

RESOLUTION 09 2013

RESOLUTION CHARACTERIZING AMENDMENTS OR MODIFICATIONS TO THE TRANSPORTATION IMPROVEMENT PROGRAM

WHEREAS, each urbanized area participating in the programs of the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) must assure that funded transportation projects are included in the local Transportation Improvement Program (TIP), as well as the Indiana State Transportation Improvement Program (INSTIP), and

WHEREAS, the Madison County Council of Governments (MCCOG) is the agency designated by the Governor as the Metropolitan Planning Organization (MPO) to maintain the Transportation Improvement Program (TIP) for the Anderson/Madison County Metropolitan Planning Area, and

WHEREAS, MCCOG has defined the TIP as the original TIP Document in its entirety and has defined the TIP Project List as the list of projects as included in the original TIP Document that has been amended and modified with changes and corrections identified by the Indiana Department of Transportation (INDOT), FHWA, or the Local Planning Agency (LPA) as processed by MCCOG as an Amendment into the INSTIP, and

WHEREAS, MCCOG has defined that TIP Amendments and TIP Modifications are processes by which changes are made to the TIP Project List and subsequently amended into the INSTIP, and

WHEREAS, INDOT has defined that a STIP Amendment is the process by which changes are made to the STIP Project List, and

WHEREAS, MCCOG has defined that a TIP Amendment must be processed when the following occurs: (1) any new project or new project phase that has not yet been Amended into the TIP, (2) expansion or redefinition of a project scope, (3) change in the INDOT Designation Number (Des. #), (4) increase in funding award, (5) additional funding award, (6) any redistribution of a currently listed funding award to new project phases (i.e. PE, RW, CN), (7) change in funding split or required local matching funds, (8) project is deleted from the TIP, or (9) change in funding year that moves the project from an expiring Transportation Bill into a new Transportation Bill, and

WHEREAS, MCCOG has defined that a TIP Modification must be processed when the following occurs: (1) reduction in awarded funds, (2) change in funding year within the current Transportation Bill, (3) reduction of an existing project scope, or (4) division or segmentation of a the alignment of an existing project scope (phasing), and

WHEREAS, MCCOG has identified that no TIP Amendment or TIP Modification is required when the following occurs: (1) minor change in project description, (2) grammatical changes, (3) additional information added, or (4) change in letting date within same State Fiscal Year, and

WHEREAS, MCCOG has identified that Changes in Project Estimates do not require a TIP Amendment or TIP Modification unless the change initiates an additional award of funding, which will require a TIP Amendment, and

WHEREAS, MCCOG has identified that Change Orders (CO) to projects under construction, whether (1) monetary, (2) schedule, or (3) scope change; may require a TIP Amendment or TIP Modification, and

WHEREAS, MCCOG has developed the following process for intermittent changes and corrections to the TIP Project List:

- (1) At such time when a TIP addition, change, or correction is requested, MCCOG staff will review the request to determine whether a TIP Amendment or TIP Modification is necessary, and
- (2) If request must be included as a TIP Amendment:

- a) MCCOG Staff will develop a TIP Amendment Resolution and add to the agenda for the next regularly-scheduled Anderson MPO Technical Advisory Committee (TAC) meeting held bi-monthly, and
 - b) MCCOG Staff will present the TIP Amendment Resolution and call for individual votes from the Anderson MPO Policy Committee and Anderson MPO TAC, and
 - c) If passed with a majority vote, the Resolution must be signed by the president or vice president of the Anderson MPO Policy Committee, and
 - d) MCCOG Staff will complete a STIP Amendment Request Form in preparation for the next available submission date (set date once per month), and
 - e) Upon receipt of a STIP Amendment Confirmation Document, MCCOG Staff will update the TIP Project List and update the digital copy on the MCCOG website.
- (3) If request must be included as a TIP Modification:
- a) MCCOG Staff will develop a TIP Modification Letter and present to the MPO Director for review and signature, and
 - b) MCCOG Staff will complete a STIP Modification Request Form in preparation for the next available submission date offered (set date once per month), and
 - c) Upon receipt of a STIP Modification Confirmation Document, MCCOG Staff will update the TIP Project List and update the digital copy on the MCCOG website, and
 - d) At the next regularly-scheduled TAC Meeting, MCCOG Staff will provide a copy of the TIP Modification Letter.

WHEREAS, MCCOG has identified that there are specific instances where an Emergency TIP Amendment or TIP Modification may be requested by either the MPO, an LPA, INDOT District, or INDOT Central Office, and

WHEREAS, MCCOG has identified the following criteria that may initiate an Emergency TIP Amendment or an Emergency TIP Modification: (1) without a change in the TIP, no further construction can occur on a project, (2) without a correction in the TIP, no contracts can be formally executed, or (3) special circumstances on additional funding made available to INDOT, the State, another State Agency, the MPO, or the LPA and recommended by MCCOG Staff, and

WHEREAS, MCCOG has identified that while an Emergency TIP Amendment or an Emergency TIP Modification may be requested by the MPO, it is not the decision of the MPO, but rather INDOT Central Office, as any Amendment or Modification processed by an MPO is not fully executed until it has been amended into the INSTIP, and

THEREFORE, BE IT RESOLVED THAT the Madison County Council of Governments hereby certifies the aforementioned TIP Amendment-TIP Modification Process as a Policy and Standard to be adhered by all LPA's and other potential Funding Recipients within the Anderson/Madison County Metropolitan Planning Area and is hereby endorsed and approved.

ADOPTED by the Madison County Council of Governments Policy Committee, this 1st day of August, 2013.


 President, Madison County
 Council of Governments