



Transit Administrative Amendments

The federal planning regulations allow for administrative modifications and state that they are minor changes that do not require public involvement. Administrative amendments can be used for transit projects when:

- changing the FTA funding program
- indicating TDCs have been awarded by the commission
- adding a Section 5309 identifier number
- documenting advancement of a project from a TIP out-year
- taking other actions that fall within the definition of an administrative modification in [23 CFR 450.104](#).

Following is the process for handling administrative amendments.

1. The MPO communicates with the district on its intention to submit a transit administrative amendment directly to TPP
2. The MPO provides a letter to TPP for placement in the official STIP correspondence file. The letter:
 - states the MPO is making a transit administrative change
 - describes the nature of the change
 - attaches a project description that includes an annotation that it is an administrative change and what that is
 - includes a transit financial summary.
3. Simultaneously, the MPO creates a single pdf of the letter and attachments, forwards to PTN-Planning and Support, and copies TPP and the district office (as an informational item)
4. PTN-Planning and Support posts to the website and informs everyone, including FTA, when that is accomplished. Normally this is less than two business days after receipt of the MPO pdf file.
5. The MPO determines how it will to make the public aware of this change.

Administrative amendments can be processed at any time.