

# Sample Metropolitan Planning Organization

## Proposed TIP Program Administration Guidelines

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

Transportation Improvement Programs (TIP's) are frequently revised. Not all TIP 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. Revisions are submitted Quarterly and Major Amendments must be approved by the Transportation Policy Committee (TPC), the Texas Department of Transportation (TxDOT), Federal Highway Administration (FHWA) and Federal Transit Administration (FTA). Approvals of administrative and minor change amendments to the TIP have been delegated to the MPO Transportation Planning Director and the TxDOT District Engineer through their written approval upon formal adoption of these guidelines by the Sample MPO Transportation Policy Committee.

### **Proposed formal amendments to the Federal TIP**

Amendments, must be developed in accordance with the provisions of 23 CFR 450.326 and/or 23 CFR 450.216, and approved by the federal agencies in accordance with 23 CFR 450.220. In general terms, these regulations state the TIP may be modified at any time consistent with the procedures agreed to by the cooperating parties for developing the TIP and all other federal requirements in 23 CFR Part 450 concerning the development, public involvement, and federal agencies approval of the TIP. Regardless of the type of change, all modifications must be consistent with the Metropolitan Transportation Plan (MTP); must maintain the financial constraint of the TIP; must be consistent with federal Title VI requirements, and consider the affect on the congestion mitigation, safety, air quality, and timely implementation.

The following changes are examples of changes made through a Major Amendment:

- Adding or deleting major regionally significant highway or transit projects;
- Changes in an estimated federal cost are greater than 50% and result in a revised total cost exceeding \$1,499,999;
- Changes in the type of work, length, or termini of a regionally significant highway or transit project from its original TIP description;
- Changes from non-federal to federal funds involving regionally significant highway or transit projects.

## **Administrative Change Amendment**

Administrative Change Amendments are modifications that move project funding or a project phase listing within the period of the TIP, or modifications that solely change the "source" of funds for a listed project that do not involve changes from non-federal to federal funds and do not involve major revisions to the total estimated cost of an exempt project. These administrative amendments usually take about two weeks to process and are approved by the MPO Transportation Planning Director in cooperation and coordination with the TxDOT District office.

Changes may be made through an Administrative Change Amendment, as long as the change occurs within the period of the TIP, and there is no change in the total funding amount, and the change does not adversely affect the timely implementation and financial constraint finding of the TIP. These changes include:

- Minor data entry errors
- Changes in Federal, State or local funding source or project sponsor (not including those TIP actions that involve changes from non-federal to federal funds);
- Moving a project and its funding from one fiscal year to another within the period of the TIP;
- Any non-regionally significant highway or transit project-related change to projects funded from a "grouped" category. Appropriate FHWA-approved "grouped" categories are shown as an Attachment to these guidelines.

These amendment classifications and procedures are consistent with the TIP Modification Guidelines as prepared by TxDOT, Federal Highway Administration (FHWA) and Federal Transit Administration (FTA).

## **Public Participation Process for TIP Amendments**

*Note: the time requirements for public notice are examples; there are no specific federal requirements for public notice. Each MPO has the flexibility to develop its own Public Participation Process.*

The MPO's Public Participation Process shall be followed when proposing Major TIP Amendments (these procedures are not required for TIP modifications involving those projects considered by the State and/or MPO to not be of appropriate scale for individual identification in a given program year and are grouped into a single listing in the TIP in accordance with the requirements of 23 CFR 450.324(i)). All TIP amendments are discussed as regular items at the Technical Advisory Committee (TAC) meetings. Before the TPC can approve a Major Amendment, the public is required to be notified and given an opportunity to comment on the amendment. As such, all major TIP amendments are publicly noticed for 30 days as provided in the adopted Public Involvement Policy.

Proposed Major Amendments (as defined within this adopted guideline) are also publicly noticed as part of the TAC agenda and again as part of the regular TPC agenda. This process allows the public three opportunities to comment on pending Major Amendments.

Page 3 of 7

In accordance with MPO Public Involvement Process, public meetings are commonly held in conjunction with the programming approval of most federal funds prior to inclusion in the TIP. During the public comment period, the proposed Major Amendments are posted at the MPO webpage.

### **TIP Amendment Request Submittal**

To request a TIP amendment, a project sponsor must submit the proposal to the MPO Transportation Planning Director (TPD) for review. Likewise, to propose a new project, the project sponsor would submit the project proposal to the TPD. Staff will review the submitted application or amendment proposal for compliance with federal regulations, statute and regional policy, including funding completeness, impacts to air quality, congestion mitigation and safety, financial constraint and for compliance with other federal, state and regional requirements before approving the submitted application or amendment. If the proposal is found not to conform to the MPO adopted funding program guidelines as shown herein this guideline or is inconsistent with the financial constraint of the TIP the proposal may not be approved. Proposed additions or changes to projects contained in the TIP must also conform to the amendment rules of the funding program involved.

### **Use of Statewide CSJ's**

MPOs that make use of statewide project groupings must include the appropriate statewide project grouping (Statewide CSJ's) in their TIP. Individual projects eligible for statewide project groupings may continue to be included in the MPO TIP for informational purposes only. The information only project lists should be clearly annotated as such and may be included as an appendix. Additional clarification regarding specific project work types (i.e., road reconstruction, bridge replacement, etc.) included in the statewide project groupings may be warranted.

Financial summary tables for the MPO TIP should be revised to indicate that funding for projects to be completed under the statewide project groupings are constrained to reasonably expected sources of Federal, State, and local funding categories consistent with the MPO's financial plan. Additionally, documentation affirming the MPO Policy Committee action approving the use of statewide project groupings is provided by adoption of these TIP Program Administration guidelines.

**GROUPED PROJECT CSJ  
DEFINITION OF GROUPED PROJECTS FOR USE IN THE (S)TIP**

<b>PROPOSED CSJ</b>	<b>GROUPED PROJECT CATEGORY</b>	<b>DEFINITION</b>
5000-00-950	PE –Preliminary Engineering	Preliminary Engineering for any project that is not added capacity in a non-attainment area. Includes activities which do not involve or lead directly to construction such as planning and technical studies, grants for training and research programs.
5000-00-951	Right of Way Acquisition	Right of Way acquisition for any project that is not added capacity in a non-attainment area. Includes relocation assistance, hardship acquisition and protective buying.
5000-00-952 5000-00-957 5000-00-958	Preventive Maintenance and Rehabilitation	Projects to include pavement repair to preserve existing pavement so that it may achieve its designed loading. Includes seal coats, overlays, resurfacing, restoration and rehabilitation done with existing ROW. Also includes modernization of a highway by reconstruction, adding shoulders or adding auxiliary lanes (e.g., parking, weaving, turning, climbing, non-added capacity).
5000-00-953	Bridge Replacement and Rehabilitation	Projects to replace and/or rehabilitate functionally obsolete or structurally deficient bridges.
5000-00-954	Railroad Grade Separations	Projects to construct or replace existing highway-railroad grade crossings and to rehabilitate and/or replace deficient railroad underpasses, resulting in no added capacity.
5800-00-950	Safety	Projects to include the construction or replacement/rehabilitation of guard rails, median barriers, crash cushions, pavement markings, skid treatments, medians, lighting improvements, railroad/highway crossing warning devices, fencing, intersection improvements (e.g., turn lanes), signalization projects and interchange modifications. Also includes projects funded via the Federal Hazard Elimination Program and the Federal Railroad Signal Safety Program.
5000-00-956	Landscaping	Project consisting of typical right-of-way landscape development, establishment and aesthetic improvements to include any associated erosion control and environmental mitigation activities
5800-00-915	Intelligent Transportation Systems Deployment	Highway traffic operation improvement projects including the installation of ramp-metering control devices, variable message signs, traffic monitoring equipment and projects in the Federal ITS/IVHS programs
5000-00-916	Bicycle and Pedestrian	Construction or rehabilitation of bicycle and pedestrian lanes, paths and facilities.

**GROUPED PROJECT CSJ  
DEFINITION OF GROUPED PROJECTS FOR USE IN THE (S)TIP**

5000-00-917	Safety Rest Areas and Trucks Weigh Stations	Construction and improvement of rest areas and truck weigh stations
5000-00-918	Transit Improvement	Projects include the construction and improvement of small passenger shelters and information kiosks. Also includes the construction and improvement of rail storage/maintenance facilities bus transfer facilities where minor amounts of additional land are required and there is not a substantial increase in the number of users.

# Sample Metropolitan Planning Organization

## Resolution Concerning Transportation Improvement Program Guidelines

WHEREAS, the joint Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) Metropolitan and Statewide Planning Regulations ((23 CFR 450) for the development, content and processing of a cooperatively developed Metropolitan Transportation Plan (MTP) and Transportation Improvement Program (TIP) were published in the October 28, 1993 via 58 FR 58040; and

WHEREAS, the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU, Public Law 109-59) was signed into law on August 10, 2005 and authorizes the Federal-aid surface transportation programs for highways, highway safety, and transit for a five-year period from FY 2005 - 2009; and

WHEREAS, the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU, Public Law 109-59) carries forth the Metropolitan and Statewide planning regulations set forth under ISTEA and TEA-21 with additional provisions under title 23 USC Section 134 and 135 ; and

WHEREAS, the Transportation Policy Committee (TPC) as the Policy Board for the Sample Metropolitan Planning Organization (MPO), has adopted procedures for the selection and prioritization of projects, and has considered the funding flexibility requirements of TEA-21, and SAFETEA-LU provided reasonable opportunity for public comment; and

WHEREAS, the Transportation Policy Council approves the use of statewide CSJ's in the development of the TIP consistent with the guidance of the Federal Highway Administration (FHWA) consistent with 23 CFR 450.324(i); and

WHEREAS, the Transportation Improvement Program may include statewide project groupings developed in cooperation with the Texas Department of Transportation and the Federal Highway Administration and Federal Transit Administration; and

WHEREAS, the Transportation Improvement Program may include individual projects eligible for statewide project groupings for informational purposes only; and

WHEREAS, the Transportation Improvement Program financial summary tables have been developed to ensure that projects to be completed under the statewide project groupings are constrained to available funding (categories) at a statewide or applicable level;

WHEREAS, the 2006-2008 Transportation Improvement Program (TIP) has been developed by The Sample Metropolitan Planning Organization (MPO), in cooperation with state and local officials, local transit operators and grant recipients authorized various titles of the TEA-21 and SAFETEA-LU; and

WHEREAS, 2030 Metropolitan Transportation Plan Update (MTP), was adopted in January of 2005 by the Transportation Policy Committee; and

WHEREAS, the 2006-2008 Transportation Improvement Program (TIP) was developed from, and is consistent with 2030 Metropolitan Transportation Plan (MTP).

NOW, THEREFORE, BE IT RESOLVED BY THE TRANSPORTATION POLICY COMMITTEE OF THE SAMPLE METROPOLITAN PLANNING ORGANIZATION, THAT THE TRANSPORTATION IMPROVEMENT PROGRAM GUIDELINES ARE HEREBY ADOPTED.

.

PASSED AND APPROVED this 5th day of January 2006.