



Procedures to Amend and Modify the RMAP Transportation Improvement Program (2/22/2018 version)

Under 23 CFR 450, Metropolitan Planning Organizations (MPOs) are required to develop a Transportation Improvement Program (TIP) that includes all surface transportation projects proposed for Federal funding under 23 U.S.C. and 49 U.S.C. Chapter 53. Additionally, projects receiving State transportation funds must also be represented in the TIP. As the designated MPO for the Rockford Metropolitan Planning Area, the Rockford Metropolitan Agency for Planning is responsible for the development and maintenance of the TIP. The TIP is based on existing area-wide transportation plans and programs of the implementing agencies and is prepared by MPO staff under the direction of the MPO's Policy Committee and Technical Committee. The purpose of the TIP is to document projects that will use Federal and State funding available for the life of the TIP (minimum of four-year period).

Projects that use funding from any FHWA or FTA program are required to be in the TIP. Also, projects that are regionally significant regardless of fund source are required to be included. For projects to be included in the TIP, they must first be itemized in the LRTP or consistent with the goals of the LRTP.

Overall maintenance of the Transportation Improvement Program (TIP) is required throughout the fiscal year. In order to effectively manage a revision procedure for TIP updates, coordinating MPOs are required to create a process for the TIP to be formally amended and modified. IDOT requires that a MPO update their TIP annually, but adjustments should be made as often as needed when aspects of transportation projects change. The purpose of these guidelines is to provide partner agencies an outlined, standardized procedure to maintain major and minor project updates which include changes such as: project cost estimates, project phase completion and award letting within the TIP's four-year timeframe. The following sections offer extended detail to the RMAP's methodology, in alignment with IDOT policy, for modification to the Transportation Improvement Program.

Agency Submittals

Amendments and Administrative Modifications to the TIP are critical in maintaining proper project phasing in and phasing out/completion. To make updates to the adopted TIP, RMAP requires partner agencies to complete and submit the attached form in "Appendix A" with their project revisions in an effort to standardize all project amendments, administrative modification, and/or addition of new projects to the TIP. RMAP has developed the following guidelines to ensure all amendments and administrative modifications are efficiently processed in a timely manner:

1. Project amendments and administrative modifications must be submitted no less than ten (10) business days ahead of RMAP's scheduled Technical Committee meeting to be appropriately processed. Meeting cancellations or changes in meeting schedules will be posted on the RMAP website.
2. Project descriptions must include:
 - project name
 - detailed project location and project extent (*please see note below*)
 - lead agency and co-sponsor agencies responsible for the project
 - project cost break down (federal, state, local and/or other funding sources)
 - name of federal, state, local and/or other funding source
 - fiscal year
 - project improvement type,
 - TIP # (for existing projects) or other assigned project identification number
 - Project justification, other pertinent information to assist comprehensive understanding of full project scope.

If the proposed amendment includes new project(s) not listed in the currently adopted TIP, RMAP will provide the required TIP identification number (#) for the project(s).

Note: Project extent description must include a combination of the following: mileage of project, project termini (road names) to define limits of the project, intersection and/or bridge locations, known identifiable landmarks within proximity of the project and any other pertinent information that can assist in geographically locating the project and its extent which will assist in RMAP mapping purposes.

After all partner agency information submittals have been verified, RMAP staff will draft a formal resolution of the projects to the Technical and Policy Committees for recommendation and adoption, respectively. The public will have the opportunity for comment at this time. Upon formal resolution adoption by the MPO Policy Committee, resolutions for the addition of new projects to the TIP or revisions to existing projects currently within the TIP will be transmitted for processing and approval from IDOT, FHWA and/or FTA. Final, formal approval documentation will be provided by FHWA, FTA and IDOT via letter to RMAP verifying project inclusion within the currently adopted Transportation Improvement Program and the Statewide Transportation Improvement Program (STIP).

Administrative Modification to the RMAP TIP

An administrative modification to the TIP is for minor revisions as listed below. After MPO staff has reviewed an agency's submittal for an administrative modification, a draft memo, including partner agency submittal (as listed in "Appendix A"), will be sent to the requesting agency for final verification. An Administrative Modification does not require the MPO Technical Committee or MPO Policy Committee to formally recommend and adopt the modification. However, the MPO Technical Committee and MPO Policy Committee will be notified of any Administrative Modifications to the TIP during their regularly scheduled meetings following the processing of an Administrative Modification. Thresholds have been identified below to outline when an administrative modification to RMAP's TIP is appropriate.

1. Minor revision to project name and/or project extent description.
2. Changes to the project total cost or project phase break out costs in a decrease of $\leq 10\%$.
3. Minor changes, deletions or revisions to typographical errors or data entry error.
4. Movement of an included project among fiscal years of the TIP. This may include project phases (i.e. construction, engineering) or movement of the entire project.
5. Advanced Construction notices for projects currently listed within the TIP as provided to the MPO by the Illinois Department of Transportation (IDOT). *More information on Advanced Construction Notices can be found below.*

Advanced Construction (AC) Notices

Advance Construction (AC) is a technique that allows the state to initiate a project using non-federal funds while preserving eligibility to convert to federal-aid funds in the future. After an AC project is federally authorized, the State may convert the project to regular federal-aid funding at any time before project close-out, provided federal funds are available for the project at the time of the conversion.

To notify MPOs of a project entering or leaving AC, the State (IDOT) sends an e-mail to the MPO requesting that the TIP be updated to reflect AC status. Once the MPO has completed the update to the TIP through an administrative modification, they notify IDOT through the confirmation link provided in the initial request e-mail. The same e-mail notification and confirmation process is used when AC status is removed from a project.

For formal documentation purposes, RMAP drafts a memo detailing the Advanced Construction request. Once the Administrative Modification memo is completed by RMAP staff, the memo is forwarded to the IDOT as well as the project's sponsoring agency. A table of projects that have entered into or been removed from Advanced Construction are listed in an appendix of the RMAP TIP.

Amendment to the RMAP TIP

Major revisions to the TIP include addition or removal of a federally or state funded transportation project by a RMAP partner agency, an increase in project funds, or the addition of funding sources not currently listed for project. A major revision of the TIP requires a resolution to be formally recommended by the MPO Technical Committee and adopted by the MPO Policy Committee. The thresholds below will be used to determine if an amendment to the TIP is appropriate:

1. Changes to the project total cost or project phase break out costs in an increase of funds.
2. Changes to the project total cost or project phase break out costs in a decrease of > 10%.
3. Changes in federal, state or local identified funding sources for project(s) currently within the approved TIP.
4. Addition of a project into the TIP which is Federally / State funded or regionally significant and is not currently assigned within the approved TIP.
5. Deletion of a project from the TIP which is Federally / State funded or regionally significant and is currently assigned within the approved TIP.

Time-Sensitive TIP Amendments & Administrative Modifications

In the event that partner agencies are unable to submit project amendments requests ten (10) business days ahead of a scheduled MPO Technical Committee meeting, partner agencies will have the opportunity to submit their amendments to be included in the following month's MPO Technical Committee and MPO Policy Committee meeting. However, if extenuating circumstances, such as grant approval or letting process, may create an increased time-sensitive situation, RMAP requires partner agencies to give full notice of their concerns via email to RMAP within seventy-two (72) hours of the scheduled MPO Technical Committee meeting. In this circumstance RMAP, given sufficient supporting documentation from the requesting partner agency, may expedite the amendment process within 72 hours of the scheduled MPO Technical Committee meeting to ensure that project(s) / resolution is recommended to the MPO Policy Committee for their formal adoption and reflected accurately in the TIP.

Activity Status Report

As part of the metropolitan transportation planning process, the activity status report ("Appendix B") will document the specific planning and construction phases of transportation improvement projects. Completion of the activity status report by members of the Technical Committee will assist with tracking each project's progress. Activity Status Reports for projects contained within the Annual Element of the TIP are requested to be submitted to the MPO on a quarterly basis.

