

Administrative Modifications & Amendments FAQs FY 2018-2023 Transportation Improvement Program (TIP)

What is the schedule for Administrative Modifications and Amendments to the TIP in calendar year 2019?

- Administrative Modifications are processed quarterly basis:

Modification Period	Due Date*	Process Date*	Status
1 st Quarter 2019	February 14	March 8	
2 nd Quarter 2019	May 9	May 31	
3 rd Quarter 2019	August 15	September 6	
4 th Quarter 2019	November 14	December 5	

- Amendments are processed on an as needed basis:

Amendment Number	ARC Board Adoption*	GRTA Board Approval*
7	May 22, 2019	May 5, 2019

**Dates are subject to change*

What changes to projects are allowed by Administrative Modification?

- Any request processed as an administrative change must be non-controversial in nature. If significant public comment on the proposed change is anticipated, ARC reserves the right to elevate an administrative change request to the level of an amendment.
- Administrative Modifications may include:
 - Add new exempt projects using funds from existing programmed lump sum
 - Delete existing exempt project (any funding source)
 - Change ARC project number or GDOT PI number
 - Change title or detailed description of an existing exempt project
 - Change limits / length of an existing exempt project
 - Change sponsor (email must be submitted by current sponsor of record with proposed sponsor copied or offering concurrence)
 - Change local funding commitment
 - Reprogram one or more phases into a different fiscal year (no conformity impacts)
 - Minor descriptive change to a non-exempt project (no conformity impacts)
 - Minor change in federal funding commitment on an existing project (refer to GDOT STIP update procedures for thresholds)
 - Change in federal or state funding source (subject to ARC staff review)
 - Shifts in federal funds between new or existing projects (subject to ARC staff review)
 - Typographical or other minor documentation errors

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What changes to projects are allowed by Amendment?

- Amendments may include:
 - Any request classifiable as an administrative modification, but likely to be controversial
 - New federally funded exempt project with the exception of projects funded from existing programmed lump sum
 - Addition of a new non-exempt project
 - Deletion of an existing non-exempt project
 - Change in project limits to an existing non-exempt project
 - Delay of a non-exempt project from one network year to another
 - Advancement or acceleration of a non-exempt project from one network year to another
 - Major change in federal funding commitment on an existing project (the threshold for a major change is not precisely defined, but it should be interpreted to mean a change large enough to trigger a new fiscal constraint determination from USDOT)

How do I request an Administrative Modification or Amendment?

- Requests must be submitted by a representative of the official project sponsor via the PlanIt website (<http://planitpublic.atlantaregional.com>). You must clearly document which field is being changed, the current value of that field, and justification for the change being submitted.

What happens after an Administrative Modification or Amendment is processed?

- The list of changes and updated project lists are posted on the ARC website (<http://www.atlantaregional.com/tip>).
- The ARC Transportation Interactive Mapping website (<http://rtp.atlantaregional.com>) is updated with the latest project information.

How do I go about requesting additional federal funding from what is already programmed in the TIP?

- Please submit your request via the PlanIt site. It is critical that a full explanation is provided when requesting additional federal funds. Additional supportive documentation will be requested by ARC upon receipt of the submittal.

Please direct questions to Patrick Bradshaw at pbradshaw@atlantaregional.org or 470-378-1564.