



Transportation Improvement Program (TIP) Amendments and Modifications Summary

Introduction

The TIP is dynamic and subject to change due to the nature of project development, and often requires changes of varying significance to ensure the program is current and reflects the most up-to-date project information available. As such, the IMPO has both amendment and modification standards to ensure the TIP is accurate, local agencies understand procedures to update their projects, and all changes to the TIP are properly documented.

Formal Amendments

Formal amendments are changes to the TIP that require an opportunity for public review and comment and require approval by the Transportation Policy Committee (TPC) at a public hearing. Formal amendments include, but are not limited to:

- The addition or deletion of a project
- The addition or deletion of a project phase (right-of-way or construction)
- A significant change in project scope or design that changes the intent or impact of a project
- Moving any project phase programmed in a previous TIP into a new TIP (rollover or carryover of projects)
- Major changes to regionally significant (non-exempt for air quality) projects regardless of funding source
- Significant cost changes to a project phase based on a sliding scale

Total programmed funding within the approved STIP/TIP	Amendment	Administrative Modification
Up to \$2 million	>75%	<75%
\$2 million to \$15 million	>50%	>50%
\$15 million to \$75 million	>40%	<40%
\$75 million and above	>30%	<30%

The process by which formal TIP amendments are considered and approved is as follows:

- The IMPO will post a calendar on the IMPO website in the fourth quarter of each year with the amendment request deadline and approval dates for the following calendar year.
- All amendment requests must be submitted to the IMPO via MiTIP by the deadline listed on the calendar to be considered. Late requests will not be accepted.
- Staff will review all requests that have been received by the deadline to determine the appropriateness of the request, the impact on funding and conformity, consistency with the MTP, and other factors as appropriate. IMPO staff may request additional information from the requesting agency at any time.
- Formal amendment requests require a detailed justification memorandum submitted at the time of request that includes detailed financial information, estimates, scope

and design changes, and additional information the LPA believes is needed to explain the request.

- As required, the IMPO will provide a copy of the proposed amendments to the Interagency Consultation Group.
- Per the IMPO's Public Involvement Plan (PIP), a public comment period of at least ten (10) calendar days will be provided.
- The IMPO staff will provide the Transportation Technical Committee (TTC) and Transportation Policy Committee (TPC) with the list of proposed amendments and a cover memorandum summarizing the amendment requests at least one week prior to the date of the TTC and TPC meetings.
- A representative from each LPA with an amendment request on the agenda should be present at both the TTC and TPC meetings to answer any questions and provide additional justification and details. If questions arise at the TTC and TPC meetings and there is no representative from the requesting agency at the meeting who can answer questions sufficiently to allow for a vote, the amendment will be postponed until the next scheduled meeting.
- The TIP amendment will be considered for approval by the TPC at its regularly scheduled meeting after a public hearing.
- A simple majority of the voting membership of the TPC must vote in favor of the amendment in order for the amendment to be approved
- Non-air-quality-exempt amendments require a new conformity finding. If the amendment contains a project non-exempt for air quality, it will be documented via e-mail to the Interagency Consultation Group as well as the requesting agency with the signed resolution and amendment attached in PDF format once the TPC approves the amendment. No hard copy will be provided. Within 30 days FHWA and FTA will provide a letter of conformity. Once approved, the amendment will be posted in the IMPO's MiTIP Public Access Portal.

Administrative Modification

Administrative modifications are minor changes to projects or the TIP that do not require TPC approval and do not require public review. These modifications do not significantly impact the overall program.

Administrative modifications will be considered when the following conditions apply:

- The project is consistent with the current Metropolitan Transportation Plan
- The project is not considered controversial in nature and has not received significant negative public comment
- The project scope or change is considered minor in nature (bridge painting, signage, lighting, etc...) or safety related (guardrails, railroad crossing upgrade, etc...)

Administrative modifications include, but are not limited to:

- General editorial or data entry corrections
- Moving a project from one funding category to another, provided that no eligibility finding is required

- Currently programmed projects or project phases requesting a change in fiscal year only
- Change in years of a regionally significant project within a current TIP
- Splitting or combining projects without affecting the original project intent (unless it combines air quality exempt/non-exempt projects)
- Minor scope modification that does not change overall impact of project on capacity or air quality or overall intent of project and does not trigger a project rescore
- Minor cost changes to a project phase based on a sliding scale

Total programmed funding within the approved STIP/TIP	Amendment	Administrative Modification
Up to \$2 million	>75%	<75%
\$2 million to \$15 million	>50%	>50%
\$15 million to \$75 million	>40%	<40%
\$75 million and above	>30%	<30%

Per the IMPO's PIP, no public review is required for administrative modifications of the TIP. All administrative modifications will be posted on the IMPO's website.

Indiana Air Quality Conformity Interagency Consultation Group Guidance

Transportation Conformity is the general term used to describe the stipulations of the Clean Air Act (CAA) which require transportation planning documents produced by MPOs to conform to the air quality goals established by a State Implementation Plan (SIP). “Conformity” to the purpose of the SIP ensures that Metropolitan Transportation Plans (MTPs) and Transportation Improvement Programs (TIPs) will not cause new air quality violations, worsen existing violations, or delay timely attainment of the National Ambient Air Quality Standards (NAAQS).

The conformity rule requires that Federal, State, and local transportation and air quality agencies establish formal procedures to ensure interagency coordination on critical issues. Typical participants in interagency consultation include FHWA, FTA, EPA, State DOTs, MPOs and other local transportation agencies, and State and regional air quality agencies. In addition, public transportation operators are often active participants in interagency consultation.

The IMPO submits amendments to the TIP for consultation with a larger Air Quality Conformity Interagency Consultation Group (ICG) if amendments include a project considered non-exempt for air quality purposes meaning projects that will have an air quality impact such as a new road, road widenings, or major transit projects. Administrative modifications are not sent to the ICG and thus all changes to the TIP that need ICG review must be processed as amendments.

TIP Adjustment Quick Reference Chart		
Proposed Change to the TIP	Formal Amendment	Administrative Modification
New project (air-quality significant, “non-exempt”)	✓	
New project (not air quality significant, “exempt”)	✓	
Deleting a project	✓	
New project phase	✓	
Significant project scope change	✓	
Minor scope modification that does not change overall impact capacity/air quality/overall/project rescore		✓
Significant project design change that changes intent or impact of project	✓	
Significant cost change (based on sliding scale)	✓	
Minor cost change (based on sliding scale)		✓
General editorial or data entry corrections		✓
Moving a project from one funding category to another (eligibility determination required such as CMAQ & HSIP)	✓	
Moving a project from one funding category to another (eligibility determination not required such as STBG & TA)		✓
Change in fiscal year		✓
Moving any project phase programmed in a previous TIP into a new TIP (carryover/rollover of projects)	✓	
Significant splitting or combining projects	✓	
Splitting or combining an air quality exempt project with non-exempt project	✓	
Splitting or combining projects without affecting the original project intent (where all projects are air quality exempt)		✓
Splitting or combining projects without affecting the original project intent (where all projects are not air quality exempt)		✓

Emergency Amendments

The IMPO recognizes that there are circumstances that do not allow a TIP amendment to be accomplished in a timely manner through the formal amendment process and/or do not meet the requirements for an Administrative Modification. In such cases, the IMPO will consider an emergency amendment.

NOTE: Because emergency amendments require a vote by the TPC outside of the normal meeting schedule, they are considered only in the most extreme situations, and the IMPO is not obliged to process an emergency amendment if it determines that the proposed amendment is either inappropriate due to avoidable circumstances or infeasible due to demands on the IMPO staff's limited resources. All amendment requests must be submitted in MiTIP to be considered.

Emergency Amendments are considered only when one or more of the following apply:

- Amendment has an immediate and direct impact on public safety
- Project need is the result of a natural disaster

- Project is needed for maintenance of traffic during a current or near-term construction project
- Need to maintain air quality conformity of the MTP or TIP
- Amendment would prevent significant conflicts or delays with other current or near-term significant projects
- Amendment would avoid loss of federal funds for a project or agency

In addition, the proposed amendment must conform to the current MTP and accompanying air quality conformity finding if it involves a non-exempt project. Staff will review all requests to determine the appropriateness of the request, the impact on funding and air quality conformity, consistency with the MTP, and other factors as appropriate.

IMPO staff may request additional information from the requesting agency at any time. Once the IMPO determines the appropriateness of the requested emergency amendment the following process will be used:

- Per the IMPO's public involvement plan (PIP), a public comment period of at least ten (10) days will be provided
- The IMPO will provide a copy of the proposed amendment to the Interagency Consultation Group via e-mail prior to or concurrent with the public comment period
- Any public comments received will be provided to the TPC prior to their vote
- Final action will be taken by the TPC at its regularly scheduled meeting, or at a special meeting called by the Chair, which will be a public hearing
- A simple majority of the voting membership of the TPC must vote in favor of the amendment in order for the amendment to be approved
- Once the TPC approves the amendment, it will be documented via e-mail to the Interagency Consultation Group as well as the requesting agency with the amendment and signed approving resolution attached in PDF format. No hard copy will be provided.

The approved amendment will be posted on the IMPO's website.