

L RTP Modifications

An administrative modification is used to clarify language in the text of the plan. There are three major reasons for adjustments:

- 1) Due to a change in legislation or governmental responsibility
- 2) There becomes a need to clarify the details of a project to ensure consistency with the Transportation Improvement Program
- 3) To correct an error or discrepancy that has no effect on plan outcomes

These instances are **minor** in that there is **no major impact** on the financial or other major **elements of the plan**, nor does the revision alter a project’s design scope, description, or termini. As a result, these small modifications do not require public review.

For L RTP **modifications**, the process **does not involve** a formal **Federal, state or public review** period, or any formal action by the Jackson Executive Board. MPO staff shall prepare the administrative change and submit it to state and Federal partners and **share the prepared material** with the **MPO membership** and **public** at **regularly scheduled meetings**.

TABLE 2 - Long Range Transportation Plan

	Reviewing Agency/Group	Review/Comment Period
Scheduled New or Updated Plan	State	30 business days
	MPO Membership	30 calendar days
	Public	45 calendar days 30 calendar days
	Federal	20 business days
Amendment	State	10 business days
	MPO Membership	14 calendar days
	Public	14 calendar days
	Federal	10 business days
Modification	Staff prepared with only a notification of the completed activity to all agencies/groups	

TABLE 3 – Transportation Improvement Program (TIP)

	Reviewing Agency/Group	Review/Comment Period
<i>New or Updated TIP</i>	State	30 business days
	MPO Membership	30 calendar days
	Public	45 calendar days 30 calendar days
	Federal	20 business days
<i>Amendment</i>	State	10 business days
	MPO Membership	14 calendar days
	Public	14 calendar days
	Federal	10 business days
<i>Adjustment</i>	Staff prepared with only a notification of the completed activity to all agencies/groups	

UPWP Amendments

Based on funding changes, timeline revisions or other circumstances, the UPWP may need to be modified. **An amendment is any change resulting in additional or reduced funds for a work task over 20%, and/or a change to the scope of work (or tasks) for a project, including new or deleted tasks.** Amendments do not require additional public input and will be announced in conjunction with MPO Executive Board meetings where the changes will be adopted.

UPWP Adjustments

Minor changes that do not meet the threshold for Amendments will be made by MPO staff **without requiring adoption by the MPO Executive Board.** The MPO will include **notice** of the changes at MPO Technical Committee and Executive Board meetings.