

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 1st to June 30th of the year in which the project is originally programmed in the Transportation Improvement Program (TIP).
- By April 1st ~~March 31st~~ 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 15th 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.
- ~~The Regional Program Year Policy will begin with projects currently programmed in Program Year 2014.~~ If we're updating the policy, we really don't need to refer to 2014 projects anymore.
- 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 31st 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

~~(Required by March 31st of program year)~~

Construction Projects through the FHWA Process:

- Environmental Documentation Approved - **April 1st**
- - Environmental Documentation draft submittal due **December 1st**
- Right of Way Certificate approved - **April 1st**
- - Condemnation proceedings formally initiated by February 28th with title and possession by **June 1st**.
- Final Construction plans submitted and reviewed for standards, eligibility, funding and structural design - **April 1st**
- Engineer's Estimate - **April 1st**
- Utility Relocation Certificate - **April 1st**
- Permit applications submitted - **April 1st**

Const

- Environmental document completed; ~~reviewed by Metro State Aid for completeness~~
- Satisfactory review by ~~Metro State Aid~~ that project plans are 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 1st**
- OCPPM/SALT authorization to proceed. - **by June 1st**

Right of Way Only Projects through FTA Process

- Environmental document completed; ~~reviewed by Metro State Aid for completeness~~
- Appraisals over \$250,000 approved by FTA; under \$250,000 reviewed by ~~MnDOT Metro State Aid~~/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 31st 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		
_____ Date reviewed _____	If checked enter 4.	_____
_____ PM Approved		
_____ Date of Approval _____	If checked enter 5.	_____

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

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

OPPORTUNITY FOR PUBLIC HEARING (not necessary for project memorandum)

_____ Completed
Date of Hearing _____ If checked enter 2. _____
_____ Not Complete
Anticipated Date of Completion _____
If prior to February 28th 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 31st 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 30th 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 31st 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 31st 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 _____