

## TIP Development Policies

The TIP Committee has adopted several policies to guide the development of the annual TIP document. These include the following:

- Policy #1 - The TIP Committee will work toward the goal of developing the new TIP with a zero or non-negative balance in each fund category at the end of each of the first 3 years of the program. - *Approved 8/20/02*
- Policy #2 - Funding increases for existing projects or the addition of new projects in the first 4 years of the program must be offset with funding decreases in other projects so that the annual total for each funding category does not exceed the levels established in the previous TIP. - *Approved 8/20/02*
- Policy #3 - Funding resources which are designed to accelerate project schedules, i.e. Advanced Construction, HELP loans, etc., shall not be recognized and programmed in the TIP until their repayment sources have been secured. - *Approved 6/15/2004*
- Policy #4 - No individual jurisdiction may request more funding in any year from any individual funding source, including STPX funding, which exceeds the total amount available to the PAG region from that funding source. The RTP Financial Plan Advisory Committee shall provide an estimate of annual revenue by funding source, by year, to the TIP Subcommittee in advance of the programming process. - *Approved 8/20/02*
- Policy #5 - Each project sponsor will submit its funding requests with its own prioritized ranking based on its own internal priority system. - *Approved 9/17/02*
- Policy #6 - Project sponsors must complete funding for construction projects listed in the TIP before initiating new major projects. Design, right-of-way and studies are not included. Jurisdictions over 100,000 population may request three new projects and remaining jurisdictions may request one new project annually for consideration. - *Approved 6/15/04*
- Policy #7 - During the development of the annual TIP Program, the TIP Committee shall consider Minor Projects separately from Major Projects with criteria and data analysis designed to accommodate the unique nature of smaller projects. Minor Projects shall be defined as those projects with a total project cost including design, right-of-way, and construction of less than \$1,000,000. - *Approved 9/21/04*

## TIP Development Policies Clarifications & Guidelines

The TIP Subcommittee has developed several TIP development policies over time. As those policies are followed, questions arise about how those policies are to be implemented. Because the TIP Subcommittee members may change over time, the Subcommittee directed PAG staff to make a record of policy clarifications as they happen. The following are guidelines to help current and future Subcommittee members interpret the TIP Development Policies but do not replace or supercede those adopted policies in anyway.

### Policy 4

- a) Should the RTP Financial Plan Advisory Committee not be able to provide an estimate of the STPX available to the region, PAG staff will work with ADOT to provide an annual STPX estimate as early as reasonable in the TIP process- 10/18/04

### Policy 6

- a) "Reserve" projects are not formally in the TIP and are considered "New" for the purposes of this policy. - 10/18/04
- b) Phasing of projects that are in the approved TIP do not count as "New" projects if they are using already approved and programmed funding. - 10/18/04
- c) The "New" project limitation applies to projects funded with 2.6%, 12.6% or STP funds. Proposed projects using Safety, Bridge or Local funding do not count as "New". -10/18/04

TIP Amendment Policy  
Adopted by TIP Subcommittee on 4/17/07

Improving the efficiency and timeliness of implementing TIP projects will from time to time require TIP changes or amendments. Federal regulations permit TIP changes if the procedures for doing so are consistent with requirements for TIP development and approval. PAG will process TIP changes or amendments using the attached procedures and criteria.

It is the policy of the Regional Council to delegate the authority to process technical corrections and administrative amendments to the Executive Director as outlined below. The Executive Director may approve the amendment or, at his/her discretion, schedule it for the next scheduled meeting of the Regional Council.

All amendments must be consistent with the existing Regional Transportation Plan and will be recorded and documented using the standard TIP document format to show corrections, additions, deletions, etc. PAG staff will keep and distribute a TIP amendment list monthly.

In addition to those TIP amendments that Regional Council has determined it would delegate authority to the PAG Executive Director to process, there are additional projects that already have funding associated with them that could be dealt with in a similar manner to streamline the process.

The TIP Subcommittee, through this adopted policy, automatically accepts inclusion into the next available TIP amendment RTA projects or changes (along with the associated changes in RTA funding levels resulting from those changes) that have been approved by the RTA Board. In addition, Transportation Enhancement Projects already approved by the Arizona State Transportation Board shall also be incorporated automatically.

These amendments are to be incorporated into the appropriate existing or proposed PAG TIP in the most practical manner, without the need for separate or duplicate amendments. The PAG TIP shall be the controlling document, of which the RTA TIP is a subset.

The following matrix outlines the different amendment types and their implementation.

TIP Amendment Policy  
Adopted by TIP Subcommittee on 4/17/07

Amendment Type	May Be Initiated By:	Recommendation for Approval Needed From:	Final Approval Required By:	Air Quality Conformity	Fiscal Constraint	Other/Notes Examples
Administrative Correction	PAG Staff or Implementing Agency	PAG Staff or Implementing Agency and TIP Subcommittee	PAG Executive Director	Projects Must be Exempt or the Amendment of a Nature That Does Not Require Analysis	Must Have No Adverse Impact	<ul style="list-style-type: none"> <li>a. Scriveners errors</li> <li>b. Revisions to project name</li> <li>c. Change of funding source, including transfer of funds, of \$100,000 or less between projects already in TIP</li> <li>d. Changes in funding schedule up to one year</li> <li>e. Minor changes to project description or scope, as determined by the Executive Director – such as reducing, or increasing the purchase of a quantity of buses from 11 to 10, or vice-versa; changing the phase (design, construction etc.) for which funds will be used</li> <li>f. Correction of other minor oversights that do not impact air quality, fiscal constraint, or project scope.</li> </ul>
Technical Amendment	Implementing Agency	TIP Subcommittee, TPC, and Management Committee	PAG Executive Director, subsequently reported at the next available Regional Council	Projects Must be Exempt or the Amendment of a Nature That Does Not Require Analysis	Must Have No Adverse Impact	<ul style="list-style-type: none"> <li>a. Change of funding source, including transfer of funds, of over \$100,000 but less than \$200,000 between projects already in TIP</li> <li>b. Change of project sponsor</li> <li>c. Change in funding schedule over one year</li> <li>d. Deletion of non-regionally significant (no air quality analysis required) projects</li> <li>e. Reasonably substantive change (as determined by the TIP Subcommittee) in project description, limits, scope or phase start dates</li> <li>f. Adding new projects of \$200,000 or less for which funding has been identified</li> <li>g. Adjustments of \$200,000 or less in existing project funding</li> <li>h. Changes in federal projects that involve \$200,000 or less in federal funding</li> <li>i. Other adjustments which would not trigger a formal amendment</li> </ul>
Formal Amendment	Implementing Agency	TIP Subcommittee, TPC, and Management Committee	Regional Council	Project Impact Requires New Conformity Analysis	Fiscal Impact Must Be Addressed	<ul style="list-style-type: none"> <li>a. Additions or deletions of projects which require an air quality analysis</li> <li>b. Major change in project description, limits, scope or phase start dates</li> <li>c. Adding new projects over \$200,000 for which funding has been identified</li> <li>d. Additions, deletions, adjustments or transfers of funding amounts in excess of \$200,000</li> </ul>
Automatic Insertion	Previously approved	Previously approved	PAG Executive Director	Previously approved	Previously approved	<ul style="list-style-type: none"> <li>a. Incorporation of RTA Board adopted projects and RTA funding levels into the PAG TIP</li> <li>b. Incorporation of Transportation Enhancement Projects adopted by the Arizona State Transportation Board</li> </ul>

**Pima Association of Governments**  
**Funding Rules/Policies/Guidelines for Regional Fund Sources**

<b>Fund Source</b>	<b>Rule</b>
<b>Federal Rules</b>	
STP, 12.6% & 2.6%	Funds can only be programmed in the TIP on projects that are consistent with the region's adopted long range plan (2030 RTP)
STP	Must be federal aid eligible (most categories on functional class maps)
STP	STP funds lapse after three years if not obligated. The region cannot obligate more than it has obligation authority for. Obligation authority is good only for only one fiscal year.
STP	Projects must follow the federal process (environmental, Davis Bacon, etc.) Self-certified jurisdictions or ADOT (through Local Governments section) are authorized to do federal projects.
STP	De-obligated funds must be re-obligated within the same federal fiscal year that they were de-obligated or they will lapse. In addition they will count against the current year's OA, meaning the original OA is lost.
STP	STP may be "flexed" to transit for capital only
STP	If a project is cancelled for which funds have been obligated, the jurisdiction (not PAG) is responsible for reimbursing FHWA for any funds received for that project, including but not limited to design expenses.
STP, 12.6% & 2.6%	The TIP must be developed with fiscal constraint.
<b>State Rules</b>	
12.6% & 2.6%	Must meet State constitutional provision for HURF funds, limiting use to roadway related purposes. Transit elements are not eligible for reimbursement. Project must directly benefit the roadway.
12.6%	Used for arterial roads and above as defined by Arizona Revised Statutes.
2.6%	Can be spent on State system only
<b>Regional policies</b>	
12.6% & 2.6%	<p>Property acquisition must be for transportation purposes – Regional funds may be used to pay direct costs associated with the acquisition of properties, such as appraisals and recording fees. Transfer of ownership of the property shall be to the jurisdictional project sponsor through a recorded deed and written agreement. The jurisdictional sponsor that acquires and holds the deed to the property is responsible for maintenance of the property. If specifically identified and approved at the time of incorporation of the project in to the TIP, costs for demolition and relocation that are directly attributable to the acquisition are eligible for funding.</p> <p>Property maintenance costs are generally not eligible, however, if a specific maintenance cost is integral to the property acquisition and if those costs are specifically identified and approved at the time of incorporation of the project into the TIP, funding may be</p>

Fund Source	Rule
	made available, limited to a total cap of 5% of the purchase price of the property.
12.6%	The proceeds of the disposition of properties no longer needed for transportation, or the residual value of those properties, if purchased with 12.6% funds, must be returned to the state funds earmarked for the PAG region. Disposition is to be at fair market value.
<b>TIP Subcommittee Rules</b>	
STP, 12.6% & 2.6%	The TIP Committee will work toward the goal of developing the new TIP with a zero or non-negative balance in each fund category at the end of each of the first 3 years of the program
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