

# REDESIGNED TIP AMENDMENT PROCESS



# Redesigned TIP Amendment Process

## **Vision: Why we do this?**

The Transportation Improvement Program is a 4-year document that outlines transportation projects within metropolitan areas over 50,000 in population. This document is collaboratively developed by local road agencies, transit agencies, and MDOT and is approved by a MPO Committee. Throughout the life of the plan, changes to transportation projects may be needed. The TIP can be amended to include these changes periodically (six times per year for most Michigan MPOs). The TIP project list and document is a public engagement/informational tool. It is required to undergo a public involvement process, a demonstration of fiscal constraint, and compliance with state and federal regulations per [23 CFR 450](#).

The purpose of this redesigned process documentation is to outline an expedited TIP Amendment process that is clear and comprehensive. This process assumes that the JobNet system for programming projects is fully implemented, whereas JobNet will contain and transmit each MPO TIP as well as the Statewide STIP. The roles, responsibilities, and a step-by-step process are outlined below for all partners in this new TIP Amendment process.

## **Definitions**

### **Federal TIP Amendment (23 CFR 450.104)**

- Major change to the cost, scope, schedule, additions/deletions.
- Requires public involvement.
- Requires a demonstration of fiscal constraint.

### **Federal Administrative Modification (23 CFR 450.104)**

- Minor change to the cost, scope, schedule.
- Does not require public involvement.
- Does not require a re-demonstration of fiscal constraint.

### **MPO Adjustment**

- Changes to projects that are not a Federal Amendment:
  - Each MPO has the discretion to approve project changes that may not be considered a Federal Amendment.
  - MPO Policy Committee *should* create their own rules/definition for project changes requiring MPO approval.
    - FHWA/FTA and MDOT recommend MPOs provide this to MDOT prior to October 2018. It should be incorporated into their Public Participation Plan, to ensure it goes through a public process.

### **Regionally Significant Projects**

- These are projects determined by the MPO to have a significant impact on transportation in the region and require public involvement including listing in the MPO TIP prior to authorization to proceed. Typically, these are MDOT projects funded with State of Michigan funding (no federal

funds). A regionally significant project is recorded in the S/TIP as a line item and follows Federal Amendment and Modification rules.

## **TIP Amendment Process**

### **MDOT Trunkline Project Changes**

MDOT's internal project development process is outlined and approved by the Michigan Transportation Commission in the [5-Year Transportation Program](#), per state law. The MDOT Region Planner and MDOT MPO Program Manager are the primary points of contact for project changes or questions related to TIP projects. In Phase 2 of JobNet:

- Projects are programmed in the JobNet system by Project Managers (or their authorized representatives).
- Projects are approved by a System Manager – *this is the official MDOT approval for a project.*
- JobNet notifies the MPO of a new project or approved project change request via email.
- Each change will be automatically flagged if the project change is a Federal Amendment, requiring MPO and Federal approval (Appendix A - Federal Amendment and Administrative Modification Guidelines).

### **Local Project Changes**

MPOs are provided a budget for each Federal funding category (Appendix B – Local Road Project Programming Chart) per year from MDOT Statewide Planning. Projects are selected for the initial TIP development (per 23 CFR 450), however project changes occur which require MPO and Federal approval.

- The MPO staff issues a call for project changes from local road and transit agencies approximately 6 times per year.
- New projects, awarded by MDOT through a grant funded program (Appendix B), are communicated directly to the local road agency receiving the award, as well as the MPO staff and MDOT Statewide Planning staff. This communication is typically in the form of an award letter, transmitted via email.
  - MDOT Grant program staff, enter these projects in JobNet (create the Job Number) and initiate change requests as needed.
    - MDOT will coordinate to ensure that MDOT grant projects are programmed and updated in a timely manner for MPO and local agencies.
  - JobNet notifies the MPO of these new projects via email.
- Local road and transit agencies communicate the MPO staff changes to local road projects via email/phone.
  - MPO staff enters local road changes in JobNet.
  - JobNet notifies the System Manager to review change requests within 5 business days before making updates to JobNet (quality control/quality assurance check).

### **Transit Project Changes**

Transit projects are selected and programmed, and the GPA thresholds will be established, for the initial four-year TIP (per 23 CFR 450). Each year, the programmed GPAs and/or transit projects may be refined based on federal funding announcements.

FTA and MDOT require MPOs to develop with urban transit agencies a full 4-year program of projects during TIP development. Additionally, MPOs with urban transit agencies are encouraged to annually re-

evaluate transit project selection in early October to incorporate any pending changes and ensure a full program of projects that is accurate at the beginning of each fiscal year.

When FTA publishes the annual apportionment on its website and/or the Federal Register (usually April), the following occurs.

Urban Transit Agencies:

- The urban transit agencies select projects based on funding in the federal register (ex. 5307, 5339, 5310).
  - Until the federal register is published, they select projects for inclusion in the TIP based on historic funding levels.
- The urban transit agencies may, or may not, adjust their projects for TIP programming and FTA grant award based on the funding available for that program year.
- The urban transit agencies send new projects and project changes to the MPO.
- MPO staff programs urban transit projects within the MPO TIP.
- JobNet notifies the System Manager to review changes before making updates to JobNet (quality control/quality assurance check).

Rural and Small Urban Transit Agencies:

- MDOT selects projects for the rural transit agencies (ex. 5339, 5310, 5311).
- MDOT allocates that fiscal year's formula funding to all transit agencies.
- Rural transit agency project additions or changes are programmed by OPT.

Transit GPAs can be utilized in the TIP or STIP for either Transit Operating or Transit Capital expenditures. Transit projects may also be listed as TIP line items or stand-alone projects. For transit projects included in GPAs, these projects are programmed in JobNet as follows:

- MPO staff programs GPAs and transit projects in the urbanized area.
- MDOT Office of Passenger Transportation (OPT) will program GPAs in the STIP. Rural transit projects are programmed in JobNet once they are selected by OPT for funding.

Transit "Flexed" projects are transit projects that use FHWA funding sources. These projects are programmed in JobNet as follows:

- Transit projects that are using FHWA funding sources (ex. CMAQ or STBG) are programmed by the MPO in metropolitan areas.
- Rural transit projects that are using STL are programmed by the Regional Planning Agency assigned to that area's Rural Task Force.

### **MPO TIP Amendment Development and Approval**

Some changes to the TIP may require MPO Policy Committee Approval as well as Federal approval. Specifically, Federal TIP Amendments require both MPO and Federal approval, while MPO Adjustments require MPO approval. Administrative modifications may be approved by MPO staff.

### **Process**

The MPO receives a notification that an approved change request is pending their review. Project changes that are Federal Amendments will be flagged within JobNet. Other approved change requests are sent to the MPO for review and to determine if it is a MPO Adjustment or Administrative Modification. If a change request includes Administrative Modifications, MPO Adjustments, and a Federal Amendment, the entire change request will be listed in JobNet as a Federal Amendment.

- If a project change is not a Federal amendment, the MPO must determine if the project change is an MPO Adjustment or an Administrative Modification (see MPO-specific Policy criteria for MPO Adjustments and Administration Modifications).
- The MPO will make a project determination (Administrative Modification or MPO Adjustment) within 5 business days (MPOs should have a back-up approver identified in case the main MPO staff are unavailable).
  - Administrative Modifications will be approved as submitted.
  - MPO Adjustments will be brought forward for Policy Committee approval in accordance with the MPO-specific amendment schedule.
    - MPOs will publish their MPO-specific amendment schedule annually, including submittal deadlines for amendments.
    - FHWA recommends using the MDOT S/TIP Amendment Calendar for TIP development schedule (Appendix C).
      - Exceptions to the amendment deadlines are at the sole discretion of the MPO.
- Note on Regionally significant projects – the MDOT MPO Program Manager and the Region Planner will work with the MPO staff to define guidelines for what is a regionally significant project for the MPO area.
  - The MPO Program Manager will screen projects for a regional significance check by the MPO.
  - The MPO Program Manager will change the status of projects to regionally significant based on the MPO criteria or by request.
  - Only a MPO can change a project from regionally significant to non-regionally significant.
- After the MPO call for projects deadline, the MPO will pull the list of project changes from JobNet.
  - MPO staff will compile MPO Committee and Public involvement materials, in accordance with the MPOs Public Participation Plan, including:
    - Formatted project list.
    - Related handouts and memos, including:
      - Environmental Justice analysis.
      - Air Quality conformity analysis.
      - Updating Illustrative List (optional).
- MDOT staff/MPO staff meet to review the TIP Amendment project changes for accuracy.
- MPO Technical Committee will review the TIP Amendment and make a recommendation to the MPO Policy Committee.
- MPO Policy Committee will review the TIP Amendment and makes a determination (ex. approval).
- If the TIP Amendment project changes are approved by the MPO:
  - MPO staff will enter the Policy Committee approval date in JobNet for each project.
  - MPO staff will prepare the TIP Amendment Transmittal Package in JobNet (use JobNet home page and reference guides for assistance developing the TIP Transmittal Package), including.
    - Required documents generated in JobNet:
      - Amendment List.
      - TIP list.
      - Fiscal Constraint Report.

- Required attachments:
    - Action taken letter/Minutes.
    - Proof of public involvement.
    - Related handouts and memos.
    - Proof of Environmental Justice analysis (if required).
    - Proof of Air Quality Conformity (if required).
    - Illustrative List (optional).
- MPO submits the TIP Amendment Transmittal Package to MDOT for review through JobNet.

### MDOT Review

- MDOT MPO Program Manager receives TIP Amendment Transmittal Package and assigns reviewers (e.g. Supervisors, Office of Passenger Transportation).
  - See MDOT TIP Review Checklist for list of items that will be reviewed (Appendix D MDOT TIP Review checklist).
- MDOT reviews the TIP Amendment per the TIP Review Checklist.
- Reviewers enter the date they reviewed the amendment and any comments in JobNet.
- MDOT Statewide Planning concurs that the TIP Amendment is consistent with the Federal regulations and meets the requirements of the MPO Planning process.
- TIP Amendment Transmittal Package is submitted to FHWA and FTA for review and approval.

### Federal Review

- JobNet notifies FHWA and FTA of pending TIP Amendment.
- FHWA and FTA review the project changes.
  - If applicable, project changes are submitted to EPA for Air Quality analysis concurrency.
    - This process is outside of the JobNet system.
- If FHWA and FTA approve:
  - An approval date will be auto populated in JobNet.
- JobNet will notify MPO, MDOT, FHWA, and FTA of TIP Amendment approval.

### Timeline Expectations

- TIP Amendment process will follow the MPOs Public Participation Plan processing Schedule.
- TIP Amendment process will similarly follow the annually provided TIP Amendment deadline for project changes and the Policy Committee meeting schedule.
  - MPO Policy Committees are encouraged to approve the Amendment schedule and deadlines for TIP project changes.
- MDOT will make project changes in a timely manner, in alignment with the TIP Amendment schedule.
- The MPO will determine if a project is an Administrative Modification or MPO Adjustment within 5 business days of JobNet notification.
- MDOT will review change requests for local projects (TIP QA/QC) to JobNet system within 5 business days.
- MDOT Statewide Planning staff will review TIP Amendment Transmittal Packages within 7 business days.
- FHWA/FTA staff will review TIP Amendments within 7 business days of notification, except for projects requiring Air Quality conformity determination from the EPA. Projects requiring a conformity determination may take up to 30 days for approval.

**Appendix A: FHWA Michigan Division and FTA  
STIP and TIP  
Amendment and Administrative Modification Guidance**

**Federal Amendment (23 CFR 450.104)**

1. Any project or project phase change that affects air quality conformity or requires a conformity determination (in nonattainment and maintenance areas) regardless of the cost of the project or the funding source;
2. A project or project phase change that requires public review and comment and/or the re-demonstration of fiscal constraint;
3. The addition of a new project/phase or moving a project/phase from the illustrative list to the financially constrained list;
4. The deletion a project/phase or moving a project/phase to the illustrative list;
5. Major change in project phase cost (increase or decrease greater than 25% of the total phase cost);
6. Changing a non-Federally funded project/phase to a Federally funded project/phase (except when switching a project from regular federal-aid project to an Advance Construction project or vice versa); and
7. Major change in project/phase design concept or design scope.\*

\*Major change in design concept or design scope is defined as:

- A change resulting in an air quality conformity reevaluation (per Interagency Work Group determination).
- Significant change to work type or project/phase description.
- Significant change in limits – Increase/decrease a project phase length by a ½ mile or more.
- Addition/increase/decrease of a travel lane by ½ mile or more.
- Addition of new project items (sidewalk, bike lane, ADA enhancements) that are a ½ mile or more in length.

**Administrative Modification (23 CFR 450.104)**

1. Minor change in cost (increase or decrease less than 25% of the total project phase cost);
2. Minor change in funding source (moving from one federal funding source to another federal funding source, except CMAQ funding);
3. Shifting projects/phases between fiscal years of the current STIP while maintaining financial constraint defined as “project selection” in the regulations (23 CFR 450.222 and 23 CFR 450.332);
4. Switching a project/phase from regular federal-aid to Advance Construction and vice versa (per Michigan Division and MDOT finance agreement provided the change is noted in the request sent to FHWA at the time of project/phase authorization);
5. Addition of a project/phase that uses 100% State or local funding, unless it is deemed “regionally significant” by the MPO;
6. Changes in non-federal project/phase costs;
7. Addition of a project/phase for emergency repairs to roads or bridges\*\*;
8. Addition, deletion, and scope changes to projects/phases within General Program Accounts (GPAs);\*\*\* and
9. Technical corrections – corrections to typos, misspellings, and other data entry errors.

\*\*Emergency relief projects may (but are not required to) be included in the STIP, except those involving substantial functional, location, or capacity changes per 23 CFR 450.218(g)(5).

\*\*\*May require a Federal amendment for transit projects in urbanized areas if FTA program of projects public participation requirements have not been met.

*Administrative Modifications do not require Federal approval. However, MDOT will make available information about any modifications to FHWA and FTA for review and comment. FHWA and FTA reserve the right to disallow an administrative modification that is not consistent with Federal regulations.*

## Appendix B- Local Road Project Programming Chart

Updated: 5/8/2018

Federal/ State Funding Programs	Program Description	MDOT Fin Sys Codes	Funding Available For	MDOT Program Contact	Programmed in JobNet by
<b>MPO-Direct Allocation Programs</b>					
STP - TMA	The Surface Transportation Program (STP) provides flexible funding that may be used by States and localities for projects to preserve and improve the conditions and performance on any Federal-aid highway, bridge and tunnel projects on any public road, pedestrian and bicycle infrastructure, and transit capital projects, including intercity bus terminals.	STU	Transportation Management Areas (TMAs) with an urbanized area (UZA) population over 200,000	Statewide Planning Section- MPO Program Manager	MPO Staff
STP - Small MPO		STUL	Small MPO (less than 200,00)	Statewide Planning Section- MPO Program Manager	MPO Staff
STP - Flexible Urban Counties	Supplemental STP funds to replace Federal Transportation Economic Development Fund Category C funds that were not included in the FAST Act. These funds can be spent anywhere STP-TMA Funds are eligible.	EDCF	Urban Counties (Genesee, Kent, Wayne, Oakland, and Macomb)	Statewide Planning Section- MPO Program Manager	MPO Staff
CMAQ	The CMAQ program was implemented to support surface transportation projects and other related efforts that contribute air quality improvements and provide congestion relief.	CM, CMG	Statewide	Edward Fowler, FOWLERR@michigan.gov	MPO Staff
CMAQ - PM 2.5 Reduction		CPM	Statewide	Edward Fowler, FOWLERR@michigan.gov	MPO Staff
Transportation Alternatives - TMA	The Transportation Alternatives -TMA is an allocation of directly for TMAs of federal transportation funds for specific activities that enhance the intermodal transportation system and provide safe alternative transportation options such as pedestrian and bicycle facilities, recreational trails, safe routes to school projects.	TAU	TMAs	Bryan Armstrong, ArmstrongB@michigan.gov	MPO Staff
TEDF Category C	The mission of the Transportation Economic Development Fund (TEDF) is to enhance the ability of the state to compete in an international economy, to serve as a catalyst for economic growth of the state, and to improve the quality of life in the state. Category C is for Urban Congestion Relief.	EDC	Urban Counties (Genesee, Kent, Wayne, Oakland, and Macomb)	Mike Kapp, KappM@michigan.gov	MPO Staff

<b>Rural Task Force</b>					
STP- Rural	STP funds are intended to support transportation projects in rural areas.	STL	Rural Task Force (RTF) - Allocation by County	Don Mayle, MayleD@michigan.gov	Regional Planning Agency
STP- Rural Flexible	Supplemental STP funds to replace Federal Transportation Economic Development Fund Category D funds that were not included in the FAST Act. These funds can be spent anywhere STP-Rural Funds are eligible.	EDDF	RTF - Allocation by County	Don Mayle, MayleD@michigan.gov	Regional Planning Agency
TEDF Category D	The mission of the Transportation Economic Development Fund (TEDF) is to enhance the ability of the state to compete in an international economy, to serve as a catalyst for economic growth of the state, and to improve the quality of life in the state. Category D is for secondary all-season roads.	EDD	RTF - Allocation by County	Don Mayle, MayleD@michigan.gov and Matt Wiitala, WiitalaM@michigan.gov	Regional Planning Agency



Federal/ State Funding Programs	Program Description	MDOT Fin Sys Codes	Funding Available For	MDOT Program Contact	Programmed in JobNet by
<b>Local Grant Programs</b>					
STP - Small Urban	The Small Urban Program provides federal Surface Transportation Program (STP) funding to areas with an urbanized population of 5,000 to 49,999. Road and transit capital projects are eligible for STP funds.	STUL	urbanized areas with a population between 5,000 and 49,999	David Fairchild, FairchildD1@michigan.gov	MDOT Staff
Local Bridge	Local Bridge Program provides funding for construction costs for bridge repair and replacement.	BHT, BRT, MCS	Statewide	M. Harrison, HARRISONM@michigan.gov	MDOT Staff
Discretionary	Discretionary funding made available through specific federal or state initiatives such as the BUILD Discretionary Grants.	DSTP, FLAP, ER	Statewide	Barb Davarn, DAVARNB@michigan.gov	MDOT Staff
Earmarks	Earmarks are projects that receive a direct appropriation in a federal transportation bill. Repurposed earmarks are re-allocation of these appropriations for other projects through a federally approved earmark re-purposing process.	EMRP	Statewide	Barb Davarn, DAVARNB@michigan.gov	MDOT Staff
Transportation Alternatives	The Transportation Alternatives Program (TAP) is a competitive grant program that uses federal transportation funds designated by Congress for specific activities that enhance the intermodal transportation system and provide safe alternative transportation options such as pedestrian and bicycle facilities, recreational trails, safe routes to school projects.	TA	Statewide	Bryan Armstrong, ArmstrongB@michigan.gov	MDOT Staff
Safety	The Highway Safety Improvement Program (HSIP) is a core Federal-aid program with the purpose to achieve a significant reduction in traffic fatalities and serious injuries on all public roads, including non-State-owned roads and roads on tribal land.	HRRR, HSIP, RP	Statewide	Pam Blazo, BlazoP@michigan.gov	MDOT Staff
Metropolitan Planning	The purpose of Metropolitan Planning funds is to carry out the requirements of 23 U.S.C. 134 and provide for a continuing, comprehensive, and cooperative (3-C) metropolitan transportation planning process. These funds are programmed in the MPO Unified Work Program (UWP) and not in the TIP.	PL	All MPOs	Statewide Planning Section-MPO Program Manager	MDOT Staff
TEDF Category A	The mission of the Transportation Economic Development Fund (TEDF) is to enhance the ability of the state to compete in an international economy, to serve as a catalyst for economic growth of the state, and to improve the quality of life in the state. Category A funds are for economic development road projects.	EDA	Statewide	Mike Kapp, KappM@michigan.gov	MDOT Staff
TEDF Category F	The mission of the Transportation Economic Development Fund (TEDF) is to enhance the ability of the state to compete in an international economy, to serve as a catalyst for economic growth of the state, and to improve the quality of life in the state. Category F funds are for urban areas in rural counties.	EDF	Statewide	Matt Wiitala, WiitalaM@michigan.gov	MDOT Staff

## Appendix C: FY 2018 S/TIP Amendment Schedule

October 2017						
S	M	T	W	T	F	S
1	2	3	4	5	6 <sup>4</sup>	7
8	9	10	11	12	13	14
15	16	17	18	19	20 <sup>5</sup>	21
22	23 <sup>1</sup>	24	25	26	27 <sup>2</sup>	28
29	30	31				

November 2017						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10 <sup>6</sup>	11
12	13	14	15	16	17 <sup>3</sup>	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2017						
S	M	T	W	T	F	S
					1 <sup>4</sup>	2
3	4	5	6	7	8 <sup>4</sup>	9
10	11	12	13	14	15 <sup>5</sup>	16
17	18 <sup>1</sup>	19	20	21	22 <sup>2</sup>	23
24	25	26	27	28	29	30
31						

January 2018						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12 <sup>6</sup>	13
14	15	16	17	18	19 <sup>3</sup>	20
21	22	23	24	25	26	27
28	29	30	31			

February 2018						
S	M	T	W	T	F	S
				1	2 <sup>4</sup>	3
4	5	6	7	8	9 <sup>4</sup>	10
11	12	13	14	15	16 <sup>5</sup>	17
18	19	20 <sup>1</sup>	21	22	23 <sup>2</sup>	24
25	26	27	28			

March 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16 <sup>6</sup>	17
18	19	20	21	22	23 <sup>3</sup>	24
25	26	27	28	29	30	31

April 2018						
S	M	T	W	T	F	S
1	2	3	4	5	6 <sup>4</sup>	7
8	9	10	11	12	13	14
15	16	17	18	19	20 <sup>5</sup>	21
22	23 <sup>1</sup>	24	25	26	27 <sup>2</sup>	28
29	30					

May 2018						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18 <sup>6</sup>	19
20	21	22	23	24	25 <sup>3</sup>	26
27	28	29	30	31		

June 2018						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8 <sup>4</sup>	9
10	11	12	13	14	15	16
17	18	19	20	21	22 <sup>5</sup>	23
24	25 <sup>*1</sup>	26	27	28	29 <sup>2</sup>	30

July 2018						
S	M	T	W	T	F	S
						1
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20 <sup>6</sup>	21
22	23	24	25	26	27 <sup>3</sup>	28
29	30	31				

August 2018						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10 <sup>4</sup>	11
12	13	14	15	16	17	18
19	20	21	22	23	24 <sup>1</sup>	25
26	27 <sup>**1</sup>	28	29	30	31 <sup>2</sup>	

September 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21 <sup>6</sup>	22
23	24	25	26	27	28 <sup>3</sup>	29
30						

**Amendment Schedule Action Items:**

MAP Database Query<sup>1</sup>

Projects submitted to MPO<sup>2</sup>

MPO Submission to MDOT Deadline<sup>3</sup>

MDOT finished with reviews/send letter to FHWA/FTA<sup>4</sup>

FHWA/FTA Approval<sup>5</sup>

STIP Amendments posted for Public Review and

Comment<sup>6</sup>

MDOT 2-Week Review Period

**Other Notes:**

\* June 25 is last snapshot to amend the FY 2017 program

\*\*August 27 Snapshots would not be approved until October

\*\*August 28 Snapshots are to amend FY 2017 program - not FY 2016

**Appendix D:**  
**MDOT TIP Amendment Form Checklist**  
For Implementation with Phase 2 of JobNet

DRAFT: May 14, 2018

- 1. MPO Program Manager assigns MDOT reviewers
  - Assign additional MDOT staff to review the TIP amendment per the “MDOT TIP Reviewer Policy” (*discussion ongoing on number of reviewers*)
  - Make sure all auto populated contact info is correct for FHWA and FTA representatives. If incorrect, contact JobNet Team.
  
- 2. MPO Program Manager, OPT Representative, MPO staff and Region Planner reviewed the project list prior to Policy approval for any unclear or inconsistent projects/information
  - Changes needed were communicated to MPO (local and transit projects) or MDOT staff (trunkline projects and grant awards) and updated in JobNet
  
- 3. S/TIP Assurances are filled out appropriately
  - Meets 23 CFR 450
  - Consistent with the Metropolitan Transportation Plan
  - Public involvement consistent with Public Participation Plan (with start and end dates)
  - Fiscally constrained
  - Air quality analysis (if required)
  - Environmental Justice analysis (if required)
  
- 4. Dates filled in (public involvement dates)
  - Check and ensure that the dates of MPO Policy board approval on the JobNet TIP Transmittal match the meeting minutes and/or action taken letter dates.
  - Check listed public participation dates against the MPO’s public participation plan.
  
- 5. Make sure attached documentation matches all boxes checked on the Statement of Assurances
  - Policy Committee / Board meeting minutes, resolution from Policy Committee, and/or action taken letter showing Policy Committee action/approval.
  - Proof of public notification. Make sure public was notified within a timeframe that is consistent with the MPO’s public participation plan.
  - Air quality analysis (if required)
  - Environmental Justice analysis (if required)
  - Does the list of changes approved by the MPO Policy Committee match the changes listed in the TIP?
    - If not return to MPO for corrections
  - OPT Representative will review transit projects for accuracy
  
- 6. Does the local and transit fiscal constraint match the MPO allocation for each fiscal year by fund type for federal and state funding categories?
  - MPO Program Manager reviews road project fiscal constraint
  - OPT Representative reviews the transit project fiscal constraint

- Total Proposed Commitments are less than or equal to Estimated Total Revenue and within the Fiscal Constraint Table

7. MPO/MDOT comments are added to form to clarify any issue related to the amendment.

- If no transit projects are listed in the amendment, state this in the comments

8. Amendment is processed within seven (7) days from day received from MPO to day sent to FHWA

- If errors are found, the amendment will be returned to the MPO and after changes are made the MPO will re-submit the amendment in JobNet

9. Are the GPA Thresholds correct in JobNet and matching the approved GPA amounts listed in the TIP?

- Is the amendment consistent with the GPA Guidance Document and Policies? See GPA Guidance Document for requirements