



**Item 13-4-11  
Receive & File**

## **Transportation Committee**

November 27, 2013

### **Outcomes from Delegated Authority for Metropolitan Transportation Improvement Program Amendments**

**Issue:** From March 2013 to November 2013, SACOG management has not approved any amendments to the Metropolitan Transportation Improvement Program (MTIP) under authority delegated from the Board.

**Recommendation:** This is a Receive & File item. There will not be a staff presentation.

**Discussion:** The MTIP is the region's four-year program of federally funded and regionally significant transportation projects. Until 2011, all types of MTIP amendments required committee and Board action. At its May 2011 meeting, the Board delegated authority to SACOG management to approve certain types of amendments to the MTIP. This action improved project delivery by reducing SACOG's processing time by 30 days. As a condition of Board approval, the Transportation Committee requested staff to periodically provide it with a Receive & File item to inform the committee on staff's use of its delegated authority.

Attached is a description of the various types of amendments and their approval procedures. The last update on the use of delegated authority was presented to the Committee in April 2013 and the next update is scheduled for February 2014.

Approved by:

Mike McKeever  
Chief Executive Officer

MM:JLC:gg  
Attachment

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## MTIP Amendment Delegated Authority

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### Understanding Revision Types

MTIP revisions are categorized into five types. Only Type 4 and Type 5 revisions require Board approval; the rest may be approved by management under delegated authority from the Board. (See pages 2 and 3 for more detail on revision types.)

#### Revision Types

1. Administrative Modifications
2. Amendment Due to Funding Changes
3. Amendment of Exempt Projects
4. Amendment Requiring a Conformity Determination
5. Amendment Requiring a Conformity Determination and a New Regional Emissions Analysis

## MTIP Processes and Amendment Types

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*For more detail, see SACOG's Public Participation Plan: <http://www.sacog.org/mtp/ppp.cfm>*

According to the Public Participation Plan there are four processes for the various ways to change/update the MTIP:

- A. Adoption
- B. Administrative Modification
- C. Amendment
- D. Technical Revision

### A. Adoption

SACOG generally adopts a new MTIP every two years, although federal guidelines only require a new MTIP every four years. As part of the adoption, SACOG removes the two prior years and adds two additional years of funding. SACOG also reports projects that were completed from the prior MTIP. The MTIP is accompanied by either a new air quality conformity determination and analysis or a determination that relies on a previous analysis.

### B. Administrative Modification

Regulations describe this action as a minor revision to the MTIP which does not require public review. An Administrative Modification may take one or two weeks to process and may include minor changes to the cost of a project or phase, and changes to funding sources of previously-included projects. SACOG has defined the processing of an Administrative Modification as a Type 1 Action. (See below for types of MTIP actions)

### C. Amendment

Regulations describe this action as a significant change to the MTIP. An Amendment is a revision that involves a major change to a project included in a metropolitan transportation plan (MTP) or MTIP. An Amendment (often referred to as a Formal Amendment) may take several months to process.

### D. Types of Revisions

SACOG has ranked Administrative Modifications and Amendments into five different revision types which require different levels of public review and processing actions:

**Type 1:** This is an Administrative Modification. The criteria for Administrative Modifications and Amendments are defined in Title 23, CFR part 450.104. Also, the Federal Highway Administration, Federal Transit Administration, and Caltrans agreed on California-specific administrative modification procedures on June 3, 2011. Those procedures are posted online at [www.dot.ca.gov/hq/transprog/federal/proc\\_guide.htm](http://www.dot.ca.gov/hq/transprog/federal/proc_guide.htm). SACOG received delegated approval authority from Caltrans for Administrative Modifications, such that no other action is required once SACOG has approved an Administrative Modification. (Approval required by SACOG management.)

**Type 2:** This is an Amendment that makes a funding change that is greater than what is allowed as an Administrative Modification. The projects in a Type 2 revision do not change in design concept or scope and the conformity analysis years as assumed for the regional emissions analysis of the currently conforming MTP and MTIP remain unaltered. (Approval required by SACOG management, Caltrans, and Federal Department of Transportation.)

**Type 3:** This is an Amendment that significantly revises, or adds, or deletes an exempt or non-regionally significant project or project phases to/from the MTIP. (Approval required by SACOG management, Caltrans, and Federal Department of Transportation.)

**Type 4:** This is an Amendment that requires a conformity determination but relies on a previous regional emissions analysis. This type of amendment is used when adding a regionally significant project to the MTIP that has already been appropriately accounted for in the regional emissions analysis. (Approval required by SACOG Board, Caltrans, and Federal Department of Transportation.)

**Type 5:** This is an Amendment that requires a conformity determination and a new regional emissions analysis. This type of revision is used when adding a non-exempt, regionally significant project that has not been accounted for in the regional emissions analysis. This type of amendment is also used when a non-exempt, regionally significant project makes a change to either the design concept or scope or conformity analysis completion year which is not consistent with the existing regional emissions analysis. (Approval required by SACOG Board, Caltrans, and Federal Department of Transportation.)

#### **Technical Corrections and Advancement or Delay of Funds using Expedited Project Selection Procedures:**

No public review is necessary for edits to parts of the MTIP that are shown for informational purposes only or for fixing obvious typographical errors. Similarly, no public review is necessary for SACOG to use agreed-upon Expedited Project Selection Procedures (EPSP). EPSP is used to advance projects from later years of the MTIP and delay the implementation of other projects from earlier years. These changes occur without modification or amendment, based on agreements between SACOG, Caltrans, local transit operators, and local transportation agencies. Even so, SACOG typically modifies or amends the MTIP at the end of the fiscal year to reflect advances and delays.