
TIP Preparation Guidance

Guidelines for Developing
Transportation Improvement Programs



Updated April 2009

ACKNOWLEDGEMENTS

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BACKGROUND

Purpose of the TIP Preparation Guidance

This document provides guidance to Wisconsin's metropolitan planning organizations (MPOs) in preparing their transportation improvement programs (TIPs). The document's focus is facilitating consistency in TIP development and presentation. The Guidance will be updated as new requirements or other changes warrant.

Several parts of the TIP process were changed by SAFETEA-LU. Some of those most important to MPOs include:

- Enhanced consultation with stakeholders and environmental resource agencies in creation of MPO long-range transportation plan (LRTP).
- Coordination between the state and MPO LRTPs.
- Re-emphasis on safety, congestion relief and system preservation.
- Emphasis on freight transportation.
- Fiscal constraint balancing anticipated revenues with project costs.

The table below summarizes major differences between this guidance document and the previous one produced in 1997.

Summary of Major Changes Since 1997 TIP Guidance Document

Topic	Previous TIP Guidance	Revised/Re-emphasized
<i>Final TIP Submittal deadline to WisDOT</i>	October 15th	November 1 (assumes Dec. STIP production)
<i>Frequency of TIP updates</i>	Every 2 years	Every 4 years
<i>Time period covered by TIP</i>	Minimum 3 years; additional years included for reference purposes	Minimum 3 to 4 years; depending upon conformity status; additional years included for reference purposes
<i>Statutory References</i>	Current as of 1997	Updated to current statute and regulation citations, including SAFETEA-LU
<i>Certification language</i>	Current as of 1997	Updated to current statute and regulation citations, including SAFETEA-LU
<i>Inflation factor added to each year's program costs</i>	Not required	Required to more accurately reflect fiscal constraint.
<i>TIP amendment triggers</i>	Per previous legislation	Required if any of the following are true: amount of federal monies expended on a project varies in any

		<p>way, a change is made involving a project of regional significance regardless of funding source, a change results in an emissions change if in a non-attainment or maintenance area; MPO specific funding thresholds are reached.</p>
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Purpose of the Transportation Improvement Program (TIP)

The TIP is the detailed near-term program to implement the MPO’s long-range transportation plan. The TIP must contain all the projects within its metropolitan planning area scheduled during the time frame that are:

- o Federally funded highway, transit, bicycle, pedestrian and other transportation projects
- o Regionally significant projects scheduled for implementation regardless of funding source

Purpose of the Statewide Transportation Improvement Program (STIP)

TIPs are incorporated into the STIP by reference. TIPs must be consistent with the State Long Range Transportation Plan. The STIP also includes projects in areas not within any MPO planning area boundary or on Indian Reservation Roads projects.

TIP projects can be implemented only after inclusion in the STIP. FHWA and FTA must formally approve a TIP before it can be included in the STIP. A TIP approved by FHWA and FTA after the STIP production date must wait for a STIP amendment. Regular STIP amendments are run each month. Completed STIPs and amendments are now available on-line at WisDOT’s web site:

<http://www.dot.wisconsin.gov/localgov/highways/stip.htm>

Additional Requirement for Non-attainment and Maintenance Areas

TIPs from non-attainment and maintenance areas require another step before being included in the STIP. FHWA and FTA must first make a conformity determination about the TIP. The conformity provision of the Clean Air Act (CAA) amendments requires MPO long-range transportation plans and programs for these areas to conform to the Wisconsin State Implementation Plan (SIP) for air quality. This means emissions resulting from the implementation of plans and programs must not exceed those projected in the SIP. Therefore, plans and programs from these areas cannot be approved until they pass the conformity test.

TIPs from attainment areas will be included by reference in the STIP after they are approved by the MPO Policy Board, the WisDOT Secretary, FHWA and FTA.

Update Cycle

Federal regulation requires MPOs in attainment areas produce a TIP at least once every four years. A TIP is required every three years for MPOs in non-attainment and maintenance areas. TIPs can include additional program years beyond these periods for informational purposes. However, informational projects need to be moved into the TIP active window using the amendment process in order to receive federal funding.

MPOs are encouraged to prepare an annual TIP because of the dynamic nature of the project programming and construction process.

Schedule

TIP preparation involves a series of sequential steps to reach the project approval stage. It is a cooperative effort by the MPO, WisDOT, any applicable out-of-state DOT, transit operators, and local agencies responsible for implementing transportation projects. The TIP is primarily based on the long-range transportation plan adopted by the MPO, local capital improvement programs, and budgets. MPOs should encourage local governments to develop four- to six-year capital improvement programs to help identify emerging capital needs. Local budget processes can then be better coordinated with the TIP budgeting process.

Important deadlines include:

- Late August: Draft TIP completed
- Late September, early October: MPO approval of final TIPs
- November 1st: Final TIP documents due to WisDOT

Changes to the TIP/STIP schedule may be necessary where a MPO area extends into another state where the TIP/STIP deadline dates are different. WisDOT will work with each affected MPO, FHWA and the appropriate out-of-state DOT partner to arrive at a mutually agreeable solution to any schedule conflicts.

The TIP schedule (**Appendix 6**) was developed in response to federal requirements for TIP and STIP preparation. Adherence to the TIP schedule is especially critical to:

- Timely submittal of the STIP and the availability of funding
- Use of flexible funding between highway and transit projects enabled by a similar and coordinated schedule
- Allowing enough time for the MPOs to perform required conformity analyses in non-attainment and maintenance areas. If the initial analysis shows the TIP is not in conformance, it will need to be re-run with any necessary changes.

Annual List of Obligated Projects

The annual listing of obligated projects is not a required part of the financial plan or the TIP itself. It is a separate but related requirement. This listing includes all obligated projects funded under 23 USC and 49 USC Chapter 53. The FHWA, FTA and WisDOT will develop these listings for the MPOs. Information necessary to compile the annual listing of obligated projects is not available until after the end of the previous TIP year. It should be posted on the MPO website.

STEPS

Basic steps in the TIP process are:

1. Project solicitation
2. Draft creation (including conformity justification)
3. Public involvement on draft
4. MPO Policy Board action
5. Federal action
6. Incorporation into the STIP by WisDOT
7. TIP changes (if necessary)

Each of these steps is discussed in detail below.

Project Solicitation

Each MPO solicits projects from potential implementing agencies in all modes. These agencies submit their listings of proposed projects to the MPO with the required level of detail.

The TIP must include all transportation projects falling into these categories:

- All highways, transit, bicycle, pedestrian and other transportation projects requiring a federal action (funding approval, NEPA determination, access approval, etc) in the metropolitan planning area (MPA). The MPA is that area determined by agreement between the MPO and the Governor. It includes the census defined urbanized area plus contiguous areas expected to become urbanized within the 20-year forecast period of the MPO long-range transportation plan
- Any regionally significant projects scheduled for implementation within the MPA, regardless of funding

Regional Significance

The concept of a project on a regionally significant facility is very important to understanding what to include in the TIP and when to do amendments. The federal regulatory definition is

Regionally significant project means a transportation project (other than projects that may be grouped in the TIP and/or STIP or exempt projects as defined in EPA's transportation conformity regulation (40 CFR part 93)) that is on a facility which serves regional transportation needs (such as access to and from the area outside the region; major activity centers in the region;

major planned developments such as new retail malls, sports complexes, or employment centers; or transportation terminals) and would normally be included in the modeling of the metropolitan area's transportation network. At a minimum, this includes all principal arterial highways and all fixed guide-way transit facilities that offer a significant alternative to regional highway travel.
CFR 450.104

Some of the items in the Federal Register definition are cut and dry. Others are less so because the size and complexity of regional transportation systems varies so much between MPOs. Consult FHWA/FTA with any questions on this issue.

WisDOT Projects and the FIIPS/TIP Interface

WisDOT uses an application called FIIPS (Financial Integrated Improvement Programming System) for planning, scheduling, estimating, funding, and tracking projects. MPOs receive FIIPS report downloads during the project solicitation process. These downloads of WisDOT related projects are then added to those from other sources to create the draft project listing table.

Draft Creation

FIPSMPO staff works with agencies submitting projects to develop the draft. Draft TIPs should follow the same level of detail and formatting as the final versions.

Projects contained in the TIP should be consistent with the MPO long-range transportation plan. MPOs should perform this consistency review during the draft and final TIP development process.

Each MPO is required to coordinate and approve priority project listings for Surface Transportation Program-Urban (STP-Urban) funds. A transparent prioritization or ranking process is developed for projects seeking these funds. The MPO Technical Committee (TCC or TAC) typically recommends a prioritized listing to the Policy Board.

The TCC typically reviews the draft TIP before it goes to the Policy Board. Their recommendations then go to the Policy Board. The Policy Board approves a draft TIP for review by the general public and its member governments using its public involvement process.

Public Involvement

The MPO public participation process sets the timeframe for public review through the draft and final stages. Each MPO public participation plan (P3) must give the public a reasonable opportunity to comment on the draft and have those comments considered for inclusion in the final. A summary of comments and responses to them should be included in the final TIP.

MPO Policy Board Action

The MPO Policy Board adopts the final TIP upon consideration of comments on the draft. The MPO then submits the TIP to state and federal agencies for review and action. Final TIP project listing tables should be submitted to FHWA, in electronic format if possible (Excel or PDF), for use in ensuring projects are properly programmed prior to funding authorization and for compiling the annual listing of obligated projects.

Federal Action

The Governor and each MPO Policy Board must approve a TIP. In Wisconsin, the Governor has delegated TIP approval authority to the WisDOT Secretary.

Appendix 5 shows the distribution list for copies of TIPs and TIP amendments for each MPO.

MPOs in non-attainment and maintenance areas must provide sufficient documentation and analysis to demonstrate that the TIP conforms to the SIP. This is done in accordance with the Clean Air Act (CAA) amendment requirements and federal Transportation Conformity Guidance. If either FHWA or FTA finds it is not in conformance, the MPO must make changes to the TIP until conformity can be demonstrated.

WisDOT Incorporates TIPs into the STIP

Each TIP is submitted to WisDOT for approval and inclusion in the STIP after MPO adoption. Non-attainment and maintenance area TIPs are sent to FHWA, FTA, WisDOT, WisDNR, and the EPA for a conformity review. A joint FHWA/FTA finding of conformity of the TIP with the State Implementation Plan for complying with the Clean Air Act is required before it can be included in the STIP and implemented.

TIP Changes: modifications and amendments

SAFETEA-LU specifically defined two types of revisions to plans and TIPs, administrative modification and amendment.

An administrative modification is a minor revision, including:

- A minor change in project/project phase costs;
- A minor change in funding sources of previously included projects; or
- A minor change to project/project phase initiation dates

Provided that the change does not trigger:

- Conformity determination requirements in air quality non-attainment and maintenance areas; or
- Redemonstration of fiscal constraint

An administrative modification does not require public review and comment. Within the context of current Wisconsin MPO amendment guidelines, an administrative modification corresponds with those changes characterized as No

Amendment Required and may be processed through the MPO administrative processes with communication of the changes to the MPO policy board, WisDOT and FHWA/FTA.

By regulation, an amendment is a revision to a plan or TIP that involves a major change, including:

- Addition or deletion of a project;
- Major change in project cost;
- Major change in the initiation date for a project or project phase; or
- Major change in project design concept, design scope or limits.

An amendment requires public review and comment, re-demonstration of fiscal constraint, and a conformity determination in air quality non-attainment and maintenance areas.

Within the context of current Wisconsin MPO amendment guidelines, amendments can be further categorized as minor or major. Changes that fit a minor amendment category include:

- Changes in Schedule
 - Adding an exempt/preservation project (reconditioning, reconstruction, or rehabilitation) to the first four years of the TIP, including advancing a project for implementation from an illustrative list or from the out-years of the TIP; or
 - Moving an exempt/preservation project out of the first four years of the TIP;
- Change in Scope (character of work or project limits) of an exempt/preservation project within the first four years of the TIP such that the original project description is no longer reasonably accurate; or
- Change in funding that impacts the funding for other projects within the first four years of the TIP, forcing any project out of the four-year window.

Minor amendments must be approved by the MPO policy board and the Governor and submitted to WisDOT and FHWA/FTA. Appropriate public involvement for minor amendments is required and may be handled within the context of a MPO policy board meeting by providing adequate advance notice of the amendment action and a public comment opportunity in the published meeting agenda prior to the scheduled action on the amendment by the policy board.

Within the context of current Wisconsin MPO amendment guidelines, changes that meet the major amendment category include:

- Changes in Schedule
 - Adding a nonexempt/capacity expansion project to the first four years of the TIP, including advancing a project for implementation from an illustrative list or from the out-years of the TIP; or
 - Moving a nonexempt/capacity expansion project out of the first four years of the TIP.

- Change in Scope (character of work or project limits) of a nonexempt/capacity expansion project within the first four years of the TIP such that the original project description is no longer reasonably accurate; or
- Change in Funding including adding or deleting any project that exceeds the lesser of two thresholds relating to percent of total federal funding programmed for the current calendar year or a specific amount.

This funding threshold reflects the varying size of projects and programs among different sized MPOs. Suggested threshold values are \$1 million or 10 percent. MPOs should identify threshold levels appropriate to their size of program and amount of funding and secure approval from WisDOT and FHWA. The agreed upon thresholds and TIP amendment criteria should be included in the MPO public participation plan and published in the draft and final TIPs.

A major amendment requires formal public notice and appropriate comment opportunity as provided in the MPO public participation plan. Following appropriate consideration of public comments, a major amendment requires approval by the MPO policy board and the Governor. Approved amendments must be submitted to WisDOT and FHWA/FTA.

A project's sponsoring agency is responsible for assuring the project is included in the current TIP/STIP. WisDOT Regional offices and local MPOs are responsible for working with local implementing agencies to ensure MPA projects are included in TIPs. The appropriate WisDOT Regional Office is responsible for projects in rural areas outside the MPA boundaries.

The WisDOT Secretary must approve all TIP amendments. TIP amendment request submittals should be made electronically and include signed Policy Board resolutions, updated TIP tables, and updated fiscal constraint table. MPOs should submit TIP amendment requests (preferably in electronic format) to:

Sandra Beaupre
Bureau of Planning and Economic Development, Director
sandra.beaupre@dot.wi.gov

And

Aileen Switzer
Bureau of Planning and Economic Development, Section Chief
aileen.switzer@dot.wi.gov

REQUIRED CONTENTS

Required TIP elements are listed below. **Appendix 1, 2, 3, and 4** provide examples to be followed as closely as possible for content and format.

TIP elements are:

- Certification
- Conformity justification (for non-attainment and maintenance areas only)
- Public participation
- Financial plan
- Implementation status
- Project listing
- Optional Information

Each of these elements is discussed in detail below.

Certification

The FHWA and the FTA must jointly find each TIP planning process is based on the three “Cs” of planning: continuing, comprehensive, and cooperative. The finding will be based on two considerations: the MPO TIP self-certification statement and FHWA/FTA metropolitan planning stewardship activities. (See Appendix 7 for sample self-certification language.) This finding is made as part of the STIP approval process. FHWA and FTA are also required to conduct certification reviews once every four years in urbanized areas over 200,000.

Conformity Certification for Non-Attainment and Maintenance Areas

FHWA and FTA must jointly find for non-attainment and maintenance areas that:

- The TIP conforms to the adopted State Implementation Plan (SIP)
- Priority has been given to the timely implementation of SIP Transportation Control Measures (TCMs)

The MPO must submit an inventory of emissions based on forecasted travel on the transportation network resulting from TIP implementation. The MPO must also demonstrate the forecasted emissions will not exceed emission levels budgeted to the area in the SIP. FHWA/FTA will issue a determination of conformity if their review shows the TIP is in conformance with the SIP. The TIP will then be incorporated in the STIP.

If the TIP is found to be in non-conformance with the SIP by FHWA or FTA, the TIP shall be returned to the WisDOT Secretary and the MPO with the finding. The TIP may not be approved for implementation until changed to obtain conformance.

Public Participation

The TIP document should include as part of its commitment to public involvement:

- A summary of the public participation process
- Any oral or written public comments with a description of how they were considered
- Documentation of other public involvement and consultation related items. This includes copies of legal notices, technical advisory committee and policy body structure, press releases, lists of attendees, and summaries of meeting comments
- When and where the Annual Listing of Obligated Projects will be available

The MPO is required to hold at least one formal public hearing during the TIP development process if the MPO is serving a TMA in a non-attainment or maintenance area. This public hearing process should be included in the MPO Public Participation Plan.

The public participation process ensures early and continuing involvement of the public in TIP development. The public participation plan is required to be developed in consultation with interested parties. Federal regulations require each MPO to publish draft public involvement procedures with a 45-day public comment period. Changes to the plan after its adoption require a 45-day public comment period as well.

A report needs to be provided to the MPO Policy Board if significant written and oral comments are received. This report should include a summary, analysis, and report on the comments. The report must also be included in the final TIP. A new opportunity for public comment on the revised TIP must be provided if it is significantly different from the draft or if it raises new material issues that interested parties could not reasonably have foreseen from the draft. Generally speaking, this includes a change that involves a regionally significant facility or any change that would have required an amendment if the TIP had been in place.

The TIP must be published or otherwise made readily available for public review. This should include electronically accessible formats such as the Internet.

Financial Plan

Each TIP must demonstrate fiscal constraint by showing financial data comparing costs with expected funding. The MPO, WisDOT, local units of government and transit operators shall develop estimates of funds reasonably expected to be available to support TIP implementation. An example of a typical funding table is in Appendix 2.

Federal regulation provides some guidance as to what constitutes a fiscally constrained financial plan:

Financially constrained or Fiscal constraint means that the metropolitan transportation plan, TIP and STIP includes sufficient financial information for demonstrating that projects in the metropolitan transportation plan, TIP and STIP can be implemented using committed, available or reasonably available revenue sources... For the TIP and STIP, financial constraint/fiscal constraint applies to each program year. Additionally, projects in air quality non-attainment and maintenance areas can be included in the first two years of the TIP and STIP only if funds are “available” or “committed.” CFR 450.104.

Proving funds are reasonably expected to be available is further defined as follows:

- *Available funds* means funds derived from an existing source dedicated or historically used for transportation. This includes state or federal funds authorized or appropriated funds and discretionary funds projected at a historical rate of increase.
- *Committed funds* means funds that have been dedicated or obligated for transportation. For projects involving 49 U.S.C. 5309 funding, a Full Funding Grant Agreement (or equivalent) or a Project Construction Grant Agreement shall be counted as a multi-year dedication of federal funds. State funds not dedicated to transportation are committed when the Governor approves the TIP where they are included. Private or local funds not typically dedicated to transportation are considered dedicated when a party in control of the funds puts the commitment in writing.
- *Obligated funds* are a form of committed funds. Obligated funds are those funded under title 23 U.S.C. Chapter 53 that are authorized or committed by the state or designated recipient and authorized by FHWA or awarded by FTA.

(Reference: CFR 450.104)

The financial plan must contain at minimum:

- Estimated revenues
- Confirmation that revenues are available for implementing, operating and maintaining the system
- An inflation rate to reflect “year of expenditure dollars” for all costs and revenues based on reasonable financial principles and information
- System-level estimates of costs and revenue sources reasonably expected to be available to operate and maintain federal-aid highways
- Only projects for which construction or operating funds can reasonably be expected to be available. Financial constraint does not have to be demonstrated for illustrative projects until funding becomes available and the projects are moved into the active years of the TIP
- Directly allocated Federal STP-U funds (for metropolitan areas over 200,000 in population)

The financial plan may incorporate a flexible funding approach in its financial plan. Funding flexibility of transportation projects provided by federal statute and regulation can take two forms.

The first is flexibility in which year the projects are shown. An MPO should include potential projects if funding for those projects is uncertain during the draft preparation. The final TIP should be adjusted to reflect only approved projects.

The second is flexibility in the federal funding program to be used to fund a project. Projects often can qualify for a variety of federal programs. Each TIP must demonstrate that each transportation project provides a benefit under the program providing the funds. The program itself specifies how a benefit needs to be demonstrated.

Here are some examples of flexible federal programs:

- The *Surface Transportation Program (STP)* can be used for any type of highway (excluding maintenance) or transit capital project involving either mode.
- *Section 5307 Transit Formula funds* may be used for some highway projects (provided certain-conditions are met).
- The State can transfer up to 20 percent of the *Interstate Maintenance* funds to the Surface Transportation Program (STP) or the National Highway System (NHS).
- The State can transfer up to 50 percent of *Bridge* to the STP.
- The State can transfer up to 50 percent of *NHS* funds without federal approval.
- *Congestion Mitigation Air Quality (CMAQ)*. In non-attainment and maintenance areas, funds can be used for transportation projects and programs documented to produce quantifiable volatile organic compound (VOC) and NOX emissions reductions.

Boiler Plate Funding Flexibility Language

The following are examples of "boiler plate" statements that should be used in the TIP/STIP to allow the flexible use of federal funding programs and clarify planning procedures:

- *The MPO and WisDOT agree the first year of the TIP constitutes an agreed-to list of projects for project selection purposes and no further project selection action is required for WisDOT or the transit operator(s) to proceed with federal funding commitment.*
- *If WisDOT or the transit operator(s) wish to proceed with a project(s) not in the first year of the TIP, the MPO agrees projects from the second, third or fourth year of the TIP can be advanced to proceed with federal fund commitment without further action by the MPO.*

- *Highway and transit projects reflected in any of the first four years of the approved TIP may be advanced for federal fund commitment without requiring any amendment to the TIP.*
- *It is the intent of WisDOT and the MPO to advance only projects, including transit operating assistance, that are included in an approved TIP and STIP.*
- *Concerning the federal funding sources the MPO has identified for individual projects in its TIP, it is agreed that WisDOT can unilaterally interchange the various FHWA funding program sources without necessitating an STIP or TIP amendment, except that WisDOT must seek MPO staff approval to use Entitlement or Allocated STP funds and CMAQ funds for projects not identified for that source of funding in the TIP.*
- *WisDOT also can unilaterally interchange FTA Section 5309 and Section 5307 capital funds in urbanized areas between 50,000 and 200,000 population without necessitating a STIP or TIP amendment. FTA should be notified of any interchange of funds.*

Implementation Status

Regulations require the reporting of the implementation status of projects included in previous TIPs and TIP amendments. The status report should include a brief project description, the project's status, and the implementing agency. Project status includes: underway, completed, deferred, or dropped.

Project Listing

The following projects should be included in the project listing:

- All transportation projects or phases of a project (including transit, pedestrian and bicycle facilities) within the MPA proposed for federal funding (title 23, Federal Transit Act)
- All projects on regionally significant facilities for which FHWA or FTA approval is required whether the projects are to be funded with title 23, U.S.C., or Federal Transit Act funds
- All transportation projects proposed to be funded with federal funds, including intermodal facilities, not already covered
- All projects on "regionally significant" facilities not requiring FHWA or FTA approval, regardless of funding source
- Groups of projects that are not considered to be of appropriate scale for individual identification in a given program year. These projects may be grouped by function, work type, and/or geographic area using the applicable classifications under 23 CFR 771.117 and/or 40 CFR 93 (Level of Effort)

- Illustrative projects listed separately either by mode or in a separate table so it is clear which projects are not currently funded

MPOs preparing TIPs for time periods greater than four years should group projects programmed in each of the first four years by mode separately from those programmed for the remaining years.

TIP Item Numbering

Once a TIP Item Number is designated for a given project, the TIP number cannot be changed. The relationship between a TIP Item Number and a State ID number must be preserved from one edition of the TIP to the next.

MPOs frequently list multiple phases of a given project on the same line of the TIP. A single TIP Item Number may be assigned to all project phases listed on that line. Therefore, a single TIP Item Number may apply to multiple State IDs. However, once the relationship between the TIP Item Number and State IDs has been established, it must be preserved as the project and various phases advance in subsequent editions of the TIP. For example, if the 2009 TIP lists a project with Federally-funded phases of design programmed in 2010, utility work programmed in 2011 and construction programmed in 2012, the assigned 09 TIP Item Number would remain with all phases of the project from TIP edition to subsequent TIP edition until the last phase was funded and advanced out of the TIP.

Assign a new TIP Item Number each year to recurring projects. Recurring projects may include such federally funded projects as Ridesharing or MPO Planning. WisDOT Regional staff typically do not program these types of projects more than a year in advance.

A new TIP Item Number should be assigned for each program year when the MPO and WisDOT Region choose to group projects as described in the Project Grouping section of this guidance. The same TIP Item Number would correspond to multiple individual State IDs and projects once defined.

The WisDOT Region may advance for Federal funding approval only projects within the metropolitan planning area with assigned TIP Item Numbers. If a TIP Item Number has not yet been assigned to a project within the metropolitan planning area, the MPO needs to amend the TIP to add the project and assign the next sequential TIP Item Number before the project can be advanced for Federal funding. A likely application of this scenario is if a change is made to use federal funding on a state or locally funded project within the active four-year period of the TIP

Illustrative Projects

Illustrative projects are additional transportation projects that will be advanced for funding during the TIP period if additional revenues become available.

Illustrative projects are not subject to the TIP financial constraint requirements. Illustrative projects should be listed separately either by mode or preferably in a separate table so it is clear the projects are not part of the active funded four year period of the TIP. Every illustrative project should be clearly identified with a readily distinguishable label and should not be assigned a TIP number.

Formal amendment action is required to move a project from the illustrative list to the active four-year period of the TIP when additional revenues become available to support the project within the demonstration of fiscal constraint. Illustrative projects may generally be amended to the active four-year period of the TIP by minor amendment action at which time a TIP number may be assigned. An illustrative project meeting the MPO major amendment criteria that was not part of the original TIP update or amended into the TIP as illustrative in accordance with the MPO major amendment process, must be advanced from the illustrative list to the active four year TIP period by the MPO major amendment.

Project Groupings

Federal TIP regulations (23 CFR 450.324 (f)) allow grouping of certain projects under a single line item in the TIP. The regulation allows defined individually programmed projects involving minor environmental actions to be grouped under a single TIP line item. This following guidance is intended to outline an allowable basis for project grouping in the TIP.

The TIP is intended to provide public information and accountability for use of transportation funding. Projects that are likely to have a significant environmental impact or impact regional travel should be listed individually in the TIP.

Projects considered of appropriate scale for individual identification in the TIP:

- All regionally significant projects requiring an action by the FHWA or the FTA
- Projects involving roadway improvements on facilities
 - Functionally classified principal arterial or above
 - Designated as an NHS route; or
 - Otherwise serving regional transportation needs
- Any project adding capacity to the transportation system
- New road or extension of existing road
- Projects with potential for significant environmental impacts (EAs, EISs)
- Any project requiring acquisition of right-of-way
- Any project likely to significantly impact regional travel during construction

Projects appropriate for grouping in the TIP:

- Generally, projects not meeting the individual criteria and classified as minor environmental actions meeting the categorical exclusion and/or conformity exempt project criteria.

Recommended practice

- Projects meeting the criteria for grouping should be grouped by work type and Federal funding program.
- A list of scheduled projects must provide the basis for the project grouping line item in the TIP. This listing should include all of the project information that would be provided if the project were displayed individually, including description, limits, phase of work programmed and estimated cost.
- If no projects are currently programmed in one or more years of the project grouping, the TIP line item should show \$0 programmed. The TIP cannot carry forward an expected level of funding for those years without a project listing that specifically supports that level. It would be unusual to see the same amount of funding programmed in consecutive years.
- The grouped project listings for each program/Federal fund type should be provided by the implementing agencies to the MPO as part of the TIP development cycle and maintained by the MPO. Copies should also be provided to FHWA and WisDOT BPED.
- The grouped project listings need not be included in the TIP, but should be available for public review if requested. The TIP line item should note that the project listing is available.
- The project grouping line item in the TIP should carry a single TIP number for each calendar year of the project grouping line item. All projects advanced for funding must be from the group listing and should reference the common project group line item TIP number. For example, the project grouping line item for OCR RR projects in 2009 may be 123-09-011. The TIP number for OCR RR projects in 2010 may be 123-10-011.
- The amount of funding programmed for each phase in the project grouping line item in the TIP should correlate with the estimated phase costs of all the individual projects in the grouped project listing for the corresponding calendar year.
- The project listings for each grouping should be maintained and updated as changes occur during the year. Corresponding changes to the totals programmed in the TIP can be processed as administrative modifications.

Example programs where grouping may be appropriate:

- OCR RR Projects – based on the program listing provided by WisDOT
- WisDOT RR Projects – where supported by a project list
- Small Safety Project – based on HSIP program listing provided by WisDOT

Additional Requirement for Non-attainment and Maintenance Areas

Projects in these areas should be specified in enough detail to permit air quality analyses in accordance with U.S. EPA conformity requirements and the SIP. A section describing the progress in implementing any TCMs, including reasons for any significant delays in planned implementation, should be included.

Required Project Detail

Required project detail elements include:

- TIP Item Number
- Location
- Modes listed together
- Jurisdiction
- Project description details
 - Project type
 - Project costs
 - Miscellaneous information
 - Transit project detail

TIP Item Number

The automated Federal project authorization process requires a TIP Item Number for every federally funded project within a metropolitan planning area. At this time, only federally funded projects (FHWA and FTA funding) will be required to have TIP Item Numbers.

The WisDOT Region programmers will go to the TIPs to find the TIP Item Number corresponding to the project they are advancing for federal funding approval. The format for the 8-digit TIP Item Number is:

U Z A - Y R - S E Q

UZA is the 3-digit urbanized area code corresponding to the metropolitan planning area:

Appleton	252	Kenosha	185
Beloit	291	Madison	111
Dubuque	206	Milwaukee	014
Eau Claire	370	Oshkosh	253
Fond du Lac	443	Racine	160
Green Bay	158	Sheboygan	372
Janesville	371	Superior	113

YR is a 2-digit year corresponding to the calendar year edition of the TIP in which the project entered the active four-year funding period. Do not assign a TIP Item Number to projects programmed beyond the four-year TIP period or to illustrative projects. **SEQ** is a 3-digit sequential number assigned by the MPO to each TIP line item within each group of projects corresponding to a given YR. For example, the seventh project originally listed in the 2008 edition of the La Crosse TIP might be coded: 243-08-007

Place the TIP Item Number in the first column of the projects spreadsheet. In most TIPs, this column currently indicates the project sponsor. The TIP Item Number may be placed in the same cell below the project sponsor.

Location

In multi-county MPOs, projects should be separated by the general location of the improvement, such as county and other urbanized areas. Specific project information should be presented within each of these classifications.

Modes Listed Together

Each mode should have its own subheading. Projects should be then be listed individually.

Jurisdiction

The primary jurisdiction or the implementing agency sponsoring the project should be shown and sorted by jurisdiction in the project listing section such as the city, state, county, or village.

Project Description Details

Project descriptions should be provided in fairly concise detail. A short statement should include the segment or facility, termini or location, length of segment, and short description of improvement. STH projects should use WisDOT Financial Operating System identification numbers and termini in describing projects. See **Appendix 1** for a prototype of how to represent details.

Project Type

Definitions of highway improvement types and terminology are included in **Appendix 4**. These definitions should be used to describe every TIP project. Transit, bicycle, and pedestrian project descriptions should follow current practices for defining the specific type of improvement.

Priority lists of the projects to be carried out during the TIP timeframe should group the projects by the first year in which they are programmed. In non-attainment and maintenance areas, the TIP must give priority to Transportation Control Measures (TCMs) identified in the SIP and provide for their timely implementation.

For each project or project phase (e.g., preliminary engineering, environment/NEPA, right-of-way, design, or construction), the following information should be provided:

- Sufficient description to identify the project or phase, including the project's jurisdiction, facility name, length, specific geographical limits, proposed improvement type, phase (if part of a multi-phased approach), WisDOT Financial Operation System (FOS) identification number, and TIP number.

- A categorization of whether the project is either "capacity expansion" (E) or "system preservation" (P). This information should be included in the project description section.
- The total costs for each category should be summarized at the bottom of the project listing by system preservation, capacity expansion, etc.
- Estimated total cost (amount of total project cost proposed to be obligated during each program year).
- The amount of federal funds proposed to be obligated for each project, as well as in aggregate during each program year.
- Proposed sources of federal and non-federal funds. (See **Appendix 3**).
- Identification of the recipient/sub recipient and state and local agencies responsible for carrying out the project.
- Identification of all projects that are TCMs in non-attainment and maintenance areas.

System preservation includes all other improvements that are needed to keep roadways in good operating condition. Such projects involve resurfacing, reconditioning and reconstructing existing roadways, and may include traffic operation and safety improvements, turning lanes, bicycle and pedestrian accommodations, minor realignments and minor widenings. Some of these projects may result in slight increases in roadway capacity.

A summary of the total cost for expansion and preservation projects should be provided at the bottom of the project listing section.

Additional Requirements for non-attainment and maintenance areas

Projects in these areas should be specified in enough detail to permit air quality analyses in accordance with U.S. EPA conformity requirements and the SIP. A section should be included describing the progress in implementing any TCMs, including the reasons for any significant delays in implementation.

Project Costs

The project listing should include a breakdown of costs by the type of cost incurred; PE-preliminary engineering, ROW-right of way, CONST-construction, UTIL-utilities, etc. Other types of costs such as transit equipment may be included in the total. These costs should be spread out over the life of the project. The estimated costs may extend five or more years into the future, especially with major projects. In this case, the MPO should show the costs incurred in each of the first four years, with the out year costs shown as part of the total. These figures can be further discussed and identified by funding source. Costs and revenues may be shown in thousands of dollars in the project listing for clarity.

A new SAFETEA-LU requirement is for project costs for all modes to be expressed in year of expenditure dollars. This requires a factor be added to the project cost estimate every year past the first year of the TIP to reflect inflationary

increases. The goal of this requirement is to more accurately reflect costs in year dollars for the year the cost is incurred rather than in static dollar amounts that do not account for inflation. The inflationary factor may be added by the project sponsor or by the MPO. The MPO will need to be clear about when the factor is added in order to avoid over- or under- estimating project costs. While different agencies may use different inflation factors due to a variety of reasons, each decision must be reasonable and justifiable upon examination.

WisDOT will provide an inflation factor for its programs' costs to be applied to the total annual program cost for the second, third, and fourth years in the financial plan.

Each federally funded program should be listed below the location of each project where the federal dollar amount is shown. Local and state sources can also be indicated in this way. The standard reference codes to be used to identify funding programs are included in **Appendix 3**.

A funding code legend should be inserted at the beginning of the project listing section. The legend should explain the abbreviated funding categories, as well as any other abbreviations used for municipalities, project description codes, etc.

Miscellaneous Information

Other helpful information can be added to the project description such as

- Construction of ramps at the Loomis Road and 76th St. interchange graded previously in the City of Franklin;
- Replacement of CTH C bridge over the west branch Root River canal in Racine County;
- Intersection channelization at the Intersection of USH 45 and 20th Street in the City of Oshkosh (incl. length);
- Reconstruction with no additional lanes of Charles St., 5.5 Mile Road, and Novak Rd. from 5 Mile Rd to 6 Mile Rd in the Town of Caledonia (1.6 miles);

Transit Project Detail

As mentioned previously, each mode should have its own separated section in the TIP project-listing table. Transit capital and operating project table details should include, at a minimum:

- A unique TIP project number for each project. This same number should be used in future TIPs for the project if still using monies from the same grant. The goal is to be able to track a project from year to year in every TIP in which it appears using the unique TIP number. See TIP Item Number section in this guidance for additional information.
- A line for each project for each municipality receiving money for the project. For instance, if two transit agencies in the MPO area are receiving grants to buy buses, each agency's purchase should be listed

separately under each municipality's name. Options for funding sources include:

- Federal programs
 - 5303/5304 - Planning grants
 - 5307 - Operating assistance and capitalized maintenance for urban systems over 50,000
 - 5309 - Capital assistance (bus and facilities primarily) for urban systems (> 50,000)
 - 5310 - Elderly and disabled capital assistance program
 - 5311 - Rural public operating and capital assistance
 - 5314 - Demonstration projects
 - 5316 - Job Access and Reverse Commute (JARC)
 - 5317 - New Freedom
- State programs
 - 85.20 - Public transit operating assistance (>2,500 population)
 - 85.21 - Elderly/disabled assistance to counties
 - 85.22 - State funding for 5310 program
- Miscellaneous maintenance and spare parts for a specific transit agency can be lumped together under one line item/project ID as long as they share the same funding source.
- Projects that use funds from a particular program over several years should show how much money will be funded each year. Each year's amount should be stated in year of expenditure dollars.
- Project costs should be based on year of expenditure dollars.
- Vehicle purchase projects should include
 - A brief description of the vehicle such as 40-foot bus, accessible van, hybrid-diesel-electric 40-foot bus, etc.
 - The number of vehicles, which can be expressed as a range, such as "purchase of between 1 and 5 40-foot diesel buses", as long as money is available to purchase the upper range. This allows some flexibility if fewer vehicles will be purchased yet maintains the TIP fiscal constraint requirements.

APPENDIX 1: Project Listing Example (\$000's)

Primary Jurisdiction Project Sponsor/ TIP Project ID	Project Description	Type of Cost	Year 1 (Jan-Dec)				Year 2 (Jan-Dec)				Year 3 (Jan-Dec)				Year 4 (Jan-Dec)		
			Fed	State	Local	Total	Fed	State	Local	Total	Fed	State	Local	Total	Fed	State	Local
			Street/ Roadways														
WisDOT																	
0000-00-00	Interstate 94 Traffic Mitigation	PE															
		ROW															
		CONST	488	54		542									532	59	
		TOTAL	488	54		542									532	59	
			IM												IM		
City of Middleton	USH 12 (CTH K to USH 14)	PE	112	38		150	112	38		150	112	38		150			
	New construction on relocation (including portion in City of Middleton)	ROW						4,400		4400		2075		2075			
	3.3 miles	UTIL										467		467			
		CONST															
		TOTAL	112	38		150	112	4438		4550	112	2580		2692			
										FLX							
Transit Capital																	

City of Eau Claire 0000-00-00	Purchase 40 ft diesel buses (up to 3)	New/Replacement	215 Sec 5309	0	55	55												
000-00-00	Rehab/renovate bus barn	Finish project started in previous year					140	0	35	175								
TRANSIT OPERATING																		
City of Eau Claire 0000-00-00	Operating	5307	100	250	250	600	100	250	250	600	100	250	250	600	100	250	250	

APPENDIX 2: Programmed and Available Federal Funding Example
(\$000's)

Funding Source		Programmed Expenditures					Estimated Available Funding				
Agency	Program	Year 1	Year 2	Year 3	Year 4	Total	Year 1	Year 2	Year 3	Year 4	Total
Federal Highway Administration	STP URB	1,047	792	1,839	0	3,678	1,047	792	1,839	0	3,678
	STP SAF	36	0	0	0	36	36	0	0	0	36
	STP BR	0	0	500	0	500	0	0	500	0	500
	STP MSC	0	0	0	0	0	0	0	0	0	0
	NHS	0	0	5,022	1,622	6,644	0	0	5,022	1,622	6,644
	IM	0	0	0	3,000	3,000	0	0	0	3,000	3,000
	STP EN	0	0	0	0	0	0	0	0	0	0
	BR	530	0	366	5,000	5,896	530	0	366	5,000	5,896
	Total		1,613	792	7,727	9,622	19,754	1,613	792	7,727	9,622
Federal Transit Administration	Sec. 5307 Operating	631	665	708	0	2,004	N/A	N/A	N/A	N/A	0
	Sec. 5307 Capital	5,698	1,496	832	2,189	10,215	N/A	N/A	N/A	N/A	0
	Section 5310	43	0	0	0	43	N/A	N/A	N/A	N/A	0
	STRAPP	0	0	0	0	0	N/A	N/A	N/A	N/A	0
	Total		6,372	2,161	1,540	2,189	12,262	0	0	0	0

APPENDIX 3: Federal Funding Program Codes Key

Source: WisDOT Program Management Manual
(Chapter 5, section 10, subject 20)

FED PRFX CD	FED PRFX DESC
BH	Bridge Rehabilitation
BR	Bridge Replacement
CMAQ	Congestion Mitigation and Air Quality
DBE	Disadvantaged Business Enterprises
DEM	Miscellaneous Highway Demo Projects
EARMK	Earmarked Funds Reserved for a Particular Purpose
EB	Equity Bonus
ER	Emergency Relief
FBD	Ferry Boat Discr
FH	Forest Highways
HPP	High Priority Projects
HSRC	High Speed Rail Crossings
IBRC	Innovative Bridge Research
ICES	Milwaukee ICE Funds
IM	Interstate Maintenance
ITS	Intelligent Transportation Systems
MA	Minimum Allocation
MA-D	Donor State Bonus Min
MG	Minimum Guarantee
NCPD	National Corridor PI and Dev
NH	National Highways
OJT	On Job Training
OMA	Omnibus Cons Approp
OTHER	Other
PLH	Public Lands Highways
SB	Scenic Byways
SEDN	Safety Education
SEMS	Safety EMS
SENF	Safety Enforcement
SENG	Safety Engineering
SPES	Statewide Preliminary Engineering
SPR	State Planning and Research
SR	Safe Routes to School
STP	Surface Transportation Program
STPG	STP Safety
TCSE	TCS Enhancement Pilot
TCSP	TCS Preservation Pilot

Category Type	Highway Purpose	NonHighway (NH) Purpose	FTA Transfer Purpose
Safe Routes to School		SRTS	
National Highway System	NHS		
Interstate Maintenance	IM		
Transit Planning			5304
Bridge Replacement & Rehabilitation	BR		
Congestion Mitigation & Air Quality	CMAQ	CMAQ/NA	CMAQ/FTA
STP Enhancements	EN	EN/NH	EN/FTA
STP Urban >200k population	MILW/MAD/ RDL	MILW/MAD/ RDL	MILW/MAD/ RDL
STP Urban 50k to 200k population	URB	URB/NH	URB/FTA
STP Rural <5k population	RU	RU/NH	RU/FTA
STP Flexibility*	FLX	FLX/NH	FLX/FTA
Safety (HESC, SAF, HSUP, HES, rail crossing)	HESC/HES/SAF/HSUP		
Miscellaneous (high priority, discretionary, etc.)	MSC	MSC/NH	MSC/FTA
Earmarks	EAR	EAR	EAR
Urban Area Formula Program			5307
Rural Area Formula Program			5311
Transit Capital			5309
STRAPP			
State Elderly & Person's with Disabilities			5310
Job Access & Reverse Commute			5316 (JARC)
New Freedom			5317

*Can be used interchangeably with equity adjustment funds only by WisDOT. Should be specified in table.

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APPENDIX 4: Street & Highway Improvement Types

Source: WisDOT FDM

Facilities Development Process, Concept Definition, Highway Improvement Type Definitions
(Chapter 3, section 5, subject 2)

<http://www.dot.wisconsin.gov/library/publications/format/manuals.htm>

SYSTEM PRESERVATION

Includes all improvements that are needed to keep roadways in good operating condition. Such projects involve resurfacing, reconditioning and reconstructing existing roadways; traffic operations; safety improvements; turning lanes; bicycle and pedestrian accommodations; minor realignments and minor widenings. Some of these projects may result in slight increases in roadway capacity.

Additional Criteria

- All bicycle and pedestrian projects should be identified as “system preservation”

PAVEMENT REPLACEMENT

Includes structural improvement to the pavement structure or removal of the total thickness of all paving layers from an existing roadway and providing a new paved surface without changing the subgrade. It may include restoration of the base aggregate by adding more material before repaving or adding base aggregate open-graded with drainage system. It generally involves no improvement in capacity or geometrics and no increase in roadbed width. Pavement replacement may include some elimination or shielding of roadside obstacles, culvert replacement, signals, pavement marking, signing, and intersection improvements. Additional right-of-way is typically not required.

Additional Criteria

- "Paving layers" as used above means existing asphalt and concrete
- No change to subgrade means location of shoulder points is not changed
- May include curb and gutter replacement to same line and grade
- Does not include storm sewer construction
- May include transfer of width between pavement and shoulders
- May include shoulder paving

RECONDITIONING

Includes work in addition to resurfacing or pavement replacement. Reconditioning includes improvement of an isolated grade, curve, intersection or sight distance problem to improve safety, or changing the sub-grade to widen shoulders or to correct a structural problem. Reconditioning projects may require additional right-of-way.

Additional Criteria

- Does not include, increasing the number of driving lanes
- May include replacing and/or expanding existing storm sewer systems
- May include continuous shoulder, pavement or subgrade widening

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- Does not include adding continuous lanes
- May include reconstruction not to exceed 50 percent of the length of the project
- May include replacement of curb and gutter in urban areas with up to 50 percent of new curb & gutter on new horizontal or vertical alignment.

Examples

- Resurfacing or pavement replacement plus re-grading of some individual horizontal or vertical curves
- Resurfacing or pavement replacement plus relocating parts of the project.
- Resurfacing or pavement replacement plus continuously widening subgrade to allow pavement or shoulders to be widened along existing horizontal and vertical alignment
- Resurfacing or pavement replacement plus adding non-continuous (turning, climbing or passing) lanes
- Resurfacing or pavement replacement plus continuously or intermittently grading ditches and slopes to improve drainage or flatten vehicle recovery areas.
- Placing "gravel lift" (new base course) over existing pavement and a new pavement on top of that.
- Resurfacing or pavement replacement plus adding parking lanes in urban areas.

RECONSTRUCTION

Includes total rebuilding of both the pavement and subgrade of an existing highway to improve maintainability, safety, geometrics and traffic service. It is accomplished basically on existing location, and major elements may include flattening of hills and grades, improvement of curves, widening of the roadbed, and elimination or shielding of roadside obstacles. It includes minor widening of urban streets to widen lanes or to add parking, bicycle accommodations or auxiliary lanes. Removing parking together with pavement replacement is in this category, because the traffic carrying capacity of the roadway is increased without actually constructing new through travel lanes. Normally, this type of reconstruction will require some additional right-of-way.

Additional Criteria

- Work that either changes the location of the existing subgrade shoulder points or removes all of the existing pavement and base course for at least 50 percent of the length of the project.

Examples

- Re-grading to improve horizontal or vertical alignment for more than 50 percent of the length of the project.
- Replacing pavement structure and widening subgrade to widen lanes and/or shoulders.

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- Upgrading existing interchanges (i.e., realigning or re-profiling ramps, lengthening ramp tapers, etc.)
- Adding continuous parking or auxiliary lanes
- Replacing existing urban pavement, curb and gutter and storm sewer
- Converting a rural roadway to an urban roadway with the same number of driving lanes.

EXPANSION

Includes the same types of work associated with reconstruction, but also involves the construction of additional through travel lanes. In some cases, expansion may include construction of an entirely new street or highway on new alignment. Substantial land acquisitions may occur with these types of projects. Major projects are excluded from this definition.

Additional Criteria

- Same as Reconstruction
- Additional travel lanes may be either on existing or new location
- May or may not include rebuilding the existing roadway.
- Relocation, as used below, means changing the horizontal alignment sufficiently so that the old and new right-of-way are no longer contiguous.

Examples

- Relocating a roadway for more than 50 percent of the length of the project
- Adding one or more travel lanes for more than 50 percent of the length of the project
- Constructing a 2-lane or 4-lane community bypass
- Converting a rural 2-lane roadway to an urban roadway with four driving lanes
- Constructing new interchanges or adding lanes to existing interchange ramps.

BRIDGE REHABILITATION

Includes the repair, restoration or replacement of the components of the existing structure, including asphalt surfacing or concrete overlays, as well as work to correct safety defects. Additional right-of-way will typically not be required, except minimal acquisitions may be necessary to accommodate ancillary improvements for drainage or for the construction of an abutment or pier.

Additional Criteria

- Includes widening of superstructure and substructure components
- Includes replacement of any superstructure component
- May include replacement of portions of abutments or piers

Examples

- Initial or replacement concrete or asphalt/membrane deck overlay

- Replace parapets with or without widening the deck
- Replace deck
- Replace deck and girders
- Widen deck and substructure units and add girders
- Replace or repair joints; replace delaminated concrete; strengthen structural steel by adding plates, re-welding or re-bolting
- Add fencing
- Raise deck to improve vertical clearance below

BRIDGE REPLACEMENT

Includes the building of a new bridge at the location of the existing structure or at a new location usually contiguous to the existing structure. A minor acquisition of additional right-of-way may be required.

Additional Criteria

- Includes replacement bridges with wider lanes and shoulders or additional lanes
- Includes eliminating grade separations and replacing with at-grade crossings
- Includes box culverts or a series of pipes wide enough to be classified as a bridge
- A bridge of any length or type may be replaced by any other

Examples

- Remove and rebuild a 2-lane bridge
- Replace a 2-lane bridge with a 4-lane bridge
- Replace a 4-lane bridge carrying counter directional traffic with a pair of bridges, each carrying traffic in a single direction.
- Replace a small bridge with a triple-cell box culvert 20' **(6.0 m)** long
- Remove a railroad/highway grade separation and install an at-grade crossing

APPENDIX 5: MPO TIP Distribution Copies

	Draft Copies*	Final Copies*
WisDOT Region Planning Chief	2*	2*
Director, WisDOT Bureau of Transit and Local Roads P.O. Box 7913 Madison, WI 53707	1*	1*
WisDOT Bureau of Transit and Local Roads Transportation Aids P.O. Box 7913 Madison, WI 53707	1*	1*
Director, WisDOT Bureau of Planning and Economic Development P.O. Box 7913 Madison, WI 53707	2*	1*
Director, WisDOT Bureau of Equity and Environmental Services P.O. Box 7913 Madison, WI 53707	NA	1* Non-attainment and maintenance areas only
Systems & Program Engineer Federal Highway Administration 525 Junction Road Madison, WI 53717	2	2
Program Development Officer Federal Transit Administration 200 West Adams Street, Suite 320 Chicago, IL 60606	1	1
Director WisDNR Bureau of Air Management P.O. Box 7921 Madison, WI 53707	NA	1 Non-attainment and maintenance areas only
Section Chief Region 5 (AT-18J) Environmental Protection Agency 77 W, Jackson Chicago, IL 60604	NA	1 Non-attainment and maintenance areas only

* Number of copies indicates number of hard copies. If sending electronically (email attachment or preferably CD/DVD for larger documents), one copy with cover sheet is permitted. Electronic submissions of final TIPs should include signed resolutions as well as the final TIP with project listings, fiscal constraint tables, etc.

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APPENDIX 6: TIP/STIP Schedule
Update text

Program	Jan	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
I, I- Maintenance, NHS, STP Flexible, STH Bridge				WisDOT issues program guidelines & submits applications			WisDOT approves program					
STP (urbanized, 50k to 200k			WisDOT issues program guidelines & submits applications			WisDOT approves program						
STP (urbanized, 5k to 50k			WisDOT issues program guidelines & submits applications			WisDOT approves program						
STP Rural <5,000			WisDOT issues program guidelines & submits applications					WisDOT approves program				
STP Entitlement			WisDOT issues program guidelines & submits applications			WisDOT approves program						
Local Bridge			WisDOT issues program guidelines & submits applications				WisDOT approves program					
STP Safety		WisDOT issues program guidelines & submits applications						WisDOT approves program				
CMAQ	WisDOT issues program					Tentative projects submitted						WisDOT approves program

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Program	Jan	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
	guidelines & submits applications					to MPO/ WisDOT/ WisDNR						
Conformity Analysis (non-attainment only)						MPOs perform conformity analysis thru July 1			MPO final conformity analysis submitted to Feds			
TIP								Draft TIP			Final TIPs due by Nov. 1	
STIP											Draft STIP	Final STIP

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APPENDIX 7: Boilerplate Self Certification Statement

In accordance with 23 CFR 450.334(a) (insert MPO Name) hereby certifies that the metropolitan transportation planning process is addressing major issues facing the metropolitan planning area and is being conducted in accordance with all applicable requirements of:

- 1. 23 U.S.C. 134 and 49 U.S.C. 5303, and this subpart;*
- 2. In non-attainment and maintenance areas, Sections 174 and 176 (c) and (d) of the Clean Air Act as amended (42 U.S.C. 7504, 7506 (c) and (d)) and 40 CFR part 93;*
- 3. Title VI of the Civil Rights Act of 1964, as amended (42 USC 2000d-1) and 49 CFR part 21;*
- 4. 49 USC 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;*
- 5. Sections 1101(b) of the SAFETEA-LU (Pub. L. 109-59) and 49 CFR Part 26 regarding the involvement of disadvantaged business enterprises in the US DOT funded projects;*
- 6. 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;*
- 7. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR Parts 27, 37, and 38;*
- 8. The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;*
- 9. Section 324 of title 23, U.S.C regarding the prohibition of discrimination based on gender; and*
- 10. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR 27 regarding discrimination against individuals with disabilities.*

Furthermore, the MPO certifies the TIP contains only projects consistent with the long-range transportation plan for the urbanized area(s).