

TIP Changes – Quick Reference  
Effective 12/1/2011 - Updated 4/20/2012

When a programmer makes a change to project information in the TIP database, the result of the change can vary, depending on the type of change made (Modification or Amendment). The table below is intended to be a quick reference, not an all-inclusive list, and describes the type of change, when the change takes effect and how the change is reported, for common project change actions. A full description of TIP Change Procedures can be found in [Appendix 1](#) of the TIP document.

The type of change made is most often influenced by a project’s exempt status, which is determined by work type. A list of work types with exempt status can be found on the TIP Programmer Resources [web page](#). When multiple changes are made to a project record, the most severe type of change takes effect. For example, if a project is being held for a conformity amendment, financial changes made to the project will not take effect until the conformity amendment is approved by the MPO Policy Committee. Therefore, the order in which changes are made and saved can affect when changes take effect.

	Change Made	Type of Change	Takes Effect	Action Shown on Reports
<b>New or Deleted Projects</b>	New or Deleted EXEMPT TESTED or EXEMPT project with all line items outside TIP years	Modification	Immediately	New Project or Project Deleted
	New or Deleted EXEMPT project with no federal fund sources	Modification	Immediately	New Project or Project Deleted
	New or Deleted EXEMPT project with federal funds, within the TIP years	Amendment	Upon Transportation Committee approval	New Project or Project Deleted
	New or Deleted project with at least one NOT EXEMPT work type (other than S-TIM), with funding for E2, ROW, CONST, ENG and/or IMP within TIP years	Conformity Amendment	Upon MPO Policy Committee approval of semi-annual conformity analysis	New Not Exempt Project or Not Exempt Project Deleted
	New Signal Interconnect (S-TIM) project with no other NOT EXEMPT work types with funding for E2, ROW, CONST, ENG and/or IMP, within TIP years	Amendment	Upon Transportation Committee approval	New Project  <i>[Note: the project’s Conformity Status will be set to “To Be Conformed” and the project will be included in the next semi-annual Conformity analysis.]</i>
	New or Deleted project with at least one NOT EXEMPT work type (other than S-TIM), with funding for E1, AA or MIS phases only, within TIP years (other phases may be in MYB)	Amendment	Upon Transportation Committee approval	New Project  <i>[Note: the project’s Conformity Status will be set to “Not Conformed”. When a TIP change occurs to add additional phases within TIP years, the project will undergo Conformity Analysis.]</i>

	<b>Change Made</b>	<b>Type of Change</b>	<b>Takes Effect</b>	<b>Action Shown on Reports</b>
<b>New or Deleted Projects</b>	Deleted NOT EXEMPT or EXEMPT TESTED project that has a Conformity Status of “Not Conformed”, “To Be Conformed”, or “Not Required”	Amendment	Upon Transportation Committee approval	Project Deleted
	Deleted NOT EXEMPT or EXEMPT TESTED project that has a Conformity Status of “Conformed” or “Consultation”	Conformity Amendment	Upon MPO Policy Committee approval of semi-annual conformity analysis	Project Deleted
<b>Financial/Line Items</b>	Federal cost changes below Amendment thresholds (see chart below)	Modification	Immediately	Costs Changed
	Federal cost changes that exceed Amendment thresholds (see chart below)	Amendment	Upon Transportation Committee approval	Costs Changed
	ENG 1 phase changed to ENG; ENG phase changed to ENG1; or ENG phase split into ENG1 and ENG2 with same overall federal and total cost	Modification	Immediately	Phases Changed
	Change of federal fund source (i.e. from CMAQ to STP-L) from one federal fund to another	Modification	Immediately	Fund Source changed
	Change to FFY within TIP Years	Modification	Immediately	Schedule Changed
	Change/Addition to Project Segment or Line Item Identifier, Section Number, State Job Number, FTA Grant Number	Modification	Immediately	<i>Not Reported - History Only</i>
<b>Project Identification</b>	Change to Project’s Programming Agency	Modification	Immediately	Misc. Change
	Change to Programming Agency’s Project Name	Modification	Immediately	<i>Not Reported - History Only</i>
	Change to Other Participating Agencies	Modification	Immediately	<i>Not Reported - History Only</i>
	Change to Total Project Cost (in Project Identification section)	Modification	Immediately	Total Cost Changed
	Change to Contact Information	Modification	Immediately	<i>Not Reported - History Only</i>
	Change to Project Type (can only be made by CMAP)	Modification	Immediately	<i>Not Reported - History Only</i>
	Change to Conformity Status (can only be made by CMAP)	Modification	Immediately	<i>Not Reported - History Only</i>
	Change/Addition to Other Project Location Information	Modification	Immediately	<i>Not Reported - History Only</i>
	Change/ Addition to Brief Description	Modification	Immediately	<i>Not Reported - History Only</i>

	<b>Change Made</b>	<b>Type of Change</b>	<b>Takes Effect</b>	<b>Action Shown on Reports</b>
<b>Project Identification</b>	Changes to LOCATION, LIMITS, MARKED ROUTES or COUNTY/MUNICIPALITY for an EXEMPT project.	Modification	Immediately	Location/Limit Change
	Changes to LOCATION, LIMITS, MARKED ROUTES or COUNTY/MUNICIPALITY for an EXEMPT TESTED or NOT EXEMPT project, after CMAP staff review.	Conformity Amendment, unless CMAP staff determines the change would not affect the Air Quality model, then Modification	Immediately, or upon MPO Policy Committee approval of semi-annual conformity analysis	Location/Limit Change
	Addition of MARKED ROUTES, COUNTY, and/or MUNICIPALITY where these fields were previously blank.	Modification	Immediately	Misc. Location/Limit Change
<b>Dates</b>	Change/Addition to any date (except Award Date)	Modification	Immediately	<i>Not Reported - History Only</i>
	Change to Authorization Date (triggers Line Item Award)	Modification	Immediately	Line Item Awarded

### Cost Change Thresholds

A cost change is an Amendment if the percent change (positive or negative) exceeds the percent shown, for the federal project cost before the change. Cost changes below the percent shown are Modifications. Cost changes made to projects with no federal funding are Modifications. The addition of federal funds to a project previously funded with only state/local funds or the deletion of all federal funds from a project is an Amendment.

Federal Project Cost Before Change (\$000's)	Percent Change (±)
\$0 - \$999	100%
\$1,000 - \$4,999	50%
\$5,000 - \$9,999	25%
≥ \$10,000	20%, up to a max. of ± \$10,000

### Illustrative Projects

Projects with all funding outside of the active years of the TIP (i.e. projects with all funding in years after the four years of the TIP, MYB and/or CMAQ A), are considered "Illustrative". In most cases, changes to Illustrative projects are modifications. Illustrative projects moving into active years of the TIP are considered new projects and are approved via a TIP Amendment at the time that funding is programmed in the active years.