

DURHAM • CHAPEL HILL • CARRBORO

DCHC

METROPOLITAN PLANNING ORGANIZATION

PLANNING TOMORROW'S TRANSPORTATION

TIP Amendment Procedure Review

Kelly Fomenko - LPA Staff – April 12, 2023

- Who requests amendments?
- When should you request an amendment?
- Which projects require additional procedures?
- What is our amendment process?
- What are other MPO's doing?
- What are some possible solutions for having a good process that is also timely?

Who Can Request an Amendment

Who can request a TIP amendment?

- Any DCHC MPO member can submit a request
 - i.e. Staff from the Town of Carrboro, Orange County, GoTriangle...

Chatham County Pedestrian Safety Improvements [Start new search](#) This amendment is in the **Adopted** state.

Project History **Amendment** #13 1/11/2023 (Adopted)

Actions

Links to related MTP Project details: N/A

Links to related CTP Project details: N/A

Links to related TIP Project details: N/A

Project Description

Chatham County is requesting to utilize its STBGDA funds to give to NCDOT for three pedestrian safety projects. We have received HILC funds from Division 8 for \$17,500 to partially cover the local match, and the county will providing the rest. Compiled into one total project, we will be giving \$139,866 to NCDOT to help carry out 3 bike/ped safety projects around the county. The non-federal match required is \$34,966.50. These projects will require no ROW acquisition.

Project Information	
TIP #	BL-0070
Project Status	Active
Mode	Highway
WBS #	N/A
Federal Project #	N/A
MUNIS Grant #	N/A

Amendment Information	
TIP Amendment #	13
TIP Amendment Adopted Date	1/11/2023
STIP Amendment Date	3/20/2023
Amendment Description	Add \$5,300 in STBG-COVID funds to fund the engineering phase of this project.

SPOT Information

Go to <https://gis.dchcmpo.org/tipapplication/home> then search for project by STIP# or name

When to Request an Amendment

When should you request an amendment?

- Project phases change
 - *i.e. ROW is deleted as there is no longer ROW required*
- Project funding changes
 - *i.e. A grant is received to increase the overall funding for project*
- Project fiscal year changes
 - *i.e. CON is delayed from FY24 to FY26 to allow more time for ROW*
- Project owner changes
 - *i.e. NCDOT will be taking over an Orange County project*
- Project segment will be created
 - *i.e. A project will now be completed in two phases*

TIP Amendment Determination Procedures

What is the initial amendment procedure for LPA staff?

Each TIP amendment can contain two types of project changes:

- 1) Administrative Modification
- 2) Formal Amendment

1) Administrative Modification

- Does **not** require public comment period
- Occurs when...
 - Project budget changes by less than \$1 million
 - Does not move out of (4) year window
 - Consistent with Metropolitan Transportation Plan (MTP)

2) Formal Amendment

- **Requires** public comment period
- **May require** fiscal constraint and conformity analysis (longer process)
- Occurs when...
 - Project is added or deleted from STIP, or major design/scope change
 - Project cost changes by \$ and/or % amounts (based on type of project)
 - Project phase initiation moves in or out of (4) year window

...LPA staff receive amendment requests and make final determination on what type it is.
If any projects in the upcoming amendment require formal amendment proceedings,
then all projects are subject to public comment period and extended process.

DCHC MPO Current Approval Process

What is our current approval process?

- No current call for amendment requests. All existing requests are gathered to determine if a formal amendment will be required.
- Amendment may be delayed pending extra needed analysis, then below process begins:



What Are Other MPO's Doing?

Examples from other MPO's – Amendment Cycles

- A schedule provides consistency for members and allows for improved planning
- Specifies public review time in advance for the community
- Spacing out public comment requests can help prevent survey fatigue among all competing MPO requests

Source: SEMCOG (Michigan)

SEMCOG 2023 TIP/RTP Amendment Calendar

Activity	Amendment Period					
	Spring		Summer		Fall	
	Day	Date	Day	Date	Day	Date
SEMCOG issues call for amendments.	Thurs.	12/29/2022	Fri.	3/24/2023	Fri.	8/4/2023
SEMCOG/MDOT change request and coordination meeting for current amendment period.	Thurs.	1/26/2023	Thurs.	4/27/2023	Thurs.	9/7/2023
Amendments due (i.e., change requests created and submitted in JobNet) from FACs, transit agencies, and MDOT.	Thurs.	1/27/2023	Fri.	4/28/2023	Fri.	9/8/2023
SEMCOG starts amendment review and processing.	Mon.	1/30/2023	Mon.	5/1/2023	Mon.	9/11/2023
<i>Project list and map generated by SEMCOG.</i>	Fri.	2/10/2023	Fri.	5/12/2023	Fri.	9/22/2023
<i>Interagency Working Group (SEMCOG MITC-IAWG) meeting (week of).</i>	Mon.	2/20/2023	Mon.	5/23/2023	Mon.	10/2/2023
<i>Air quality conformity, environmental justice, environmental sensitivity, and fiscal constraint analyses completed by SEMCOG.</i>	Fri.	3/17/2023	Fri.	6/16/2023	Fri.	10/27/2023
Amendment review and processing completed by SEMCOG.	Fri.	3/17/2023	Fri.	6/16/2023	Fri.	10/27/2023
Public review period on amendment begins with SEMCOG posting a notice on its public-facing Web page inviting comment.	Mon.	3/27/2023	Mon.	6/26/2023	Tue.	10/31/2023
SEMCOG Transportation Coordinating Council meeting.	Thurs.	4/20/2023	Thurs.	7/20/2023	Thurs.	11/16/2023
SEMCOG Executive Committee meeting and completion of public review period.	Fri.	4/28/2023	Thurs.	7/27/2023	Fri.	12/1/2023
SEMCOG submits amendment to MDOT for review and approval (<i>week of</i>).	Mon.	5/1/2023	Mon.	7/31/2023	Mon.	12/4/2023
MDOT submits amendment to FHWA and FTA for review and approval (<i>week of</i>).	Mon.	5/8/2023	Mon.	8/7/2023	Mon.	12/11/2023
Estimated date of final TIP/RTP amendment approval (<i>week of</i>).	Mon.	5/15/2023	Mon.	8/14/2023	Mon.	12/18/2023

Examples from other MPO's – Public Comment Timeframes

What designates the **start** of public comment?

- French Broad River MPO
 - Staff have authority to release for public comment without passing by TC/Board (however, they do have a subcommittee that reviews amendments before the TC)
- Gaston-Cleveland-Lincoln MPO
 - TC/Board approve release, and comment ends before TC recommendation. Meetings are bi-monthly.
- Capital Area MPO
 - Staff have authority to release for public comment without approval (TC and Board are informed of release dates). Public comment period ends with public hearing at Board approval meeting.

MPO	Public Review Period
CRTPO	Varies
BGMPO	10 days
FAMPO	14 days
FBRMPO	21 days
DCHCMPO	21 days
GCLMPO	30 days
CAMPO	30 days

Note: Public comment period is defined by our Public Involvement Policy (PIP). Amendments are required to have some level of public comment period. We historically receive little comment or mainly in the first couple days.

Amendment Scheduling (Cycle)

DCHC MPO Tentative Amendment Schedule

TIP AMENDMENT SCHEDULE (QUARTERLY)							
TIP Amendment	Call for Amendments	Deadline for Submission to MPO	TC Origin Date	TC Action Date	Board Action Date	Submittal Date to NCDOT	BOT Agenda Approval
<i>FY24-33 TIP ADOPTION SEPT 13, 2023</i>							
FY24-33 Amendment #1	9/1/2023	9/29/2023	10/25/2023	12/27/2023	1/10/2024	1/12/2024	March 2024
FY24-33 Amendment #2	12/1/2023	12/29/2023	1/24/2024	3/27/2024	4/10/2024	4/12/2024	June 2024
FY24-33 Amendment #3	3/1/2024	3/29/2024	4/24/2024	6/26/2024	7/10/2024	7/12/2024	September 2024
FY24-33 Amendment #4	6/3/2024	6/28/2024	7/24/2024	9/25/2024	10/9/2024	10/11/2024	December 2024
FY24-33 Amendment #5	9/2/2024	9/30/2024	10/23/2024	12/18/2024	1/8/2025	1/10/2025	March 2025
FY24-33 Amendment #6	12/2/2024	12/31/2024	1/22/2025	3/26/2025	4/9/2025	4/11/2025	June 2025
<i>FY26-35 STIP ADOPTION LIKELY JUNE 2025</i>							

Note: Amendment #6 items will likely only consist of projects with administrative modifications or those with FY25 funds. This schedule allows 21-day public comment between Board release and Technical Committee recommendation for approval. BOT items are required by the first of the month to be included on the agenda for the following month. Any amendments that are below the public release thresholds or will not require additional analysis will be processed sooner.

- The TIP is mainly a budgetary document. How do member jurisdictions process their own budget amendments?
- An amendment generally processes changes to existing projects, or adds projects that have been planned and vetted already. Consider adding some language about how projects get added to the TIP, such as through LAP or state prioritization cycles.
- A narrative should be included during a release to better explain why the public is being engaged, and what their feedback means at this stage in the process. The report could also list previous public engagement for these projects.
- Future discussions on updating amendment procedures could include authorizing LPA staff to release amendments for public comment without TC/Board approval, updating release methods, or updating required public comment period.

The upcoming STIP adoption timing will determine the timeframe for a reasonable 1st TIP amendment. A schedule will help the smooth out the timing process of TIP amendments. However, we currently lack clarifying language on when TIP amendments can be released for public comment or when public comment period should end.

This should be addressed in the next update of the Public Involvement Policy (PIP) and possibly discussed in a subcommittee meeting as to what we interpret our current policy to require.