

MTIP Amendment Request Instructions

Complete this request form if the following actions need to be made:

Requesting Revisions to Existing MTIP Projects (modifications only)

Local project sponsors requesting to make modifications to one or more projects which are already in the current adopted MTIP, please complete: 1) MTIP Amendment Request Form; and 2) MTIP Amendment Project Form. If the scope of an existing project is being changed, complete the questions (*) on the modeling and GIS information forms. For each project being affected by the modifications (e.g. shifting funds from one project to another), duplicate and complete the MTIP Amendment Project Form for each affected project.

* Relevant to the changes.

Requesting Removing a Project from the MTIP

Local project sponsors requesting to remove one or more projects from the MTIP, complete: 1) MTIP Amendment Request Form; and 2) MTIP Amendment Project Form. For each project being removed, duplicate and complete the MTIP Amendment Project Form for each project. If funds from the removed project(s) are being requested to be placed on one or more existing projects in the MTIP, complete a MTIP Amendment Request Form for the existing project(s).

Requesting to Add a New Project to the MTIP

Local project sponsors requesting to add a project from the MTIP, complete the following prior to submission: 1) MTIP Amendment Request Form; 2) MTIP Amendment Project Form; 3) RTP Information; 4) Modeling Information; and 5) GIS Information. For each new project, complete all five pages.

For any other MTIP requests, please contact Metro staff to discuss the request further.

Once the amendment request and subsequent forms are completed, please submit them via email to Metro.

Please contact Metro staff for any further questions regarding any of the MTIP amendment forms.

MTIP Amendment Request Form

Lead Agency: _____

Contact Name: _____

Contact Phone: _____

Contact Email: _____

Other Agency (facility owner, funding partner): _____

Type of Amendment Change (check all that apply)

____ Add a New Project or Project Phase

____ Cancel/Drop Project

____ Adjust Project Schedule

____ Shift Funding Between Projects

____ Adjust Funding Between Project Phases/Years

____ Revise Funding Source (add or remove)

____ Adjust Project Costs

____ Revise Project Scope

____ Change in Funding Source

____ Other

Requested Action:

Additional information/comments:

MTIP Amendment Project Form

Complete this form for each project affected by the proposed amendment (complete a single copy for each project requesting amendment).

Project Name: _____

ODOT Key # (existing projects only): _____

Is the project part of the MTIP?

_____ Yes _____ No

Are you proposing to add a new project to the MTIP?

_____ Yes* _____ No

* If yes, then complete RTP, modeling, and GIS information forms.

Current Programming (leave blank if new project to the MTIP)

Year	Project Phase	Federal Fund Type	Federal Fund Amount	Local Match	Other Amount	Total Funding
	Planning/ Project Development					
	PE					
	Right-of-Way					
	Construction					
	Other					

Proposed Programming

Year	Project Phase	Federal Fund Type	Federal Fund Amount	Local Match	Other Amount	Total Funding
	Planning/ Project Development					
	PE					
	Right-of-Way					
	Construction					
	Other					

RTP Information

Complete this section for each project that will be new to the MTIP as part of the proposed amendment.

Project Name: _____

RTP Project Name: _____

RTP Project ID: _____

On the RTP Financially Constrained List? Yes _____ No _____

Description of the Proposed Project
(Include project purpose, facilities affected, project extent, and major design elements)

Describe the criteria by which this project was prioritized for funding over other projects from the RTP.

Describe the decision process that led to this project being the proposed priority project from the RTP for funding.

Describe the source of funds for the new project to maintain financial constraint of the MTIP and whether the proposed project phase(s) are fully funded.

Modeling Information

Complete this section if the requested MTIP amendment includes adding a new project or proposes changing the scope of an existing project.

Project Facility Name(s):

Project Start (Identify intersection, street names, mileposts, or other features for each facility):

Project End (Identify intersection, street names, mileposts, or other features for each facility):

Describe type of motor vehicle turn lane(s) (e.g. right turn, double left turn, continuous left turn) before and after the project and provide diagram if needed.

Describe turn lane restrictions that should be assumed in the traffic model before and after the project and provide a diagram if needed.

Describe the facility type (e.g. bike lane, buffered bike lane, cycletrack) before and after the project and provide diagram if needed.

List the locations of all traffic signals before and after the project and provide a diagram if needed.

Describe the posted speed on the facility before and after the project.

Describe any other details and attach modeling diagrams for projects, identifying other important intersections.

GIS Information

Provide geographic information in shapefile format utilizing the following specifications if the requested MTP amendment includes adding a new project or modifies the length or area of an existing project.

A. Linear Projects: Projects on roads, sidewalks, and other continuous paths associated with roadways should consist of RLIS street segments. Please use the most current RLIS street centerline file, select the links that make-up the project and export the shapefile titled with the project name.

B. Point projects: Projects that are in discreet locations (intersection improvements, signal timing, etc.) should be created as a “point shapefile” and snapped to the nearest intersection.

C. Area projects: Transportation projects that do not conform to lines or points can be represented with a polygon. These include region-wide projects, or projects that are programmatic in nature. In these cases please submit a polygon of the project extent.

If more than one project is contained within a shapefile, please provide the project name for each object in the attribute table.

All project submittals should use the following coordinate system:

- NAD_1983_HARN_StatePlane_Oregon_North_FIPS_3601
- Projection: Lambert_Conformal_Conic
- False_Easting: 8202099.73753281
- False_Northing: 0.00000000
- Central_Meridian: -120.50000000
- Standard_Parallel_1: 44.33333333
- Standard_Parallel_2: 46.00000000
- Latitude_Of_Origin: 43.66666667
- Linear Unit: Foot
- Geographic Coordinate System: GCS_North_American_1983_HARN
- Datum: D_North_American_1983_HARN
- Prime Meridian: Greenwich
- Angular Unit: Degree

If you have any questions about the shapefile format, please call Matthew Hampton, 503-797-1748, or email matthew.hampton@oregonmetro.gov