

# Surface Transportation Block Grant Program (STBG)

## Project Selection Process

Fredericksburg Area Metropolitan Planning Organization



Approved by the FAMPO Policy Committee January 24, 2022

## Mission Statement

The MPO's mission is to provide a cooperative, continuous and comprehensive ("3C") transportation planning process to build regional agreement on transportation investments, that balance roadway, public transit, bicycle, pedestrian, and other transportation needs and support regional land use, economic, and environmental goals for the safe and efficient movement of people and goods. Special emphasis is placed on providing equal access to a variety of transportation choices and effective public involvement in the transportation planning process.

## GWRC/FAMPO Title VI Nondiscrimination Statement

"The George Washington Regional Commission and the Fredericksburg Area Metropolitan Planning Organization fully comply with Title VI of the Civil Rights Act of 1964 and its related statutes and regulations in all programs and activities. For more information or to obtain a Discrimination Complaint Form, please visit [www.gwregion.org](http://www.gwregion.org) or [www.fampo.gwregion.org](http://www.fampo.gwregion.org) or call (540) 373-2890. Para información en español, llame al (540)-373-2890."

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## 1.0 Introduction

This document describes the process the Fredericksburg Area Metropolitan Planning Organization (FAMPO) will undertake to identify and select transportation projects for inclusion in FAMPO's Transportation Improvement Program (TIP) and VDOT's Six Year Improvement Program (SYIP). The selection process outlined in this document will be used for all proposed projects using federal Surface Transportation Block Grant Program (STBG) funding.

FAMPO's STBG project selection is a cooperative process between the Fredericksburg MPO, the Virginia Department of Transportation (VDOT), the Department of Rail and Public Transportation (DRPT), and the Commonwealth Transportation Board (CTB). STBG project recommendations are selected and prioritized by FAMPO and submitted to the CTB for final approval.

The procedure for selecting and prioritizing includes the development of a candidate project list by the FAMPO Technical Advisory Committee (TAC). A numeric scoring procedure is used to score each candidate project, and the results of the scores and project recommendations are reported to the FAMPO Policy Committee for consideration. The results of the project scores, according to established criteria, are the basis of TAC recommendations. The FAMPO Policy Committee considers the recommendations from the TAC and selects the final recommended list of STBG projects in coordination with the district CTB member for annual submittal to the CTB for approval as part of the SYIP. Amendments to 23 U.S.C. funded projects, particularly STBG funded projects, must be approved by the CTB. This project selection process, as outlined above, is consistent with 23 U.S.C. § 134.

## 2.0 Background

The STBG program is a source of flexible federal funding that enables states and regions to fund a wide variety of transportation projects. STBG funds are suballocated to U.S. Census-defined urbanized areas (UZAs) that have Transportation Management Area (TMA) designation. To attain TMA designation, a UZA must have a population greater than 200,000. As a portion of the Washington, DC-MD-VA UZA (which receives STBG funding as a TMA) lies within Stafford County, a Memorandum of Understanding (MOU) between the National Capital Region Transportation Planning Board (TPB) and FAMPO was developed in 2004 and updated in 2021 that details FAMPO's responsibility for allocating STBG funding that flows to the region due to the TMA.

More information on the STBG program can be found on the [FHWA fact sheet here](#).

## 2.1 STBG Funding Requirements

The provisions for STBG funds state that funds from Fiscal Year (FY) 2011 and thereafter shall be federally obligated within 12 months of their allocation by the CTB and expended within 36 months of obligation (total four years), or the CTB has the ability to “rescind state match”. If these funds are not obligated and expended within the defined timeframes the CTB has the power to rescind the Commonwealth provided 20% in matching funds that the Federal funds require.

- STBG funds should be allocated and implemented in a manner consistent with the current federal guidelines for their use in accordance with all guidelines entailed in 23 U.S.C. 133. VDOT is responsible for distributing STBG funds.
- STBG funds should be used, whenever possible, to leverage other available funding sources to complete a project.
- All projects with STBG funds, including a project located outside of a Federal-aid highway right-of-way, but excluding a project funded by the recreational trails set-aside, are treated as a project on a Federal-aid highway.
- The Federal share for most STBG-eligible projects is 80 percent. The Federal share for projects on the Interstate System is 90 percent unless the project adds lanes that are not high-occupancy-vehicle or auxiliary lanes.
- Certain types of improvements, predominantly safety improvements, listed in 23 U.S.C. 120(c)(1) may have a Federal share of 100 percent.
- The STBG program operates on a reimbursement basis, so funds are not provided until work is completed.

## 2.2 STBG Eligibility

Eligible recipients of STBG funds in the Fredericksburg region include the City of Fredericksburg, Spotsylvania County, Stafford County, the PRTC, FRED, VRE, VDOT, DRPT, and FAMPO.

Typically, eligible projects include:

- Highway, bridge, transit & safe streets projects on the National Highway System & other federal-aid highways & repair work on off-system bridges
- Planning, design or construction roadways
- Planning studies
- Road & bridge new construction & reconstruction
- Transit capital purchases
- Roadway & traffic safety improvements & programs
- Traffic monitoring, management & control facilities & programs
- Traffic safety studies & public information initiatives
- ITS improvements
- Infrastructure-based ITS capital improvements, including the installation of vehicle-to-vehicle infrastructure communication equipment

- Projects & strategies designed to support congestion pricing, including electronic toll collection & travel demand management strategies & programs
- Truck parking facilities (conditions apply)
- Recreational trails projects
- Pedestrian & bicycle projects (filling in short gaps in existing multimodal system)

Typically, ineligible projects include:

- Projects not on a local federal-aid route
- Preliminary design
- Sidewalk maintenance
- Sidewalk replacement due to water, service, sanitary or storm service lead work that is not associated with a road project
- Utility relocation
- Off-Street parking
- New streetscape or landscape items

## 3.0 Selection and Allocation Process

### 3.1 Call for Projects

At its regularly scheduled September TAC meeting, a call for projects window will be opened. If it is anticipated by staff that there is less than \$500,000 in STBG fund available for allocation, a call for projects process will not be opened. Available funding should be placed in an out-year reserve or used to fund existing projects. Eligible applicants are encouraged to prepare application information and supporting documentation ahead of time. To maximize impact with limited regional transportation funding through the STBG program, project applications will be limited in accordance with the following tables:

#### 3.1.1 Eligible Applicants

<b>Project Category</b>	<b>Eligible Applicants</b>
Roadway	FAMPO jurisdictions
Transit/TDM	FAMPO jurisdictions and FAMPO area public transportation providers eligible to receive federal funds who provide service within or for the direct benefit to the TMA in Northern Stafford, for projects within or that service the TMA
Active Transportation	Stafford County, for projects within 1 mile of the TMA
Studies	FAMPO staff, FAMPO jurisdictions, and FAMPO area public transportation providers eligible to receive federal funds who provide service within or for the direct benefit to the TMA in Northern Stafford, for projects within or that service the TMA

### 3.1.2 Number of Applications

FAMPO Jurisdictions will receive five STBG applications, regardless of mode if they are an eligible applicant, based on section 3.1.1, they divide the five applications by mode as they see fit.

Other Eligible Agencies will receive three STBG applications, regardless of mode if they are an eligible applicant, based on section 3.1.1, they may divide the three applications by mode as they see fit.

### 3.1.3 Typical Annual Schedule

Month	Activity
September	Call for projects
October	Project applications, ongoing
November	Project submissions by end of month; staff to email application summary to TAC
December	No FAMPO committee meetings; screening and project scoring begins
January	Presentation of draft scoring
February	Review draft scoring; receive budgets from VDOT
March	Presentation of final scores and draft allocations
April	Approve allocations
May	Approve allocations, if not completed in April
June	Allocation approval by the CTB

\*FAMPO staff may present a request for available STBG Studies funds at any time throughout the fiscal year. The TAC should take action to endorse staff's proposal for consideration by the Policy Committee.

### 3.1.4 Special Call for Projects

In the event it is deemed necessary the TAC can propose a modified call for projects that will then be approved by the FAMPO Policy Committee.

### 3.1.5 Application Forms and Submission

Staff will make STBG project application forms available on the FAMPO website, sent to FAMPO committees via email, and shared via FAMPO committee agenda packets. Forms are web-based and will allow applicants to save information and return to their applications over time. Staff will provide fillable Word or PDF application forms upon request.

Applicants will be asked to indicate the primary project type (roadway, transit/TDM, active transportation, or planning study), the funding amount requested, and provide a comprehensive set of details that will allow staff to properly score each project.

At a minimum, staff will provide at least ten weeks from the start of the call for projects to the deadline for submission. A one-week grace period will follow the application submission deadline for resolutions of support in the event a governing body meets shortly after the close of the call for projects window.

### 3.2 Project Screening

After the submission deadline for the call for projects window, staff will first screen each project according to the criteria below and develop a list of discussion items to review with the applicant prior to full project scoring.

- Project meets all applicable requirements under Code of Federal Regulations and State policies
- Project is identified in the current FAMPO Long-Range Transportation Plan
- Project application is complete and all requested documentation/data is accounted for
- Project timeline and current phase
- The project has a complete scope
- Project has a simple sketch
- Funding request is clear (i.e., applicant must indicate whether the STBG will be used as leveraged funding or to fund the project in whole)
- Reasonable data (including data required for the emissions analysis) and cost estimates are provided
- Committed funding is documented in a budget, CIP, other official document, or signed letter from a jurisdiction/agency chief administrative officer or finance department
- The VDOT Fredericksburg District and/or DRPT concur with the estimates provided
- A resolution of support from the local governing body in the project location
  - Multi-jurisdictional projects must have a resolution of support from all jurisdictions where the project is located or will operate
  - Transit projects require a letter of support from the governing or advisory body of the operator in addition to a resolution of support from the local government body where the project is located

Staff will complete a project screening form addressing the criteria above and schedule a meeting with each project applicant to review the screening forms. This meeting will be an opportunity to address outstanding application issues, provide additional documentation/data for the full project scoring process, and ask questions about schedule, scope, estimates, and the like.

### 3.3 Project Scoring

Once projects have been screened in, according to the criteria in Section 3.2, staff will score each application according to the tables in this section.

3.3.1 STBG Roadway Project Scoring

Measure Category	Measures	Overall %	Description	Data Source	Scoring
<b>Reduces Congestion</b>	Change in LOS	25	Change in travel demand model base year to forecast year no-build LOS (determined by difference in V/C ratio figures)	FAMPO travel demand model	Largest change = 10 Second largest = 8 Third largest = 6 Fourth largest = 4 Fifth largest = 2 Sixth largest or worse = 0  *See "H - LOS Math" sheet for details
	LOS Severity	20	Forecast year no build LOS (determined by highest V/C ratio figure)	FAMPO travel demand model	Most severe = 10 Second most severe = 8 Third most severe = 6 Fourth most severe = 4 Fifth most severe = 2 Sixth most severe or worse = 0  *See "H - LOS Math" sheet for details
	CMP Corridor	5	Determine if project is on or intersects with Congestion Management Process (CMP) corridor	Current FAMPO CMP	On or intersects with CMP Corridor: Yes = 10 No = 0
<b>Safety Benefit</b>	Crash Frequency	17.5	Count the number of crashes over most recent 5-year time period occurring within 0.25mi of project	VDOT P4P Crash Data Layer	Sum of 5-year crash counts (max 10): > 251 = 10 201 - 250 = 8 151 - 200 = 6 101 - 150 = 4 51 - 100 = 2 > 50 = 0  *See "H - Crash Math" sheet for details

	Crash Severity	17.5	<p>Breakdown of crash severity by KABCO scale weighting for crashes within 0.25mi of project over most recent 5-year period</p> <p>KABCO Weighted Scale:  K (Fatal Injury): 949  A (Suspected Serious Injury): 55  B (Suspected Minor Injury): 17  C (Possible Injury): 11  O (No Apparent Injury): 1</p> <p><a href="#">2018 FHWA Safety Program</a></p>	VDOT P4P Crash Data Layer	<p>KABCO sum annual average over 5-year period (max 10):  &gt; 2,501 = 10  2,500-1,501 = 8  1,500 - 1,251 = 6  1,250 - 1,001 = 4  1,000 - 501 = 2  &lt; 500 = 0</p> <p><i>*See "H - KABCO Math" sheet for details</i></p>
Project Readiness	Detailed Engineering Design and Cost Estimate	5	<p>Does the project have a detailed sketch/engineering design?</p> <p>Does the project have a validated (from VDOT/DRPT) cost estimate?</p>	Applicant	<p>Detailed Engineering Design:  Yes = 5  No = 0</p> <p>Detailed Cost Estimate:  Yes = 5  No = 0</p>
	Percent of Leveraged Funding	10	Calculate total committed funding divided by project total cost	Applicant	Leveraged funding percentage: > 51 = 10 49 - 50 = 8 39 - 40 = 6 29 - 30 = 4 11 - 20 = 2 < 10 = 0

### 3.3.2 STBG Transit/TDM Project Scoring

Measure Category	Measures	Overall %	Description	Data Source	Scoring
<b>Reduces Congestion</b>	Alternatives to SOV Travel	30	Ability of project to reduce congestion by providing alternatives to SOV travel on congested corridors	Applicant	Alternatives to SOV: Improvement provides direct alternative to trips on Interstate 95 = 10 Improvement provides direct alternative to trips on principal arterial roadways = 7 Improvement impacts only local trips = 4
	CMP Corridor	5	Determine if project is on or intersects with Congestion Management Process (CMP) corridor	Current FAMPO CMP	On or intersects with CMP Corridor or Rail Project: Rail projects = 10 CMP corridor = 8 Not on CMP corridor = 0
<b>Mobility Benefit</b>	Project Impact	25	Cost per potential user	Applicant (number of projected users that will benefit from the project and project cost)	Highest impact = 10 Second largest impact = 7 Third largest impact = 3 Fourth largest impact or worse = 0
	Multimodal Accessibility	25	Connections to other modes (bus stop, train station, trail, P&R lot) within 0.25mi of project	VDOT P4P	Multimodal Connections (max 10): Train station or P&R lot: 8 Transit service: 6 Trail: 4
<b>Project Readiness</b>	Detailed Engineering Design and Cost Estimate	5	Does the project have a detailed sketch/engineering design?  Does the project have a validated (from VDOT/DRPT) cost estimate?	Applicant	Detailed Engineering Design: Yes = 5 No = 0 Detailed Cost Estimate: Yes = 5 No = 0

	Percent of Leveraged Funding	10	Calculate total committed funding divided by project total cost	Applicant	Leveraged funding percentage: $> 51 = 10$ $49 - 50 = 8$ $39 - 40 = 6$ $29 - 30 = 4$ $11 - 20 = 2$ $< 10 = 0$
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3.3.3 STBG Active Transportation Project Scoring

Measure Category	Measures	Overall %	Description	Data Source	Scoring
User Benefit	Potential users impacted	40	Population within one mile of planned improvement	Applicant sketch and most recent year US Census data (decennial or 5-year ACS)	Population at the Census block level: > 15, 001 = 10 14,001 - 15,000 = 9 13,001 - 14,000 = 8 12,001 - 13,000 = 6 11,001 - 12,000 = 5 10,001 - 11,000 = 4 <10,000 = 2  <i>*See "AT - Population Math" sheet for more details</i>
Safety Benefit	Bike/Ped Crashes	25	Number of crashes within 0.25mi buffer of the project	P4P Bike & Pedestrian Safety Data Layer	Number of Crashes: > 5 = 10 5 = 9 4 = 8 3 = 7 2 = 6 1 = 5 0 = 0  <i>*See "AT - Crash Math" sheet for more details</i>
	Degree of Separation from traffic and roadway	20	Degree to which the proposed project is separated from motorized vehicles	Applicant Sketch and Description	Degree of separation: Complete separation = 10 Physical barrier = 6 Visual barrier with space = 2 No or Inadequate barrier for application = 0

<b>Project Readiness</b>	Detailed Engineering Design and Cost Estimate	5	<p>Does the project have a detailed sketch/engineering design?</p> <p>Does the project have a validated (from VDOT/DRPT) cost estimate?</p>	Applicant	<p>Detailed Engineering Design: Yes = 5 No = 0</p> <p>Detailed Cost Estimate: Yes = 5 No = 0</p>
	Percent of Leveraged Funding	10	Calculate total committed funding divided by project total cost	Applicant	<p>Leveraged funding percentage: &gt; 51 = 10 49 - 50 = 8 39 - 40 = 6 29 - 30 = 4 11 - 20 = 2 &lt; 10 = 0</p>

3.3.4 STBG Studies Project Scoring

Measure Category	Measures	Overall %	Description	Data Source	Scoring
Planning Factors	Consistency with Federal Planning Factors	10	<p>Does the study scope directly address at least one of the following?:</p> <ol style="list-style-type: none"> <li>1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;</li> <li>2. Increase the safety of the transportation system for motorized and non-motorized users;</li> <li>3. Increase the security of the transportation system for motorized and non-motorized users;</li> <li>4. Increase accessibility and mobility of people and freight;</li> <li>5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;</li> <li>6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;</li> <li>7. Promote efficient system management and operation;</li> <li>8. Emphasize the preservation of the existing transportation system;</li> <li>9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and</li> <li>10. Enhance travel and tourism.</li> </ol>	Applicant and current federal transportation legislation planning factors	Yes = 10 No = 0
Scope and Purpose	Long Range Planning	25	Is the study or project included in FAMPO's Long Range Transportation Plan?	Applicant and current FAMPO LRTP	Yes = 10 No = 0

	Funding Application Support	15	Will this study develop improvement recommendations for federal, regional, or state funding programs (SMART SCALE, TAP, CMAQ/STBG, Revenue Sharing, etc.)?	Applicant	Yes = 10 No = 0
	VTrans Needs	15	Is there at least one VTrans Need (statewide or districtwide) in the project study area?	Interact VTrans web map and data	Priority 1 = 10 Priority 2 = 6 Priority 3 = 4 Priority 4 = 1
	Metropolitan Planning	25	Does the study proposal support a Planning Priority from FAMPO's Unified Planning Work Program?	Applicant and current FAMPO UPWP	Yes = 10 No = 0
Study Readiness	Percent of Leveraged Funding	10	Calculate total committed funding divided by project total cost	Applicant	Leveraged funding percentage: > 51 = 10 49 - 50 = 8 39 - 40 = 6 29 - 30 = 4 11 - 20 = 2 < 10 = 0

### 3.4 Project Selection and Allocations

In order to establish an objective, clear process by which allocation and programming recommendations are made to the Policy Committee, the following steps and criteria will be used:

1. The VDOT Fredericksburg District will provide to the TAC a detailed document with leftover funds from completed STBG projects. Projects nearing completion that are likely to have excess funds in a Previous year available for transfer to another project will also be detailed by District staff. This documentation should be presented to the TAC at its February meeting.
  - a. No balance should remain for previous years.
  - b. Projects and studies with funds in previous years that have not begun should be reviewed by the TAC to determine whether to keep funding on the project or transfer the funding to an active project.
2. Next fiscal year (the first year of the forthcoming SYIP) will be fully funded with no STBG funds in the balance entry.
  - a. FAMPO staff will present requests for planning studies or other metropolitan planning needs for the forthcoming fiscal year for consideration by the TAC.
  - b. Active projects eligible to receive funding in the first year of the SYIP can receive existing balance entry funds and donate mid- or out-year STBG funds on a dollar-for-dollar basis.
3. A 5% reserve set aside will be established for years 2-6 of the SYIP.
  - a. In the event of an STBG budget decrease, this step may be skipped in order to keep existing, active projects fully funded.
4. A \$100,000 set aside for the FAMPO staff federal planning requirements
  - a. FAMPO staff will receive funds to assist with the development of the FAMPO Long Range Transportation Plan (LRTP), Transportation Improvement Program (TIP), and other federally required planning procedures (e.g. Transportation Management Area, etc.).
5. Before adding new projects, fund existing SYIP projects up to the requested funding amount subject to the following:

- a. The most funding any one project can receive is limited to two times the annual average existing SYIP STBG budget.
  - b. Any single project may not be allocated more than 50% of any one year's STBG budget.
  - c. In assessing the existing funding allocation outlay, projects with CMAQ and STBG funds can receive/donate either funding type, if applicable, for flexibility in keeping projects fully funded and on schedule.
6. After assessing existing STBG projects, the following budgets by mode will be utilized for new project applications:
  - a. Roadway – 60%; Transit/TDM – 15%; Active Transportation – 15%; Studies – 10%
  - b. These percentage budgets will generally be for the out-year of the SYIP, but should funding be available in a mid-year (between years 2-5), that amount of funding will be accounted for in developing the percentage breakdown by mode.
7. Utilizing the amounts of funding established from the percentage breakdown by mode in Step 6, fund top-scoring projects up to their requested amounts first.
  - a. The most STBG funding any one project can receive is limited to two times the annual average existing SYIP budget.
    - i. If only one project is submitted for any one mode, there is no maximum amount of funding in any single year that project can receive.
  - b. Any single project may not be allocated more than 50% of any one year's STBG budget.
  - c. If no Studies are applied for in a given year, the balance will be reserved for the next project selection and allocation process.
8. If the top-scoring project in each mode can be funded up to its requested amount, continue to fund new projects in accordance with the remaining funds by mode.
  - a. When there is no longer enough funding to cover new projects (by mode), the TAC will recommend the sum of the remaining STBG funding be placed in the out-year balance entry for future allocation or added to a new project in any mode.

The TAC may establish a one-time subcommittee workshop to develop draft allocations for consideration by the full TAC and the other FAMPO committees.

#### 4.0 Funding Shortfalls and Unused Funding

If the cost/annual allocation and/or scope of a project change by less than 10% on any one STBG funded project, the project sponsor should notify the TAC Chairman and FAMPO Administrator with a request and justification for a change in funding. The TAC must review the request and recommend use of the reserve account or, if possible, commit future year funding to preserve the project.

If the cost/annual allocation and/or scope of the project change by more than 10% on any one STBG funded project, the locality/agency should notify the TAC Chairman and FAMPO Administrator with a request and justification for a change in funding and/or scope. The TAC and FAMPO Policy Committee must review the request and may recommend one or any combination of the following:

1. Scale back the project
2. Use Local funds
3. Use STBG reserve account funds
4. Use existing STBG funds from another project
5. Use future STBG allocations
6. Drop the project

If there are unused STBG funds allocated to a project that has been completed or canceled, within 180 days after the project has been completed or canceled, the project sponsor (locality or agency) will request that the available funds be transferred to the STBG balance entry.

Should a surplus of STBG allocations on a project occur as a result of an award of funding from other programs, such as SMART SCALE, Revenue Sharing, Transportation Alternatives, etc., within 90 days after VDOT or DRPT confirms that an approved STBG project is overfunded due to receipt of funds from other programs, the project sponsor (locality or agency) will request any STBG funds in excess of what is needed to fully fund the project be transferred to the STBG balance entry.

In the event a project has been allocated STBG from FAMPO and those allocations are subsequently removed due to the project being fully funded from other sources, the project will retain its status as a previously-approved STBG project should it require additional funding from the FAMPO STBG balance

entry at a later date to cover a cost overrun. The project will not be rescored and may receive funding approval upon recommendation of the TAC and approval of the Policy Committee.

Any institution receiving an annual allocation via the STBG Project Selection Process that does not spend the full allocation by the end of the fiscal year will have the unspent balance transferred to the balance entry for reallocation by the TAC to other projects in the next call for project cycle unless a request is approved the Policy Committee to extend funding past the end of the fiscal year.

## 5.0 Additional Programming Procedures

1. When provided to MPOs from a special apportionment by the federal government, Highway Infrastructure Program (HIP) funding shall follow the STBG process, subject to provisions in the authorizing legislation that would prevent such action.