

# Technical Memorandum 19-01

## Office of Policy Planning



**FROM:** Office of Policy Planning

**DATE:** April 12, 2019

**SUBJECT:** STIP Amendment vs. Administrative Modification

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The purpose of this Technical Memorandum is to explain how and why the addition of some FDOT phases of work require a formal STIP Amendments and others can be added by Administrative Modifications. Not all changes to the TIP/STIP require state review and federal approval of the changes.

### STIP Amendment

Changes requiring formal state review and federal approval are referred to as “TIP/STIP amendments”, and are based upon criteria established under federal law.

TIP/STIP will require formal amendments based on the following criteria:

- The change adds new individual projects to the current TIP/STIP (and/or a new federal project number);
- The change effects air quality conformity;
- The change adversely impacts financial constraint, increasing the cost estimate by \$2 million and 20%;
- The change results in major scope changes including any material changes to project limits, such as changing by more than 20 percent and 1/2 mile as determined by the Milepoint limit; and/or
- The change removes or deletes an individually listed project for the TIP/STIP.

### Administrative Modification

Administrative modifications are project changes which do not meet the criteria for a formal TIP/STIP amendment. These minor revisions to the TIP or STIP may include: minor changes to project/project phase costs; minor changes to funding sources of previously included projects; minor changes to project description (typos) and minor changes to project/project phase initiation dates.

Examples for each action are described on page 2 of this Technical Memorandum.

## Examples

1. An environmental phase of work that is not listed in the current TIP/STIP, as approved by FHWA is added to the Work Program. The environmental phase will be processed on a separate federal project number. This action requires a **formal TIP/STIP Amendment** to add the new project/phase to the current TIP/STIP. (This is often done so environmental mitigation work that is conducted late on a project will not affect the timing of the close out of another phase of work.)
2. An environmental phase of work that is not listed in the current TIP/STIP, as approved by FHWA, is added to the Work Program. It is to be combined on one Federal project with an existing primary phase (Planning, Preliminary Engineering, Right of Way, or Construction) that is in the current STIP as approved by FHWA. If this action does not meet the criteria for a formal STIP amendment (cost increase, scope change etc.) it is processed as an **Administrative Modification**.