

## Mid-America Regional Council

### Policy on Transportation Improvement Program Revisions

Modifications to the TIP can be made through two methods – formal amendment and administrative modification. Formal amendments are processed quarterly and must be submitted by January 15, April 15, July 15 and October 15 of each year. Formal amendments will be acted upon by the Total Transportation Policy Committee (TTPC) and the MARC Board of Directors. Revisions that affect an approved air quality analysis for the region will also be subject to review and approval by the Air Quality Forum (AQF).

Administrative modifications will be processed by MARC staff within two weeks of receipt of all necessary information. Administrative modifications are subject to approval by the MARC Director of Transportation and do not require committee review or approval.

#### Formal Amendments

Formal amendments are those proposed TIP revisions that meet one or more of the following criteria:

- Addition or deletion of any project except as noted below
- ~~Substantial changes to the scope of a project (e.g. changing the number of through traffic lanes or removal of bicycle/pedestrian elements)~~
- Substantial changes to the scope of a project (e.g. changing the project termini, number of through traffic lanes, removal of multi-modal elements, etc.)
- Financial changes in a project's total programmed ~~cost~~ amount of federal funds greater than 25% or in excess of \$5M.
- Changes to any project that would affect the approved air quality analysis
- ~~Changes of any manner to projects utilizing sub-allocated federal funds~~
- Schedule changes that move a project into or out of the first four Federal Fiscal Years of the approved TIP

Sub-Allocated federal funds are those for which MARC has the primary authority to determine or select the projects that will receive federal funding according to federal rules or state policy.

Modifications to the scope, programmed amount, or schedule of obligation for suballocated federal funds must be approved by the respective programming committee prior to proceeding through the applicable formal amendment or administrative modification process.

#### Administrative Modifications

Administrative modifications include all revisions that are not formal amendments. These modifications usually involve, but are not limited to:

- Minor description ~~or termini~~ changes. Minor changes are those which do not impact travel demand models or an approved air quality analysis.
- Shifting funds between years within the first four Federal fiscal years of the approved TIP provided fiscal constraint is maintained.

- Changing the federal funding source program (e.g. changing the source of federal funds from NHS to STP). ~~This does not apply to projects utilizing sub-allocated funds.~~
- Splitting an entry already in the TIP, or breaking out another project or phase from the original entry provided no substantial change in scope occurs through this process. The intent of these adjustments is not to add a new project that is inconsistent with the will of the MPO, as evidenced by the original TIP entry, but to facilitate the implementation of the original TIP entry
- ~~Removal of a project reported as obligated or completed~~

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In processing administrative modifications MARC staff will:

- Enter the requested modifications into the project database and map as necessary
- Prepare and publish an updated TIP project listing
- Notify the Kansas Department of Transportation and the Missouri Department of Transportation of the modifications and request their inclusion in the respective Statewide Transportation Improvement Program
- Prepare a summary of administrative modification activity to be presented to the TTPC in conjunction with the quarterly TIP amendment

### **Declared Emergencies**

In the event of a declared state and/or federal emergency, or at the discretion of MARC's Executive Director, MARC may elect to process any emergency related TIP revisions through an expedited public involvement process. ~~as administrative modifications.~~ Emergency related revisions for which a formal amendment, as documented above, would be required under normal circumstances will also be ratified by the MARC Board of Directors ~~processed as a formal amendment~~ at the next scheduled opportunity.

MARC retains the right to require a formal amendment for any proposed modification to the TIP that, in the opinion of MARC staff, requires public review and the formal endorsement of the TTPC, AQF (if necessary as noted above), and the MARC Board of Directors.