

# **KIPDA Project Management Process**

**Surface Transportation Program –  
Kentucky (SLO)**

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# KIPDA Project Management Process

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# KIPDA Project Management Process

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## Project Management

### ***Policy Statement***

The *KIPDA Project Management Process* is the Transportation Policy Committee's (TPC) policy and process for planning, programming, and prioritizing federal Surface Transportation Program-Urban funds that are dedicated to the Kentucky portion of the KIPDA MPO. This funding source is referred to as SLO funds. These procedures have been established by the TPC in order to further ensure that the TPC priorities and goals (as established through the Metropolitan Transportation Plan) are realized in a timely and efficient manner so as to benefit the community.

In order to foster a collaborative, cooperative, and coordinated transportation planning process, the TPC has established these procedures to further the understanding of the intent and expectations of all planning partners and the public relative to SLO funds. The TPC believes that the projects and programs included in the Transportation Improvement Program represent a commitment to the public, local and state governments, and all the planning partners. The TPC will accept nothing less than a full commitment by all the planning partners within the KIPDA MPO to advance and complete the projects in the TIP in the most expedient manner possible, and with full regard of the public trust.

The Transportation Policy Committee recognizes and encourages a shared understanding that a commitment to a project and program is the responsibility of both the project or program sponsor and the Transportation Policy Committee. The sponsor's commitment is found in project development with accurate cost and schedule estimates, followed by the timely and efficient advancement of a project or program in order to obligate funds and expedite community benefit. The Transportation Policy Committee commitment begins with managing a Transportation Improvement Program process that introduces efficiencies and clear priorities for the obligation of federal funds for all projects and programs in the TIP, including those that rely on the federal funds dedicated to the KIPDA MPO. Once a project or program is added to the TIP the Transportation Policy Committee commits to funding that project or program as well as all others in the TIP Four Year Program within the confines of the *KIPDA Project Management Process*. The TPC has committed to ensuring that funds are available for not one project or program, but for all projects and programs to proceed as proposed.

In summary, the TPC has developed the *KIPDA Project Management Process* to:

- Enhance the TIP in supporting the goals of the Metropolitan Transportation Plan
- Enhance the TIP in its efforts to attain Performance Targets as defined in the *KIPDA Performance Management Plan*
- Ensure that the TIP Four Year Program is managed in a manner that advances all projects in a timely and efficient manner so as to reduce delay in community benefit
- Have in place a manageable programming process that provides a clear path for all projects in the TIP Four Year Program to advance without delay; thereby improving community benefit, meeting MTP Goals, contributing to attaining *KIPDA Performance Management Plan* Performance Targets, and obligating funds

The *KIPDA Project Management Process* will be made available to the public via the KIPDA website and by request. These procedures will be reviewed on a regular basis not to exceed four years. All proposed modifications to the *KIPDA Project Management Process* will be reviewed, and if deemed appropriate, enacted by the TPC. All project sponsors will be notified of any changes.

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## **Access to Funds**

The Transportation Policy Committee believes that all project sponsors in the Kentucky portion of the Louisville / Jefferson County (KY/IN) MPA should have access to SLO funds.

## **Working Groups**

KIPDA is responsible for managing the SLO funds. Because of the complexities, the Transportation Policy Committee may engage working groups to assist with administering the *KIPDA Project Management Process*.

With implementation of the *KIPDA Project Management Process*, the Transportation Policy Committee shall request the Transportation Technical Coordinating Committee to establish a Project Working Group for the purpose of addressing components of the *KIPDA Project Management Process*. The Project Working Group shall address its responsibility objectively and with attention toward regionalism, advancing all projects in a timely and efficient manner, with full regard for the Metropolitan Transportation Plan Goals, and the *KIPDA Performance Management Plan*, without concern for political or jurisdictional reference and shall provide input as described below in a professional and transparent manner that holds in high regard public trust and commitment. All efforts of the Project Working Group will serve as recommendations for consideration by the Transportation Technical Coordinating Committee and the Transportation Policy Committee.

The Project Working Group will assist the Transportation Technical Coordinating Committee, the Transportation Policy Committee and KIPDA staff in the management of the TIP Four Year Program and Future Phase Category. At a minimum, the Project Working Group may provide thoughtful and deliberate input to the following components of the *KIPDA Project Management Process*:

- Place Holder Funding Categories
- Funding Targets
- Cost Estimates and Verification of Non-Federal Match
- Applications for Cost Increases
- Applications for Cost Increase Exceptions
- Applications for Phase Shift Exceptions
- Advancing a project phase from the Future Phase to the TIP Four Year Program
- Applications for new projects and programs

The Project Working Group will include:

- Representation from the Indiana Department of Transportation
- Representation from the Kentucky Transportation Cabinet
- Representation from the Transit Authority of the River City
- Representation from the Louisville Metro Government Mayor's Office
- The KIPDA Transportation Director
- Two Transportation Technical Coordinating Committee members with voting status from Indiana that will participate in the Project Working Group meetings on a rotating basis
- Two Transportation Technical Coordinating Committee members with voting status from Kentucky that will participate in the Project Working Group meetings on a rotating basis

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The rotating Transportation Technical Coordinating Committee members may not participate in consecutive Project Working Group meetings. Also, and due to their representation as standing members on the Project Working Group, representatives from the Indiana Department of Transportation, the Kentucky Transportation Cabinet, the Transit Authority of the River City, Louisville Metropolitan Government, and KIPDA may not fill any of the rotating positions on the Project Working Group. Rotating participants will be selected by the Transportation Technical Committee Chair, in consultation with KIPDA staff.

## **Funding Targets and Place Holder Funding**

The Transportation Policy Committee may set targets related to specific transportation modes, programs, or project types. In establishing funding targets, the TPC shall identify a specific time frame for meeting the target. Regular reports will be given to the TPC concerning efforts made toward meeting the defined targets. The TPC may set a specific time frame for utilization of Funding Targets and/or review their applicability at any time.

The Transportation Policy Committee may also establish Place Holder Funding categories relative to specific modes of transportation, programs, or project types. The funds allotted to the Place Holder Categories shall originate from the SLO General Fund. Balances not programmed at the end of a fiscal year will not roll over to a Place Holder Funding Category's subsequent year. Balances not programmed in a given fiscal year will be made available in the subsequent year's General Fund. The TPC may set a specific time frame for utilization of a Place Holder Funding category and/or review its applicability at any time.

## **Key Steps**

The Transportation Policy Committee (TPC) has identified the following key steps necessary for ensuring that SLO funds; 1) contribute to meeting the Goals and Objectives of the KIPDA Metropolitan Transportation Plan; 2) contribute to meeting the performance targets as defined in the *KIPDA Performance Management Plan*; and 3) ensure the efficient obligation of SLO funds so as to expedite community benefit. It is the intent of the TPC that these funds are readily accessible to projects and programs that advance in a timely and efficient fashion. Key steps include:

- Managing Available Funds
- Managing Project Costs
- Managing Project Schedules
- Managing the Future Phase Category
- Notification of Available Funds
- Project and Program Application
- Project and Program Review and Selection
- Project and Program Tracking
- On-Going Programs
- TIP Amendments and Administrative Modifications
- Phase In of the *KIPDA Project Management Process*

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## **KIPDA Metropolitan Transportation Plan**

### **Policy Statement**

The Transportation Policy Committee firmly believes that the Transportation Improvement Program is to program and obligate federal funds dedicated to the KIPDA MPO in support of the Metropolitan Transportation Plan. The MTP shall provide the following for the *KIPDA Project Management Process*.

### **Metropolitan Transportation Planning Goals**

The Goals and Objectives of the Metropolitan Transportation Plan shall serve as the guiding principles relative to projects and programs in the Transportation Improvement Program. The Metropolitan Transportation Plan Goals and Objectives are included in the *KIPDA Project Management Process* by reference.

### **Project Priority**

Project priority for projects and programs in the Transportation Improvement Program shall be established by the Metropolitan Transportation Plan.

### **Focus Areas**

The Metropolitan Transportation Plan shall establish Focus Areas, which are to be considered during the Project Review and Selection components of the *KIPDA Project Management Process*.

### **Environmental Justice / Title VI Study Areas**

The Metropolitan Transportation Plan includes the Environmental Justice and Title VI Study areas that are developed by the KIPDA MPO. These areas are to be considered during the Project Review and Selection components of the *KIPDA Project Management Process*.

## **KIPDA Performance Management Plan**

### **Policy Statement**

Performance Based Transportation Planning has advanced to the forefront of transportation planning. The Transportation Policy Committee recognizes the federal regulatory implications relative to the Transportation Improvement Program, but also supports such concepts as good planning practice. Therefore, the Transportation Policy Committee requires that consideration of the Performance Measures and Performance Targets in the *KIPDA Performance Management Plan* play an integral role in Projects and Programs in the Transportation Improvement Program. *The KIPDA Performance Management Plan* is to be fully considered when new projects and programs are proposed and during the New Project and Program Review and Project and Program Selection components of the *KIPDA Project Management Plan*.

## **Managing Available Funds**

### **Policy Statement**

Ensuring effective and efficient use of SLO funds for programming and obligation is only achievable through appropriate levels of management. The Transportation Policy Committee has enacted the following measures in order to advance the obligation of SLO funds:

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- General Fund
- Cost Increase Reserve
- Place Holder Funding
- Funding Targets
- Planning Studies

The General Fund provides a clear understanding of available funds for advancing existing projects and programs, as well as introducing new ones when opportunities to do so become available. In the long term, the Cost Increase Reserve ensures that funds are made available to advance projects in a timely and efficient manner. By anticipating cost increases, and limiting the significance of their impact, projects that can advance on schedule will advance on schedule. Historically and because of fiscal constraint, cost increases for one project phase have often led to the delay of other projects in the TIP Four Year Program. Having both the Cost Increase Reserve and the General Fund separate from one another establishes a clear path for projects to advance without being impeded by other projects.

The Place Holder Funding and Funding Targets assist the Transportation Policy Committee in achieving certain transportation related targets they may deem as of value to the transportation system and the community. By establishing Place Holder Funding categories and Funding Targets, the TPC may more effectively manage funds toward specific needs or wants that are aligned with the Metropolitan Transportation Plan Goals and the *KIPDA Performance Management Plan*.

Advanced planning is an effective tool for not only improving the transportation infrastructure, but also enhancing management of the Transportation Improvement Program. By establishing an avenue to fund planning studies in the *KIPDA Project Management Process*, the Transportation Policy Committee recognizes the value added through enhanced decision making, improved cost estimates, and more accurate schedules for programming and advancing projects and programs in the Transportation Improvement Program that utilize SLO funds.

## **General Fund**

The SLO General Fund consists of the funds carried over from previous years as well as the annual allocation of funds minus those funds set aside for the Cost Increase Reserve and the Place Holder Funds.

## **Cost Increase Reserve**

A Cost Increase Reserve (CIR) has been established to address unanticipated cost increases for a project in the TIP. The CIR is funded through a 20% set aside of the SLO funds allocated to the MPO on an annual basis.

Once the annual CIR is depleted, there will be no additional dedicated funds made available that year for cost increases. Any cost increases that may be identified after the CIR is depleted will be the responsibility of the LPA, state, or both. If available, any combination of local, state, or federal funds other than SLO funds may be utilized to cover unfunded cost increases.

If a project is unable to advance due to a lack of CIR funds, all unobligated phases of the project will be moved to the Future Phase Category. They may be reinstated into the four year TIP program at a later date and when appropriate funds are available.

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Should a balance remain in the CIR at the end of the fiscal year, the unspent balance will roll over into the upcoming year's General Fund.

All project sponsors must apply for utilization of funds in the CIR.

## **Place Holder Funding**

The Transportation Policy Committee may make available Place Holder Funding Categories (PHC). The intent of a PHC is to facilitate project implementation and to enhance contribution to meeting *KIPDA Performance Management Plan* Performance Targets.

Dollar amounts associated with Place Holder Funding would be deducted from the General Fund annually.

Any voting member of the Transportation Technical Coordinating Committee (TTCC) or Transportation Policy Committee (TPC) may propose to the TPC the creation of a Place Holder Funding Category. Place Holder Funding Categories may be established for the purpose of advancing only air quality exempt projects.

All Place Holder Funding Categories must be in the MTP prior to inclusion in the TIP. If a proposed Place Holder Funding Category is not in the existing MTP it must be amended at the next opportunity. Once in the MTP and TIP, the Place Holder Funding Category may be used for the advancement of projects in the TIP.

When such a proposal is introduced, the TPC shall take action requesting further review and development of the Place Holder Funding Category. Review shall be considered by the Project Working Group with consideration to include:

- Aligning the proposed Place Holder Funding Category to specific Performance Measures and Performance Targets in the *KIPDA Performance Management Plan*
- Amount of Funds to be set aside annually for the purpose of funding projects associated with the Place Holder Funding Category projects
- The length of time the Place Holder Funding Category will provide funding availability
- Additional considerations beyond those identified in the New Project and Program Review and Project and Program Selection sections that may be considered when selecting projects for the Place Holder Funding Category that are specific to the intent of the Place Holder Funding Category and achieving *KIPDA Performance Management Plan* Performance Targets.

The Project Working Group will draft a report and recommendation for consideration by the Transportation Technical Coordinating Committee and the Transportation Policy Committee. Place Holder Funding Categories may not be assigned to any project sponsor or local jurisdiction. Funds in a Place Holder Funding Category may be accessed by any LPA in the Kentucky portion of the KIPDA MPO.

Funds set aside in a Place Holder Funding Category may only be used to fund the intended project type and may not be used for any other purpose. At the end of each fiscal year, any unspent balances remaining in a Place Holder Funding Category roll forward into the upcoming fiscal year's General Fund. Unspent balances from a Place Holder Funding Category may not accumulate from year to year.

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Once a project is selected to use the funds in a Place Holder Funding Category, the project is added to the TIP. The funds assigned to the project are subtracted from the Place Holder Funding Category available balance. Once a project has been selected to use funds available in a Place Holder Category, that project will continue to use those funds for subsequent phases and years. If available, subsequent phases may be funded with a combination of Place Holder Funding available balance, General Fund available balance, or any other local, state, or federal funding source.

The Place Holder Funding Category funds are available on a first come first serve basis and until they are depleted. Should funding requests exceed available balance at a scheduled NOFA opportunity the Project Working Group will review and recommend selection of projects based upon the project application and evaluation.

Once selected, a project utilizing a Place Holder Funding Category, must adhere to the guidelines and requirements associated with:

- Managing Costs
- Managing Schedules
- Managing Future Phase
- Project Tracking

KIPDA staff may issue a NOFA annually for Place Holder Funding Categories. Responses to a NOFA for a Place Holder Funding Category must adhere to the guidelines established for new projects, including requirements found in:

- Funding Application for New Projects and Programs
- New Project and Program Review
- Project and Program Selection

The Transportation Policy Committee, at their discretion, may increase or decrease the amount of funds set aside each year for a Place Holder Funding Category.

## **Funding Targets**

At any time the Transportation Policy Committee may establish Funding Targets for the SLO General Fund. Funding Targets may be established in support of any Metropolitan Transportation Plan Goals and Objectives or the *KIPDA Performance Management Plan*. A Funding Target establishes a percentage or dollar amount of SLO funds that are programmed in the TIP with the intent of achieving the Target. In establishing the Funding Target, the TPC will also establish a timeframe for meeting the Target. A Funding Target does not constitute a Place Holder Funding Category and does not establish a set aside of funds.

Funding Targets may be established for any transportation mode, project type, or program. Funding Targets promote regionalism and may not be established for any single project sponsor, LPA or local jurisdiction.

Following Transportation Policy Committee establishment of a Funding Target and prior to its implementation, the Project Working Group will convene for the purpose of developing recommendations concerning how to best reflect the Funding Target and Transportation Policy Committee intent relative to:

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- Funding Application for New Projects and Programs
- New Project and Program Review
- Project and Program Selection

The Project Working Group effort will result in a report and recommendation for consideration by the Transportation Technical Coordinating Committee and the Transportation Policy Committee.

## **Planning Studies**

The Transportation Policy Committee has established an opportunity for Planning Studies to be funded with SLO funds for the expressed purpose of early project evaluation for proposed projects, improving cost estimates and developing reasonable project phase scheduling. A project sponsor may seek SLO funds for planning through a funding application and in response to a NOFA.

In developing the opportunity for Planning Studies, the Transportation Policy Committee has enacted the following measures:

- Of the federal funds dedicated to the MPO, only SLO funds may be used for Planning Studies in Kentucky
- Following the issuance of a NOFA, up to 2% of the Adjusted Annual Allocation of SLO funds may be used for programming Planning Studies in the Transportation Improvement Program.
- Applications for proposed Planning Studies will be reviewed and considered with all other funding applications.
- Planning Studies are ineligible for any cost increases.
- Planning Studies may not shift from one year to another. If SLO funds programmed for the Planning Study are not obligated in the year they are originally scheduled (as defined in the Project Information Form), then the Planning Study is removed from the TIP. The project sponsor may reapply for the funds at a subsequent NOFA opportunity.
- Funding Applications for planning studies may not be submitted for projects and programs in the current TIP Four Year Program or Future Phase Category
- Planning Studies must adhere to the requirements as defined in the Project Tracking section of the *KIPDA Project Management Process*
- The Project Working Group assists the Transportation Technical Coordinating Committee and Transportation Policy Committee by reviewing and providing recommendations concerning funding applications. When SLO funds are requested for a Planning Study, the Project Working Group will add the following to their considerations:
  - The scope of the planning study and its ability to provide for more detailed and more accurate cost estimates and estimated schedules. The Project Working Group may elect to confer with applicants in order to modify the scope of the proposed study as needed
  - The cost of the proposed planning study relative to the balance of the 2% of Adjusted Annual Allocation that may be available for Planning Studies
  - Anticipated schedule and time frame for completing the proposed Planning Study
  - The potential contribution of the project(s) resulting from the planning study to contribute to the MTP Goals and Objectives and/or the performance targets identified in the *KIPDA Performance Management Plan*

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## **Managing Costs**

### **Policy Statement**

In order to maximize the programming and obligation of SLO funds, the TPC has established requirements relative to applying for funds and cost increases for projects and programs in the TIP using SLO funds.

The Transportation Policy Committee recognizes and appreciates its ability to direct how SLO funds are utilized. With this authority, the TPC believes that the KIPDA MPA is best served by ensuring all Kentucky project sponsors have access to the SLO funds and that the most effective utilization of this funding source is to address as many issues as allowed by available funds.

The TPC also encourages all project and program sponsors to minimize project cost increases. The TPC recognizes that too frequent cost increases and cost increases that are relatively significant when compared to the original programmed project cost often result in an unreasonable delay in the completion of projects utilizing SLO funds.

So as to minimize the impact of relatively high cost projects and too frequent and relatively significant cost increases, the TPC has developed procedures to assist in the management of project costs and to establish a common understanding between all LPAs, states, and other project sponsors.

### **Applying for Funds**

No one phase of a project programmed in the TIP requesting SLO funds may exceed 50% of the adjusted annual allocation of SLO funds (the annual allocation minus the Cost Increase Reserve and Place Holder Funding Categories, should they exist).

Within the funding application process, the project sponsor is required to provide the following for the proposed project:

- Cost Estimates
- Demonstration of non-federal match

The Project Working Group will review the Cost Estimates and demonstration of non-federal match.

### **Cost Increases**

Please see Managing Available Funds / Cost Increase Reserve

In order to have a cost increase request considered, a project sponsors must submit a Cost Increase Application. Opportunities for submitting a Cost Increase Application occur quarterly. The Cost Increase Application may be reviewed by the Project Working Group, who may then forward a recommendation to the Transportation Technical Coordinating Committee and the Transportation Policy Committee. Programs seeking a cost increase beyond the allowable up to 5% increase of funds shall complete the Managing Costs / Cost Increase Exception Clause process.(please see the On-going Projects / On-Going Project Updates section of the *KIPDA Project Management Process*)

SLO funds may not participate in cost increases for the life of a project phase beyond 20% of the cost of the phase as identified in the original Project Information Form. Should more than one cost increase

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occur for a given phase, the cumulative total of SLO funds may not exceed 20% of the original phase cost identified in the original Project Information Form.

Any cost increase beyond 20% of the original PIF is the responsibility of the project sponsor and or state and can be funded with local, state, or other federal funds. Inability to continue with a project due to cost increase exceeding 20% results in all unobligated phases of that project moving to the Future Phase Category. The Cost Increase cap of 20% applies when advancing a project phase from Future Phase Category into the four year program. The phase(s) may not exceed 20% of the original estimate as defined in PIF.

Project sponsors shall submit a Cost Increase Request Application to KIPDA staff. In completing the Application, project sponsors shall provide a detailed explanation of the circumstances resulting in the anticipated cost increase. Cost Increase Request Applications will be accepted no later than 15 days prior to the upcoming Quarterly Review meeting.

In the event that the total request for cost increases exceeds the available funds in the Cost Increase Reserve, the Project Working Group will review the Cost Increase Applications and forward a recommendation to the Transportation Technical Coordinating Committee and the Transportation Policy Committee for their consideration. In their recommendation, the Project Working Group will identify the Cost Increase Applications they believe reasonable to fund. In their discussion, the Project Working Group will, at a minimum, consider:

- The reason for requesting a cost increase relative to the activities identified as unreasonable for receiving cost increases
- The amount of the cost increase request relative to the available balance in the Cost Increase Reserve
- The amount of the cost increase relative to the original cost estimate as defined in the project's Project Information Form
- The Metropolitan Transportation Plan priority of the project requesting the cost increase
- Information provided through the project's original Project Review, if applicable
- Project sponsor's history of advancing projects in a timely and efficient manner
- The phase(s) of the project for which the cost increase is requested
- Project's contribution to achieving performance targets as defined in the *KIPDA Performance Management Plan*
- Ability of the project sponsor to provide necessary non-federal match relative to the cost increase

Some project related activities are not eligible for receiving a Cost Increase. Such activities include:

- Cost increase relative to a change in project scope beyond what was provided in the Project Information Form
- Costs incurred during construction that were caused by engineering or design errors and/or omissions.

## **Cost Increase Exception Clause**

The Transportation Policy Committee recognizes that unforeseen circumstances may arise that could result in the cost increase of a project phase to exceed the 20% cost increase cap. In anticipation of these situations, the TPC has established a Cost Increase Exception Clause. Because the Cost Increase Exception Clause is intended to assist project sponsors with unique, unforeseen, or critical

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circumstances, requests for a Cost Increase Exception will be met with significant scrutiny and review. The TPC considers it the responsibility of the project sponsor to ensure that unforeseen costs are minimized through a thorough and comprehensive project development process that, to the fullest extent possible, anticipates and identifies all costs early in project development.

While the Exception may provide an avenue for meeting special circumstances that result in a cost increase greater than 20%, the ability to fund the anticipated increase is dependent up on the availability of funds in the Cost Increase Reserve and the requirements associated with all cost increases. A Cost Increase Exception does not provide any additional funds beyond those funds identified in the Cost Increase Reserve. No General Funds or Place Holder Funds may be utilized to address any cost increases.

A request for a Cost Increase Exception must be approved by the Transportation Policy Committee prior to completing the Cost Increase Application as defined in Managing Costs / Costs Increases. It is the responsibility of the project sponsor to submit a request for a Cost Increase Exception to KIPDA staff and request addition to the Transportation Technical Coordinating Committee and Transportation Policy Committee agendas at least 30 days prior to the upcoming Transportation Policy Committee meeting.

The project sponsor requesting a Cost Increase Exception is responsible for attending both the Transportation Technical Coordinating Committee and Transportation Policy Committee meeting in order to present their request to both Committees and respond to any relative questions. Lack of attendance and presentation at either of the Committee meetings will result in a delay in the disposition of their request by the Transportation Policy Committee until the next month's TTCC and TPC meetings. The Project Working Group will review the request for a Cost Increase Exception and forward a report and recommendation to the Transportation Technical Coordinating Committee. In their review of the Cost Increase Exception, the Project Working Group will, at a minimum consider:

- The reason for the request for a cost increase
- The examples of actions that may and may not be considered reasonable for a Cost Increase Exception as defined in the *KIPDA Project Management Process*
- The amount of the cost increase request relative to the available balance in the Cost Increase Reserve
- The Metropolitan Transportation Plan priority of the project or program requesting the Cost Increase Exception
- Information provided through the project's or program's original Project Review, if applicable
- Project or program sponsor's history of advancing projects or programs in a timely and efficient manner
- The Project or program sponsor's prior requests for a Cost Increase Exception
- The phase(s) of the project for which the Cost Increase Exception is requested
- Project's or program's contribution to achieving performance targets as defined in the *KIPDA Performance Management Plan*
- Ability of the project sponsor to provide necessary non-federal match relative to the cost increase

In their deliberation, the Transportation Policy Committee will consider the report and recommendation of the Project Working Group as well as the recommendation of the Transportation Technical Coordinating Committee.

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Determining the actions that may or may not qualify for a Cost Increase Exception is to be addressed on a case-by-case basis and is at the discretion of the Transportation Policy Committee. In order to foster a better understanding of reasonable and unreasonable actions, the Transportation Policy Committee has established the following as guides for requesting a Cost Increase Exception:

Examples of actions that might be considered reasonable for a Cost Increase Exception:

- Shifting funds from the Utility phase to the Construction phase when Utility activities are to take place in the Construction phase per a pre-arranged agreement between the project sponsor and the utility agency. It is important to note that, because the cost increase in this example is being funded through a cost decrease and the overall cost of the project has not changed, the Cost Increase Reserve funds will not be utilized to address the cost increase.
- A cost increase for a phase that is greater than 20% of the cost identified in the Project Information Form and that is attributable to conditions that could not have reasonably been foreseen.

Examples of actions that might be considered unreasonable for a Cost Increase Exception:

- A cost increase related to a change in project scope beyond what was provided in the Project Information Form
- Cost increases / overruns greater than 20% of the costs identified in the Project Information Form that were incurred as a result of contractor or project sponsor negligence
- Addressing a shortfall between cost estimates and project bids that results in an increase greater than 20% of the original cost for a phase identified in the Project Information Form

It should be noted that the Transportation Policy Committee, while recognizing the need for addressing unforeseen conditions, does not believe such actions are prudent, without due cause and should not be introduced haphazardly.

## **Cost Decreases**

SLO funds that become available through cost decreases, project deletion, or moving phase(s) to Future Phase Category are returned to the General Fund and made available to all project sponsors at the next NOFA. Funds may not be held in reserve for any project sponsor.

In very limited circumstances projects may retain funds from the cost decrease of a project phase in order to fund an increase in a subsequent phase. Only when the cost decrease and subsequent increase are directly attributable to shifting of activities from one phase to the other, the shifting of funds does not result in a net cost increase between the two phases, and the shifting of funds contributes to advancing the project in a more timely manner, will this be considered.

It is important to note, that under the unique circumstances outlined above where the total cost of the project does not change, the Project Information Form will be modified to reflect the changes in costs for both the phase whose costs are decreasing and increasing. The modified PIF will establish the base for any future cost increases. Also, when the total cost of the project does not change and funds in the Cost Increase Reserve are neither requested nor used, then the action is not considered a cost increase and therefore exempt from the 20% Cost Increase Cap.

The process for introducing the phase decrease and phase increase scenario as defined above is described under the Managing Costs / Cost Increase Exception Clause.

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The Transportation Policy Committee does not consider decreasing funds in one phase so as to increase the funds in another phase in order to cover a cost estimation error a reasonable condition for shifting funds from one phase to another.

The Transportation Policy Committee believes that reducing the cost of one phase in order to increase the cost of another is not allowable and is a poor reflection of planning unless the specific circumstances match the scenario outlined above. The TPC believes this practice is detrimental to the overall four year program of the TIP. Shifting funds from one phase to another in order to cover a cost increase that is a result of less than adequate project cost estimation will not be tolerated. A project sponsor may not “borrow” funds from one phase in order to address the increase costs of another unless there is a clear and unmistakable cause as defined above.

Project sponsors are not permitted to decrease funding for a phase in one project in order to increase funding for a phase in another project. Shifting funds from one project to another is not an allowable action.

## **Managing Schedules**

### **Policy Statement**

The Transportation Policy Committee places value on projects advancing in a timely and efficient manner and believes that any unreasonable delay in project advancement is unacceptable. It is the intent of the Transportation Policy Committee to introduce community benefit from projects and programs using SLO funds without delay.

The Transportation Policy Committee encourages project sponsors to maintain project schedules as originally proposed and to seek opportunities to advance projects and programs in the most expedient fashion. In order to foster timely implementation of projects and programs, the TPC has established the following procedures relative to project and program schedules.

### **Shifting Project and Program Phases**

With the exception of the Design phase, each project or program may delay, or shift each phase twice over the life of the project or program. A shift cannot exceed one year, and only one shift per phase will be considered each quarter for a given project or program. If a project or program phase is not obligated after it has shifted twice then all unobligated phases of the project or program are moved to the Future Phase Category. The unobligated phases may be reintroduced from the Future Phase to the four year TIP program at the next opportunity of available funds and when the phase is ready to advance to obligation.

Contingent on funding availability, a project sponsor may request to advance a project phase (if funds are available, introduce a phase to the first year of the TIP, or annual element). Requests to advance a project phase may occur as many times as needed in order to advance a project in a timely manner. Should circumstances arise where a phase that is advanced requires shifting to an upcoming year at a later date, then the two shift maximum will apply.

A project sponsor must submit a Phase Shift Application to KIPDA staff. Phase Shift Applications will be accepted quarterly and no later than 15 days prior to the upcoming Quarterly meeting.

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Project phase(s) that were placed in the Future Phase Category because of the Cost Increase Cap or the Phase Shift Cap retain the number of phase shift opportunities available at the time of being placed in the Future Phase Category. The Phase Shift from the Future Phase to the TIP four year program does not count against the two shift by phase maximum.

Projects whose Project Information Form originally scheduled project phases for the Future Phase retain the two opportunities to shift phases once they are introduced to the four year TIP program. The Phase Shift from the Future Phase to the TIP four year program does not count against the two phase shift maximum.

Project Design phases may not shift from one year to the next. If the Design phase of a project is not able to be obligated when it was originally scheduled according to the Project Information Form, then the project will be removed from the TIP. Removed projects because of failure to obligate Design may submit a new funding application at the next opportunity.

## **Project Shift Exception Clause**

The Transportation Policy Committee recognizes that unforeseen circumstances may arise that could result in a project needing to shift a phase more than the two shift maximum. In anticipation of these situations, the TPC has established a Phase Shift Exception Clause. Because the Phase Shift Exception Clause is intended to assist project sponsors with unique, unforeseen, or critical circumstances, requests for a Phase Shift beyond the two shift maximum will be met with significant scrutiny and review.

The Phase Shift Exception may be requested by a project sponsor only after exhausting the two phase shift maximum.

A request for a Phase Shift Exception must be approved by the Transportation Policy Committee prior to completing the Phase Shift Exception Application as defined in [Managing Schedules / Shifting Project and Program Phases](#). It is the responsibility of the project sponsor to submit a request for a Phase Shift Exception to KIPDA staff and request addition to the Transportation Technical Coordinating Committee and Transportation Policy Committee agendas at least 30 days prior to the upcoming Transportation Policy Committee meeting.

The project sponsor requesting a Phase Shift Exception is responsible for attending both the Transportation Technical Coordinating Committee and Transportation Policy Committee in order to present their request to both Committees and respond to any relative questions. Lack of attendance and presentation at either of the Committee meetings will result in a delay in the disposition of their request by the Transportation Policy Committee until the next month's TTCC and TPC meetings. The Project Working Group will review the request for a Phase Shift Exception and forward a report and recommendation to the Transportation Technical Coordinating Committee. In their review of the Phase Shift Exception, the Project Working Group will, at a minimum consider:

- The reason for the request for a phase shift
- The impact the requested Phase Shift will have on the fiscal constraint of the year in which the phase is requested to shift to
- The Metropolitan Transportation Plan priority of the project or program requesting the Cost Increase Exception
- Information provided through the project's or program's original Project Review, if applicable

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- Project or program sponsor's history of advancing projects or programs in a timely and efficient manner
- The Project or program sponsor's prior requests for a Phase Shift Exception
- The phase(s) of the project for which the Phase Shift Exception is requested
- Project's or program's contribution to achieving performance targets as defined in the *KIPDA Performance Management Plan*

In their deliberation, the Transportation Policy Committee will consider the report and recommendation of the Project Working Group as well as the recommendation of the Transportation Technical Coordinating Committee.

## **Managing the Future Phase**

### **Policy Statement**

The Transportation Policy Committee understands that a project using SLO funds may take ten years or more to complete depending on a project's scope and available funding. While it may take some projects ten years to complete, the TPC encourages project sponsors to advance projects in such a fashion that they can be completed well before ten years so as to avoid any delay of community benefits. The TPC also believes that any project using SLO funds requiring more than ten years to complete might be considered unreasonable and unacceptable.

In order to adequately plan and budget the programming of SLO funds the TPC has established the Future Phase Category. The intent of the Future Phase Category is to ensure that project sponsors, and the Transportation Policy Committee, are all aware of funding commitments not only within the upcoming TIP four year program, but also the six years beyond the TIP program.

### **Future Phase Balance**

The Future Phase balance is based on a planning level expectation of funds for the six years beyond the four year TIP program. The term "available funds" does not represent a commitment of program dollars to a specific project or project phase. The funds associated with the Future Phase are for planning purposes only. Because of the limited time frame, and the planning level approach, dollars associated with the Future Phase are recognized as today's dollar.

The Future Phase balance of funds is based on the six year cumulative total of anticipated annual allocation minus the Cost Increase Reserve and Place Holder Funding categories (should they exist), compared to the cumulative total of the following:

- Project phases not reflected in the current TIP
- Six years of On-going Programs based on the fourth year cost amount in the four year TIP program

New project phases and programs resulting from a NOFA may be introduced to the Future Phase only if there is an available balance of Future Phase funds (anticipated costs less than anticipated funds). If there is not an available balance in the Future Year Phase then no new project phases may be introduced to it.

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Project phases that are introduced to the Future Phase as a result of the Cost Increase Cap or the Phase Shift Limitation are not impeded from entering the Future Phase by the six year funding cap. The balance of project and program costs may exceed the balance of available funds in these situations.

## **Project and Program Phases in the Future Year Phase**

A project or program must have at least one phase in the current TIP four year Program in order to have any phases in the Future Phase. Because the Transportation Policy Committee believes that the addition of each new year of the TIP introduces funds available for shifting project phases from the Future Year Phase to the four year TIP program, it has established the following policy regarding project phases in the Future Year Phase: If a project has phases in the Future Year Phase and no phases in the current TIP four year program, then the project(s) will be reviewed by the Project Working Group and presented to the Transportation Policy Committee for possible removal from the TIP Future Phase. Removed projects may apply to be reintroduced to the TIP at a subsequent NOFA. Under no circumstances will prior obligated phases be accepted on an application or considered for funding.

When KIPDA staff determines that a balance is available in the TIP four year program, an opportunity to advance project phases from the Future Phase will be made available to project sponsors prior to issuing a NOFA for new projects.

Project sponsors that would like to advance a project phase from the Future Phase to the TIP four year program must complete and submit the appropriate application. The balance of available funds in the TIP four year program will be reviewed annually by KIPDA staff.

In the event that the dollar amount associated with the submitted applications exceeds the amount of available funds in the TIP's four year program, the Project Working Group will review applications and forward a recommendation to the Transportation Technical Coordinating Committee and the Transportation Policy Committee. Minimum considerations by the Project Working Group will include:

- MTP Priority
- Length of time the phase(s) have been in the Future Year Phase
- Amount of funding available
- LPA history of project advancement

## **Notice of Funding Availability for New Projects and New Programs**

### **Policy Statement**

It is the intent of the Transportation Policy Committee that project sponsors be notified when a balance of SLO funds is available for new projects and new programs. The TPC commitment to fund existing projects in the TIP requires that project phases in the Future Phase are afforded the opportunity to advance to the TIP four year program prior to issuing a NOFA for new projects and programs.

### **Conditions for Issuing a NOFA**

If possible, a NOFA for the SLO General Fund and Place Holder Funding Categories (should they exist) will be issued annually.

A NOFA will only be issued if there are funds available in the four year TIP program after project phases in the Future Year Phase have had an opportunity to advance into the TIP four year program.

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Should a balance of available funds be identified in the TIP four year program, a NOFA will be issued for new projects and new programs only. Prior to submitting an application for available funds, the proposed project shall be in the Metropolitan Transportation Plan.

If there is an available balance identified in the TIP four year program but not in the Future Phase, applications will only be accepted for projects whose total dedicated funding can be obligated within the TIP four year program.

## **Funding Applications for New Projects and Programs**

### **Policy Statement**

In order to ensure that all projects and programs are considered equally, and the anticipated project or program impacts are reviewed relative to community benefit and the *KIPDA Performance Management Plan*, the Transportation Policy Committee requires all requests for funding complete the appropriate application for SLO funds. This policy will be adhered to without exception.

### **Project Application Requirements**

The KIPDA staff has developed an on-line resource center for utilization by prospective project sponsors in completing their funding applications. At a minimum, the on-line resource center will include data relative to:

- Crash information
- Traffic Volume
- Existing Congestion
- Metropolitan Transportation Plan Focus Areas
- Metropolitan Transportation Plan Clusters
- Environmental Justice and Title VI study areas

While each funding category is unique, there are basic requirements for all projects and programs completing funding applications. The basic requirements shall include:

- Demonstration of Non-Federal Match (see below)
- Cost Estimate
- Estimated Schedule
- Funds Requested
- Project Justification
- Map (when appropriate)
- Narrative explaining how the project or program will contribute to achieving Performance Targets identified in the *KIPDA Performance Management Plan*
- Required Project Evaluation Information provided through the on-line resource center

All applications will be reviewed for completeness by KIPDA staff. In order to ensure all projects and programs are considered equally, all incomplete applications will be returned to the project sponsor for updating. No additional time beyond the stated deadline will be afforded for updating incomplete funding applications.

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Without exception, all new projects and programs proposing the use SLO funds shall complete a funding application.

No applications for funding will be accepted beyond the time frame identified for submitting applications for proposed projects.

Once a proposed project or program is selected for inclusion in the TIP, no future new project applications for the selected project are required as long as the project remains in the TIP. If an existing project or program is removed from the TIP for any reason, it must resubmit a funding application in order to be considered for SLO funds.

## **Demonstration of Non-Federal Match**

Each Funding Application is required to put forth a demonstration that the required non-federal match will be readily available when needed to advance with project implementation. At a minimum, a Funding Commitment Letter is required for each Funding Application. Each letter, to be written on official project or program sponsor letterhead and signed by the appropriate authority and/or fiduciary body, shall address the following:

- The estimated non-federal match by project or program phase and by year
- Commitment to the availability of funds when needed
- Commitment to the project or program

## **Pre-Submittal Funding Application Review**

More accurate cost estimates and schedules greatly improve the advancement of projects in the Transportation Improvement Program using federal funds dedicated to the KIPDA MPO as well as management of the TIP itself. As a tool to assist project sponsors in completing their funding application and providing more accurate cost estimates and schedules, KIPDA staff will, upon request, coordinate a project review of the scope, schedule, and cost estimates of proposed projects with the Indiana Department of Transportation, the Kentucky Transportation Cabinet, or the Transit Authority of the River City. This opportunity will be made available when a NOFA is issued. In order to facilitate the project review and to allow reasonable opportunity to complete a proposed project Funding Application, project sponsors taking advantage of this opportunity will be required to have their preliminary Funding Application to KIPDA within ten days of the NOFA being issued.

## **New Project and Program Review**

### **Policy Statement**

The Transportation Policy Committee has placed significant emphasis on reviewing proposed new projects and programs. Careful consideration is necessary in order to ensure maximum community benefit and to address the *KIPDA Performance Management Plan* in a timely and efficient manner. Therefore the Transportation Policy Committee has established the following procedures relative to the review of new project and new program funding applications.

# KIPDA Project Management Process

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## Reviewing New Project and New Program Applications

KIPDA staff will review each funding application for completeness and to ensure that the proposed projects fall within federal guidelines for the funds being requested.

KIPDA staff will also provide the Project Working Group with the following information for their consideration:

- The proposed project or program relative to the Metropolitan Transportation Plan
- The priority status of the proposed project or program within the Metropolitan Transportation Plan
- Continuity and/or connectivity of the proposed project or program with other TIP or MTP projects
- History of the project or program sponsor activities (within the previous five years) relative to shifting project phases, cost increases, and other factors relative to advancing projects in a timely and efficient manner.
- Proposed project information related to MTP Focus Areas
- Proposed project information related to MTP Environmental Justice Study Areas
- Potential contribution toward achieving *KIPDA Performance Management Plan* performance targets (as presented in the Funding Application)
- Relationship of the proposed project or program to Funding Targets (should they exist)
- Financial Analysis of the Available Funds in the TIP four year program and the Future Phase versus the funds requested for proposed projects in the Funding Applications.
- Indication as to whether the project sponsor took advantage of the Pre-Submittal Funding Application Review for each proposed project

Following the KIPDA staff review, the Project Working Group will carefully review each funding application with the intent of forwarding a recommended project and program selection list to the Transportation Technical Coordinating Committee and the Transportation Policy Committee. The Project Working Group may request KIPDA to staff coordinate clarification from the project sponsor regarding items and issues included or not included in the Funding Application. Recognizing the timeliness of the Funding Application process, the Project Working Group will seek any clarification in a most expeditious fashion. At a minimum, the Project Working Group will consider:

- Cost Estimate
- Project Schedule
- LPA Project or Program Advancement History
- Project or Program Cost
- Project or Program Justification
- Consideration of project or program relative to funds requested.
- Non-Federal match (percent of non-federal match, and availability)
- MTP Priority Information
- Continuity / Connectivity with other TIP or MTP projects and programs
- Relationship of proposed projects to the MTP Focus Areas
- Relationship of the proposed projects to the MTP Environmental Justice Study Areas
- Relationship of proposed projects or programs to the Funding Targets (should they exist)
- Potential contribution toward achieving *KIPDA Performance Management Plan* performance targets (as presented in the Funding Application)
- Total of funding requests relative to available funds in the four year TIP program and the Future Phase

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The Project Working Group will prepare a report and project selection recommendation for consideration by the Transportation Technical Coordinating Committee and the Transportation Policy Committee. The report will include a brief summary and reasoning concerning each proposed project and program recommended for selection.

## **Project and Program Selection**

### **Policy Statement**

The Transportation Policy Committee is committed to selecting the most appropriate projects and programs for inclusion in the Transportation Improvement Program. Significant attention to detail concerning proposed projects and programs has been brought to bear up to this point in the Funding Application and Project and Program Review. The TPC will carry forward this attention to detail in its decision making process relative to new projects and programs that are introduced to the TIP using SLO funds.

### **Project and Program Selection**

Following the review and consideration of the Funding Applications and the Project Working Group's recommendation, the Transportation Technical Coordinating Committee will forward a recommendation to the Transportation Policy Committee.

The Transportation Policy Committee will review funding applications, the recommendations of the Project Working Group and the Transportation Technical Coordinating Committee, and select which projects to include in the Transportation Improvement Program.

### **Selected Projects**

Projects and programs selected by the Transportation Policy Committee for inclusion in the TIP shall complete a Project Information Form (PIF). The PIF shall include all relative information that has been included in the Funding Application.

The PIF shall be reviewed by KIPDA Staff. Any inconsistencies between the Funding Application and the PIF will result in the PIF being returned to the project or program sponsor for correction. In order to facilitate programming in the TIP, KIPDA staff may need to confer with the project or program sponsor to make adjustments to project / program phase scheduling in order to account for the financial reasonableness of the funds dedicated to the KIPDA MPO. These adjustments are to be reflected in the PIF.

The project sponsor is to provide KIPDA staff with each approved application.

## **Project Tracking**

### **Policy Statement**

The Transportation Policy Committee has placed emphasis on TIP projects and programs using SLO funds advancing in a timely and efficient manner. In pursuing this point, the TPC has established a Project Tracking Process intended to inform the planning partners and the public of a project's advancement. Project Tracking will also assist future project development and implementation by identifying barriers and issues to project advancement that, when looked at collectively, may provide

# KIPDA Project Management Process

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opportunities to improve the planning and programming process and thereby advance projects in a more timely and efficient manner.

## **Quarterly Review Meetings**

KIPDA staff will host quarterly meetings for project and program sponsors to report on the status of their projects and programs that are utilizing SLO funds. At a minimum, all project and program sponsors, regardless of project progress, are required to provide the following information at least 15 days prior to the upcoming Quarterly Review Meeting:

- Quarterly Review Meeting form for each project
- Report on the progress made toward obligation of phases scheduled in the annual element.
- Indication as to whether the project or program is behind schedule, on schedule, or ahead of schedule.
- If not already obligated, the anticipated obligation date of the most current project or program phase.

Project and program sponsors are expected to submit a Quarterly Review Meeting form for each project programmed in the TIP Four Year Program with SLO funds. If the project or program sponsor elects not to submit a Quarterly Review Meeting form the project will not be discussed until the following Quarterly Meeting.

## **Committee Reports**

Following each quarterly meeting, KIPDA staff will report to the Transportation Technical Coordinating Committee and Transportation Policy Committee the status of projects and programs in the four year TIP program utilizing SLO funds. In the report, the Committees will be made aware of the projects for which a Quarterly Review Meeting form was not submitted, as required. The report will be made to the Committees at the next available opportunity.

Project sponsors will be encouraged to attend the TTCC and TPC meetings when the Project Status Report is included on the Committee agendas in order to respond to any questions about their project, should they be raised.

Following the KIPDA staff report to the Transportation Policy Committee, a Project Status Report will be made available to the public through the KIPDA website.

KIPDA staff may request project and program sponsors to provide the Transportation Technical Coordinating Committee and the Transportation Policy Committee with updates as to the progress of a project they are sponsoring.

## **Workshops**

In order to foster openness, communication, and problem solving, KIPDA staff may convene workshops to assist project and program sponsors with advancing their projects and programs in a timely and efficient manner. The workshops will focus on issues raised by sponsors, LPAs, and state DOTs or on issues and opportunities identified through the Project Status Reports.

The workshops will be held as needed, depending on the topics of discussion and the availability of participants.

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## **On-Going Programs**

### **Policy Statement**

The Transportation Policy Committee supports the inclusion of On-Going Programs in the funding of projects and programs with SLO funds. The TPC understands On-Going Programs play a vital role in improving transportation in the KIPDA MPA.

### **Existing On-Going Programs in the MTP and TIP**

Because of their inclusion in the current Metropolitan Transportation Plan and Transportation Improvement Program On-Going programs are considered committed and shall continue to receive SLO funds.

### **On-Going Program Updates**

Because of the nature of on-going programs, their funding requirements are not as easily quantified as transportation projects. It is important to ensure continued funding and continued accountability of obligated funds for on-going programs. Therefore the following procedures have been established for On-Going Programs.

With each TIP update, sponsors of On-Going Programs must submit an updated Project Information Form. The Project Information Form will include funding requests for the two new years within the TIP update (3<sup>rd</sup> and 4<sup>th</sup> year of the new TIP). Funding for the 1<sup>st</sup> and 2<sup>nd</sup> years of the new TIP will be based upon the prior PIF.

With the PIF update, program sponsors are to identify anticipated decreases or increases in the 3<sup>rd</sup> and 4<sup>th</sup> years of the new TIP. Increases in the 3<sup>rd</sup> year of the new TIP may not exceed 5% of the funding identified in the 2<sup>nd</sup> year of the new TIP and increases in the 4<sup>th</sup> year of the new TIP may not exceed 5% of the funding identified in the 3<sup>rd</sup> year of the new TIP.

With the submission of the Project Information Form update, sponsors must provide:

- Written, detailed narrative summarizing how previous SLO funds have been utilized to benefit the program.
- Written, detailed narrative summarizing how upcoming obligations will be utilized to benefit the program.
- The two narratives will be presented to the Transportation Technical Coordinating Committee, Transportation Policy Committee, as well as placed on the KIPDA web site for the public to review.

All cost increases for On-Going Programs (funding increases not reflected in the latest PIF or increases above 5% in updated PIFs) must also follow the Managing Costs / Cost Increase Exception Clause of these guidelines.

### **New On-going Programs**

Proposed new On-Going Programs to the four year program of the TIP must follow the guidelines and requirements associated with:

- Notice of Funding Availability for New Projects and Programs
- Funding Application for New Projects and Programs

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- New Project and Program Review
- Project and Program Selection

## **Transportation Improvement Program Amendments and Administrative Modifications**

### **Policy Statement**

The Transportation Policy Committee recognizes and supports the need to amend and administratively modify the Transportation Improvement Program. As amendments and administrative modifications are considered, the TPC emphasizes the importance of doing so in such a manner as to support the Goals and Objectives of the Metropolitan Transportation Plan, the *KIPDA Performance Management Plan*, and the emphasis the TPC has placed on advancing and implementing projects without delay.

### **Introducing an Amendment or Administrative Modification**

In order to account for the various stages of review and analysis, the projects and programs using SLO funds may be amended on an annual basis. Opportunities to administratively modify the TIP are available on a quarterly basis.

## **Phase In of the KIPDA Project Management Process**

### **Policy Statement**

While the Transportation Policy Committee recognizes that the *KIPDA Project Management Process* introduces new policies and procedures relative to projects and programs and the Transportation Improvement Program, the Committee also believes that time is of the essence and that due diligence should be used to advance the new policies and procedures without delay. The TPC, through the adoption of the *KIPDA Project Management Process*, firmly believes that these new policies and procedures will culminate in a TIP that fully addresses the needs of the community, supports the Goals and Objectives of the Metropolitan Transportation Plan, and reflects the *KIPDA Performance Management Plan*.

### **Phase In Timing**

Various sections of the *KIPDA Project Management Process* will be implemented with the next update to the Transportation Improvement Program.

- Beginning With Development of 2017 – 2020 TIP
  - Managing Available Funds (not including Cost Increase Reserve and Place Holder Funding Category)
  - Managing Costs (not including the Cost Increase Reserve)
  - Managing Schedules
  - Managing the Future Phase
  - Notice of Funding Availability for New Projects and New Programs
  - Funding Applications for New Projects and New Programs
  - New Project and New Program Review
  - Project and Program Selection
  - Project Tracking

## KIPDA Project Management Process

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- On-Going Programs
- Transportation Improvement Program Amendments & Administrative Modifications
- Beginning With FY 2019 Program Year
  - Managing Available Funds / Cost Increase Reserve
  - Managing Available Funds / Place Holder Categories
  - Managing Costs / Cost Increase Reserve