

# Sample Metropolitan Planning Organization

## Proposed MTP Program Administration Guidelines

To be adopted by the Transportation Advisory Committee  
To be adopted by the Transportation Policy Committee

Metropolitan Transportation Plans (MTP's) are occasionally revised. Not all MTP revisions require a formal amendment process. As a general rule, significant changes to the design concept, cost, scope and schedule of a project listing require a major amendment, whereas minor changes in fund sources, description, lead agency, funding years, etc. may be processed through administrative or minor change amendments. Major amendments must be approved by the Transportation Policy Committee (TPC) and must be provided to the Texas Department of Transportation (TxDOT), Federal Highway Administration (FHWA) and Federal Transit Administration (FTA). Approvals of administrative and minor change amendments to the MTP have been delegated to the MPO Transportation Planning Director through written approval upon formal adoption of these guidelines by the Sample MPO Transportation Policy Committee. Projects that do not involve federal funds or that are included as illustrative projects typically do not require a major amendment, unless the MPO determines it should.

It is important to note that some major amendments may trigger a conformity re-determination for air quality non-attainment or maintenance areas.

All amendments must keep the MTP fiscally constrained.

Because FHWA and FTA do not approve the MTP, neither agency approves MTP amendments, but FHWA receives copies (typically from TPP-S) to monitor fiscal constraint, air quality issues, and TIP/MTP consistency checks for all regionally significant projects prior to the authorization or advancement of a project to construction.