

## DRAFT #2 -- TIP Amendment Definitions

July 22, 2004

### **Regular Amendment** (aka "full" amendment)

A regular TIP amendment requires approval of the MPO Policy Committee, following public notice, a 30 day public comment period and public hearing as specified in the MPO Prospectus, public involvement process or rules of procedure.

A regular amendment applies when any of the following changes to a project in the current TIP are proposed:

1. A project or any phase of a project is added or removed from the current TIP.
2. The cost of any phase of a project will exceed more than 33% of the previously estimated cost.
3. A change in the scope of the project, where such change would alter the purpose, size, impact or limits of the project.
4. A change to an existing project which would require re-examination of the TIP/STIP air quality conformity determination.
5. A minor amendment that may warrant MPO Policy Committee approval, as determined by the MPO Executive Director(s), due to a potentially controversial aspect of the project, previous instruction from the Policy Committee, or special local concern.

### **Minor Amendment** (aka "expedited" amendment and "administrative adjustment")

A minor TIP amendment requires a written request and written approval of the MPO Executive Director. Notification of the approval of such amendments shall be provided to all MPO Policy Committee members. A minor amendment applies when none of the regular amendment criteria and any of the following apply to a proposed change in the TIP:

1. If the phase of a project is advanced or delayed with the three years of the TIP;
2. An increase or decrease in the cost of a project, provided it does not exceed 33% of the previously estimated cost;
3. A minor change in the scope of a project, provided there is no substantial change in the purpose, size, impact or limits of the project;
4. A change to an FTA-funded project that qualifies for an administrative adjustment per FTA guidelines.
5. Changes in annual statewide maintenance projects appearing on the TIP, limited to the following: \_\_\_\_\_
6. Changes to projects that are exempt from air quality conformity determination (under 40 CFR 93.134), except the following:  
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7. Any change in the TIP necessitated by an immediate need for project authorization due to an emergency. Such action must be ratified by the Policy Committee at the next available meeting. "Emergency" in this context shall mean.....