
METROPOLITAN TRANSPORTATION PLAN AMENDMENT POLICY

Version: 3.0

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HISTORY

<i>Version</i>	<i>Description</i>	<i>Date</i>
3.0	Policy document branding and contact information updated	11/02/2020
2.0	Policy revised to: 1) add purpose statement and applicability; 2) update federal citation reference to reflect May 27, 2016 revision; and 3) update document format.	03/12/2019
1.0	Initial policy.	10/05/2015

PURPOSE

This memo defines when Metropolitan Transportation Plan (MTP) amendments are required and specifies the information MnDOT, FHWA and FTA must receive when the MPO approves a MTP amendment. MPOs must follow the MTP amendment processes specified in the MPO's Public Participation Plan. MPOs should regularly educate their state and local partners on when MTP amendments may be needed, the amendment process, and the importance of early and continuing cooperation.

APPLICABILITY

This policy only applies to Minnesota led MPOs: Duluth-Superior Metropolitan Interstate Council, Mankato/North Mankato Area Planning Organization, Metropolitan Council, Rochester-Olmsted Council of Governments, and Saint Cloud Area Planning Organization.

MPOs lead by either North Dakota (Fargo-Moorhead Metropolitan Council of Governments, Grand Forks-East Grand Forks Metropolitan Planning Organization) or Wisconsin (La Crosse Area Planning Committee) are encouraged to notify MnDOT, FHWA-Minnesota Division, and FTA Region 5 in regards to any upcoming MTP amendments and copy MnDOT on any correspondence related to the MTP amendment with the North Dakota Department of Transportation or the Wisconsin Department of Transportation.

BACKGROUND

As detailed in 23 CFR 450.324, there are instances when an MPO may need to amend its metropolitan transportation plan.

Amendments are completed to accommodate:

1. A major change to a project or projects described in the MTP, including:
 - a. The addition or deletion of a regionally significant project
 - b. A major change in the project cost or project/project phase initiation dates
 - c. A major change in project design concept or design scope (e.g. changing project termini or number of through lanes)
2. A change that requires:
 - a. Public review and comment (as described in the relevant Public Participation Plan)
 - b. A re-demonstration of fiscal constraint (e.g., moving a project from the illustrative list of the fiscally constrained list or a significant change in anticipated revenues)
 - c. A conformity determination for non-attainment/maintenance areas

If concerns/issues remain, the MPO should consult with MnDOT and FHWA/FTA to determine if an amendment is necessary.

MTP AMENDMENT PROCESS

If an amendment is required:

- The MPO must follow the plan amendment process identified in the MPO's Public Participation Plan.
- The MPO must prepare a memo that address the items below under Memo Contents. For items 1-3, the MPO is strongly encouraged to the memo with MnDOT, FHWA and FTA prior to any meetings with its TAC and/or Policy Board to ensure the memo contains a sufficient level of information.
- The MPO must submit the memo to MnDOT, FHWA and FTA for information purposes once the MPO's Policy Board official adopts the plan amendment.

AMENDMENT MEMO CONTENTS

1. Background

- a. Explain why the amendment is needed. What changed? Be specific.
- b. If the amendment is adding or removing projects, or moving projects from the illustrative list to the fiscally constrained list or vice versa:
 - i. The project wording must exactly match the wording in the plan.
 - ii. Avoid the use of “replaced” or “inserted.”
 - iii. Example text: 1) Removed project ID #, project description, from the list of constrained projects; 2) Added project ID # (new number), project description, to the illustrative list.
- c. If the amendment is adding a project(s), include supporting documentation (e.g., links to the project study).
- d. Explain how the amendment affects the plan’s overall performance management.

2. Air quality conformity (if applicable)*

- a. Describe the impacts on conformity.

Note: If the project is not exempt and was not part of the original plan’s conformity analysis and determination, a revised conformity analysis must be conducted and a conformity determination made. Consultation is required with FHWA, MPCA and MnDOT. EPA must comment on the analysis. FHWA will issue a formal conformity determination.

3. Financial constraint

- a. Discuss the amendment’s impact on fiscal constraint.

Note: If the amendment is adding a project without removing a project of similar cost, fiscal constraint must be demonstrated.

Example text: The proposed amendment is cost neutral to the financial constraint of the plan. (added) Project ID # has an estimated cost of \$XXX. (removed) Project ID # has an estimated cost of \$XXX.

Example text: The proposed amendment causes no net impact to the financial constraint of the plan and has no estimated project costs at this moment. If projects related to this amendment are amended into the plan or TIP, financial constraint will be addressed at that time.

4. Public involvement

- a. Discuss the public involvement process used.
- b. Identify the dates the amendment was available for public comment.

c. Discuss any public comments received.

5. Resolution

a. Identify when the MPO's Policy Board officially adopted the amendment.

b. Include a copy of the resolution in the transmittal package.

*If the amended project is located within an air quality nonattainment or maintenance area, the amendment package – transmittal letter, amendment memo, and resolution – must be sent to MnDOT. The transmittal letter must request that MnDOT transmit the amendment to FHWA/FTA for an air quality conformity determination and a positive planning finding.