

CHANGES TO THE TIP - ADMINISTRATIVE MODIFICATIONS

Due to the dynamic nature of transportation projects, as they move through the implementation process, the TIP must be modified on a regular basis. Administrative Modifications are one of the methods used to modify the TIP.

The Administrative Modification policy and process was designed for minor project changes and in most cases does not affect the MTP. Alternatively, some updates are not eligible to be made through administrative modification and must go through the amendment process. KIPDA will make every effort to update the TIP with changes to new and existing projects as timely as possible within current policy guidelines and project update schedules.

KIPDA staff must present administrative modifications to the Transportation Policy Committee (TPC) for informational purposes. However, they do not need approval by KIPDA's committees, nor are they required to be presented to the public. The administrative modifications are presented to the TPC at the next scheduled meeting.

Typically, KIPDA will create one administrative modification per month.

The following project changes may be made through administrative modification:

- Correcting obvious minor data entry errors
- Splitting or combining projects without modifying the original project intent
- Changing or clarifying elements of a project description without modifying the original project intent
- Moving a project from one funding category to another
- Shifting the schedule of a project or phase within the years covered by the TIP as long as there is no impact on fiscal constraint
- Adding Planning, Design (D), Preliminary Engineering (PE), Right-of-Way (R), or Utilities (U) phases to a construction project that is already in the TIP/STIP
- Moving any identified project phase programmed for a previous year into a new TIP (rollover provision)
- Existing projects that are shown in both the TIP and MTP where the total cost programmed in the TIP to date has exceeded the total estimated project cost in the MTP may now be updated
- Small-scale, exempt, MTP-only projects are eligible to remain in the MTP and enter the TIP when funding becomes available if they would otherwise satisfy a group project category requirement

GROUP PROJECTS AND ADMINISTRATIVE MODIFICATIONS

New projects may be added to the TIP through administrative modification only when they qualify through KIPDA's [Group Projects Policy](#). The primary benefit of this policy is to expediate TIP programming for small-scale, exempt transportation projects that are not considered regionally significant.

The Group Categories are accounted for in the MTP, however the individual group projects are listed only in the TIP. Eligible projects must meet a number of criteria including whether the project is exempt from air quality conformity and group category total project cost thresholds.

Occasionally, eligible group projects enter the TIP and MTP through the Amendment process in lieu of Administrative Modification. When a project has a total estimated cost close to the group category threshold, or if related projects are required to be processed through an amendment this method may be more advantageous.

