

St. Joseph MPO Transportation Improvement Program (TIP)

A Project Sponsor's Guide



What is the TIP?



The Transportation Improvement Program (TIP) documents how the metropolitan region prioritizes the limited transportation resources available among the various needs of the region. It is a **program and schedule** of intended transportation improvements (or continuation of current activities) for the next four **(4) years**.

The **STIP** is the State's equivalent of a MPO's TIP. It includes all federally funded transportation projects in the state. Projects in the metropolitan areas are included by reference to the relevant STIP.

Why is it important?



- Federal funds will be **withheld** if your project is not accurately reflected in the TIP
 - This leads to delayed projects, frustrated project managers, angry citizens and cranky MPO staff
- Used as a planning document to coordinate projects regionally
- Ensures public participation requirements are met
- Protects Environmental Justice (EJ) and Title VI populations from unjust burdens
- Ensures MPO policies and plans are followed

What projects should be included?



- All transportation projects using **federal funds**
 - This includes: transit, sidewalks, trails, bridge rehab/replacement, roadway improvements, etc.
 - Possible federal sources include: FTA 5339, 5310, 5307, FHWA TAP, NHPP, HSIP, STBG
- **Regionally significant** projects, even if federal funding is not used

Update Process



- **Call for Projects:** Staff updates the status of projects in the current TIP and releases a call for projects. States, Counties, Cities and Transit agencies can submit projects.
 - Transit Providers are requested to provide information needed to develop their **Program of Projects (POP)** for inclusion in the TIP
- **Project Review:** New projects are assessed using the TIP Evaluation Sheet to determine compliance with the MTP
- **Financial Plan:** Staff compiles a draft TIP, including a financial plan for project listings, maintenance and operations and other components
- **Review and Public Participation:** The draft is reviewed by the State DOTs and federal partners and then released for public comment for fourteen (14) days
- **Adoption:** Staff presents the draft to the Technical Committee and Coordinating Committee for approval. At this time the MPO self-certification form is also signed. Once approved, the Coordinating Committee requests approval of the TIP by the Governor and inclusion in the STIP

Update Schedule Example



TRANSPORTATION IMPROVEMENT PROGRAM

Timeline for 2018-2021 Update

January 13th	TIP call for projects letter is sent out and posted on website
February 24th	Staff compiles project applications <ul style="list-style-type: none">• Review for eligibility• Score projects• Draft TIP
March 1st	Draft review by Andy
March 2nd	TIP Draft submitted to State and Federal partners for review and comments
March 16th	Comments due from State and Federal partners
March 23rd	MPO staff responses on comments due to State and Federal partners
April 6th	Final TIP is released for public comment and review
May 6th	Public comment period closes. Staff compiles comments for committee review.
May 11th	Technical Committee reviews and approves final TIP
May 25th	Coordinating Committee reviews and approves final TIP
June 1st	Submit final TIP <ul style="list-style-type: none">• Formal approval from ONEDOT• Formal Approvals from Governors
July	New effective TIP

Amendments & Administrative Adjustments



Amendments are done twice a year, and approved at the March and September board meetings. An amendment is necessary when:

1. The project budget **change exceeds 10%** of the amount programmed.
2. The project requires a **change in year**, in turn affecting fiscal constraint.
3. A material change to the project is required, affecting overall **project scope or budget**.

Administrative Adjustments are accepted at any point through the year, and are used to **correct errors, reflect project changes and/or omissions** in the approved TIP if they do not exceed the provisions listed above for a formal amendment . Included in this provision is the splitting or combining of two or more projects as long as the project does not trigger a major change.

Administrative Adjustments do not require committee approval or public comment.

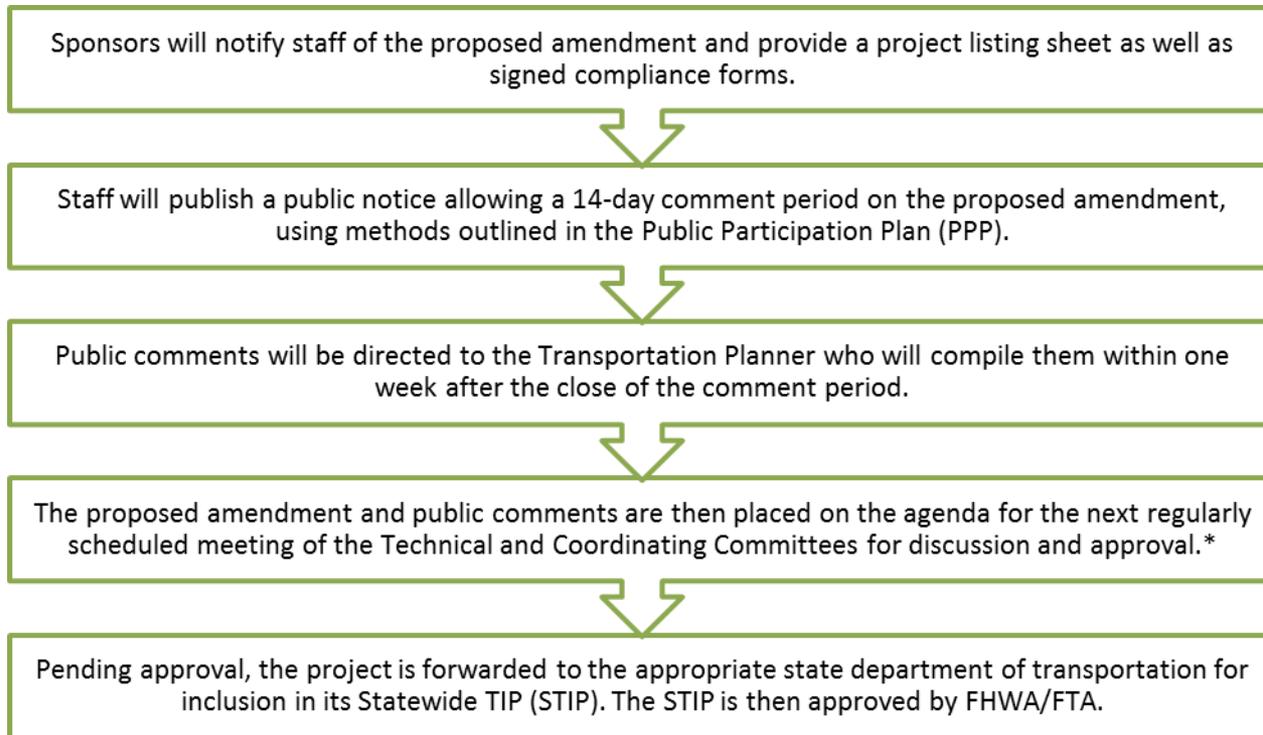
Amendment or Administrative Adjustment?



Are the following scenarios an amendment or administrative adjustment?

1. An increase of funding by 12% occurs **Amendment**
2. A project is delayed due to the infamous Indiana bats and won't begin until Spring of the following year **Amendment**
3. The federal funding source was renamed from STP to STBG because of a FAST-Act reclassification **Administrative Adjustment**
4. Initial bids in March came in too high and a project needs to be re-bid in August **Amendment**
5. A project was awarded a grant in August for a project not included in the current TIP **Amendment**
6. A project needs to be split into two phases, but the split does not affect the FY, total costs or overall scope **Administrative Adjustment**

Amendment Schedule



What are sponsors responsible for?



Project sponsors are responsible for:

1. Submitting all required information for new projects by the deadline
2. Ensuring all existing projects are carried over into the updated TIP
3. Notifying staff of projects that need to be extended into the next FY if they are not complete by the original date planned
 - Ask yourself, will this project go to bid before July 1st?
4. Review draft TIP to ensure project description and costs* are accurately reflected
5. Supplying staff with information regarding completed projects and/or project status when requested

*Staff will automatically apply a 1.5% rate of inflation to project costs not currently under a grant agreement causing costs to increase annually, unless otherwise specified

Project Submittal



Step 1: Visit the TIP page on our website

➤ Documents

➤ Plans

➤ TIP

Note: Public Notice tab announces all TIP calls for projects and the Calendar under the Events tab shows when TIP projects are due and released for public comment

The screenshot shows a website page with a navigation bar at the top containing the links: HOME, PUBLIC NOTICE, and DOCUMENTS. Below the navigation bar is a paragraph explaining the Transportation Improvement Program (TIP) as a planning tool used as a schedule of intended projects that are regionally significant over a 4-year period. The main content area is titled "PROCESS TO SUBMIT PROJECTS" and contains a four-step numbered list: 1. Fill out the Project Submittal or Request for an Extension Form (below); 2. Once completed, you will be emailed a customized link. This link will give you and only you, access to project details; 3. Staff will check that all fields are complete and pull information directly from the google excel spreadsheet received and asking you to double check that all information is accurate; 4. Once projects have been submitted it is the sponsor's responsibility to ensure that all project information is submitted for final approval. An error can result in a delay in funding. Below the list are two orange links: "TIP Project Submittal (New Projects and Amendments)" and "Request An Extension (Current Projects that only need a FY extension)". Further down, there is a paragraph about a TIP Workshop held on August 31st, 2017, and another paragraph explaining that updates occur every year, beginning with a Call for Projects in January and final adoption in July. The page concludes with a paragraph stating that if users have any questions, need help applying, or require hard copies, they should contact staff, and that staff is currently updating its internal evaluation of TIP projects, with a draft of the TIP criteria for FY2018-2021 TIP.

Project Submittal Cont.



Step 2: Click on TIP Project Submittal and fill out the request form

This is where we will gather the basic information usually included in a cover letter. On the second page we ask sponsors to sign the EJ/ADA/MPO Policy certifications (formerly separate sheets).

TIP Project Submittal

* Required

Project Sponsor

Agency or Jurisdiction Name *
Who is requesting the TIP change? (i.e. MoDOT, OATS, St. Joseph)

Your answer _____

Agency or Jurisdiction Sponsor Address *

Your answer _____

Contact Information

Contact Name *
First and last name

Your answer _____

Email *

Your answer _____

Project Submittal Cont.

Step 3: Once staff has received and reviewed your request, you will be sent a customized link to an online excel spreadsheet to enter your financial information

This can be accessed anywhere with internet access, no log-on required. This allows project sponsors to enter in information directly, eliminating transcribing errors. The first tab has examples with attached comments for what staff needs in each cell.

The screenshot shows an Excel spreadsheet with the following data:

MoDOT				Funding		
Buchanan County				Source	Category	Prior Prog.
Project Name	US 36 Bridge Rehabilitation	ENG	Federal	NHPP-IM	\$8,000	
STIP#	J1P3120		State	SWIMB	\$2,000	
TIP#	BR-2017-01		Local			
Description:	Bridge rehab work to extend life of structure. US 36 bridge over I-229/6th St. in St. Joseph. Bridge L0319		Other			
			Federal			
Within EJ Area (Y/N)	No	ROW	State			
Agency Bike/Ped Plan (Y/N)	Yes	Local	Other			
Federal Funding	NHPP-IM \$1,500,000	CON	Federal	NHPP-IM		
State Funding	SWIMB \$375,000		State	SWIMB		
Local Funding	N/A		Local			
Project Length:	N/A		Other			
Total Project Cost:	\$1,875,000		TOTAL		\$10,000	
MTP Goals & Objectives:	System Management				Note: A rate of 3% was applied to account for inflat	

City of St. Joseph				Funding		
Buchanan County				Source	Category	Prior Prog.
Project Name	Patee Branch Trail Phase 1	ENG	Federal			
STIP#	N/A		State			
TIP#	BP-2016-01		Local	CIP		
Description:	Urban trail from 36th street to 31st street, using BNSF railroad corridor. Rail to Trail		Other			
			Federal			
Within EJ Area (Y/N)	No	ROW	State			
Agency Bike/Ped Plan (Y/N)	Yes	Local	Other			
Federal Funding	STP \$10,442 33/TAP \$240,000 TAP ID# TAP-5301 (117)	CON	Federal	STP/TAP		
State Funding	N/A		State			
Local Funding	CIP \$113,044 ID#313-130		Local	CIP		

Scenarios



At your stations, go through steps 1–3 with
your scenarios

Project Review

Once all projects are received, staff reviews and scores projects using the TIP Evaluation Sheet. This scoring sheet was developed based on the priorities and goals set forth in the Metropolitan Transportation Plan (MTP) to ensure that projects are supportive of local needs.



TIP Evaluation - Project Scoring

Project Title: _____
 Project Sponsor: _____
 Reference #: _____
 Project Description: _____

TIP Scoring Criteria	Scoring Key		Score
Project is located in the SUTSO MPO	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Project supports the overall vision of the current LTP	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Project has the necessary local matching funds	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Project has sufficient operating and maintenance funds ⁽¹⁾	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Project is in the Recommended Plan of the current LTP ⁽²⁾ If a roadway project, is it a Tier I, II, or III	5 Project 10 Tier I	3 Vision 5 Tier II	1 Tier III
Project Expands multi-modal options and improves regional connectivity	5 Yes	0 No	
Project includes elements that enhance existing or future transit service	5 Yes	0 No	
Project includes elements that enhance the existing non-motorized network	5 Yes	0 No	
Sponsor has a current ADA transition plan	5 Yes	0 No	
Project improves the efficiencies of operations in the applicant agency	5 Yes	0 No	
Project effectively maintains the transportation network	5 Yes	0 No	
Project coordinates with other future transportation projects	5 Yes	0 No	
Project has consistency with future Land Use plans	5 Yes	0 No	
Project preserves/protects the natural environment	5 Yes	0 No	
Mitigation efforts (air quality, noise, hazardous waste, farmland protection threatened/endangered species, wetlands, archeology/paleontology, history)	5 Yes	0 No	
Project preserves/protects the natural environment	5 Yes	0 No	
Total			70
AFTER COMPLETING THE GENERAL SCORING CRITERIA SECTION CHOOSE THE APPROPRIATE SUB-CATEGORY TO COMPLETE THE EVALUATION			
ROAD & BRIDGE PROJECTS - ONLY			
ADT of Roadway:	1 0-999 3 1,000 - 4,999 5 5,000 - 9,999 5 10,000 +	2 1,000 - 4,999 3 5,000 - 9,999 5 10,000 +	
Project reduces vehicle trips or trip length ⁽³⁾	1 Yes 5 No		
Current Corridor Capacity ⁽⁴⁾	<input type="checkbox"/> Over-Capacity 2 <input type="checkbox"/> Yes 1 <input type="checkbox"/> No	<input type="checkbox"/> In-Capacity 1 <input type="checkbox"/> Yes 1 <input type="checkbox"/> No	<input type="checkbox"/> Approaching Capacity 0
Project employs Complete Streets design standards/sidewalks on both sides ⁽⁵⁾	<input type="checkbox"/> Yes 1 <input type="checkbox"/> No		
Project adds capacity within the existing facility	<input type="checkbox"/> Yes 1 <input type="checkbox"/> No		
Project improves the flow of freight throughout the region	<input type="checkbox"/> Yes 1 <input type="checkbox"/> No		
Project improves an intersection	<input type="checkbox"/> Yes 1 <input type="checkbox"/> No		
Access / Development	<input type="checkbox"/> Yes 1 <input type="checkbox"/> No	<input type="checkbox"/> Yes 1 <input type="checkbox"/> No	
Project includes an economic development plan	<input type="checkbox"/> Yes 1 <input type="checkbox"/> No		
Project provides new access to an area not currently served	<input type="checkbox"/> Yes 1 <input type="checkbox"/> No		
System Preservation	4 Max Points 3 Max Points 2 Max Points 1 Max Points		
30+ Year Lifespan			
15-30 Year Lifespan			
10-15 Year Lifespan			
Extends Life 5+ Years ⁽⁶⁾			
Safety	5 Eliminates issue 3 Reduces by 50% 1 Reduces issue		
Addresses a high accident location or enhances travel safety or public safety ⁽⁷⁾			
Total			30

Fiscal Constraint



Additionally, staff ensures projects are **fiscally constrained** before including them in the TIP. This requires cities and county governments to provide their budgets so that staff can ensure there is adequate local dollars to match federal grants. **Project sponsors may be asked to help obtain these budgets during updates.**

Fiscally Constrained means enough financial resources are available to fund projects listed in the TIP.

Project Delay Policy



The goal of the Project Delay Policy for the Transportation Improvement Program is to **maximize the federal funding** obligated each fiscal year and to enable the MPO to **redirect funds** to different project if any are inactive or otherwise limited from making progress.

Construction-related project phase does not get advertised within **six months** of the TIP program year in which its construction phase funding was originally programmed, or changed with an amendment, in the TIP.

Non-construction projects and programs, a delay occurs when the Notice to Proceed is not issued within **two months** of the TIP program year in which its implementation was originally funded in the TIP.

Existing Project Progress



In January, when staff begins the annual TIP update, all sponsors will be asked to provide an update and at this time notify staff of any delays. If a project is scheduled to expire, but you need it extended into the next FY, you must submit a Request for Extension.

A common reason for this is a project was initially scheduled to be bid before July 1st so was removed from the TIP, however for an unexpected reason it was delayed and therefore needs to be included in the next FY.

Request for Extension

If a project is scheduled to expire but you need it extended into the next FY, complete this form

* Required

Project Sponsor

Agency or Jurisdiction Name *

Who is requesting the TIP extension? (i.e. MoDOT, OATS, St. Joseph)

Your answer _____

Agency or Jurisdiction Sponsor Address *

Your answer _____

Contact Information

Contact Name *

First and last name

Your answer _____

Email *

Your answer _____

Key Takeaways



- This is a lengthy process, plan ahead!
 - Updates take about 6 months/Amendments 3 months
- Errors can result in funds being withheld
 - Sponsors are responsible for ensuring project details are accurate
- The entire submittal process is now online and easy to use
- When in doubt, contact us! We're here to help
 - This is an ongoing and evolving process

Questions?



Visit Us

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Call

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Email

mpo@stjoemo.org

Website

<http://stjoempo.org/transportation-improvement-plan-tip/>