

## Corvallis Area MPO Policy on Amending Metropolitan Transportation Improvement Program

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### **Purpose and Background**

The purpose of this document is to describe the process by which changes to projects programmed in the Corvallis Area Metropolitan Planning Organization (CAMPO) Metropolitan Transportation Improvement Program (MTIP) take place.

While the text in the CAMPO MTIP changes very little during the life of the document, the projects programmed within the MTIP are regularly amended, revised, split, canceled, etc. These projects include infrastructure construction projects, capital purchases, plan development, engineering activities, outreach programs, and others. Incorporating changes into the MTIP and the Statewide Transportation Improvement Program (STIP) is essential to project delivery and must be completed before revising intergovernmental agreements (IGAs) and executing fund transfers.

Project changes must be approved by the MPO before they can be incorporated into the MTIP and the STIP. The MTIP is maintained by CAMPO and cross-referenced to match the STIP, which is maintained by the Oregon Department of Transportation (ODOT). ODOT, FTA, and FHWA have a separate policy agreement on how STIP amendments take place.

### **Types of Changes**

There are three types of MTIP changes processed by the MPO: full amendments, administrative amendments and adjustments. Full amendments require the greatest level of scrutiny including communicating basic project information to the Policy Board and the provision of a public comment period. Administrative amendments are largely handled by the Technical Advisory Committee (TAC). CAMPO staff has the authority to approve adjustments and informs the TAC as appropriate. A full description of the procedures associated with the three types of MTIP changes is included later in this document.

The table below lists a number of potential MTIP actions and illustrates whether they require a full amendment, administrative amendment, or an adjustment.

CAMPO will process amendments to the approved Transportation Improvement Program (TIP) through one of the following procedures. The goal of this procedure is to balance efficiency of process with suitable public engagement.

| Type of Change           | Full Amendment | Administrative Amendment | Adjustment |
|--------------------------|----------------|--------------------------|------------|
| If it is NOT in the MTIP |                |                          |            |

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|  |   |   |   |
|--|---|---|---|
| 1. Planning Grant or Project (i.e. non-construction) less than \$100,000   |   |   | X |
| 2. Planning Grant or Project (i.e. non-construction) more than \$100,000   |   | X |   |
| 3. Adding a project with previously identified funding, that has already had public engagement                                       |   |   | X |
| 4. Adding a project with previously identified funding, <u>that has not had public engagement</u>                                    |   | X |   |
| 5. Adding a federally funded project using <u>MTIP</u> dollars   | X |   |   |
| <b>If it is ALREADY in the <u>MTIP</u></b>   |   |   |   |
| 6. <u>Cancelling a federally funded, and regionally significant project</u>  | X |   |   |
| 7. Advancing or delaying a project by one year, or a cost overrun of less than <u>510%</u> involving <u>MTIP</u> dollars             |   |   | X |
| 8. Advancing or delaying a project by more than one year, or cost overruns between <u>510%</u> and 20% involving <u>MTIP</u> dollars |   | X |   |
| 9. Cost overruns more than 20% involving <u>MTIP</u> dollars   | X |   |   |
| 10. Scope changes including extension or shortening of a project   | X |   |   |
| 11. Combining of two projects into one, or separating of one project into two  |   | X |   |
| <u>12. Moving allocated funds between phases of the same project (e.g. moving funds from UR to RW)</u>                               |   |   | X |
| <u>12-13. Advancing or Slipping an approved project/phase outside its current MTIP</u>   |   |   | X |
| <u>13-14. Other scenarios</u>  | X | X |   |

**Full Amendment: Technical Advisory Committee ~~Decides~~Determines Public Outreach**

For full amendments, the TAC will ~~decide on the level of public engagement necessary~~determine if significant public outreach is necessary. At a minimum, the item will be reviewed by the TAC and placed on the next be-a Policy Board Agenda ~~item~~, which comes with public notifications requirements. The requirements are met by including information about the amendment on the Policy Board agenda and meeting packet. All CAMPO Policy Board meetings are advertised via CAMPO's website and an interested parties email list a week in advance of the meeting, with the invitation for members of the public to attend and provide comment.

Additional items for consideration include a public comment period (two weeks), the holding of a public meeting for the specific amendment, and any other actions deemed necessary by the TAC.

#### **Administrative Amendment: Technical Advisory Committee Meeting Approval**

Project changes that have a smaller impact to the region, or CAMPO member communities, are classified as Administrative Amendments. They require less scrutiny and usually familiar to local staff members. Administrative amendments will be brought to the ~~Technical Advisory Committee (TAC) Meeting~~ for their discussion and approval. ~~Following a decision, The the~~ Policy Board will be notified at their next regularly scheduled meeting. ~~The~~ TAC meetings are open to the public, ~~and both their with~~ meetings and agendas ~~are posted distributed~~ at least one week in advance. Additionally, ~~anything projects~~ requiring an administrative amendment will have likely already gone through a public process.

If projects are on a critical schedule, input from the TAC can be given via email or telephone.

#### **Adjustment: Staff Approval**

Staff approves minor adjustments on behalf of the MPO, and informs the ~~TAC Technical Advisory Committees~~ appropriately. It is expected that with a planning project, both the TAC and Policy Board have been made aware of the grant proposal prior to submission, and had an opportunity to comment; therefore the project has preliminarily been approved. Staff adjustments rely on the concurrence of affected agencies rather than quorum action.

The primary goal of incorporating staff level adjustments into the MTIP process is to minimize delays and improve approval turn-around times. Staff adjustments help ensure minor project changes move forward more quickly than otherwise possible. Delays are only necessary for those changes requiring a public comment period.

#### **Other Scenarios**

TAC either approves, or recommends full adoption. Conversation can be had over telephone conference if urgent.