

Caltrans Checklist FTIP Administrative Modifications or Amendments Submittals

Below is the Caltrans' checklist to ensure completeness of an FTIP administrative modification or an amendment package.

A. Administrative Modifications:

- a. MPOs with Caltrans delegation for the FSTIP approval of administrative modifications:
- Caltrans approval of administrative modifications is not required.
 - MPOs shall transmit copies of the approved administrative modifications to Caltrans, FHWA, and FTA.
 - Once approved by the MPO, the administrative modification will be deemed part of the FSTIP.
 - The MPO will demonstrate in a subsequent amendment that the net financial change from each administrative modification has been accounted for.
- b. MPOs without Caltrans delegation for the FSTIP approval of administrative modifications:
- MPOs transmit administrative modifications to Caltrans Division of Transportation Programming for approval.
 - Since no federal approval is required, the administrative modification will be deemed part of the FSTIP once approved by Caltrans.
 - Caltrans will notify FHWA and FTA of the approved administrative modification.
 - The MPO will demonstrate in a subsequent amendment that the net financial change from each administrative modification has been accounted for.

A complete Administrative Modification package must include the following:

1. **Cover Letter:**
- a. Addressed to the Chief, Office of Federal Transportation Management Program,
Attn: HQ FTIP Coordinator
 - b. Since Administrative Modifications do not require demonstration of financial constraint, an MPO may rely on the Caltrans' federal programming capacity from the FSTIP to program additional revenue in the interim. This revenue must be available for the region prior to processing the administrative modification. In such case, the MPO must include the following language in the administrative modification cover letter:

"This administrative modification adds programming capacity in the amount of \$_____that relies on the State's federal programming capacity. Our next amendment will update the financial information to reflect actual funding to support the added programming capacity."

2. **Summary of Changes:** See "Attachment A" for the recommended format.
3. **Project Listings:** See "Attachment B and C" for the information

B. Amendments:

Draft FTIP Amendment

The FSTIP amendments public review is concurrent with the public review period for each FTIP amendment. Check to make sure that the draft amendment posted on the MPO's website at the beginning of the public review, can also be accessed from the Caltrans website link below:

http://www.dot.ca.gov/hq/transprog/federal/mpo_amend_links.htm

A complete Amendment package must include the following:

- 1. **Cover Letter:** Addressed to the Chief, Division Transportation Programming,
Attn: HQ FTIP Coordinator
- 2. **Signed copy of the Board Resolution (or for MPOs that do not process board resolutions, cover letters signed by the board-designated MPO officials) certifying that:**
 - a. The amendment is consistent with the metropolitan transportation planning regulations per 23 Code of Federal Regulations Part 450.
 - b. The proposed amendment is consistent with the current Regional Transportation Plan
 - c. As amended, the FTIP is financially constrained and the enclosed financial summary affirms that funding is available.
 - d. The amendment complies with the applicable air quality standards.
 - e. The amendment does not interfere with the timely implementation of the Transportation Control Measures contained in the State Implementation Plan (SIP).
 - f. The amendment is consistent with the public participation plan adopted by the MPO.
- 3. **Summary of comments and MPO responses to public comments during PPP**
- 4. **Updated financial summary that shows changes resulting from the amendment:**
 - a. Only Caltrans provided financial summary format is accepted. MPO must also provide an excel format of the updated financial summary to the FTIP Coordinator.
 - b. Include financial adjustments resulting from prior administrative modifications.
 - c. RSTP and CMAQ revenues shall not exceed annual apportionments. An MPO region that borrows CMAQ or RSTP apportionments and Obligation Authority (OA), if any, through an approved agreement with another MPO region; then the signed copy of the agreement must be included with the amendment that programs the additional revenue. In such case the lending MPO must make the corresponding adjustments to its revenue and programming through the next amendment.
 - d. Revenue and programming for state-managed programs must match the amounts provided by the Caltrans Program Managers.
 - e. Use CTIPS reports to validate the programming information on Table 2 – Programmed. Discuss significant discrepancies with the MPO and recommend appropriate solution.
- 5. **Summary of Changes:** See “Attachment A” for the recommended format.
- 6. **Project Listings:** See “Attachment B and C” for the information

Transmittal of the Package:

- Less than 25 pages:**
 - Request electronic submittal
 - MPOs must submit original signed cover letter by mail to Caltrans, Division of Transportation Programming.

- Over 25 pages:**
 - MPOs must mail 2 hard copies of the package along with the original signed cover letter to Caltrans, Division of Transportation Programming at the following address.

Department of Transportation
Division of Transportation Programming, MS 82
Office of Federal Transportation Management Program
P.O. Box 942874
Sacramento, CA 94274-0001

MPOs must mail copies of Amendments or Administrative Modifications to FHWA, FTA, and EPA.

Copies to Caltrans Districts FTIP Coordinators and Caltrans District Local Assistance Engineers (DLAEs) are by agreements between the MPO and Caltrans District in that region.

Attachments

<http://www.dot.ca.gov/hq/transprog/federal/guidance.htm>