Bismarck-Mandan MPO Transportation Improvement Program (TIP) Development Guide

1.
ACTION: Develop funding estimates in the MPO area for the Urban Roads Program for the subject TIP year.
WHO'S RESPONSIBLE: NDDOT will provide the MPO with funding estimates for the subject TIP year.

SEPTEMBER

2.
ACTION: Submit solicitation letters and appropriate application/scoping forms to MPO area jurisdictions and transit agencies for:
1. Urban Roads Program
2. Urban Regional Program
3. Transportation Alternatives Program (TAP) [Incl. SRTS funds]
4. Highway Safety Improvement Program (HSIP)
5. Transit. Letters will contain submittal dates and application instructions if necessary.

WHO'S RESPONSIBLE: MPO staff

SEPTEMBER

3.
ACTION: Jurisdictions develop list of candidate projects for Urban Roads, Regional, TAP, and HSIP programs and seek official endorsement of proposed projects from City/County Commission. Submit endorsed projects to the MPO.
WHO'S RESPONSIBLE: MPO area Jurisdictions

SEPTEMBER-OCTOBER

4.
ACTION: Review the submitted candidate projects for consistency with the Long Range Transportation Plan (LRTP)
WHO'S RESPONSIBLE: MPO staff

EARLY NOVEMBER

5.
ACTION: Review proposed cost estimates for Urban Roads, TAP, and HSIP candidate projects.
WHO'S RESPONSIBLE: NDDOT and MPO staff

EARLY NOVEMBER

6.
ACTION: Present MPO area TAP projects to TAC and Policy Board for possible acceptance to be forwarded to NDDOT. The TAC and Policy Board reserve the right to prioritize projects at their discretion.
WHO'S RESPONSIBLE: MPO staff

NOVEMBER

7.
ACTION: Establish an Urban Roads & Regional Project Prioritization Team. Members on the prioritization team should include: 1 MPO Staff; 1representative from each of the MPO member jurisdictions; 1 transit representative; 1 freight representative; and 1 bicycle-pedestrian representative. The identified members should be endorsed by the MPO TAC and Policy Board. Once members are identified a meeting should be held to determine protocol for the selection process.
WHO'S RESPONSIBLE: MPO staff

NOVEMBER

8.
ACTION: Urban Roads & Regional Project Prioritization Team scores candidate projects based on established criteria. The NDDOT Bismarck District also submits list of Regional projects developed with the Jurisdictions to the MPO.
WHO'S RESPONSIBLE: NDDOT, MPO staff, and prioritization team

EARLY DECEMBER

9.
ACTION: Present recommended prioritized Urban Roads & Regional Program projects to MPO TAC and Policy Board for possible acceptance to be forwarded to NDDOT. The TAC and Policy Board reserve the right to prioritize projects at their discretion.
WHO'S RESPONSIBLE: MPO staff

DECEMBER

10.
ACTION: Prioritized list of Urban Roads & Regional Program projects forwarded to the NDDOT for review and approval.
WHO'S RESPONSIBLE: NDDOT and MPO staff

DECEMBER

11.
ACTION: Draft TIP developed. The NDDOT will provide the MPO with a list of all transportation projects receiving federal aid, in the MPO area, for the subject TIP years. The MPO transit provider will provide a list of candidate transit projects for the subject TIP years. The Draft TIP will be developed based on the projects provided by the MPO area Jurisdictions, MPO area Transit Provider and the NDDOT.
WHO'S RESPONSIBLE: NDDOT and MPO staff

JANUARY-APRIL

12.
ACTION: Present Draft TIP to MPO TAC and Policy Board. Place advertisement in Bismarck Tribune and Mandan News notifying public of 30 day comment period. Submit cover letter and a copy of the Draft TIP to the MPO Stakeholder list. Refer to MPO Public Participation Plan (PPP) for specific notification requirements.
WHO'S RESPONSIBLE: MPO staff

APRIL

13.
ACTION: Present Draft TIP with associated public comments to MPO TAC and Policy Board for possible adoption. Refer to the PPP if public comment leads to significant changes in the Draft TIP. Forward approved Draft TIP to NDDOT for incorporation into Draft Statewide Transportation Improvement Program (STIP).
WHO'S RESPONSIBLE: MPO staff

MAY

14.
ACTION: Determine consistency between Draft TIP and Draft STIP
WHO'S RESPONSIBLE: NDDOT and MPO staff

MAY-JUNE

15.
ACTION: Revise Draft TIP into Final TIP for possible adoption by MPO TAC and Policy Board.
WHO'S RESPONSIBLE: MPO staff

JULY

16.
ACTION: Forward approved Final TIP to NDDOT for incorporation into Final STIP
WHO'S RESPONSIBLE: NDDOT and MPO staff

JULY

This document is intended to serve as a general guide to the development of the Bismarck-Mandan MPO TIP. Actual processes and associated time frames may very slightly. *Adopted September 2010; Updated October 2014*