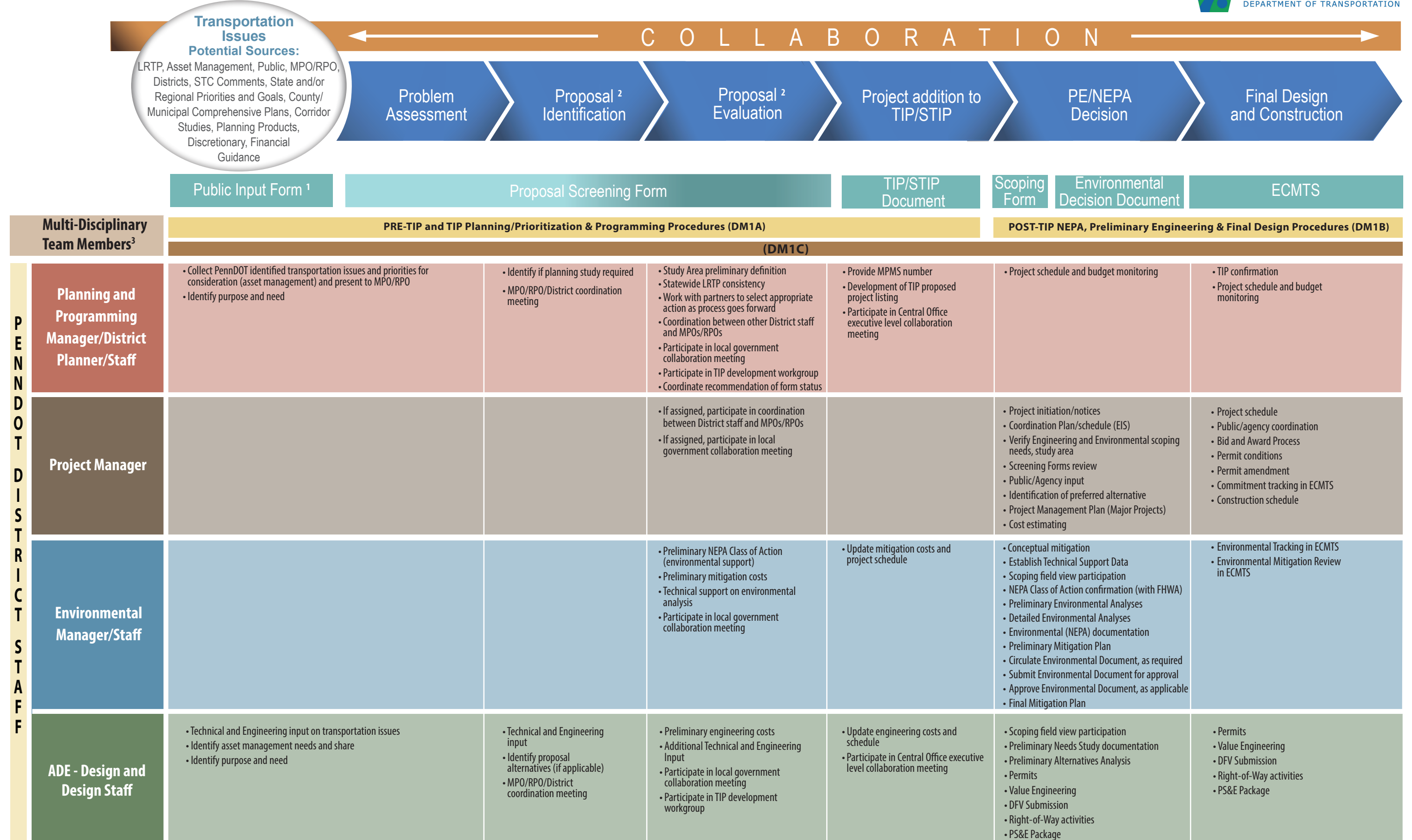


# Transportation Program Development and Project Delivery Process Responsibilities



Notes: 1 Not required for all proposals.  
2 PennDOT and the MPO/RPO may jointly decide to dismiss a proposal at any time if they proposal is determined to be a routine maintenance project.  
3 Note the Team Member responsibilities designate the traditional lead role for each activity; other team members/disciplines may be involved as necessary with each activity.



# Transportation Program Development and Project Delivery Process Responsibilities



|  | Public Input Form <sup>1</sup>   | Proposal Screening Form   | TIP/STIP Document  | Scoping Form   | Environmental Decision Document   | ECMTS   |
|--|--|---|--|--|---|---|
| <b>Multi-Disciplinary Team Members<sup>3</sup></b>   | <b>PRE-TIP and TIP Planning/Prioritization &amp; Programming Procedures (DM1A)</b>   |   |  | <b>POST-TIP NEPA, Preliminary Engineering &amp; Final Design Procedures (DM1B)</b>   |   |   |
|  | <b>(DM1C)</b>  |   |  |  |   |   |
| <b>PennDOT Central Office Staff</b>  | <ul style="list-style-type: none"> <li>Encourage public input through STC public comment period</li> <li>Share results of STC public input</li> <li>Collect PennDOT identified transportation issues and priorities for consideration (Program Center)</li> <li>Share Asset Management Report Card/Performance Measures</li> </ul> | <ul style="list-style-type: none"> <li>Develop financial guidance (with FHWA and MPO/RPO) – each TIP cycle (Program Center)</li> <li>Ensure active collaboration is taking place between PennDOT District staff and MPOs/RPOs (Program Center)</li> <li>Ensure statewide LRTP consistency</li> <li>Participate in local government collaboration meeting</li> <li>Participate in TIP development workgroup</li> </ul> | <ul style="list-style-type: none"> <li>Coordinate TIP/STIP development (Program Center)</li> <li>Provide quality assurance (QA) for the collaborative planning process (Program Center)</li> <li>Coordinate Central Office executive level collaboration meeting (Program Center)</li> </ul>   | <ul style="list-style-type: none"> <li>Attend scoping field view (HDTS)</li> <li>Review scoping document in CEES, as applicable (HDTS)</li> <li>Review Environmental Decision Document, as applicable (HDTS)</li> <li>CE Concurrence (Level 2) (HDTS)</li> </ul> | <ul style="list-style-type: none"> <li>Review (HDTS)</li> </ul>   |   |
| <b>Metropolitan Planning Organization (MPO)/ Rural Planning Organization (RPO) Staff<sup>4</sup></b> | <ul style="list-style-type: none"> <li>Encourage public input in the transportation planning process</li> <li>Collect MPO/RPO/Public identified transportation issues and priorities for consideration</li> <li>Identify purpose and need</li> <li>Ensure active collaboration is taking place with local planners</li> </ul>      | <ul style="list-style-type: none"> <li>Prepare /adopt LRTP</li> <li>Apply TIP evaluation criteria</li> <li>Shortlist/prioritize proposals</li> <li>MPO/RPO/District coordination meeting</li> <li>Coordinate with municipal/county comprehensive plans</li> <li>Coordinate with project sponsors</li> <li>Identify if planning study required</li> <li>Identify proposal alternatives (if applicable)</li> </ul>      | <ul style="list-style-type: none"> <li>Prepare proposal resource mapping</li> <li>Identify conceptual mitigation opportunities</li> <li>Collaborate with PennDOT District staff</li> <li>Participate in local government collaboration meeting</li> <li>Provide additional information as needed</li> <li>Local sponsor/public coordination/outreach, as needed</li> <li>Coordinate with resource agencies, as appropriate</li> <li>Collaborate with local planners at county and municipal level, as appropriate</li> <li>Provide Quality Control (QC) for the proposal screening forms/collaborative planning process</li> <li>Participate in TIP development workgroup</li> <li>Coordinate recommendation status of form</li> </ul> | <ul style="list-style-type: none"> <li>Coordinate development of TIP proposed project listing</li> <li>Review and approve TIP</li> <li>Participate in Central Office executive level collaboration meeting, as appropriate</li> </ul>                            | <ul style="list-style-type: none"> <li>Scoping field view participation</li> <li>Participate in project status meetings, as appropriate</li> <li>TIP modifications/amendments</li> </ul>  | <ul style="list-style-type: none"> <li>Participate in project status meetings, as appropriate</li> <li>TIP modifications/amendments</li> <li>Disseminate project information to the public</li> </ul> |
| <b>Local Government Staff (Counties and Municipalities)</b>  | <ul style="list-style-type: none"> <li>Collect local transportation issues and priorities and provide to MPO/RPO for consideration</li> <li>Provide local insight</li> <li>Identify purpose and need</li> </ul>  | <ul style="list-style-type: none"> <li>Provide local insight on proposal</li> </ul>   | <ul style="list-style-type: none"> <li>Participate in local government collaboration meeting</li> <li>Provide input on TIP candidate projects for scope and prioritization</li> <li>Participate in TIP development workgroup</li> </ul>  | <ul style="list-style-type: none"> <li>Identify local funding match (if applicable)</li> </ul>   | <ul style="list-style-type: none"> <li>Scoping field view participation</li> <li>Participate in public meetings related to project and detour impacts</li> </ul>  | <ul style="list-style-type: none"> <li>Participate in public meetings related to construction and detour impacts</li> <li>Disseminate project information to the public</li> </ul>                    |
| <b>Federal Highway Administration (FHWA)<sup>4,5</sup></b>   | <ul style="list-style-type: none"> <li>Provide national policy perspectives and priorities</li> </ul>  | <ul style="list-style-type: none"> <li>Review LRTP</li> </ul>   | <ul style="list-style-type: none"> <li>Provide input in TIP Update evaluations</li> </ul>  | <ul style="list-style-type: none"> <li>Review and approve STIP</li> </ul>  | <ul style="list-style-type: none"> <li>Identify/Invite Cooperating/Participating Agencies</li> <li>NEPA Class of Action confirmation</li> <li>Invited to participate in Scoping Field View (Level 2 CE, EA, EIS)</li> <li>Environmental Decision                             <ul style="list-style-type: none"> <li>ED/EER (PennDOT) – CE (PennDOT/FHWA)</li> <li>EA (FHWA – FONSI) – EIS (FHWA – ROD)</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>Input, guidance and review</li> <li>Oversight</li> </ul>   |
| <b>Resource Agency Representatives<sup>4</sup></b>   | <ul style="list-style-type: none"> <li>Provide input on a regional basis to assist with resource inventory, resource prioritization, and mitigation planning (support LRTP development)</li> </ul>   |   | <ul style="list-style-type: none"> <li>Provide resource mapping, information, etc.</li> <li>Technical support on resource issues</li> <li>Input on conceptual mitigation opportunities</li> <li>Participation in Resource Agency presentations</li> </ul>  | <ul style="list-style-type: none"> <li>Technical support</li> <li>Input on mitigation proposals</li> </ul>   | <ul style="list-style-type: none"> <li>Participation in ACM Presentations</li> <li>Scoping field view participation</li> <li>Review of mitigation options</li> </ul>  | <ul style="list-style-type: none"> <li>Review/issue permits</li> <li>Final mitigation monitoring</li> </ul>   |

Notes: 1 Not required for all proposals.  
 2 PennDOT and the MPO/RPO may jointly decide to dismiss a proposal at any time if they proposal is determined to be a routine maintenance project.  
 3 Note the Team Member responsibilities designate the traditional lead role for each activity; other team members/disciplines may be involved as necessary with each activity.

4 Activities listed for outside agencies are only those that are directly a part of PennDOT's Transportation Program Development and Project Delivery Process; internal agency activities (i.e. permit approvals, tracking, etc.) are not included.  
 5 May also be Federal Transit Administration (FTA), Federal Aviation Administration (FAA), or Federal Railroad Administration (FRA)