

ACTIVE PROGRAM MANAGEMENT

Staff Recommendations

Below is a table of CMAP policies that allow for some changes based on Council preferences. The third column shows our options. The final column is the staff recommendation.

These policies help guide the Planning Liaison to Council goals and preferences when making decisions for items such as active reprogramming of funds and extension request deadlines.

The tables are organized as follows:

Policy Category	Regional Policy	Council Options	Council Policy – Staff Recommendation
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PROGRAM DEVELOPMENT

Call for Projects	Evaluation, ranking, draft programs: April – July	Fit to council schedule	Follow regional schedule.
	Public Comment (minimum of 30 days): July – August	Fit to council schedule	
	Final Program: August – September	Fit to council schedule and TIP change due date	

Explanation for staff recommendation: because of COVID, a number of meetings were changed/rescheduled. Unless meetings need to be changed again, the regional policy fits our meeting schedule well. Draft program to be released to public comment at the July meeting and final approval at the September meeting, rather than in July.

Active Program	Out year projects expire only due to inactivity	May add expirations or requirements to reapply for reasons other than inactivity.	Maintain regional policy.
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Explanation for staff recommendation: unless the Council members have specific requirements or expirations, staff is fine keeping this regional policy.

Contingency Program	Must reapply for active program with each call	May award points for phases completed or in-progress	To be determined as part of the methodology committee
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Explanation for staff recommendation: leave this up to the methodology committee. Project readiness is already a scoring criterion.

Policy Category	Regional Policy	Council Options	Council Policy – Staff Recommendation
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PROJECT MANAGMENT

APM Training	Required training for applicants is encouraged	Required or optional; to apply or if selected for funding	Optional training for all
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Explanation for staff recommendation: APM training took place live on 11/9/2020. The recorded training is available on the Council of Mayors website for viewing. The training is optional but highly recommended.

Designated Project Managers	Sponsor must designate a Technical PM and a Financial PM from sponsor staff	May require additional PMs	Do not require additional PMs, maintain regional policy.
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Explanation for staff recommendation: three project managers provide enough points of contact for all, especially smaller communities that don't have as many staff members.

Status Updates	Must complete in December, March, June, and September, even if no progress since last update.	May require more often	Maintain regional policy.
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Explanation for staff recommendation: quarterly updates provide us with frequent enough updates without being overwhelming or redundant.

Policy Category	Regional Policy	Council Options	Council Policy – Staff Recommendation
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PROGRAM MANAGEMENT

Obligation deadlines	Based on March status update, sponsor may request one 6-month extension (to March of following FFY), request to be moved to contingency, or proceed at own risk by TBD date in April	Due date in April for extension requests	Date for extension requests will be April 15, 2020
	Requests for extensions will be reviewed by council staff or the council	Approval by staff, a committee, or full council	Staff will approve requests, along with notifying the Chair of any requests. Council will be updated on extension requests at the May meeting.
	Requests after the April deadline may be considered at the discretion of the council	Allow extension requests later than April	Maintain regional policy

Explanation for staff recommendations:

- April 15 gives staff enough time to review requests.
- The Council does not meet in April. Because of this, it will be timelier to notify the Chair and have staff approve requests. Then the Council will receive updates at the May meeting.
- Requests after April will be handled on a case-by-case basis, which is in line with the regional policy.

Policy Category	Regional Policy	Council Options	Council Policy – Staff Recommendation
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PROGRAM MANAGEMENT, CONTINUED

Active Reprogramming	Can occur at any time	May set specific dates for requests	Maintain regional policy
	Use for cost changes, accelerating ready phases from out years, accelerating ready phases from Contingency, moving projects to later years that aren't progressing	Determine relative priority of active reprogramming techniques	Hierarchy: <ol style="list-style-type: none"> 1. Cost changes 2. Move ready phases from out years 3. Move phases from Contingency 4. Move projects to later years if not progressing
	Each call for projects is also an opportunity to change schedule, without need to re-apply, if sponsor reaffirms commitment by resolution or letter from official (Mayor/Manager equivalent)	Require other documentation of commitment	Maintain regional policy

Explanation for staff recommendations:

- Allowing active reprogramming to occur at any time gives us more flexibility when reprogramming.
- This hierarchy prioritizes projects that are obligated and active over those that are on the contingency list or delayed. However, a number of different scenarios can be accommodated, including maximizing reprogrammed funding, maximizing the number of projects that receive funding, and others. This is mostly to help guide staff order of operations.
- A resolution or letter should be sufficient to establish commitment to the project.

Carryover limitations and redistribution of unobligated funds	Cost increases are limited to the lesser of 20% of the programmed STP or the council's maximum increase amount and/or project or phase maximum cap.	No changes allowed, but council should consider when setting caps and cost increase limits	We have a 10% increase cap and a \$1,500,000 funding cap.
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Explanation for staff recommendation: these have already been established. However, they may change with the next methodology.

Policy Category	Regional Policy	Council Options	Council Policy – Staff Recommendation
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TOLL CREDITS

Assistance for disadvantaged communities	The eligible communities may request the use of TDCHs (a.k.a. toll credits) in lieu of up to 20% local match, regardless of differing council match rates	Determine if local funds must be used for the difference or if the match rate will be altered	MCCOM policy is that the match rate is 90/10 when using TDCHs, as opposed to 80/20
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Explanation for staff recommendations: this has already been established.