%
SFY 29-30	2.00%
SFY 30-31	2.00%
SFY 31-32+	2.00%

The following multiplication factors reflect the simple rates of inflation stated above. They are used to convert SFY 2024 uninflated cost estimates (in OPDM, Bridge Model, or Pavement Model) to be year of expenditure (YOE) inflated cost estimates (for the TIP,STIP and Governor’s Program), or vice versa:

Year of Expenditure	2024 \$ to YOE \$	YOE \$ to 2024 \$
SFY 21-22	1.0000	1.0000
SFY 22-23	1.0400	0.9615
SFY 23-24	1.0600	0.9434
SFY 24-25	1.0800	0.9259
SFY 25-26	1.1000	0.9091
SFY 26-27	1.1200	0.8929
SFY 27-28	1.1400	0.8772
SFY 28-29+	1.1600	0.8621

APPENDIX B: Self-Certification Instructions and Checklist

Self-Certification Instructions

MPO self-certifications are a required element of the NY STIP for all MPOs. Toward that end, MPO action on self-certification needs to be scheduled to coincide with TIP approval action. Self-certification documentation can be included in the TIP itself, if desired. MPOs are reminded to schedule Planning and Policy Committee approvals for self-certification **no later than June 30, 2025**. This will allow NYSDOT time to incorporate the signed resolutions into the draft STIP prior to its release for public review.

Self-certification documentation consists of a resolution accompanied by a narrative, both of which have been approved by the Policy Committee. The narrative should be based on information requested on the attached 'checklist'. This is the same checklist used previously though modified slightly with FHWA's concurrence.

CERTIFICATION SUBJECTS CHECKLIST

A. Required Agreements:

Discuss status of necessary agreements. Please note status of the cooperative planning agreement and performance-based planning agreements between the MPO, NYSDOT and the transit operator. This includes provisions for cooperatively developing and sharing information related to the development of financial plans that support the metropolitan transportation plan and the TIP (23 CFR 450.314). This agreement also needs to address development of the annual listing of projects.

B. Planning/Technical:

1. UPWP - Discuss how the UPWP covers relevant planning activity and needs, including how the UPWP supports the Metropolitan Transportation Plan. Please note any progress or scheduling issues.
2. Metropolitan Transportation Plan – Mention the following MTP Items: Horizon Date, MPO Approval Date, conformity approval date, fiscal constraint, required elements and implementation. Discuss program-level environmental mitigation activities and any current or planned consultation activities with Federal, State, and tribal, wildlife, land management, and regulatory agencies. Discuss current or planned activities for consultation with State and local agencies responsible for land use management, economic development, natural resources, environmental protection, conservation and historic preservation concerning the development of the Plan.
3. TIP– Mention the following items: MPO approval, conformity approval, fiscal constraint, consistency with MTP and any other relevant issues. The TIP needs to contain a priority list of projects and strategies for 4 years; financial plan; and descriptions (type of work, termini, length, etc.) of each project in the TIP. Discuss status of consultation activities with agencies listed under “Metropolitan Transportation Plan” above.
4. Technical Areas – Take the opportunity to highlight any technical emphasis areas of interest to the MPO.
5. Special Considerations

- a. Title VI: Discuss how Title VI concerns are addressed in the planning process and documented in the Unified Planning Work Program (UPWP), TIP and Long-Range Transportation Plan (LRTP). These include Environmental Justice (EJ), Limited English Proficiency (LEP), Americans with Disabilities Act (ADA) activities and Disadvantaged Business Enterprise (DBE) activities.
 - i. Environmental Justice (EJ) - Describe the processes to assess the impacts of the transportation planning process, the LRTPs and the TIPS on the EJ target populations. This may include the utilization of GIS tools to illustrate EJ populations in relation to location of transportation projects.
 - ii. Limited English Proficiency (LEP) - Please discuss any program or study level activities the MPO may have undertaken to identify and/or address the needs of LEP populations in the metropolitan area and any outreach activities.
 - iii. American with Disabilities Act (ADA) - Information should be given on any ADA-related efforts for the MPOs' planning activities including outreach, support and/or coordination with transit operators or other groups. Discuss efforts to make communications accessible and available to persons with impaired vision and hearing. Discuss efforts to hold MPO meetings in ADA accessible locations. Discuss any efforts to provide ADA Transition Plan assistance to members as applicable.
 - iv. Disadvantaged Business Enterprise (DBE) - Indicate if Semi-annual DBE reports (Commitments/Awards and Payments) are submitted and if the MPO has signed the Hosts' DBE Plan or NYSDOT's DBE Plan.
- b. Private Operators: Discuss how private operators are accommodated.
- c. Planning Factors: Discuss how these are considered in planning processes and products.
- d. Congestion Management Process (CMP): Discuss the status of CMP and how it is used.
- e. Participation Plan: Discuss the status of public involvement/participation plan procedures and a periodic evaluation process to determine its effectiveness. Discuss how visualization techniques will be employed for Plans and TIPS. Discuss status of making public information available in electronically accessible formats such as the World Wide Web. Discuss incorporation of consultations which are listed under "Transportation Plan" and "TIP" in this document. Address coverage in the participation plan of users of pedestrian walkways, bicycle transportation facilities, and persons with disabilities.
- f. Coordinated Public Transit-Human Service Agency Transportation Plans: Discuss the MPO's coordinated planning process including development of or implementation of these Plans.

Certification Subjects Checklist, continued

C. Administrative Management

Progress Report	Indicate if reports are submitted to FHWA/FTA on time.
Bills	Indicate if bills are submitted on time and paid on time.
Audits	Indicate if audits are completed in a timely manner and if any identified deficiencies are corrected.
Annual Program	Indicate if the annual program is closed out in a timely manner
Budget	Indicate if budgets are kept current and amendments processed as appropriate.
Consultant Selection	Discuss MPO or host consultant selection procedures. Discuss DBE provisions.
Central Staff/Host Relations	Discuss any staffing or recruiting issues. Indicate if staff has the political support it needs for effective accomplishments.
Decision Making	Indicate if committees are adequately structured and staffed. Are reasonable decisions reached in a timely fashion?
Governance	Are foundational documents for the MPO such as Memoranda of Understanding (MOUs), operating procedures and financial/staffing plans reviewed and updated periodically to ensure that they are still relevant to current MPO operations? Do members and host understand and execute their roles in a way that supports independent and unbiased work by MPO staff and sound MPO decisions? Discuss status of working relationships with other governments, i.e., local, international and tribal governments.
Procurement	<p>MPOs need to address an extensive list of requirements applicable to FTA recipients and their FTA-assisted procurements in a transparent manner with appropriate documentation. Certify that the MPO and its subrecipients have:</p> <ol style="list-style-type: none"> 1. Complied with FTA Circular Guidance 4220.1F, Third Party Contracting Requirements) https://www.transit.dot.gov/regulations-and-guidance/fta-circulars/third-party-contracting-guidance and the most recent FTA Master Agreement, 5/2/2024, https://www.transit.dot.gov/funding/grantee-resources/sample-fta-agreements/fta-grant-agreements 2. Maintained a written history of all FTA-related procurements. 3. Incorporated clauses and certifications for eligible FTA assistance program funding.

APPENDIX C: STIP Development Checklist

Deliverables by Participant

Regional Offices- Deliverables to MO:

- Fiscal Constraint Table (See example.) **Send to Brandon Greco**
- eSTIP data entry of MPO and rural project lists (Instructions are in the reference guides and Help modules in the application. Training is available upon request from the NYSDOT M.O.) **Provide to Richard Ferro**

MPO Deliverables to NYSDOT Regional Office

- Fiscal Constraint Table (See example)
- Resolutions
 - Approving the TIP by the MPO
 - Approving/Making the Conformity Determination
 - by the MPO and
 - by FHWA & FTA
- STIP Project Lists to NYSDOT Regional Office
- STIP Project List Format (eSTIP format is provided by NYSDOT MO.)
- Project description information to include sufficient project information on fund source eligibility.
- Certification that the MPO TIP is contained in the STIP (Send letter to Regional Office with copy to Statewide Planning Bureau.)

MPO Deliverables to NYSDOT Statewide Planning Bureau (SPB) / MPO liaison

- Certifications of the Planning Process to Statewide Planning Bureau MPO liaison.
 - See Certification Checklist in Appendix B
 - Check with NYSDOT SPB MPO liaison if any questions on that checklist.
- Air Quality Conformity Determination: copy Statewide Planning Bureau.

MPO Deliverables to NYSDOT Public Transportation Bureau (PTB) / MPO Contact

- Certifications of the evaluation of the Statewide 5310 solicitation by the required due date.
- Once agreed by PTB and Project IDS (PINS) are agreed on, the MPO has to add the new projects to the TIP through their process so PTB can approve it and move it to the FTA and have it approved on the STIP so the PTB grants can be approved.

APPENDIX D: Contact List

<p>Donald Mattimore Don.Mattimore@dot.ny.gov</p>	Office of Regional Planning and Program Coordination	518-485-1382
<p>Brandon Greco Brandon.Greco@dot.ny.gov</p>	Program Management Bureau	518-485-7753
<p>David L. Smith David.Smith2@dot.ny.gov</p>	eSTIP Administrator, Program Management Bureau	518-457-7205
<p>Richard Ferro Richard.Ferro@dot.ny.gov</p>	eSTIP administration, Program Management Bureau	518-485-0019
<p>Debra A. Nelson Debra.Nelson@dot.ny.gov</p>	Office of Policy, Planning & Performance	518-457-3439
<p>Lisa Cataldo Lisa.Cataldo@dot.ny.gov</p>	MPO Liaison Manager	518-485-7556
<p>Korie McAllister Korie.McAllister@dot.ny.gov</p>	MPO Liaison: BMTS, DCTC, OCTC, UCTC & WJCTC	518-485-0990
<p>Kelsey Pianka Kelsey.Pianka@dot.ny.gov</p>	MPO Liaison: ECTC, GTC, GBNRTC, ITCTC & SMTC	518-457-1752
<p>Stephen Scaduto Stephen.Scaduto@dot.ny.gov</p>	MPO Liaison: NYMTC	518-485-7202
<p>Daniel Harp Daniel.Harp@dot.ny.gov</p>	MPO Liaison: A/GFTC, CRTC, & HOCTC	518-417-6625
<p>Tom Vaughan Tom.Vaughan@dot.ny.gov</p>	Public Transportation Bureau	518-457-7248
<p>Stephanie L. Delano Stephanie.Delano@dot.ny.gov</p>	Environmental Science Bureau	518-417-6686
<p>Anna Price Anna.Price@dot.gov</p>	Federal Highway Administration, NY Division	518-431-8858
<p>Gautam Mani Gautam.Mani@dot.gov</p>	Federal Highway Administration, NY Division	518-431-8860
<p>Donald Burns Donald.Burns@dot.gov</p>	Federal Transit Administration, Region II	212-668-2170

APPENDIX E: Sample Fiscal Constraint Table

Fund Source	FFY 2025*		FFY 2026		FFY 2027		FFY 2028		FFY 2029		Total for STIP Years		Total for 5-Year TIP	
	Anticipated Federal Funds**	Programmed	Anticipated Federal Funds**	Programmed	Anticipated Federal Funds**	Programmed	Anticipated Federal Funds**	Programmed	Anticipated Federal Funds**	Programmed	Anticipated Federal Funds**	Programmed	Anticipated Federal Funds**	Programmed
Federal Categories Fiscally Constrained														
Bridge Formula Program (BFP) - Main														
Carbon Reduction Program - Large Urban (CRP LG URBAN)														
Carbon Reduction Program - Medium Urban (CRP MED URBAN)														
National Highway Performance Program (NHPP)														
Congestion Mitigation Air Quality (CMAQ)														
Highway Safety Improvement Program (HSIP)														
Highway Safety Improvement Program (HSIP RAIL)														
Surface Transportation Block Grant Program (STBG FLEX) - includes STBG RURAL, STBG SM URBAN, STBG MED URBAN														
STBGP Large Urban (STBG LG URBAN)														
STBGP Off-System Bridge (STBG OFF)														
National Highway Freight Program (NHFP)														
Urbanized Area Formula Grants (Section 5307)														
Enhanced Mobility Seniors/Individuals with Disabilities (Section 5310)														
Formula Grants for Other than Urbanized Areas (Section 5311)														
Public Transportation Safety Program (Section 5329)														
State of Good Repair Grants (Section 5337)														
Bus and Bus Facilities Program (Section 5339)														
TOTAL														

* FFY 2025 includes rollover balances from SFY 23/24. Rollover can be positive or negative.

** Includes regional planning targets and statewide funded projects.