

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

Policy Number 24 – Standard Project Agreement Activation

- I. Purpose.** The Authority appropriates current and projected financial resources from the Regional Revenue Fund upon project approval. The purpose of this policy is to provide a mechanism for the Authority to remove appropriations for approved projects that are not advancing to execution of a Standard Project Agreement (SPA). These appropriations will be returned to the Regional Revenue Fund for assignment to future projects.
- II. General.**
- A.** The Authority assigns funding to a project with the clear expectation of progress as outlined in the Project Description/Scope of Work. Project funding is appropriated at the point that the Authority approves the project. The SPA (covered in Policy 20) provides details of expected utilization of the appropriated funds.
 - B.** If a project sponsor is unable to complete project activation – either due to circumstances within or outside of their control – the best interest of the Authority may be served by cancelling the project and the appropriation.
 - C.** This policy only addresses projects that are not advancing to a fully executed SPA. Projects with approved SPAs that experience delays due to procurement, funding, unforeseen construction-related events, or other issues are not affected by this policy, but will be subject to ongoing review on a case-by-case basis.
 - D.** All NVTAFunds made available from actions taken under this policy will be returned to the Regional Revenue Fund for future allocation by the Authority.
 - E.** Any SPA which has not been approved by the governing body of the sponsoring entity within six months of NVTAFApproval is subject to cancellation.
 - F.** At the request of a sponsoring entity made within six months, NVTAMay, at its sole discretion, refer the matter to the appropriate committee for recommended extension of the timeframe for SPA approval.
 - G.** In all cases, agreement will be sought with the implementing jurisdiction or agency. If agreement is not forthcoming the Executive Director may take a project cancellation request to the Authority for action.
 - H.** This policy will be in effect for all projects approved with FY2014 through 2017 funds.
- III. Responsibilities.**
- A. Project sponsoring agency**
 - 1. Completion of SPAs within six months of approval by the Authority.
 - 2. Request cancellation of any projects for which the jurisdiction determines the completion of a SPA is not possible, or request an extension of the six month deadline. Any request for an extension must include:
 - a. Basis for current delay.
 - b. Action needed to resolve delay.
 - c. Schedule for completion of actions to resolve delay.
 - B. NVTAFExecutive Director**
 - 1. If no request for extension is presented within six months of SPA approval, make recommendation to the Authority on project cancellation.

2. Accept requests for project cancellation and forward to Authority with recommendation to accept or reject the request.
3. Evaluate requests for extension of time to complete a SPA.
 - a. Request additional information, when required to evaluate request.
 - b. Make recommendation to the Authority on SPA extension or project cancellation.

Approved by the Finance Committee: April 17, 2015

Approved by Northern Virginia Transportation Authority: April 23, 2015