UPDATE TO THE MTP AND TIP AMENDMENT AND ADMINISTRATIVE MODIFICATION PROCEDURES

Sara Stockdale
Transportation Planner

TPB Technical Committee
September 4, 2026

Agenda Item #5

National Capital Region
Transportation Planning Board

Agenda

- What are the MTP/TIP Amendment and Administrative Modification Procedures?
- MTP/TIP Amendment & Ad Mod Procedures vs. PIT User Guide
- Public Engagement
- Amendments
- Administrative Modifications
- Defining Record Types and Total Cost
- Procedures for submitting Amendments
- Procedures for submitting Administrative Modifications
- Next Steps

What are the MTP/TIP Amendment and Administrative Modification Procedures?

- On January 16, 2008, the TPB adopted procedures for processing amendments to its MTP and TIP (23 CFR § 450.328(a)).
- Its purpose is to document:

    1. The definitions of both amendments and administrative modifications

    2. Each state DOT's financial thresholds for distinguishing between amendments and administrative modifications

    3. The official procedures for each state DOT and agency to follow when requesting an amendment or an administrative modification.

Amendment & Ad Mod Procedures vs. PIT User Guide

- MTP/TIP Amendment and Administrative Modification Procedures
  - Codified document approved by the Steering Committee
  - Discusses how to classify project change requests, and the accompanying procedures including public engagement and TPB review processes
  - Does not get updated frequently
- PIT User Guide
  - Technical guide for inputting project information into Project InfoTrak
  - Discusses the features of the Project InfoTrak where the project records reside
  - Will be updated frequently

Public Engagement

- The TPB's Public Participation Plan guides the TPB staff on the public engagement for the MTP and TIP.
- TIP Administrative Modifications do not undergo separate public engagement.
- TIP Amendments are presented at the Steering Committee; the public can comment by reviewing the materials posted on the Steering Committee page and submitting comments through the typical monthly comment opportunity and to be shared at the next TPB meeting where Steering Committee actions are shared in the Director's Report and finalized.
- MTP amendments to include a new project may require an update to the air quality conformity analysis; the TPB will review the proposal, air quality results, and any public comments received and then vote on the amendment. At minimum, the public will have the opportunity to comment during a formal comment period prior to the TPB's vote on the amendment and at the beginning of any TPB meeting where the project is being discussed.

MTP and TIP Amendments (23 CFR § 450.104)

- MTP amendments entail major changes that could impact financial constraint, air quality conformity, or other content determined to be significant by TPB staff for review by the TPB.
- Amendments to the TIP are any major changes to projects or programs (TIP records) included in the TIP that exceed the parameters for administrative modifications. Major changes to records can include:
  - Addition or deletion of a record or a discrete project phase;
  - Major change in the record cost that exceeds the thresholds listed in the administrative modifications below;
  - Major change in design concept or design scope as listed in the project description and project type (e.g. changing project termini or the number of through traffic lanes or changing the number of stations in the case of fixed guideway transit projects);
  - Merits air quality conformity analysis – including if an existing project changes in scope so that the project qualifies for conformity analysis and becomes non-exempt per Transportation Conformity Rule, (40 CFR §§ 93.126 and 93.127) or changes project completion date so that it changes the conformity year

TIP Administrative Modifications (23 CFR § 450.104)

1. Revise a project or program (TIP record) description without impacting conformity or conflicting with the environmental document;
2. Change the source of funds;
3. Change the program year of funds within the TIP years;
4. Moving funding for the years outside of the TIP where the total cost does not change;
5. Change the lead agency for a project or program;
6. Split or combine individually listed projects/programs so long as schedule and scope are unchanged, and as long as the funding amounts stay within the guidelines in number eight (8), below;
7. Add or delete component projects from project grouping records or associated component project information, so long as the total project grouping funding amount stays within the guidelines in number eight (8), below; or

TIP Administrative Modifications (cont)

8. Revise the total cost listed for a TIP record subject to the applicable definition of the funding limitations adopted by DDOT, MDOT, and VDOT/DRPT for their respective STIPs.

- For projects to be included in the DDOT STIP, the additional funding is limited to 25% of the total cost.
- For projects to be included in the MDOT STIP, any change to funding amounts is limited based upon a sliding scale that varies by the total cost as follows:
    - If the total cost is less than $5 million, a Modification shall be used for an increase or decrease in cost of up to 50% of the total cost
    - If the total cost is greater than $5 million but less than $20 million, a Modification shall be used for an increase or decrease in cost up to 30% of the total cost.
    - If the total cost is greater than $20 million, a Modification shall be used for an increase or decrease of cost up to 25% of the total project cost.

TIP Administrative Modifications (cont)

- For projects to be included in the VDOT or DRPT's STIP, the additional funding is limited based upon a sliding scale that varies by funding source and total cost as follows:
  - For transit projects using Federal Transit Administration (FTA) funds:
    - If the Approved STIP total estimated project cost is $2 million or less, a Modification shall be used for an increase of up to 100% of the total cost.
    - If the project cost is greater than $2 million but is $10 million or less, a Modification shall be used for an increase of up to 50% of the total cost.
    - If the project cost is greater than $10 million, a Modification shall be used for an increase of up to 25% of the total project cost

TIP Administrative Modifications (cont)

- For highway projects using Federal Highway Administration (FHWA) funds:
  - If the approved STIP total estimated project cost is $2 million or less a Modification shall be used for an increase of up to 100% of the total cost.
  - If the project cost is greater than $2 million but is $10 million or less, a Modification shall be used for an increase of up to 50% of the total cost.
  - If the project cost is greater than $10 million but is $20 million or less, a Modification shall be used for an increase of up to 25% of the total cost.
  - If the project cost is greater than $20 million but is $35 million or less, a Modification shall be used for an increase of up to 15% of the total cost.
  - If the project cost is greater than $35 million, a Modification shall be used for an increase of up to 10% of the total cost.

Defining Record Type and Total Cost

Discrete Records

- TIP records that have finite total costs and projected completion dates. Funding for these phases will often span fiscal years prior to and beyond the active four-year span of the current TIP of record. Discrete projects and programs account for most records in the TIP.

Project Groupings

- TIP grouping records program funds for a collection of smaller-scale, non-regionally significant, discrete projects. They can also be used to fund smaller-scale operational programs that don't continue indefinitely. These projects or programs grouped together are identified as "Component Projects" in Project InfoTrak.

Ongoing Programs

- Ongoing Programs are typically anticipated to continue indefinitely and do not have an estimated completion date. As such, only funding during the TIP fiscal years is typically shown in Project InfoTrak. These programs are often funded at or near the same level from year to year, typically adjusted to account for inflation.

Procedures for Submitting MTP/TIP Amendments

- Submit a signed letter addressed to the Chair of the TPB (TPB R13-2008)
- The request letter will:
  1. Identify why the amendment is being requested,
  2. Note if successive administrative modifications are triggering the amendment,
  3. Identify funds moving from the MTP (CE record) into the TIP program years,
  4. Identify if the project/program is a new and not previously included in the MTP,
  5. Specify funds that are being advanced or deducted by phase in the TIP program years, and
  6. Identify all sources of funding that would increase or decrease the total cost.

Procedures for Submitting TIP Administrative Modifications

- Submit an email to the TPB Staff Director (TPB R13-2008)
- The email must explain the following:
    1. Why an administrative modification is needed,
    2. The source of any new funds that increase the project cost below the acceptable TIP thresholds as noted previously, and
    3. Why the action qualifies as an administrative modification, citing the definitions provided above and the agency's procedures and agreements with FHWA and FTA.

Next Steps

- Wednesday, September 16 – Deadline for Technical Committee members comments
- Friday, September 25 – Post the Amendment and Administrative Modifications procedures to the Steering Committee page
- Friday, October 2 – Present the procedures to the Steering Committee for adoption

Sara Stockdale

Transportation Planner

(202) 962-3290

sbrown@mwcog.org

mwcog.org/tpb

Metropolitan Washington Council of Governments

777 North Capitol Street NE, Suite 300

Washington, DC 20002

National Capital Region
Transportation Planning Board