

**Sioux Falls Metropolitan Planning Organization
Guidelines for Administrative Amendments and Revisions to the
Transportation Improvement Program**

Revising an Approved TIP:

The Transportation Improvement Program (TIP) may be revised at any time. Project revisions within the Metropolitan Planning Organization's (MPO) established Metropolitan Planning Area (MPA) require both a TIP and Statewide Transportation Improvement Program (STIP) revision. STIP/TIP revisions require FHWA approval (for projects other than transit) or FTA approval (for transit projects) and require public involvement prior to FHWA/FTA approval. The MPO's public involvement process is sufficient for MPO TIP revisions. After approval by the MPO and SDDOT, SDDOT will submit the STIP/TIP revision to FHWA or FTA via email to request approval. The submission will include the source of funding to maintain a balanced STIP/TIP for first year TIP projects. Cost changes made to the second, third, and fourth year of the TIP will be balanced during the TIP update process.

A revision to the TIP is required when any one of the following occurs:

- a. Adding a new project or phase(s) to the TIP, not programmed in the previously approved TIP; or
- b. Increasing the Federal Funds by more than 100% of the total project cost (minimum of \$250,000 change); or
- c. Increasing the total cost of a project the greater of \$3.0 million or 10%; or
- d. A change in funding source from 100% non-Federal funds to partial or fully funded with Federal funds; or
- e. A change in funding sources across modes for existing projects in the TIP (the funding for a project change from FHWA to FTA or vice versa); or
- f. A major change in the project scope or improvement type that changes the intent of the project.

Administrative Amendments to an Approved TIP:

An administrative amendment to the TIP does not require public involvement or FHWA/FTA approval. The TIP administrative amendment process consists of notification to all involved parties of the change(s) to the TIP. SDDOT will notify FHWA or FTA by submitting the administrative amendment via e-mail.

An Administrative Amendment to the TIP is:

- a. Shifting funds within TIP project categories or Federal funding categories without a change in total program TIP funding amounts; or

- b. Increasing the Federal funds less than \$250,000 and cost increases less than 100% of the total project cost; or
- c. Increasing the total cost of any project with federal funding that does not exceed the greater of \$3.0 million or 10%; or
- d. Obvious data entry errors; or
- e. Splitting or combining projects already in the program that result in no change in overall project schedule or funding; or
- f. Changes or clarifying elements of a project location or improvement that does not change the funding or alter the original project intent; or
- g. Movement of a project or phase thereof within the first four years of the approved TIP; or
- h. A change in funding source from partial or fully-funded with Federal funds to 100% non-Federal funds; or
- i. Cost increases for 100% state or local funded projects do not require an amendment, regardless of the State/local source; or
- j. Modification of existing STIP/TIP projects in order to make STIP/TIP documents match, provided the modification involves minor changes in the scope or funding of a project as provided by this section.

Approved by: Carol Twedt
Carol Twedt, Chair
Sioux Falls Metropolitan Planning Organization

Date: 7/12/18

Approved by: Michael Behm
Michael Behm, Director of Planning and Engineering
South Dakota Department of Transportation

Date: 7/23/18