

- 7) Projects that will contribute a high degree of safety, mobility, and service facilities to the entire TPO MPA.
- 8) Mileage of eligible streets by functional classification.
- 9) Population and land use shifts.
- 10) Traffic capacity.
- 11) Vehicular accident impacts.
- 12) Intergovernmental coordination.

Should the expected local matching funds not materialize within the four-year planning period of the Transportation Improvement Program, the TPO will have the obligation of reassigning those funds to a project with documented commitment of the required local match. Furthermore, that project will already have been given a high priority ranking by the TPO. In no case will a formula allocation of federal funds to local projects be permitted. Also, should an expected project exceed adequate funding within the four-year period of the Transportation Improvement Program from some other source to fulfill the development of such project, the TPO will have the obligation of reassigning those funds to another project.

### **Business Rules and Policies**

For the development of this FY 2014-2017 TIP, the TPO conducted a full evaluation of the TIP development process, reviewed other MPO TIP development procedures, and implemented a new Project Application and Selection Process. The TPO has a new set of established business rules which are intended to serve as guiding principles for TPO staff when developing and maintaining the TIP. These rules are as follows:

- **Rule 1. TIP Development Cycle** – Prior to the beginning of each major TIP update cycle, the TPO will detail a schedule of key TIP development milestones that coincide with TDOT/GDOT STIP schedule requirements and communicate key dates with local project sponsors prior to the beginning of the Federal fiscal year (October 1). Establishing key dates at the outset of each update cycle will give project sponsors ample notice for scheduling purposes and gathering the information required to submit projects for evaluation. Key TIP development milestones should include dates for the TIP workshop(s); issuance of the Call for Projects (if applicable for that particular year); deadline to submit project applications; TIP selection sub-committee meetings; TPO Board meetings; and Technical Coordinating Committee (TCC) and Interagency Consultation Committee (IAC) meetings. The TIP schedule should be posted on-line, as well as emailed with a hard-copy attachment to all local jurisdictions. Any expected deviations from the dates established at the outset of the TIP update cycle should be communicated to all project sponsors as early as possible, but no later than four weeks prior to the originally established date.
- **Rule 2. TIP Amendment Cycles** – TPO staff currently address administrative TIP modifications and amendments that do not require conformity analysis on an as-needed

basis. The TPO will continue to process amendments on an as-needed basis. This provides flexibility for project sponsors to move projects forward more quickly and helps the TPO manage staff resources by spreading amendments out over time.

- **Rule 3. Project Identification** – Projects considered for each TIP cycle are drawn from the TPO’s adopted long-range regional transportation plan, as the TIP serves as the first four (implementation) years of the long-range planning document. All TIP projects must be consistent with the long range transportation plan. New projects (i.e., those projects not currently included in the fiscally constrained portion of the transportation plan) should be considered for the TIP only when new funds have been identified for a project that was unable to be fiscally constrained in the transportation plan and the project is shown in the plan’s illustrative list or when a stand-alone call for STP-M or TAP funds is needed to either 1) program unobligated dollars from a previous fiscal year, or 2) program new funds for a new year of the TIP. New major capacity additions to the TIP should be considered as part of a major TIP update cycle only, to align conformity determinations and ensure consistent regional priorities between the TIP and long-range transportation plan. One, distinct project sponsor should be clearly identified for each project as part of the TIP application.
- **Rule 4. MPO Controlled TIP Funds** – For roadway capacity projects funded all, or in part, by STP-M or TAP funds, the TPO will request the project sponsor address access management as a design element and budget for such as part of the Preliminary Engineering phase. This will provide detail needed by the TPO to work with the project sponsor and impacted local communities as part of subsequent right-of-way (ROW) and Construction phases to help ensure land use and land development are appropriately considered as part of project development.
- **Rule 5. TIP Project Evaluation** – Based on initial testing of revised TIP project evaluation procedures applied to the FY 2014-2017 metropolitan STP and TAP projects, as described in Appendix B, the TPO staff will develop summary guidance to accompany the TIP application on how to provide the appropriate level of detail for project scope, cost, and schedule and how to define the project sponsor. This same information will be used at each TIP workshop to inform and illustrate for sponsors the required level of detail when submitting a project for Federal funding. This guidance will also include information for sponsors on how to formally notify the TPO of any changes to project scope, schedule, and budget.
- **Rule 6. TIP Project Costing** – To address potential project cost overruns, the TPO will consider, before the next TIP cycle, a Local Program Contingency Fund which is recommended to be five to ten percent for each project (all phases: Preliminary Engineering, ROW, and Construction) and would be added as an incremental cost to the original estimate submitted by the local project sponsor. The TPO would hold this contingency funding in reserve as part of the project’s line item funding. Should the project cost exceed the original estimate for a given phase, the TPO would utilize the reserve funding to cover the additional costs (the project sponsor will be responsible for providing the 20 percent local match). Project cost overruns that exceed the contingency would then be considered for TPO approval and potential reprogramming as described in Rule 8.
- **Rule 7. Project Programming / Phasing** – The TPO will consider, before the next TIP cycle, adoption of a formal phasing schedule requirement for project sponsors of major

capacity projects to help address scheduling and implementation challenges. The schedule would identify all relevant phases of the project with specific funding sources (Federal, state, local) as outlined on the TIP project page, but the sponsor would note for each phase the activities necessary to move the project to the next programmed phase. The recommended timeframe expected between programming phases for such major construction projects is three to four years which is a conservative phasing schedule for capacity-adding projects (those associated with air quality conformity).

- **Rule 8. Project Reprogramming** – To present, all unobligated projects in the existing TIP have automatically been reprogrammed by TPO staff unless the staff has been informed otherwise. From this TIP forward, any project that has exceeded 10 percent of the original cost estimate, any changes to project scope, schedule, or budget that trigger delays in the excess of a subsequent programmed phase, and/or any programmed phase not obligated within two years will require the project sponsor to complete an “Exceptions List” form prior to the commencement of a new TIP development cycle. This list will then be vetted with the TPO Board and/or Committees to determine if the changes/delays are reasonable and project should remain a priority with roll-over funds applied, or the project should re-compete for Federal funds through the established project selection process. The Exceptions List form will be developed by TPO staff prior to the next TIP cycle.

### **Lump Sum Projects, “Groupings”**

By mutual agreement between the Tennessee Department of Transportation (TDOT), Georgia Department of Transportation, and the Chattanooga-Hamilton County/North Georgia Transportation Planning Organization (TPO) this Transportation Improvement Program (TIP) includes some air quality projects (PM2.5), preventative maintenance, often denoted as Resurfacing, Restoration, Rehabilitation (3R) improvements and safety type projects to be lump sum funded with Highway Safety Improvement Program (HSIP), National Highway Performance Program (NHPP), and/or Surface Transportation Program (STP) and the Congestion Mitigation and Air Quality Improvement Program (CMAQ). These lump sums are otherwise known as “Groupings” and each are further described in the definitions section of this document. For a more detailed description of these groupings view appendix F, TDOT’s Metropolitan Groupings Crosswalk. The projects and project locations are not specifically listed in the project tables or project pages. Instead the projects are grouped by category of improvement such as various resurfacing or bridge replacements. They are minor projects that do not alter the functional capacity of a facility and do not impact regional air quality emissions. Minor projects must also be environmentally neutral. Due to the difficulty with project tracking the TPO staff has elected to eliminate the use of groupings for TPO controlled project funding and thus, those projects are evaluated and prioritized by the same process as major projects and have individual project pages. However, the TPO staff encourages project sponsors to consider their own groupings when developing projects for consideration such as a citywide resurfacing program which would include a number of various streets within one jurisdiction.