

UNITED STATES GOVERNMENT

Memorandum

DEPARTMENT OF TRANSPORTATION

FEDERAL HIGHWAY ADMINISTRATION

222 S. W. Morrison Street  
Portland, Oregon 97204

DATE: July 12, 1978

POLICY INFORMATION:

Guidelines for Planning Work Programs

SUBJECT: (FHPM 4-1-2-1)

In reply refer to: HRP-010.1

FROM : Director  
Office of Planning and Research

TO : DIVISION ADMINISTRATORS

- HRP-AK Mr. G. A. Hanna, Juneau, Alaska
- HRP-ID Mr. E. M. Wood, Boise, Idaho
- HRP-OR Mr. G. L. Green, Salem, Oregon
- HRP-WA Mr. P. C. Gregson, Olympia, Washington

In reviewing UWP revisions during the past few months, the IPG was questioned several times regarding processing major/minor revisions. Region X IPG's GUIDELINES FOR PLANNING WORK PROGRAMS: Prospectus and Unified Work Programs does not include a definition of a minor revision in paragraph 4.c. (page 10). This oversight was corrected through the attached revision to that paragraph.

Sufficient copies are attached to cover the guidelines originally sent on February 23, 1976 for the State and metropolitan planning organizations. UMTA and FAA are again sending copies to the transit and airport operators. In forwarding the revisions, you could include the attached cover letter from the IPG Chairman.

For your additional information, a comprehensive revision of Region X's guidelines will be deferred until the Office of the Secretary of Transportation reissues or modifies the DOT Orders on the IPG and UWP.



T. Dec

Attachments



Region X

DEPARTMENT OF TRANSPORTATION  
URBAN MASS TRANSPORTATION ADMINISTRATION

915 SECOND AVENUE  
SUITE 3142  
SEATTLE, WA 98174

July 21, 1978

N O T I C E

Enclosed are copies of revised paragraph 4.c., "UWP Revisions",  
page 10 of the GUIDELINES FOR PLANNING WORK PROGRAMS: Prospectus  
and Unified Work Program which was distributed by letter dated  
February 18, 1976.

The change is necessary to define a minor revision of the UWP.  
Changes to the original paragraph are underlined for ease of  
reference.

Copies are being distributed through the DOT modal administrations  
to metropolitan planning organizations, State officials, transit  
operators, and airport operators.

Sincerely,

*Terry S. Ebersole*

*for* Richard E. Boeglin  
Chairman  
Region X IPG

Enclosure

4. ACCEPTANCE AND APPROVALS

Unified Work Programs

c. UWP Revisions

The UWP may be revised any time during the program period. Major revisions will follow the procedures outlined in paragraphs 3, 4a and 4b. Minor revisions may be accomplished simply by the modal administration involved.

A minor revision is:

- (1) The addition of (or a change in) a work element/task which will be (or was) funded by only one administration/agency (EPA, FAA, FRA, FHWA, UMTA, HUD, etc.); and the funding involved does not exceed 10 percent of the total funds originally approved for the entire UWP.

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