

# MTP Amendment & Modification Procedures

Updated: January 18, 2023 – to match proposed ICG guidance updates

1. All proposed capacity-changing projects in the region should be included in the Metropolitan Transportation Plan (MTP).
2. New projects must be included in the MTP prior to inclusion into the Transportation Improvement Program (TIP).
3. Projects that have identified funding other than IMPO funding (state funding, transit-dedicated funding, external federal grants, foundation grants, etc.) may be amended into the plan in between 4-year major plan updates.
  - a. The project sponsor must provide a letter of commitment from the non-IMPO funding agency.
  - b. These projects will be added to the Existing & Committee (E&C) projects list.
  - c. New projects seeking IMPO federal funding must wait to be included in the next 4-year MTP update.
4. Should a project need to be added to the MTP between major updates for non-IMPO funding applications, the IMPO will issue a letter of support and seek an amendment once funding has been obtained.
5. Projects listed on the MTP E&C list are not eligible for TIP applications (because they are already funded).
6. If non-IMPO funding falls through for projects moved or amended to the MTP E&C list in the first time period, projects may be moved back to their previous time period, reopening their eligibility for TIP applications.

## Plan Amendments

Plan Amendments **REQUIRE** public review and comment, redemonstration of transportation conformity, and approval by the IMPO Transportation Policy Committee at a public hearing. Plan Amendments include:

- Adding a project to the MTP
  - Projects may only be added if the project is using non-IMPO funding
  - Funded projects being added to the first time period will be added to the E&C projects list.
  - Projects being added to the first time period must produce a letter of commitment from the non-IMPO funding agency.
- Significant scope changes, including:
  - Change of project termini or
  - Change in number of existing/proposed through traffic lanes
  - Change in the number of stations for fixed guideway transit project
- Change to project schedule (moving to a different time period)
  - Projects already in the MTP may be moved to the applicable time period based on the funding year, in the event that they either a) are awarded non-IMPO funding (such as local, state, or non-

IMPO federal funds), or b) applied for the TIP call for projects and were selected to receive TIP funding.

- Projects moving to the first time period will be added to the E&C projects list, indicating that these projects have a commitment of funding.
- Projects moving to the first time period due to receipt of non-IMPO funding must produce a letter of commitment from the non-IMPO funding agency.
- Moving a project back to its original time period in the event that the project's non-IMPO funding falls through, reopening their eligibility for TIP applications
- Significant update to other elements within the MTP including goals/objectives/performance measures, the resource allocation goals, written sections to reflect external planning updates, etc.
- Significant change in planning assumptions, such as demographic growth trends, technologies, etc.

## Plan Modifications

Plan Modifications **DO NOT REQUIRE** public review and comment or approval by the IMPO Transportation Policy Committee. Plan Modifications include:

- Minor text changes or error corrections within document
- Moving a project from an MTP time period to the Illustrative List
- Incorporation of approved materials, such as state and transit performance measure targets, into new appendices to the plan (unless incorporated by reference in the MTP)

## Procedures

### 1. Modification

- a. Modifications can be triggered by newly discovered information that does not have a large enough impact on the plan and its outcomes to warrant a Major Update or Amendment.
- b. Modifications can be initiated by IMPO staff or outside agencies.
- c. Primary communication for identifying and initiating modifications is via email.
- d. To complete a modification a staff member must:
  - i. Update the currently active version of the MTP.
  - ii. Create a new pdf version of this update, filling in the amendments/modifications page at the beginning of the document. Ensure that any pdf bookmarks between separately uploaded documents (for example a main document and an appendix) maintain functionality. This may require updating additional pdfs.
  - iii. Upload the new document version(s) to the website.

### 2. Amendments

- a. Application: Non-exempt / regionally significant / capacity expansion projects must apply via [MiTIP](#) if requesting an amendment to the MTP.

- i. **Definition of “regionally significant” [40 CFR 93.101]:** *A transportation project (other than an exempt project) that is on a facility which serves regional transportation needs (such as access to and from the area outside of the region, major activity centers in the region, major planned developments such as new retail malls, sports complexes, etc., or transportation terminals as well as most terminals themselves) and would normally be included in the modeling of a metropolitan area's transportation network, including at a minimum all principal arterial highways and all fixed guideway transit facilities that offer an alternative to regional highway travel.*
  - ii. The Interagency Consultation Group Guidance (available at [indympo.org/mtp](http://indympo.org/mtp)) may be consulted to determine a project’s regional significance.\*
- b. The [MTP page of the website](#) includes:
- i. Current calendar with MTP amendment deadlines noted
  - ii. Required MiTIP application information
  - iii. Required Congestion Management Worksheet template

### 3. Major Update

- a. A major update of the MTP will take 12-24 months to complete.
- b. Critical elements include goals/objectives, performance measures, resource allocation goals, project scoring and selection, and linkages to other planning programs and processes.
- c. The MTP project manager should have a detailed schedule for a major update, depending on the desired scope of the project.

## \*Determination of Project Exemption for Conformity

- The list of exempt projects is included in [40 CFR 93.126-93.129](#).
  - The Interagency Consultation Group (ICG) will make the final determination of a project’s exemption or non-exemption status.
    - ICG information and guidance available at [indympo.org/mtp](http://indympo.org/mtp)
  - A project is not exempt if the ICG concur that it has potentially adverse transportation impacts for any reason.
  - Exempt projects must not interfere with transportation control measure (TCM) implementation. (TCMs are measures – to reduce emissions or concentrations of air pollutants from transportation sources by reducing vehicle use or changing traffic flow or congestion conditions – that are specifically identified and committed to in the applicable implementation plan. Does not include vehicle-based emission measures.)
- Exempt projects may proceed toward implementation even in the absence of a conforming transportation plan and TIP.
- Non-exempt projects require a conformity determination.