



MEMORANDUM

To: CMAQ Project Selection Committee
From: CMAP Staff
Date: May 12, 2021
Re: Revised CMAQ/TAP-L project change request procedures for administrative modifications and formal amendments

At the April 1, 2021 Committee meeting, CMAP staff presented [an analysis of past project change requests](#) and how each aligned with existing TIP amendment thresholds. Staff then proposed defining a category of "administrative changes" for CMAQ and TAP-L funded projects that aligns with the region's TIP change rules, as noted in Table 1.

Table 1 - TIP administrative modification thresholds

Percent Change (+/-)	Federal Project Cost Before Change
100%	\$0 – \$999,999
50%	\$1,000,000 – \$4,999,999
25%	\$5,000,000 – \$9,999,999
20%, up to \$10M	≥ \$10,000,000

Change requests within these thresholds would then be administratively processed by CMAP staff and reported to the Committee at the Committee’s next meeting. In addition, Staff recommended a maximum cap of \$1,000,000 for any cost change request be set. Requests that exceeded these thresholds would require formal approval by the Committee.

Following discussion at the April 1, 2021 Committee meeting, staff reviewed the analysis and developed the following revised proposal.

Revised Staff Proposal

Staff recommends retaining the initial proposal to align with existing TIP administrative modification thresholds while applying the \$500,000 maximum allowable cost change. In addition, the following requests would automatically require formal approval by the Committee.

- 1) Cost change requests exceeding the thresholds or exceeding the maximum allowable dollar amount

- 2) Reinstatement of deferred funds
- 3) Change in the scope of work
- 4) Schedule change advancing a project phase to the current Federal Fiscal Year
- 5) A second cost change request for a single project phase

Staff agrees to track the administrative changes over the next year and report back to the Project Selection Committee on the administrative changes as a review of the new policy.

ACTION REQUESTED: Approval