



## Visualize 2050 Planning and Programming Process

# Amendment and Administration Modification Procedures

Part 27 of 27



## **AMENDMENT AND ADMINISTRATIVE MODIFICATION PROCEDURES**

December 2025

### **ABOUT THE TPB**

The National Capital Region Transportation Planning Board (TPB) is the federally designated metropolitan planning organization (MPO) for metropolitan Washington. It is responsible for developing and carrying out a continuing, cooperative, and comprehensive transportation planning process in the metropolitan area. Members of the TPB include representatives of the transportation agencies of the states of Maryland and Virginia and the District of Columbia, local governments, the Washington Metropolitan Area Transit Authority, the Maryland and Virginia General Assemblies, and nonvoting members from the Metropolitan Washington Airports Authority and federal agencies. The TPB is staffed by the Department of Transportation Planning at the Metropolitan Washington Council of Governments (COG).

### **CREDITS**

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# OVERVIEW OF PROCEDURES FOR REVISIONS TO THE METROPOLITAN TRANSPORTATION PLAN AND THE TRANSPORTATION IMPROVEMENT PROGRAM

The National Capital Region Transportation Planning Board (TPB) is responsible for approving the metropolitan transportation plan (MTP) and transportation improvement program (TIP) for the metropolitan Washington region. Once the MTP and the TIP have been determined to meet the financial constraint and air quality conformity requirements and are approved by the TPB, they become the Plan and TIP of record.

Due to the complex nature of proposing, studying, engineering, and constructing transportation projects, details of the various project phases are always in flux. As projects evolve, implementing agencies frequently need to request revisions to the TIP, and sometimes even to the MTP, between their regularly scheduled updates. Revisions could include cost, scope, or schedule changes. This document explains how the TPB ensures that the MTP and TIP remain financially constrained and continue to meet the air quality conformity requirements.

On January 16, 2008, the TPB adopted procedures for processing amendments to its MTP and TIP. All amendments required action by the TPB's Steering Committee and/or the full board and often required public review. In 2012, the passage of the Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21) defined a new option for processing smaller scale revisions to the TIP through administrative modifications. These are minor changes to project or project phase costs, funding sources, and project or project phase initiation dates, and they do not require public review or comment. Exactly what counts as a "minor change" has been defined in a series of Memoranda of Understanding (MOUs) between the U.S. Department of Transportation (USDOT) and the region's three DOTs: the District of Columbia Department of Transportation (DDOT), the Maryland Department of Transportation (MDOT), and the Virginia Department of Transportation (VDOT). This has led to the development of the amendment and administrative modification procedures in this document that are regionally compatible but still tailored to each agency's needs. These procedures are in accordance with the USDOT planning regulations 23 CFR 450. These procedures are based on the most recently amended version by TPB Steering Committee Resolution SR 8-2020 on September 6, 2019.

According to 23 CFR 450.326: TIP Revisions and Relationship to the STIP, the regional TIP projects must be included without change in a federally approved state transportation improvement program (STIP) in order for them to receive federal funding. In the metropolitan Washington region, DDOT, MDOT, and VDOT each provide the project descriptions and funding information for the development of the regional TIP and MTP. Each DOT has adopted procedures for revising its STIP. When it becomes necessary for a DOT to revise project information in the STIP, its procedures must be consistent with the TPB procedures for revising its regional TIP.

Revisions to the MTP will, at a minimum, require action by the TPB Steering Committee and may ultimately require the establishment of an expensive and time-consuming off-cycle conformity analysis. As such, any revisions to the MTP will be considered on an individual basis and require significant advanced notice to TPB staff. In practice, most administrative modifications and amendments are made to the TPB's TIP. Accordingly, this document is primarily focused on updating projects and programs in the TIP.



# TPB'S ROLE AND KEY STAFF

The TPB serves as the Metropolitan Planning Organization (MPO) for the National Capital Region and prepares the regional MTP and the TIP. The TPB's role is to revise these documents ensuring their consistency with regional goals and other local members' plans. Key staff involved with handling amendments and administrative modifications are noted in Table 27.1.

TABLE 27.1: KEY STAFF

TPB Staff	Title	Role
Kanti Srikanth	Executive Director	Staff Director for the Transportation Planning Board (TPB)
Andrew Austin	Transportation Planner	Lead
Lyn Erickson	Chief Program Director	Contributor
Cristina Finch	Principal Transportation Planner	Contributor
Sara Brown	Transportation Planner	Contributor
Marc Moser	Transportation Planner	Contributor

Once the TPB approves the MTP and the TIP, TPB staff will establish a schedule of alternating periods for processing amendments and administrative modifications each month. At the beginning of each period, staff will issue a call for amendments or administrative modifications via email, posted on the Project InfoTrak homepage/dashboard, and any other communication platforms in use at the time. TPB staff will assist staff from member agencies if there are any questions as to which type of action a proposed change would require.

Administrative modifications are reviewed by TPB staff. If the proposed actions are consistent with the criteria listed in the Defining Amendments, Administrative Modifications and Technical Corrections section, and the guidelines provided in the Establishing Financial Constraint section of this document then staff will process and approve the administrative modification request(s) on behalf of the Director.

For amendments, staff review the proposed revisions and prepare a resolution to approve the amendments to be considered by the TPB Steering Committee or the TPB itself, depending on the size and nature of the changes proposed, according to the guidelines provided in the Procedures section of the document. At the meeting where the amendments are slated for approval, TPB staff will be present to provide any notable comments during the discussion of the items prior to their approval. Following approval by the TPB or the Steering Committee, staff will transmit an officially approved version of the resolution and amendment to the relevant agencies.

## Role of TPB Subcommittees

Each month, the TPB Steering Committee approves amendments to the TIP that are exempt from the air quality conformity requirement. The TPB Bylaws endow the Steering Committee with full authority to act on its behalf in the approval of amendments to the MTP and the TIP on non-regionally significant items. The phrase “non-regionally significant items” (and its inverse) is not the same as a project that may be considered “regionally significant” (or not) for the purposes of an air quality conformity analysis. As used in the TPB Bylaws, the term is subjective and multiple factors such as the scope and scale of the project and the additional amount of proposed funding may be considered.

## ROLE OF KEY PLANNING AGENCIES

Key planning agencies include states, local jurisdictions, and transit agencies. The agencies’ role is to provide the TPB the details of their investment strategies for inclusion in the MTP or TIP and update their project or program information in the TPB’s Project InfoTrak database when there is an administrative modification or amendment.

For administrative modifications, the agencies will submit a request via email to the Staff Director for the TPB or their designee. For amendments, the agencies must submit a signed letter to the Chair of the TPB.

## PUBLIC ENGAGEMENT

The TPB Public Participation Plan<sup>1</sup> guides TPB staff on public engagement. The Participation Plan states the TPB will conduct a Public Forum on the TIP with each new adoption of a TIP. TPB staff use this forum as an opportunity to educate community members on federal, regional, state, and local transportation funding. In accordance with the Participation Plan, the TPB holds a public comment period before approval of a newly updated TIP. If any agency requests an amendment to update its entire section of the TIP, this is akin to a new TIP update for that agency; thus, also requiring a 30-day public comment period.

For revisions that require amending the TIP without updating the conformity analysis, TPB staff will prepare a resolution with accompanying materials to describe the proposed revision(s) to be reviewed and approved by the TPB Steering Committee. The resolution(s) and accompanying materials are posted to the Steering Committee’s next upcoming meeting page one week prior to the meeting date. A subscription-based email is sent the same day that the materials have been posted.

The TPB Steering Committee generally meets on the first Friday of the month, unless pre-empted by a holiday. Steering Committee meetings are streamed live and recorded on YouTube, where the public is permitted to watch and listen. Following approval by the Steering Committee, the TPB will receive a report on the action at their next meeting, at which point any member or alternate may ask the board to review or reconsider any action taken by the Steering Committee. If no objection is raised, the action is considered final. The public has the opportunity to comment at all the TPB’s regular meetings.

Administrative modifications are handled by TPB staff and do not undergo public engagement. The administrative modification and amendment actions will be posted to the Public Project InfoTrak website after they have been approved.

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<sup>1</sup> National Capital Region Transportation Planning Board (October 20, 2020). *Public Participation Plan*. <https://www.mwcog.org/documents/2020/10/21/tpb-participation-plan-outreach-public-comment-tpb>

In cases where the MTP is being amended to include new projects that require an update to the air quality conformity analysis, protocol for a standard update of the MTP is followed.

# DEFINING AMENDMENTS, ADMINISTRATIVE MODIFICATIONS, AND TECHNICAL CORRECTIONS

## Amendments

Amendments are any major changes to projects or programs included in the TIP that exceed the parameters for administrative modifications, as defined in the following section.

## Administrative Modifications

Administrative modifications (also called “Modifications” or “Ad-Mods”) are minor changes to a project included in the TIP that do any one or more of the actions listed on the following page.

1. Revise a project or program description without changing the scope or conflicting with the environmental document;
2. Change the source of funds;
3. Change the lead agency for a project or program;
4. Split or combine individually listed projects/programs so long as schedule and scope are unchanged, and as long as the funding amounts stay within the guidelines in number seven (7), below;
5. Change required information for grouped project listings; or,
6. Add or delete component projects from project grouping records, so long as the funding amounts stay within the guidelines in number seven (7), below;
7. Revise the funding amount listed for a program or a project’s phases subject to the applicable definition of the funding limitations adopted by DDOT, MDOT, and VDOT/DRPT for their respective STIPs.
  - a. For projects to be included in the DDOT STIP, the additional funding is limited to 25% of the total project cost.
  - b. For projects to be included in the MDOT STIP, any change to funding amounts is limited based upon a sliding scale that varies by the total cost of the project as follows:
    - If the total project cost is less than \$3 million, a Modification shall be used for an increase or decrease in cost of up to 50% of the total project cost or \$1 million, whichever is less.
    - If the total project cost is greater than \$3 million but less than \$10 million, a Modification shall be used for an increase or decrease in cost up to 30% of the total project cost.
    - If the total project cost is greater than \$10 million, a Modification shall be used for an increase or decrease of cost up to 25% of the total project cost.
  - c. For projects to be included in the VDOT or DRPT’s STIP, the additional funding is limited based upon a sliding scale that varies by the funding source and total cost<sup>2</sup> listed for the project as follows:
    - For transit projects using Federal Transit Administration (FTA) funds:
      - If the Approved STIP total estimated project cost is \$2 million or less, a Modification shall be used for an increase of up to 100% of the total project cost.
      - If the project cost is greater than \$2 million but is \$10 million or less, a Modification shall be used for an increase of up to 50% of the total project cost.

- If the project cost is greater than \$10 million, a Modification shall be used for an increase of up to 25% of the total project cost
- For highway projects using Federal Highway Administration (FHWA) funds:
  - If the approved STIP total estimated project cost is \$2 million or less a Modification shall be used for an increase of up to 100% of the total project cost.
  - If the project cost is greater than \$2 million but is \$10 million or less, a Modification shall be used for an increase of up to 50% of the total project cost.
  - If the project cost is greater than \$10 million but is \$20 million or less, a Modification shall be used for an increase of up to 25% of the total project cost.
  - If the project cost is greater than \$20 million but is \$35 million or less, a Modification shall be used for an increase of up to 15% of the total project cost.
  - If the project cost is greater than \$35 million, a Modification shall be used for an increase of up to 10% of the total project cost

An administrative modification can be processed in accordance with these procedures provided that:

- It does not affect the air quality conformity determination;
- It does not impact financial constraint; and
- It does not require public review and comment.

## Technical Corrections

- Technical corrections are minor changes that do not require federal approval. These corrections include typographical, grammatical, or syntactical errors that address, for example, an error in spelling, grammar, deletion of a redundant word or formatting that was inadvertently published. It does not include changes to funding amounts. Such changes are handled on a case-by-case basis through agreement between the state and federal agencies and coordinated with the MPOs as necessary.

## ESTABLISHING FINANCIAL CONSTRAINT

One of the TPB's primary roles is to verify the financial constraint of the region's MTP and TIP. To do this, the TPB must have accurate estimates for all expenditures planned in the MTP and programmed in the TIP. With hundreds of records of projects and programs in the MTP and TIP and their planned expenditures, the Project InfoTrak database application is the primary tool that the TPB uses to meet this requirement.

As seen in the previous section, one of the most significant factors in determining whether a project or program revision can be processed by administrative modification is the change in total cost. Due to the variety of project and program types included in the MTP and TIP, there is no one-size-fits-all approach to determining the total cost of these records. For the purpose of determining total cost, the records in the Project InfoTrak have been sorted into three categories:

- Discrete Projects,
- Project Groupings
- Ongoing Programs



This section explains how those categories and other factors are used to define the total costs of projects and programs so that financial constraint can be verified when revisions are requested.

## Defining Record Types and Calculating Total Cost

The three types of TIP records are defined in Table 27.2. For the purpose of amending or modifying the TIP, how the total costs for these record types are calculated is described in the following sections.

TABLE 27.2: RECORD TYPE DEFINITIONS

Discrete Projects	Project Groupings	Ongoing Programs
<b>Any capital activity that has:</b> <ul style="list-style-type: none"> <li>• A set scope of work,</li> <li>• At a specific location with determined limits</li> <li>• A finite project cost</li> <li>• Final year of completion</li> <li>• Typically program funds for               <ul style="list-style-type: none"> <li>○ planning &amp; engineering,</li> <li>○ right-of-way acquisition,</li> <li>○ and construction phases.</li> </ul> </li> </ul>	<b>Multiple discrete projects (2 – 300+) that are:</b> <ul style="list-style-type: none"> <li>• Non-regionally significant (NRS) for air quality analysis</li> <li>• Sub-projects are similar in type, scope, or primary funding source.</li> </ul>	<b>Operational or capital activities that are:</b> <ul style="list-style-type: none"> <li>• Non-regionally significant (NRS) for air quality analysis</li> <li>• Anticipated to continue indefinitely</li> <li>• Funded annually at or near the same level, typically adjusted to account for inflation.</li> <li>• Sub-projects may be listed individually on the Component Projects tab.</li> </ul>

### Total Cost for Discrete Projects

Ideally, discrete projects would move from the MTP into the TIP as a whole, all at once. Then any discrete project would be entirely in the MTP or entirely in the TIP.

However, sometimes agencies will advance one segment of a larger discrete MTP project into the TIP to begin programming it for construction. There may also be instances where an agency will begin studying, planning, preliminary engineering (PE) or even acquiring rights-of-way (ROW) for projects that aren't expected to begin construction until much later.

Whether in the MTP or in the TIP, the total project cost for any whole or partial discrete project record should cover the scope of work specifically described in the record's Agency Project Title, Project Type and Description including studies, planning, preliminary engineering, right-of-way acquisition, construction, utilities, and overhead or any other capital expenditures through the expected completion of the project. Break-out records for project segments should include the total projected cost for that segment only, using prior and/or future funding if necessary. Breakout records for any pre-construction phases should capture the projected cost of that entire phase (again using prior and/or future funding if necessary). This will then be considered the "total project cost" for those breakout phases or segments.

The TPB's Project InfoTrak database application automatically calculates the total cost for each TIP record by adding together three amounts:

- The sum of all funding in years prior to the current four years of the TIP (shown at the bottom of TIP tables as “Total Prior Costs” funding, (This should equal all prior actual obligations),
- The sum of all planned obligation funds programmed in the current four years of the TIP, and
- The sum of any reasonably anticipated funding that the implementing agency has scheduled beyond the final year of the TIP to complete a phase or full scope of work (shown at the bottom of TIP tables as “Total Future Cost”)

This calculated “Total Programmed” amount will serve as the “total cost” for that discrete TIP project record. Consistent with practices used in the MTP financial analysis, all funding should be provided in Year-of-Expenditure (YOE) dollars.

## Total Cost for Project Groupings

Project Groupings are made up of multiple discrete projects, all with varying completion dates. Because there is no clear start or end year, it is not possible to define a reasonable finite total cost as is done with Discrete Projects. These groupings are essentially timeless, and so **the “total cost” for grouped project records is defined as the four-year program total of the TIP.** All prior funding will be removed, and no future funding should be entered.

To account for all expenditures in the MTP, ongoing programs should have one TIP record to cover the first four years, and one MTP record that reflects the cost of the program beyond the final year of the current TIP through the horizon year of the MTP.

## Total Cost for Ongoing Programs

Ongoing programs are anticipated to continue indefinitely with annual expenses. This continuous nature makes calculating a finite “total cost” somewhat arbitrary. **For ongoing program records, the four-year program total will serve as the total program cost.** Funds shall be programmed in the four active years of the TIP only. All prior funding will be removed, and no future funding should be entered.

To account for all expenditures in the MTP, ongoing programs should have one TIP record to cover the first four years, and one MTP record that reflects the cost of the program beyond the final year of the current TIP through the horizon year of the MTP.

## Total Cost for the TIP and MTP

Total cost is not calculated the same way for MTP records as it is for TIP records. Since no specific funding sources have been allocated to projects in the MTP, prospective revenues need only be “reasonably expected to be available.” The total cost for MTP records is a simple addition of the expected amounts of federal, state, local, regional, private, or other funding mechanisms listed. Yet, maintaining the total cost for MTP records as they relate to project records that have been advanced into the TIP is critical for maintaining financial constraint of the plan as well as the TIP. This section discusses how MTP records are eventually advanced, in whole or in part into the TIP, and how those related records are tracked.

## Tracking TIP and MTP Records with Over-Archiving Projects

A project segment or phase may be advanced into the TIP as an independent discrete project record, so long as there is no change to how the project is reflected in the most recently approved air quality conformity analysis and the action complies with all other federal requirements. Once phases or segments of a singular discrete MTP project record begin advancing into the TIP, keeping track of these multi-record projects becomes very important for maintaining financial constraint. The TPB’s Project InfoTrak system uses a type of super-record called an “Over-Archiving

Project” or “OAP” record. Project IDs for these records start with “G” to keep track of all records associated with the original MTP project record.

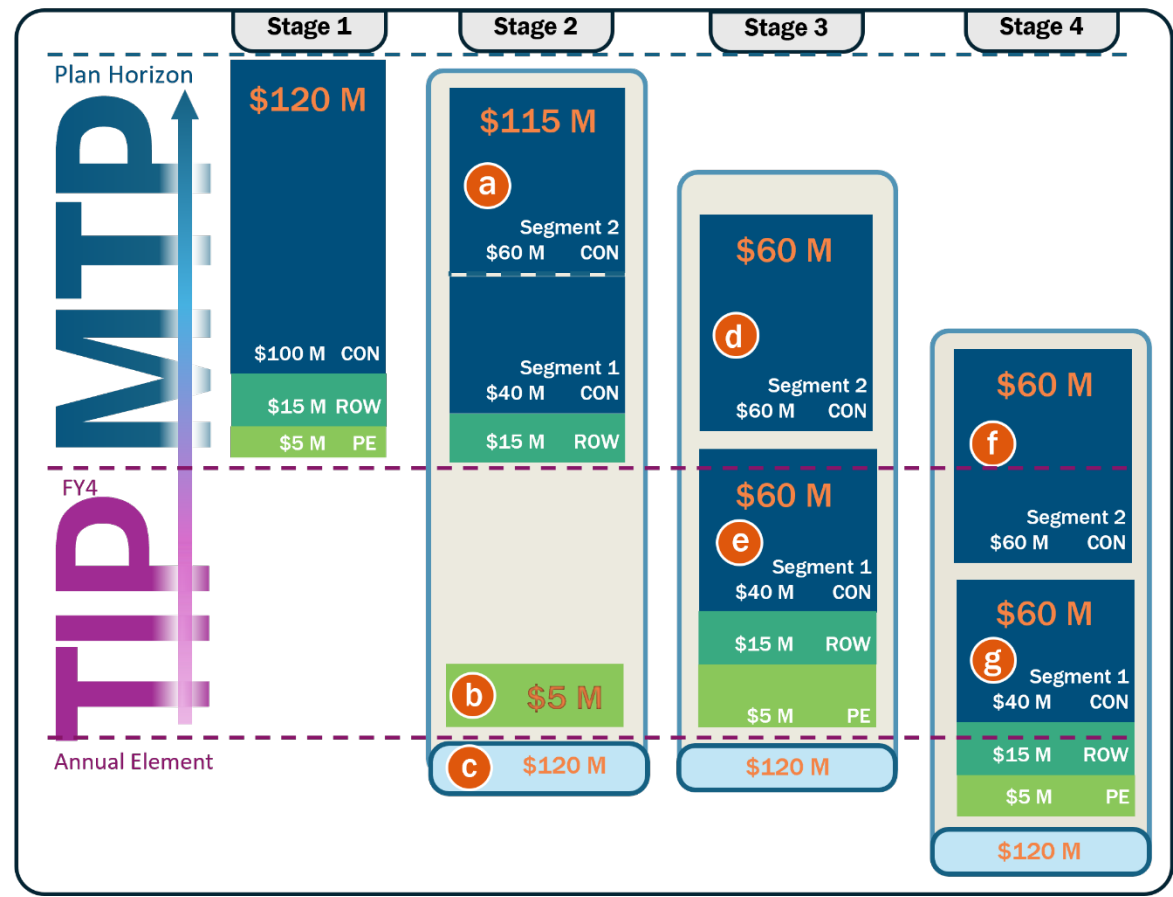
OAP records are useful for Project Grouping and Ongoing Program records as well. MTP records have been established as “companion” records for all Project Grouping and Ongoing Program records to account for the projected expenditures of those records throughout the plan year horizon.

**Case Study: How a Discrete Project Advances from the MTP into the TIP**

Figure 27.1 provides an illustration of the advancement process and record management requirements as a project first enters the MTP, and then how various segments and/or phases might be advanced for funding in the TIP as it progresses through subsequent MTP and TIP updates and amendments. Each of the four stages are explained in greater detail on the following pages.

The description of Stage 3 will explore the two most common scenarios that occur when amendments are made to the TIP and answers the question: when funding is added to a TIP record, where does it come from?

**FIGURE 27.1: PROGRESSION OF AN MTP RECORD INTO A TIP RECORD**



**STAGE 1**

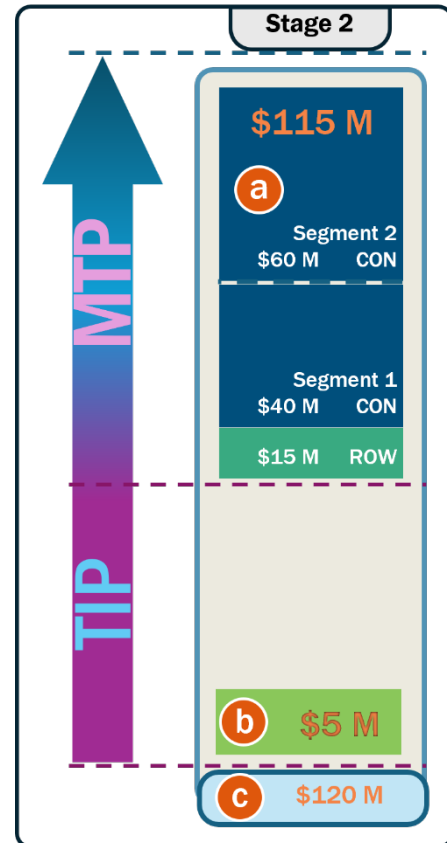
The process begins as a new project enters the MTP. The project is estimated to be complete by 2040, is regionally significant for air quality conformity analysis, and costs approximately \$120 million. A new

CE record is established with this information and with one conformity record with the entire scope complete in 2040. No funding is included in the TIP (FY 2026-2029 for this example).

## STAGE 2

Two years later, the TPB is in the process of updating the TIP to cover fiscal years 2028 through 2031. The adoption of a new TIP requires an update to the air quality conformity analysis, so the TPB issues a call for updates to the projects included in the last analysis. Based on initial studies, the agency has decided to split completion of the project into two segments: one complete in 2033 and the second in 2040. When programming funds for the updated TIP, the agency advances the Planning & Engineering (PE) phase into the TIP with \$5 million. This project must now be accounted for with two records: an MTP record (a) and a TIP record (b).

- a) The original MTP record should now contain two conformity records with Segment 1 complete in 2033 and Segment 2 complete in 2040. The project description should be updated to indicate that it now only covers the right-of-way acquisition (ROW) and construction (CON) phases, and the total project cost should be adjusted to \$115 million to reflect the removal of the PE phase.
- b) The new TIP record should be created using the Duplicate Project tool found in the context menu that opens by clicking on the three vertical ellipsis dots (⋮) to the right of the Submit for Review button (see full instructions for duplicating records in the April 2025 Addendum to the Technical Inputs Solicitation document). The agency, project title, and description should be modified to indicate that this is a PE-only phase record. The project type should be changed to “Study/ Planning/Research” and any conformity records that copied over should be removed. Funding for the entire PE phase should be included on this record, even if that requires using “Future Funding”. The expected completion year should identify when the PE phase is expected to be complete – NOT when Segment 1 is slated for completion.
- c) Lastly, the agency should contact TPB staff to request that an OAP record be created to hold both project records.



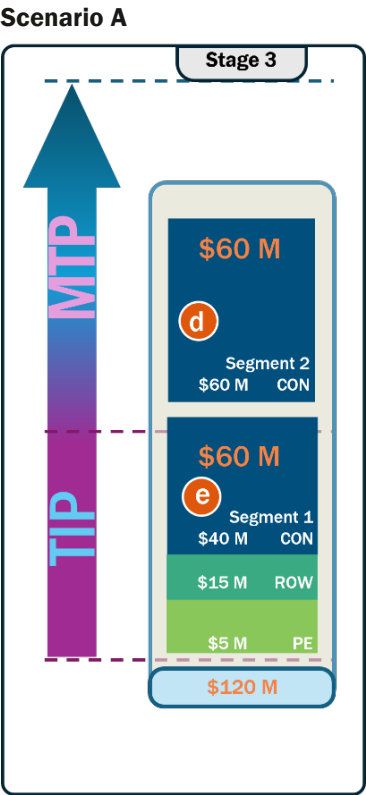
## STAGE 3

Several months later, the agency requests an amendment to the TIP to include funding for ROW and CON for Segment 1. Providing there are no changes to the conformity analysis in terms of scope or schedule, the amendment is permissible. When this happens, there is often a reckoning of previously made estimates for the costs of these phases or segments. This reckoning generally has one of two outcomes: Scenario A) the initial estimates were accurate within acceptable margins and no adjustments are necessary or Scenario B) the costs for one or more of the segments or phases were underestimated and a funding gap has been identified. In these scenarios, it can be useful to think of

the OAP collection as a closed system, in terms of funding. Sometimes funds flow entirely within the system, and other times additional funding needs to be added to the system.

**Scenario A** – In this scenario, no revisions to the cost estimates of the ROW or CON phases of Segment 1b are required. The combined cost of Segments 1 and 2 starts out as \$120 million \$5 million moves into the TIP first, then another \$55 million, until eventually all \$120 million has been programmed in the TIP. Preparation of the amendment should follow steps d and e below.

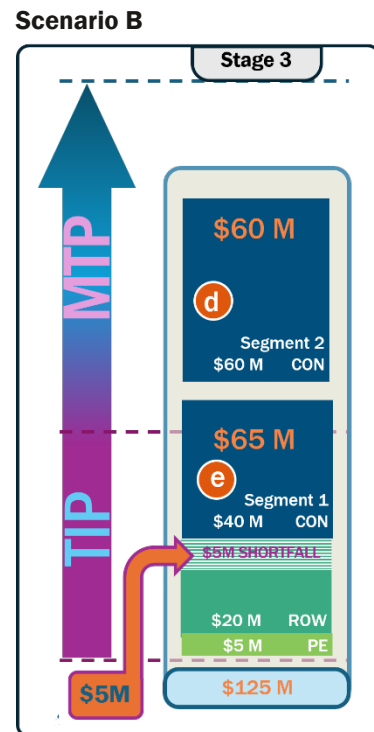
- d) The MTP record should again be adjusted as follows: the title, description, total cost, and map should be updated to reflect only the scope and cost of Segment 2. The conformity record for Segment 1 should be manually transferred from the MTP record to the existing TIP record previously designated as “PE Only” (please ask for TPB staff assistance with this).
- e) The title and description should be edited to remove any reference to “PE Only”. The record should be revised to reflect the full construction of Segment 1. The conformity record for Segment 1 should be included with this record (TPB staff will assist with this task). The expected completion year should be changed to 2033 and the Current Implementation Status field updated accordingly. When programming funds for ROW and CON, it is likely that some funding for CON will extend beyond the four-year span of the TIP. If construction is already being funded for Segment 1 in TIP year four (2031 in this example) or earlier, then the remaining CON funds should be assigned to 2032 or later to be shown as “Future Funding.” Depending on the alignment of the TPB’s TIP and the agency’s STIP, these funds may already be allocated and planned for obligation in those years, thus the TIP and STIP are in agreement.





**Scenario B** – A \$5 million shortfall has been identified in the ROW Acquisition phase and must be resolved before Segment 1 can begin construction. In this scenario, the \$5 million must come from outside of the OAP collection. The funds may come from a “donor” project that has come in under budget, from a project that has been delayed or cancelled, or possibly from a new funding source that wasn’t included in the financial analysis of the MTP and TIP. In this scenario:

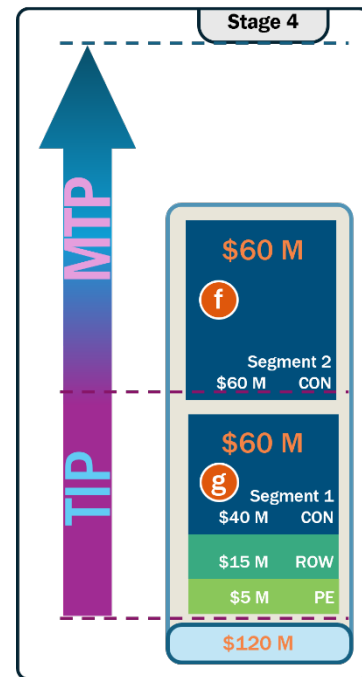
- There is no change to sub-steps d and e described above.
- When submitting the project for an amendment, the agency must declare in writing (via email or letter) what the source of the new external funds are.
  - For funding that is coming from other projects that were included in the conformity and financial analyses, this also means that the donor project records will need to be included in the amendment to show the reduction of funds.
  - Any newly identified funding source will need to provide documentation.



## STAGE 4

In another couple of years, the TPB is once again updating the MTP and TIP. The new TIP will cover fiscal years 2030 through 2033. During development of the TIP, the agency advances Segment 2 of the project into the TIP, including funding for construction. Additional PE and ROW funding would likely be included with this new TIP record, but for simplicity's sake, it is shown only as CON funding. The following actions must be taken:

- f) The new TIP record should be created using the Duplicate Record method described in the addendum to the TPB Instructional Guide for Technical Inputs Solicitation document. The conformity record should be copied from the MTP record to the new TIP record. The Change Reason for the MTP record should be set to "Project Changed", and "Converted to TIP record" should be selected from the additional change details sub-menu. The agency can then save and submit the MTP record, and it will effectively be archived. The agency should not set the Change Reason to "Completed" or "Withdrawn." Since the original MTP record is being archived and CON funding is being programmed in the new TIP, the remaining CON funding required to complete construction of Segment 2 should be included on this record, using "Future Funding" years as necessary.
- g) Since the completion year for this segment as shown in the conformity analysis is now within the four-year span of the TIP, funding for completion of construction of Segment 1 must be fully programmed.



# PROCEDURES FOR SUBMITTING AMENDMENT OR ADMINISTRATIVE MODIFICATION REQUESTS

TPB staff will publish a schedule that announces in advance when submissions for amendments and administrative modifications will be accepted and the associated due dates for data entry and submission of the requests. These dates are subject to change due to unforeseen circumstances, but staff will update the published schedule as far in advance as possible and make every effort to inform the implementing agencies of any such changes. Amendment and administrative modification submissions will not be accepted after the posted due dates, save for extenuating circumstances.

When it becomes necessary for an agency to revise the information for a project in the TIP, the agency will review the type of changes to the project and apply the above definitions to determine if it can be processed by the TPB as an administrative modification or an amendment. The DOT will then submit the project changes to the TPB and request that it take the appropriate action to approve either an administrative modification or an amendment.

## Amendments

At the beginning of each amendment cycle, TPB staff will issue a Call for Amendments. Each agency requesting an MTP or TIP amendment must complete their data entry and submit a signed letter addressed to the Chair of the TPB by the specified deadline. The letter must:

- Identify why the amendment is being requested,
- Specify if any funds are being advanced and deducted from “Future Funding” (which would not change the total project cost), and
- Identify the source of any new funding that would increase the total project cost.

TPB staff will work with agency staff to determine whether that funding was included in the financial analysis of the most recently approved MTP and TIP. The requests will be reviewed by TPB staff and those that meet the definition of an amendment will be presented to the TPB Steering Committee. The Steering Committee will consider and be asked to approve amendments that are non-regionally significant.

Under the TPB Bylaws, the Steering Committee “*shall have the full authority to approve non-regionally significant items, and in such cases, it shall advise the TPB of its action.*” The Steering Committee will consider and place regionally significant amendments on the TPB agenda for consideration and approval after meeting the applicable USDOT planning regulations for Amendments. For agencies requesting an amendment to update its entire section of the TPB’s TIP, a 30-day public comment period is required. In such instances, agencies must provide TPB staff with notice at least 60 days in advance to ensure that the amendment can be given adequate time on the necessary agendas.

All TPB approved requests for MTP and TIP amendments will be forwarded to the requesting agency and recorded in Project InfoTrak. Upon receipt of the approved amendment, the requesting agency will transmit it to FHWA and/or FTA (depending on the funding sources involved) along with the request for federal approval of an amendment to its STIP.

Agencies may transmit their STIP amendment requests using either of two options:

- Directly from within Project InfoTrak

*Requests sent via Project InfoTrak will alert the federal agency personnel responsible for review of that jurisdiction’s STIP that there is a pending amendment request and provide*

them with a link to log into the system, review the request and approve it if deemed acceptable.

- Via email to the appropriate USDOT agency.

*Requests sent via email should include courtesy copies sent to the Director of the Department of Transportation Planning of the Metropolitan Washington Council of Governments and any relevant TPB staff member(s). The DOT is also responsible for ensuring that TPB staff are kept apprised of any federal approvals so that they may be logged in Project InfoTrak.*

After approval by FHWA and FTA, the amendment will be incorporated into the DOT's STIP.

## Administrative Modifications

In accordance with the posted schedule, TPB staff will announce the opening of each period for accepting administrative modification requests. The TPB has delegated approval of MTP and TIP administrative modifications to the Staff Director of the TPB. Requests for MTP and TIP administrative modifications must be submitted via email to the Staff Director or their designee. In the administrative modification request, the submitting agency must explain the following information:

- Why an administrative modification is needed
- The source of any new funds that increase the project cost, and
- Why the action qualifies as an administrative modification, citing the definitions provided above and the agency's procedures and agreements with FHWA and FTA.

TPB staff will work with agency staff to determine if the funds were included in the most recent financial analysis of the MTP and TIP and if the request meets the definition of administrative modification will be approved and posted in the Project InfoTrak system. Approved MTP and TIP administrative modifications will be forwarded to the requested implementing agency for incorporation into its STIP with no federal action required.

## Cumulative Administrative Modification Totals

Since administrative modifications are not reviewed and approved by FHWA or FTA, only initial TIP adoptions or subsequent amendments can provide those agencies with an official change in discrete project, project grouping, or ongoing program total cost. Therefore, when calculating the percentage increase in a total project cost across successive amendment administrative modification requests, the baseline total project cost will always refer to the total project cost most recently approved by adoption of, or amendment to the TIP. Once the threshold between an administrative modification and an amendment is reached, the next action taken must be by amendment, regardless of the size of the administrative modification request. This will prevent a situation where successive administrative modification requests would effectively bypass the intended limit to an increase of a project or program's cost.

## DISPUTE RESOLUTION

If a question arises on the interpretation of the definition of an amendment, the TPB, the requesting DOT, FHWA and FTA (the parties) will consult with each other to resolve the question. If after consultation, the parties disagree on the definition of what constitutes an amendment, the final decision will rest with the FTA for transit projects and FHWA for highway projects.