

## Administrative Modifications & Amendments FAQs FY 2020-2025 Transportation Improvement Program (TIP)

**What is the schedule for Administrative Modifications and Amendments to the TIP in calendar year 2020?**

- Administrative Modifications are processed quarterly basis:

Modification Period	Due Date*	Process Date*	Status
RTP Adoption	N/A	March 2020	
2 <sup>nd</sup> Quarter 2020	March 27	April 23	
3 <sup>rd</sup> Quarter 2020	August 7	August 27	
4 <sup>th</sup> Quarter 2020	November 20	December 17	

- Amendments are processed on an as needed basis:

Amendment Number	ARC Board Adoption*	GRTA Board Approval*
1	August 8, 2020	July 8, 2020 (conditional)

*\*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 commentary 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

## **Administrative Modifications & Amendments FAQs FY 2020-2025 Transportation Improvement Program (TIP)**

### **What changes to projects are allowed by Amendment?**

- Amendments may include:
  - Any request classifiable as an administrative modification, but likely to be controversial
  - Adding a new federally funded exempt project except for those funded from existing programmed lump sum
  - Adding of a new non-exempt project
  - Deleting of an existing non-exempt project
  - Incorporating major changes in project limits to an existing non-exempt project
  - Delaying a non-exempt project from one network year to another
  - Advancing a non-exempt project from one network year to another
  - Incorporating major changes in federal funding commitment on an existing project

### **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>). Requests 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](mailto:pbradshaw@atlantaregional.org) or 470-378-1564.