

StanCOG's FTIP Administrative Amendments Application Process

The following procedures are applicable to process an Administrative Amendment to the FTIP.

A. Determination of Project Eligibility for Administrative Amendments

1. Project must be within the recognized quadrennial FTIP program cycle.
2. Financial capacity must be demonstrated.
3. Request does not require a conformity determination.
4. Request does not require a public review and comment period.
5. Funding request modifications are either less than 25% of the total project cost or \$5 Million, whichever is lesser.
6. Revision of a project description may be done as long as it does not change the project scope or conflict with the environmental document.
7. Decreases in cost have no cap, however, a request to reduce a projects cost must originate from the sponsor agency as well as a justification from the sponsor agency explaining the cost decrease.
8. Change in the source funds
9. Change in a project's lead agency
10. Program funding for Advance Construction Conversion
11. Changing program year of funds within the quadrennial FTIP cycle utilizing the Expedited Project Selection Process Change
12. Split or combine individually listed projects – as long as the scope, cost and schedule remain unchanged
13. Change required information needed for grouped or lump sum project listings
14. Add or delete project from grouped or lump sum project lists provided the project funding amounts remain within project funding change guidelines (< 25% or < \$5M)
15. Reprogramming projects for CMAQ funds transferred to FTA in prior FTIP and the FTA had not approved the grant as long as the there is no change in the original scope or total project cost.
16. FTA projects requiring reprogramming from the previous FTIP granted there is no change in original scope or total project cost.
17. Minor changes to FTA funded group project listings.

B. Procedures

Agencies seeking to amend an existing project in the FTIP are required to follow the following procedures in making their request

1. Submit request, using the Statement of Change request form to StanCOG
2. StanCOG will determine financial capacity is maintained and if the request is within the project cost eligibility limits identified in the previous section (A.5)
3. StanCOG will prepare administrative amendment, including
 - a. Statement of Changes
 - b. CTIPS pages
 - c. Financial Tables (if necessary)
 - d. Supplemental Documents (if necessary)
4. StanCOG will distribute the “*Draft Administrative Amendment*” to member agency’s StanCOG liaison
5. Comments are to be submitted to StanCOG by the last Wednesday of the month
6. StanCOG will review comments. Adjustments may be made as long as they are deemed eligible via Section A of this policy
7. StanCOG will transmit amendment to Caltrans HQ for approval.

Approval from Caltrans takes approximately one week from StanCOG transmittal date

C. Administrative Amendment Schedule

Implementation of the schedule below is necessary to ensure timely delivery of requests

1. Administrative Amendments will be made on a monthly basis, as required.
2. Requests for an administrative modification to the FTIP are to be submitted to StanCOG prior to the 1st Friday of each month.
3. Requests will only be accepted if requestor uses the “**Statement of Change**” form supplied by StanCOG (attached)
4. StanCOG will prepare the amendment by the 2nd Friday of the Month.
5. Agency review comments are due by the 4th Wednesday of the Month.
6. StanCOG will submit Administrative Amendments on the First Monday of the following month.