

## **Transportation Advisory Board Regional Program Year Policy**

- The Regional Program Year Policy is intended to manage the development and timely delivery of transportation projects awarded federal funds through the TAB's Regional Solicitation Process.
- Project sponsors awarded federal funds through the regional solicitation process are expected to get their project ready for authorization in their program year.
- The program year is July 1 to June 30 of the year in which the project is originally programmed in the Transportation Improvement Program (TIP).
- By April 1 of the program year, the project must meet the criteria on the attached sheet.
- Additionally, if a regionally selected project is not ready to request authorization by June 15 of its program year, the project will not be carried over into the new TIP unless the project sponsor receives a program year extension from the TAB.
- Project sponsors that have made significant progress but are delayed by circumstances that prevent them from delivering their projects on time must submit a request for a program year extension to the TAB Coordinator by December 31 of the project's program year.
- The maximum length of a program year extension is one year. Projects are eligible for only one program year extension request.
- If a program year extension is granted, funding the project will be contingent on the availability of federal funds. A project sponsor is responsible for funding the project until federal funding becomes available.
- Projects receiving program year extensions will not receive an inflationary cost increase in their federal cost caps.
- "Procedure to Request a Program Year Extension" is provided as Attachment 1.

## CRITERIA FOR MEETING PROGRAM YEAR

### *Construction Projects through the FHWA Process:*

- Environmental document approved – April 1
  - *Environmental Documentation draft submittal due December 1*
- Right of way certificate approved –April 1
  - *Condemnation proceedings formally initiated by February 28 with title and possession by June 1.*
- Final construction plans submitted and reviewed for standards, eligibility, funding and structural design – April 1
- Engineer's estimate – April 1
- Utility relocation certificate – April 1
- Permit applications submitted – April 1

### *Construction Projects through the FTA Process*

- Environmental document completed; project plans complete and reflect the project that was selected
- Letting date can be set within 90 days
- FTA notification that grant approval imminent

### *Right of Way Only Projects through FHWA Process*

- Environmental document approved – April 1
- OCPPM/SALT authorization to proceed – June 1

### *Right of Way Only Projects through FTA Process*

- Environmental document completed
- Appraisals over \$250,000 approved by FTA; under \$250,000 reviewed by Right of Way Section
- FTA notifies that grant approval is imminent
- OCPPM transfers funds
- Offers made/condemnation initiated if offers refused

### *Program Project*

- Grant application submitted to FTA; includes work plan
- Notification from FTA that grant approval is imminent
- Work will begin within 90 days after grant approval
- Agreement executed between MnDOT and proposer once funds are transferred

## TRANSPORTATION ADVISORY BOARD PROCEDURE TO REQUEST A PROGRAM YEAR EXTENSION

If it appears that a project cannot meet the deadline for authorization within its program year and a program year extension is necessary, the project sponsor must demonstrate to the Funding and Programming Committee that significant progress has been made on the project and the program year criteria can be met within the requested one-year time extension. Projects may be granted only one program year extension. Requests for a program year extension must be submitted by December 31 of the project's program year.

The answers provided on the Progress Schedule for Program Year Extension on Attachment 1 will determine whether a project is **eligible** for a one-year extension. In addition to responding to the Progress Schedule for Program Year Extension, the project sponsor must submit the following materials to the Funding and Programming Committee so it can determine if a program year extension is reasonable:

- 1) Project Background (will be provided by TAB Coordinator).
- 2) Project Progress:
  - a) Complete attached progress schedule with actual dates.
  - b) Right of way acquisition - provide map showing status of individual parcels.
  - c) Plans - Provide layout and discussion on percent of plan completion.
  - d) Permits - provide a list of permitting agencies, permits needed and status.
  - e) Approvals - provide a list of agencies with approval authority and approval status.
  - f) Identify funds and other resources spent to date on project.
- 3) Justification for Extension Request:
  - a) What is unique about this project that requires an extension of the program year?
  - b) What are the financial impacts if this project does not meet its current program year?
  - c) What are the implications if the project does not obtain the requested extension?
  - d) What actions will the agency take to resolve the problems facing the project in the next three to six months?

### PROCESS AND ROLES

The Funding and Programming Committee will hear all requests for extensions. The Committee's recommendation will be forwarded to the TAC and TAB for action. The requests will be presented to the TAB for action on its consent agenda. Staff for the Funding and Programming Committee will notify the applicant of the committee's decision.

Adopted by the Transportation Advisory Board

April 17, 2013

**Attachment 1: PROGRESS SCHEDULE FOR PROGRAM YEAR EXTENSION**

Enter request date

INSTRUCTIONS:

1. Check status of project under each major heading.
2. Enter dates as requested for each major heading.
3. Enter points as suggested by each applicable response.
4. Total points received in the TOTAL POINTS line on the last page. **The minimum score to be eligible to request an extension is seven points.**

ENVIRONMENTAL DOCUMENTATION

PROJECT MEMORANDUM

Reviewed by State Aid  If checked enter 4. \_\_\_\_\_  
 Date of approval \_\_\_\_\_

Completed/Approved  If checked enter 5. \_\_\_\_\_  
 Date of approval \_\_\_\_\_

EA  
 Completed/Approved  If checked enter 2. \_\_\_\_\_  
 Date of approval \_\_\_\_\_

EITHER  
 Not Complete  
 Anticipated Date of Completion \_\_\_\_\_  
 If prior to January 31 of the program year, enter 1. \_\_\_\_\_

OPPORTUNITY FOR PUBLIC HEARING (not necessary for project memorandum)

Completed  If checked enter 2. \_\_\_\_\_  
 Date of Hearing \_\_\_\_\_

Not Complete  
 Anticipated Date of Completion \_\_\_\_\_  
 If prior to February 28 of the program year, enter 1. \_\_\_\_\_

FINAL ENVIRONMENTAL ASSESSMENT (not required for project memorandum)

Completed/FONSI Approved  If checked enter 2. \_\_\_\_\_  
 Date of approval \_\_\_\_\_

Not Complete  
 Anticipated Date of Completion \_\_\_\_\_  
 If prior to March 31 of the program year, enter 1. \_\_\_\_\_

STUDY REPORT (required for Environmental Assessment Only)

Complete/Approved If checked enter 1. \_\_\_\_\_  
Date of Approval \_\_\_\_\_  
 Not Complete  
Anticipated Date of Completion \_\_\_\_\_

CONSTRUCTION PLANS

Completed (includes signature of District State Aid Engineer)  
Date \_\_\_\_\_ If checked enter 3. \_\_\_\_\_  
 Completed (approved by District State Aid as to SA Standards but not signed)  
Date \_\_\_\_\_ If checked enter 2. \_\_\_\_\_  
 Not Complete  
Anticipated Date of Completion \_\_\_\_\_  
If prior to June 30 of the program year, enter 1. \_\_\_\_\_

RIGHT OF WAY ACQUISITION

Completed (includes approval of R/W Cert. #1 or #1A) If checked enter 2. \_\_\_\_\_  
Date \_\_\_\_\_  
 Not Complete  
Anticipated Date of Completion \_\_\_\_\_  
If prior to December 31 of the year following the original program year, enter 1. \_\_\_\_\_

ENGINEERS ESTIMATE OF COSTS

Completed If checked enter 2. \_\_\_\_\_  
Date \_\_\_\_\_  
 Not Complete  
Anticipated Date of Completion \_\_\_\_\_  
If prior to December 31 of the year following the original program year, enter 1. \_\_\_\_\_

AUTHORIZED

Anticipated Letting Date \_\_\_\_\_.  
Anticipated letting date must be prior to June 30  
in the year following the original program year,  
so that authorization can be completed prior to  
June 30 of the extended program year.

TOTAL POINTS \_\_\_\_\_