

## Appendix A

### Rapid City Metropolitan Planning Organization

#### Guidelines for Administrative Amendments and Revisions to the Rapid City MPO Transportation Improvement Program (TIP)

##### Revising an Approved TIP:

The TIP may be revised at any time. A formal TIP revision will be required for any new projects added during the course of the year, project limit changes, change in type of work, etc. Projects within the Metropolitan Planning Organizations (MPO) established Metropolitan Planning Area Boundaries require both a TIP and STIP revision. A TIP revision is any change to the project listings, and/or funding tables in an existing TIP. Revisions require federal approval. A major STIP/TIP revision will require additional public involvement prior to FHWA or FTA approval. The MPO's public involvement process will be sufficient for metropolitan area TIP revisions. SDDOT will e-mail a STIP/TIP revision to FHWA or FTA requesting approval of the addition or change made and stating the source of funding to maintain a balanced STIP/TIP. Cost changes made to the second, third and fourth year of the TIP will be balanced during the TIP update process.

A revision to the TIP is:

- a. Adding a new project or phase(s) to the TIP, not programmed in the previously approved TIP
- b. Increasing the Federal Funds by more than 100% of the total project cost (minimum of \$100,000 change). Any cost increase over \$3.0 million requires a TIP revision.
- c. A change in funding source from 100% non-federal funds to partial or fully-funded with Federal funds.
- d. A change in funding sources across modes for existing projects in the TIP (the funding for a project change from transit to STP or vice versa).
- e. A major scope change for a project including: major changes in type of work, length, or project termini that changes the intent of the project.

##### Administrative Amendments to an Approved TIP:

An administrative amendment to the TIP does not require public involvement or FHWA or FTA approval. The TIP administrative amendment process consists of notification to all involved parties of the latest changes to the TIP. SDDOT Project Development staff will notify the FHWA or FTA by e-mail showing the change made.

An Administrative Amendment to the TIP is:

- a. Shifting funds within TIP project categories or Federal funding categories without a change in total program TIP funding amounts.

- b. Increases in the Federal funds less than \$100,000 and cost increases less than 100% of the total project cost. Any cost increase over \$3.0 million requires a TIP revision.
- c. Obvious data entry errors.
- d. Splitting or combining projects already in the program, with no change in overall project schedule or funding.
- e. Changes or clarifying elements of a project description, with no change in project funding. This change would not alter the original project intent.
- f. Movement of a project or phase thereof within the first four years of the approved TIP.
- g. A change in funding source from partial or fully-funded with Federal funds to 100% non-federal funds.
- h. Cost increases for 100% state or local funded projects do not require an amendment, regardless of the State/local source.

Modification of existing STIP/TIP projects in order to make STIP/TIP documents match, provided the modification involves minor changes in the scope or funding of a project as provided by this section.

The STATE and the MPO share the right to terminate these guidelines upon a thirty (30) day written notice by either party to the other party.