



## IDAHO TRANSPORTATION INVESTMENT PROGRAM

### Purpose

This policy implements Board Policy 4011 authorizing the Chief Operations Officer and Chief Administrative Officer to establish, maintain, and publish a five year Idaho Transportation Investment Program following all applicable Departmental policies and federal regulations.

### Legal Authority

- Idaho Code 21-142 – Authority of Board to design, construct and maintain state aeronautical facilities.
- Idaho Code 40-310(4) – Authority of Board to locate, design, construct and maintain state highways.
- Idaho Code 40-310(6) – The Board shall cause to be made and kept surveys, studies, maps, plans, specifications, and estimates for construction and maintenance of state highways.
- Idaho Code 40-312(1) – The Board shall prescribe rules and regulations affecting state highways.
- Idaho Code 40-312(2) – Authority of Board to promulgate rules for the expenditure of all moneys appropriated or allocated by law to the Department or the Board.
- Idaho Code 40-312(3) – The Board shall make reasonable regulations for the installation, construction, maintenance, repair, renewal and relocation of utilities in or along the right-of-way of state highways.
- Idaho Code 40-707 - Appropriation of money in the state highway account.
- Idaho Code 40-708 – Legislative policy regarding expenditure from the state highway account – only for state highway purposes.
- 23 United States Code Sections 134 and 135 – Metropolitan transportation planning.
- 23 Code of Federal Register Part 450 – Federal planning assistance and standards for statewide planning and programming.
- 49 Code of Federal Register Part 613 – Planning assistance and standards.

### **General**

The Idaho Transportation Investment Program (hereafter called the Program) is a five-year commitment of resources for developing, obligating, and contracting transportation improvement projects by year. The Office of Transportation Investments (OTI) and the Division of Engineering Services Administrator shall publish policy guidance, instructions, program descriptions, and procedures for scheduling a project and updating the Program in December. This annual guidance shall be used in lieu of publishing individual policies describing each program.

### **Project Scheduling Documentation**

For all proposed project additions or deletions to the Program, an ITD 1414, *Program Entry or Revision*, shall be submitted to OTI. An approved Evaluation Charter is also required with requests for new highway projects.

New local highway project proposals require submittal of an ITD 2435, *Local Federal-Aid Project Request*, with original signature to document local sponsorship and financial commitment. Submittal of a local area map is required to confirm location and funding eligibility.

**Project Delivery**

District Engineers are to submit infrastructure Plans, Specification and Estimate (PS&E) packages one year prior to the start of the Program's scheduled Federal Fiscal Year. This delivery schedule allows for projects to be advanced if prior year money is available or if there is an increase in funding as well as to maximize construction pay outs in the year it is available. Local projects, including matching funds, must be submitted by August 1 of the program's scheduled year.

The Division of Engineering Services Administrator shall create and maintain a bid schedule and shall establish statewide projects priorities based on project readiness and available funding. All district infrastructure projects delivered on time shall be awarded by April of the scheduled construction Federal Fiscal Year.

**Obligating Funds to Projects**

The OTI Manager in cooperation with the Division of Engineering Services Administrator and the Controller shall establish, publish, and oversee obligation processing and monitoring procedures.

All project budgets shall reflect the most recent available cost estimates and obligations and be balanced against available funding. The Division of Engineering Services Administrator or delegate shall commit all unused funding to priority projects throughout the year. The Division of Engineering Services Administrator or delegate shall give final approval to all documents and agreements obligating or otherwise committing public or private funds toward the approved budget for a project.

Prior to a project being advertised, the total current estimated cost of the project, including construction incentives, contingencies, and construction engineering shall be obligated for federal, state and/or local funds as long as the total estimated cost does not exceed the budget listed in the approved Program. The construction obligation amount shall be adjusted at contract award to match the final cost.

**Project Cost Increases**

The Division of Engineering Services Administrator or delegate shall approve cost changes and shall re-direct all unused project budget amounts for state highway system projects after contract award. Any unused budget amounts will be directed to construction or development cost increases, to obligate the next available current year project and to advance other projects.

Annual federal obligation authority (OA) is lost to Idaho if not used by the end of the federal fiscal year. To ensure full use of OA, all project budgets shall reflect the most recently available cost estimates and be balanced against remaining federal obligation authority during the 4<sup>th</sup> quarter of the federal fiscal year. The Division of Engineering Services Administrator or delegate shall commit all unused annual OA plus *Redistribution of OA Not Used by Other States* to priority projects by the end of the fiscal year.

Recipients (ITD and local agencies) shall independently manage finances for earmark or non-OA projects. Recipients shall be solely responsible for cost adjustment for these projects.

The Director or his designee is authorized to add/remove or advance/delay projects to the approved Pavement, Bridge, or Strategic Initiatives Programs as warranted by the Department's management systems, provided such changes further the goals of those programs and remain within the annual funding levels targeted for each program. Otherwise, mid-year changes to the Program which involve

a major scope change to an existing project require Board consent. These changes may also require an amendment as applicable in federal regulations.

The Division of Engineering Services Administrator and the Office of Transportation Investments shall present the Board an end-of-year statement for projects on the state highway systems to demonstrate full use of ITD's annual OA. End-of-year project cost adjustments and reallocations shall be financially managed independently by ITD and Local agencies. Cost adjustments are the sole responsibility of the project sponsor.

Funds received as a result of Redistribution of Obligational Authority Not Used by Other States increase the obligation limit and shall be distributed between the ITD and Local Agencies based on the percentages of funding in Board Policy B-4028 up to the amount of the original apportionment. Projects to be considered for advancement on the local system must be ready for advertisement including all agreements and local match by August 1<sup>st</sup> and presented at the August Board Meeting for prioritization and Board approval.

The use of Department resources and funding on transportation improvement projects that are not included in the Program shall not be allowed.



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Brian W. Ness  
Director

Date: 1/30/2015