

Chapter 11: Adoption Process

The formal adoption of the EPMPO RMS 2052 MTP begins with the completion of the draft MTP and commencement of the public comment period. The comment period is initiated by posting the availability of the MTP draft document on the EPMPO website, along with simultaneous email notification to the TPAC about the opening of the comment period. The comment period shall stay open for no less than 30 days. Upon closing of the comment period, the final document will be prepared and adopted.

11.1. Plan Amendment Process

As EPMPO continues its ongoing, cooperative, and comprehensive planning process, amendments to RMS 2052 are anticipated. These may occur due to changes in project priorities, funding availability, or state and/or federal guidance. Depending on the nature of the revision, per federal guidelines, revisions are categorized as either “Primary Amendments” or an “Secondary Amendment.” Plan amendments must comply with EPMPO's currently adopted Public Participation Plan.

11.1.1. Amendments

RMS 2052 can be amended at any time between formal updates. A Tier 1 Primary Amendment is a major revision requiring 30 calendar day public review and comment, a demonstration of fiscal constraint where applicable, and a conformity determination where applicable. Conformity determinations are only required for MTPs in non-attainment and maintenance areas. All Tier 1 Primary Amendments require approval by the TPB.

The following are examples of significant changes requiring an amendment.

- Major change in project cost:
 - Significant additional funding for a project (as defined by the TPB): changes in the federal cost exceeding fifty percent (50%) AND resulting in a revised total cost exceeding \$1,499,999 for a highway project or exceeding twenty percent (20%) for a transit project. A primary amendment is NOT required when a change in estimated federal cost results in a total project cost of less than



\$1,500,000, even if the federal cost increases by more than 50% for a highway project.

- Change from state funding category to federal funding category.
- Adding federally funded projects
- Adding regionally significant state-funded projects
- Projects adding significant additional capacity to the MPO transportation network.
- Changes to a project that require network models to be run.
- Addition or deletion of a project
- Major changes in a project's design concept or design scope, and
- Major changes to project/project phase initiation dates.
 - A major change is considered moving a project into or out of the first four fiscal years of a TIP (as allowed by funding categories).
- Any other change consistent with those criteria above is considered a Tier 1 Amendment.

11.1.2. Administrative Modification

Tier 2: Secondary (Administrative) Amendment is a minor revision that does not significantly change the capacity of the MPO transportation network, increase the funding for a project, or excessively change the locations or limits of a particular project from the original limits listed in the adopted MTP. This includes, but is not limited to:

- Change in CSJ or Control Number (CN),
- Change in letting date,
- Minor changes to funding sources of previously included projects,
 - Change from one state funding category to another state funding category.
 - Change in one federal funding category to another federal category.
- Change in the project limits for a state-funded project.
- Change in TIP year for a state-funded project.
- Addition of a project to a Statewide Program (using a Statewide CSJ and CN)



- Minor changes to project/project phase costs, which are those where the proposed change to the federal share of a highway project cost does not exceed fifty percent (50%) or result in a revised total cost at or above \$1,500,000; or twenty percent (20%) of the federal share for a transit project. It is still considered a minor change when a change in estimated federal cost results in a total project cost of less than \$1,500,000 for a highway project, even if the federal cost increases by more than 50%. It is also still continued a minor change if a federal increase is less than 50% and the total project cost is over \$1,500,000 for a highway project.
- Minor changes to project/project phase initiation dates.
- A minor change is considered moving a project's funds to another Fiscal Year provided they are not being moved into or out of the first four fiscal years of a TIP (as allowed by funding categories), and
- Other revisions of a similar nature to those listed above. In cases of ambiguity, a Tier1 Formal Amendment should be pursued.