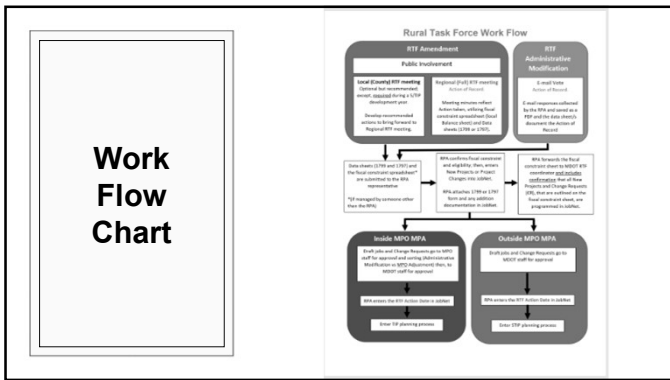


RTF Work Flow



RTF Amendment

Local Meeting

- Recommended but optional, except during S/TIP development
- Public involvement, including elected officials in the area
- Prepare a list of projects and/or project changes, for recommendation to the Regional RTF committee

**RTF
Amendment

Regional
RTF
Meeting**

- Utilize fiscal constraint sheet (traditional balance sheet or other spreadsheet) to track proposed project changes and fiscal constraint
- Local road and transit agencies must fill out the data sheets (1799 or 1797)
 - Data sheets should be turned in to the RPA representative at the meeting or e-mailed immediately following
- The data sheets provide all of the information that is needed by the RPA to accurately program projects into JobNet

**RTF
Administrative
Modification

Email Vote**

- Road agency brings project changes to RPA and submits 1799 or 1797 form
- RPA sends E-Mail to the Regional RTF committee, which outlines the proposed change and requests a vote
- RPA collects the responses and saves them to a PDF file as a record of action
- RPA creates a Change Request in JobNet
- RPA forwards the record of action to MDOT RTF Coordinator

1799 Forms

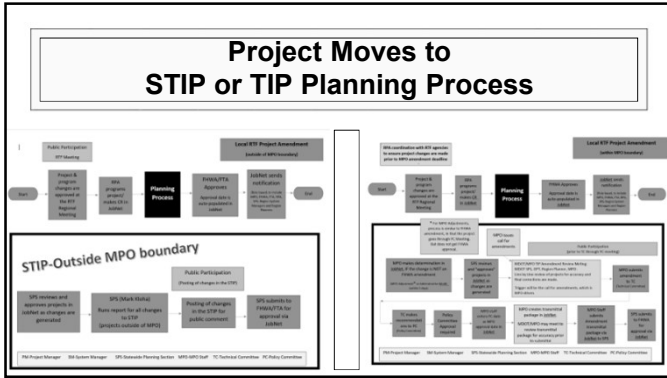
- Go to form
- 1797 already demonstrated

Project Entered Into JobNet

- Draft Job or Change Request (CR) Approvals:
 - Within MPO boundary: MPO representative will approve, then MDOT staff
 - Outside MPO Boundary: MDOT RTF staff
- MDOT staff confirm fiscal constraint
- MDOT staff confirm eligibility
- Following MDOT approval, the RPA will enter the RTF Action date (meeting or email)

Action Approval Date Entered

- If the new project or CR qualifies as a Federal Administrative Modification in JobNet; then, it is ready for obligation
- If in an MPO MPA, can designate as
- If the new project or CR triggers a Federal Amendment in JobNet; then, it is placed in queue for S/TIP amendment
 - TIP amendment: within the MPO TIP
 - Rural STIP: outside MPO/MPA boundary



Reminder: Be aware of S/TIP schedules

- STIP amendment Schedule (Handout)
- If in a MPO MPA make sure you know their TIP amendment schedule
