

KIPDA Project Management Process

**Surface Transportation Program –
Indiana (STP-IN)**

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KIPDA Project Management Process

Contents

Project Management	1
KIPDA Metropolitan Transportation Plan	4
KIPDA Performance Management Plan	4
General Fund.....	4
Managing Costs.....	5
Managing Schedules	6
Managing the Future Phase.....	6
Notice of Funding Availability for New Projects and New Programs.....	8
Funding Applications for New Projects and Programs	8
New Project and Program Review	10
Project and Program Selection	11
Project Tracking	12
On-Going Programs.....	13
Transportation Improvement Program Amendments and Administrative Modifications.....	14
Phase In of the KIPDA Project Management Process	14

KIPDA Project Management Process

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 Indiana portion of the KIPDA MPO. This funding source is referred to as STP-IN 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 STP-IN 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.

KIPDA Project Management Process

Indiana Department of Transportation Requirements

While the KIPDA MPO retains authority to select projects and programs that utilize STP-IN funds, the Indiana Department of Transportation has established requirements concerning the advancement and obligation of the funds. Relative to STP-IN funds, INDOT requires:

- All funds programmed in a given year must be obligated in that same year
- Unused balances in one year may not carry over to the next year
- Project programming costs may not exceed the funds allocated in a given year
- Funds made available through the annual allocation must be obligated in that same year

The TPC recognizes the requirements that INDOT has established relative to STP-IN funds and has developed the *KIPDA Project Management Process* so that the INDOT requirements and the KIPDA process complement one another.

TPC recognizes that special and unique circumstances may require temporary suspension of the *KIPDA Project Management Process* for STP-IN funds. INDOT has indicated a “Use It or Lose It” approach for funds allocated to the Indiana portion of the KIPDA MPO. The INDOT approach states that if any unobligated funds exist at the end of a fiscal year then those funds are no longer available to the LPAs in Indiana. Because of the INDOT requirements, and the potential for funds being lost to the Indiana portion of the KIPDA MPO, the TPC establishes that any or all of the policies and requirements in the *KIPDA Project Management Process* for STP-IN may be temporarily suspended if there is a danger of losing STP-IN funds available to the Indiana portion of the KIPDA MPO. Should such circumstances arise, KIPDA staff is to report to the Transportation Technical Coordinating Committee and the Transportation Policy Committee at the next opportunity that such a suspension was required, the reasons for it, and any and all implications relative to the TIP Four Year Program.

Access to Funds

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

Working Groups

KIPDA is responsible for managing the STP-IN 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 Objectives, 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

KIPDA Project Management Process

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*:

- Cost Estimates and Verification of Non-Federal Match
- Applications for Cost Increases
- 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 Indiana that will participate in the Project Working Group meetings on a rotating basis

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.

Key Steps

The Transportation Policy Committee (TPC) has identified the following key steps necessary for ensuring that STP-IN: 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 STP-IN 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:

- General Fund
- 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*

KIPDA Project Management Process

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 New Project and Program Review and Project and Program 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 New Project and Program Review and Project and Program 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*.

General Fund

Policy Statement

Ensuring effective and efficient use of STP-IN funds for programming and obligation is only achievable through appropriate levels of management. In order to simplify the programming of STP-IN funds, the

KIPDA Project Management Process

TPC has determined that the STP-IN and, as long as they are available, the PBY funds shall be referred to as the General Fund. In order to meet INDOT requirements, the STP-IN funds and the PBY funds will be programmed separately.

Managing Costs

Policy Statement

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

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

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

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.

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 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

KIPDA Project Management Process

- The amount of the cost increase request relative to the available balance
- 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

Cost Decreases

STP-IN 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. Funds may not be held in reserve for any project sponsor.

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.

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 STP-IN 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.

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.

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

Managing the Future Phase

Policy Statement

The Transportation Policy Committee understands that a project using STP-IN 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

KIPDA Project Management Process

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 STP-IN funds requiring more than ten years to complete might be considered unreasonable and unacceptable.

In order to adequately plan and budget the programming of STP-IN 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 funding allocation, 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.

Project phases that are introduced to the Future Phase as a result of shifting a phase 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.

KIPDA Project Management Process

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
- Readiness to advance project phase(s)
- 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 STP-IN 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 TIP General Fund 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.

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 STP-IN funds. This policy will be adhered to without exception.

KIPDA Project Management Process

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

There are basic requirements for all projects and programs completing funding applications. The basic requirements shall include:

- Demonstration of Non-Federal Match (see below)
- Estimated Cost
- 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.

Without exception, all new projects and programs proposing the use STP-IN 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 STP-IN 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:

KIPDA Project Management Process

- 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, 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.

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)
- 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

KIPDA Project Management Process

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 staff to 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
- 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

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 New Project and Program Review and Project and Program Selection components. 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 STP-IN 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.

KIPDA Project Management Process

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.

Project Tracking

Policy Statement

The Transportation Policy Committee has placed emphasis on TIP projects and programs using STP-IN 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 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 STP-IN funds. At a minimum, all project and program sponsors, regardless of project progress, are required to provide the following information at the upcoming Quarterly Review Meeting:

- Most recent quarterly report including any proposed changes
- 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.

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 STP-IN funds. The report will be made to the Committees at the next available opportunity.

KIPDA Project Management Process

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.

On-Going Programs

Policy Statement

The Transportation Policy Committee supports the inclusion of On-Going Programs in the funding of projects and programs with STP-IN 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 STP-IN 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 (3rd and 4th year of the new TIP). Funding for the 1st and 2nd years of the new TIP will be based upon the prior PIF.

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

- Written, detailed narrative summarizing how previous STP-IN funds have been utilized to benefit the program.

KIPDA Project Management Process

- 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.

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
- 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 STP-IN funds may be amended on an annual basis. Opportunities to administratively modify the TIP are available as needed.

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*.

KIPDA Project Management Process

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 Costs
 - 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
 - On-Going Programs
 - Transportation Improvement Program Amendments & Administrative Modifications