



## Transportation Improvement Program Administrative Policies

### **CAMPO Transportation Policy Board**

|                          |   |
|--------------------------|---|
| Kirk Watson, Chair       | State Senator   |
| Cynthia Long, Vice-Chair | Williamson County Commissioner  |
| Sam Biscoe               | Travis County Judge   |
| Joe Clifford             | Mayor Pro Tem, City of Round Rock   |
| Sheryl Cole              | City of Austin Council Member   |
| Sarah Eckhardt           | Travis County Commissioner  |
| George Garver            | Mayor, City of Georgetown (Williamson County Small Cities Representative) |
| Miguel Gonzalez          | Mayor, City of Kyle (Hays County Small Cities Representative)             |
| Karen Huber              | Travis County Commissioner  |
| Lee Leffingwell          | Mayor, City of Austin   |
| Bob Lemon                | Mayor, City of Cedar Park   |
| Carlos Lopez, P.E.       | TxDOT Austin District Engineer  |
| Diana Maldonado          | State Representative, Williamson County                                   |
| Jeff Mills               | Mayor, City of Sunset Valley (Travis County Small Cities Representative)  |
| Susan Narvaiz            | Mayor, City of San Marcos   |
| Chris Riley              | Council Member, City of Austin  |
| Eddie Rodriguez          | State Representative, Travis County                                       |
| Bill Spelman             | Council Member, City of Austin  |
| Elizabeth "Liz" Sumter   | Hays County Judge   |
| John Treviño             | Capital Metro Board   |
| Clara Beckett*           | Bastrop County Commissioner   |
| H.T. Wright*             | Judge, Caldwell County  |

\*Non-voting member

### **CAMPO Staff**

|                   |   |
|-------------------|---|
| Joseph Cantalupo  | Executive Director  |
| Maureen McCoy     | Assistant Director  |
| Daniel Yang       | Program Manager, GIS, Demographic Forecasting, and Travel Demand Modeling |
| Cathy Stephens    | Program Manager, Environmental  |
| Stevie Greathouse | Principal Planner   |
| Maria Caminos     | Senior Planner  |
| Michelle Meaux    | Senior Planner  |
| Kevin Lancaster   | Senior Planner  |
| Greg Griffin      | Senior Planner  |
| Michael Dutton    | Planner   |
| Greg Goldman      | Planner   |
| Cole Kitten       | Planner   |
| Shana Norton      | Planner   |
| Dan Dargevics     | Planner   |
| Art Zamorano      | Administrative Specialist   |
| Franklin Fejarang | Financial Consultant  |

## **Background**

The Capital Area Metropolitan Planning Organization (CAMPO) was established in 1973 as the federally-designated Metropolitan Planning Organization (MPO) for the Austin metropolitan area. CAMPO's two main purposes are to coordinate regional transportation planning among Williamson, Travis and Hays counties, nineteen cities, and transportation providers in the Austin metropolitan area and to approve the use of federal transportation funds.

According to federal law and regulations, CAMPO, in cooperation with the state and transit operators, will develop a Transportation Improvement Program (TIP) for the area. The four-year TIP lists projects that are funded with federal dollars and are consistent with the long range plan developed for the area. The TIP may also include non-federally funded projects that are regionally significant.

In developing the TIP, CAMPO provides citizens, affected public agencies, representatives of transportation agency employees, other affected employee representatives, private providers of transportation, and other interested parties with a reasonable opportunity to comment on the proposed program. According to federal law, the TIP will be updated at least once every four years and will be approved by the MPO and the Governor. The TIP development process -- including public involvement activities and opportunities for public review and comment - is being used to satisfy program of project requirements of the Federal Transit Administration Urbanized Area Formula Program.

The TIP also includes a financial plan that:

1. Demonstrates how the TIP can be implemented;
2. Indicates resources from public and private sources that are reasonably expected to be made available to carry out the plan; and
3. Recommends any innovative financing techniques to finance needed projects and programs.

To maintain consistency throughout the TIP, a set of *General Policies* and *TIP Modification and Amendment Policies and Procedures* have been proposed to govern the TIP and its associated projects; they are listed below.

### **General Policies**

1. The TIP is divided into two distinct parts: the main body and an appendix.
  - a. Items specifically required to be in the main body of the TIP can be found in 23 CFR 450 and 49 U.S.C. Chapter 53 of the Code of Federal Regulations and the United States Code.
  - b. All projects in the main body of the TIP fall under the *General Policies*, regardless of funding source or funding category.
  - c. Projects included in the main body of the TIP must be consistent with:
    - i. The current CAMPO long-range plan
    - ii. CAMPO's Congestion Management Process and;
    - iii. Applicable federal and state requirements.
2. All TIP and TIP amendment project submissions must be submitted using the TIP Application Package provided by CAMPO.
3. All TIP and TIP amendment project submissions must be submitted by the first working day of February and August.
4. Programs, projects or studies that have been awarded Surface Transportation Program – Metropolitan Mobility (STP - MM) funding may share funding with another program or study that is of similar nature and spirit.
5. Those jurisdictions or transportation providers receiving STP - MM funding for projects, programs or studies are required to demonstrate continuous progress toward project

implementation. Continuous progress, in this instance, means that major steps to advance the project (e.g., authority to undertake final design, authority to acquire a significant portion of the right-of-way, or approval of the plans, specifications and estimates) must occur within three years of the approval by the Transportation Policy Board (TPB). If continuous progress is not demonstrated, the award of funds will be subject to reevaluation by the TPB.

6. Those jurisdictions or transportation providers receiving STP - MM funding for projects, programs or studies must also submit, on a quarterly basis, a progress statement for each awarded project, program or study. A standardized reporting format will be provided by CAMPO staff.
7. All regionally significant projects must be listed in either the main body or the appendix of the current CAMPO TIP. A regionally significant project is defined as a project, regardless of funding source, which is either a roadway functionally classified as minor arterial or higher or a transit capital project that serves a regional purpose. Regionally significant projects will be included in the TIP only for planning, coordination and public disclosure purposes.
8. If an STP - MM funded project becomes infeasible or untenable:
  - a. The jurisdiction must notify CAMPO as soon as the determination is made; and
  - b. The STP - MM funds will be returned to the general reserve for redistribution; and
  - c. The funds will be offered to the next highest scored, unfunded eligible project based on the most recent STP - MM call for projects.
9. The TPB and/or the CAMPO Executive Director reserve the right to declare any proposed TIP modification a *Major Amendment*.

**TIP Modification and Amendment Policies and Procedures**

Due to the dynamic nature of TIP projects during the implementation process, the TIP may need to be modified periodically. The policies and procedures of this process are defined below.

Administrative Amendments. The TPB has delegated the authority to approve specifically defined TIP modifications, known as *Administrative Amendments*, to the CAMPO Executive Director. These amendments do not require action by the TPB. If an *Administrative Amendment* is approved by the Executive Director, the amendment shall be provided online for the benefit of the public and to the TPB for informational purposes before the next meeting of the TPB.

The following are classified as *Administrative Amendments*:

1. Total TIP Project Year of Expenditure cost increases that do not cause an increase of funds allocated by the TPB within the following limits<sup>1</sup>:

| Total TIP Project Cost    | Percent Increase in Total TIP Project Cost |
|---------------------------|--|
| \$0 - \$249,000           | 25%  |
| \$250,000 - \$999,999     | 20%  |
| \$1,000,000 - \$2,999,999 | 15%  |
| \$3,000,000+              | 10%, capped at \$5 million                 |

<sup>1</sup> Refers only to Total TIP Project Cost, not Total Project Cost

2. Decreases in federal or state funding.
3. Increases to local matches.
4. Changes in federal project funding sources that do not alter the federal project cost, with the condition that the project meets the funding category's eligibility requirements.
5. Modifications to TIP projects as long as the modifications do not materially change the project's intended function, nature, costs or environmental impact.

6. Determinations that a project is an interim improvement to a larger project, as long as the modifications do not materially change the project's intended function, nature, costs or environmental impact.
7. Data entry or typographical errors.

Major Amendments. *Major Amendments* are any modifications that are not specifically defined as an *Administrative Amendment*. The TPB and/or the CAMPO Executive Director reserve the right to declare any proposed modification to the TIP a *Major Amendment*.

All modifications to the TIP that are classified as *Major Amendments* must be presented to the TPB for consideration. All *Major Amendments* require the public outreach process as defined in the *CAMPO Public Participation Program*.

Emergency Actions. In accordance with federal rules and regulations, in the event that the State of Texas or the federal government declares a state of emergency, CAMPO may process any TIP modification that is related to mitigation of the emergency as an *Administrative Amendment*. If applicable, the TIP modification would be processed in accordance with the *Major Amendment* requirements during the next amendment