

## Appendix Q

### MDOT Amendments and Administrative Modification Guidelines for Revising Projects on the STIP (Non-MPO)

The following guidelines apply to any project, trunkline or local, that is listed in the STIP / non-MPO areas (in MPO areas, the procedure adopted by the MPO will be followed).

#### **Amendments:**

- Project(s) or project phase(s) additions that are not eligible for a GPA.
- Project(s) or project phase(s) deletions from the federally approved STIP project list.
- Total project phase cost change greater than or equal to +/- 25% of the amount shown on the federally approved STIP project list.
- Project funding changes from a state source to a federal source.
- Project funding changes from a federal source to a state source.
- Scope changes to existing projects, including the following:
  - Project Name / Route / Location change;
  - Significant change to limits along route (changes of ½ mile or more); or
  - Significant change to type of work or project description (for example, if the Primary Work Type field changes or significant changes are otherwise indicated in the description of the project, then it is significant).
- Requests to shift a project that is listed in the current STIP from one FY to another, and this shift would adversely affect financial constraint.

#### **Administrative Modifications –**

- Total project phase cost changes less than or equal to +/- 25% of the amount shown on the federally approved STIP project list.
- Funding source changes other than changing a state source to a federal-aid source, such as:
  - Project changes from one type of federal-aid funds to another type of federal-aid funds.
- Scope changes:
  - Minor changes to the limits along the same route (changes of ½ mile or less).
  - Minor changes to the type of work (for example, if the Primary Work Type field would remain the same, then it is an administrative modification).
- Requests to shift a project that is listed in the current STIP from one FY to another, provided fiscal constraint is maintained by year.
- Technical corrections. (Technical corrections are used to correct various typos, misspellings, and various other data entry errors. These types of technical corrections will be processed as administrative modifications).
- Changes to the AC status (change between AC and regular Federal aid) would be an administrative modification.

Administrative modifications are minor in nature and can be approved quickly when necessary and as needed. Administrative modifications do not require a public involvement period, new air quality analysis, or a new financial constraint demonstration. Administrative modifications would be made in the E-file by Statewide Planning Section staff. The administrative modifications will be sent to FHWA with the next STIP amendment.