CHIPS - Consolidated Local Street & Highway Improvement Program

- Established by Law in 1981 to Assist Localities by Consolidating 4 Previous Programs & Including All Municipalities

- Applicable Rules for Program are in Section 10-c of NYS Highway Law & Municipal Law

- CHIPS Website (www.dot.ny.gov/programs/chips)
CHIPS Formula

- Municipality “Funding Levels” from Programs that Preceded CHIPS

- Historical Percentages for Counties, Cities, Towns, & Villages from Programs that Preceded CHIPS

- Local Highway Mileage (All Municipalities)

- Motor Vehicle Registrations (Counties & NYC)
Circumstances Affecting Formula

- **Municipal Dissolutions/Consolidations**
  * road mileage of a dissolved village added proportionately to one or more adjoining towns which absorbs/consolidates former village

- **Municipal Incorporations (ex., new village)**
  * NYSDOT determines apportionment for new municipality based on relative mileage that new municipality owns compared to total from the “giving up mileage” town or towns
Mileage for CHIPS Funding

- Only Travel Lanes Included in Local Highway Inventory (LHI)
- Parking and Turning Lanes Excluded

Process for Adding a New Road to LHI:
* Municipality Provides NYSDOT a Resolution and Map of Road
* NYSDOT Reviews for Consistency with Program Requirements
  - If Consistent, NYSDOT Enters New Road into LHI
  - If any Major Discrepancies, NYSDOT Contacts Municipality for Appropriate Resolution
CHIPS Project Eligibility Criteria

- By a Municipality
- Highway-Related Purposes
- Public Purpose (not for private benefit)
- 10 Year Minimum Service Life or where the project is:
  1. microsurfacing
  2. paver placed surface treatment
  3. single course surface treatment involving chip seals or oil and stone
  4. double course surface treatment involving chip seals or oil and stone
Eligible CHIPS Work Types

- Highway Resurfacing
- Highway Reconstruction
- Bridge/Culvert Rehabilitation
- Bridge/Culvert Replacement
- Traffic Control Devices
- Other (transportation equipment with 10 or more year service life, guiderail, ROW fencing, highway lighting, transportation storage buildings, etc.)
Ineligible Expenditures Under CHIPS

- Pothole Repairs & Crack Sealing
- Snow Removal & Street Cleaning
- Brush & Weed Control
- State Highways (including locally-maintained State arterials in cities)
- Parking Lots/Parking Garages
- Sanitary Sewers, Water Lines, & Other Utilities Not Impacted by a Hwy/Bridge Reconstruction Project
- Interest Payments on a Bond or Note (Debt Service) Issued to Pay for a Highway Capital Project
ADA Compliance – Local Roads Altered

**Curb Ramps** Must be Provided Where Curbs or Other Barriers Restrict Access to Sidewalks/Other Pedestrian Walkways

- Should be Installed Before or During an “Alteration” Project & Ramps Should Include Detectable Warnings (Domes) to Alert Vision-Impaired Individuals

Examples of Alterations:
- Additions of New Asphalt Layers
- In-Place Recycling, Microsurfacing, Mill & Fill, Mill & Overlay
- New Construction
- Rehabilitation/Reconstruction

“Maintenance” Applications (Oil & Stone, Sealing) Do **Not** Require Curb Ramps
SFY 2014-15 State Budget Changes Impacting CHIPS

- CHIPS Funded in First Instance from Budget Appropriation

- Payments Made by the Office of State Comptroller (OSC)

- EFT Payment Option is Recommended & Requires Completion of an OSC EFT Authorization Form ([www.osc.state.ny.us/epay](http://www.osc.state.ny.us/epay))

- Supporting Documentation Submitted to NYSDOT for all Payment Requests
Documentation Checklist

MUNI: ________________   Pay Cycle: ________________

☐ Completed CP73 (CHIPS)
☐ Completed CP74 (Extreme Winter Recovery)
☐ Photos of ADA-Compliant Curb Ramp Installations (If Applicable) – When curb ramps are installed or upgraded before or during an “alteration” project, photos must be submitted.
Documentation Checklist (cont.)

- Record of Materials & Contractor Invoices for Project

- Record of Equipment Used for Project

- Record of Labor Used for Project

**Note:** This info may be submitted in summary format using forms on CHIPS Website or a format of municipality’s choosing.
Proof of Payment — Invoices marked paid & vouchers for receipt of materials and services are not considered sufficient proof of payment verified by a financial institution.

Acceptable Proof of Payment:

- Cancelled check to Contractors, Subcontractors and Vendors or
- EFT Statements or EFT e-mail confirmations or
- Bank Statements (Including electronic documentation) or
- Credit Card Statements
Good Documentation

● Submit Documentation Checklist
● Summary Reports of Requested Information in Documentation Checklist

Summaries will eliminate need to submit individual invoices, vouchers, & timesheets.

● Curb Ramps - photos of ramps with detectable warnings installed before or during project
● Proof of Payment
Inadequate Documentation

- Individual Invoices or Vouchers – contain only some requested information
- No Curb Ramp Photos where Ramps are Required
- No Proof of Payment
SFY 2015-16 CHIPS Program

- $438.1 M in Executive Budget – final appropriation is pending budget agreement with Legislature

- Payment Dates (subject to change)
  - June 15, 2015
  - Sept. 15, 2015
  - Dec. 15, 2015
  - March 15, 2016

- CHIPS Guidelines under Revision & Anticipate Posting on CHIPS Website in April
Regional NYSDOT CHIPS Representatives
Serving
Tug Hill Commission Region

- **Utica Office:** Dave Clements (315-793-2620)
- **Syracuse Office:** Dan Petrella (315-428-4609)
- **Watertown Office:** Brian Reape (315-785-2357)