

CA-MPO Transportation Improvement Program (TIP) Revision Procedures

The Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO), in cooperation with the Virginia Department of Transportation (VDOT) and the Virginia Department of Rail and Public Transportation (DRPT), has agreed upon these procedures for processing revisions to the CA-MPO Transportation Improvement Program (TIP), to help ensure that coordination occurs between all necessary parties so that such revisions may be processed in the most efficient and proper manner. These procedures are in accordance with federal planning regulations (23 CFR 450).

The Charlottesville-Albemarle Transportation Improvement Program (TIP) is a document used to schedule spending of federal transportation funds within the metropolitan region, in coordination with significant state and local funds, for the federal fiscal years 2024 through 2027. The TIP is a prioritized listing/program of transportation projects that is developed and formally adopted by the Charlottesville-Albemarle Metropolitan Planning Organization (MPO) as part of the metropolitan transportation planning process.

Definitions

Adjustment (also known as an Administrative Modification)	A minor revision to the adopted TIP that includes minor changes to project costs, funding sources, or phase initiation dates. An adjustment does not require CA-MPO Policy Board approval, public review/comment, or federal approval.
Amendment	A major revision to the adopted TIP that includes adding or deleting a project or a major change to project cost, phase initiation dates, or design concept/scope. An amendment requires CA-MPO Policy Board action, public review/comment by public hearing, and federal approval.
Fiscal Constraint	Fiscal constraint is demonstrated by only including projects and programs for which there is a reasonable expectation of available funding for project implementation.
Project Grouping	Projects that are not considered to be of appropriate scale for individual identification in a given program year may be “grouped” by function, work type, and/or geographic area. Grouping projects allows MPOs and states greater flexibility in managing the TIP and STIP and less administrative adjustments.
Revision	Any change to the adopted TIP, whether an amendment or an adjustment.
Statewide Transportation Improvement Program (STIP)	A federally required, four-year prioritized list of projects that will utilize federal funding.
Transportation Improvement Program (TIP)	A federally required, four-year prioritized list of regionally-significant projects that will utilize federal funding. All TIPs are included in the STIP.

TIP Revision Procedures

The MPO Policy Board and Technical Committee meet every other month in June, August, October, December, February and April. The Technical Committee meets on the first Tuesday of every other month, whereas the MPO Policy Board meets on the fourth Wednesday of every other month.

The CA-MPO staff review and processing window begins when staff receive all relevant information and approval from state agencies. Staff will strive to complete changes within two weeks of receipt. To ensure a timely revision and review process, TIP revision submissions should be provided to CA-MPO staff by the first of the month **in the preceding month of the regularly scheduled CA-MPO Technical Committee meeting**. The attached TIP Revision Calendar provides deadlines for CA-MPO staff receipt of relevant information to complete revisions.

A **TIP Revision** is any change to the adopted TIP document. Before identifying a revision path forward, the requester must identify the type of change:

- TIP Adjustment, or
- TIP Amendment

Any addition or deletion of a project requires a TIP amendment. If the requested change is a project or project phase addition or deletion, the revision follows the **Amendment** process. Changes to project cost may be an amendment or adjustment based on the thresholds identified below.

Project Cost Thresholds

Highway-FHWA Project/Phase Cost Thresholds

Approved Total Project Cost in TIP	Estimate Increase Requiring Amendment
Up to \$2,000,000	Greater than 100% requires Amendment
\$2 million to \$10 million	Greater than 50% increase requires Amendment
\$10 million to \$20 million	Greater than 25% increase requires Amendment
\$20 million to \$35 million	Greater than 15% increase requires Amendment
Greater than \$35 million	Greater than 10% increase requires Amendment

Transit-FTA Project/Phase Cost Increase Thresholds

Approved Total Project Cost in TIP	Estimate Increase Requiring Amendment
Up to \$2,000,000	Greater than 100% requires Amendment
\$2 million to \$10 million	Greater than 50% increase requires Amendment
Greater than \$10 million	Greater than 25% increase requires Amendment

Adjustment

A **TIP Adjustment** (or administrative modification) is a minor revision to the adopted TIP that includes minor changes to project costs, funding sources, or phase initiation dates. An adjustment does not require CA-MPO Policy Board approval, public review/comment, or federal approval. The following are examples of items that may be processed as adjustments:

- Minor changes in project/phase costs
- Minor changes to funding sources of previously included projects

- Minor changes to project/phase initiation dates
- Splitting or combining individually listed projects, as long as cost, schedule, and scope remain unchanged
- Technical corrections to grammatical or typographical errors

To process a TIP adjustment, the requester must provide the following information to CA-MPO staff:

- Affected project(s)
- UPC number
- New TIP block, if applicable
- Definitions of any technical terms
- A detailed written description that clearly specifies the requested revision(s)
- If the revision involves a Grouping, the request must also include a description of the specific location(s) affected and the implications.
- **Transit-related revisions:** Per DRPT policy, the sponsoring transit agency is responsible for providing the following attachments as part of a TIP revision request
 - Completing the DRPT STIP Action Form (available in DRPT's WebGrants Platform)
 - Submitting an official request letter with all relevant information to CA-MPO staff. The request letter must include the following statement: "Current cost estimates, allocations, obligations, expenditures, and funds available for transfer associated with the affected project(s) have been confirmed with VDOT and/or coordinated with DRPT."

Once all information is received, CA-MPO staff will complete the following steps:

1. Notify VDOT or DRPT that a TIP adjustment request has been made.
2. Following state agency approval of the change, CA-MPO staff make the appropriate changes to affected projects in the TIP.
3. Once revised, staff will send a letter to VDOT or DRPT and the requestor specifying the changes made to the TIP so that the STIP may be revised accordingly.
4. TIP Adjustments are presented as informational items at CA-MPO Technical Committee and Policy Board.

Amendment

A **TIP Amendment** is a major revision to the adopted TIP that includes adding or deleting a project or a major change to project cost, phase initiation dates, or design concept/scope. An amendment requires CA-MPO Policy Board action, public review/comment by public hearing, and federal approval. The following revisions must be processed as amendments:

- Addition or deletion of a project
- Major changes in project cost
- Major changes in project/phase initiation dates
- Major changes in design concept or design scope

To process a TIP adjustment, the requester must provide the following information to CA-MPO staff:

- Affected project(s)
- UPC number
- New TIP block, if applicable
- Definitions of any technical terms
- A detailed written description that clearly specifies the requested revision(s)

- If the revision involves a Grouping, the request must also include a description of the specific location(s) affected and the implications.
- **Transit-related revisions:** Per DRPT policy, the sponsoring transit agency is responsible for providing the following attachments as part of a TIP revision request
 - Completing the DRPT STIP Action Form (available in DRPT's WebGrants Platform)
 - Submitting an official request letter with all relevant information to CA-MPO staff. The request letter must include the following statement: "Current cost estimates, allocations, obligations, expenditures, and funds available for transfer associated with the affected project(s) have been confirmed with VDOT and/or coordinated with DRPT."

Once all information is received, CA-MPO staff will complete the following steps:

1. Notify VDOT or DRPT that a TIP amendment request has been made.
2. Following state agency approval of the change, CA-MPO staff make the appropriate changes to affected projects in the TIP.
3. CA-MPO staff will post public notice for at least 15 days that a public hearing will be held at the upcoming CA-MPO Policy Board meeting.
4. TIP Amendments are presented for CA-MPO Technical Committee review and recommendation.
5. A public hearing is held for public comment and review at the CA-MPO Policy Board.
6. The CA-MPO Policy Board votes to adopt the Amendment(s) by resolution.
7. Once approved by the CA-MPO Policy Board, staff will send a letter to VDOT or DRPT and the requestor specifying the changes made to the TIP so that the STIP may be revised accordingly.

Blackout Periods

Specific circumstances may prohibit TIP revisions from being processed within the timeframe described in the Procedures section above. Examples of such circumstances include:

- Months during which MPO Tech and/or the Policy Board meetings are canceled, or
- Periods during which the STIP and/or Six-Year Improvement Program (SYIP) are locked in preparation for CTB approval of a new/revised SYIP.

The CA-MPO, VDOT, and DRPT staff will endeavor to provide sufficient advance notice of such circumstances.