



Transportation Improvement Program (TIP) Administrative Modification & Amendment Guidelines

Federal law requires that all projects in each TIP be given a ranking, which determines the order in which they may be obligated. The Transportation Council uses the programmed year of each project element as the rank. For example, all elements programmed in the first year of the TIP are given top priority, and the projects in the second year are given second priority, etc. This, and the need for updates to project costs and scopes, as well as the addition and deletions of projects and project elements, necessitates that procedures be in place to make changes to TIP projects in between TIP Updates.

In addition to the table on the following page, the following notes apply to all Administrative Modification and Amendment Changes:

- A. All cost thresholds are listed in matched dollar amounts.
- B. Any action explicitly taken by the Planning Committee cannot be overridden by anything less than a Planning Committee action.
- C. If the same action can fit more than one description in the table, the one requiring the highest action is used, unless otherwise noted.
 - a. For example, a project consisting of \$1.200M in matched federal-aid could have the fund source switched to local. This is an administrative modification based on guideline (4)(c) - change from federal to non-federal fund source. However, since all federal funds are being removed it is also a deletion of a project over \$1.000M from the federal-aid program (1)(d), which requires Policy Board action. Therefore, the change requires Policy Board action as the deletion of a project from the federal-aid program (1)(d).
- D. An amendment normally requiring Planning Committee approval, linked to another amendment requiring Policy Board approval, also requires Policy Board approval.
- E. If an amendment would add new federal funds from discretionary programs to a new or existing project, and if the project application included an endorsement letter from the Transportation Council Executive Director, then the awarded funds may be added to the TIP with only Planning Committee approval. Existing TIP projects and projects identified in the Metropolitan Transportation Plan are endorsed by the Transportation Council and would only need Planning Committee approval to add new federal funds from discretionary programs. Amendments expedited in this way are still subject to Public Participation Plan review requirements.
- F. The addition of non-federal funds can be added through Administrative Modification.

Type of Change	Action Required		
	Administrative Modification	Amendment	
	Sponsor/NYS DOT/Staff	Minor Amendment: Planning Committee	Major Amendment: Policy Board
1. Project Addition or Deletion			
a. Addition of projects from regional placeholder set-asides, regardless of project cost		Approve	
b. Addition or deletion of a project less than or equal to \$1.000M		Approve	
c. Addition or deletion of a project over \$1.000M		Recommend	Approve
d. Other		Recommend	Approve
2. Cost Changes			
a. Cost change less than or equal to \$0.500M ¹	Approve		
b. Cost change over \$0.500M and less than \$3.000M		Approve	
c. Cost change of \$3.000M and over		Recommend	Approve
d. Other		Recommend	Approve
3. Scope Changes			
a. Minor Scope Change ²	Approve		
b. Major Scope Change ³		Approve	
c. Scope change necessitating changing the air quality conformity status from exempt to non-exempt.		Recommend	Approve
d. Addition or deletion of a project element less than or equal to \$0.500M ⁴	Approve		
e. Addition or deletion of a project element greater than \$0.500M		Approve	
f. Combining two or more existing preservation projects	Approve		
g. Combining a non-preservation project with any other(s)		Approve	
h. Other		Recommend	Approve
4. Fund Source Changes			
a. Change from any federal fund source to NHPP	Approve		
b. Change from one Surface Transportation Block Grant Program fund source to another	Approve		
c. Change from federal to non-federal fund source	Approve		
d. Change between Federal Transit Administration (FTA) fund sources	Approve		
e. Change between any other Federal Highway Administration (FHWA) fund sources		Approve	
f. Change from any MPO fund source to statewide federal fund source		Approve	
g. Change from non-federal to federal fund source		Recommend	Approve
h. Any other federal fund source change		Recommend	Approve
5. Schedule Change			
a. All affected project elements are contained in the first four (4) years of the TIP before and after the change ⁵	Approve		
b. Any other schedule change		Approve	

¹ Cumulative up to \$0.500M per project.

² Clarification of project limits, small revisions to project features included in the original application, and scope changes that will be funded with 100% non-federal funding.

³ Changes to project type, project limits, and additions of new project features not included in the original project application.

⁴ A project element is a phase of a project such as right-of-way acquisition, in one FFY funded by one fund source.

⁵ This includes funds programmed in the "Committed" column of the TIP that are not obligated by September 30 of the Committed fiscal year. Advancing construction funding to the current FFY without Planning Committee action requires all design phases to be complete.