

# Harrisonburg-Rockingham Metropolitan Planning Organization

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City of Harrisonburg • Rockingham County • Town of Bridgewater • Town of Dayton •  
Town of Mt. Crawford

## MPO TIP ADJUSTMENT AGREEMENT

An Agreement Between VDOT, VDRPT, And The Harrisonburg -Rockingham  
Metropolitan Planning Organization (HRMPO) - August 18, 2005

“Financial-Only/ Minor/ Staff-Level” Transportation Improvement Program (TIP) Amendments — This agreement establishes expedited procedures for MPO staff-level TIP amendments (hereinafter referred to as TIP adjustments). The intent of the adjustment process is to actualize the will of the MPO, as evidenced by the existing TIP entries, with MPO staff approval of these adjustments. This will relieve the MPO of the burden of tracking and approving changes on specific TIP details through MPO Technical Advisory Committee review / recommendation, Policy Board review/ approval, and formal MPO resolution. For the purposes of this agreement, “MPO staff” are those who administer MPO duties (CSPDC staff at the time this agreement was executed).

The following points describe what these TIP adjustments typically involve:

1. Adjustments encompass changes to the allocation/ obligation amounts or fiscal years for the PE, RW, and CN phases of existing entries within the MPO TIPs. Funding for an existing project within the TIP may be advanced from later fiscal years or moved from prior fiscal years to the current fiscal year.
2. Adjustments will also encompass minor description or termini changes. Minor changes are defined as changes which do not impact travel demand models, CLRP recommendations, or air quality conformity.
3. Adjustments may include splitting an entry already in the TIP, or breaking out another project or phase from the original entry. Examples of project and phase breakouts include splitting a districtwide safety / bridge / maintenance / operations project into specific improvement projects; advance rights-of-way acquisition; building demolitions; advance utility relocations, originally included as “in-plan” during the construction phase; wetland mitigation projects; sound wall projects; bridge and structure projects; etc. The intent of these adjustments is not to add a new project that is inconsistent with the will of the MPO—as evidenced by the original TIP entry, but to facilitate the implementation of the original TIP entry.

4. These adjustments do not trigger the MPOs' public involvement process or require an official MPO Policy Board resolution; any proposed TIP change that requires public involvement must be considered as a TIP amendment.

**Stipulations:**

1. This agreement does not impact the MPOs' ability to add or remove projects to the TIPs through the full amendment process.
2. MPOs have the ability to allocate CMAQ and RSTP funding for projects, and this proposal does not impact that ability.
3. This agreement does not alter the air quality conformity process.
4. The MPO retains the ability to take to the Technical and/or Policy Committees, any proposed TIP changes that in MPO staff opinion requires the MPOs' formal endorsement or review.
5. Non-VDOT initiated adjustments (e.g. from locally administered projects) require VDOT approval prior to being used as the basis of a STIP amendment.
6. This agreement does not impact the active Memorandum of Agreement between VDOT, VDRPT, FHWA, and FTA.

**Suggested Process for Implementation**

VDOT Transportation Planning staff, in consultation with VDOT Programming Division, evaluate whether a proposed change to a TIP entry qualifies as a TIP adjustment per this adjustment process, as proposed. If it does:

1. VDOT Transportation Planning staff develops a proposed TIP adjustment, identifies and conveys the TIP adjustment with relevant information to MPO staff in electronic format, and copies this transmission to the appropriate federal agency and other VDOT staff.
2. MPO staff will respond with acknowledgement of receipt of the proposed TIP adjustment to VDOT Transportation Planning, and will evaluate this proposed TIP adjustment, contacting local MPO representatives according to protocol agreed upon by the MPO.
3. MPO staff will either a) respond back electronically with a statement of concurrence that the adjustment will be incorporated into the TIP, or b) respond back that MPO staff consider the proposed TIP adjustment requires some additional level of MPO formal review.
4. If approved administratively, MPO staff will provide signed approval document with TIP adjustments to VDOT Transportation Planning staff and will notify MPO Technical Committee and Policy Board members according to protocol agreed upon by the MPO.

**Agreement Acronyms**

- CSPDC – Central Shenandoah Planning District Commission
- HRMPO – Harrisonburg - Rockingham Metropolitan Planning Organization
- MPO – Metropolitan Planning Organization
- TIP – Transportation Improvement Program
- VDOT – Virginia Department of Transportation
- VDRPT – Virginia Department of Rail and Public Transportation
- PE – Preliminary Engineering phase of project
- RW – Right of Way (acquisition) phase of project
- CN – Construction phase of project
- CLRP – Constrained Long Range (Transportation) Plan adopted by MPO
- CMAQ – Congestion Mitigation and Air Quality improvement program
- RSTP – Regional Surface Transportation Program

IN WITNESS WHEREOF, VIRGINIA DEPARTMENT OF TRANSPORTATION (VDOT), VIRGINIA DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION (VDRPT), AND THE HARRISONBURG-ROCKINGHAM METROPOLITAN PLANNING ORGANIZATION (HRMPO) have executed this AGREEMENT.

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COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF TRANSPORTATION

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

WITNESS

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COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF RAIL AND PUBLIC  
TRANSPORTATION

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

WITNESS

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HARRISONBURG-ROCKINGHAM  
METROPOLITAN PLANNING ORGANIZATION

BY: \_\_\_\_\_

DATE: \_\_\_\_\_