

Appendix C

Policy for Revising the Transportation Improvement Program (TIP)

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Before the U.S. Department of Transportation (USDOT) can authorize the use of federal funds in MORPC's transportation planning area, MORPC must approve of their use by including a description of the purpose and amount of those funds in its TIP. Generally, this means that the TIP must list the specific project or program with the funding source and amounts that are consistent with the request for authorization. If the TIP will not be consistent with an anticipated request before the next scheduled biennial TIP update, MORPC must revise the TIP by a formal amendment or an administrative modification as described in this policy.

MORPC's TIP is a component of the Statewide TIP (STIP). After MORPC approves a revision to the TIP, ODOT must submit it and other STIP revisions to the USDOT for final approval.

The Policy for Revising the TIP is intended to conform to the minimum requirements of:

- 23 CFR 450, May 27, 2016
- 49 CFR 613, May 27, 2016
- *Procedures for Ohio Statewide Transportation Program (STIP) Amendments and Administrative Modifications* (signed by ODOT and FHWA on September 24, 2013)
- *Ohio 2021-2024 S/TIP Revisions Guidelines (September 2021)*.

I. Definitions

A. Administrative Modifications

Per 23 CFR 450.104 and in compliance with 49 CFR 613: *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/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).*

B. Amendment

Per 23 CFR 450.104 and in compliance with 49 CFR 613: *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). Changes 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.*

II. STIP/TIP Revisions

Projects listed in any of the four years of the approved STIP are eligible for authorization in any other of the four years of the STIP. STIP/TIP revisions are needed only for federal- and state-funded projects that require federal approval or authorization action prior to the next scheduled biennial STIP/TIP update. There are two categories of STIP revisions: formal amendments and administrative modifications.

A. STIP/TIP revisions must meet three major criteria:

1. Fiscal constraint must be maintained.
2. Transportation conformity requirements must be met for air quality nonattainment and maintenance areas.
3. STIP/TIP revisions shall be coordinated through MORPC's current adopted public involvement process.

B. Revisions Requiring an Amendment

1. Any change to the project description or scope that adds or removes a transportation feature.
2. Adding or deleting projects or project phases into or out of the current TIP that are not categorized as statewide line items.
3. Any change that affects financial constraint or affects air quality conformity (regardless of the funding source).
4. Project phase funding increase over the modification limits in II. C. below.

C. Revisions Acceptable through an Administrative Modification

1. Revise a project description without causing significant change to the project scope (adding or removing a transportation feature) or conflict with the environmental document.
2. Revise a project's fiscal year within the current STIP/TIP.
3. For project phases with MORPC-attributable funding, any increase in the amount of MORPC-attributable funding for a project such that the total MORPC funding for the project remains less than the agreed cap for the phases listed in the TIP (as amended) and defined in the Policies (Cost Overruns) in Appendix B.
4. For FHWA projects without MORPC-attributable funding, revision to project phase funding within the following limits:
 - a. for a project estimate less than \$3,000,000, a change in project/phase cost less than or equal to \$1,500,000.
 - b. for a project estimate greater than or equal to \$3,000,000, but less than \$5,000,000, a change in project/phase cost less than or equal to 50 percent.
 - c. For a project estimate greater than or equal to \$5,000,000, but less than \$10,000,000, a change in project/phase cost less than or equal to 30 percent.

- d. for a project estimate greater than or equal to \$10,000,000, a change in project/phase cost less than or equal to 20 percent.
5. For FTA projects without MORPC-attributable funding:
 - a. for a project phase listed amount less than \$600,000, a change in phase cost less than or equal to \$300,000.
 - b. for a project phase listed amount greater than or equal to \$600,000, but less than \$1,000,000, a change in phase cost less than or equal to 50 percent.
 - c. for a project phase listed amount greater than or equal to \$1,000,000, but less than \$5,000,000, a change in phase cost less than or equal to 30 percent.
 - d. for a project phase listed amount greater than \$5,000,000, a change in phase cost less than or equal to 20 percent.
 - e. a revision that affects only local transit funding sources and/or funding type changes.
6. Change in source/type of federal funds (between federal, state and local funds) by phase on a listed project or an individual statewide line item.
7. Change in project lead agency.
8. Split or combine individually listed projects in the TIP without causing a significant changes to the project scope, environmental document, or air quality conformity.
9. Revise the ALLI code with similar scope, project name, number of vehicles, or type of vehicles.

D. MORPC TIP Amendment Procedures

MORPC's Transportation Policy Committee will consider approval of a resolution to amend the TIP at its meetings in March, June, September and December (generally the month before ODOT completes a STIP amendment), with special amendments considered on an as-needed basis.

1. The MORPC TIP Manager must receive requests for the amendment **by the 10th day of February, May, August, or November** to be included in the next regularly scheduled STIP amendment. MORPC may choose to postpone consideration of requests received after this date until the next TIP amendment.
2. TIP revision requests to MORPC should include current information for all fields included in the TIP project listing, including a funding table that shows the amount, fiscal year, and source for each phase of a project. Requests should highlight fields that differ from the current TIP listing. Requests should also provide information about how the project affects bicyclists, pedestrians and transit riders, such as the facilities available to each before and after the project.
3. MORPC staff will prepare a resolution packet for members of the Community Advisory Committee (CAC), Transportation Advisory Committee (TAC), and Transportation Policy Committee meetings.
4. MORPC submits the amendment resolution to the ODOT Office of Program Management following Transportation Policy Committee approval.

5. The ODOT Office of Program Management will prepare highway program-funded STIP Amendment requests for submittal to FHWA by the **first business day of the months of October, January, April, and July (or necessary special submittal).**
6. STIP revisions become effective only following USDOT approval.
7. The ODOT Office Program Management will notify the MORPC TIP Manager of USDOT approval of STIP revisions.

E. MORPC Administrative Modification Procedures

1. By approval of the resolution to adopt the SFY 2021-2024 TIP (Appendix F) the Transportation Policy Committee has delegated the authority to approve administrative modifications (i.e., revisions meeting the criteria described in II. C. above) to MORPC's Transportation Study Director.
2. The MORPC TIP Manager will submit each approved administrative modification to the appropriate ODOT District office, which will forward it to the ODOT Office of Program Management and/or ODOT Office of Transit for approval.
3. Once approved by ODOT, the administrative modification will be incorporated into Ohio's STIP and no federal action will be required. ODOT will notify MORPC of the approved administrative modification and provide a copy of the approved administrative modification to FHWA and FTA.