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**Transportation Improvement Program (TIP) and Statewide Transportation Improvement Program (STIP) Administrative Modification and Amendment Process**

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**November 14, 2007**

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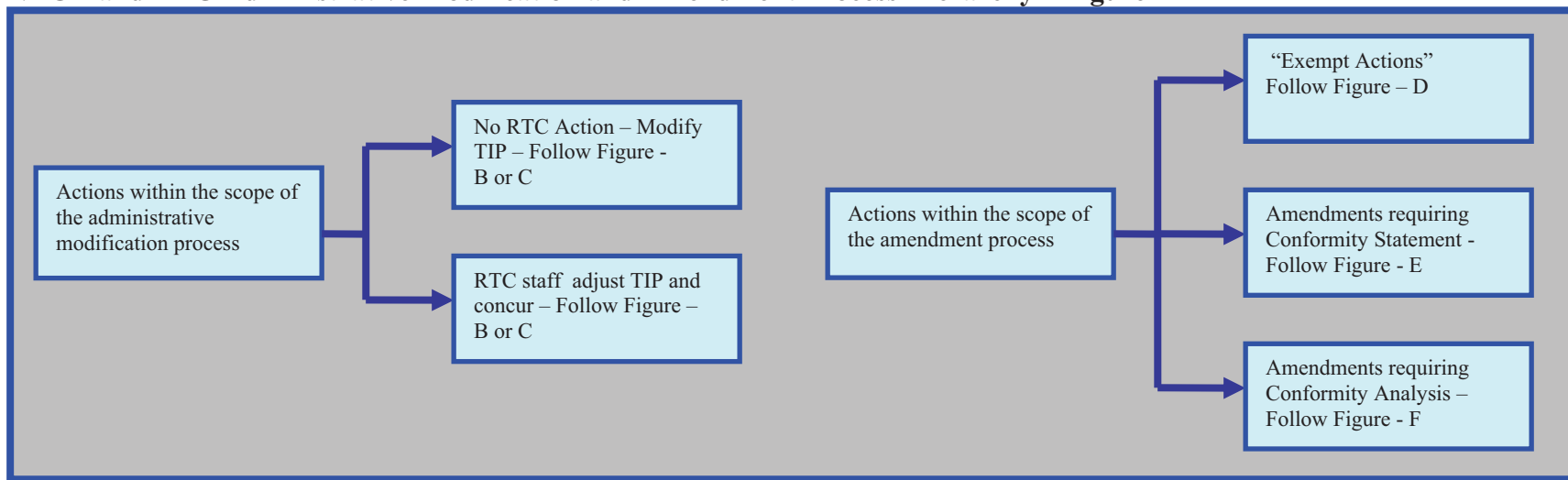
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## Background

The Las Vegas Metropolitan Area Transportation Improvement Program (TIP) is updated at least every four years in coordination with the area agencies and incorporated into the Nevada’s Statewide Transportation Improvement Program (STIP). As the projects in the TIP and STIP move close to implementation stage, they require changes on a regular basis. The following are the internal procedures of the Nevada Department of Transportation (NDOT) and the Regional Transportation Commission of Southern Nevada (RTC) to modify and amend the TIP and STIP to reflect changing regional needs and to streamline the project delivery system.

NDOT has adopted two processes for administrative modifications and amendments, as set out in Figures 2 and 4 of the Statewide Transportation System Projects (TSP) For Fiscal Years 2008-2017, October 2007. The RTC accepts the process outlined in the TSP. However, this process needs to be expanded to define and meet the RTC internal procedures as the designated Metropolitan Planning Organization for the Clark County.

**NDOT and RTC Administrative Modification and Amendment Process Hierarchy – Figure A**



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## **NDOT Administrative Modification Process As Per NDOT Statewide Transportation System Projects (TSP)**

### **Applies:**

1. *When there is a change in a public funding category with no change in the priority of a project in the STIP/RTIP.*
2. *When a project is moved from the third or fourth to the first or second year or a project is moved from the second to the first of the STIP/RTIP. (Project to be completed sooner/Project is moved forward)*
3. *When moving a project from the first to the second, third or fourth year of the STIP/RTIP or moving a project from the second or third year to the fourth year. (Project is completed later/Project is moved back.)*
4. *When a positive cost estimate change is less than \$5 Million is requested/anticipated.*
5. *When a positive cost estimate change is requested/anticipated that is greater than \$5 Million, but less than 20 percent of the estimated dollar amount of the project.*
6. *When a positive or negative change in the un-programmed balance forward is received.*
7. *When a positive or negative change in the anticipated fund allocation is received.*
8. *When a project is added to use Federal Funds for repayment of previously authorized work and all repayments will come from unallocated funds.*
9. *When a new planning study is identified.*
10. *When a project is Advance Constructed.*

The following procedures are followed by the RTC in response to the administrative modification process initiated by NDOT.

### **1. Minor TIP/STIP Administrative Modifications**

These are defined by items 5-8 and 10 of the NDOT administrative modification process as set out above (See Figure B):

RTC staff will adjust the TIP upon receipt of NODT notification, and will notify the RTC Board of the adjustment.

- i) RTC staff adjust the TIP upon receipt of NDOT notification.
- ii) Executive Advisory Committee (EAC) notified of administrative modification on consent agenda.
- iii) No formal RTC Board action required.

### **2. Unified Planning Work Program (UPWP) Amendment**

These are defined by item 9 of the NDOT administrative modification process.

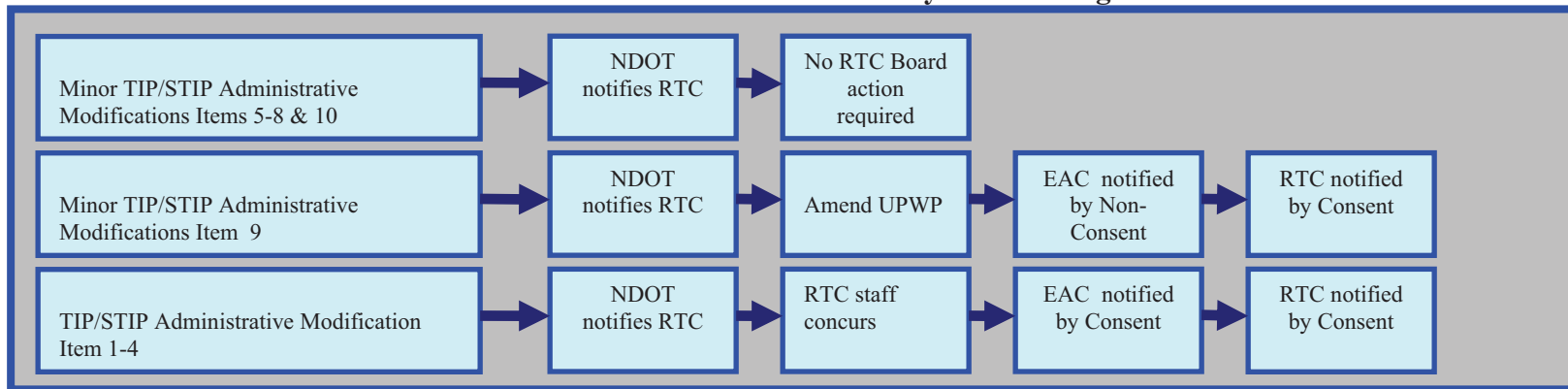
- i) New NDOT planning studies are included in the UPWP and follow the established UPWP approval/amendment process.

### **3. TIP/STIP Administrative Modifications**

These are defined by items 1-4 of the NDOT administrative modification process as set out on Page 3 (See Figure B):

- i) RTC staff (Assistant Planning Manager) issue a memo of concurrence unless circumstances require elevation.
- ii) EAC notified of concurrence on consent agenda.
- iii) No formal RTC Board action required

#### **NDOT TIP/STIP Administrative Modification Procedures Initiated by NDOT – Figure B**



TIP and STIP administrative modifications do not require RTC Board action. The RTC authorizes the General Manager or his designee to approve administrative modifications requested by NDOT and sponsoring agencies. However, the RTC will be informed of the TIP adjustments by consent agenda.

The following procedures are followed by the RTC staff when the administrative modification process is initiated by RTC.

### **4. Minor TIP/STIP Administrative Modifications**

These are defined by items 5-8 and 10 of the NDOT administrative modification process as set out on Page 3 (See Figure C):

- i) RTC staff (Assistant Planning Manager) adjust the TIP and request NDOT to make corresponding administrative modification to the STIP.
- ii) EAC notified on consent agenda.
- iii) No formal RTC Board action required

**5. Unified Planning Work Program (UPWP) Amendment**

These are defined by item 9 of the NDOT administrative modification process as set out on Page 3:

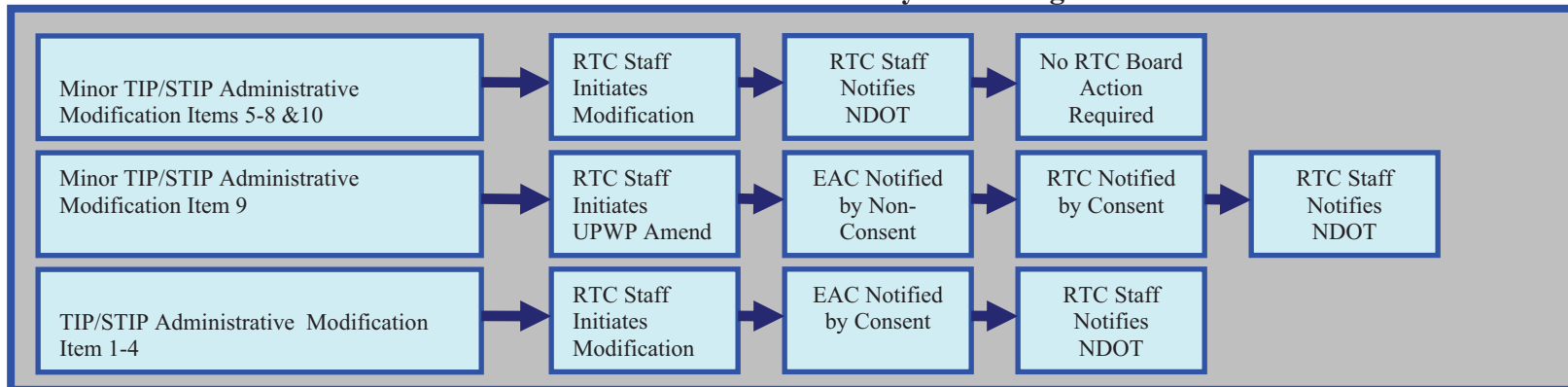
- i) New RTC planning studies are included in the UPWP and follow the established UPWP approval/amendment process.

**6. TIP/STIP Administrative Modifications**

These are defined by items 1-4 of the NDOT administrative modification process as set out on Page 3 (See Figure C):

- i) RTC staff (Assistant Planning Manager) adjust the TIP and request NDOT to make corresponding administrative modification to the STIP.
- ii) EAC notified on consent agenda.
- iii) No formal RTC Board action required

**RTC TIP/STIP Administrative Modification Procedures Initiated by RTC – Figure C**



TIP and STIP administrative modifications do not require RTC Board action. The RTC authorizes the General Manager or his designee to initiate TIP administrative modifications on behalf of the RTC and to forward such modifications to NDOT for incorporation into the STIP. The RTC will be informed of such TIP modifications by consent agenda.

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## **NDOT Amendment Process As Per NDOT Statewide Transportation System Projects (TSP)**

### **Applies:**

1. *When there is a significant change in the design or scope of any project identified in the STIP/RTIP.*
2. *When a regionally significant project is added or deleted.*
3. *When there are changes in the funding category that alter the overall financial reasonableness of the STIP/RTIP, or when a privately funded project is changed to public funding.*
4. *When there is a positive change in cost over \$5 Million and greater than 20 percent of the estimated dollar amount of the project is requested /anticipated.*

The following procedures are followed by RTC in response to the NDOT amendment process. When RTC initiates the amendment process, RTC staff inform NDOT of the intention to request an amendment and then follow the procedures identified below.

### **7. TIP/STIP Administrative Amendments for “Exempt” Projects**

This applies to actions that involve only “Exempt” activities as defined in 40 CFR Part 93 (See Figure D):

As shown in Figure D, slightly different procedures are followed for actions involving amendments to funding, for the addition/deletion of “exempt” projects, or for actions affecting fiscal constraint:

For changes in funding sources or funding amounts that exceed the limits of an adjustment as set out on Page 3 but do not call into question the overall fiscal balance of the TIP program:

- i) NDOT, RTC or a sponsoring agency requests an administrative amendment to the TIP
- ii) RTC staff confirm “exempt” status and that there is no effect on fiscal constraint
- iii) RTC staff amend the TIP and request NDOT to make corresponding amendment to the STIP.
- iv) EAC notified on consent agenda.
- v) No formal RTC Board action required

For changes in funding amounts that potentially affect the overall fiscal balance of the TIP program:

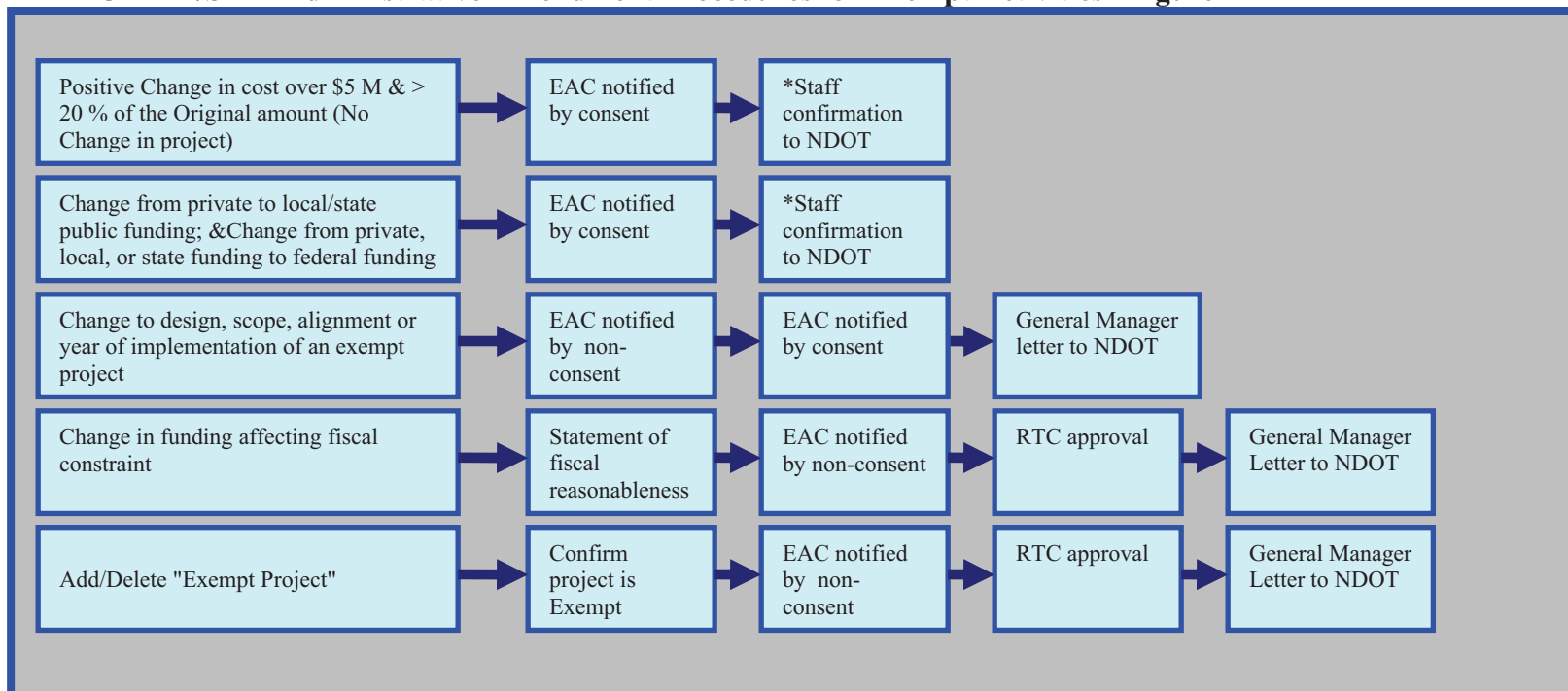
- i) NDOT, RTC or a sponsoring agency requests an administrative amendment to the TIP
- ii) RTC staff prepare a statement confirming the amendment is consistent with fiscal constraint
- iii) EAC notified on non-consent
- iv) RTC Board approves the amendment and requests NDOT to make corresponding amendment to STIP for FHWA approval

For changes that add, delete or change the scope of projects require RTC Board action:

- i) NDOT, RTC or a sponsoring agency requests an administrative amendment to the TIP
- ii) RTC staff confirm “exempt” status
- iii) EAC notified on non-consent
- iv) RTC Board approves the amendment and requests NDOT to make corresponding amendment to STIP for FHWA approval

Note: The administrative amendment does not come into effect until NDOT has incorporated the amendment into STIP and FHWA has approved the STIP amendment.

**RTC - TIP/STIP Administrative Amendment Procedures for Exempt Activities– Figure D**



\* Staff – Director of Planning Services

For TIP administrative amendments that do not require RTC Board action, the RTC authorizes the General Manager or his designee to approve these amendments. However, the RTC will be informed of these administrative amendments by consent agenda.

## **8. TIP/STIP amendments approved on the basis of a conformity statement**

### **8.1 “Non-Regionally Significant” Amendments**

This applies to non- exempt activities that do not involve the following (see Figure E):

- a) the design concept, scope or alignment of Regionally Significant projects,
- b) the horizon year completion date of Regionally Significant projects, or
- c) the implementation of Transportation Control Measures identified in the SIPs.

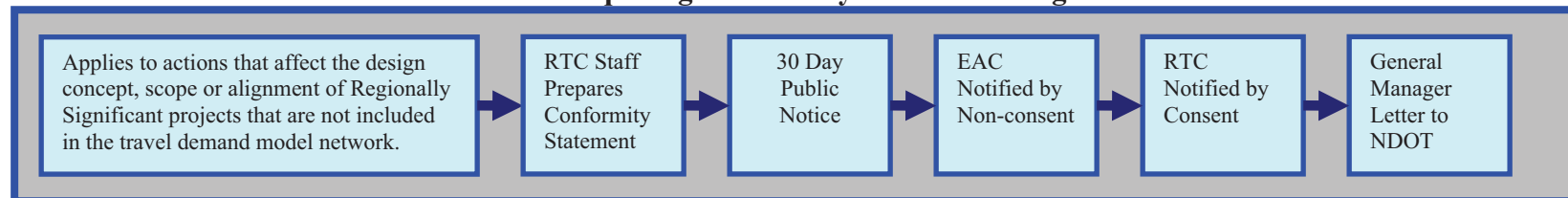
To expedite program delivery, RTC will in certain cases approve a TIP amendment based on a conformity statement that the proposed amendment will have such minimal effect on emissions that a full conformity analysis is not warranted. RTC staff will determine on a case-by-case basis if the proposed amendment requires a conformity statement or a new conformity analysis. RTC will consult with NDOT and FHWA together or separately as appropriate in making this determination.

### **8.2 “External” TIP/STIP amendments**

This applies to actions that affect the design concept, scope or alignment of Regionally Significant projects that are outside the area included in the travel demand forecast model network, but are within an air quality non-attainment area (see Figure E):

- i) NDOT, RTC or a sponsoring agency requests an amendment to the TIP
- ii) RTC staff prepares a conformity statement justifying why the existing conformity finding is not affected by the proposed amendment. In the case of “external” projects, estimates of VMT and emissions will be developed in conjunction with NDOT using methods consistent with those approved by the FHWA for the RTP conformity finding.
- iii) RTC will hold a 30 day public notification and comment period.
- iv) EAC recommends adoption of amendment.
- v) RTC Board approves the amendment and requests NDOT to make corresponding amendment to STIP for FHWA approval

**RTC - TIP/STIP Amendment Procedures Requiring Conformity Statement – Figure E**



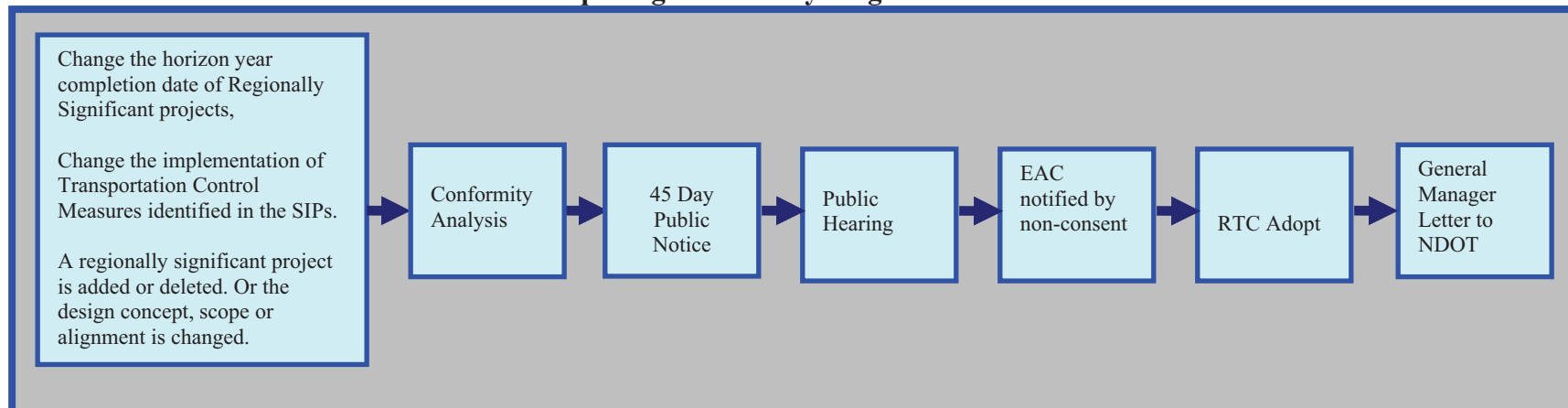
## **9. TIP/STIP Amendments requiring conformity analysis**

Applies to actions that involve any of the following (See Figure F):

- a) Addition/deletion of Regionally Significant Projects.
- b) Change the design concept, scope or alignment of Regionally Significant projects included in the modeled conformity analysis.
- c) Change the horizon year completion date of Regionally Significant projects.
- d) Change the implementation of Transportation Control Measures identified in the SIPs.
  
- i) NDOT, RTC or a sponsoring agency requests an amendment to the TIP
- ii) RTC staff prepares a conformity analysis and makes a conformity determination.
- iii) RTC holds a 45-day public notification and comment period, including a Public Hearing.
- iv) EAC recommends adoption of amendment.
- v) RTC Board approves the amendment and requests NDOT to make corresponding amendment to STIP for FHWA approval

Notes: 1. The amendment or administrative amendment does not come into effect until NDOT has incorporated the amendment into STIP and FHWA has approved the STIP amendment.  
 2. It may take 16-24 weeks from the time a request is received by RTC to process an amendment request requiring conformity analysis

**RTC – TIP/STIP Amendment Procedures Requiring Conformity– Figure F**



## Acronyms

RTC – Regional Transportation Commission of Southern Nevada

NDOT – Nevada Department of Transportation

FHWA – Federal Highway Administration

EAC – Executive Advisory Committee

RTP – Regional Transportation Plan

TIP – Transportation Improvement Program

RTIP – Regional Transportation Improvement Program

STIP – Statewide Transportation Improvement Program

TSP – Statewide Transportation System Projects

SIP – State Implementation Plan