

June 24, 2019 TIP Amendment

Procedures to Amend or Administratively Modify the Transportation Improvement Programs

The following procedures are applicable for processing amendments or modifications to the TIP. In accordance with the provisions of *23 CFR 450.218(b)*, the Statewide Transportation Improvement Plan (STIP) shall be developed in cooperation with the MPO designated for a metropolitan area. Each TIP shall be included, without change, in the STIP, directly or by reference, after approval of the TIP by the MPO and the Governor. A metropolitan TIP in a nonattainment or maintenance area is subject to a FHWA/FTA conformity finding before inclusion in the STIP. In areas outside a metropolitan planning area but within an air quality nonattainment or maintenance area containing any part of a metropolitan area, projects must be included in the regional emissions analysis that supported the conformity determination of the associated metropolitan TIP before they are added to the STIP.

In accordance with **23 CFR 450.218(n)**, projects in any of the first four years of the STIP may be moved to any other of the first four years of the STIP subject to the project selection requirements of **23 CFR 450.222**. Such modifications do not require formal approval, provided expedited project selection procedures have been adopted in accordance with **23 CFR 450.222** and the required interagency consultation or coordination is accomplished and documented.

While every effort has been made to develop this document using the latest information available at the time, it is recognized that there are uncertainties in the development of projects, right-of-way acquisition, relocation of utilities, acquisition of permits, costs, funding availability, etc. Therefore, the Policy Committee has no objection to phases of projects moving within the TIP or STIP as necessitated by the situation, and gives its approval to the MPO staff to make those necessary administrative modifications without action by the Policy Committee. Staff has been directed to keep Policy Committee members informed of upcoming administrative modifications.

An **Administrative Modification** is a minor revision to a long-range statewide or metropolitan transportation plan, TIP, or STIP that includes minor changes to the project, project phase costs, minor changes to funding sources of previously-included projects, and minor changes to project/project phase initiation dates. An administrative modification is a revision that does not require public review and comment, demonstration of fiscal constraint, or conformity determination (in nonattainment and maintenance areas).

Administrative Modification thresholds include:

1. Revisions to a project description without changing the project scope or which do not conflict with the pertinent environmental document;
2. Minor changes to the cost of a project phase (Feasibility, Environmental, R/W, Utility Relocation, Engineering, Construction):
 - Funding changes are limited to **\$1,250,000** for projects phases equal to and less than **\$5,000,000**.
 - **For project phases > \$5,000,000 an administrative modification is limited to budget changes of less than 25% in funding**
3. Minor changes in funding sources of previously included projects phases that do not effect fiscal constraint of the STIP or the ability to complete the project as initially described;
4. Minor changes to the project scope, project phase initiation dates as long as the project stays within the approved TIP time frame and does not affect fiscal constraint or the ability to complete the project as initially described. **23 CFR 450.218(n)**
5. A change in the project implementing agency;
6. A split or a combination of individually listed projects; as long as cost, schedule, and scope remain unchanged;
7. The addition or deletion of projects from grouped project (line item) listings as long as the line item total funding amounts stay within the above guidelines.

Administrative modifications can be processed in accordance with these procedures provided that:

1. It does not affect the air quality conformity determination, including timely implementation of Transportation Control Measures (TCMs), and
2. It does not impact financial constraint of the STIP or the ability to complete the project as described.

Each MPO approved administrative modification needs to be published online separately from TIP amendments. The MPO should summarize this as an information item to the MPO Committee members each month. The MPO Board may delegate approval of administrative modifications to the MPO's Executive Director. If the MPO Board delegates approval of administrative modifications to the Executive Director, the MPO will need to provide copies of the delegation to the LADOTD, FHWA, and FTA. Any administrative modifications will be forwarded to the LADOTD Transportation Planning Section and Public Transportation Section for approval on behalf of the Governor.

If a project affected by an administrative modification is located within the planning boundaries of a MPO, the MPO must first generate and/or accept the administrative modification for its TIP. Once approved by the MPO, then LADOTD, on behalf of the

Governor, can incorporate the administrative modification into Louisiana's STIP. The LADOTD will immediately notify the MPO, FHWA, and FTA of any approved administrative modification(s). The LADOTD can incorporate a STIP administrative modification before it is approved by the MPO as long as the TIP administrative modification process has started and if waiting for the TIP administrative modification documentation will delay the letting.

For projects in a rural area, once approved by the LADOTD, on behalf of the Governor, the administrative modification will be incorporated into Louisiana's STIP. The LADOTD will immediately notify the MPO, FHWA, and FTA of any approved administrative modification(s).