



## **Farmington MPO TIP Amendment Procedures**

*This document serves to help FMPO Member Entities in submitting an **amendment** or requesting an **administrative modification** to a project in the Transportation Improvement Program (TIP). The goal of this document is to synthesize information, requirements, and procedure from multiple sources and consolidate it in one easy to read form.*

### **Amendments & Administrative Modifications**

TIP Amendments are major revisions which require public review and comments, re-demonstration of fiscal constraint, or a conformity determination, as well as official approval by the FMPO Policy Committee. After approval, these amendments are submitted to the NMDOT Secretary for approval and subsequently submitted for approval by the FHWA and FTA.

TIP Administrative Modifications are minor revisions which can be made by the STIP Coordinator and MPO staff after proper notification and verification that the change(s) falls into this category.

#### **Amendments:**

- Addition or deletion of any project (except as noted in the Administrative Modifications section below).
- Substantial changes to the scope of the project (e.g. changing the number of through traffic lanes, changing the type of project such as from rehabilitation to reconstruction).
- Changes to any project that would affect air quality conformity.
- Moving a project into or out of the first four federal fiscal years of the TIP (fiscally constrained years).
- Changes in a project's total programmed amount greater than 20% or an amount greater than \$2,000,000 and projects with adjustments less than 20% or less than \$2,000,000 that are not scheduled for production before the next quarterly amendment.
- Changes in a project's fund source(s) from non-federal to federal.
- Changes in the termini of a capacity project beyond its limits presented to the public during the public involvement process.
- Secondary routes being added.

#### **Administrative Modifications:**

Administrative Modifications/Adjustments are required for any revisions that do not meet the amendment criteria listed above. All Administrative Modifications/Adjustments need to be approved by the STIP Staff at the NMDOT General Office prior to being processed.

- Changes in a federally funded project amount less than 20% (up to \$2,000,000) only ONE adjustment per project in an active TIP (the adjustment should only be used as part of the federal authorization process to increase the programmed amount if the final estimate exceeds the current programmed amount).
- Minor changes to the scope of a project (e.g. change to a project that does not require any certification).
- Minor changes to the termini (up to a half-mile on each side) of a non-capacity or capacity project which falls within the termini approved on the environmental document and does not extend beyond the limits of what was presented to the public during the public involvement process.

### **Administrative Modifications (Continued):**

- Adding or deleting a project development phase of a project (Env., Doc, PE, Design, ROW, Constr., or Other) without major changes to the scope of the project and the total cost of the project does not change.
- Moving projects within any of the first four years of the TIP due to close-out or a project is taking the place of a project going to production may be advanced in place of another project in the first four years of the TIP and to include the movement of those funds to another federal fiscal year provided they are not being moved into or out of the first four years of the TIP and show fiscal constraint. .
- Minor changes to funding sources of a project in the TIP (including switching federal funding categories).
- Changes in a project's fund source(s) from federal to non-federal with no changes to the project's scope and only if the funds have not been obligated.
- Changing in a project's lead agency when agreed upon by the two agencies affected.
- Changes made to an existing project's amount of non-federal funded projects, as long as the project is not regionally significant.
- Changes made to an existing project's programmed FTA funds, Federal Lands Highway Program funds, Federal Land Access Program, Tribal Transportation, Emergency Relief, and Federal Recreational Trail funds in order to reflect the actual amount awarded by the federal agency and the corresponding required amount of matching funds.
- adding a project to the TIP which utilizes ONLY the following type of funds and no other Federal FHWA funds are programmed on the project and if the project is programmed in the current year of the TIP, otherwise it must follow the amendment procedures: FTA funds, Federal Lands Highway Program funds (FLAP or FL), Tribal Transportation (TTP), Emergency Relief (ER), Federal Recreational Trail funds (RTP), TIGER Grant funds (TGER), or 100% state and/or local funds, provided the total project amount is \$2,000,000 or less, and the project is consistent with the MTP having minor impact on the overall metropolitan transportation system and it will not add or reduce through-travel lanes on any roadway functionally classified as an urban collector or rural major collector or higher.
- Adding, combining, removing, or revising an existing project to the TIP which is split from a "parent project" provided the cumulative, total amount of federal funding in each funding category in the parent and split projects remains intact and the overall scope of work intended to be accomplished does not change or affect NEPA.

### **Steps for Requesting an Amendment or Modification/Adjustment**

First, it is important to distinguish if an Amendment or Modification is required. FMPO Staff can assist in making that determination. Once the determination has been made, the attached 'TIP Change Request Form" will need to be filled out and submitted via email to the FMPO Planner.



**FFY 2018 – 2023 Transportation Improvement Program Change Request Form**

<b>Date:</b>	
<b>Entity:</b>	
<b>Contact Name &amp; Email:</b>	
<b>Amendment #: (FFY/Quarter)</b>	
<b>Control #:</b>	

<b>Amendment Type (Administrative/Formal)</b>	<b>Explanation</b>

<b>Item Being Changed (Funding Type, Scope, Work Type, etc.)</b>	<b>Federal Fiscal Year (If Applicable)</b>	<b>Current Budgeted (If Applicable)</b>	<b>Current Local/State Match (If Applicable)</b>	<b>Revised Amount (If Applicable)</b>	<b>Revised Local/State Match (If Applicable)</b>	<b>Brief Description of Change</b>

<b>Review Committee</b>	<b>Date Approved</b>
Technical Committee	
Policy Committee	