

Quarterly Project Review Process

STEP	DESCRIPTION
Email notification to project sponsors	KIPDA staff will send out an email to all project sponsors quarterly regarding the upcoming schedule as well as whether there are any funds available for cost increases or new project applications.
Applications and exception letters due to KIPDA	Projects sponsors will submit phase shift applications and cost increase applications (contingent upon the availability of funds) along with any necessary exception letters.
Project Working Group (PWG)	KIPDA staff will organize a PWG if two things occur: 1) funds are available for cost increases or new projects; and 2) the request for funds is higher than the available balance. A funding recommendation will be made by the PWG, and then presented to the TTCC for consideration.
Quarterly Progress Reports due to KIPDA	Project sponsors must submit their quarterly progress reports prior to the review meeting for all projects that receive KIPDA dedicated funds.
Quarterly Review Meeting	Projects sponsors and KIPDA staff will meet to discuss the progress of all projects with dedicated funding and review any recommendations made by the Project Working Group.
PIFs due to KIPDA	Project sponsors submit updated PIFs for any cost increases or phase shifts prior to committee action. Cost increase requests and projects requesting exceptions are not considered final until TTCC recommends and TPC approves any actions.
TTCC Meeting	The committee may be asked to make a recommendation to TPC if there are projects with cost increases or phase shifts. If not, then KIPDA staff will provide an informational presentation regarding the progress of project's in the region.
TPC Meeting	The committee may be asked to take action if there are projects with cost increases or phase shifts. If not, then KIPDA staff will provide an informational presentation regarding the progress of project's in the region.
Quarterly Summary posted to KIPDA webpage	After the TPC meeting, KIPDA staff will finalize a summary of the changes made to projects and the project progress reports. Those documents will be posted to KIPDA's TIP webpage.