



U.S. Department  
of Transportation

**Federal Highway  
Administration**

Louisiana Division

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**In Reply Refer To:**  
Procedures to Amend or  
Administratively Modify the  
Louisiana Statewide (STIP)  
and Transportation  
Improvement Programs (TIP)

Eric Kalivoda, Ph.D.  
Assistant Secretary  
Louisiana Department of Transportation  
and Development  
Baton Rouge, LA

Attention: Mr. Mike Schiro

Dear Dr. Kalivoda:

Enclosed is one copy of the new Procedures to Amend or Administratively Modify the Louisiana Statewide (STIP) and Transportation Improvement Programs (TIP). Please ensure that each MPO understands the new procedures. They are effective immediately.

If you have any questions, please do not hesitate to contact me.

Sincerely yours,

Mary Stringfellow  
Program Delivery Team Leader

Enclosure

cc: MPO Directors



## **Procedures to Amend or Administratively Modify the Louisiana Statewide (STIP) and Transportation Improvement Programs (TIPs)**

The following procedures are applicable for processing amendments or modifications to the Statewide (STIP) or Metropolitan Transportation Improvement Programs (TIPs). In accordance with the provisions of [23 CFR 450.216\(b\)](#), the STIP shall be developed in cooperation with the MPO designated for a metropolitan area. Each metropolitan transportation improvement program (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 450.216 \(n\)](#), 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 450.220](#). Such modifications do not require formal approval, provided expedited project selection procedures have been adopted in accordance with [23 CFR 450.330](#) and the required interagency consultation or coordination is accomplished and documented.

An **Administrative Modification** is a minor revision to a long-range statewide or metropolitan transportation plan, Transportation Improvement Program (TIP), or Statewide Transportation Improvement Program (STIP) that includes minor changes to 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, redemonstration of fiscal constraint, or a 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 project /project phase cost applying to R/W, UTIL, ENG, CONST:
  - Funding changes are limited to \$600,000 for projects for  $\leq$  \$3,000,000.
  - For projects  $\geq$  \$3,000,000, an administrative modification is limited to budget changes of less than 20% in funding
3. Minor changes to funding sources of previously included projects that does not effect fiscal constraint of the STIP or the ability to complete the project as initially described

4. Minor changes to project/project phase initiation dates as long as the project stays within the approved S/TIP timeframe and does not effect fiscal constraint of the STIP or the ability to complete the project as initially described. [23 CFR 450.330\(a\)](#)
5. A change in the project implementing agency;
6. A split or 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 guidelines in number two above.

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 LADOTD, FHWA, and FTA. Any administrative modifications will be forwarded to 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. LADOTD will immediately notify the MPO, FHWA, and FTA of any approved administrative modification(s).

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

An **Amendment** is a revision to a long-range statewide or metropolitan transportation plan, TIP, or STIP that involves a major change to a project included in a metropolitan transportation plan, TIP, or STIP, including the addition or deletion of a project or a major change in project cost, project/project phase initiation dates, or a major change in design concept or design scope (e.g., changing project termini or the number of through traffic lanes). Changes to projects that are included only for illustrative purposes do not require an amendment. An amendment is a revision that requires public review and

comment, redemonstration of fiscal constraint, and/or a conformity determination (for metropolitan transportation plans and TIPs involving “non-exempt” projects in nonattainment and maintenance areas). In the context of a long-range statewide transportation plan, an amendment is a revision approved by the State in accordance with its public involvement process.

If a project affected by an amendment is located within the planning boundaries of a MPO, it must first be amended in the TIP before it can be amended in the STIP. Once approved by LADOTD, on behalf of the Governor, the amendment will be incorporated into Louisiana’s STIP. LADOTD will immediately notify the MPO, FHWA, and FTA of any approved amendment(s).

**Amendments:** are all other changes to STIP/TIPs that are outside of the administrative modification listed above.

#### **TIMELINE FOR AMENDMENT APPROVAL**

When an Amendment is sent to FHWA, it will take a maximum of two weeks to be processed.

#### **DISPUTE RESOLUTION**

If a question arises on the interpretation of the definition of an administrative modification or an amendment, LADOTD, the appropriate MPO, 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 administrative modification or an amendment, the final decision rests with the FTA for transit projects and FHWA for highway projects.

## Quick Reference Chart for Amendments vs. Modifications

<b>Administrative Modification</b>	<b>Amendment</b>
Revision of a project description that does not significantly change the project design concept and/or scope	Major changes to a project <ul style="list-style-type: none"> <li>• including the addition or deletion of a project</li> </ul>
Minor changes to project /project phase cost applies to R/W, UTIL, ENG, CONST <ul style="list-style-type: none"> <li>• Funding changes are limited to \$600,000 for projects for ≤ \$3,000,000.</li> <li>• For projects ≥ \$3,000,000 an administrative modification is classified as a change of less than 20% in funding</li> </ul>	Major changes in project cost, project/project phase initiation dates, or a major change in design concept or design scope <ul style="list-style-type: none"> <li>• Funding changes that are greater than \$600,000 for projects ≤ \$3 million</li> <li>• Change of 20% or more in funding</li> </ul>
Minor changes to funding sources of previously included projects that does not effect fiscal constraint	Major changes to funding sources, such as adding a new federal funding source for a project not previously funding with federal funding.
Minor changes to project/project phase initiation dates as long as the project stays within the approved S/TIP timeframe and does not effect fiscal constraint. <a href="#">23 CFR 450.330(a)</a>	
A change in the project implementing agency;	
A split or combination of individually listed projects; as long as cost, schedule, and scope remain unchanged;	
The addition or deletion of projects from grouped project (line item) listings as long as the total funding amounts stay within the guidelines in number two above.	