

NYS Tug Hill Commission  
26<sup>th</sup> Annual Local Government  
Conference

March 26, 2015

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NYSDOT Local Programs Bureau

**CHIPS**

# 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](http://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

[http://www.fhwa.dot.gov/civilrights/programs/doj\\_fhwa\\_ta.cfm](http://www.fhwa.dot.gov/civilrights/programs/doj_fhwa_ta.cfm)

### 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

# Documentation Checklist (cont.)

□ **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)