



BMCMPO TIP Change Request Form

This form documents a request to change to a project in the current BMCMPO Transportation Improvement Program (TIP) and any future in-progress TIP that is in draft-form.

Project Information

Local Public Agency Responsible for Project:

Project Name:

INDOT DES# or INDOT Office of Transit ID# (if assigned):

Employee in Responsible Charge (ERC) of the Project Name & Email:

Today's Date:

Requested Change to TIP

Changes to the TIP are classified as [either amendments or modifications](#). Administrative modifications are reviewed and approved by MPO staff and do not require Policy Committee approval. Amendments must be approved through local public participation, which includes review and recommendation of approval by the BMCMPO Technical Advisory (TAC) and Citizen Advisory Committee (CAC); and, approval by the BMCMPO Policy Committee (PC). Amendment requests are reviewed and considered by the MPO according to the [calendar showing deadlines for TIP amendment requests](#).

A. What change(s) are needed to the TIP related to the aforementioned project? (Select all that apply)

Change the project scope, original project intent, design concept of this project *(complete section B below)*

Add this project to the TIP

Delete this project from the TIP

Add, delete, or change funding type(s)/source(s) of this project *(complete section C below)*

Change fiscal years for this project *(complete section C below)*

Change the amount of funding for this project *(complete section C below)*

Add, delete, or change a project phase for this project *(complete section C below)*

B. Describe the new scope of the project (detailed project description, vehicular elements, non-vehicular elements, new construction/reconstruction) and how it differs from the current scope.

C. New funding table

Record all anticipated costs for all phases of the project, including all changes desired. All phases must incorporate a four percent (4%) per year inflation factor per BMCMPD policy. All CN phases must include an appropriate amount of funding for construction inspection in addition to project construction costs.

**Note: Fiscal Years start on July 1st of the previous year. For example, FY 2024 begins on July 1, 2023 and ends on June 30, 2024.*

[illegible]