

## **2016-2021 TIP Amendment Procedures**

The TIP is subject to revision, either administratively by staff or, through TIP amendments adopted by the DRCOG Board of Directors. Revisions reflect project changes that may affect the TIP's programming. Listed below are two levels of revisions that can be made to the TIP.

DRCOG staff will process any TIP revision by:

- entering the requested revisions into the TIP project database;
- posting the revisions on the DRCOG website, and
- emailing a monthly summary to the TIP notification list.

If a sponsor submits a TIP revision and DRCOG staff denies it, the sponsor may appeal DRCOG staff's decision to the Board of Directors. To do so, the sponsor shall have its DRCOG Board representative transmit a letter to the DRCOG Board Chair and DRCOG's Executive Director requesting its appeal to be put on a future Board agenda. The letter shall identify the specifics of the appeal and the sponsor's justification.

### **TIP Amendments**

TIP amendments are required for the following actions:

- adding a new project or changing an existing project that would affect the air quality conformity finding;
- changing a regionally-significant project:
  - delete or significantly change a feature (for example, change the project termini);
  - delete or defer it from the first four years of the TIP;
- changing a project to be inconsistent with Metro Vision;
- adding or deleting federal or state funding for any project by more than \$5 million over the first four years of the TIP.

TIP amendments will be processed as soon as possible after they are received, considering committee schedules. TIP amendments will be recommended by the Transportation Advisory Committee and Regional Transportation Committee for DRCOG Board consideration and action. Formal public hearings are not typically held. Public notification of the actions will be posted on the DRCOG website and input will be accepted during the public comment period of any of the committee or Board meetings considering the amendments.

TIP amendments requiring a new conformity finding will only be processed twice a year, concurrent with the Metro Vision Plan Assessment process (typically commenced in January and June). These amendments are subject to formal public hearings by the DRCOG Board prior to Transportation Advisory Committee and Regional Transportation Committee recommendation and Board adoption.

## Administrative Modifications

Administrative Modifications include all revisions other than those listed under TIP Amendments and will be processed as they are received by DRCOG staff. Administrative Modifications do not require committee review or approval.

There is an expectation that DRCOG-selected projects will be implemented with the scope defined in the funding request application. Sometimes sponsors desire to revise the scope within the same federal budget. In circumstances when these revisions affect project elements that were used to score the project (in the TIP process), sponsors must submit an analysis to DRCOG staff showing that the “revised” project would have scored approximately the same number of points as the project originally submitted. If the sponsor’s analysis confirms this demonstration, DRCOG staff will process the request as an Administrative Modification.

In circumstances when the revisions are to add items to the scope (within the current project budget), as long as the request is a meaningful addition to the project and the cost is modest (in comparison to the overall budget), DRCOG staff will concur with the request and may (if necessary) process the request as an Administrative Modification. In either instance, if the proposed revisions affect air quality conformity, they will be treated as TIP amendments.