



Transportation Improvement Program Policies & Procedures

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Section I. Background

The purpose of this policy is to document the development and amendment process for the Transportation Improvement Program (TIP) for Region 1 Planning Council, serving as the Metropolitan Planning Organization (MPO) for the Rockford Metropolitan Planning Area (MPA). The TIP is jointly developed by the MPO, local governments, local transit providers, and the Illinois Department of Transportation.

A. Program Overview

Each year, Region 1 Planning Council (R1), acting as the Rockford Metropolitan Planning Organization (MPO), develops a Transportation Improvement Program (TIP). The purpose of the TIP is to document infrastructure and non-infrastructure transportation projects programmed within the Rockford Metropolitan Planning Area (MPA) for the next four fiscal years. This includes all surface transportation projects receiving Federal and State funding, projects of regional significance, and public transportation operations and/or capital.

As required, the TIP must be fiscally constrained¹ and consistent with the Metropolitan Transportation Plan (MTP) and the Illinois Statewide Transportation Improvement Program (STIP). It should also be noted that while the TIP document is updated on an annual schedule, it is an ongoing work element of the MPO's Unified Planning Work Program that it is regularly reviewed and updated throughout the fiscal year.

B. Federal Requirements

Metropolitan planning organizations are required to satisfy state and federal transportation planning and programming rules and regulations for the metropolitan planning area (MPA), including the development and maintenance of the TIP, as outlined in 23 CFR 450 Subpart C.

The Transportation Improvement Program (TIP) must meet the following requirements:

- Reflect the investment priorities established in the current metropolitan transportation plan and cover a period of no less than 4 years;
- Provide all interested parties with a reasonable opportunity to comment on the proposed TIP and provide at least one formal public meeting during the TIP development process;
- Designed to make progress towards achieving the performance targets established under §450.306(d);
- Provide a description of the anticipated effect of the TIP toward achieving the performance targets identified in the metropolitan transportation plan, linking investment priorities to those performance targets;
- Include capital and non-capital surface transportation projects (or phases of projects) within the boundaries of the metropolitan planning area proposed for federal funding (including transportation alternatives, transit improvements, HSIP projects, trails projects, accessible pedestrian walkways, and bicycle facilities);
- Contain all regionally significant projects requiring an action by the FHWA or the FTA whether or not the projects are to be federally funded;
- Provide the following information for each project:
 - Descriptive material (i.e. type of work, termini, and length),
 - Estimated total project cost,

¹ As a fiscally constrained document, the TIP must include sufficient financial information to confirm that projects in those documents can be implemented using committed or available revenue sources, with reasonable assurance that the federally supported transportation system is being adequately operated and maintained.

- Amount of Federal funds proposed to be obligated, and
- Identify the agencies responsible for the project;
- Consistent with the Metropolitan Transportation Plan (MTP);
- Include a financial plan that demonstrates how the approved TIP can be implemented by indicating resources from public and private sources that are reasonably expected to be made available; and
- Identify the procedures or agreements that distribute the suballocated Surface Transportation Program funds to individual jurisdictions or modes within the MPA.

Under the IDOT Metropolitan Planning Organization Cooperative Operations Manual, Illinois MPOs must update the TIP, at a minimum, at least every two years. These biannual updates are due by October 1 of the update year.

Section II. Programming Information

A. Responsibilities & Roles

1. Region 1 Planning Council

Region 1 Planning Council staff will fulfill the following responsibilities:

- Send notification to all eligible governments and jurisdictions within the metropolitan planning area (MPA), and any organizations and agencies requesting notification, of the TIP development process.
- Send notification to all eligible governments and jurisdictions within the MPA, and other organizations and agencies requesting notification, of TIP Quarterly Amendment Cycles.
- Adhere to the stipulated deadlines.
- Provide lead agencies with assistance in completing the project proposal forms and project revisions.
- Provide lead agencies with electronic files of the approved TIP upon each revision.
- Provide lead agencies with a summary of monthly TIP Administrative Modifications and quarterly TIP Amendments.
- Maintain on the R1 website:
 - the current, effective TIP updated as necessary;
 - proposed TIP amendments with public comment information;
 - TIP revision forms; and
 - TIP Policies and Procedures document.

2. Lead Agencies

The Illinois Department of Transportation (IDOT), and all county, city, town, village, and tribal governments, public transit operators, school districts, and certain other public authorities within the Rockford MPA are eligible to propose transportation projects for the TIP.

The key responsibilities of lead agencies are:

- Provide complete information for project submissions and revisions.
- Provide periodic updated project information as requested.
- Meet all deadlines established by these procedures.
- Provide any data and information requested to demonstrate program eligibility requirements. An agency's lack of providing all the requested data or information may jeopardize the project's programming in the TIP.

- Take all necessary steps to assure that the project is consistent with the Complete Streets Policy and Congestion Mitigation Process (if applicable).
- Notify R1 staff if there is a change in the scope or termini of the project.
- Notify R1 staff if there is a change in the project schedule.
- Notify R1 staff if Federal funds cannot be obligated in the Federal fiscal year they are programmed.
- Review each project as programmed in the TIP for accuracy and especially prior to requesting the obligation of funds, check the funding amounts and the work type associated with the programmed amounts for accuracy and notify R1 staff of any necessary changes.
- Request TIP revisions in writing (using the appropriate request forms) to assure all necessary information is provided and follow the process in section IV (TIP Revisions).

3. MPO Technical Committee

The MPO Technical Committee is responsible for reviewing of the annual TIP document and recommending the adoption of the document, including any revision to the MPO Policy Committee.

4. MPO Policy Committee

Formal adoption of the TIP is the responsibility of the MPO Policy Committee. Membership of that committee comprises of the following:

- Chairperson, Winnebago County
- Chairperson, Boone County
- Mayor, City of Belvidere
- Mayor, City of Loves Park
- Mayor, City of Rockford
- Village President, Village of Machesney Park
- Board Chairperson, Rockford Mass Transit District
- District Engineer, Illinois Department of Transportation - District 2

5. Illinois Department of Transportation

The Illinois Department of Transportation develops or updates their Statewide Transportation Improvement Program (STIP) triennially, which includes all federal funded projects proposed in Illinois over a four-year period. Any change to STIP projects located in a MPA must first be reflected in the MPO's TIP. Metropolitan planning organization's TIPs are incorporated into the STIP by reference.

B. Eligible Projects

1. Federally-Funded Projects

The TIP shall include all capital and non-capital surface transportation projects (or phases of projects) within the boundaries of the metropolitan planning area (MPA) proposed for funding under 23 USC and 49 USC Chapter 53. Per this regulation, federally funded projects within the MPA and utilizing federal transportation funds must be programmed in the TIP.

2. Regionally Significant Projects

All roadways on the federal-aid highway system, regardless of federal funding shall be included in the TIP. This includes:

- Projects on National Highway System (NHS);

- Projects on Major Collectors and Arterials within the Rockford Metropolitan Planning Area;
- Projects on Minor Collectors that are located inside of the Rockford urbanized area (UZA);
- Bridges projects;
- Safety projects, with specific locations identified, regardless of functional classification; and
- Active transportation projects, with specific locations identified, regardless of functional classification.

C. General Eligibility & Requirements

1. Project Information Required

For each project (or phase of project) in the TIP, sufficient information must be provided to:

- Identify the project – type of project (activity), scope, termini, length, functional classification, and other project location information;
- Identify the project development phase(s) for which funding is being programmed (e.g., environmental/NEPA, preliminary engineering, design, right-of-way acquisition, construction, other);
- Estimate total project cost from all fund sources, federal, state, local, tribal, and other sources
- Show amounts of federal, state and local funds proposed to be obligated for each project phase during the program period in each fiscal year;
- Identify the source for any applicable matching funds;
- Identify the lead agency responsible for project implementation;
- Identify a contact person at the lead agency who can answer questions about the project;
- Indicate whether the project has any complete streets elements, and if so, that it is consistent with the Complete Streets Policy; and
- Indicate whether the project includes any operational improvement element, and if so, that it is consistent with the Congestion Mitigation Process.

2. Logical Termini

Projects listed in the TIP must have identified logical termini. This means a project must have rational end points and stand alone when completed.

It is important to note that the MPO does not practice the inclusion of “Grouped Projects” (e.g., city-wide, district-wide, etc.)

3. Metropolitan Transportation Plan Consistency

All projects in the TIP must be included in or consistent with the adopted Metropolitan Transportation Plan (MTP). The MTP identifies many individual roadway and bikeway projects. The proposed activity does not have to exactly match the MTP listing. For example, a project could have different limits or propose a different number of lanes than the MTP project. Some activities, such as transit, pedestrian facilities, and intersection modification projects that are not directly listed within the MTP are still eligible to be included in the TIP if consistent with the goals set forth in document.

4. Performance-Based Programming & Planning

All projects within the TIP must be consistent with the one or more of the federally-required performance measures, including safety, infrastructure/capital condition, congestion, system reliability, emissions, and freight movement. The Federal Highway Administration (FHWA) has issued three related rules and Federal Transit Administration (FTA) has issued two related rules to date. The performance measures are annually tracked in

order to identify the overall effectiveness each measure. More information on these final rules and associated performance measures can be found in the following sections:

a. Highway Safety (PM 1)

The Highway Safety Improvement Program (HSIP) final ruling established performance measures to carry out the HSIP and to assess serious injuries and fatalities on all public roads. The rule outlines the processes for state DOTs and MPOs to establish safety targets and to report on progress for those targets. In total, FHWA established five performance measures to assess safety performance: (1) number of fatalities, (2) rate of fatalities per VMT, (3) number of serious injuries, (4) rate of serious injuries per VMT, and (5) number of combined non-motorized fatalities and non-motorized serious injuries. Each of the safety performance measures are based on a 5-year rolling average. Safety targets must be established on an annual basis and in coordination with the state DOT, to ensure consistency.ⁱ

b. Pavement and Bridge Condition (PM 2)

The final rule on assessing pavement and bridge condition of the National Highway System (NHS) established measures for state DOTs to carry out the National Highway Performance Program (NHPP) and assess the condition of pavements and bridges on the NHS, including on- and off-ramps connected to the NHS, and pavements on the Interstate System. Under this final rule, FHWA established six performance measures to assess pavement and bridge conditions. The six pavement and bridge condition performance measures are: percentage of pavements on the Interstate System in Good condition; percentage of pavements on the Interstate System in Poor condition; percentage of pavements on the NHS (excluding the Interstate System) in Good condition; percentage of pavements on the NHS (excluding the Interstate System) in Poor condition; percentage of NHS bridges classified as in Good condition; and percentage of NHS bridges classified as in Poor condition.

c. System Performance (PM 3)

The third FHWA rulemaking establishes the performance measures which state DOTs and MPOs will use to assess the performance of the Interstate and non-Interstate National Highway System (NHS) for the purpose of carrying out the National Highway Performance Program (NHPP); to assess freight movement on the Interstate System; and to assess traffic congestion and on-road mobile source emissions for the purpose of carrying out the Congestion Mitigation and Air Quality Improvement (CMAQ) Program. Specifically, state DOTs and MPOs need to establish targets for the following measures, where applicable:

- System Performance:
 - Percent of person miles traveled on the Interstate System that are reliable;
 - Percent of person miles traveled on the Non-Interstate NHS that are reliable;
- Freight Movement:
 - Truck Travel Time Reliability Index (TTRI);
- CMAQ/Air Quality:
 - Annual Hours of Peak Hour Excessive Delay Per Capita;
 - Percent of Non-Single Occupant Vehicle Travel; and
 - Total Emission Reductions.

The performance measures related to CMAQ is not required to be developed by the Rockford MPO.

d. Transit Asset Management (TAM)

In 2016, FTA published the Final Rule for Transit Asset Management, which requires FTA grantees to develop asset management plans for their public transportation assets, including vehicles, facilities, equipment, and other

infrastructure. In addition to establishing performance measures, the final rule established a national definition of “state of good repair” and established annual reporting requirements to the National Transit Database.ⁱⁱ The four required performance measures include:

- Rolling Stock: The percentage of revenue vehicles (by type) that exceed the useful life benchmark (ULB).
- Equipment: The percentage of non-revenue service vehicles (by type) that exceed the ULB.
- Facilities: The percentage of facilities (by group) that are rated less than 3.0 on the Transit Economic Requirements (TERM) scale.
- Infrastructure: The percentage of track segments (by mode) that have performance restrictions.

e. Public Transportation Agency Safety Plan (PTASP)

In July 2018, FTA published the Final Rule for the Public Transportation Agency Safety Plan, which requires certain operators of public transportation systems who receive FTA grant funds to develop safety plans that include the processes and procedures necessary for implementing Safety Management Systems (SMS). As a recipient of Section 5307 funds, Rockford Mass Transit District is required to develop and maintain a safety plan that meets the requirements. Under the PTASP rule, operators must set safety performance targets based on the following safety performance measures in the National Public Transportation Safety Plan: total number of reportable fatalities and rate per total vehicle revenue miles by mode; total number of reportable injuries and rate per total vehicle revenue miles by mode; total number of reportable events and rate per total vehicle revenue miles by mode; and mean distance between major mechanical failures by mode.

5. Congestion Mitigation Process Consistency

Projects within the TIP shall support the adopted congestion mitigation process, when appropriate. As a designated TMA, the MPO must develop a systematic approach to effectively address congestion issues through the use of travel demand reduction and operational management strategies, known as the congestion management process (CMP). Strategies identified in the CMP could include the following: bicycle and pedestrian projects, public transportation, intersection improvements, signalization modernization projects, projects involving intelligent transportation system (ITS) elements, the selective addition of new lane miles to close key gaps, and the creation of logical termini in the roadway network.

6. Complete Streets Policy

Projects listed in the TIP should adhere to R1’s Complete Streets Policy in the planning and design of all transportation projects, when appropriate. The intent of the complete street policy is to create a connected, resilient, and equitable transportation network through roadway designs that guarantee equitable access to community resources for all who use the transportation system in the Rockford Region.

Local public agencies are responsible for determining, within the context of the project, the most appropriate project approach to meet the Complete Streets Policy’s requirements. Region 1 Planning Council staff can assist in determining the most appropriate approach. The Complete Streets Policy and other resources are available on the R1 website: <https://r1planning.org/about-mpo-policy>.

E. Fiscal Constraint

Under federal regulations, the TIP must be fiscally constrained (i.e., estimated year of expenditure costs cannot exceed reasonably expected revenues from all sources) by year and include a financial plan to implement programmed projects. Funds programmed in the TIP must be secured or reasonably be expected to be secured within the time period for the project or project phase in the TIP. Projects without secured or reasonably expected funds, may be included within the TIP as illustrative projects. The following provides explanations for “secured”

funds, “reasonably expected” fund, and “illustrative”, as well as the conditions that must be met and examples for each.

1. Secured Funds

Funds which are secure are those that are currently available and included in an approved budget, appropriation, or similar approved action. For funds to be considered secure, documentation must demonstrate that the approved action dedicates a sufficient level of funding, identifies the proper source(s), and is consistent with the funding schedule for the project or program. Examples of secured funds include:

- Funds included in an adopted budget of a local municipality, state or federal agency, or organization.
- Funds awarded by agencies or organizations with “project selection” authority.
- Funding identified in the constrained portion of a capital improvement program (CIP) or transit agency’s development plan.

2. Reasonably Expected Funds

Funds which are reasonably expected generally fall into the following two categories: 1) funds currently available but that require action by a responsible official or policy body to approve them for a project or program, and 2) funds not yet available but have historically been available and a commitment is in place to dedicate the funds for a project or program once they become available. Examples of reasonably expected funds, includes:

- Funds included in the budget of a local municipality, state or federal agency, or organization but not yet approved for a specific project or program.
- Funds beyond a current approved budget, but consistent with historic levels of the funding source.
- Funds identified in a budget or appropriation not yet approved.
- Funding identified in the unconstrained portion of a local transportation improvement program (TIP), capital improvement program (CIP), or transit agency’s development plan.
- Funding identified for a project or program from a cosponsor(s).

For funds to be considered reasonably expected, the current funding available or historically used funding must be documented. The documentation must also be accompanied by an explanation of procedural steps with milestone dates which will be taken to secure the funds for the project or program. New funding sources and “innovative” funding may also be considered reasonably expected if identified in sufficient detail and with a reasonable expectation/demonstration of public support.

3. Illustrative Projects

Projects without secured or reasonably expected funds, may be included within the TIP as illustrative projects. Illustrative projects refer to the potential transportation projects that are included in the plan to showcase potential future improvements, but are not yet fully committed due to uncertainties regarding funding, permitting, or final design. Should federal funding become available for an illustrative project, a TIP amendment must be completed to program the federal aid.

F. Public Involvement

As a part of the adopted Public Participation Plan (PPP), the MPO will conduct meaningful public outreach/involvement throughout both the development and maintenance processes.

During the TIP Development process, public comment is taken prior to its approval. The draft TIP is made available for comment for a minimum of at least 30 days. A notice is published on the R1 website and distributed to an

extensive mailing list of current members of the MPO committees, persons who have requested to be notified of meetings and events, and the area’s press and media outlets. Additionally, the notice is published in a local news source and sent to the R1 press mailing list. During this time, the draft is available at the R1 offices and online at the R1 website. Any public comments received during this review period is considered and presented to the Technical and Policy Committees as a part of the approval process.

Additionally, all formal amendments to the TIP, as a part of the TIP maintenance process are listed as agenda items for both of those MPO committees. Administrative Modifications and Advanced Construction notices are provided during the MPO agency report to the committees. The MPO informs the public about upcoming committee meetings via announcements that are sent out to an extensive mailing list of current members of the MPO committees, persons who have requested to be notified of meetings and events, and the area’s press and media outlets. All meeting agendas and materials that are to be acted upon at any given meeting are also posted on the webpage in accordance with the Illinois Open Meeting Act. This includes the minutes of previous meetings, any drafts of the TIP or TIP portions that are prepared, and all memos or reports on planned or programmed improvement projects.

Section III. Transportation Improvement Program Development

A. Development Process

Every year, the Region 1 Planning Council enacts a process that assists in the development of a Transportation Improvement Program (TIP) document to reflect federal transportation funding that will be expended over a four-year period, known as the TIP Development Process. This process ensures that the overall planning process of the MPO aligns the multi-year program with the regional priorities and available funding. Changes that may occur to the TIP outside of the regular development cycle is referred to as TIP Maintenance and follows a separate set of procedures.

There are eight steps in the TIP development process:

1. Announce Annual TIP Development Cycle
2. Determine Existing Project Status
3. Submission of New Projects
4. Establish Financial Plan
5. Prepare Draft TIP
6. Release Draft TIP for Public Comment
7. MPO Technical and Policy Committee Action
8. Submission to IDOT

1. Announce Annual TIP Development Cycle

A formal announcement, via a memorandum, of the annual TIP development will be shared with members of the MPO Technical and Policy Committees at the beginning of the calendar year. The memorandum will include any pertinent information for the updating development cycle, include all necessary forms, deadlines, and schedules. This will typically occur in January.

2. Determine Existing Project Status

After the announcement, the existing TIP projects will be evaluated and updated to assure the information presented is accurately reflected in the currently approved program. All lead agencies are required to provide

accurate updates for all projects in the current TIP approximately thirty (30) days after to the beginning of the TIP development process.

A Project Status Update Sheet will be distributed to all lead agencies for existing TIP projects. Local public agencies shall provide updated project information via these sheets. This information will be examined by R1 staff, who will review for accuracy and completeness to identify if further clarification is necessary.

3. Submission of New Projects

Concurrently with Step 2, lead agencies will have 30 days to submit new projects for inclusion in the TIP. Projects can be submitted through a form on an online portal. The period for submitting new projects will end at 12:00 p.m. on the date of the deadline. There is a possibility that inclusion of new projects will be deferred until the next TIP amendment cycle if significantly late.

Upon receipt of this form, R1 staff will review for accuracy and completeness to identify if further clarification is necessary, which is often required to ensure that the MPO understands the project being submitted for inclusion. If a submission is determined to be incomplete, R1 staff will inform the applicant and request additional information or materials be submitted within five (5) business days. During this step, meetings with representatives of the lead agencies may be required to ensure clarification.

Once R1 staff has a good understanding of the proposed project, it must be determined if the proposed project is actually eligible to be included in the TIP. More specifically, R1 staff must answer several questions related to project eligibility:

- Is the project located within the metropolitan planning area?
- Is the project consistent with the definition of a regionally significant project?
- Is the project consistent with the Metropolitan Transportation Plan?
- Is the project consistent with one or more of the federally-required performance measures?
- Does the project support the adopted Congestion Mitigation Process and Complete Streets Policy, when appropriate?
- Are funds available or reasonably expected to be available?

Once eligibility of a project has been determined, a project will be included into the Transportation Improvement Program. In the event a project is deemed ineligible, R1 staff will notify the lead agency of this determination and the reasoning behind the determination. If a lead agency does not agree with the eligibility determination, the agency may submit documentation showing how the project meets the eligibility criteria. The MPO Director has the final determination of eligibility and inclusion.

4. Establish Financial Plan

As part of the TIP Financial Plan, estimates of available funds will be developed in accordance with Federal regulations. The MPO, IDOT, and public transit operators will cooperatively develop estimates of funds that are “reasonably expected to be available” for the TIP from all fund sources.

Under the Financial Plan, R1 staff will identify the current and projected allocations of the MPO-Attributable Federal Funds (e.g., Surface Transportation Block Grant, Transportation Alternatives Program, and Carbon Reduction Program) and federal transit formula funds (e.g., Section 5310 and Section 5307). Additionally, R1 staff will prepare a report on the amount of funding programmed by year, funding sources, and activity types.

Staff will also conduct a Title VI and Environmental Justice analysis. The purpose of this analysis is to ensure the transportation improvements listed within the TIP do not disproportionately distribute the benefits of publicly-funded activities away from traditionally underserved populations (TUPs).

5. Prepare Draft TIP

Next, the preliminary draft of the Transportation Improvement Program will be prepared. Under this task, the document narrative and exhibits will be updated to reflect the most recent data and any necessary changes to federal and/or state requirements. Finally, R1 staff will review the draft TIP to determine whether it conforms to federal and state requirements, plans and regulations, environmental justice, and financial constraint.

6. Release Draft TIP for Public Comment

During the TIP Development process, public comment is taken prior to its approval. The draft TIP is made available for comment for a minimum of at least 30 days. A notice is published on the MPO website and distributed to an extensive mailing list of current members of the MPO committees, persons who have requested to be notified of meetings and events, and the area's press and media outlets. Additionally, the notice is published in a local news source and sent to the RPC press mailing list. During this time, the draft is available at the RPC offices and online at the RPC website. Any public comments received during this review period is considered and presented to the Technical and Policy Committees as a part of the approval process.

7. MPO Technical and Policy Committee Action

Upon the close of the public comment period, the draft TIP will be presented to the Technical and Policy Committees for recommendation and adoption, respectively.

8. Submission to IDOT

Following the approval of the TIP, R1 staff will incorporate any final revisions made by the Policy Committee and formally send the approved TIP to the Illinois Department of Transportation, with a request to incorporation into their Statewide Transportation Improvement Program (STIP).

B. Program Format

Projects listed within the TIP are organized by TIP Cycle Year. With the programmed year, projects are listed in alphabetical order by state agency, county, then by city. The sponsor name, project number, facility, project phase, activity type, funding sources, and programmed amounts in \$1,000s are shown for each project within the different years.

1. TIP Cycle Year

There are four categories for the TIP Cycle Year: the annual element; out years; awarded, initiated, or completed (AIC).

- Annual Element: The projects programmed to be implemented and are awaiting letting within the current year of the TIP.
- Out Years: The three remaining years of the TIP.
- Awarded, Initiated, or Complete
 - For highway projects, this phase indicates that construction has been awarded letting or that construction has begun or been completed.
 - For transit projects, this category indicates projects that (1) verified funding sources have been placed into a grant or (2) procurement is completed, received, and/or paid for.
- Illustrative: Projects without secured or reasonably expected funds.

Typically, a project will first be programmed in the fourth year of the TIP and advance each year towards the annual element. Projects in the out years are tracked to show how projects are advancing through the TIP until project completion. For instance, with each annual update of the TIP, projects in the fourth and third years will advance to the third and second years, respectively, unless the MPO is notified by the implementing agency that the project has been delayed, moved forward, or cancelled. Projects in the second year will typically move to the annual element.

Ideally, a project will move from the annual element into the AIC category for the next annual update of the TIP. However, under certain circumstances, a project may need to be moved into the previously approved category due to delay in the letting or award process. These tables are differentiated in the lifecycle of a TIP highway project because at the time of award a project passes out of the planning phase and into implementation.

2. Lead Agency

All projects within the TIP must be sponsored by one or more of the local public agencies (LPAs), transit providers, IDOT, Illinois Tollway or other state agencies (e.g., Illinois Environmental Protection Agency). Each lead agency is assigned an agency number. These numbers are provided in Appendix A.

3. Numbering System

Projects have been assigned unique identification numbers by the MPO. This numbering system follows the following convention: agency responsible for the project (AA), the year the project was first programmed in the TIP (YY), and a sequential project number (##).

AA-YY-##

4. Project Phase

A project phase refers to a distinct stage in the development within a larger transportation project, each with its own timeline and budget allocation within the overall project timeline. Breaking down projects into multiple phases, allows for better project management and tracking of progress at different stages within the TIP.

- Preliminary Engineering (PE): Identifying and preliminarily sizing/estimating the principal attributes of the chosen design concept or scheme.
- Detailed Design (DES): Refining and optimizing the final design and assign and fix the design details.
- Environment/NEPA (ENVIR): Assessing the potential environmental impacts of the project and obtaining necessary permits.
- Right-of-Way (ROW): Acquiring real property, temporary and permanent easements, and utility relocation.
- Construction (CON): Completing the physical construction activities.
- Operating (OPS): Operation of transportation system, such as operating or maintaining traffic signal systems or ITS.

5. Activity Types

Activity types will be utilized to categorized projects within the TIP. Only one (1) activity type shall be selected. To determine the primary activity, the agency should consider what activity accounts for the largest portion of the costs or addresses the project's purpose and need most directly. For most projects, it is clear which category a project falls within. However, there are cases in which a roadway project has significant characteristics of multiple categories.

The seven activity categories are:

- **Bicycle and Pedestrian** – This category includes any activity that primarily benefits bicycle and pedestrian transportation. Examples include installing or modifying multi-use paths, bicycle lanes, or sidewalks, provided that they are not part of a roadway modification project. An independent bicycle project may include construction of bicycle facilities, signage, pavement markings, and bicycle parking facilities. This category does not include bikeway or walkway maintenance.
- **Bridge** – This category is for the replacement of a structurally deficient or functionally obsolete bridge or rehabilitation of an existing bridge to restore its structural integrity or to correct major safety defects, not associated with a roadway widening, new construction, or resurfacing project.
- **Capacity** – Projects that increase the motor-vehicle capacity of the regional transportation system or result in operational changes comprise this category. Examples include the addition of travel lanes, turn lanes, or widening of existing travel lanes to an existing facility, thus resulting in an increase in vehicle capacity, including the widening of any bridges associated with the roadway improvement and railroad/highway grade separations associated with a widening project. New construction of a roadway on a new alignment, or on an existing alignment on which no road surface (other than dirt or gravel) has previously existed, including new bridge and intersection construction, are also included under this category.
- **Intersection** – This category includes any activity that improves the safety or operation of an intersection. Examples include: widening at an intersection for turning lanes, installation of traffic signals (including school zone signals), improving sight distances, signal synchronization, improvements on approaches to intersections, and installation of barrier curbs. *(An intersection is defined as extending 500 feet from the intersection of the centerlines or 450 feet from the stop bars for each leg of the intersection, whichever is greater).*
- **Preservation** – This category includes projects that are solely replacement or maintenance of existing roadway infrastructure without resulting in operational changes to motor vehicle traffic. Examples include pavement resurfacing, restoration, rehabilitation, or reconstruction. It also includes bridge resurfacing, rehabilitation, or restoration associated with a roadway improvement, or intersection resurfacing. A reconstruction or resurfacing project which includes new bike and pedestrian infrastructure may still be considered in this category.
- **Safety** – This category includes projects that reduce fatalities and serious injuries on all public roads, on bicycle and pedestrian facilities, and on transit related facilities. Examples include pedestrian signals, pedestrian crosswalks, raised reflective pavement markers, traffic circles (roundabouts), safety rest areas, pavement marking, school zone markings, rail-highway crossing closure, and installation of traffic/warning/guide signs or guardrails.
- **Transit** – This category includes any activity that primarily benefits public transportation. Examples include transit vehicle replacements, exclusive lanes for transit, park and ride lots, enhanced bus stops, capital projects related to new or expanded service, bus rapid transit, or rail transit.

A breakout of the activity categories by primary activities is provided in Appendix B.

Section IV. TIP Changes

Occasionally, changes need to be made to the Transportation Improvement Program (TIP) following its adoption. Changes can include project cost adjustment, scope changes, addition or deletion of a project, etc. The MPO identifies two types of changes that can be made to the TIP: major revisions (amendments) and minor revisions (administrative modifications).

Per this policy, those items that are considered neither an “Amendment” nor an “Administrative Modification” are as follows:

- Minor change in project description;
- Grammatical changes; and
- Additional information added.

A. Administrative Modifications

An administrative modification is a minor revision that does not require public input, demonstration of fiscal constraint, or a formal approval by the MPO’s committees. These modifications are non-substantial in nature and do not materially change the individual projects or overall program. These revisions include minor changes to project costs, funding sources, scope, and the movement of an included project among fiscal years of the TIP. The MPO Director has the discretion to elevate any proposed administrative modification to a full amendment.

The following actions are classified as Administrative Modifications:

- Reduction in funding amounts.
- Change in programmed year for projects not receiving MPO-Attributable Federal Funds.
- Minor changes to a project scope or termini that does not result in substantial changes to the function or anticipated impacts.
- Adding or deleting a phase of a project without major changes to the scope to the project.
- Other change necessary that is not listed above, except those changes specifically identified as requiring a formal amendment.

B. Amendments

An amendment refers to any major revision to a project in the TIP, including the addition or deletion of a federally funded or regionally significant project or a major change in project cost, design concept, or scope. Major revisions must maintain a year-to-year fiscal constraint for the first four years of the TIP. It also must be consistent with the MPO’s approved MTP. Major revisions to the TIP must be approved by the Policy Committee. Amendments are processed during the next regularly scheduled amendment cycles after the request is submitted.

The following actions are classified as Amendments:

- Addition of a new project to the program.
- Increases to funding.
- Redistribution of a currently listed funding to a new project phase.
- Change in funding type or funding split and required local matching funds.
- Change in the project scope that results in added capacity.
- Change in programmed year for projects receiving MPO-Attributable Federal Funds.
- Removal of a project from the program.

C. Revision Cycle

Administrative modifications are processed by R1 staff within two weeks of receiving all necessary information. Upon approval, administrative modifications are posted on the R1 website and presented to the Technical Committee at their next regularly scheduled meeting.

Amendments will be presented to the Policy Committee three times a year. The following schedule is subject to change based on the MPO Policy Committee meeting schedules and other activities that may impact the adoption process.

Milestone	Date
Spring Amendment Cycle – Submittal Due Date	February 15
Spring Amendment Cycle - Public Comment Period	March 1 – 15
Spring Amendment Cycle - Recommendation	March
Spring Amendment Cycle - Adoption	March
TIP Development Cycle - Submittal Due Date	April 15
TIP Development Cycle - Public Comment Period	May 1 - 30
TIP Development Cycle - Recommendation	June
TIP Development Cycle - Adoption	June
Fall Amendment Cycle – Submittal Due Date	September 15
Fall Amendment Cycle - Public Comment Period	October 1 - 15
Fall Amendment Cycle - Recommendation	October
Fall Amendment Cycle - Adoption	October

D. Out-of-Cycle Amendments

Amendments requiring immediate action, due to impending federal or state requirements, letting, or deadlines, that occur outside of the regular amendment cycles are considered out-of-cycle amendments. In these instances, staff will work with the sponsors to process the amendment in as timely a manner as possible. For out-of-cycle amendments, sponsors must provide email to R1 staff and complete the necessary to online request form within ten (10) business days of a scheduled Policy Committee meeting.

In situations, where immediate action is not required and project sponsors had the opportunity to request the amendment under a regularly scheduled amendment cycle, the request may be postponed until the next amendment cycle.

E. TIP Request Submission

Lead agencies may submit a request for a revision any time using the online form. These requests will be processed according to the amendment policies, outlined above, either through the next regular amendment cycle, administratively, or as an out-of-cycle amendment. The nature of the request will be determined upon review of the submission and additional coordination with the lead agency as needed.

Section V. Evaluation & Revision of the Policy

This policy should be updated every time a new federal transportation legislation is authorized or an update is made to the Illinois Department of Transportation’s Metropolitan Planning Organization Cooperative Operations Manual. To update this policy, R1 staff will:

- 1) Collect data on funded projects and their progress each year.
- 2) Collect qualitative data through interviews and surveys with lead agencies to identify issues with the implementation of the program
- 3) Review updated Transportation Improvement Program policies from MPOs in and outside of Illinois.

Amendments may occur as needed to resolve issues with implementation of the program. Amendments to this policy must be approved by the Policy Committee.

Section VI. Contact Information

For questions and comments about this policy, contact:

Region 1 Planning Council
127 N Wyman Street, Suite 100
Rockford, IL 61101
Info@r1planning.org

Appendix A. Agency Codes & Abbreviations

#	Agency
01	IDOT District #2 (IDOT)
02	Winnebago County (WC)
03	City of Rockford (CoR)
04	City of Loves Park (CoLP)
05	Village of Machesney Park (VoMP)
06	Chicago/Rockford International Airport (RFD)
07	Rockford Mass Transit District (RMTD)
13	Boone County (BC)
14	City of Belvidere (CoB)
16	Four Rivers Sanitary District (FRSD)
17	Forest Preserves of Winnebago County (FPWC)
18	Boone County Conservation District (BCCD)
19	Winnebago County Soil & Water Conservation District (WCSWCD)
20	Rockford Park District (RPD)
21	Illinois Environmental Protection Agency (IEPA)
22	Illinois Tollway (ISTHA)
25	Ogle County (OC)
26	Boone County Public Transit
29	Stateline Mass Transit District (SMTD)
40	City of Byron (CoByr)
41	Village of Caledonia (VoC)
42	Village of Cherry Valley (VoCV)
43	Village of Davis Junction (VoDJ)
44	Village of Monroe Center (VoMC)
45	Village of New Milford (VoNM)
46	Village of Poplar Grove (VoPG)
47	Village of Roscoe (VoR)
48	Village of Stillman Valley (VoSV)
49	Village of Timberlane (VoT)
50	Village of Winnebago (VoW)

Appendix B. Breakdown of Activity Categories

When requesting the inclusion of a project in the Transportation Improvement Program, lead agencies must choose one activity that best describes the project. To determine the primary activity, lead agency should consider what activity accounts for the largest portion of the costs or addresses the project’s purpose and need most directly. This list is not exhaustive; many eligible activities are not listed.

Primary Activity	Activity Category
Bridge Maintenance	Bridge
Bridge/Bridge Deck Replacement	Bridge
Bridge Reconstruction	Bridge
Bicycle Lanes	Bicycle/Pedestrian
Multi-Use Path	Bicycle/Pedestrian
Sidewalk Installation/Modification	Bicycle/Pedestrian
Streetscape Improvement	Bicycle/Pedestrian
Minor Widening (e.g., adding turn lane(s))	Capacity
New Roadway	Capacity
Road-rightsizing (removing through lane(s))	Capacity
Interchange Modification	Capacity
Grade Separation (Railroad/Roadway)	Capacity
Intersection modification	Intersection
Installation of Traffic Signals	Intersection
Improving sight distances	Intersection
Preventative Maintenance	Preservation
Reconstruction (w/o changing capacity)	Preservation
Rehabilitation	Preservation
Resurfacing	Preservation
Roundabouts	Safety
At-Grade Crossings	Safety
Installation of Proven Safety Countermeasure(s)	Safety
School zone improvements	Safety
Transit Capital Expansion (New Vehicles)	Transit
Transit Service Expansion	Transit
Transit Capacity Maintenance (Vehicle Replacement)	Transit

ⁱ 23 CFR Part 490.

ⁱⁱ 49 CFR Parts 625 and 630