

2. TIP Administrative Modifications are minor revisions which can simply be made by OTO staff after verification that the change(s) falls into this category. Notification of administrative modifications will be provided to the Technical Committee, Board of Directors, MoDOT and Federal Highway Administration (FHWA) and Federal Transit Administration (FTA). TIP Administrative Modifications will require no public comment period.

Revisions Requiring TIP Amendments:

1. Addition or deletion of any project (except as noted in the Administrative Modifications section);
2. Substantial changes to the scope of a project (e.g. changing the number of through traffic lanes, changing the type of project such as from rehabilitation to system expansion);
3. Changes in the availability (adding or deleting funds by Congressional action) of earmarked (special appropriation) funds;
4. ~~Moving a project into or out of the first four Federal Fiscal Years of a TIP;~~
5. Changes in a project's total programmed amount greater than 15% (or any amount greater than \$2,000,000);
6. Changes in a project's fund source(s) from non-Federal to Federal; and.
7. Changes in the termini of a capacity project of any length OR any project in which the total length changes more than 1/4 mile.

Revisions Allowed as Administrative Modifications:

1. Changes in a project's programmed amount less than 15% (up to \$2,000,000);
2. Minor changes to the scope of a project;
3. Minor changes to the termini of a non-capacity project (one that increases or decreases the total length of the project by no more than 1/4 mile);
4. Adding or deleting a project development phase of a project (Environmental Assessment, PE Design, ROW, Construction, or other) without major changes to the scope to the project;
5. Moving a project's funds to another Fiscal Year ~~provided they are not being moved into or out of the first four FYs of a TIP;~~
6. Minor changes to funding sources between federal funding categories or between state and local sources,
7. Changes in a project's fund source(s) from federal to non-federal with no changes to the project's scope (however, the disposition of the "freed-up" Federal funds remain under the authority of the OTO and are subject to TIP Revisions as appropriate); and
8. Changing a project's lead agency when agreed upon by the two agencies affected.

9. Changes made to an existing project's amount of local or state non-matching funds provided no other funding, scoping or termini changes are being made to the project;
10. Changes made to an existing project's programmed federal funds, to reflect the actual amount awarded by the federal agency and the corresponding required matching funds (up to 15% or \$2,000,000);
11. Adding a project to the TIP which is split from a "parent project" provided the cumulative total amount of Federal funding in each funding category in the parent and split projects remains intact and the overall scope of work intended to be accomplished does not change; and
12. Combining two or more projects already in the TIP provided the cumulative, total amount of federal funding in each funding category of the combined projects remains intact and the overall scope of work intended to be accomplished does not change.
13. Technical corrections.

Unified Planning Work Program

The UPWP is a description of the proposed activities of the OTO for the upcoming fiscal year. The program is prepared annually and serves as a basis for requesting federal planning funds from the USDOT through MoDOT. All tasks are to be completed by OTO staff unless otherwise identified.

The UPWP serves as a management tool for scheduling, budgeting, and monitoring the planning activities of the participating agencies. This document is prepared by OTO staff with assistance from various agencies including MoDOT, FHWA, the FTA, CU - Transit, and members of the OTO TPC, which is made up of representatives from each of the nine OTO jurisdictions.

The draft of the new UPWP for the coming year is usually completed by September for TPC review. A 15-day public comment period is required for the UPWP. The UPWP draft document is made available on the OTO website and at the OTO office for public comment. A press release announcing the comment period is sent to media contacts, posted on the OTO website and posted in full view of the public at the OTO office. An effective means of incorporating public input into the UPWP is to review comments received from the previous year that relate to similar new projects. When developing the work program, the UPWP project manager should take this public comment into consideration.