

Action Transmittal

Transportation Advisory Board



Committee Meeting Date: February 19, 2025

Date: February 12, 2025

Action Transmittal: 2024-41

Program Year Policy Update

To: Transportation Advisory Board
From: Technical Advisory Committee
Prepared By: Joe Barbeau, Planning Analyst, 651-602-1750

Requested Action

The Scope Change and Program Year Policy working group requests approval of an updated Program Year Policy.

Recommended Motion

That the Transportation Advisory Board approve the updated Program Year Policy.

Background and Purpose

The Regional Program Year Policy was established to address projects not being let in their program years, as is required by FHWA. The policy, which was last updated in 2014, allows for a one-time, one-year program year extension and includes a scoresheet on which a minimum score is needed for a request to be granted.

In recent years, most program year extension requests have been made by applicants whose projects have become component to a larger project that is either programmed for a later year (i.e., more than one year out) or ends up being delayed. This often results in requested extensions of more than one year along with multiple extension requests for individual projects. These scenarios are not allowed in the existing policy. A working group of Technical Committee representatives and contracting professionals was formed to suggest key changes to the policy. The working group also addressed the Scope Change Policy, which is discussed in action item 2024-40.

The current policy has two primary objectives: to maintain order in the region's program (i.e., minimize the need to use funding sub-optimally or return federal funds) and to keep projects on track to be completed close to the originally awarded program year.

Working group members expressed support for allowing exceptions to the one-time/one-year rules and addressed several other issues with the ten-year-old policy. Changes highlighted in the attached include:

- Clarification language designed to prevent un-vetted applications coming in at the application deadline.
- Exceptions to the one-time and one-year limitations due to extraordinary circumstances. This has been expanded to allow for exceptions beyond connection to another project.
- Removal of the MnDOT scoresheet for approval. The reasons the working group suggests removing the scoresheets are:
 - The scores are not meaningful to project readiness; this is something that can be

determined less formally.

- Points in the current scoresheet are not available to all projects and do not allow some projects to get a qualifying score. Project readiness to start within one year of the current program year is a better indicator.
- The scoresheet discourages early requests. Forcing applicants to wait can delay re-programming of funds and lead to less optimal outcomes.
In the attached, the scoresheet is shown as being replaced by a series of questions related to project timing and circumstances of the request.
- Several deadline changes for documentation.
- Reference to requests being placed on the TAB consent agenda remains but now “at the chair’s discretion” to enable discussion in unique or potentially controversial situations.

Working group members also discussed using federal funding swaps, or defederalization, to balance program years. However, this would be a separate discussion, as it is not a part of this policy.

Relationship to Regional Policy

The Transportation Advisory Board (TAB) adopted the Program Year Policy in April 2013 (updated in August 2014) to assist with management and timely delivery of transportation projects awarded federal funding through the TAB’s Regional Solicitation. The policy includes a procedure to request a one-year extension based on extenuating circumstances within certain guidelines but does not address requests that are dependent on other projects.

Staff Analysis

Over the past several years, many applications for program year changes to Regional Solicitation-funded projects have been for multiple years and/or a second request based on the needs of larger aligned projects. These alignments are done for efficiency’s sake but lead to the need for more flexibility.

Committee Comments and Action

At its August 15, 2024, meeting, the TAC Funding and Programming Committee voted unanimously to recommend the approval of the updated Program Year Policy. The action included a small change removing the phrase “for standards, eligibility, funding and structural design” from the “final construction plans due date” bullet under “Construction Projects through the FHWA Process.”

At its September 4, 2024, meeting, the Technical Advisory Committee referred the item back to the Funding and Programming Committee. Members were concerned with removal of the scoresheet along with the statement “in each case, the applicant must show that its project would be ready to authorize in the currently programmed year.” (this is now removed from the attached).

The Program Year Policy Update was discussed as an information item at TAB’s September 18, 2024, meeting. Members expressed concern with the potential for indefinite requests being made for the same project. This has been addressed in the proposed policy by requiring a third (or beyond) request be brought to the TAB Executive Committee for approval to go through the process. Members also expressed interest in allowing for exceptions to the one-year/one-time requirement for reasons other than being tied to another project.

At its January 23, 2025, meeting, the TAC Funding and Programming Committee recommended adoption of the updated Program Year Policy.

At its February 5, 2025, meeting, the Technical Advisory Committee recommended adoption of the updated Program Year Policy.

Members expressed concern about the ability of projects to linger and questioned why the draft policy does not show the need for TAB Executive Committee review until the third request. Further the potential for larger Regional Solicitation rewards combined with growing complexity in projects

could create confusion. That said, for some project types such as bridges, the ability to be flexible with timing is valuable to applicants.

Routing

To	Action	Date Completed (Date Scheduled)
TAC Funding & Programming Committee	Review & Recommend	August 15, 2024
Technical Advisory Committee	Review & Refer to Funding & Programming	September 4, 2024
TAC Funding & Programming Committee	Review & Recommend	January 23, 2025
Technical Advisory Committee	Review & Recommend	February 5, 2025
Transportation Advisory Board	Review & Adopt	<i>February 19, 2025</i>



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 (FHWA) or October 1 to September 30 (FTA) 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 should coordinate with the appropriate grants manager (i.e., MnDOT Metro District State Aid or Met Council MTS) on application eligibility prior to submitting ~~must submit~~ a request for a program year extension to the TAB Coordinator by the deadline of 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. Exceptions to these limitations can be made due to extraordinary circumstances (for example, a circumstance related to a project's connection to another project or delays related to a need for more stringent environmental review). In these cases, the project sponsor must provide justification for an exception. Any requests beyond a second request will need to be approved by the TAB Executive Committee prior to review by the TAC Funding and Programming Committee.

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~~ June 1
 - *Environmental Documentation draft submittal due December 1*
- Right of way certificate approved – ~~April~~ June 1
 - *Condemnation proceedings formally initiated by February 28 with title and possession by June 1.*
- Final construction plans approved ~~submitted and reviewed for standards, eligibility, funding and structural design~~ – ~~April~~ June 1
- Engineer's estimate – ~~April~~ June 1
- Utility relocation certificate – ~~April~~ June 1
- Permit applications submitted – ~~April~~ June 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~~ June 1
- Right of way plans and estimate approved – June 1
- OCP/PPM/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
- OCP/PPM transfers funds
- Offers made/condemnation initiated if offers refused

Program Project - FTA

- 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

Regional Program Year Policy

TAB Adopted: April 17, 2013

Administrative Modifications: August 20, 2014

- If project start date will be more than one year after end of program year, project manager notifies grants manager and consults with TAB Coordinator to demonstrate ability to complete project.

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. Exceptions to both restrictions can be granted if TAB deems that extraordinary circumstances, as laid out by the applicant, exist. Requests for a program year extension must be submitted by December 31 of the project's program year.

The project sponsor must submit the following materials to the Funding and Programming Committee. The answers information provided on the under "Project Progress" below ~~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: Requests must include an agency's anticipated schedule:
 - a) Environmental document approval date or anticipated approval date
 - b) 100% plan approval date or anticipated approval date
 - a) Right-of-way certificate approval date or anticipated approval date ~~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.~~
 - g) c) _____
- 3) Justification for Extension Request:
 - a) What circumstances have led to the need for an extension?
 - a) b) _____ What is unique about this project that requires an extension of the program year?
 - b) c) _____ What are the financial impacts if this project does not meet its current program year?
 - c) d) _____ What are the implications if the project does not obtain the requested extension?
 - e) What actions will the agency take to resolve the problems facing the project in the next three to six months? Will delaying the project negatively impact the affected area (e.g., would a longer delay allow for dangerous conditions to persist)?
 - e) f) Are there interim steps that can be taken to address the project and mitigate impacts in the interim?

Regional Program Year Policy

TAB Adopted: April 17, 2013

Administrative Modifications: August 20, 2014

PROCESS AND ROLES

The Funding and Programming Committee will hear all requests for extensions (though any project that has already had at least two extensions must first be reviewed by the TAB Executive Committee). 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 at the chair's discretion. -Staff for the Funding and Programming Committee will notify the applicant of the committee's decision.

Regional Program Year Policy

TAB Adopted: April 17, 2013
Administrative Modifications: August 20, 2014

PROGRESS SCHEDULE FOR PROGRAM YEAR EXTENSION

Enter request date

1. Project Background (Project description, federal cost, non-federal cost, current program year, original program year):

2. Project Progress; Requests must include an agency's anticipated schedule:

- Environmental document approval date or anticipated approval date
- 100% plan approval date or anticipated approval date
- Right-of-way certificate approval date or anticipated approval date

3. Justification for Extension Request. Please describe the circumstances of this request.

What circumstances have led to the need for an extension? What is unique about this project that requires an extension of the program year?

What are the implications if the project does not obtain the requested extension? (e.g., withdraw the project, attempt to complete the project on time)?

Will delaying the project negatively impact the affected area (e.g., would a longer delay allow for dangerous conditions to persist)? Are there interim steps that can be taken to address the project and mitigate impacts in the interim?

Regional Program Year Policy

TAB Adopted: April 17, 2013

Administrative Modifications: August 20, 2014

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

Date of Hearing _____ If checked enter 2. _____

_____ 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)

Regional Program Year Policy

TAB Adopted: April 17, 2013

Administrative Modifications: August 20, 2014

_____ 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 _____

The below tables show program year extensions dating to the January 2012 replacement of the Sunset Policy with the first Program Year Policy. The tables show a sharp increase in the number of requests being made as well as a surprising number of one-year requests tied to other projects; these should not be exceptions to the current policy. This indicates that the existing policy was successful reducing program year concerns in the early years but that starting in 2019 (i.e., starting with the 2016 Regional Solicitation).

Year	Extensions	Exceptions to Current Policy	Tied to Other Projects	2 nd or 3 rd Extension
2013	0	0	0	0
2014	1	0	0	0
2015	2	1	1	0
2016	0	0	0	0
2017	1	0	0	0
2018	3	0	1	0
2019	5 (3 total actions)	4	4	0
2020	5	0	2	0
2021	6 (2 total actions)	6	6	2
2022	6	0	4	0
2023	12 (7 total actions)	9	9	7
2024	5	0	5	0

Month	Project	Exception?	New Policy Impact	Notes
2024, Dec	<u>CSAH 153 Reconstruction</u>	No	No	Combined with Scope Change to move to other project, but not an exception since only one year extension.
2024, May	<u>CSAH 17/MN 36 (Washington Co)</u>	No	Maybe (Only scored 6)	Did not score the full seven points but was granted, which was valuable to the program as opposed to waiting until Dec and losing program year flexibility.
2024, Apr	<u>MnDOT US 8 HSIP</u>	No	No	Project did change due to another project but only by one year so no exception.
2024, Feb	<u>Oakdale's Greenway Avenue North Sidewalk</u>	Yes	No	Moved out to align with Gold Line
2024, Feb	<u>Anoka County's 44th Avenue Bridge Bike/Ped</u>	No	No; standard request	
2023, Oct	<u>TH 65 and 99th Ave Interchange</u>	Yes	Yes	Moved by two years because enveloped by other expanding projects.
2023, Aug	<u>3 projects impacted by Blue Line</u>	Yes	Yes	Three projects connected with Blue Line Ext delayed to align with that project. 3rd action for one project. 2nd action for one project. First action for one project.
2023, Jun	<u>Highway 252 Projects</u>	Yes	Yes	Four projects from three different cycles moved from 2026 to 2029 (second or 3rd extension for each)
2023, Jun	<u>Brooklyn Park CSAH 103 Recon</u>	Yes	Yes	One-year extension, but the second request.
2023, Feb	<u>Midtown Greenway</u>	No	No; standard request	
2023, Feb	<u>Hennepin Co Vernon Ave Bridge</u>	No	No	Project did change due to another project but only by one year so no exception.
2023, Feb	<u>St. Paul Kellogg Bridge Replace</u>	No	No; standard request	
2022, Nov	<u>Maple Grove I94/610 Interchange</u>	No	No; standard request	
2022, Sep	<u>MnDOT I-35W Street Lighting</u>	No	No	Project did change due to another project but only by one year so no exception.
2022, Jun	<u>Hennepin Co Univ/4th Bikeway</u>	No	No	Project did change due to another project but only by one year so no exception.
2022, Feb	<u>Washington Co CSAH 15 Safety</u>	No	No	Project did change due to another project but only by one year so no exception.
2022, Feb	<u>Dakota Co North Creek Greenway</u>	No	No; standard request	
2022, Jan	<u>Blaine 99th / Baltimore Roundabout</u>	No	No	Project did change due to another project but only by one year so no exception.
2021, Feb	<u>Four TH 252 Projects</u>	Yes	Yes	Three of four projects extended by three years (4 th by one year). 2nd action for two different projects.
2021, Feb	<u>2 projects impacted by Blue Line</u>	Yes	Yes	Two projects extended by three years to align with Blue Line
2020, Sep	<u>St Paul Kellog Bridge</u>	No	No; standard request	
2020, Sep	<u>Saint Paul Minnehaha Ave Signal</u>	No	No	Project did change due to another project but only by one year so no exception.
2020, Feb	<u>St. LP Bettline Ped Improvements</u>	No	No	Project did change due to another project but only by one year so no exception.
2020, Feb	<u>Richfield 77th/MN 77 Bridge</u>	No	No; standard request	
2020, Feb	<u>Dakota County CSAH 86</u>	No	No; standard request	
2019, Mar	<u>Mpls Henn/Lake Bus/Tech</u>	Yes	Yes	Two-year extensions due to connection to Green Line
2019, Jan	<u>Ramsey Co CSAH 31/CSAH 58</u>	No	No; standard request	
2019, Jan	<u>Bk Ctr Hwy 252 (two projects)</u>	Yes	Yes	Two-year extensions to align with Corridors of Commerce project
2018, Dec	<u>Burnsville Lake Marion Greenway</u>	No	No; standard request	
2018, Dec	<u>CSAH 46 Ped Improvements</u>	No	No	Project did change due to another project but only by one year so no exception.
2018, Feb	<u>Saint Paul Washington SRTS</u>	No	No; standard request	
2017, Feb	<u>Harriet Island Trail</u>	No	No; standard request	
2015, Feb	<u>CSAH 10 - CH 10 - CR H</u>	Yes	Yes	Two-year extensions to align with state-funded project.
2015, Feb	<u>North Creek Regional Greenway Trail</u>	No	No; standard request	
2014, Feb	<u>Black Dog Greenway</u>	No	No; standard request	

Proposed Regional Program Year Policy – Changes Accepted

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 (FHWA) or October 1 to September 30 (FTA) of the year in which the project is originally programmed in the Transportation Improvement Program (TIP).

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 should coordinate with the appropriate grants manager (i.e., MnDOT Metro District State Aid or Met Council MTS) on application eligibility prior to submitting a request for a program year extension to the TAB Coordinator by the deadline of 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. Exceptions to these limitations can be made due to extraordinary circumstances (for example, a circumstance related to a project's connection to another project or delays related to a need for more stringent environmental review). In these cases, the project sponsor must provide justification for an exception. Any requests beyond a second request will need to be approved by the TAB Executive Committee prior to review by the TAC Funding and Programming Committee.

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.

Criteria for Meeting Program Year

Construction Projects through the FHWA Process:

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

- 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
- If project start date will be more than one year after end of program year, project manager notifies grants manager and consults with TAB Coordinator to demonstrate ability to complete project.

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. Exceptions to both restrictions can be granted if TAB deems that extraordinary circumstances, as laid out by the applicant, exist. Requests for a program year extension must be submitted by December 31 of the project's program year.

The project sponsor must submit the following materials to the Funding and Programming Committee. The information provided under "Project Progress" below will determine whether a project is eligible for a one-year extension.

- 1) Project Background.
- 2) Project Progress; Requests must include an agency's anticipated schedule:
 - a) Environmental document approval date or anticipated approval date
 - b) 100% plan approval date or anticipated approval date
 - c) Right-of-way certificate approval date or anticipated approval date
- 3) Justification for Extension Request:
 - a) What circumstances have led to the need for an extension?
 - b) What is unique about this project that requires an extension of the program year?
 - c) What are the financial impacts if this project does not meet its current program year?
 - d) What are the implications if the project does not obtain the requested extension?
 - e) Will delaying the project negatively impact the affected area (e.g., would a longer delay allow for dangerous conditions to persist)?
 - f) Are there interim steps that can be taken to address the project and mitigate impacts in the interim?

PROCESS AND ROLES

The Funding and Programming Committee will hear all requests for extensions (though any project that has already had at least two extensions must first be reviewed by the TAB Executive Committee). 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 at the chair's discretion. Staff for the Funding and Programming Committee will notify the applicant of the committee's decision.

Regional Program Year Policy

TAB Adopted: April 17, 2013

Administrative Modifications: August 20, 2014

PROGRESS SCHEDULE FOR PROGRAM YEAR EXTENSION

Enter request date

1. Project Background (Project description, federal cost, non-federal cost, current program year, original program year):

2. Project Progress; Requests must include an agency's anticipated schedule:
 - Environmental document approval date or anticipated approval date _____
 - 100% plan approval date or anticipated approval date _____
 - Right-of-way certificate approval date or anticipated approval date _____

3. Justification for Extension Request. Please describe the circumstances of this request.

What circumstances have led to the need for an extension? What is unique about this project that requires an extension of the program year?

What are the implications if the project does not obtain the requested extension? (e.g., withdraw the project, attempt to complete the project on time)?

Will delaying the project negatively impact the affected area (e.g., would a longer delay allow for dangerous conditions to persist)? Are there interim steps that can be taken to address the project and mitigate impacts in the interim?