

**STATE OF NEW HAMPSHIRE**  
**Intra-Department Communication**

**DATE: October 18, 2023**

**FROM:** William Watson, P.E.  
 Administrator

**AT (Office):**  
 Planning and Community Assistance

**SUBJECT:** Interagency Meetings

**TO:** ALL BUREAU ADMINISTRATORS

**STATEWIDE TRANSPORTATION IMPROVEMENT PLAN (STIP) SCHEDULE**  
**November 2023 – May 2024**

**Interagency Meetings and Closing Dates**

<b>Interagency Meeting</b>	<b>STIP Action/ Interagency Approval</b>	<b>Official Approval By:</b>	<b>Closing Dates for Estimates Routed to Project Finance (PF)</b>
<u>Amendment 3</u>		December 2023	Waiting PF by Wednesday 8/30/2023 (4:00 p.m.) Processed thru Finance by 9/6/2023,
<u>November</u>			
Thursday, 11/9/2023	Friday, 11/10/2023	November Minor 11/30/2023	Waiting PF By: Wednesday 9/27/2023 (4:00 p.m.)
<u>December</u>			
Thursday, 12/14/2023	Friday, 12/15/2023	December Minor 12/29/2023	Waiting PF By: Wednesday 11/1/2023 (4:00 p.m.)
<u>January</u>			
Thursday, 1/11/2024	Friday, 1/12/2024	January Minor 1/31/2024	Waiting PF By: Wednesday 11/29/2023 (4:00 p.m.)
<u>Amendment 4</u>		March/April 2024	Waiting PF by Wednesday 11/29/2023 (4:00 p.m.) Processed thru Finance by 12/6/2023,
<u>February</u>			
Thursday, 2/8/2024	Friday, 2/9/2024	February Minor 1/31/2024	Waiting PF By: Wednesday 12/27/2023 (4:00 p.m.)
<u>March</u>			
Thursday, 3/14/2024	Friday, 3/15/2024	March Minor 3/29/2024	Waiting PF By: Wednesday 1/31/2024 (4:00 p.m.)
<u>April</u>			
Thursday, 4/11/2024	Friday, 4/12/2024	April Minor 4/30/2024	Waiting PF By: Wednesday 2/28/2024 (4:00 p.m.)
<u>May</u>			
Thursday, 5/9/2024	Friday, 5/10/2024	May Minor 5/31/2024	Waiting PF By: Wednesday 3/27/2024 (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