

SIoux FALLS METROPOLITAN PLANNING ORGANIZATION

Guidelines for Modifying the Transit Projects in a Transportation Improvement Program

Each Metropolitan Planning Organization (MPO) is required to develop a transportation plan for its metropolitan planning area (FTA 49 CFR 5303 and FHWA 23 CFR 134) known as the Transportation Improvement Program (TIP). The TIP is updated annually.

The guidelines set forth in this document will assist the MPO in evaluating any change to a transit related project already listed in the TIP or the addition of a transit project to the TIP, outside of the annual update cycle, and will outline the procedures and processes necessary to revise the current document.

Revising an Approved Sioux Falls MPO TIP:

A TIP may be revised in two ways (FTA 49 CFR Part 613 or FHWA 23 CFR Part 450):

- Revision/Amendment
 - Administrative Amendment/Administrative Modification
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Revision/Amendment:

A revision to the TIP involves a proposed **major** change. A major change is considered:

- The addition or deletion of a project.
- A change in project cost increasing Federal Funds by more than 100% of the total project cost (minimum of \$100,000 increase). Any cost increase of \$3 million or more will require an amendment.
- A change in funding source – modifying the Federal or local funds amount.
- A change in funding sources across modes for existing projects (i.e. FTA to STP).
- A change in project initiation dates or phase initiation dates which changes the completion date.
- A change in design concept or design scope – i.e. type of work or project termini.

A revision to the TIP requires public review and comment at the local level, and redemonstration of fiscal constraint. The revision must be approved by the MPO UDC Committee, SD Department of Transportation (SD DOT), and the Federal Transit Administration (FTA). After being approved by UDC and SD DOT, the staff at the State will follow through with FTA to receive its required approval.

Administrative Amendment/Administrative Modification:


An administrative amendment to the TIP involves a proposed **minor** revision. A minor revision includes:

- Changes to the cost of a project or the cost of a phase of a project which increases the Federal funds by less than 100% of the total project cost or less than \$100,000.
- A change in the funding source of previously-included projects.

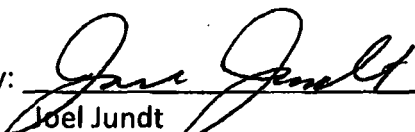
- Changes to project or project phase initiation dates which do not affect the completion date of a project.
- Splitting or combining projects already in the program with no change in overall project schedule or funding.
- A change in funding source from, partial or fully-funded with Federal funds, to 100% non-Federal funds.
- Obvious data errors.
- Changes or clarifying elements of a project description without altering the original project intent and without changing the project funding.
- Modification of existing STIP/TIP projects in order to make STIP/TIP documents match provided the modification involves minor changes in the scope or funding of a project as provided by this section.

An administrative amendment to the TIP does not require public review or comment, or redemonstration of fiscal constraint. The administrative amendment requires notification of the latest change to all involved parties. SD DOT staff will notify FTA by email of the change but approval is not required of FTA.

Cost increases for 100% state or locally funded projects listed in the TIP do not require an amendment, regardless of which state or local source the funds are designated from.

Approved by: 
Chairman
Urbanized Development Commission
Sioux Falls Metropolitan Planning Organization

Date: 5/21/09

Approved by: 
Joel Jundt
Division of Planning and Engineering
South Dakota Department of Transportation

Date: 6-25-09