

# MEMORANDUM

## Albany Area Metropolitan Planning Organization

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**Date:** August 24, 2021  
**To:** AAMPO general public  
**From:** Catherine Rohan, AAMPO Assistant Transportation Planner  
**Re:** **Update to AAMPO MTIP Revision Policy**

This memo described an update to the Albany Area Metropolitan Planning Organization's (AAMPO) Metropolitan Transportation Improvement Plan (MTIP) revision policy.

### Background

AAMPO has recently updated their MTIP revision policy. The MTIP contains transportation related projects spanning a four year period, occasionally these projects need to be edited and adjusted. The MTIP revision policy guides how these edits and adjustments take place, whether that be by staff approval, technical advisory committee (TAC) approval, or Policy Board approval with public outreach.

The updated revision policy was approved by both the AAMPO TAC and Policy Board. A two week public comment period regarding the policy was announced via the Albany Democrat-Herald and posted to AAMPO's website. No public comments were received.

### Summary of Changes

Previously, the AAMPO TAC was not involved in MTIP revisions of any kind. The updated MTIP revision policy incorporates the TAC into the MTIP revision process for both full amendments (TAC recommendation to the Policy Board regarding approval and TAC decision on level of outreach) and administrative amendments (requires TAC approval). An abbreviated list of additional changes associated with the draft policy is listed below.

- Additional TAC discretion and input
- Added flexibility regarding public outreach
- Added flexibility regarding projects on critical schedules
- More scenario specific guidance
- Alignment with the Corvallis Area Metropolitan Planning Organization's MTIP revision policy
- Removal of language related to road capacity: *"Adding or deleting any project that significantly affects roadway capacity, vehicle volumes or travel speeds, such as construction of a new regionally significant roadway or new interchange or the widening of a regionally significant roadway that will significantly affect roadway capacity, vehicle volumes, or travel speeds."* and *"Actions related to adding, deleting, or modifying projects that do not significantly affect existing roadway capacity, vehicle volumes, or travel speeds, including but not limited to...."*

### Updated AAMPO MTIP Revision Policy

Note that the updated revision policy, below, pulls heavily from the Corvallis Area Metropolitan Planning Organization’s MTIP revision policy, though there are areas which have been edited for clarity and a few new “Type of Change” scenarios have been added. It is also important to note that MTIP revisions will largely necessitate the same level of scrutiny under the updated policy as they did under the previous policy, with the major change being added clarification of different scenarios and a sharing in overall decision making between the TAC and Policy Board.

#### ***Purpose and Background***

The purpose of this document is to describe the process by which revisions to projects programmed in the Albany Area Metropolitan Planning Organization (AAMPO) Metropolitan Transportation Improvement Program (MTIP) and the Statewide Transportation Improvement Program (STIP) take place.

While the text in the AAMPO MTIP changes very little during the life of the document, the projects programmed within the MTIP are regularly amended, revised, split, canceled, etc. These projects include infrastructure construction projects, capital purchases, plan development, engineering activities, outreach programs, and others. Incorporating revisions into the MTIP and the Statewide Transportation Improvement Program (STIP) is essential to project delivery and must be completed before revising intergovernmental agreements (IGAs) and executing fund transfers.

Project revisions must be approved by the MPO before they can be incorporated into the MTIP and the STIP. The MTIP is maintained by AAMPO and cross-referenced to match the STIP, which is maintained by the Oregon Department of Transportation (ODOT). ODOT, FTA, and FHWA have a separate policy agreement on how STIP revisions take place.

#### ***Types of Revisions***

There are three types of MTIP revisions processed by the MPO: **full amendments, administrative amendments and adjustments**. Full amendments require the greatest level of scrutiny including communicating basic project information to the Policy Board and the provision of a public comment period. Administrative amendments are largely handled by the Technical Advisory Committee (TAC). Adjustments are small changes that AAMPO staff has the authority to approve, the TAC is informed of adjustments as appropriate. A full description of the procedures associated with the three types of MTIP revisions is included later in this document.

The table below lists a number of potential MTIP actions and illustrates whether they require a full amendment, administrative amendment, or an adjustment.

Type of Change	Full Amendment	Administrative Amendment	Adjustment
<b>If a project is NOT in the MTIP</b>			
1. Planning Grant or Project (i.e. non-construction) less than \$100,000			X
2. Planning Grant or Project (i.e. non-construction) more than \$100,000		X	

3. Adding a project with previously identified funding		X	
4. Adding a federally funded project to the MTIP	X		
<b>If a project is ALREADY in the MTIP</b>			
5. Cancelling a federally funded and regionally significant project	X		
6. Advancing or delaying a project by one year, or a cost changes of less than 10% involving MTIP dollars			X
7. Advancing or delaying a project by two years or more, or cost changes between 10% and 20% involving MTIP dollars		X	
8. Cost changes of more than 20% involving MTIP dollars	X		
9. Scope changes including physical extension or shortening of a project	X		
10. Combining of two projects into one, or separating of one project into two		X	
11. Moving more than \$100,000 between phases of the same project (e.g. moving funds from UR to RW) where there is no change to total project funding amount		X	
12. Moving less than \$100,000 between phases of the same project (e.g. moving funds from UR to RW) where there is no change to total project funding amount			X
13. Advancing or slipping an approved project/phase outside its current MTIP			X
14. Minor corrections such as making the MTIP consistent with naming conventions and project descriptions, planning project dollar adjustments, updating of placeholder fund amounts, fixing typographical errors or missing data, etc.			X
15. Other scenarios	X	X	

**Full Amendment**

Full amendments involve a major change to a project and require the greatest level of scrutiny. Full amendments are first reviewed by the TAC. Typically, review takes place during a public meeting, however TAC review can also take place via email, telephone, or other virtual meeting platform if the project is on a critical schedule. The TAC makes a recommendation to the Policy Board regarding approval of the amendment and also determines what level public outreach is necessary beyond placing the amendment on the next Policy Board agenda.

All AAMPO Policy Board meetings are advertised via AAMPO’s website and an interested parties email list a week in advance of the meeting, with the invitation for members of the public to attend and provide comment. Additional outreach beyond inclusion in the agenda may include a public comment period (typically two weeks), the holding of a public meeting for the specific amendment, and any other actions deemed advisable by the TAC. After the TAC has made their recommendation and the outreach has been completed, the amendment is brought to the Policy Board for approval.

***Administrative Amendment***

Administrative amendments are less significant changes than full amendments, but still require a level of scrutiny. Project changes have a smaller impact to the region or AAMPO member communities and are usually familiar to local staff members. Administrative amendments are brought to the TAC for discussion and approval. In the event that the TAC representative of the jurisdiction whose project is being considered is not present at the TAC meeting, the matter of revision approval will be taken up at the next Policy Board or TAC meeting at which a representative from the affected jurisdiction is present. Following a decision by the TAC, the Policy Board will be notified at their next regularly scheduled meeting. All AAMPO TAC meetings are advertised via AAMPO's website and an interested parties email list a week in advance of the meeting, with the invitation for members of the public to attend and provide comment. If the project is on a critical schedule, TAC approval can be given via email, telephone, or other virtual meeting platform.

***Adjustment***

Adjustments are the most minor of the revision types. Staff approves minor adjustments on behalf of the MPO, and informs the TAC as appropriate. It is expected that with a planning project, both the TAC and Policy Board have been made aware of the grant proposal prior to submission and have had an opportunity to comment; therefore the project has preliminarily been approved.

The primary goal of incorporating staff level adjustments into the MTIP process is to minimize delays and improve approval turn-around times. Adjustments help ensure minor project changes move forward more quickly than otherwise possible.

***Other Scenarios***

When a project change can reasonably be classified under two revision types, the revision type with a higher level of scrutiny will take precedent. When a project change can reasonably be classified under two "Type of Change" categories, the category that most directly addresses the project change will take precedent.