

TRANSPORTATION IMPROVEMENT PROGRAM MODIFICATION POLICY

Policies and Procedures To Streamline Project Delivery

The Transportation Improvement Program (TIP) is a staged, multi-year program of projects approved for funding with federal, State, and local funds within the Dallas-Fort Worth area. A new TIP is approved every two years by the Regional Transportation Council (RTC), which serves as the policy board for the Dallas-Fort Worth Metropolitan Planning Organization (MPO). Due to the changing nature of projects as they move through the implementation process, the TIP must be modified on a regular basis.

Please note certain project changes require collaboration with our State and federal review partners. This collaboration occurs through the Statewide Transportation Improvement Program (STIP) revision process. Therefore, modification of the Dallas-Fort Worth TIP will follow the quarterly schedule established for revisions to the Statewide Transportation Improvement Program (STIP).

This policy consists of four sections:

General Policy Provisions: Overall policies guiding changes to project implementation

Project Changes Not Requiring TIP Modification: Changes related to administration or interpretation of Regional Transportation Council Policy

Administrative Amendment Policy: Authority granted to the MPO Director to expedite project delivery and maximize the time the RTC has to consider policy level (vs. administrative) issues

Revision Policy: Changes only the Regional Transportation Council can approve or recommend for State and federal concurrence

General Policy Provisions

1. All projects inventoried in the Transportation Improvement Program fall under this modification policy, regardless of funding source or funding category.
2. Air quality conformity, Mobility Plan consistency, congestion management system compliance, and financial constraint requirements must be met for all TIP modifications.
3. Project modifications will only be made with the consent of the implementing/impacted agency.
4. The Dallas-Fort Worth MPO will maintain a cost overrun funding pool. Program funds must be available through the cost overrun pool or from other sources in order to process modifications involving project cost increases.
5. All funding from deleted projects will be returned to the regional program for future cost overruns or new funding initiatives, unless the deleted funds are needed to cover cost overruns in other currently selected projects. However, it is important to note that funds are awarded to projects, not to implementing agencies. Therefore, funds from potentially infeasible projects cannot be saved for use in future projects by implementing agencies. MPO staff will manage timely resolution of these projects/funds.
6. For projects selected using project scoring methodologies, projects must be rescored and achieve the minimum score acceptable for programming before a cost increase is considered.

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7. Cost increases for strategically-selected projects fall under the same modification policy provisions, although project rescoring may not be necessary.
8. As a general policy, new projects are proposed through periodic regional funding initiatives. However, the RTC may elect to add new projects to the TIP, with Congestion Mitigation and Air Quality Improvement Program (CMAQ) or Surface Transportation Program – Metropolitan Mobility (STP-MM) funding, outside of a scheduled funding initiative under emergency or critical situations. Projects approved under this provision must be an immediate need and be ready for implementation or construction before the next RTC funding initiative or funding cycle.
9. Local match commitments (i.e., percentages) will be maintained as originally approved. Cost overruns on construction, right-of-way, and engineering costs will be funded according to original participation shares.
10. Additional restrictions may apply to projects selected under certain funding initiatives. For example, projects selected through the 2001 Land Use/Transportation Joint Venture program are not eligible for cost increases from RTC-selected funding categories.
11. Cost overruns are based on the total estimated cost of the project, including all phases combined, and are evaluated once total project cost is determined to exceed original funding authorization.
12. Cost indicators may be evaluated on cost overruns to alert project reviewers to potential unreasonable cost estimates (examples include cost per lane-mile, cost per turn lane). The cost indicators are developed by the MPO, in consultation with TxDOT, using experience from the last several years. If a project falls out of this range, the MPO may either: (a) require a more detailed estimate and explanation, (b) require value engineering, (c) suggest a reduced project scope, or (d) determine that a cost increase will come from local funds, not RTC funds.

Project Changes Not Requiring TIP Modification

In certain circumstances, changes may be made to TIP projects without triggering a TIP modification. These circumstances are outlined below:

1. Changes in Control Section Job (CSJ) Number – changes to CSJ's do not require a TIP modification. Potential CSJ changes may include conversion from Planning CSJ's to Permanent CSJ's, identification of a new CSJ, delineation of Permanent CSJ into segments creating multiple CSJ's, etc.
2. Changes to TxDOT's Design and Construction Information System (DCIS) – the DCIS is a project tracking system, therefore, simply updating the DCIS to match previously approved TIP projects or project elements does not require TIP modification. MPO staff maintains the official list of projects and funding levels approved by the RTC.
3. At the end of each fiscal year, unobligated funds are moved to the new fiscal year as carryover funds. For example, if a project receives funding in FY 2005, but the project is not implemented by the end of the fiscal year, staff will automatically move the funds for that project into the next fiscal year. These changes do not require a TIP modification.

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Please note that a STIP revision may be required to make these changes in the statewide funding document. In all cases, MPO information systems will be updated and changes will be noted in project tracking systems.

Administrative Amendment Policy

Administrative Amendments are TIP modifications that do not require action of the RTC for approval. Under the Administrative Amendment Policy, the RTC has authorized the Director of Transportation for the Dallas-Fort Worth MPO to approve TIP modifications that meet the following conditions. After they are approved, administrative amendments are provided to STTC and the RTC for informational purposes, unless they are merely processed to support previous RTC project approval (see Item 5).

1. **Cost Increases:** Administrative amendments are allowed for cost increases up to the following percentages based on the total project cost:

<u>Percent Increase</u>	<u>Total Project Cost (\$)</u>
75	0 - 250,000
30	250,001 - 1,000,000
20	1,000,001 - 3,000,000
15	>3,000,001

2. **Cost Decreases:** Administrative amendments are allowed for cost decreases.
3. **Funding Year Changes:** Administrative amendments are allowed for fiscal year changes that advance project implementation. Once projects are ready for construction (i.e., all federal and State requirements and procedures have been met), staff will advance the project to construction.
4. **Changes in Federal Funding Categories that Do Not Impact RTC-Selected Funding Programs:** RTC-Selected funding programs include: CMAQ, STP-MM, Urban Street Program, Category 2 - Metro Corridor (in coordination with TxDOT), Urbanized Area Formula Program - Transit Section 5307.
5. **Statewide Transportation Improvement Program (STIP) Revisions Consistent with Previous RTC Action:** (e.g., adding a project previously approved by the RTC)
6. **Addition of Noncapacity, Conformity-Exempt Projects from TxDOT Funding Programs:**

Examples include, but are not limited to:

Sign refurbishing	Intersection Improvements
Landscaping	Intelligent Transportation System
Preventive maintenance	Traffic Signal Improvements
Bridge rehabilitation/replacement	
Safety/Maintenance	

7. **Changes to Implementing Agency:** Requires written request/approval from the current implementing agency and the newly proposed implementing agency
8. **Increased Flexibility for CMAQ and STP-MM Traffic Signal and Intersection Improvement "Grouped" Projects**

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Administrative amendments are allowed for funding and location changes as indicated below:

- a. Same locations, additional funding needed - see cost increase provisions above
- b. Fewer locations, same or additional funding needed - eligible, but requires evaluation and rescoring
- c. Fewer locations, decreased funding - eligible
- d. Additional locations, same or decreased funding - eligible, but:
 - New locations must be of the same project type,
 - Project does not change significantly, and
 - New locations must be part of a coordinated signal system or within the area of influence for intersection improvements.
- e. Additional locations, more funding needed - not eligible (requires a revision)

Administrative amendments are allowed for changes to project design or scope, but requires:

- Evaluation and rescoring to ensure similar benefits,
- That the project does not change significantly, and
- That the funding must be for equal or less amount.

- 9. Addition of New Phases to STIP:** Includes engineering, right-of-way, and construction
- 10. Potentially Controversial Projects -** The administrative amendment policy does not restrict the Transportation Director from requesting Regional Transportation Council (RTC) action on potentially controversial project changes.

Revision Policy

Revisions are modifications that require approval of the Regional Transportation Council. A revision is required for any project modification that meets the following criteria or that does not fall under the Administrative Amendment Policy.

- 1. Adding or Deleting Projects from the TIP:** (except as outlined in #4 and #5 under the Administrative Amendment Policy)
- 2. Cost Increases:** A revision is required on any cost increase that does not fall under item #1 in the administrative amendment policy statement
- 3. Scope Changes:** (except as outlined in #7 under Administrative Amendment Policy):
 - Type of Work Being Performed
 - Physical Length of Project
 - Project Termini
- 4. Funding Year Changes:** A revision is required to move a project into a fiscal year that would delay project implementation.
- 5. Changes in the Funding/Cost Shares:** A change to the percentage of the total project cost paid by each funding partner requires a revision.