

*Greater Buffalo-Niagara Regional Transportation Council*  
TRANSPORTATION PROJECTS SUBCOMMITTEE  
**OPERATIONAL PLAN**

The Greater Buffalo-Niagara Regional Transportation Council (GBNRTC) is the transportation policy and planning organization designated by the Governor of New York State to serve as the Metropolitan Planning Organization for the Greater Buffalo-Niagara region. The GBNRTC shares responsibility with the New York State Department of Transportation to cooperatively develop transportation plans and programs vital to the economic, social and civic well being of the metropolitan area of Erie and Niagara Counties.

On November 15, 2002, the GBNRTC Policy Committee initiated changes to its governance framework and set in motion procedures to establish five subcommittees to provide technical advice and recommend appropriate courses of action to the Planning and Coordinating Committee (PCC) on current and emerging transportation planning issues, goals, plans, priorities and programs. The *Transportation Projects Subcommittee* was one such authorized subcommittee.

***Mission***

The Transportation Projects Subcommittee mission is to address any and all issues pertaining to the development, maintenance and monitoring of the region's Transportation Improvement Program (TIP).

The subcommittee has among its tasks:

- review descriptive data reports on the region's transportation infrastructure
- design and implement project selection procedures (PSP)
- prioritize and schedule regional projects
- prepare and recommend a fiscally constrained multi-year TIP
- assess and incorporate public feedback
- regularly review project status and assess cost changes
- recommend amendments to the TIP as necessary to maintain project viability and fiscal constraints

Recommendations and advice will be forwarded to the GBNRTC PCC as required for their consideration.

***Chairperson / Membership***

The Subcommittee Chairperson shall automatically be assigned to the previous year's PCC Chair. The Subcommittee Chairperson position will change annually and concurrently with the change in PCC leadership. The subcommittee membership is comprised of all PCC members, possibly supplemented by recognized stakeholders, appointees from other parts of member organizations and/or non-member organizations. The Subcommittee Chair may seek participation from Advisory Groups in the development of plans and projects.

***Voting***

Each representative shall have one vote. Any PCC representative shall have the option of designating an alternate to act on his/her behalf. For formal recommendations of the subcommittee a simple majority vote of those PCC subcommittee members present shall constitute agreement, provided at least 50% of said members are present or

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represented and a minimum of four positive votes were cast. For all other business or actions, such as delegating tasks, researching issues, and other actions not contrary to operational procedures or formal resolutions, agreement of a majority of those present will be sufficient to approve actions.

### ***Meeting Schedule***

The Transportation Projects Subcommittee will meet on a regular schedule and as required by the responsibilities assigned to the Subcommittee by the PCC. The *Fourth Wednesday* of each month has been designated as the fixed meeting date. The results of Subcommittee meetings are to be documented and publicized. Meetings shall be open to the public.

The meeting announcement and agenda should be emailed to all members, and others on the mailing list, five (5) days prior to each meeting. A summary of the previous meeting and appropriate documents relating to items on the agenda should be transmitted at this time, whenever feasible. Members wishing to have items placed on the agenda shall contact the Subcommittee Chair or GBNRTC staff at least two working days prior to the mailing date. The addition of agenda items at the time of the meeting will be contingent on agreement of a majority present.

The GBNRTC staff shall assume responsibility for the majority of subcommittee administrative tasks (e.g. preparing agendas and minutes) and may, at the discretion of the Subcommittee Chair, preside over meetings and perform any other duty as defined by the subcommittee.

**Subcommittee Approval and Recommendation Guidelines Regarding TIP Changes**

The table below outlines the change control thresholds and approval processes when dealing with the region’s Transportation Improvement Program (TIP).

**GUIDELINES FOR POTENTIAL TIP ACTIONS**

Type of Change	Responsibility			
	NYS DOT/ Local Projects Liaison	Transportation Projects Subcommittee	Planning & Coordinating Committee <sup>1</sup>	Policy Committee <sup>2</sup>
<b>I. Cost or Scope: Existing Project Phases</b> <sup>3</sup>				
(a) Under \$250k	Approve	---	---	---
(b) Over 25% (minimum \$250k) or under \$500k <sup>4</sup>	Recommend	Approve	---	---
(c) Over 50% or over \$500k	---	Recommend	Approve	---
(d) Other significant scope change <sup>5</sup>	---	Recommend	Approve	---
(e) Scope changes necessitating a re-determination of air quality conformity of a non-exempt project	---	Recommend	Recommend	Approve
<b>II. Fund Source Change: Existing Project</b>				
(a) Change between federal fund sources <sup>6</sup>	Approve	---	---	---
(b) Change from federal to non-federal fund	Approve	---	---	---
(c) Change from non-federal to federal fund	---	Recommend	Approve	---
(d) Any other federal fund source change	---	Recommend	Recommend	Approve
<b>III. Schedule Change: Existing Project</b>				
(a) All affected project work phases that are contained in the first three years of the TIP before and after the schedule change <sup>7</sup>	Approve	---	---	---
(b) Any other schedule change	Recommend	Approve	---	---
<b>IV. Addition or Deletion: New Phases or New Projects</b> <sup>8</sup>				
(a) Addition of a project phase under \$250k	Approve	---	---	---
(b) Addition of a project phase over \$250k	Recommend	Approve	---	---
(c) Addition of a new project under \$250k	---	Recommend	Approve	---
(d) Addition of a new project over \$250k	---	Recommend	Recommend	Approve
(e) Addition of a federally-funded project originating outside of the regional selection process	---	Recommend	Approve	---
(f) Other	---	Recommend	Recommend	Approve

<sup>1</sup> Changes requiring GBNRTC Planning and Coordinating Committee (PCC) action are considered Minor TIP amendments. The PCC may defer approval to GBNRTC Policy Committee, if desired.

<sup>2</sup> Changes requiring GBNRTC Policy Committee action are considered Major TIP amendments.

<sup>3</sup> A project phase is a work element of the project such as preliminary/detailed design, right-of-way acquisition/incidentals or construction/inspection.

<sup>4</sup> Percentage change is calculated as the proposed cost increase of an individual phase over the original cumulative estimate for that phase.

<sup>5</sup> A significant scope change is defined as a substantial alteration to the project limits, type or original project intent.

<sup>6</sup> Change from a capital fund source to Metropolitan Planning Funds (PL) requires a UPWP amendment by the GBNRTC Policy Committee.

<sup>7</sup> This includes funds programmed in a previously approved TIP that were incorporated into a new Annual Element because they were not obligated by September 30 of that previous fiscal year.

<sup>8</sup> Refers only to exempt projects not requiring a new air quality conformity determination and requires submission of a separate Initial Project Proposal (IPP) form.