
Planning

Local Public
Agency (LPA)
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Statewide (STIP) & Transportation Improvement Programs (TIP)

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Definition:

Transportation Implementation Program (TIP) - A document prepared by a Metropolitan Planning Organization (MPO) in cooperation with the State and the affected public transportation operators that list both capital and non-capital surface transportation projects (or phases of projects) within the boundaries of the metropolitan planning area to be funded with FHWA/FTA funds for the next one- to four-year period. It is developed as a four-year transportation investment strategy at the metropolitan and state level. If it covers more than four years, the FHWA and FTA will consider the projects in additional years as informational. It addresses the goals of the long-range plans and lists priority projects and activities for the region. It also identifies the spending program plan for the federal funds that will be available from all sources for transportation projects of all types. The TIP must be updated at least once every two years and be approved by the MPO and the governor with the cooperation of the local governments, transit operators, and DOTD. It is compiled of the programs of proposed transportation projects and includes project priorities, descriptions, cost estimates, and funding sources. Federally funded projects cannot be advanced unless they come from an approved TIP. The TIP includes a financial plan that demonstrates how the approved TIP can be implemented. It indicates resources from public and private sources that are reasonably expected to be made available to carry out the TIP and recommends any additional financing strategies for needed projects and programs. It can include a project, or a phase of a project, only if full funding can reasonably be anticipated to be available for the project within the time period contemplated for completion of the project. The TIP expires when the FHWA/FTA approval of the STIP expires.

Statewide Transportation Program (STIP) – This is the result of the state's continuous planning process that considers all modes of transportation (including accessible pedestrian walkways, and bicycle transportation facilities), integrates statewide and metropolitan planning initiatives, and utilizes management systems, comprehensive planning, and innovative financing mechanisms to the maximum extent possible to encourage and promote the safe and efficient management, operation, and development of surface transportation systems, that will serve the mobility needs of people and freight and foster economic growth and development within and between states and urbanized areas, while minimizing transportation-related fuel consumption and air pollution through metropolitan and statewide transportation planning processes. The STIP covers a period of four years, is updated every two years and is submitted to the FHWA for approval. It is developed for all areas of the state in cooperation with MPOs and local officials and consistent with the State Implementation Plan development. It contains the MPO TIPs. It is a fiscally constrained plan. It contains primarily the project phases for which funding can reasonably be expected, and shall reflect the statewide priorities for programming and funds expenditure.

Procedures to Amend or Administratively Modify the Louisiana Statewide (STIP) and Transportation Improvement Programs (TIPs)

The following procedures are applicable for processing amendments or modifications to the Statewide (STIP) or Metropolitan Transportation Improvement Programs (TIPs). In accordance with the provisions of 23 CFR 450.216(b), the STIP shall be developed in cooperation with the MPO designated for a metropolitan area. Each metropolitan transportation improvement program (TIP) shall be included without change in the STIP, directly or by reference, after approval of the TIP by the MPO and the Governor. A metropolitan TIP in a nonattainment or maintenance area is subject to a FHWA/FTA conformity finding before inclusion in the STIP. In areas outside a metropolitan planning area but within an air quality nonattainment or maintenance area containing any part of a metropolitan area, projects must be included in the regional emissions analysis that supported the conformity determination of the associated metropolitan TIP before they are added to the STIP.

In accordance with 23 CFR 450.216 (n), projects in any of the first four years of the STIP may be moved to any other of the first four years of the STIP subject to the project selection requirements of 23 CFR 450.220. Such modifications do not require formal approval, provided expedited project selection procedures have been adopted in accordance with 23 CFR 450.330 and the required interagency consultation or coordination is accomplished and documented.

An **Administrative Modification** is a minor revision to a long-range statewide or metropolitan transportation plan, Transportation Improvement Program (TIP), or Statewide Transportation Improvement Program (STIP) that includes minor changes to project/project phase costs, minor changes to funding sources of previously-included projects, and minor changes to project/project phase initiation dates. An administrative modification is a revision that does not require public review and comment, re-demonstration of fiscal constraint, or a conformity determination (in nonattainment and maintenance areas).

Administrative Modification thresholds include:

1. Revisions to a project description without changing the project scope or which do not conflict with the pertinent environmental document;
2. Minor changes to project /project phase cost applying to R/W, UTIL, ENG, CONST:
 - Funding changes are limited to \$600,000 for projects for ≤ \$3,000,000.
 - For projects ≥ \$3,000,000, an administrative modification is limited to budget changes of less than 20% in funding
3. Minor changes to funding sources of previously included projects that does not affect fiscal constraint of the STIP or the ability to complete the project as initially described
4. Minor changes to project/project phase initiation dates as long as the project stays within the approved S/TIP timeframe and does not affect fiscal constraint of the STIP or the ability to complete the project as initially described. 23 CFR 450.330(a)
5. A change in the project implementing agency;
6. A split or combination of individually listed projects; as long as cost, schedule, and scope remain unchanged;
7. The addition or deletion of projects from grouped project (line item) listings as long as the line item total funding amounts stay within the guidelines in number two above.

Administrative modifications can be processed in accordance with these procedures provided that:

1. It does not affect the air quality conformity determination, including timely implementation of Transportation Control Measures (TCMs), **and**
2. It does not impact financial constraint of the STIP or the ability to complete the project as described.

Each MPO approved administrative modification needs to be published online separately from TIP amendments. The MPO should summarize this as an information item to the MPO Committee members each month. The MPO Board may delegate approval of administrative modifications to the MPO's Executive Director. If the MPO Board delegates approval of administrative modifications to the Executive Director, the MPO will need to provide copies of the delegation to LADOTD, FHWA, and FTA. Any administrative modifications will be forwarded to LADOTD Transportation Planning Section and Public Transportation Section for approval on behalf of the Governor.

If a project affected by an administrative modification is located within the planning boundaries of a MPO, the MPO must first generate and/or accept the administrative modification for its TIP. Once approved by the MPO, then LADOTD, on behalf of the Governor, can incorporate the administrative modification into Louisiana's STIP.

LADOTD will immediately notify the MPO, FHWA, and FTA of any approved administrative modification(s).

For projects in a rural area, once approved by LADOTD, on behalf of the Governor, the Administrative modification will be incorporated into Louisiana's STIP. LADOTD will immediately notify the MPO, FHWA, and FTA of any approved administrative modification(s).

An **Amendment** is a revision to a long-range statewide or metropolitan transportation plan, TIP, or STIP that involves a major change to a project included in a metropolitan transportation plan, TIP, or STIP, including the addition or deletion of a project/project phase or a major change in project cost, project/project phase initiation dates, or a major change in design concept or design scope (e.g., changing project termini or the number of through traffic lanes). Changes to projects that are included only for illustrative purposes do not require an amendment. An amendment is a revision that requires public review and comment, re-demonstration of fiscal constraint, and/or a conformity determination (for metropolitan transportation plans and TIPs involving "non-exempt" projects in nonattainment and maintenance areas). In the context of a long-range statewide transportation plan, an amendment is a revision approved by the State in accordance with its public involvement process.

If a project affected by an amendment is located within the planning boundaries of a MPO, it must first be amended in the TIP before it can be amended in the STIP. Once approved by LADOTD, on behalf of the Governor, the amendment will be incorporated into Louisiana's STIP. LADOTD will immediately notify the MPO, FHWA, and FTA of any approved amendment(s).

Amendments: are all other changes to STIP/TIPs that are outside of the administrative modification listed above.

Timeline for Amendment Approval

When an Amendment is sent to FHWA, it will take a maximum of two weeks to be processed.

DISPUTE RESOLUTION

If a question arises on the interpretation of the definition of an administrative modification or an amendment, LADOTD, the appropriate MPO, FHWA and FTA (the parties) will consult with each other to resolve the question. If after consultation, the parties disagree on the definition of what constitutes an administrative modification or an amendment, the final decision rests with the FTA for transit projects and FHWA for highway projects.

Quick Reference Chart for Amendments vs. Modifications

Administrative Modification	Amendment
Revision of a project description that does not significantly change the project design concept and/or scope	Major changes to a project <ul style="list-style-type: none"> • including the addition or deletion of a project or project phase
Minor changes to project /project phase cost applies to R/W, UTIL, ENG, CONST <ul style="list-style-type: none"> • Funding changes are limited to \$600,000 for projects for \leq \$3,000,000. • For projects \geq \$3,000,000 an administrative modification is classified as a change of less than 20% in funding 	Major changes in project cost, project/project phase initiation dates, or a major change in design concept or design scope <ul style="list-style-type: none"> • Funding changes that are greater than \$600,000 for projects \leq \$3 million • Change of 20% or more in funding
Minor changes to funding sources of previously included projects that does not affect fiscal constraint	Major changes to funding sources, such as adding a new federal funding source for a project not previously funding with federal funding.
Minor changes to project/project phase initiation dates as long as the project stays within the approved S/TIP timeframe and does not effect fiscal constraint. <u>23 CFR 450.330(a)</u>	
A change in the project implementing agency;	
A split or combination of individually listed projects; as long as cost, schedule, and scope remain unchanged;	
The addition or deletion of projects from grouped project (line item) listings as long as the total funding amounts stay within the guidelines in number two above.	

Regionally Significant Projects In the Long-Range Transportation Plan

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REGIONALLY SIGNIFICANT PROJECTS

Regionally significant projects are defined in both the Highway (23 CFR) and Environment (40 CFR) Codes of Federal Regulation. The final federal conformity regulations define regionally significant as follows:

A transportation project (other than an exempt project) that is on a facility which serves regional transportation needs (such as access to and from the area outside of the region, major activity centers in the region, major planned developments such as new retail malls, sport complexes, etc., or transportation terminals as well as most terminals themselves) and would be normally included in the modeling of a metropolitan area's transportation network, including at a minimum all principal arterial highways and all fixed guideway transit facilities that offer an alternative to regional highway travel. [From 40 CFR Part 93]

Exempt project lists are contained in paragraphs 126-129 of the 40 CFR, hyperlink is:

http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=d13a8fb44d7e17f67f8aa613ea9c758d&tpl=/ecfrbrowse/Title40/40cfr93_main_02.tpl

Both MPO staffs' and the Statewide Planning Section can answer questions on regional significance of a particular project.

CMAQ Project Selection Process

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Congestion Mitigation Air Quality (CMAQ) Project Selection

DOTD will issue a call for projects from qualified applicants during even numbered years. The State, MPOs, parishes, and municipalities in areas that qualify for CMAQ funds can submit applications. All applications will be required to have a Stage 0 document and an air quality analysis. Proposed projects and the air quality analysis shall be in conformance with FHWA current guidance.

Applications will be reviewed and chosen by a selection committee consisting of the following individuals:

DOTD Transportation Planning Engineer
DOTD Air Quality Engineer
DOTD Road Design Representative
FHWA representative (ex officio)
LADEQ representative
DOTD Public Transit Administrator

Projects being considered will be graded on both quantitative and qualitative benefits. As per FHWA guidance:

Although quantitative analysis of air quality impacts is expected for almost all project types, an exception will be made when it is not possible to accurately quantify emissions benefits. In these cases, qualitative assessments based on reasoned and logical determinations that the projects or programs will decrease emissions and contribute to attainment or maintenance of a NAAQS are acceptable.

Project Selection Tool

The following was developed as a guide for applicants and sponsors to provide examples of relative priority levels within five project categories. Individual projects may rate higher (or lower) if circumstances warrant. The matrix priority is based on relative anticipated emissions benefit and cost effectiveness. The five categories are independent of one another and not considered directly comparable relative to anticipated emissions benefits; therefore, a high ranked Traffic Flow Improvement project may be equivalent to a medium ranked TDM project. Expanded matrix definitions are included below. The Tool will serve as a guide, not the sole determinant for the rating.

	Traffic Flow & ITS	Alternative Fuel / Diesel Retrofits	Transit / Diesel Retrofits	TDM	Bike/Ped
Priority					
High Priority	Traffic Signal Coordination Intersection Improvements (CMP routes & roundabouts)	Idling Controls Diesel Fleet Conversion / Retrofit Purchase (start-up or expansion) of alternative fuel fleet (non-transit) vehicles Passenger Vehicle IM Controls	Fleet Retrofitting Start-up or expansion of alternative fuel transit vehicles	Employer incentives Alternative transportation incentive program (ex. Transit incentives) Carpool/Vanpool programs, startup or expansion PR, Advertising, and Outreach (employer & school) Improved transit information to the Public Congestion / Value Pricing	New Bike/Ped facilities providing direct access to existing transit and/or schools
Medium Priority	Roadway ITS Transit ITS Speed Limit Enforcement Intersection Improvements (Low truck traffic volume) Intermodal Freight Improvements Access Management Incident Management Improvements (HERO units)	Clean fuel Incentive Programs, Infrastructure or Vehicles Heavy Duty IM Controls	Transit startup or expansion Start-up or expansion of diesel transit vehicles	Start-up or Expansion of Employer Services Organizations	New Bike/Ped facilities linking existing bike/ped facilities (addresses "missing link" sections) Installing pedestrian or bike access to facilitate high use during peak travel times (access to major destinations)
Low Priority	Interoperable Communications HOV lanes	Vehicle repair subsidy (in IM areas)		Park and ride lots Shared car program	Pedestrian and bicycle projects intended primarily for use during non-work trip times

Congestion Mitigation Air Quality

