

# **NORTHERN VIRGINIA TRANSPORTATION AUTHORITY**

## **Policy Number 25 – FY2017 Program First Drawdown/Project 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 FY2017 Program projects that do not submit a first drawdown request by June 30, 2019, or are unable to document project activation/progression within six months of an executed Standard Project Agreement (SPA). These appropriations will be returned to the Regional Revenue Fund for assignment to future projects.
- II. General.**
- A.** This policy will be in effect for all projects approved with FY2017 Regional Revenue Funds.
  - B.** 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 and timing of the appropriated funds, specifically the cash flow summary included in Appendix B.
  - C.** For the FY2017 Program, projects will be approved based, in part, on project readiness. For the FY2017 Program, project readiness is assessed in part on:
    - 1. The first drawdown (initial reimbursement request) being made during FY2017, FY2018, or FY2019, regardless of when the SPA is executed.
    - 2. Documented project activation/progression starting within the first six months of an executed SPA.
  - D.** If a project sponsor is unable to submit an initial reimbursement request by the end of FY2019 – 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. This policy specifically addresses projects approved for the FY2017 Program that are not advancing in accordance with their approved SPAs. This includes FY2017 Program projects with approved SPAs that experience delays due to procurement, funding, unforeseen construction-related events, or other issues.
  - E.** Any project that is unable to meet the commitment to submit the initial reimbursement request to NVTA by June 30, 2019, or is unable to document project activation/progression within the first six months of an executed SPA.
  - F.** Requests for extension of time must be made to the Executive Director. The Executive Director may request additional information prior to submitting a recommendation to the Finance Committee.
  - 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 recommendation to the Finance Committee prior to referral to the Authority for action.
  - H.** Upon action by the Authority to remove funding all NVTA funds made available from actions taken under this policy will be returned to the Regional Revenue Fund for future allocation by the Authority.

### **III. Responsibilities.**

#### **A. Project sponsoring jurisdiction or agency**

1. Submittal of first drawdown request by June 30, 2019.
2. Document project activation/progression through monthly updates submitted to NVT A and reported in the Executive Director's monthly report to the Authority.
3. Request cancellation of any projects for which the jurisdiction determines the submittal of first drawdown request by June 30, 2019, or project activation/progression within the first six months of an executed SPA is not possible, or request an extension of the 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.
  - d. Revised SPA Appendix B.

#### **B. NVT A Executive Director**

1. Monitor project progress through requests for reimbursements, submission of project activation/progress reports by project sponsors.
2. Include a report of project status in the Executive Director's monthly report to the Authority. Status reports will be consistent with project progress documented by project sponsors unless otherwise noted.
3. Accept requests for project cancellation and forward with recommendation to the Finance Committee prior to referral to Authority with recommendation to accept or reject the request.
4. Receive notice from project sponsors of possible delays in submitting first drawdown request or activating/progressing the project by the deadline.
5. If no submittal of first drawdown is requested by deadline or no notice of delay received, request information from project sponsor as to reason.
6. Request additional information, when required to evaluate project sponsor notice of delay or response to request for information on delay.
7. Evaluate requests for extension of time or other accommodation requested by project sponsor.
8. Make recommendation to the Finance Committee on action to be referred to the Authority.

**Approved by Northern Virginia Transportation Authority:** December 10, 2015

**Amended:** July 14, 2016