

Mid-America Regional Council

Policy on *Unified Planning Work Program* Modifications

Modifications to the *Unified Planning Work Program (UPWP)* can be made through two methods – formal amendment and administrative modification. Both formal amendments and administrative modifications are processed as needed throughout the year.

Formal amendments will be released for public review and acted upon by the Total Transportation Policy Committee (TTPC) and the MARC Board of Directors before being incorporated into the *UPWP*.

Administrative modifications will be processed by MARC staff following notification to the Kansas and Missouri Departments of Transportation and approval of the MARC Director of Transportation and Environment. Changes made through Administrative Modification will be noted when the next formal *UPWP* amendment is brought before TTPC.

Formal Amendments

The following are instances in which a formal amendment is required:

- Including additional funding
- Transferring of funds between tasks/activities which are cumulatively in excess of one percent of the current total approved CPG portion of the budget or \$5,000, whichever is greater
- Addition or deletion of a project/activity
- Removing CPG funds allotted for training allowances or transferring them to another task
- Revising the scope or objectives for a project
- The addition of certain costs that require prior federal approval (such as foreign travel)
- Changes in the source or amount of matching CPG funds
- Changes in key persons performing the work (if specifically identified in the *UPWP*)
- Contracting out, subgranting, or otherwise obtaining the services of a third party to perform activities central to the CPG funded work program

Administrative Modifications

Per federal regulations, Metropolitan Planning Organizations are allowed the flexibility to make minor changes to the *UPWP* without having to undergo a formal amendment. Administrative modifications include all revisions that are not formal amendments.

In processing administrative modifications MARC staff will:

- Notify the Kansas and Missouri Departments of Transportation of the modifications
- Prepare and publish an updated *UPWP* document upon approval by the MARC Director of Transportation and Environment
- Prepare a summary of administrative modification activity to be presented to the TTPC in conjunction with next formal *UPWP* amendment