Goal
In 2020, KIPDA staff is focused on continuing the transition toward online submittal of most, if not all, of the information that KIPDA requires from project sponsors. Additionally, staff is committed to continuously streamlining all information requests.

Background
In 2019, the Transportation Planning Portal (also referred to as the Portal) was introduced to aid in the development of Connecting Kentuckiana (CK) 2040 Metropolitan Transportation Plan (MTP) and Fiscal Year (FY) 2020 – 2025 Transportation Improvement Program (TIP). The Portal originally consisted of an application form and application assistant along with several interactive maps. KIPDA hosted workshops to train sponsors to use the new system and in the winter/spring of 2019 sponsors submitted projects through an application in the portal.

For the first time all project and program sponsors were able to utilize the same data sets when completing their project applications. This information provided a more robust understanding of how their project may address issues in the region. KIPDA staff then used the information provided from the applications to determine how each project may contribute toward KIPDA’s performance targets. Projects were also given a ranking (Low, Medium, High or Further Review) based on how likely they were to improve system performance. The first utilization of the Portal was a success.

Moving Forward
KIPDA will no longer utilize the Adobe PDF Project Information Form (PIF) for new projects or changes to existing projects. Instead, sponsors will submit all project information online through the electronic Project Information Form (ePIF) in the Portal.

Staff will review all proposed projects/changes to determine whether an administration modification or amendment is needed. As a reminder:

- Administrative modifications are typically processed within 30 days after KIPDA staff receives the project changes.
- Amendments are not processed as often and the federally-required process can take between 4-6 months after KIPDA staff receives the project changes.

KIPDA staff will also review all proposed projects/changes relative to anticipated contributions to KIPDA Performance Targets, project rank, and air quality impact status.

The updated Portal website will go live for all sponsors on April 15th and you will find the following forms therein:

Electronic Project Information Form (ePIF) for all new and existing projects
This form will be utilized for the following situations:

- Submitting a new project for CK 2040 MTP and potentially the FY 2020 – 2025 TIP.
  o Sponsors will only fill out the TIP funding section of the form if/after funding has been committed to the project.

- Submitting a change to an existing project in CK 2040 MTP or a project that is in the FY 2020-2025 TIP by virtue of meeting the criteria of one of the Group Project Categories. There are two options for this:

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- making changes to the project’s name, description, purpose & need, State ID or Open to Public (OTP) date and/or;
- making changes to the project’s TIP funding and Open to Public (OTP) date.

Once the project has been added or changed in the CK 2040 MTP and/or FY 2020 – 2025 TIP, KIPDA staff will generate a PDF for the sponsor that contains all the relevant project information. Additionally, KIPDA will make all of the existing Adobe PDF PIFs (i.e. old version) available to project sponsors via Dropbox.

MPO Dedicated Program Applications
The following applications are only applicable for KIPDA’s MPO Dedicated Funding Programs. They will be available when KIPDA is actively accepting new funding requests, cost increase requests, or phase shift requests. After sponsors submit an application, KIPDA staff will convene a Working Group, if necessary, and then forward a recommendation on to the committees. If the Transportation Policy Committee (TPC) approves the application, then the sponsor must submit the project changes through the ePIF.

- Funding Application
  - Sponsors must submit this application when a project that has never been awarded MPO dedicated funds is requesting MPO dedicated funds. It may be submitted for a project that:
    - currently has no committed funding for any phase;
    - has no committed funding for a particular phase; or
    - needs additional funding for a particular phase.

- Cost Increase Application
  - Sponsors must submit this application when requesting cost increase funds for an existing MPO dedicated project.

- Phase Shift Application
  - Sponsors must submit this application when requesting to shift a phase (due to project delays) for an existing MPO dedicated project.

Wrap-up
As mentioned above, the Portal will be updated by April 15, 2020 with the new forms. KIPDA staff will offer virtual/online training assistance between April 15th and April 30th to ensure sponsors are up-to-speed on how to use the new forms.

The MPO Dedicated Funding Application will be utilized by sponsors for the first time during the Kentucky Call for Projects this summer. Any projects that are awarded funds will be added to the CK 2040 MTP and FY 2020 – 2025 TIP through KIPDA’s 2nd MTP & TIP Amendment.

Information about the Kentucky Call for Projects and MTP & TIP Amendment Schedules was also included in the 2020 KIPDA Update email that was sent out to all stakeholders on Monday, March 30, 2020. These documents can also be found in the Portal.

If you have questions or comments about these changes, please contact Elizabeth Farc (Elizabeth.farc@Kipda.org) or Nick Vail (Nick.vail@Kipda.org).

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