

ACTION TRANSMITTAL – 2022-05

DATE: December 9, 2021

TO: TAC Funding & Programming Committee

PREPARED BY: Joe Barbeau, Senior Planner (joe.barbeau@metc.state.mn.us)

SUBJECT: Scope Change / TIP Amendment Request for Hennepin County CSAH 42 and CSAH 3 Signal Revisions and Pedestrian Improvements

REQUESTED ACTION: Hennepin County requests a scope change for its CSAH 42 / CSAH 3 signal revisions and pedestrian improvements project (S.P. 027-030-050) to remove BRT station underground and flatwork along with one intersection and approve an amendment to the 2022-2025 TIP reflecting this change.

RECOMMENDED MOTION: That the Funding & Programming Committee recommend that TAB:

- Approve Hennepin County’s request to remove BRT station underground and flatwork along with one intersection from Hennepin County’s CSAH 42 / CSAH 3 signal revisions and pedestrian improvements project (S.P. 027-030-050) and
- Recommend the Council approve an amendment to the 2022-2025 TIP reflecting this change.

BACKGROUND AND PURPOSE OF ACTION: Hennepin County was awarded \$828,000 in Highway Safety Improvement Program (HSIP) funds for 2022 in the proactive category as part of the 2018 HSIP solicitation. The award was to fund pedestrian crossing improvements (curb extensions, raised medians, crossing beacons, ADA pavements markings, and signage) at five intersections:

- CSAH 3 (Lake Street) and CSAH 152 (Cedar Avenue)
- CSAH 42 (42nd Street) and CSAH 152 (Cedar Avenue)
- CSAH 42 and 21st Avenue
- CSAH 42 and 26th Avenue
- CSAH 42 and Nokomis Avenue

The project was included in the 2021-2024 TIP with the following description:

Various locations on CSAH 3 (Lake St) and CSAH 42 (42nd St) in Mpls – Ped crossing safety improvements: curb extensions, raised medians, crossing beacons, ADA, pavement markings, signage

In March of 2021, staff worked with MnDOT Metro District State Aid to approve an informal scope change request to add transit station work related to the B-Line arterial bus rapid transit (ABRT) project. Because the station work would be paid for with local funds and the local work would not diminish the HSIP project, the informal scope change was acceptable. The project is currently shown in the TIP with the following description:

Various locations on CSAH 3 (Lake St) and CSAH 42 (42nd St) in Mpls – Ped crossing safety improvements: curb extensions, raised medians, crossing beacons, ADA, pavement markings, signage. Two bus rapid transit stations underground and flatwork

The federal funding amount remains unchanged, though the total cost increased from \$993,600 to \$1,193,600, primarily due to the additional project elements. Hennepin County is requesting the following changes to the project:

1. Remove the ABRT station underground and flatwork. On its own, this change would return the project back to its original scope.
2. Remove the CSAH 3 / CSAH 152 intersection from project. This would enable the signal and pedestrian facilities to be constructed as part of the Metro Transit B-Line ABRT project, along with enhanced improvements¹ at the intersection. This would result in completion of one project at the intersection, rather than two. Note that the HSIP project is scheduled for 2022 and the Metro Transit project is scheduled for 2023.
3. Change “crossing beacons” to “signal.” This would apply to the four remaining intersections.

The requested change would bring the total project cost to \$1,030,000. The proposed scope change / TIP amendment would result in the following description (matching the original description except for “signal” replacing “crossing beacons”):

Various locations on CSAH 42 (42nd St) in Mpls- Ped crossing safety improvements: curb extensions, raised medians, signal, ADA, pavement markings, signage

Hennepin County states that the intersection proposed for removal accounts for \$190,000, which would mean that \$171,000 in federal funding (per the 90/10 HSIP split). In theory that funding should be returned to the HSIP program. The county requests retention of all its federal funding.

RELATIONSHIP TO REGIONAL POLICY: Projects that receive funding through the Regional Solicitation and HSIP Solicitation processes are subject to the regional scope change policy. The purpose of this policy is to ensure that the project is designed and constructed according to the plans and intent described in the original application. Additionally, any federally funded project scope change must go through a formal review and TIP amendment process if the project description or total project cost changes substantially. The scope change policy allows project sponsors to adjust their projects as needed while still providing substantially the same benefits described in their original project applications.

Federal law requires that all TIP amendments meet the following four tests: fiscal constraint; consistency with the adopted regional transportation plan; air quality conformity; and opportunity for public input. It is the TAB’s responsibility to adopt and amend the TIP per these four requirements.

¹ This includes ADA accommodations designed to be fully compliant and a new signals system, beyond what is feasible as part of the current project.

STAFF ANALYSIS:

Approval/Denial of the Scope Change: A scoring analysis is provided in Table 1. This was scored through a MnDOT process, though staff used the scoring guidance for the proactive category along with the original application. Hennepin County states that the Metro Transit project that will be completed one year following the HSIP project will include completion of the intersection being removed.

Table 1: Scoring Analysis

Measure	Max Score	Original Score	Scope Change	Notes
1. Connection to 2014-19 MN Strategic Highway Safety Plan	100	60	0	
2. Cost per Mile or Intersection	200	10	0	One of five intersections, worth 20.7% of the original project cost.
3. Wide Strategy Deployment vs. Single Spot Location	200	100	0	Reduction from five to four intersections
4. Average Annual Daily Traffic	50	14	-	Removing Lake Street likely reduces the ADT (though the score was already low)
5. Fatal and Serious Injury Crashes (10 years)	50	18	--	17 of the project's 28 injury crashes, along with the only fatality, were at the removed intersection.
6. Crash Reduction Factor	250	182	0	
7. Part of a Plan	150	150	0	
TOTAL	1,000	534	-	

* 0 = no change

+ = small improvement, ++ = moderate improvement, +++ = large improvement

- = small diminishment, -- = moderate diminishment, --- = large diminishment

The highest-scoring unfunded project in the category scored 499 points. While omission of the busiest amongst these intersections would have led to a reduced score, it likely would have been funded.

Funding: Provided the scope change is approved, staff provides the following two options:

1. Allow the applicant to retain the full award in recognition that the full project will be built.
2. Reduce the federal award by \$171,000 corresponding to the federal share of CSAH 3 portion of the original project.

Recent precedent has allowed for funding of removed elements to be retained if those elements are being paid for by local funds, as is the case here. That said, any local funds would pay for existing project elements, essentially covering cost increases from the original application and potentially resulting in return of some of those funds, should the total cost be low enough.

TIP Amendment: Assuming a scope change is approved, a TIP amendment reflecting the change should be approved as well. The TIP amendment meets fiscal constraint because the federal funds are sufficient to fully fund the project. This amendment is consistent with the Metropolitan Council Transportation Policy Plan, adopted by the Metropolitan Council on November 18, 2020 with FHWA/FTA conformity determination established on December 4, 2020. Public input opportunity for this amendment is provided through the TAB's and the

Council's regular meetings. The Minnesota Interagency Air Quality and Transportation Planning Committee determined that the project is exempt from air quality conformity analysis.

ROUTING

TO	ACTION REQUESTED	DATE SCHEDULED / COMPLETED
TAC Planning or TAC Funding & Programming Committee	Review & Recommend	12/16/2021
Technical Advisory Committee	Review & Recommend	1/5/2022
Transportation Advisory Board	Review & Recommend TIP Amendment & Adopt Scope Change	1/19/2022
Metropolitan Council Transportation Committee	Review & Recommend (TIP Amendment Only)	1/24/2022
Metropolitan Council	Review & Adopt (TIP Amendment Only)	1/26/2022

HENNEPIN COUNTY

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November 22, 2021

Michael Thompson
Chair, TAC Funding and Programming Committee
Metropolitan Council
390 Robert Street North
Saint Paul, MN 55101-1805

Re: Scope Change request to S.P. 027-030-050 - CSAH 3 (Lake Street) and CSAH 42 (42nd Street) Signal Revisions and Pedestrian Improvements

Dear Mr. Thompson,

Hennepin County respectfully requests that the Funding and Programming Committee consider the attached Scope Change request for the above referenced project.

In 2018, Hennepin County was awarded federal funding as part of the Highway Safety Improvement Program (HSIP) to make safety and mobility improvements to the following intersections in Minneapolis:

Along CSAH 3 (Lake Street)

- CSAH 152 (Cedar Avenue)

Along CSAH 42 (42nd Street)

- CSAH 152 (Cedar Avenue)
- 21st Avenue
- 26th Avenue
- Nokomis Avenue

The current 2022-2025 State Transportation Improvement Program (STIP) identifies \$828,000 in federal funding and \$365,600 in local match funding for the project, for a STIP total of \$1,193,600. The program year for this project is 2022.

Project development has been ongoing since 2020; and it has become known that both Metro Transit and Hennepin County both have separate projects planned for the CSAH 3 (Lake Street) and CSAH 152 (Cedar Avenue) intersection. The Hennepin County led, and subject line project is planned for construction in 2022, and the Metro Transit led B Line Bus Rapid Transit (BRT) project is anticipated to begin construction in 2023. Therefore, it's in the public's best interest for agencies to coordinate planned activities to minimize impacts to the public.

At this time, Hennepin County requests a scope change that would remove the planned improvements at the CSAH 3 (Lake Street) and CSAH 152 (Cedar Avenue) intersection from the subject line project as the Metro Transit B Line Bus Rapid Transit (BRT) project will reconstruct the signal and pedestrian facilities. Approval of this scope change request will allow for enhanced improvements at this intersection including ADA accommodations designed to be fully compliant and a new signal system, beyond what is feasible as part of the county's current signal revision and an ADA retrofit project. The change would also result in

Hennepin County Transportation Project Delivery
Public Works Facility, 1600 Prairie Drive, Medina, MN 55340
612-596-0300 | hennepin.us



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only one project (rather than two) at this intersection which will further minimize impacts to the local community and traveling public. The proposed cost estimate of the work at CSAH 3 (Lake Street) and CSAH 152 (Cedar Avenue) is \$190,000 and applying the 90/10 HSIP split results in a \$171,000 federal portion and \$19,000 local match.

With your approval, the improvements at CSAH 3 (Lake Street) and CSAH 152 (Cedar Avenue) will be delivered with the Metro Transit B Line BRT project, in which Hennepin County intends to cost participate with local funds. Therefore, we kindly request to retain the full original federal funding amount of \$828,000.

With your approval, we respectfully request the above-mentioned revision be made to the new 2022-2025 STIP. Please advise of any additional information you may need and contact me with any questions.

Sincerely,



Kelly Agosto, PE

Cc: Colleen Brown, MnDOT Metro State Aid
Carla Stueve, PE, PTOE
Jessa Trbojevich, PE
Chad Ellos, PE
Jason Pieper, PE

FUNDING DATA FOR SCOPE CHANGE REQUEST

1. Original Application

Regional Solicitation Year	N/A
Application Funding Category	N/A
HSIP Solicitation	Yes - 2018
Application Total Project Cost	\$920,000
Federal Award	\$828,000
Application Federal Percentage of Total Project Cost	90%

Project Elements Being Removed:	Original Application Cost
Work at Lake St./Cedar Ave. intersection	\$190,000

2. Funding Scenario

Table 1 | Current Construction Cost Breakdown

Location	Construction Costs	Percentage of Total Project
4 Intersections along 42 nd St.	\$1,030,000	84%
Lake St./Cedar Ave.	\$190,000	16%
Total	\$1,220,000	100%

Table 2 | Federal Fund Breakdown for Current Construction Cost

	Federal Share	Local Share	Total Construction
4 intersections along 42 nd St.	\$699,049	\$330,951	\$1,030,000
Lake St./Cedar Ave.	\$128,951	\$61,049	\$190,000

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Table 3 | Proposed Construction Cost and Federal Funding Breakdown
(Lake St./Cedar Ave. Removed)

	Option 1 No Federal Funds Removed	Option 2 Federal Funds Removed
Construction Total	\$1,030,000	\$1,030,000
Federal	\$828,000	\$699,049
Local Match	\$202,000	\$330,951
% Federal	80%	68%

3. Attachments

Attachment 1

Project map identifying location of work to be removed.

Attachment 2



Letter of support and commitment from Metro Transit and City of Minneapolis.

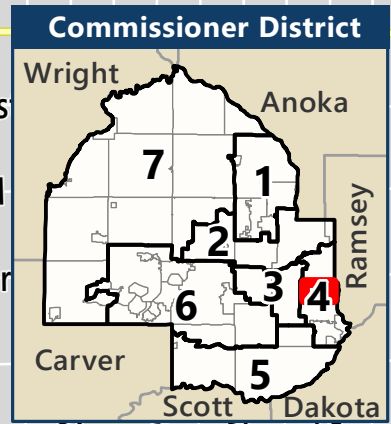
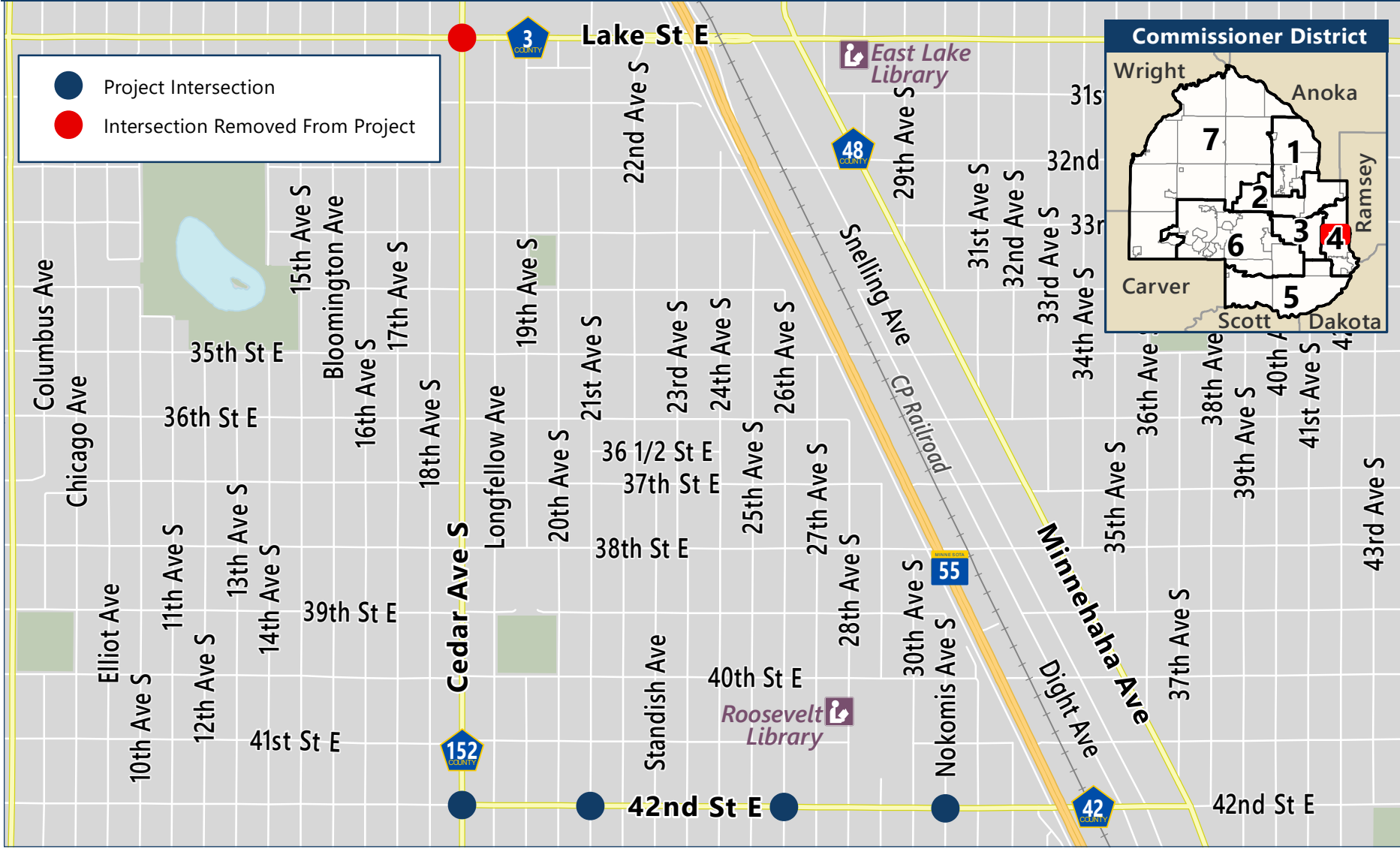
ATTACHMENT 1

PROJECT MAP

S.P. 027-030-050 Scope Change

CSAH 3 & CSAH 42 Intersection Improvements | CP 2191800

-  Project Intersection
-  Intersection Removed From Project



ATTACHMENT 2

AGENCY LETTERS OF SUPPORT AND COMMITMENT



November 12, 2021

Carla Stueve, P.E., P.T.O.E.
Director of Transportation Project Delivery and County Engineer
Hennepin County Public Works
1600 Prairie Drive
Medina, MN 55340

RE: 2022 Highway Safety Improvement Project – Letter of Understanding

Dear Carla:

Metro Transit presents this letter of understanding to Hennepin County regarding the county's 2022 Highway Safety Improvement Project (Hennepin County Project No. 2191800); specifically, the planned ADA work and lighting updates at the CSAH 3 (Lake Street) and CSAH 152 (Cedar Ave) intersection.

As the County is aware, Metro Transit is developing the B Line bus rapid transit (BRT) project with planned station construction primarily along Lake Street, including a station with platforms on two corners of the CSAH 3 (Lake Street) and CSAH 152 (Cedar Ave) intersection. The project is currently fully funded with construction planned for 2023-2024. We appreciate Hennepin County's ongoing partnership around the B Line project and broader improvements being studied on Lake Street.

It is understood that Hennepin County has received federal funding to support intersection improvements at various intersections along CSAH 152 (Cedar Ave) and CSAH 42 (42nd St), including the intersection of CSAH 3 (Lake Street) and CSAH 152 (Cedar Ave). Such work at this intersection includes addition of curb extensions, pedestrian ramp upgrades, addition of accessible pedestrian signals (APS) and push buttons, and lighting updates at all four quadrants. It is further understood that Hennepin County is seeking to remove this intersection from the overall 2022 Highway Safety Improvement Project, and deliver the work with Metro Transit's B Line project. This will allow agencies to best coordinate the planned improvements, and allow for County decisions anticipated by the end of 2021 to inform the design of both these intersection improvements and B Line stations at Lake Street and Cedar Avenue.

Metro Transit understands that Hennepin County commits to participating in the full cost of those scoped improvements, and intends to enter into agreements with Metro Transit to formalize that commitment for design and construction.

Pending future formal funding participation commitment, Metro Transit supports consolidating Hennepin County's work at the Lake Street and Cedar Ave intersection into B Line project

A service of the Metropolitan Council

delivery. In conjunction with the planned B Line project, Metro Transit commits to partnering with Hennepin County to include those improvements at the CSAH 3 (Lake Street) and CSAH 152 (Cedar Ave) intersection that would have otherwise been delivered as part of Hennepin County's Project No. 2191800. Such consolidation will not only minimize construction impacts to the local community and roadway users; it will also allow for the construction of superior ADA accommodations due to the opportunity to substantially modify curb lines in conjunction with the B Line project.

We look forward to continued coordination with Hennepin County on the B Line project.

Sincerely,



Katie Roth

Assistant Director, Bus Rapid Transit Projects

cc: Nick Thompson, Deputy General Manager
Charles Carlson, Director, BRT Projects
Luke Sandstrom, Principal Engineer

November 10, 2021

Carla Stueve, P.E., P.T.O.E
Director of Transportation Project Delivery and County Engineer
Hennepin County Public Works
1600 Prairie Drive
Medina, MN 55340

Re: CSAH 3 (Lake St) and CSAH 42 (42nd St) Pedestrian Crossing Safety Improvements – Letter of Support

Dear Ms Stueve:

The City of Minneapolis formally presents this letter of support to Hennepin County regarding the county's 2022 Highway Safety Improvement Project (Hennepin County Project No. 2191800), specifically regarding the pedestrian safety improvements at the intersection of CSAH 3 (Lake St) and CSAH 152 (Cedar Ave).

It is understood that Hennepin County has received federal funding via the Highway Safety Improvement Program (HSIP) for pedestrian safety improvements at five intersections, including CSAH 3 (Lake St) and CSAH 152 (Cedar Ave). This work includes construction of curb extensions, pedestrian ramp upgrades, accessible pedestrian signals (APS) and lighting. It is further understood that Hennepin County is seeking to remove this intersection from the overall 2022 HSIP Project and deliver the work as a part of Metro Transit's B Line BRT project.

Furthermore, Metro Transit has full funding to construct the METRO B Line bus rapid transit (BRT) project that is planned for construction in 2023-2024. The METRO B Line is a planned BRT project that will provide faster and more reliable transit service in the Route 21 corridor along Lake Street and Marshall and Selby avenues. At this time, it is anticipated that the METRO B Line BRT project will be delivered in 2023-24 by Metro Transit and will include new BRT stations with curb extensions, pedestrian ramp upgrades, accessible pedestrian signals (APS) and lighting at two corners of the CSAH 3 (Lake St) and CSAH 152 (Cedar Ave) intersection.

In order to promote efficient project delivery, Hennepin County and Metro Transit have indicated it will be in the best interest of the public and all involved agencies to remove this intersection from the HSIP project and have all improvements be delivered with the METRO B Line BRT project. The City of Minneapolis supports this consolidation of work, understanding that Hennepin County commits to participating in the full cost of the scoped improvements and intends to enter into agreements with Metro Transit to formalize that commitment for design and construction. Consolidating the County's work in conjunction with Metro Transit's METRO B Line BRT project will not only minimize construction impacts to the local community and roadway users, but will also allow for construction of superior ADA accommodations due to the opportunity to substantially modify curb lines to support BRT service and improved conditions for people walking and rolling as originally outlined in the HSIP application.

The City of Minneapolis looks forward to continued coordination with Hennepin County on the HSIP project, as well as advancing the improvements at CSAH 3 (Lake St) and CSAH 152 (Cedar Ave) with Metro Transit.

Sincerely,



Jenifer Hager
Director of Transportation Planning & Programming
Minneapolis Public Works

Please amend the 2022-2025 Transportation Improvement Program (TIP) to amend this project in program year 2022. This project is being submitted with the following information:

PROJECT IDENTIFICATION:

Seq #	State Fiscal Year	ATP/ Dist	Route System	Project Number	Agency	Description
1447	2022	M	CSAH 42	027-030-050	Hennepin County	Various locations on CSAH 3 (Lake St) and CSAH 42 (42nd St) in Mpls- Ped crossing safety improvements: curb extensions, raised medians, crossing beacons , signal, ADA, pavement markings, signage. Two bus rapid transit stations underground and flatwork

Miles	Prog	Type of Work	Prop Funds	Total \$	FHWA \$	Other \$
0	SH	Pedestrian Ramps	HSIP	1,193,600 <u>1,030,000</u>	828,000	365,600 <u>202,000</u>

PROJECT BACKGROUND:

- Briefly describe why amendment is needed (e.g., project in previous TIP but not completed; illustrative project and funds now available; discretionary funds received; inadvertently not included in TIP).

This amendment is needed to update the project description and costs due to an approved scope change.

- How is Fiscal Constraint Maintained as required by 23 CFR 450.216 (check all that apply)?
 - New Money
 - Anticipated Advance Construction
 - ATP or MPO or MnDOT Adjustment by deferral of other projects
 - Earmark or HPP not affecting fiscal constraint
 - Other

No additional federal funds are being added to the project. Therefore, fiscal constraint is maintained.

CONSISTENCY WITH MPO LONG RANGE PLAN:

This amendment is consistent with the Metropolitan Council Transportation Policy Plan, adopted by the Metropolitan Council on November 18, 2020 with FHWA/FTA conformity determination established on December 4, 2020.

AIR QUALITY CONFORMITY:

- Subject to conformity determination
- Exempt from regional level analysis
- N/A (not in a nonattainment or maintenance area)

*Exempt Project Category AQ-2. Bicycle and pedestrian facilities per Section 93.126 of the Conformity Rules.

Scope Change Policy

Projects awarded federal funds by the Transportation Advisory Board (TAB) as part of the Regional Solicitation or Highway Safety Improvement Program (HSIP) are often concepts that are further developed in the period from project application to implementation. Project sponsors work on activities after funds are awarded such as preliminary and final design, environmental studies, and public involvement. Sometimes during this project development process, the project sponsor wants to make changes to the scope of the project. Changes to a project's scope could affect its benefits to the region. It is important to the TAB that any change in a project's scope does not substantially reduce these benefits.

Scope Changes

A scope change is any revision that changes the physical characteristics of the project and has the potential to add to or detract from the project's benefits to the region. The project description in the original funding application serves as the project's scope for the purpose of determining whether a scope change is needed.

Three Levels of Scope Changes

There are three types of scope changes described below. The TAB Coordinator, the MnDOT Metro District Federal Aid Program Coordinator (for Federal Highway Administration-administered projects), and the Transit Federal Grants Manager (for Federal Transit Administration-administered projects) will determine the type of scope change.

Administrative scope changes:

Minor changes that typically occur when projects move into detailed design or minor additions such as project amenities or aesthetic items do not need TAB Coordinator/Metropolitan Council staff review. The MnDOT Metro District Federal Aid Program Coordinator or Metropolitan Council Transit Federal Grants Manager can review and approve minor changes including, but not limited to:

- Removing or adding of minor items, such as benches, waste receptacles, signage, etc.
- Changing the design of aesthetic items, such as lighting, railings, benches, etc.
- Adding items due to normal detailed design of a project such as noise walls, retaining walls, storm sewers, bike racks, wi-fi, etc.
- Adding new project elements/improvements funded through another source (e.g., a change to a more fuel-efficient bus) or combining a TAB-funded project with one or more separate non-TAB funded projects to improve efficiency and reduce construction impacts (e.g., combining a roadway project with an adjacent mill and overlay project). These changes should not detract from the original scope.
- Changing the width of a bike path (must still meet standards).

Informal scope changes:

Scope changes that exceed the standards of administrative scope changes are brought for a consultation between the TAB Coordinator; the MnDOT Metro District Federal Aid Program Coordinator or Metropolitan Council Transit Federal Grants Manager; and Council staff. The consultation will determine if the scope change can be approved through an informal process or if a formal scope change request is needed due to the potential negative impacts of the changes. An informal scope change may include, but is not limited to:

- Slightly changing a bike or pedestrian trail route alignment while still making the major connections.

- Combining two separate TAB-funded projects, provided this does not threaten to negatively impact either project.
- Changing the termini of a project, provided this does not threaten to negatively impact the project.
- Changing a pedestrian overpass to an underpass; or an underpass to an overpass.
- Changing an intersection treatment (e.g., a traffic signal to a roundabout) or an interchange design.
- Changing bus length, fuel source, type, or number, provided there is no resulting decrease in transit service.
- Reversion to the original scope (or a previously approved scope change). Note that any federal funds taken away in a previous scope change cannot be returned; the entire scope would need to be completed with the reduced federal contribution.

Formal scope changes:

Any change that may significantly alter the estimated benefits to the region (particularly if altered to the degree where the revised scope may not have justified its original selection) must go through the formal committee process and be approved by TAB. A formal scope change request process is likely to be needed in instances including, but not limited to:

- Removing significant elements such as a trail, sidewalk, pedestrian bridge, traffic signal, transit stop, transit vehicle, etc.
- Adding elements that detract from the value or intent of the original application.
- Removing proposed access closures, if the closures are described in the project description and used to score points in the application.
- Reducing the frequency or hours of transit service.
- Reducing the number of parking spaces in a park-and-ride facility.
- Changing the number of travel lanes.
- Shifting from a bridge replacement project to a bridge rehabilitation project.
- Changing designs from an off-road trail to on-road bicycle route.

Ineligible Requests

The TAB Coordinator may inform the project sponsor that the proposed revisions exceed the limits of a scope change and that the proposed change constitutes a new project. Such requests will not be processed through the TAC and TAB and that the original project should either be completed or withdrawn. If the project is to be withdrawn, the project sponsor should submit a formal letter to the TAB Coordinator stating that the project is being withdrawn and federal funds are being returned to the region for reallocation. A proposed change will be considered a new project and therefore not eligible for a scope change if it is:

- Relocating the project away from the defined problem, need, or location, such as switching transit start-up service from one market area to another
- Moving funding from one project to another, such as moving funds awarded to a project on County Road A to the same, similar, or different work on County Road Z.
- Eliminating the primary improvement proposed in the project description (e.g., a bridge will not be improved for a project submitted in the bridge application category or a trail will not be improved in the multiuse trails application category).

Steps and Requirements to Determine Scope Change Type and Request a Formal Scope Change

The following steps must be followed to determine a scope change type and whether the proposed change needs to go through the formal scope change request process. It should be noted that once a MnDOT Metro District State Aid project has been authorized, the project scope cannot change.

1. The project sponsor informs the TAB Coordinator and the MnDOT Metro District Federal Aid Program Coordinator or the Metropolitan Council Transit Grants Manager that it wants to change a project. At this time, the MnDOT Metro District Federal Aid Program Coordinator or the Metropolitan Council Transit Federal Grants Manager may determine that the change is minor in scope and no further action is needed. If the requested change is more substantial, the project sponsor will be asked to provide a written description of the proposed scope change and a map or schematics showing how the proposed scope change affects the project.
2. Upon this submittal, the TAB Coordinator will consult with the MnDOT Metro District Federal Aid Program Coordinator or the Metropolitan Council Grants Manager to discuss the extent of the changes and whether the scope change will require a formal scope change request. The TAB Coordinator will contact the project sponsor and inform them whether the proposed modification can be accomplished administratively or whether it will trigger a formal scope change request and/or TIP amendment¹ request.
3. For a formal scope change request, the project sponsor must provide data on the revised project scope to the TAB Coordinator, including a complete project description; location map; project layout, sketches, or schematics; and a discussion of project benefits being retained, gained, or lost. Applicants must provide a cost breakdown of the TAB-eligible items proposed for removal and addition (in the year of costs used in the original application) using the attached project cost worksheet. Failure to do so can result in the request not being included on the TAC Funding & Programming Committee's agenda.
4. Council staff and will conduct an analysis of the requested change, including the background information provided by the project sponsor for consideration by the TAC Funding & Programming Committee. The Committee will discuss the staff analysis and recommend one the following to TAC and TAB (see detailed sections below and on the following page about determining scope change and federal funding amount recommendations):
 - Approval of the scope change as requested;
 - Approval of the scope change request with modifications to the scope and/or a recommended reduction of federal funds; or
 - Denial of the requested change

Determining the Scope Change Approval Recommendation

To determine whether the scope change request should be approved, the TAC Funding & Programming Committee will discuss the merits of the proposed changes and weigh the overall

¹ A TIP amendment request is only required to accompany a scope change request if the project is in the current fiscal year and either the project description changes in the TIP, the project termini change by 0.3-mile or greater, or the funding amount changes enough to meet federal TIP amendment thresholds.

benefits or reduction of benefits to the region. Council staff will provide a written analysis regarding the potential impacts of the proposed changes. The affected scoring measures, except for cost-effectiveness (any cost increases are paid for by the local agency and not federal funds), will be analyzed by Council staff to determine if each sub-score would have likely increased, decreased, or stayed the same with the scope change (a precise rescoring of the application is not possible since applications were scored against each other at a specific moment in time). Council staff will then evaluate whether the total score would have likely increased, decreased, or stayed roughly the same based on the summation of the sub-score changes. This relative change in the total score will be compared to the scoring gap between the project's original score and the highest unfunded project in the same application category. The TAC Funding & Programming Committee may consider recommending denial of the scope change request if it is clear that the project would have scored fewer points than the highest-scoring unfunded project (i.e., the project would have been undoubtedly below the funding line). Council staff may confirm their findings with the original scorer of the measure and/or request additional information of the applicant, if necessary. Project sponsor must attend TAC Funding & Programming, TAC, and TAB meetings, where the item is on the agenda.

Determining the Federal Funding Amount Recommendation

To determine whether federal funds should be recommended to be removed from a project, Council staff will assess the project elements being reduced or removed and provide this information to the TAC Funding & Programming Committee. While adding eligible project elements is permitted, federal funds cannot be shifted away from any removed elements to new project elements unless the removed elements are being done as part of some other programmed project. Federal funds cannot be added to a project beyond the original award.

Applicants must provide a revised cost estimate including a cost breakdown of the items proposed for removal using the attached project cost worksheet. Any removed or added items should use the costs in the year requested in the original application instead of the year of construction costs. Regional Solicitation projects must continue to maintain at least a 20% non-federal match, while HSIP projects must continue to maintain at least a 10% non-federal match.

Staff may recommend funding reduction options, if applicable, based on the federal share of the cost of the project elements being removed or the proportionate reduction of project benefits in cases in which that is discernable (e.g., number of parking spaces or length of sidewalk) and/or another method developed by staff or the TAC Funding & Programming Committee. A recommendation will move from TAC Funding & Programming Committee to the TAC and TAB for approval. If applicable, a TIP amendment request will also be moved for approval through the Metropolitan Council.

ATTACHMENT 1: FUNDING DATA FOR SCOPE CHANGE REQUEST

Original Application:

Regional Solicitation Year	
Application Funding Category	
HSIP Solicitation?	Yes No
Application Total Project Cost	
Federal Award	
Application Federal Percentage of Total Project Cost	

Project Elements Being Removed:

	Original Application Cost

New Project Elements:

	Cost (Based on Year of Costs in Original Application)