

***Draft* FY2016-2025**

Transportation Improvement Program

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**APPENDIX D: MTIP AMENDMENT &  
MODIFICATION PROCESS**

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# 1. INTRODUCTION

Amendments to the MTIP are necessary to add a new project or phase, modify a currently programmed project (limits of project or significant monetary change), or delete a programmed project. Amendments to projects in the MTIP can be initiated by the DCHC MPO or by the NCDOT. The DCHC MPO and NCDOT communicate and coordinate during the development of amendments to ensure the amendment process moves forward efficiently and does not cause project delays.

## 2. DCHC MPO PUBLIC INVOLVEMENT POLICY

The DCHC MPO adopted Public Involvement Policy (PIP) fully details the process and requirements for amending or modifying the MTIP.

### 2.1 Amendments

An amendment to the MTIP occurs when a substantial change is made to the MTIP. A substantial change is defined in the PIP as the addition or deletion of a project with an implementation cost exceeding \$1 million.

#### ***Actions Steps Required for an Amendment to the MTIP:***

1. MPO LPA staff prepare the draft amendment.
2. MPO LPA staff present the draft amendment to the MPO TC for review and comment during the MPO TC meeting.
3. The MPO TC reviews the amendment, provide comments, and recommend the amendment (with any revisions to reflect comments) to the MPO Board.
4. The MPO Board receives a presentation of the draft amendment during their monthly meeting and reviews the amendment. The MPO Board provides any comments to LPA staff and approves the release of the draft amendment (with any revisions to reflect comments), for the 21-day public review and comment period.
5. MPO LPA staff release the draft amendment for public review and comment as defined in Section IV.D of the DCHC MPO PIP.
6. MPO LPA staff receive public comments and compile the comments into a summary report at the end of the comment period.
7. MPO LPA staff present the summary report to the MPO TC for review during the MPO TC meeting.
8. The MPO TC reviews comments received and recommends the amendment for approval by the MPO Board.
9. MPO LPA staff present the revised amendment to the MPO Board during their monthly Board meeting.
10. The MPO Board reviews the amendment and public comments received on the amendment during the public comment period.

11. The MPO Board holds a public hearing during the MPO Board meeting to hear comments from any members of the public in attendance during the meeting and wish to comment on the amendment.
12. After public comments are received during the public hearing, the MPO Board closes the public hearing. The MPO Board discusses all comments received and when the MPO Board is satisfied that the comments have been addressed, the MPO Board approves the amendment to the MTIP. A resolution of approval is signed by the MPO Board Chair.
13. MPO LPA staff submit the resolution of approval and the amendment to NCDOT. NCDOT begins the amendment approval process with the NCDOT Board of Transportation to incorporate the amendment into the NCDOT's STIP.
14. Approved MTIP amendments are posted to the DCHC MPO's website.
2. MPO LPA staff present the draft administrative modification to the MPO TC for review and comment during the MPO TC meeting.
3. The MPO TC reviews the administrative modification, provides comments, and recommends the modification (with any revisions to reflect comments), be considered for approval by the MPO Board.
4. The MPO Board receives a presentation of the administrative modification during their monthly meeting and reviews the modification.
5. The MPO Board may approve the administrative modification or choose to hold a public hearing. The decision to seek public comments on an administrative modification is decided by a MPO Board majority vote.
6. Once the MPO Board is satisfied with the administrative modification, the MPO Board approves the modification to the MTIP. A resolution of approval is signed by the MPO Board Chair.

## **2.2 Administrative Modifications**

An administrative modification to the MTIP occurs when a minor change is made and implementation costs do not exceed \$1 million.

### ***Actions Steps Required for an Administrative Modification to the MTIP:***

1. MPO LPA staff prepare the draft administrative modification.
7. MPO LPA staff submit the resolution of approval and the administrative modification to NCDOT. NCDOT begins the approval process with the NCDOT Board of Transportation to incorporate the modification into the NCDOT's STIP.
8. Approved MTIP amendments are posted to the DCHC MPO's website.