

Twin Cities Area Transportation Study (TwinCATS)

Transportation Improvement Program Administrative Modification & Amendment Policy

Adopted March 17, 2014

Introduction

This document provides guidance that defines the types of revisions to Twin Cities Area Transportation Study Transportation Improvement Program (TIP). It highlights the differences between minor revisions defined as **administrative modifications** and more significant revisions defined as **amendments**. The guidance outlines steps for modifying the TIP document when such changes occur as well as actions needed by the Southwest Michigan Planning Commission transportation staff, the TwinCATS Policy Committee, the Michigan Department of Transportation, the Federal Highway Administration, and the Federal Transit Administration.

Regardless of the type of change to the Transportation Improvement Program, all modifications must be consistent with:

1. **The financial constraint requirements**, which means "A demonstration of sufficient funds (Federal, State, local, and private) to implement proposed transportation system improvements, as well as to operate and maintain the entire system, through the comparison of revenues and costs"
2. **The current Twin Cities Area Transportation Study Metropolitan Transportation Plan** http://www.swmpc.org/nats_2040.asp
3. **Title VI Nondiscrimination**, which means " Title VI of the Civil Rights Act of 1964 (42 U.S.C. 200d), related statutes and regulations provide that no person shall on the ground of race, color, national origin, gender, or disabilities be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal funds. The Heart of Title VI "No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."
4. The Twin Cities Area Transportation Study Public Participation Plan procedures for public involvement, which outlines the strategies that the MPO will use to gain public participation <http://www.swmpc.org/participation.asp>

Discretion for Administrative Modifications and Amendments

The Twin Cities Area Transportation Study Transportation staff reserves the right to determine what is considered an administrative modification or an amendment depending on the project details and the consideration of factors of an amendment from the Federal Highway Administration and the Federal Transit Administration.

Amendment and Administrative Modification Decision Table

Each column represents when an Amendment, MPO Administrative Modification, and Federal Review will be done in a variety of categories.

- Administrative Modification=MPO Staff can handle without review by MPO Policy Committee or Federal Review, will notify Committees of change.
- MPO Amendments=Review and recommendation by MPO Technical Advisory Committee followed by Approval of MPO Policy Committee.
- Federal Review=When actions require the review and approval by Federal Highway or Transit Administrations.

If the action is:*	Administrative Modification	MPO Amendment	Federal Review
	Staff Action	Committee Action	
ADDITION			
To add a federally funded project to the current TIP		X	X
To add a project to the Illustrative List		X	
To add a project PHASE to the current TIP		X	X
To add an Illustrative List project to the financially constrained list		X	X
DELETION			
To delete a federally funded or regionally significant project and/or phase from the current TIP		X	X
To delete a project PHASE to the current TIP		X	X
MOVING			
To move a federally funded project to another year to the current TIP		X	No Review Required

To move a federally funded project to another year OUTSIDE the funded TIP, it should be noted in the comments field of the e-file		X	X
To add or move an Illustrative project to the Funded Project List		X	X
SCOPE			
To increase/decrease a project length by ½ mile or more (<i>less than will be an Administrative Modification</i>)		X	X

FUNDING			
To add/delete federal funds to existing TIP project or a regionally significant project		X	X
To add or delete local funds to an existing project in the TIP	X		
Per Local Agency Programs; projects with a cost increase less than or equal to 10% of the TIP programmed amount do not require MPO action as long as financial constraint is maintained and should be reflected in the next TIP E-File	X		
CORRECTIONS			
To correct a misprint or entry error, or project description that does not change cost or scope.	X		

The following definitions related to Transportation Improvement Program revisions are found in 23 CFR 450.104.

Administrative Modifications - An administrative modification is a revision that does not require public review and comment, redemonstration of fiscal constraint, or a conformity determination (in nonattainment and maintenance areas).

What needs to be done for Administrative Modifications?

- MPO staff makes changes in the appropriate fields of the e-File to reflect the new information. Note an administrative modification is made in the comment field or in the field where the error occurred;

- MPO concurrence, at the time of the next TIP amendment according to agreed upon procedures; and
- Submit all administrative modifications with the next TIP amendment request.

Amendment - means a revision to a TIP, or STIP. An amendment is a revision that requires a 7-day public comment review prior to the MPO meeting that the amendment will be discussed and notification to the public regarding a change to the TIP. It also requires recommendation from the Technical Advisory Committee and approval by the MPO Policy Committee. The amendment will require a redemonstration of fiscal constraint, or conformity determination (for TIPs involving “non-exempt” projects in nonattainment and maintenance areas).

What needs to be done for Amendments?

- Take the proposed amendments, including air quality analysis if needed, out for public review per the NATS Public Participation Plan;
- Make changes to the e-File once the public comment period is complete;
- MPO Policy Committee approval of proposed amendments, and determination of conformity if needed;
- Forward e-File, (updated project listing pages, updated financial constraint tables, and documentation of committee action, and documentation of public participation) to MDOT of the new TIP that includes the changes; and
- MDOT forwards amendment packet to FHWA or FTA for their approval.