DATE

The Honorable [Current MPO Board Chair]  
MPO Name  
MPO Chair

Dear Chair \_\_\_\_\_\_\_\_:

The Project Sponsor requests one new amendment to the Maryland portion of the MPO’s (\_\_\_) FY 20XX-20XX Transportation Improvement Program (TIP) for one project, Project Title.

This project will include ….project description.

The Project Sponsor will provide 20% of project cost while the State of Maryland will administer the remaining 80% from its formula allocation of the Federal Highway Administration’s Highway Bridge Replacement & Rehabilitation program, and the project is estimated to cost $XXXX overall.

|  |  |  |  |
| --- | --- | --- | --- |
| **TIP ID** | **Project** | **Amount of New Funding**  **(In 000s)** | **Comment** |
|  |  | $ | Adds new project and PE/PL/CO/etc… funds. |

MPO Dependent: This new project will not add vehicular capacity to the roadway, and it will not impact the air quality conformity analysis.

Project Sponsor requests that this amendment be approved by the MPO at its upcoming Steering Committee/Council/Board Meeting at its DATE meeting and forwarded to the Maryland Department of Transportation (MDOT) for adoption into the FY 2025-2028 Statewide Transportation Improvement Program (STIP).

We appreciate your cooperation in this matter. If you have any questions or comments, please do not hesitate to contact Staff Contact at (XXX) XXX-XXXX or via email at \_\_\_\_\_\_\_\_. Of course, please feel free to contact me directly.

Sincerely,

Director Name  
TITLE