

MEMORANDUM OF AGREEMENT
BETWEEN
THE TENNESSEE DEPARTMENT OF TRANSPORTATION
AND
THE CHATTANOOGA-HAMILTON COUNTY / NORTH GEORGIA TRANSPORTATION
PLANNING ORGANIZATION

REGARDING THE DEFINITION AND NEED FOR AMENDMENTS / ADMINISTRATIVE
ADJUSTMENTS TO THE STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM /
TRANSPORTATION IMPROVEMENT PROGRAM

INTRODUCTION:

The purpose of this Memorandum of Agreement is to establish two categories of actions to meet Federal requirements and streamline the maintenance of the Statewide Transportation Improvement Program/Transportation Improvement Program (STIP/TIP). One category of action is a "STIP/TIP Amendment" and the other is a "STIP/TIP Administrative Adjustment."

STIP/TIP AMENDMENT:

An amendment is a revision to the TIP that involves major changes to a project or the overall program and must meet the requirements of 23 CFR 450.216 and 450.326 regarding public review and comment, redemonstration of fiscal constraint, and transportation conformity. An amendment is required when changes to the STIP/TIP include:

- A major change in the total project cost(excluding groupings) (see Project Cost Change Thresholds, page 4);or
- Adding a new project or deleting a project from the TIP;or
- A major change of project scope; examples include, but are not limited to,changing the number of through-lanes, adding/deleting non-motorized facilities, changing mode (e.g., rolling stock or facility type for transit), changing capital category (i.e., transitfunding), or changing termini; or
- Any change requiring a new regional air quality conformity finding, where applicable (including a grouping);

AMENDMENT DOCUMENTATION AND AUTHORIZATION PROCEDURES:

The TIP may be amended at any time, but amendments require federal approval and redetermination of TIP fiscal constraint and air quality conformity, where applicable. TDOT will review each amendment and submit the amendment to the appropriate Federal Agency. The federal agencies will review and respond to a formal written request for amendment approval from TDOT within 10 business days of receipt.

Documentation:

The MPO will send the following documentation to TDOT:

- Electronic correspondence describing the action taken and requesting review and approval of the proposed amendment;
- A copy of the original and amended TIP pages;
- Documentation supporting:
 - Fiscal constraint,
 - Interested parties participation (i.e., public involvement, stakeholder involvement, and consultation),
 - Air quality conformity (in non-attainment and/or maintenance areas only), and
 - Required certifications; and
- The resolution adopting the amendment.

For financial transactions, the MPO must identify in the documentation the origin and destination of the funds being moved.

Authorization:

The Federal Highway Administration and FTA match project authorization requests to the TIP prior to approving a request for project authorization. Therefore, all amendments to the TIP need to be approved by FHWA or FTA prior to TDOT requesting federal authorization approvals.

TIP ADMINISTRATIVE ADJUSTMENTS:

A TIP administrative adjustment is a minor change from the approved TIP. Administrative adjustments must be consistent with 23 CFR 450, but they do not require public review and comment, redemonstration of fiscal constraint, or a conformity determination in nonattainment or maintenance areas. TIP administrative adjustments are defined as follows:

- A minor change in the total project cost (see Project Cost Change Thresholds, below)
- A minor change in project description that does not change the air quality conformity finding in maintenance and/or non-attainment areas; or
- A minor change in project description/termini that is for clarification and does not change the project scope; or
- Shifting funds between projects within a TIP (i.e., funding sources and projects already identified in the TIP) if the change does not result in a cost increase greater than the amendment threshold (see Project Cost Change Thresholds, below) for the total project cost of all phases shown within the approved TIP; or
- Adding an amount of funds already identified in the STIP/TIP for the current or previous year(s) if:

- The funds are currently identified in the STIP/TIP either in an existing project or as available funds and
- The change does not result in a cost increase greater than the amendment threshold (see Project Cost Change Thresholds, page) for the total project cost of all phases shown within the approved TIP; or
- Moving projects from year to year within an approved TIP, except those that cross air quality horizon years; or
- Adding a prior phase, such as environmental or location study, preliminary engineering or right-of-way, to a project in the TIP so long as such a change does not result in a cost increase greater than the amendment threshold (see Project Cost Change Thresholds, below) for the total project cost of all phases shown within the approved TIP; or
- Changes required to follow FHWA or FTA instructions as to the withdrawal of funds or reestablishment of funds withdrawn at the request of FHWA or FTA; or
- Moving funds between similarly labeled groupings, regardless of percent of change; or
- Adjustments in revenue to match actual revenue receipts.

ADMINISTRATIVE ADJUSTMENT DOCUMENTATION AND AUTHORIZATION PROCEDURES:

Administrative adjustments do not require federal approval. Adjustments made to TDOT-sponsored projects in the TIP will be made by TDOT with notification to the MPO upon submission of the adjustment to FHWA/FTA. The MPO will make the changes to funding tables, and project sheets as needed without the need for distribution.

Documentation:

TDOT will send the following documentation to the MPO

- Electronic correspondence describing the action taken and
- A copy of the original and adjusted STIP pages.

PROJECT COST CHANGE THRESHOLDS:

For changes to the cost of projects (excluding groupings), a sliding scale is outlined to determine which category of revision is required. All measurements for these cost changes will be made from the last approved TIP or TIP amendment/administrative adjustment to account for incremental changes.

Total project cost of all phases shown within the approved TIP	Amendment	Administrative Adjustment
Up to \$2 million	≥75%	< 75%
\$2 million to \$15 million	≥50%	<50%
\$15 million to \$75 million	≥40%	<40%
\$75 million and above	≥30%	<30%

PROJECT GROUPINGS:

The use of project groupings is permitted under 23 CFR 450.324 (f) for projects in an MPO's TIP. Projects that are funded by such groupings are to be of a scale small enough not to warrant individual identification and may be grouped by function, work type, and/or geographic area using the applicable classifications under 23 CFR 771.117(c) and (d) and/or 40 CFR part 93. Project groupings may only include projects that meet the following conditions: non-regionally significant, environmentally neutral, and exempt from air quality conformity.

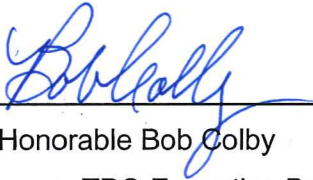
The TIP will include a description of all grouping categories, eligible activities, and sufficient financial information to demonstrate the projects that are to be implemented using current and/or reasonably available revenues. All projects located within an MPO area must be included in the MPO TIP, including those projects that are eligible for grouping. Therefore, projects eligible for groupings that are located within the MPO planning area, may be grouped within the MPO TIP or listed individually in the MPO TIP, but may not be included in the Rural STIP.

PROJECTS CROSSING MPO BOUNDARIES

All projects whether included in a grouping or not that cross the MPO boundary and include an area outside of the MPO boundary will be listed in the TIP only.

We the undersigned, approve this Memorandum of Agreement. This Agreement will become effective upon approval of signature by all parties, and will remain in effect until amended or replaced. This Agreement may be amended at any time, but revisions will require signature by all parties. Any signatory to this Agreement may propose amendment to the agreement at any time.

SIGNATURES:



The Honorable Bob Colby
Chairman, TPO Executive Board

8-20-13

Date



John C. Schroer
Commissioner
Tennessee Department of Transportation

OCT 22 2013

Date

APPENDIX A: CORRESPONDENCE STANDARDS

All amendment and adjustment correspondence will be submitted to TDOT's Program Development and Scheduling Office.

Amendment Documentation:

Amendment documentation will be grouped in a single electronic document with the naming convention, "Amendment [X] ([Project#])", where [X] identifies the amendment's sequential identifier and [Project #] represents the unique project number(s) of the program element(s) being amended.

Email correspondence will use the naming convention, "Amendment [X], [Organization]" in the subject line where [X] identifies the amendment's sequential identifier and [Organization] represents name of the MPO submitting the amendment. Correspondence will include ccs to the appropriate representatives within TDOT's Long Range Planning Division.

Administrative Adjustment Documentation:

Administrative adjustment documentation will be grouped in a single electronic file and use the naming convention, "Adjustment [X] ([Project#])", where [X] identifies the administrative adjustment's sequential identifier and [Project #] represents the unique project number(s) of the program element(s) being adjusted.

Email correspondence will use the naming convention, "Adjustment [X], [Organization]" in the subject line where [X] identifies the administrative adjustment's sequential identifier and [Organization] represents name of the MPO submitting the administrative adjustment. Correspondence will include ccs to the appropriate representatives within TDOT's Long Range Planning Division.

RESOLUTION OF THE CHATTANOOGA-HAMILTON COUNTY/NORTH GEORGIA TRANSPORTATION PLANNING ORGANIZATION (TPO) TO APPROVE A MEMORANDUM OF AGREEMENT BETWEEN THE TENNESSEE DEPARTMENT OF TRANSPORTATION AND THE TPO REGARDING THE DEFINITION AND NEED FOR AMENDMENTS/ADMINISTRATIVE ADJUSTMENTS TO THE STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM AND THE TPO'S TRANSPORTATION IMPROVEMENT PROGRAM

WHEREAS, there is a need to clarify the definition, process and need for amendment and administrative adjustments to both the TPO's Transportation Improvement Program and the statewide Transportation Improvement Program; and

WHEREAS, a Memorandum of Agreement (MOA) has been drafted by the Tennessee Department of Transportation and presented to the TPO for review and action; and

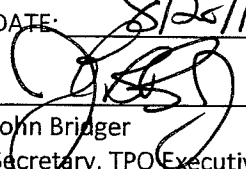
WHEREAS, the MOA provides necessary clarification of documentation, procedures and responsibly;

NOW, THEREFORE, BE IT RESOLVED THAT the Chattanooga-Hamilton County/North Georgia Transportation Planning Organization, the forum for cooperative decision making, does hereby approve a Memorandum of Agreement between the Tennessee Department of Transportation and the Chattanooga-Hamilton County/North Georgia Transportation Planning Organization regarding the definition and need for amendment/administrative adjustments to the statewide Transportation Improvement Program and the TPO's Transportation Improvement Program.

RESOLUTION APPROVED:



Bob Colby
Chair, TPO Executive Board

DATE: 8/26/13


John Bringer
Secretary, TPO Executive Board