

Any changes proposed to a project listed in the current, approved Superior Metro TIP will be determined to be one of the following:

- I. **Administrative Modification**
- II. **Minor Amendment**
- III. **Major Amendment**

This determination will be made in consultation with WisDOT, in accordance with the 2018 TIP preparation guide [Guidelines for Developing MPO Transportation Improvement Programs](#).

Generally, this determination will assess (a) the extent of changes to the scope of work in combination with the change in cost (i.e., if it will exceed 10 percent or \$1,000,000 of the total federal funding amount originally programmed for the project) and (b) the extent of related public involvement actions.

For all project changes, the amended TIP must remain fiscally constrained within the revenues that can reasonably be expected to be available.

The following public involvement procedures will be followed for each type of project change proposed to listed projects in the current, approved TIP:

I. Administrative Modification

Staff Actions

After it has been determined that an Administrative Modification to the TIP is necessary, the answers to the following two questions will guide the next steps to be taken:

1. **Is formal action necessary by the MIC Policy Board?** **No**
2. **Will public involvement occur?**
Yes—through MIC and TAC meeting notifications and by posting on the MIC website:
 - a. The Administrative Modification will be posted in the ‘Project Updates’ section of the current [TIP web page](#) on the MIC website;
 - b. The Administrative Modification will be included in the ‘Project Updates’ section of the published TAC and MIC agendas;
 - c. The Administrative Modification will be included in the published meeting summaries.

Agency Follow-up:

Correspondence about the project change will be transmitted to WisDOT/FHWA/FTA, as appropriate, after the Administrative Modification determination has been made.

II. Minor Amendment

Staff Actions

After it has been determined that a Minor Amendment to the TIP is necessary, the answers to the following two questions will guide the next steps to be taken:

1. **Is formal action necessary by the MIC Policy Board?**
Yes—The proposed Amendment must be presented for review by the TAC and approval by the MIC Board:
 - a. A Board resolution will be prepared for signature.

2. Will public involvement occur?

Yes - through MIC and TAC meeting notifications and by posting on the MIC website:

- a. 7 days' advance notice of the proposed Amendment will be provided by including it as a voting item on the published agendas;
- b. A full description of the proposed Amendment will be included in the accompanying TAC and MIC meeting materials and "Opportunity for Public Comment" will be prominently noted on the published meeting notices;
- c. A full description of the proposed Amendment will be posted in the 'Project Updates' section of the current [TIP page](#) on the MIC website;
- d. Any written or oral comments received will be presented at the TAC and MIC meetings and included in the published meeting summaries;
- e. A full description of the approved Amendment, as well as the result of the committee vote, will be included in the published meeting summaries.
- f. Amended Project lists will be updated and the Community Impact/Environmental Justice analysis will be updated (if needed). These will be made available to the public in the following ways:
 - Posted on the current TIP page of the dsmic.org website
 - Printed copies will be provided upon request by contacting the MIC office at 221 W First St, Duluth, MN 55802 / (218) 529-7511 / micinfo@ardc.org.

Agency Follow-up:

Correspondence about the approved Amendment, including a copy of the signed Resolution, will be transmitted to WisDOT/FHWA/FTA, as appropriate, after the MIC Board meeting.

III. Major Amendment

Staff Actions

After it has been determined that a Major Amendment to the TIP is necessary, the answers to the following two questions will guide the next steps to be taken:

3. Is formal action necessary by the MIC Policy Board?

Yes – The proposed Amendment must be presented for review by the TAC and approval by the MIC Board:

- a. A Board resolution will be prepared for signature.

4. Will public involvement occur?

Yes – through MIC and TAC meeting notifications and by posting on the MIC website:

- a. 7 days' advance notice* of the proposed Amendment will be provided by including the Amendment as a voting item on the published agendas;
- b. A full description of the proposed Amendment will be included in the accompanying meeting materials and "Opportunity for Public Comment" will be prominently noted on the published meeting notices;
- c. A full description of the proposed Amendment will be posted in the 'Project Updates' section of the current [TIP page](#) on the MIC website;
- d. Any written or oral comments received will be presented at the TAC and MIC meetings and included in the published meeting summaries;
- e. A full description of the approved Amendment, as well as the committees' votes, will be included in the published meeting summaries.
- f. Amended Project lists will be updated and the Community Impact/Environmental Justice analysis will be updated (if needed). These will be made available to the public in the following ways:

- Posted on the current TIP page of the dsmic.org [website](#)
- Printed copies will be provided upon request by contacting the MIC office at 221 W First St, Duluth, MN 55802 / (218) 529-7511 / micinfo@ardc.org.

Agency Follow-up:

Correspondence about the approved Amendment, including a copy of the signed Resolution, will be transmitted to WisDOT/FHWA/FTA, as appropriate, after the MIC Board meeting.

**NOTE: depending on the scope of the change, a longer public notice period may be determined in consultation with WisDOT. Additional public involvement, if determined to be necessary, may include:*

- *Holding a public meeting to describe the proposed Amendment and solicit public comment.*
- *Utilizing the MIC's social media outlets to publicize the public meeting and provide an opportunity to provide public comment.*
- *Publishing a legal notice in the local newspaper.*