

Transportation Improvement Program and Regional Transportation Plan

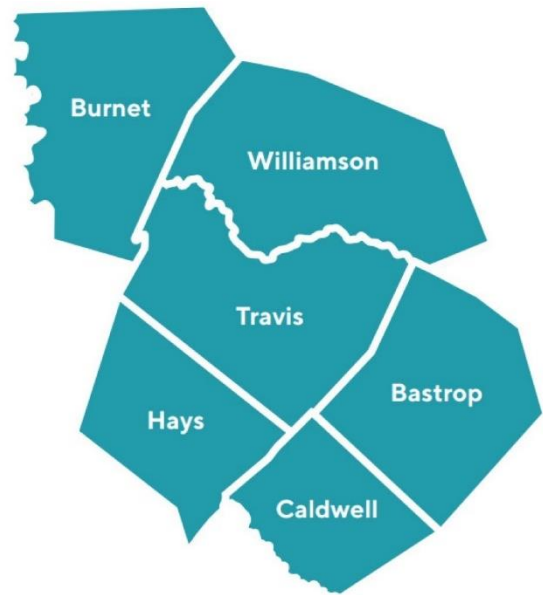
Amendment Policy and Procedures



Overview

The Capital Area Metropolitan Planning Organization (CAMPO), established in 1973, serves as the federally designated Metropolitan Planning Organization (MPO) for the six-county Capital region in central Texas. CAMPO coordinates regional transportation planning and funding within Bastrop, Burnet, Caldwell, Hays, Travis and Williamson counties, municipalities, and transportation providers.

In cooperation with the state transportation department, transit operators, and local governments, CAMPO develops and maintains the Transportation Improvement Program (TIP) and Regional Transportation Plan (RTP). The RTP is the long-range document that outline the goals, strategies, and objectives of the Transportation Policy Board and includes transportation projects planned over the next 20 years. The TIP is the four-year program that consists of federal, state and locally funded transportation projects from the RTP that will be implemented within the next four years. Projects include roadway, transit, active transportation, intelligent transportation systems, studies and programs that will improve the region's transportation system.



In accordance with federal and state regulations, projects must be authorized by the Transportation Policy Board (TPB) for inclusion in the TIP before federal surface transportation funding can be obligated to a project and sponsor.

Both the TIP and RTP undergo extensive public outreach through CAMPO's Public Participation Plan before the program and projects are approved by the Transportation Policy Board, CAMPO's governing body made up of local officials and representatives. The TIP is subsequently included in the Statewide Transportation Improvement Program which is approved by the Texas Transportation Commission before the projects are individually reviewed and approved by the Federal Highway Administration and Federal Transit Administration.

General Amendment Policy

The Transportation Improvement Program (TIP) and Regional Transportation Plan (RTP) are amended on a regular basis to ensure that the most up-to-date information is approved by the Transportation Policy Board. These program and plan amendments are subject to the process and policies listed below.

- Regular amendment cycles are held twice a year and coincide with the Statewide Transportation Improvement Program (STIP) revision schedule as scheduled by the Texas Department of Transportation (TxDOT).
- Out-of-cycle amendments will be considered on a case-by-case basis with processing subject to the discretion of the Transportation Policy Board Chair.
- Administrative amendments are processed with processing subject to the discretion of the Executive Director.
- All amendment requests must be submitted using the online application. Requests will be considered at the time of submission and processed according to nature of the request.

Administrative Amendments

The Transportation Policy Board (TPB) has delegated the authority to approve specifically defined amendment requests, known as Administrative Amendments, to the Executive Director. These amendments are non-substantive in nature and do not materially change the individual projects or overall program and are not subject to public involvement or direct approval by the TPB. The Executive Director has the discretion to elevate any proposed administrative amendments to a full amendment. All approved administrative amendments are provided to the public and the TPB for informational purposes.

The following actions are classified as Administrative Amendments:

- Decreases in funding amounts
- Increases in non-TPB delegated funding under 50% of original amount
- Changes in non-federal funding amount
- Changes to project sponsor
- Changes to the Fiscal Year (subject to continual progress review)
- Editorial modifications and corrections
- Requests that do not substantially alter the scope, function, or anticipated impacts
- Actions related to a state or federally designated emergency

Regular Amendments

Amendments to the Transportation Improvement Program that do not qualify as administrative are considered regular amendments that are subject to public involvement as defined in the [Public Participation Plan](#) and must be approved directly by the Transportation Policy Board. Regular amendments are processed during the next regularly scheduled amendment cycles after application submission.

The following actions are classified as regular amendments:

- Significant changes to the project limits
- Significant changes to the project scope
- Adding a new project to the program
- Removing a project from the program
- Increases to funding over 50% of the original amount
- Increases to any amounts for TPB-delegated funding
- Any other changes that do not qualify as an administrative amendment

Out-of-Cycle Amendments

Any requested non-administrative amendments that require immediate action outside of the regular amendment cycles are considered out-of-cycle amendments. These amendments are subject to the process outlined in the Quick Action Option detailed in the Public Participation Plan and final approval by the Transportation Policy Board.

Amendment Submission

Sponsors may submit a request for an amendment at any time using the online application. These requests will be processed according to the amendment policies outlined above either through the next regular amendment cycle, administratively, or as an out-of-cycle amendment. The nature of the request will be determined upon review of the submission and additional coordination with the project sponsors as needed. The online applications are available below:

[Transportation Improvement Program \(TIP\) Amendment Application](#)

[Regional Transportation Plan \(RTP\) Amendment Application](#)

Application Instructions

To submit an online amendment application for projects, sponsors must provide complete project information with supporting documentation to ensure projects meet the qualifications for inclusion on the Transportation Improvement Program or for listing modifications. The online form will change based on the responses provided in the general information section. Sponsors will either be directed to the modification request section for currently listed projects or to the section for new highway or transit projects if the project is not currently included.

General Information	
Project Type	Please select if this project is a highway or transit project.
TIP Listing Status	Please indicate if the project is currently listed in the TIP.
RTP Listing Status	Please indicate if the project is currently listed in the RTP.
Federal Program	If the project is federally funded, please select the federal surface transportation program funding that has been committed to the project.
Amendment Verification	For projects that are not federally funded or required to be listed in the Transportation Improvement Program, please provide information and justification for submittal including information on any non-federal requirements if applicable.

Currently Listed Projects

For projects that are currently listed in the Transportation Improvement Program, sponsors may make amendment requests for specific modifications to the project listings. Sponsors must provide basic identifying information and select the specific modifications requested and provide detailed information on the change with supporting documentation applicable to the requested change.

Currently Listed Projects	
Sponsor	Please provide project sponsor(s).
MPO ID	Please provide the MPO ID from the TIP/RTP Listing.
CSJ	Please provide the CSJ number if applicable.
Project Name	Please provide the project name or primary roadway.
Amendment Request	Please select the applicable amendment modifications.
Amendment Detail	For selected modifications a corresponding field will appear for the sponsor to provide detailed information on the requested changes.

New Highway Projects

Highway projects are projects that have been selected for federal funding through any programs administered by the Federal Highway Administration (FHWA) including those selected directly by FHWA, the Texas Department of Transportation, and the Transportation Policy Board. For projects not currently listed in the TIP, sponsors will need to complete the highway section of the form and provide backup documentation for verification.

New Highway Projects	
County	Please select the county(s) where the project is located.
Sponsor	Please provide project sponsor(s).
MPO ID	Please provide the MPO ID from the RTP if available.
CSJ	Please provide the CSJ if available.
Municipality	Please provide the municipality where the project is located.
Roadway	Please provide the primary roadway.
Limits (From)	Please provide the starting project limits.
Limits (To)	Please provide the ending project limits.
Project Description	Please provide a brief project description that includes a description of the existing facility and future facility upon completion of the project. For example: 'Expand the current two-lane roadway to a four-lane divided highway with 4-foot shoulders and a shared use path'
Fiscal Year	Please provide the fiscal year of project implementation.
Phase	Please select the phase or phase(s) to be implemented
On-System Status	Please indicate if the project is on the state roadway system. For projects on TxDOT's roadway network, sponsors must provide concurrence and approval from TxDOT.
Total Project Cost	Please provide a breakdown of the total project cost
Project Funding	Please provide the funding sources, amounts and cost-sharing breakdown for the project.

New Transit Projects

Transit projects are projects that have been selected for federal funding through any programs administered by the Federal Transit Administration (FTA) including those selected directly by FTA, Direct Recipients and the Transportation Policy Board. For projects not currently listed in the TIP, sponsors will need to complete the transit section of the form and provide backup documentation for verification.

New Transit Projects	
County	Please select the county(s) where the project is located.
Sponsor	Please provide project sponsor(s).
MPO ID	Please provide the MPO ID from the RTP if available.
Project Type	Please select the project type.
Project Phase	Please select the phase or phase(s) to be implemented
Project Description	Please provide a brief project description that clearly describes the project for stakeholders including the TPB and public.
Area Type	Please select the area type where the project is located.
Fiscal Year	Please provide the federal fiscal year of project implementation.
Funding Category	Please select the applicable transit funding category(s).
Federal Funding	Please enter the total amount of federal funding.
State Funding	Please enter the total amount of state funding.
Local Funding	Please enter the total amount of local funding.
Other Funding	Please enter the amount of any other applicable funding.
Total Project Cost	Please provide the total project cost.
Additional Information	Please provide any additional project information.

Public Involvement Requirement

As part of the amendment process, projects are required to undergo a public involvement process before they are presented for potential adoption by the Transportation Policy Board. Sponsors submitting amendments must be available to answer questions and provide feedback to members of the public, Technical Advisory Committee, and Transportation Policy Board during this process. Sponsors must provide contact information for the individual or individuals that will be participating in the public involvement.

Supporting Documentation

Applications for new projects must include supporting documentation that verifies the information in the applications and ensures the projects and sponsors meet the requirements for inclusion in the Transportation Improvement Program. Applications with incomplete documentation or documentation that does not reflect the project will be returned to the sponsor for correction and will not be processed until complete.

Supporting Documentation	
Location Maps (GIS)	Please provide a shape file (GIS) of the project location and limits. If you cannot provide a shape file, please provide a clear PDF Map that will be used as reference for the shape file.
Funding Information	Projects must have committed funding to be considered for inclusion in the Transportation Improvement Program. Please provide funding information that demonstrates committed project funding. Examples include TCC minute orders, funding resolutions, adopted budgets, certified financial statements or letters of financial commitment from the appropriate body.
Cost Information	Projects must have detailed cost information and estimates. Please provide certified engineering estimates or detailed project scope and budget that provides verification for the project costs. These costs must also be covered by the committed funding for the applicable project phases to be included in the listing.
On-System Authorization	Please provide TxDOT Project Authorization for On-System projects.
Additional Information	Please provide any additional information as needed.