

Standard Work for: Work Program Amendments & Administrative Modifications

Description of the task:		COG/MPO Work Program Amendment & Administrative Modification process	Revision Date: 2/7/2023
Process Owner:		Mark Hoffman	Revision #: 1
Purpose:		To provide step-by-step procedures	Document Owner: Mark Hoffman
Steps		Notes	
1	Prior to COG/MPO approval, collectively with the ADOT Regional Planner and COG/MPO determine if a Work Program (WP) Administrative Modification or an Amendment is needed.	<p>*Source Documents: Section 2.0 of the COG/MPO Grant Agreement, 2 CFR 200.308 - Revisions of Budget and Program Plans, 2 CFR 200.439 - Equipment and other Capital Expenditures, 23 CFR 450.104 - Definitions, and the current FHWA <i>Work Plan Approval letter – Statewide Planning and Research Program – MPO and COG Work Programs</i>.</p> <p>Revisions that trigger a WP Administrative Modification (not requiring ADOT/FHWA prior approval):</p> <ul style="list-style-type: none"> a) Change in COG/MPO key personnel b) Publish reports resulting from the activities in the work program. Reports prepared for FHWA funded work shall include appropriate credits, references and disclaimer statements. c) The use of program income as a match for Federal funds or to perform additional eligible work. d) Revisions that do not modify the approved WP final total budget or the overall scope of approved work plan elements or tasks. <p>Revisions that trigger a WP Amendment (requiring ADOT/FHWA prior approval):</p> <ul style="list-style-type: none"> e) Budgetary Changes <ul style="list-style-type: none"> a. Increase in federal funds (regardless of amount) b. Transfer of funds among direct cost categories or programs, functions and activities in which the Federal share of the project exceeds the Simplified Acquisition Threshold and the cumulative amount of such transfers exceeds or is expected to exceed 10 percent of the total approved budget. f) Programmatic Changes <ul style="list-style-type: none"> a. Change in the scope or objectives of activities (e.g., adding or deleting a WP element, task, activity or project regardless of cost) b. Extending the period of performance past the approved work program period c. Transferring programmatic work to a third party (e.g., consultant work not identified in the approved work program) 	

		g) Capital expenditures including general purpose equipment not in the approved work plan. (Equipment is defined as an item of non-expendable, tangible personal property, having a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of the capitalization level established by the recipient organization for financial statement purposes, or \$5,000. Examples include office equipment and furnishings, telephone networks, information technology equipment and systems, reproduction and printing equipment and vehicles)
2a	COG/MPO Submits Administrative Modification to ADOT Regional Transportation Planner and forwards to MPDauthorization, and the FHWA Planner	<ul style="list-style-type: none"> • No ADOT/FHWA approval required • Changes to the WP should be annotated and/or highlighted and include applicable updated budget tables • Such changes should be detailed in a memo or within the email (identify corresponding Work Element number) • Executive Board (EB)/Regional Council (RC) approval <u>not required</u> by ADOT/FHWA
2b	COG/MPO Submits WP Amendment to ADOT Regional Transportation Planner for review	<ul style="list-style-type: none"> • WP Amendments require ADOT & FHWA approval • Changes to the WP should be annotated and/or highlighted and include applicable updated budget tables • Such changes should be detailed in a memo or within the email (identify corresponding Work Element number) • Include the EB/RC approval date or anticipated approval date.
3	ADOT Regional Transportation Planner Reviews WP Amendment	<p>ADOT Regional Transportation Planner to review the WP Amendment for:</p> <ol style="list-style-type: none"> a) Request is clearly understandable b) Financial constraint c) Task, activity, or project eligibility d) Consistency with changes identified in email/memorandum
4a	(If comments) COG/MPO addresses comments and resubmits	
4b	(If no comments) ADOT Regional Transportation Planner submits WP Amendment to FHWA for approval	Copy MPDauthorization and the submitting COG/MPO in email to FHWA
5a	(If comments) COG/MPO addresses comments and resubmits	

5b	(If no comments) FHWA “Replies All” with approval to the ADOT Regional Transportation Planner, MPDauthorization, and submitting COG/MPO	If FHWA does not copy MPDauthorization and COG/MPO, ADOT Planner forwards approval email
6	FHWA approval gives the COG/MPO notice to proceed with changes included in the amendment	
7	ADOT Regional Transportation Planner uploads the WP Amendment request & ADOT/FHWA approval email or the WP Administrative Modification to the Google Drive Folder	Google Drive Folder: FY2022-FY2023 UPWP, ADOT,MPO,COG