



**Chittenden County Metropolitan Planning Organization  
Transportation Improvement Program (TIP) Amendment Policy  
Adopted September 15, 2010**

**I. TIP Amendment Schedule**

| Amendment Type   | Definition/Process  |
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| <b>Project cost \$600,000 or less</b>  |   |
| <b>Major Amendment</b><br>Public Hearing   | <ol style="list-style-type: none"> <li>1. Addition of a new project unless it is a new earmark, grant, or project not subject to CCMPO's fiscal constraint limit.</li> <li>2. Moving the construction phase of a project that is "ready to go" from the current year to an out year.</li> <li>3. Cost increase resulting from a significant change in project scope.*</li> </ol>  |
| <b>Minor Amendment</b><br>Consent Agenda item for TAC and Board.<br>Amendment must be available on CCMPO's website 15 days before the board meeting. | <ol style="list-style-type: none"> <li>1. Change in project cost of more than 25 percent.</li> <li>2. Addition of a new earmark, grant or project not subject to CCMPO's fiscal constraint limit.</li> <li>3. Adding funds to an illustrative project, or other project on the TIP without funding, if VTrans agrees to advance the project and if funds are available within CCMPO's fiscal constraint limit. Funding limits will be based on the cost estimates listed in the TIP.</li> </ol>   |
| <b>Administrative</b><br>Amendment approved by CCMPO Director with subsequent Board notification and posting on CCMPO's website.                     | Anything not detailed under Major or Minor including: <ol style="list-style-type: none"> <li>1. Change in project cost of 25 percent or less.</li> <li>2. Designating use of regional line items.</li> <li>3. Change in funding between phases with no change in overall project cost.</li> <li>4. Moving a project from an out year, or the previous year, to the current year if funds are available within CCMPO's fiscal constraint limit.</li> <li>5. Adjustments to TIP projects to match grant or earmark award amounts.</li> <li>6. Removing funds from projects that do not need the funds.</li> <li>7. Typographical changes to the TIP or changes to clarify project details.</li> </ol> |



| <b>Project cost over \$600,000</b>  |   |
|---|---|
| <p><b>Major Amendment</b><br/>Public Hearing</p>  | <ol style="list-style-type: none"> <li>1. Change in project cost of more than 25 percent, unless not subject to CCMPO's fiscal constraint limit.</li> <li>2. Addition of a new project unless it is a new earmark, grant, or project not subject to CCMPO's fiscal constraint limit.</li> <li>3. Moving the construction phase of a project that is "ready to go" from the current year to an out year.</li> <li>4. Cost increase resulting from a significant change in project scope.*</li> </ol>   |
| <p><b>Minor Amendment</b><br/>Consent Agenda item for TAC and Board.<br/>Amendment must be available on CCMPO's website 15 days before the board meeting.</p> | <p>Any condition not detailed under Major or Administrative, including:</p> <ol style="list-style-type: none"> <li>1. Change in project cost greater than 10 percent but not to exceed 25 percent, up to a maximum change of \$1,500,000.</li> <li>2. Addition of a new earmark, grant or project not subject to CCMPO's fiscal constraint limit.</li> <li>3. Adding funds to an illustrative project, or other project on the TIP without funding, if VTrans agrees to advance the project and if funds are available within CCMPO's fiscal constraint limit. Funding limits will be based on the cost estimates listed in the TIP.</li> <li>4. Moving a project from an out year to the current year if funds are available within CCMPO's fiscal constraint limit without taking them from another project that is ready to use them.</li> </ol> <p>1. Designating use of Regional line items.</p> |
| <p><b>Administrative</b><br/>Amendment approved by CCMPO Director with subsequent Board notification and posting on CCMPO's website.</p>                      | <ol style="list-style-type: none"> <li>2. Change in project cost of 10 percent or less, up to a maximum change of \$300,000.</li> <li>3. Change in funding between phases with no change in overall project cost.</li> <li>4. Adjustments to TIP projects to match grant or earmark award amounts.</li> <li>5. Moving funds from the previous year to the current year if funds are available within CCMPO's fiscal constraint limit.</li> <li>6. Removing funds from projects that do not need the funds.</li> <li>7. Typographical changes to the TIP or changes to clarify project details</li> </ol>  |



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|-------------------------|---|
| Expedited TIP Amendment | <ol style="list-style-type: none"> <li>1. From time to time conditions may arise when a funding opportunity becomes available to CCMPO that would be lost by following the time requirements to process TIP amendments, or an emergency arises requiring immediate expenditure of funds.</li> <li>2. If such condition arises the CCMPO Executive Director may approve TIP amendments in consultation with the Executive Committee.</li> <li>3. In such cases the full Board and TAC will be notified of the amendment a minimum of 24 hours before the amendment is approved in order to provide comment to the Executive Director.</li> <li>4. Expedited TIP amendments may not take funds from ready to go projects. An informational item will be included on the agenda of the next TAC and Board meetings.</li> </ol> |
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\* The significance of a requested project scope change will be determined by the staff and Executive Director, in consultation with the affected municipality and/or agency

**Notes:**

The Executive Director may designate an Administrative Amendment as a Minor or Major Amendment, or a Minor Amendment as a Major Amendment if additional review is desired.

For the purpose of the TIP, “project” is defined as a combination of all related individual TIP line items that, when grouped together under the CCMPO project number, make up an independent and stand-alone project.

Cost increases shall be evaluated cumulatively over the entire federal fiscal year.

**II. Project Advancement Guidelines**

Project advancement will adhere to the following guidelines:

1. If a specific project cannot meet its intended time schedule, the first option will be for another project in the same category to be substituted within the limits of fiscal constraint;
2. If a specific project cannot meet its intended time schedule, another project regardless of category, will be considered as a substitute (within the limits of fiscal constraint) provided it has been identified in the VTrans’ Capital Program and Project Development Plan; and
3. If there are no CCMPO projects ready for implementation, the TIP will be amended accordingly.

The CCMPO’s TIP fiscal constraint level may be adjusted during the fiscal year due to revisions to VTrans federal and state funding projections, CCMPO revisions to TIP project/program schedules and budgets, and/or other events. In the event of a mutually-agreed upward adjustment in the TIP fiscal constraint level for a particular fiscal year, the above project advancement guidelines will apply.

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