

TIP AMENDMENT AND MODIFICATION GUIDELINES

Adopted by the MPO June 19, 2013

Revisions Adopted by the CRTPO Board on October 17, 2018

The purpose of these guidelines is to identify the level of approval needed for amendments and modifications to the Transportation Improvement Program (TIP). Changes may be made to the Transportation Improvement Program (TIP) by either formal amendment or administrative modification. Exceptions to these guidelines may be approved by the CRTPO Transportation Program Manager on a case-by-case basis.

Amendments

Amendments to the Transportation Improvement Program must be approved by the MPO and must appear on the regular agenda as an action item. Two or more requests for amendments may be addressed by the MPO as a single agenda item.

The amendment process is required when changes:

- a. cause the addition or deletion of a project;
- b. cause the addition or deletion of a state-funded regionally significant project;
- c. trigger the need for an air quality conformity determination;
- d. shift a project across horizon years of the Metropolitan Transportation Plan;
- e. Change in project cost beyond a predetermined threshold; increases in highway projects that exceed both \$ 2 million and 25% of the original cost and may affect fiscal constraint and changes (increases or decreases) in transit projects that exceed either \$1 million or 25% of the original project cost; result from changes in funding sources involving non-traditional funding sources; or
- f. in design concept or scope significantly change the project termini or type, number of through lanes on a non-exempt project, or significantly alters the proposed transit coverage area.

Traditional sources of revenue include federal, state, or local government tax revenues; non-traditional sources include state bonding and/or private participation.

Administrative Modifications

Administrative modifications to the Transportation Improvement Program can be made by the CRTPO staff. Administrative modifications must be consistent with the definition of Administrative Modification as found in 23 CFR 450.104.

Changes to the TIP can be made through the administrative modification process when:

- a. the project in question is not being added to or deleted from the TIP;
- b. a change in project costs are below the predetermined thresholds (as noted in the Amendment section);
- c. the project utilizes State or local funds only and is not deemed to be regionally significant;
- d. the proposed changes are deemed to be minor changes (as determined by the Technical Coordinating Committee) to project scope or description and do not significantly diminish the ability to achieve the original project intent; and
- e. Schedule changes that move project authorization dates within the first four years of the TIP time window and do not cross MTP Horizon Years; and,
- f. changes in traditional funding sources occur. This includes a revenue-neutral exchange of two different traditional funding sources between two active projects.

(e.g. the exchange of Bonus Allocation and STBG-DA funding for the purpose of allowing both projects to move forward).

Administrative modifications should be posted on the CRTPO website and e-mailed to the CRTPO Board and TCC within five days of the changes being processed by CRTPO staff.

Examples of Administrative Modifications:

- Minor cost increases in highway projects that do not exceed both \$ 2 million and 25% of the original project cost;
Minor cost change (increase or decrease) in transit projects that do not exceed either \$1 million or 25% of the original project cost;
- Funding source changes between traditional funding sources (e.g. substituting available Congestion Mitigation Air Quality (CMAQ) funds for FTA section 5307 formula transit funds);
- Projects approved for Emergency Relief funds do not generally have to be included in the STIP, so any changes made for emergency projects may be considered minor modifications.
- Minor changes to the limits of a project that do not materially affect the initial scope of the project.

Federal Definitions according to 23 CFR 450.104

Administrative modification means a minor revision to a long-range statewide or, metropolitan transportation plan, Transportation Improvement Program (TIP); or Statewide Transportation Improvement Program (STIP) that includes minor changes to project/project phase costs, minor changes to funding sources of previously-included projects, and minor changes to project/project phase initiation dates. An administrative modification is a revision that does not require public review and comment, re-demonstration of fiscal constraint, or a conformity determination (in nonattainment and maintenance areas).

Amendment means a revision to a long-range statewide or metropolitan transportation plan, TIP, or STIP that involves a major change to a project included in a metropolitan transportation plan, TIP, or STIP, including the addition or deletion of a project or a major change in project cost, project/project phase initiation dates, or a major change in design concept or design scope (e.g., changing project termini or the number of through traffic lanes). Change to projects that are included only for illustrative purposes do not require an amendment. An amendment is a revision that requires public review and comment, re-demonstration of fiscal constraint, or a conformity determination (for metropolitan transportation plans and TIPs involving "non-exempt" projects in nonattainment and maintenance areas). In the context of a long-range statewide transportation plan, an amendment is a revision approved by the State in accordance with its public involvement process.