

CORRIDOR MPO

Smarter Transportation, Better Community



Notice of Award for Receipt of Surface Transportation Program (STP) and/or Transportation Alternatives Program (TAP) Funding

MEMBERS:

Cedar Rapids
Marion
Robins
Hiawatha
Fairfax
Ely
Linn County

April 25th, 2013 – Adopted
July 14th, 2014 – Revised

CREATING SUSTAINABLE COMMUNITIES
THROUGH REGIONAL PLANNING & CIVIC ENGAGEMENT





Congratulations, you have received funding from the Corridor Metropolitan Planning Organization (MPO) for the following project:

_____ in the amount of \$ _____ in _____ funds, which will become available on October 1st of _____.

As a funding recipient, you will agree to the following:

- Provide the Corridor MPO a status report on the progress of the project.
- Show progress on the project within three years of funding program year or risk revoking of funds.
- Include the Corridor MPO on correspondence with the Iowa DOT
- Notify the Corridor MPO of any changes to the scope of the project, which will require approval by the Corridor MPO Policy Board.

Status Report

The purpose of the status report is to provide updates on the progress of a project to Policy Board members, MPO Staff, and the public. This becomes especially important when the funding for the project becomes eligible. The Corridor MPO is required to report on the progress of past year's Accomplishment Year (first year of the TIP) projects. For example, the status of FY13 projects will be reported on in the FY14 – FY17 Transportation Improvement Program (TIP). The Status Report consists of the following information (Attachment A and provided electronically):

- Projected total cost when funded
- Estimated final total cost (or cost as submitted to Iowa DOT)
- Design Phase Start Date
- ROW Acquisition Phase Start Date
- Environmental Phase Start Date
- Project Letting Date
- Project Start Date (groundbreaking)
- Project Completion Date
- Progress of project – Is it on track?
 - If not, why and what is solution to get it back on track?
- Identification of foreseeable delays
 - If yes, what are they and what are the solutions?
- Identification of planned public engagement activities

The Status Report will be required biannually or when significant changes occur. The first report will be due by the end of April so the information can be included in the draft TIP, which is due on June 15th and will be



approved by the Policy Board in May. The second report will be due by the end of September so the information can be made available to the Policy Board prior to the solicitation of STP/TAP funding requests in October.

Project Progress

The Corridor MPO believes in the timely use of its federal funds and the implementation of public improvement projects. This sends a strong message that the Policy Board is a wise steward of the public's money. Projects must show progress towards implementation within three years of the year the project is programmed. If a project is receiving funds over multiple years, then the last year it receives funds will be the starting point for showing progress. For example, a project that is programmed to receive funds in FY17, has until August 31st of 2020 to show progress. A project that receives funding in FY17, FY18, and FY19 would have until August 31st of 2022 to show progress. Progress is defined as having a signed agreement with the Iowa DOT. Letters will be sent to funding recipients in February of the third year to provide a reminder that signed agreements with Iowa DOT must be in place or requests for extensions must be received by August 31st. If neither is received by August 31st, then the funding recipient is considered in default and the following will occur:

1. The funding recipient will be notified of the default
2. The Policy Board will be notified of the default or request for extension
 - a. Request for extension will identify why the extension is needed and when a signed agreement with the Iowa DOT is expected
3. The Policy Board will consider approving the extension or revoking the funds at its October meeting
 - a. Revoked funds will become available for programming during the next TIP funding cycle beginning in November

Iowa DOT Correspondence

The recipient will electronically notify the Corridor MPO of its progress through the Iowa DOT's Project Development Process (Concept Statement, Preliminary Plans, Check Plans, Final Plans & Project Development Certification, Contracts Turn-In, Letting Date, and "Notice to Proceed" to expend federal funds).

Changes in Scope

If the recipient changes the scope of the project after it has been awarded funds, it must notify the Corridor MPO. The Transportation Technical Advisory Committee (TTAC) will review to determine if the changes would have impacted the original scoring of the project. TTAC will then provide a recommendation to the Policy Board on whether the changes warrant revoking the funds. The Policy Board will then either approve the changes or revoke the funding, which then will become available for programming during the next TIP cycle.



Attachment A – Status Report

Project Name: [REDACTED]

Projected Total Cost When Funded: [REDACTED]

Estimated Final Total Cost (or cost as submitted to Iowa DOT): [REDACTED]

Design Phase Start Date: [REDACTED]

ROW Acquisition Phase Start Date: [REDACTED]

Environmental Phase Start Date: [REDACTED]

Project Letting Date: [REDACTED]

Project Start Date (groundbreaking): [REDACTED]

Project Completion Date: [REDACTED]

Progress of Project:

On track

Off track

Reason: [REDACTED]

Solution: [REDACTED]

Foreseeable Delays:

None

Yes

Reason: [REDACTED]

Solution: [REDACTED]

Planned Public Engagement Activities (including approximate schedule):

[REDACTED]