



ALABAMA DEPARTMENT OF TRANSPORTATION

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LOCAL TRANSPORTATION BUREAU MEMORANDUM 2022-15

To: Metropolitan Planning Organizations

From:

Bradley B. Lindsey, P.E., State Local Transportation Engineer

Reference: FY 2024-2027 Transportation Improvement Program

In cooperation with the State of Alabama, Federal Highway Administration (FHWA), Federal Transit Administration (FTA) and public transit providers, Metropolitan Planning Organizations (MPOs) in Alabama will be required to submit a Transportation Improvement Program (TIP) for Fiscal Years 2024 through 2027. The requirements below will outline the FY 2024-2027 TIP.

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Document Schedule & Deadlines

Amendments to the FY 2020-2023 TIP will continue to occur until September 30, 2023. ALDOT advises MPOs not to delete projects from the FY 2020-2023 TIP as additional funds may become available. The MPO should act on all other additions and modifications to the TIP.

Pertinent dates for the TIP include the following:

- Spring 2023 – MPO receives draft STIP from ALDOT
- No later than June 1st, 2023 – MPO submits draft TIP to ALDOT
- No later than July 1st, 2023 – ALDOT, FHWA, and FTA provide comments on TIP
- No later than August 31st, 2023 – MPO submits adopted TIPs to ALDOT

Narrative and Appendices

Narrative

Similar to prior years, topics covered in the narrative of the TIP must include but not be limited to the following:

- | | |
|------------------------------------|--|
| (1) Purpose; | (11) Climate change; |
| (2) Organization; | (12) Air quality planning; |
| (3) Regulations; | (13) Financial constraint; |
| (4) Consistency with other plans; | (14) Project selection and prioritization; |
| (5) Scope of the planning process; | (15) Bicycle and pedestrian planning; |
| (6) Planning Emphasis Areas; | (16) Regionally significant projects; |
| (7) Public participation; | (17) Freight planning; |
| (8) Title VI; | (18) Performance measures; and |
| (9) Livability Indicators; | (19) Complete Streets |
| (10) Environmental mitigation; | |

The TIP should serve as a tool to document the MPO's public involvement process. This includes advertisement of any document or meeting. The TIP should include information about the public participation process and should document Title VI requirements. Meeting minutes, copies of meeting advertisements, copies of advertisements for the TIP (screenshots of websites are acceptable) and similar items should also be included as appendices. The MPO is required to provide all interested parties with a reasonable opportunity to comment on the proposed TIP, to include at least one public meeting, and make the document electronically accessible.

23 CFR 450.336 requires that the State and MPO certify at least every 4 years that all requirements of the metropolitan transportation planning process are being fulfilled. That certification is verified by way of a self-certification questionnaire, which must be completed and returned to ALDOT, and subsequently placed in the TIP. Upon review and approval ALDOT will e-mail a self-certification form to be signed and returned to ALDOT. The self-certification form should also be placed in the TIP. Additionally, ALDOT has revised the Memorandum of Understanding between ALDOT and FHWA for the FY 2024-2027 TIP. A copy of this document should be included in the TIP as well. Contact your MPO Coordinator to receive an approved copy of the Memorandum of Understanding.

Performance Measures

As was the case with the prior TIP, the 2024-2027 TIP will show how project investments support performance targets. Reporting should include a list of all targets and the Performance Management Agreement. The TIP write-up should be a summary of how the TIP supports ALDOT's performance targets. Reporting can be summarized by category; i.e. how many projects and dollars were planned towards Safety targets. Reach out to your MPO Coordinator if there is any question about what project to apply to a category. Other information is available by accessing the September 2021 MPO and RPO Planner's Conference available on Microsoft Teams. Memorandums 2018-17, 2019-3, 2019-21, and 2022-13 provide additional insight: <https://www.dot.state.al.us/publications/LocalTransportation/Memorandums.html>.

Prioritization Process

The MPO's TIP should include a copy of the most recent Urban Funds Report. The Urban Funds Report has been redesigned to indicate the priorities of the MPO and the ALDOT Region. MPO Projects will first be prioritized by year, FY 2024-2027. It is expected that each year will contain projects that can be budgeted within the MPO's obligation, as well as projects that are ready and waiting on additional funding. Projects budgeted within the year's obligation will be assigned a 1 on the Urban Funds Report and additional projects will be assigned a 2. The ability to assign a 1 or 2 will be given to the MPO through the MPO Portal.

Significant Projects

The MPO should list any major project from the previous TIP that has been implemented. This serves to let the public know that projects are getting funded from planning documents. The Annual Listing of Obligated Projects for the prior year (FY 2023) may be included in the TIP but does not replace the above-mentioned requirement. The Annual Listing of Obligated Projects should continue to be listed on the MPO's website as a stand-alone document and is not required to be submitted until December 31.

All Regionally Significant Projects should also be listed regardless of funding type. Additionally, there should be narrative about the MPO's process for managing Regionally Significant Projects, regardless of whether they exist in a particular MPO. Comments about how the MPO will work with other MPOs is one example of documentation that should be included.

Project Tables

Project Display

The TIP should include all planned surface transportation projects within the boundaries of the metropolitan planning area, with the exception of those listed in 23 CFR 450.326(e). MPO projects must include certain data in order to be added to ALDOT's Statewide Transportation Improvement Program (STIP) and be submitted for authorization. Such data includes a project reference number (1000 #), a description, a dollar amount, a start date, and the phase of the project. More information is included in Local Transportation Bureau Memorandum 2018-28. MPO staff are encouraged to review 23 CFR 450.326, "Development and Content of the TIP."

Planned projects will be displayed in the TIP in both tabular as well as a mapped format. All projects should be mapped, and it is the MPO's discretion as to how many projects to display on one map.

Moving / Entering Projects

It is the MPO's responsibility to learn which projects will not be authorized in FY 2023 and will thus move into the FY 2024-2027 TIP. FY 2023 projects should be listed as FY 2024, regardless of how the project is displayed in the MPO Portal. Information may be gleaned from ALDOT's Draft STIP, available in the Spring of 2023.

If there are any projects that the MPO desires to add beyond the Draft STIP, those projects should be entered into CPMS via the MPO Portal, following a prescribed format. Instructions on how to enter projects into the MPO Portal and instructions for project descriptions are available on Microsoft Teams (ATPA Team, E-STIP and MPO Portal Channel). Once submitted, MPOs cannot amend the FY 2024-2027 TIP until October 1st, 2023.

It is a requirement that all phases of a project be included in a MPO's TIP. For example, if a PE is scheduled to be authorized in the last year of the TIP, any RW, UT, or CN in a future year must also be included in the TIP. Similarly, if a CN is scheduled to be authorized in the first year of the TIP, any prior PE, RW, or UT must also be included in the TIP. This can be handled through the Excel feature of the MPO Portal, although MPOs can use whatever method they deem sufficient.

Level-of-Effort / Transit

Projects that are not considered to be of appropriate scale for individual identification may fall into one of eight Level-of-Effort (LVOE) categories listed below. Level-of-effort projects are not required to be listed individually in the TIP, although the MPO may choose to do so.

- Interstate Resurfacing Program (includes lighting, sign and pavement rehabilitation)
- Non-Interstate Resurfacing Program (FM);
- Transportation Alternative Program (TAP);
- Safety Projects (Highway Safety Improvement Program, roadway, signal and rail-crossing, etc.)
- Recreational Trails (administered by the Alabama Dept. of Economic and Community Affairs)
- County Allocation Funds (off-system bridges and STP non-urban) until prior year carryover is fully obligated;
- Federal Transit Programs: 5311 (non-urban), and 5310 (Elderly and Disabilities)
- Electric vehicles (administered by the Alabama Dept. of Economic and Community Affairs)

Transit Recipients of Section 5307 and Section 5339 funding are now direct recipients. Additionally, five MPOs are direct recipients of Section 5310 funding. Such funding does not pass through ALDOT and therefore does not fall under the level-of-effort process. These projects must be included in the TIP.

Transit funding is typically spent in a different year than it was apportioned. All CPMS descriptions should reflect the fact that FY 2017 funding was spent in FY 2019, for example. If a MPO's apportionment year covers two years of project expenditures, that should be noted as well. ALDOT would like for all MPOs to include a table that shows the relationship between funding allocations and funding expenditures. The below is an example.

<u>Authorized</u>	<u>Obligated</u>
FY 2022 =	FY 2024
FY 2023, FY 2024 =	FY 2025
FY 2024 =	FY 2026, FY 2027

MPO Portal

The MPO will be undergoing the following revisions in preparation for the FY 2024-2027 TIP submittal:

- Minor changes to data fields in the Project Search tool
- Minor changes to data field in the TIP Reports tool
- Ability to access the Urban Funds Report
- The addition of a prioritization process to the Urban Funds Report

Financial

TIP Financial Plan

Regulations require that “financial constraint shall be demonstrated and maintained by year.” The MPO should demonstrate that the forecasted revenues are sufficient to support the projects that are listed in each category of funding. The MPO should use the MPO Portal to forecast and display available funding within the TIP for various funding categories. The funding categories are listed below along with the MPO Portal Section Number that should be used for funding projection.

IJA Funding Categories to Project	Related MPO Portal Section #
Surface Transportation Funds, Attributable	1
Surface Transportation Funds, Any Area	2
National Highway / Interstate Maintenance	3
Transportation Alternatives	5, 8
State Funding	7
State Funded Projects	7, 10
Transit Projects	9
Safety Projects	11
Carbon Funds	12, 15, 16
Covid Funds	12
ATRIP Funds	12
Rebuild Alabama Projects	12
Congestion Mitigation and Air Quality Projects	13
National Highway Freight Program	
PROTECT Program	
Bridge Investment Program	

Amendments and Administrative Modifications to the TIP

Amendments to a MPO’s TIP should be by resolution, and will be in the case of an addition, deletion, or modification of a project. Minor changes, including edits to the narrative and certain projects, can be performed by administrative modification. Administrative modifications can be approved by e-mail with a phrase such as: *The XXXXXX Area MPO has accepted the following project for Administrative Modification.*

For the FY 2024-2027 TIP, any increase or decrease under \$1,000,000 (\$5,000,000 for Transportation Management Areas) may be approved by Administrative Modification. For a project that receives

several Administrative Modifications, the MPO will be required to amend their TIP by resolution when the total of those increases reaches the amount described above. MPOs that would rather see their project approved by resolution, even if it qualifies for Administrative Modification, should e-mail their MPO Coordinator within 10 days of the notification.

Questions

Please respond to Barrett Dees at 334-242-6818 (deesr@dot.state.al.us) or Bryan Fair at 334-242-6098 (fairb@dot.state.al.us) with any questions concerning this memorandum. All questions concerning transit projects should be directed to Randy Stroup at 334-242-6760 or stroupr@dot.state.al.us. Draft and final copies of the TIP should be placed on Microsoft Teams and 4 copies of the final version should be sent to the address below.

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