

# West Michigan Metropolitan Transportation Planning Program (WestPlan)

## TRANSPORTATION IMPROVEMENT PROGRAM & LONG RANGE TRANSPORTATION PLAN

### AMMENDMENTS & ADMINISTRATIVE MODIFICATIONS

*June 5, 2008*

#### **Background**

The Transportation Improvement Program (TIP) and the Long Range Transportation Plan (LRTP) is modified, often several times, throughout the life of the documents.

Federal standards set forth in the Safe, Affordable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) identifies that Metropolitan Planning Organizations plan in accordance with this legislation. FHWA has identified that MPO's establish guidelines for amendments and modification of TIP's and LRTP's.

In order to comply with the federal regulations and to allow for an efficient process for amending and administratively adjusting the TIP and LRTP's, MPO staff has developed several guidelines to help with the process.

#### **Transportation Improvement Program Revisions**

The two types of revisions made to the TIP are *amendments* and *administrative modifications*.

An **amendment** to the TIP will occur when:

1. Adding a new project
2. Deleting a project
3. A cost change of 10% or more
4. Change in project design concept or scope (e.g. changing project termini, number of through lanes)
5. Changing non-Federally funded project to Federally funded project
6. Changing an existing project to an advance construction project
7. Project swap that involves multiple jurisdictions

Existing MPO, State and Federal processes will be followed for proposed TIP amendments in the areas of air quality conformity, financial constraint, public participation and environmental justice.

Amendments will be reviewed by the TIP Development Committee (which is the Technical Advisory Committee, or a designated sub-committee of this group) and will require action by both the Technical and Policy Committees. In the event that an amendment must be taken directly to the Policy Committee, the Technical Committee, which is also the TIP Development Committee, will be notified via email.

An **administrative modification** to the TIP will occur when:

1. Minor changes in scope
2. Changes in funding source within the same funding source type (e.g. federal to federal, state to state, local to local)
3. Corrections to listing errors
4. Revisions that swap projects between years, within the same agency, while maintaining financial constraint
5. A cost change of less than 10% as long as there is no impact on any other agency

Administrative modification will be completed by MPO staff. Revisions that change cost greater than 10% must be approved by the Technical Committee, which is also the TIP Development Committee. Such approval may be obtained utilizing email.

### **Long Range Transportation Plan Revisions**

The two types of revisions made to the LRTP are *amendments* and *administrative modifications*.

An **amendment** to the LRTP will occur when:

1. Adding a new project
2. Deleting a project
3. A cost change of 10% or more
4. Change in project design concept or scope (e.g. changing project termini, number of through lanes)
5. Changing non-Federally funded project to Federally funded project

Existing MPO, State and Federal processes will be followed for proposed LRTP amendments in the areas of air quality conformity, financial constraint, public participation and environmental justice.

Amendments will require action by both the Technical and Policy Committees. In the event that an amendment must be taken directly to the Policy Committee, the Technical Committee will be notified via email.

An **administrative modification** to the LRTP will occur when:

1. Minor changes in scope
2. Changes in funding source within the same funding source type (e.g. federal to federal, state to state, local to local)

3. Corrections to listing errors
4. A cost change of less than 10% with no impact to any other agency

Administrative modifications will be completed by MPO staff. Revisions that change cost greater than 10% must be approved by the Technical Committee. Such approval may be obtained utilizing email.