Rural Task Force Workflow

RTF Major Action

Public Involvement

Local (County) RTF meeting
Optional but recommended; except, <u>required</u> during a S/TIP development year.

Develop recommended actions to bring forward to Regional RTF meeting.

Regional (Full) RTF meeting
Action of Record.

Meeting minutes reflect Action taken, utilizing fiscal constraint spreadsheet (local Balance sheet) and Data sheets (1799 or 1797).

RTF Minor Action

E-mail Vote of Regional Committee Members
Action of Record.

E-mail responses collected by the RPA and saved as a PDF and the data sheet/s document the Action of Record

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Data sheets (1799 and 1797) and the RTF fiscal constraint spreadsheet* are submitted to the RPA representative

*(if managed by someone other than the RPA)

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RPA confirms fiscal constraint and eligibility; then, enters New Jobs or Job Changes into JobNet.

RPA attaches 1799 or 1797 form and any addition documentation in JobNet.

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RPA forwards the RTF fiscal constraint sheet to MDOT RTF coordinator <u>and includes confirmation</u> that all New Jobs and Change Requests (CR), that are outlined on the fiscal constraint sheet, are programmed in JobNet.

Inside MPO MPA

Draft jobs and Change Requests go to MDOT staff for approval

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If a federal amendment is not triggered, MPO staff sorts (Administrative Modification vs MPO Adjustment) and adds MPO Action Date

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RPA enters the **RTF Action Date** in JobNet

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Enter MPO TIP planning process

Outside MPO MPA

Draft jobs and Change Requests go to MDOT staff for approval

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RPA enters the **RTF Action Date** in JobNet

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Enter Rural TIP planning process

Updated September 2, 2020