

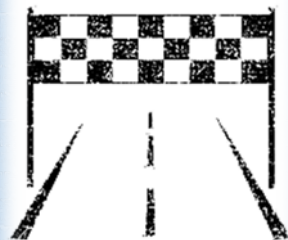
Quarterly Project Review for KIPDA Dedicated Funds

**Transportation Technical Coordinating
Committee (TTCC) / Transportation Policy
Committee (TPC) Joint Meeting**

Wednesday, December 13, 2017

Implementation Schedule

- August 2016: TPC approved the Project Management Process (PMP)
- January 2017: KIPDA staff implemented initial elements of the PMP
TPC awarded funds to both new projects and cost increases
- September 2017: TPC approved cost increases and phase shifts for KY sponsors
- October 2017: TPC approved cost increases and phase shifts for IN sponsors
- January 2018: Quarterly reporting begins, completing full implementation of PMP



Key Steps

Apply

Who: Project Sponsors

What: Phase Shifts, Cost Increases and New Projects

When: Phase shifts will be accepted every quarter, while cost increase and new project applications will only be accepted when funds are available.

Award

Who: Project Working Group (PWG), TTCC & TPC

What: PWG makes recommendations, to TTCC, when requests for funds are higher than funds available.

TTCC and TPC will recommend and approve cost increases, funds for new projects, phase shifts as well as any exceptions to the rules.

When: As needed, but no more than once per quarter.

Report

Who: Project Sponsors

What: Report the progress of each phase of every project receiving KIPDA dedicated funds.

When: Every quarter utilizing the new Quarterly Progress Report form.



Applications

KIPDA notifies project sponsors every quarter about the schedule and if funds are available

- Phase Shifts**
 - Apply when a phase of project will be delayed
 - KY sponsors can apply every quarter; IN sponsors will rarely apply
- Cost Increases:**
 - Apply when a project needs additional funding to complete a phase
 - Occurs at least once per year in both Indiana and Kentucky
- New Projects:**
 - Apply when existing projects have un-funded phases or new projects
 - Dependent upon availability of new allocation of program funds

Exceptions: Project sponsors who are requesting cost increases or phase shifts that exceed the PMP limitations must also submit an exception letter providing details about the special request.

Funding Awards

KIPDA

- Review cost increase and new project applications
- Determine if funds are available to award to 100% of the requests
- If not, then a Project Working Group must be convened

PWG

- Develop recommendation for TTCC based on criteria outlined in PMP
- Criteria includes sponsor's history of timely project management, contribution to the region's performance targets and MTP priority ranking

TTCC

- Consider PWG's recommendation
- May adjust the recommendation before sending it to TPC for approval

TPC

- Consider TTCC's recommendation
- May adjust the recommendation before approving the funding awards
- Also responsible for explicitly approving any PMP exceptions.

Progress Reports

- ❖ Starting 2nd Quarter of FY 2018, project sponsors must submit a Quarterly Progress Report for projects awarded KIPDA Dedicated Funds including CMAQ, HSIP and TAP.
- ❖ Reports must be submitted unless the project is open to the public, is no longer receiving KIPDA Dedicated Funds, or has been removed from the TIP.
- ❖ KIPDA staff will pre-fill the Quarterly Progress Report forms for every project sponsor to ensure they are working from most recent information.
- ❖ Information fields required of project sponsors include:
 - Whether the project is on schedule, behind schedule or ahead of schedule
 - Date when funds have been authorized or estimated to be authorized
 - Amount of Federal funds authorized
 - Whether a cost increase or phase shift application will be submitted

Example of Quarterly Progress Report

Quarterly Progress Report September 2017

Project Sponsor / Local Public Agency (LPA):		City of Test				
Project Name:		Central Avenue				
Project Description:		Widen Central Avenue from 2 to 3 lanes (3rd lane will be a center turn lane) from West Road to East Road				
KIPDA ID:	3000	State ID:	XX	Funding Program:	STP	
Phase	Federal Funds Programmed	Fiscal Year Programmed	Current Status	Estimated Date of Funding Authorization	Actual Date of Funding Authorization	Federal Funds Authorized
Planning	\$0	N/A				
Preliminary Engineering	\$0	N/A				
Design	\$250,000	2016	On Schedule		07/01/16	\$250,000
Right-of-Way	\$1,200,000	2017	On Schedule		09/01/17	\$1,000,000
Utilities	\$450,000	2018	Behind Schedule	01/01/20		\$0
Construction	\$6,408,000	2020	Behind Schedule	03/01/21		\$0
Program	\$0	N/A				
Capital (Transit)	\$0	N/A				
Operating (Transit)	\$0	N/A				
Other	\$0	N/A				
Was a cost increase application submitted this quarter?				No		
Was a phase shift application submitted this quarter?				Yes		
Other comments, remarks, etc: Request to move Utility phase to FY 2020 and the Construction phase to FY 2021.						

Schedule for FY 2018 2nd Quarter

STEP	DATE
Email notification to project sponsors	Friday, December 15, 2017
Applications and exception letters due	Friday, December 29, 2017
Project Working Group meeting	N/A – no funds available this quarter
Quarterly Progress Reports due	Friday, January 12, 2018
Quarterly review meeting	IN: Tuesday, January 16, 2018 KY: Thursday, January 18, 2018
PIFs due	Wednesday, January 31, 2018
TTCC meeting	Wednesday, February 14, 2018
TPC meeting	Thursday, February 22, 2018
Quarterly Summary posted to website	Friday, March 2, 2018

Quarterly Project Review for KIPDA Dedicated Funds

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Visit KIPDA's TIP webpage for all information,
forms, guides and presentations
[http://www.kipda.org/Transportation/MPO/
Transportation_Improvement_Program.aspx](http://www.kipda.org/Transportation/MPO/Transportation_Improvement_Program.aspx)

Contact Nick Vail or Amanda Deatherage for all questions