

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 ends on March 31 of the year in which the project is first programmed in the Transportation Improvement Program.

-The Regional Program Year Policy will begin with projects programmed through the 2011 regional solicitation.

-If a regionally selected project is not ready for authorization in its Program Year, the project will be dropped from the TIP unless the project sponsor receives a Program Year Extension from the TAB.

-A Program Year extension process will exist for projects that have made significant progress and are delayed by circumstances that prevent them from delivering their projects on time.

- The maximum length of a Program Year extension is up to 1 year. Projects are eligible for only one Program Year extension request.

-Projects receiving a Program Year extension will not receive an inflationary cost increase in their federal cost cap.

-“Procedure to Request a Program Year Extension” is provided on the following pages.

CRITERIA FOR MEETING PROGRAM YEAR

Construction Projects through the FHWA Process:

- Environmental document approved.
- Right of way certificate approved or condemnation proceedings have been formally initiated.
- Final Construction plans submitted and reviewed for standards, eligibility, funding and structural design.
- Engineer's estimate.
- Special provision information.
- Utility relocation certificate.
- Permit applications submitted.

Construction Projects through the FTA Process

- 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.
- OCPPM/SALT authorization to proceed.

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 DATE EXTENSION

If your project did not meet the project criteria for meeting the PROGRAM YEAR above and you wish to request a PROGRAM YEAR extension, use the following procedure. The project sponsor must illustrate to the Funding and Programming Committee that significant progress has been made on the project and the criteria can be met within the time period requested. The answers provided on the **PROGRESS SCHEDULE FOR PROGRAM YEAR EXTENSION will determine your eligibility for a one year extension.** The maximum length of a PROGRAM YEAR extension is 1 year. Projects are only eligible for one PROGRAM YEAR extension request. **Requests for a PROGRAM YEAR extension must be submitted by March 31 of your program year.**

In addition to the **PROGRESS SCHEDULE FOR PROGRAM YEAR EXTENSION as of (DATE) (page 4 and 5)** the project sponsor is required to submit the following materials to the Funding and Programming Committee so it can determine if a sunset date extension is reasonable:

- 1) Project Background will be provided by TAB staff.
- 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 3 to 6 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 for concurrence. The TAC will report the action to the TAB Programming Committee. The Funding and Programming Committee will notify the applicant of its decision.

Adopted by the Transportation Advisory Board

(insert date) 2012

**PROGRESS SCHEDULE FOR PROGRAM YEAR EXTENSION (PYE) as
of (A)**

Enter date (form date)

ENVIRONMENTAL DOCUMENTATION

____ PROJECT MEMORANDUM
 _____ 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 less than 1 month from "form date" 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 less than 2 months from "form date" 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 less than 3 months from "form date" 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 less than 6 months from "form date" enter 1. _____

PROGRESS SCHEDULE FOR PROGRAM YEAR EXTENSION (PYE) as
of (date)

Enter date (form date)

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 less than 9 months from "form date" enter 1. _____

If after March 30 in the year following the original program year, enter

ENGINEERS ESTIMATE OF COSTS

_____ Completed If checked enter 2. _____

Date _____

_____ Not Complete

Anticipated Date of Completion _____

If less than 9 months from "form date" enter 1. _____

AUTHORIZED

Anticipated Letting Date _____ Enter 0 if date is prior to July 30 of PYE _____

Anticipated letting date must be prior to June 30 DO NOT REQUEST AN EXTENSION
in the year following the original program year, IF LETTING DATE IS NOT BEFORE
so that authorization can be completed prior to JULY 30 OF THE PYE DATE.
June 30 of the extended program year.

TOTAL POINTS _____

INSTRUCTIONS:

1. Enter the date the form is filled out (A). This date becomes the "FORM DATE"
2. Check status of project under each major heading.
3. Enter dates as requested for each major heading.
4. Enter points as suggested by each applicable response.
5. Total points received in the TOTAL POINTS line middle of page 2.