

## TIP/STIP FAQs

**FAQ: When in the transportation project planning process should I coordinate with someone about a TIP amendment and who should I start with?**

Comment: If you're planning on utilizing federal funds, start by emailing [MDOTRegionalPlanning@mdot.maryland.gov](mailto:MDOTRegionalPlanning@mdot.maryland.gov), and outline the high-level project details, where the project is located, if it is in an MPO, project description, timeframe, etc. MDOT staff will direct you to the staff at the local and MPO level for TIP actions, and if the project is in a rural area, MDOT staff will process that STIP amendment directly.

**FAQ: How are the TIP/STIP different than the CTP? How are they similar?**

Comment: The CTP is MDOT's six-year statewide capital budget document that covers all projects from all MDOT modal administrations with all sources of funding (including federal, state, and private). The TIP is a federal funding programming document of surface transportation projects and programs with committed and available federal funding for the next four years that is updated every 1-4 years. The MDOT STIP includes all of the approved TIPs from each MPOs as well as the projects that have federal funding in rural areas, outside of the MPO boundaries.

**FAQ: Do I need to coordinate a TIP amendment before I apply for a federal grant or only if it is awarded?**

Comment: While some grant applicants might be confident that they will definitely receive an award, it is safest to go through the TIP/STIP process after the grant has been awarded and announced.

**FAQ: If your project is federally funded but not infrastructure based, does the project need to go through the TIP/STIP process?**

Comment: If the project is not a federally funded transportation project, then it does not need to go through the TIP/STIP process, and this would not include utilities, or non-transportation projects.

**FAQ: For grant applications - who are the best contacts at the MPOs for letters of support? Should we ask MPOs to include language about the TIP? If we seek a letter from MDOT for a grant or earmark, will MDOT provide STIP language for a local sponsor?**

Comment: The executive director of the MPO would be the best first point of contact; however, certain MPOs with a larger staff have specific employees that coordinate on grants.

## MPO Staff Contacts

Organization	Name	Email
Baltimore Regional Transportation Board (BRTB)	Todd Lang	tlang@baltometro.org
	Regina Aris	raris@baltometro.org
Calvert- St. Mary's Metropolitan Planning Organization (C-SMMPO)	Karly Maltby	karly.maltby@stmaryscountymd.gov
Hagerstown/Eastern Panhandle Metropolitan Planning Organization (HEPMPO)	Matt Mullenax	mmullenax@hepmo.net
	Michaela McDonough	mmcdonough@washco-md.net
National Capital Region Transportation Planning Board (TPB)	Lyn Erickson	lerickson@mwkog.org
	Andrew Austin	aaustin@mwkog.org
Salisbury/Wicomico Metropolitan Planning Organization (SWMPO)	Keith Hall	khall@wicomicocounty.org
	Gary Pusey	gpusey@wicomicocounty.org
Wilmington Area Planning Council (WILMAPCO)	Tigist Zegeye	tzegeye@wilmapco.org

For letters of support on grant applications, it is recommended that the MPO include text that if the project was not already included in the TIP and STIP, that the MPO will amend the TIP and forward to MDOT for inclusion into the STIP when the project was awarded the grant.

**FAQ: We heard that the TIP amendment process varies by MPO. Once amended by the MPO, how long does it take for MDOT to approve?**

Comment: MDOT staff will take the approvals from the MPO, process, and package it into a STIP amendment to FHWA and FTA and submit it for approval. After that, **federal approval** could take one to two months depending on the workload and any questions or corrections from our federal partners.

**FAQ: If our federal award for Safe Streets for All (SS4A) is only for the development of a safety action plan, not a construction process, do we need to do this process?**

Comment: Yes, if there are federal dollars for a transportation project, whether it is for a plan or study, there is an option for including that study in the MPO's UPWP or Unified Planning Work Program and amending the TIP to include a project as a study. All TIP projects must include federal and local match in both the funding year and list the phase(s) for all funding. The phases are planning, preliminary engineering, right of way, construction, utilities, other, etc. In this example, a safety action plan could be included in the UPWP list of studies and plans and amended into the TIP with the federal and local funding listed in the planning phase.

**FAQ: Can you clarify if all of the projects in the STIP are included in the CTP?**

Comment: All of the MDOT projects in the STIP are in the CTP. However, a local bridge on a local road that is using federal funding which is in the MPO's TIP and subsequently MDOT's STIP would not be in MDOT's CTP, but in a county or municipality's locally adopted budget document.

**FAQ: Can MDOT amend or veto projects in MPOs TIPs while developing the STIP?**

Comment: The only veto process for a project's inclusion in a MPO's TIP is the board's approval of either the TIP amendment or the major TIP updates, noting that MDOT has a seat on each MPO's board. If a local government submits a project that has federal funding with a local match, it would be approved by the MPO board or council and then be included in a MPO's TIP and subsequently MDOT's STIP. MDOT will certainly offer help and provide any insight, if needed.

**FAQ: If a project is in the STIP, does that mean it is fully funded?**

Comment: A project does not have to be fully funded to be in the STIP. A particular phase or phases of a project – such as right of way acquisition, utility relocation, or part of the total construction costs – may be funded. If a project is “Funded for Preliminary Engineering Only”, it must compete again in prioritization to remain funded in a future STIP.