Transportation Improvement Program

Policies & Procedures
February 2024

Approved by the OahuMPO Policy Board on February 27, 2024. This document is reviewed and updated as needed to ensure compliance with current Federal and State regulations. These policies and procedures are consistent with Federal regulations under 23 CFR 450, Subpart C - Metropolitan Transportation Planning and Programming.

Revision History

This update revises the Administrative Modification and Amendment Decision Table, to ensure consistency between the Transportation Improvement Program (TIP) and Oahu Regional Transportation Plan (ORTP) processes.

Except as changed by this revision, all other sections specified in the original document shall remain unchanged and continue in full force and effect and are in all respects agreed to and confirmed.

Abbreviations

Acronyms

CAC	Citizen Advisory Committee
CFR	Code of Federal Regulations
CMP	Congestion Management Process
DTS	City and County of Honolulu Department of Transportation Services
EJ	Environmental Justice
FHWA	Federal Highway Administration
FLMA	Federal Land Management Agency
FLAP	Federal Lands Access Program
FLTP	Federal Lands Transportation Program
FTA	Federal Transit Administration
FFY	Federal Fiscal Year (October 1 - September 30)
HART	Honolulu Authority for Rapid Transportation
HDOT	Hawaii Department of Transportation
HSIP	Highway Safety Improvement Program
IGR	Intergovernmental Review
NHS	National Highway System
OahuMPO	Oahu Metropolitan Planning Organization
ORTP	Oahu Regional Transportation Plan
OSR	Over the Shoulder Review
PBPP	Performance-Based Planning and Programming
STIP	Statewide Transportation Improvement Program
TAC	Technical Advisory Committee
TIP	Transportation Improvement Program
TMA	Transportation Management Area
T6	Title VI of the Civil Rights Act of 1964
U.S.C.	United States Code

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I. Overview

a. The Transportation Improvement Program (TIP) is a short-term program, which lists all surface transportation projects or phases of projects on the island of Oahu that:

    1. Are regionally significant projects

    2. Use Federal Highway Administration (FHWA) or Federal Transit Administration (FTA) funding for projects including transportation alternatives, transit improvements, Federal Lands Transportation Program (FLTP) and Federal Lands Access Program (FLAP), Highway Safety Improvement Program (HSIP), trails, pedestrian walkways, and bicycle facilities except the following:

        i. Safety projects under the Highway Safety Program and the Motor Carrier Safety Assistance Program

        ii. Metropolitan planning projects under the Unified Planning Work Program

        iii. State planning and research projects under State Planning and Research and Planning Programs

        iv. Emergency relief projects (except those involving substantial functional, locational, or capacity changes)

        v. National planning and research projects under Technical Assistance and Workforce Development

        vi. Project management oversight projects under Project Management Oversight

    3. Require action by the FHWA or FTA (e.g., adding a freeway interchange with non-Federal funds)

b. Each project or project phase in the TIP must be consistent with the Oahu Regional Transportation Plan (ORTP). Projects or phases of projects can only be included if full funding can reasonably be anticipated to be available within the time period for completion of the project. Fiscal constraint must be demonstrated and maintained by year and include sufficient financial information to demonstrate which projects are to be implemented using current and/or reasonably available revenues. The TIP is also required to include a financial plan that demonstrates how the TIP can be implemented, identifies funding sources that are reasonably expected to be made available and any additional financing needed to carry out the TIP.

c. The TIP covers a period of four years plus two additional years for informational purposes. The TIP is updated every three years to provide a one-year overlap between updates and revised at least twice every Federal fiscal year (FFY) or as needed which is compatible with the Statewide Transportation Improvement Program (STIP) development and revision process. The TIP expires when the FHWA/FTA approval of the STIP expires.

II. Performance-Based Planning and Programming

a. The Oahu Metropolitan Planning Organization (OahuMPO) in coordination with the Hawaii Department of Transportation (HDOT) and City and County of Honolulu Department of Transportation Services (DTS) uses a Performance-Based Planning and Programming (PBPP) approach to establish national transportation performance targets and track the progress toward achieving the established targets as described in the Performance-Based Planning and Programming Implementation Policies and Procedures. The TIP includes projects that make progress toward achieving the performance targets and to the maximum extent practicable, a description of the anticipated effect of the TIP toward achieving the performance targets, linking investment priorities to the following performance targets:

1. Safety
2. Pavement and Bridge Condition
3. System Performance and Freight Movement
4. Transit Safety and Transit Asset Management

III. Agency Responsibilities

a. Oahu Metropolitan Planning Organization (OahuMPO)

1. Issues a call for projects and evaluates submitted projects using the project and program prioritization process along with technical analysis including:
    i. Congestion Management Process (CMP)
    ii. Performance-Based Planning and Programming (PBPP)
    iii. Title VI and Environmental Justice (T6/EJ) analysis
2. Develops the financial plan and fiscal constraint with assistance from HDOT, DTS, and the Honolulu Authority for Rapid Transportation (HART)
3. Develops location maps and visualization techniques for each project
4. Presents list of projects to the Citizen Advisory Committee (CAC), Technical Advisory Committee (TAC), and Policy Board
5. Selects projects in consultation with HDOT, DTS, and HART
6. Develops a draft TIP and presents draft TIP to HDOT, DTS, and HART
7. Distributes draft TIP for public comment and Intergovernmental Review (IGR)

8. Develops and presents final TIP to the CAC, TAC, and Policy Board in consultation with HDOT, DTS, and HART

9. Provides final TIP to the Governor or Governor's Designee to include in the STIP

10. Schedules TIP revisions and issues a call for revision requests

11. Develops draft TIP revisions in consultation with HDOT, DTS, and HART

12. Distributes draft TIP revisions for public review and IGR

13. Presents final TIP revisions to the CAC, TAC, and Policy Board (Amendments only)

14. Develops the annual listing of obligated projects

15. Self-certifies itself at least once every four years that the metropolitan transportation planning process is being carried out in accordance with all applicable Federal requirements

b. Hawaii Department of Transportation (HDOT)

1. Proposes new projects and submits revisions for the TIP

2. Schedules Over the Shoulder Review (OSR) meetings in coordination with the OahuMPO, DTS, HART, FHWA, and FTA to collect project information and provide guidance to develop the STIP/TIP revisions

3. Coordinates with the OahuMPO, DTS, FHWA, and FTA to determine the schedule, budget, and fiscal constraint of the TIP

4. Completes project evaluations and project programing for new, revised, and regionally significant projects

5. Reviews drafts of the TIP

6. Incorporates the TIP into the STIP as the Oahu element of the STIP

7. Submits the STIP to the FHWA and FTA for approval

c. Department of Transportation Services (DTS)

1. Proposes new projects and submits revisions for the TIP

2. Coordinates with the OahuMPO, HDOT, HART, to determine the schedule, budget, and fiscal constraint of the TIP

3. Completes project evaluation and project programing for new, revised, and regionally significant projects

4. Reviews drafts of the TIP

d. Honolulu Authority for Rapid Transportation (HART)

    1. Proposes new projects and submits revisions for the TIP

    2. Coordinates with the OahuMPO, DTS, and FTA to determine schedule, budget, and fiscal constraint of the TIP

    3. Completes project evaluation and project programing for new, revised, and regionally significant projects

    4. Reviews drafts of the TIP

e. Federal Highway Administration (FHWA) and Federal Transit Administration (FTA)

    1. The FHWA and FTA jointly determine whether the STIP meets federal requirements

    2. The FHWA and the FTA jointly reviews and evaluates the metropolitan transportation planning process of the OahuMPO at least once every four years to determine if the process meets all applicable Federal requirements as a designated Transportation Management Area (TMA)

IV. Development Process

a. The TIP covers a period of four years plus two additional years for informational purposes. The TIP is updated every three years to provide a one-year overlap between updates which is compatible with the STIP development process. The TIP expires when the FHWA/FTA approval of the STIP expires.

b. TIP Development Schedule

Activity	Month
Development of financial estimates	July
Call for projects	August - September
Agencies submit projects	October
Project prioritization and selection	November
Project and program scoring review	December
Development of the draft TIP	January - March
Public comment and intergovernmental review	April
Response to comments	May
Committees and Policy Board	June
TIP approval	July
STIP incorporation, and FHWA/FTA approval	September, to coincide with the new FFY
Total processing time	**15 months**

c. Development of Financial Estimates

1. The OahuMPO, HDOT, DTS, and HART cooperatively formulate estimates of FHWA and FTA funds that are reasonably expected to be available based on current and historical data.

d. Call for Projects

1. The OahuMPO requests projects from the agencies forty-five days prior to the submittal due date with the following information:

i. Confirmation that each project will be ready to obligate by the end of the FFY which it is programmed

ii. A completed Project Programing Request for a new project or an existing project with scope changes

iii. A location map, if applicable as a GIS shapefile for a new project or an existing project with scope changes

iv. Project evaluations for a new project or an existing project with scope changes

v. Confirmation that a current inflation rate to reflect year of expenditure dollars was applied to all was applied to project cost estimates

vi. For new projects grouped by function into a program (e.g., traffic signals at various locations), identify, if possible, the locations of the individual components within each project and provide a location map as a GIS shapefile

vii. If the Oahu Regional ITS Architecture needs to be revised in any way as a result of the project, the requestor must provide the necessary details

e. Project Requirements

Requirement	Description
Consistency with the ORTP	Is the project included in the ORTP, or consistent with the vision and goals?
Project Readiness	Is the project listed in the same year it is programmed to be funded?
Matching Local Funds	Does the project have the appropriate matching local funds in place?

Requirement	Description
Federal Planning Factors	As part of the 3C (continuing, cooperative, and comprehensive) planning process, does the project or project phase address the following factors? • Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency • Increase the safety of the transportation system for motorized and non-motorized users • Increase the security of the transportation system for motorized and non-motorized users • Increase accessibility and mobility of people and freight • Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns • Enhance the integration and connectivity of the transportation system, across and between modes throughout the State, for people and freight • Promote efficient system management and operation • Emphasize the preservation of the existing transportation system • Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation • Enhance travel and tourism

f. Project Prioritization and Selection

1. New projects and programs are selected by a project and program prioritization process using measurable criteria based on the ORTP goals to create a scoring system as it provides a quantitative method to compare projects and programs proposed for the TIP. The total scores for each project and program are reviewed by the CAC and TAC where they can recommend the Policy Board to be included in the TIP. This process is reviewed and updated as needed to reflect current priorities.

g. Interactive Map

1. An interactive map of all projects listed in the TIP is published on the OahuMPO website. The map allows a user to see the location of the project and compare how the proposed project interacts with other plans and programs (e.g., conservation, natural resources, etc.). Projects are identified using an alphanumeric system where the first two letters define the island (O for Oahu) and whether it is a State (S) or City and County of Honolulu (C) project, followed by the two-digit project number. Projects submitted after FFY 2021 use a longer format: OC-##-## or OS-##-## with the middle two digits representing the year the project was added to the TIP (e.g., 22 represents FFY 2022) and the last two digits representing the project number.

h. Draft TIP

1. Once the agencies have submitted their projects, and the CAC, TAC and Policy Board have reviewed the ranked projects, a draft TIP is developed with the following key elements:

    i. Development process

    ii. Revision history

    iii. Project listing

    iv. Financial plan

    v. Fiscal constraint

    vi. CMP

    vii. PBPP

    viii. T6/EJ analysis

i. Title VI and Environmental Justice (T6/EJ)

1. As part of the OahuMPO Title VI and Environmental Justice Program Implementation Plan, the OahuMPO ensures the following actions:

    i. Works with the entities to identify transportation projects that serve areas with low income and minority populations

    ii. Provides an opportunity for all populations to give input into project identification

    iii. Ensures there is no significant difference in planned investments between T6/EJ areas and non-T6/EJ areas

j. Public Comment and Intergovernmental Review

1. The OahuMPO provides at least forty-five calendar days for the public to comment and review the draft TIP. Copies of the draft TIP are also provided to FHWA and FTA for informational purposes and published on the OahuMPO website. In conjunction with the public comment and review period, the draft TIP is also shared with agencies and officials that are affected by transportation to ensure compatibility with their planning activities. These agencies and officials include HDOT, DTS, HART, FHWA, FTA, Federal Land Management Agencies (FLMAs), and other governmental or non-profit organizations that receive Federal funding for non-emergency transportation services.

k. Committees and Policy Board

1. The draft TIP is reviewed by the CAC and TAC where they can recommend the Policy Board to approve the TIP. The Policy Board reviews their recommendations

along with agency consultations, technical analyses, and public comments to decide whether to approve the TIP.

l. TIP Approval

1. Following endorsement by the Policy Board, the TIP is sent to the HDOT Director, the current Governor's designee for approval. The TIP is also published on the OahuMPO website.

m. STIP Incorporation

1. Upon approval by the Policy Board and the HDOT Director, the TIP is incorporated, without change, as the Oahu portion of the STIP.

n. FHWA and FTA Approval

1. The TIP is jointly approved by FHWA and FTA as part of the STIP. The decision-making is dependent on the thoroughness and completion of the statewide transportation planning process used in developing the STIP, as required by federal code and regulation.

V. Revisions

a. Between updates every three years, the TIP is revised twice a year following the Semi-Annual Revision Schedule or as needed (e.g., emergency projects in response to natural and other disasters, situations where federal funds are at risk or become available, etc.) using an Out-of-Cycle Revision Schedule with processing time subject to the type of change described below. Either method is compatible with the STIP revision process.

b. A minor change is called an Administrative Modification while a major change is considered an Amendment.

c. An Administrative Modification is a minor change in cost to a project or project phase, a minor change to funding sources, a minor change to the start or end date of a project or project phase, a minor change in design concept or design scope, minor corrections, or adding, modifying, or removing a project or project phase involving advance construction. This revision does not require public review and comment or a redemonstration of fiscal constraint. An Administrative Modification does not require a review by the CAC, TAC or Policy Board. However, the Policy Board will be notified.

d. An Amendment is a major change to a project or project phase including the addition or deletion of a project, a major change in cost to a project or project phase, a major change to the start or end date of a project or project phase, a major change in design concept or design scope (e.g., changing project termini or the number of through traffic lanes or changing the number of stations in the case of fixed guideway transit projects). Changes to a project that is included only for illustrative purposes does not require an Amendment. This revision requires a public review and comment period and a redemonstration of fiscal constraint. An Amendment requires a review by the CAC and TAC, along with an approval by the Policy Board.

e. The OahuMPO will determine the type of revision using the Administrative Modification and Amendment Decision Table below. If the type of revision cannot be determined, the OahuMPO will consult with the partner agencies to make a determination. Misspellings, typos, and other data entry errors will be corrected by the OahuMPO in cooperation with the partner agencies and is not considered a revision.

f. Administrative Modification and Amendment Decision Table

Type of Change	A. Administrative Modification	B. Amendment
1. Adding or removing a project in the first four years of the TIP		X
2. A major change in cost to a project or project phase in the first four years of the TIP that exceeds both $10 million and 25% of the estimated total project cost before the proposed increase, excluding the current inflation rate		X
3. A major change to the start or end date of a project or project phase: 3.1. Moving a project to the illustrative years 3.2. Deferring a project phase to a year that is outside of the first four years of the TIP when there are no other project phases in the first four years		X
4. A major change in design concept or design scope: 4.1 Changing project termini 4.2 Changing the number of through traffic lanes 4.3 Changing the number of stations in the case of fixed guideway transit projects 4.4 Changing the purpose and need (e.g., shoreline protection to capacity) 4.5 Changing between replacement buses and expansion buses 4.6 Adding a project phase to an existing project with major changes in cost defined in B.2		X

Type of Change	A. Administrative Modification	B. Amendment
5. A minor change in design concept or design scope: 5.1. Splitting or grouping projects as long as the design concept or design scope remains unchanged with minor changes in cost to a project or project phase defined in A.8 5.2. Adding or deleting projects from grouped listings as long as the design concept or design scope remains unchanged with minor changes in cost to a project or project phase defined in A.8 5.3. Changing the design scope to accommodate prescribed actions under NEPA. 5.4. Adding a project phase to an existing project with minor changes in cost defined in A.8	X	
6. Changes to a project or project phase that is included only for illustrative purposes	X	
7. A minor change in cost to a project or project phase in the first four years of the TIP that is below the thresholds defined in B.2	X	
8. A minor change to funding sources: 8.1. Changing funding sources within the same Federal agency 8.2. Changing funding sources between Federal, local, and state agencies 8.3. Adding discretionary funds (e.g., congressional earmarks)	X	
9. A minor change to the start or end date of a project or project phase: 9.1. Advancing a project from the programmed year 9.2. Deferring a project to a later year within the first four years of the TIP 9.3. Deleting or deferring a project phase to a year outside of the first four years of the TIP as long as another phase of the project remains within the first four years and the design concept or design scope remains unchanged	X	
10. Adding, modifying, or removing a project or project phase involving advance construction	X	

g. Semi-Annual Revision Schedule - Administrative Modification

Activity	Fall Revision	Spring Revision
OSR meetings	October	March
Agencies submit revisions	November	April
Development of the draft TIP revision	November - December	April - May
TIP approval, STIP incorporation, and FHWA/FTA approval	January	June
Total processing time	**4 months**	**4 months**

h. Semi-Annual Revision Schedule - Amendment

Activity	Fall Revision	Spring Revision
OSR meetings	October	March
Agencies submit revisions	November	April
Development of the draft TIP revision	November - December	April - May
Public comment and intergovernmental review	December - January	May - June
Response to comments	January	June
Committees and Policy Board	February	July
TIP approval, STIP incorporation, and FHWA/FTA approval	March	August
Total processing time	**6 months**	**6 months**

i. Out-of-Cycle Revision Schedule

Activity	Administrative Modification	Amendment
Agencies submit revisions	1-3 days	1-3 days
Development of the draft TIP revision	At least 1 week	At least 2 weeks due to technical analysis (e.g., CMP, fiscal constraint, new project scoring, and T6/EJ analysis)
Public comment and intergovernmental review		2 weeks
Response to comments		1 week
Committees and Policy Board		At least 4 weeks due to the Committees and Policy Board schedule
TIP approval, STIP incorporation, and FHWA/FTA approval	At least 1 week	At least 1 week
Total processing time	**At least 2 weeks**	**At least 10 weeks**

VI. Annual Listing of Obligated Projects

a. On an annual basis, no later than ninety calendar days following the end of the program year, the OahuMPO, HDOT, DTS, and HART cooperatively develops a listing of projects (including investments in pedestrian walkways and bicycle transportation facilities) for which FHWA and FTA funds were obligated in the preceding program year.

b. The listing identifies all federally funded projects authorized or revised to increase obligations in the preceding program year, the agencies responsible for carrying out the project or phase, and for each project, the amount of Federal funds requested in the TIP, the Federal funding that was obligated during the preceding year, and the Federal funding remaining and available for subsequent years.

c. The listing is published on the OahuMPO website, and the Policy Board is notified in the Executive Director's report.

VII. Certifications

a. The OahuMPO self-certifies itself at least once every four years that the metropolitan transportation planning process is being carried out in accordance with all applicable Federal requirements.

b. The FHWA and the FTA also jointly reviews and evaluates the metropolitan transportation planning process of the OahuMPO at least once every four years to determine if the process meets all applicable Federal requirements as a designated TMA.

Appendix A: Definitions

a. **Administrative Modification** means a minor change in cost to a project or project phase, a minor change to funding sources, a minor change to the start or end date of a project or project phase, a minor change in design concept or design scope, minor corrections, or adding, modifying, or removing a project or project phase involving advance construction. This revision does not require public review and comment or a redemonstration of fiscal constraint.

b. **Advance construction (AC)** allows states to begin a project even in the absence of sufficient Federal-aid obligation authority to cover the Federal share of project costs. It is codified in Title 23, Section 115. Advance construction eliminates the need to set aside full obligational authority before starting projects. As a result, a state can undertake a greater number of concurrent projects than would otherwise be possible. In addition, advance construction helps facilitate construction of large projects, while maintaining obligational authority for smaller ones. At some future date when the state does have sufficient obligation authority, it may convert an advance-constructed project to a Federal-aid project by obligating the permissible share of its Federal-aid funds and receiving subsequent reimbursements. Advance construction allows a state to conserve obligation authority and maintain flexibility in its transportation funding program.

c. **Amendment** means a major change to a project or project phase including the addition or deletion of a project, a major change in cost to a project or project phase, a major change to the start or end date of a project or project phase, a major change in design concept or design scope (e.g., changing project termini or the number of through traffic lanes or changing the number of stations in the case of fixed guideway transit projects). Changes to a project that is included only for illustrative purposes does not require an Amendment. This revision requires a public review and comment period and a redemonstration of fiscal constraint.

d. **Congestion management process** means a systematic approach required in transportation management areas (TMAs) that provides for effective management and operation, based on a cooperatively developed and implemented metropolitan-wide strategy, of new and existing transportation facilities eligible for funding under title 23 U.S.C., and title 49 U.S.C., through the use of travel demand reduction and operational management strategies.

e. **Consideration** means that one or more parties takes into account the opinions, action, and relevant information from other parties in making a decision or determining a course of action.

f. **Consultation** means that one or more parties confer with other identified parties in accordance with an established process and, prior to taking action(s), considers the views of the other parties and periodically informs them about action(s) taken. This definition does not apply to the "consultation" performed by the States and the Metropolitan Planning Organizations (MPOs) in comparing the long-range statewide transportation plan and the metropolitan transportation plan, respectively, to State and tribal conservation plans or maps or inventories of natural or historic resources (see section 450.216(j) and sections 450.324(g)(1) and (g)(2)).

g. **Cooperation** means that the parties involved in carrying out the transportation planning and programming processes work together to achieve a common goal or objective.

h. **Coordination** means the cooperative development of plans, programs, and schedules among agencies and entities with legal standing and adjustment of such plans, programs, and schedules to achieve general consistency, as appropriate.

i. **Design concept** means the type of facility identified for a transportation improvement project (e.g., freeway, expressway, arterial highway, grade-separated highway, toll road, reserved right-of-way rail transit, mixed-traffic rail transit, or busway).

j. **Design scope** means the aspects that will affect the proposed facility's impact on the region, usually as they relate to vehicle or person carrying capacity and control (e.g., number of lanes or tracks to be constructed or added, length of project, signalization, safety features, access control including approximate number and location of interchanges, or preferential treatment for high-occupancy vehicles).

k. **Financial plan** means documentation required to be included with a metropolitan transportation plan and TIP (and optional for the long-range statewide transportation plan and STIP) that demonstrates the consistency between reasonably available and projected sources of Federal, State, local, and private revenues and the costs of implementing proposed transportation system improvements.

l. **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, with reasonable assurance that the federally supported transportation system is being adequately operated and maintained. For the TIP and the STIP, financial constraint/fiscal constraint applies to each program year.

m. **Illustrative project** means an additional transportation project that may be included in a financial plan for a metropolitan transportation plan, TIP, or STIP if reasonable additional resources were to become available.

n. **Long-range statewide transportation plan** means the official, statewide, multimodal, transportation plan covering a period of no less than 20 years developed through the statewide transportation planning process.

o. **Metropolitan Planning Organization** (MPO) means the policy board of an organization created and designated to carry out the metropolitan transportation planning process.

p. **Metropolitan transportation plan** means the official multimodal transportation plan addressing no less than a 20-year planning horizon that the MPO develops, adopts, and updates through the metropolitan transportation planning process.

q. **Obligated projects** mean strategies and projects funded under title 23 U.S.C. and title 49 U.S.C. Chapter 53 for which the State or designated recipient authorized and committed the supporting Federal funds in preceding or current program years and authorized by the FHWA or awarded as a grant by the FTA.

r. **Project phase** refers to typical phases for project development which are Planning (planning studies, NEPA approval), Design (PE1, preliminary engineering, PE2, final design), Right of Way (ROW), Construction (CON), and Inspection (INSP), or Program Phases such as Phase 1, Phase 2, Phase 3, etc.

s. **Project selection** means the procedures followed by MPOs, States, and public transportation operators to advance projects from the first 4 years of an approved TIP and/or STIP to implementation, in accordance with agreed upon procedures.

t. **Regional ITS architecture** means a regional framework for ensuring institutional agreement and technical integration for the implementation of ITS projects or groups of projects.

u. **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 regulations (40 CFR part §93, subpart A)) that is on a facility that 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 guideway transit facilities that offer an alternative to regional highway travel.

v. **Revision** means a change to a long-range statewide or metropolitan transportation plan, TIP, or STIP that occurs between scheduled periodic updates. A major revision is an Amendment while a minor revision is an Administrative Modification.

w. **Statewide Transportation Improvement Program** (STIP) means a statewide prioritized listing/program of transportation projects covering a period of 4 years that is consistent with the long-range statewide transportation plan, metropolitan transportation plans, and TIPs, and required for projects to be eligible for funding under title 23 U.S.C. and title 49 U.S.C. Chapter 53.

x. **Transportation improvement program** (TIP) means a prioritized listing/program of transportation projects covering a period of 4 years that is developed and formally adopted by an MPO as part of the metropolitan transportation planning process, consistent with the metropolitan transportation plan, and required for projects to be eligible for funding under title 23 U.S.C. and title 49 U.S.C. chapter 53.

y. **Unified Planning Work Program** (UPWP) means a statement of work identifying the planning priorities and activities to be carried out within a metropolitan planning area. At a minimum, a UPWP includes a description of the planning work and resulting products, who will perform the work, time frames for completing the work, the cost of the work, and the source(s) of funds.

z. **Visualization techniques** means methods used by States and MPOs in the development of transportation plans and programs with the public, elected and appointed officials, and other stakeholders in a clear and easily accessible format such as GIS- or web-based surveys, inventories, maps, pictures, and/or displays identifying features such as roadway rights of way, transit, intermodal, and non-motorized transportation facilities, historic and cultural resources, natural resources, and environmentally sensitive areas, to promote improved understanding of existing or proposed transportation plans and programs.