

# Project Selection Process and Changes Policy

TAB Adopted: September 2002

## PROJECT SELECTION PROCESS AND CHANGES POLICY

### Introduction

Recorded below are the key steps in the development, adoption and amendment of the regionally selected projects

In order to meet federal regulations concerning participation of locally elected officials, the Council has adopted the position that the Transportation Advisory Board (TAB) is responsible for assigning funding priorities and adopting programs. The Council may approve or disapprove a program in part or whole, but it will not modify it. If modifications are required, the program is sent back to the TAB with the Council's recommendations. The TAB then determines the manner in which the program will be resubmitted to the Council. This document is intended to describe this process and amendment procedure.

### Regional Project Selection Process

1. The Technical Advisory Committee's (TAC) Funding & Programming Committee (F&PC) develops the draft project solicitation package.
  - The TAC and TAB Programming Committee participates in the process.
  - The TAB approves for purpose of holding a public meeting.
2. The F&PC modifies the solicitation package based on public and agency comments and recommends to TAC.
  - The TAC and TAB Programming Committee recommend to the TAB.
  - TAB adopts and recommends Metropolitan Council approval.
  - The Metropolitan Council's Transportation Committee recommends to the Metropolitan Council for approval.
3. The F&PC manages all aspects of the solicitation including scoring of projects and developing funding alternatives.
4. The F&PC develop and forward project selection alternatives to the TAC.
  - TAC reviews, recommends and forwards to the TAB Programming Committee.
  - The TAB Programming Committee discusses alternatives.
  - The TAB Programming Committee may drop, modify, or add to the recommended alternatives.
  - The TAB Programming Committee recommends one set of projects for funding to the TAB.
  - The TAB approves the recommended projects, modifies the list or selects a different alternative set of projects.
  - The TAB instructs staff to include the funding alternatives in the TIP.
  - The TAB holds a public hearing on the TIP, with the recommended projects prior to adoption.
5. The TAB adopts the TIP and recommends to the Metropolitan Council for concurrence. The Metropolitan Council's Transportation Committee reviews and recommends the TIP to the Council. The Council either concurs with the TAB's action or sends the entire TIP back to TAB for modification.

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## Modification of the Regional Project Selection prior to TIP Adoption. \*

There may be instances that the TAB would be requested to modify the regionally selected projects prior to adopting the TIP. In this event the following procedures would be followed.

1. All proposed modifications to the recommended list of regionally selected projects would be referred to the TAC.
2. The TAC will seek the advice on proposed modifications (other than those of a clerical nature) of the F&PC.
  - The F&PC will review the request to determine whether the proposed modifications(s) are in the spirit of the solicitation process and maintain the fiscal balance of the TIP.
  - The F&PC will recommend approval or rejection of the proposed modifications to TAC.
  - TAC and TAB Programming will consider and recommend to the TAB.
  - TAB will accept and direct staff to modify the Draft TIP.
  - The Draft TIP adoption process will not change.

\* There are numerous instances when regionally selected projects need to be modified, dropped, advanced or changed in some way. These changes would all be processed as TIP Amendments. TIP Amendments and/or in accordance with the Federal Funds Management Process attached.