

**Project Delivery Steering Committee
and
Project Finance Sub-Committee**

Standard Operating Procedures (SOP)

I. Purpose

These Standard Operating Procedures (SOP) of the Project Delivery Steering Committee (PDSC) and Project Finance Sub-Committee (PFC) have been developed to bring structure to the committees' operations to ensure that the purpose and responsibilities are executed in an efficient manner. The Project Delivery Steering Committee and Project Finance Sub-Committee policy document is appended and forms the basis for this SOP.

II. Project Delivery Steering Committee (PDSC)

A. Membership, proxies, and meeting participation

1. Members of the PDSC include the Deputy Secretary, Undersecretary, Chief Engineer, Assistant Secretary for Operations, and Assistant Secretary for Multimodal Planning. The PDSC is chaired by the Undersecretary. Only committee members will be allowed to vote on a committee matter.
2. A committee member unable to attend a meeting should designate a proxy to represent them. Notice of this proxy should be communicated to the committee chair prior to the meeting.
3. Other persons may be in attendance at the meeting, but their participation in the meeting should be limited to agenda items on which they report or serve as a resource for committee questions.

B. PDSC Meetings

1. PDSC committee meetings will be held the 4th Friday of each month. When necessary, the date of the meeting may be modified. Special meetings of the committee may be called by the chair, as necessary.
2. All regular meetings of the committee shall follow a standard agenda:
 - a. Call to Order
 - b. Approval of Minutes
 - c. Project Finance Committee Reports
 - i. Monthly/Quarterly Reports
 - ii. Special Reports
 - d. Review of Action Items from Past Meetings
 - e. New Business
 - f. Action Items – Assignments
 - g. Adjourn
3. The committee secretary will request from the committee members agenda items to be considered as new business. Since only committee members

will be allowed to add agenda items, their staff should communicate with them.

4. Minutes of the meeting should be developed within one week of the meeting and shared with the membership and the DOTD Secretary.

C. Reports and Approvals

1. PFC Monthly/Quarterly Reports
 - a. At each PDSC meeting the PFC should present reports that capture factors that affect project delivery. The PFC should have analyzed and discussed in depth Standard Reports and should alert the PDSC of any issues that should be addressed.
 - b. Standard Reports to be included
 - i. Monthly Status Reports
 1. TTF Revenue Collections and Projections
 2. Capital Outlay Cash Balances
 3. FHWA Funds
 - a. Summary Status
 - b. Advance Construction Balances
 - c. Federal-aid Apportionment Balances vs FFY Program (monthly July – October and quarterly thereafter: January, April)
 4. Bid Results
 5. Status of Highway Priority Program Delivery
 - ii. Quarterly Status Reports: Presented in the month following the end of each calendar quarter. Report owners to monitor programs and report more frequently if issues develop.
 1. Federal Earmarks Status
 2. G.O. Bond Projects Report
 3. Status of Flood Control Priority Program Delivery
 4. Status of Aviation Priority Program Delivery
 5. Status of Port Priority Program Delivery
 6. Status of Marine Program Delivery
 7. Status of Rail Program Delivery
 8. SHIF Revenue Collections and Projections
 9. Inactive Projects Report
2. PFC Special Reports
 - a. These reports will address action items delegated to the PFC by the PDSC and reports on issues identified or brought to the attention of the PFC.
 - b. The reports should be verbally summarized at the PDSC meeting. When appropriate, a PFC position paper should be developed and distributed to PDSC members with applicable supporting documentation.

3. Review of Action Items from Past Meetings
 - a. These reports will address action items delegated to individuals by the PDSC.
 - b. The reports should be verbally summarized at the PDSC meeting. When appropriate, a written report should be developed and distributed to PDSC members with applicable supporting documentation.

D. Policy

1. The PDSC should review, establish, approve, or recommend approval of policies, program direction, budget, finance, and measurement that support project delivery as needed and should annually formally review and approve various items that support project delivery.
2. Annual Reviews and Approvals
 - a. Budget Partitions – Multimodal Planning
 - b. DOTD Priority Programs – Office of Multimodal Planning
 - c. Annual Letting Schedule – Office of Engineering
 - d. Project Delivery Steering Committee and Project Finance Sub-Committee Policy – PDSC
 - e. Project Delivery Steering Committee and Project Finance Sub-Committee SOP – PDSC
3. Those groups listed as responsible for annual reviews and approvals should place those items on the agenda of the PDSC in the appropriate month.

III. Project Finance Sub-Committee (PFC)

A. Membership, Proxies, and Meeting Participation

1. Membership of the PFC includes the Deputy Undersecretary, Transportation Planning Administrator, Chief of Project Development Division, Financial Services Administrator, Budget Director, Project Finance Administrator, and Contracts Services Administrator. The Deputy Undersecretary serves as the chair of the PFC. Only PFC members are allowed to vote on committee matters.
2. A committee member unable to attend a meeting should designate a proxy to represent them. Notice of this proxy should be communicated to the committee chair prior to the meeting.
3. Other persons may be in attendance at the meeting, but their participation in the meeting should be limited to agenda items on which they report or serve as a resource for committee questions.

B. PFC Meetings

1. PFC committee meetings will be held the 2nd and 4th Wednesday of each month. When necessary, the date of the meeting may be modified. Special meetings of the committee may be called by the chair, as necessary.

2. All meetings of the committee shall follow a standard agenda:
 - a. Call to Order
 - b. Approval of Minutes
 - c. Detailed Review of Reports (meeting prior to PDSC meeting)
 - i. Monthly Status Reports
 1. TTF Revenue Collections and Projections
 2. Capital Outlay Cash Balances
 3. FHWA Funds
 - a. Summary Status
 - b. Advance Construction Balances
 - c. Federal-aid Apportionment Balances vs FFY Program
(monthly July – October and quarterly thereafter: January, April)
 4. Bid Results
 5. Status of Highway Priority Program Delivery
 - ii. Quarterly Status Reports: Presented in the month following the end of each calendar quarter. Report owners to monitor programs and report more frequently if issues develop.
 1. Federal Earmarks Status
 2. G.O. Bond Projects Report
 3. Status of Flood Control Priority Program Delivery
 4. Status of Aviation Priority Program Delivery
 5. Status of Port Priority Program Delivery
 6. Status of Marine Program Delivery
 7. Status of Rail Program Delivery
 8. SHIF Revenue Collections and Projections
 9. Inactive Projects Report
 - d. PFC Action Items
 - e. PDSC Action Items from Last PDSC Meeting
 - f. New Business
 - g. Review Action Item Assignments
 - h. Adjourn
3. The committee secretary will request from the committee members and program managers agenda items to be considered as new business. Since only committee members and program managers will be allowed to add agenda items, their staff should communicate with them.
4. Minutes of the meeting should be developed within one week of the meeting and shared with the membership.

- C. Reports
 - 1. PFC Monthly/Quarterly Reports – At the PFC meeting prior to the PDSC meeting, all reports should be reviewed, analyzed and alerts to the PDSC identified. Recommendation on those alert items should be developed and an assignment for reporting at the PDSC meeting determined.
 - 2. PFC Special Reports – When appropriate, a PFC position paper should be developed by the assigned person on action items addressed by the PFC.

- D. Review and Recommendation
 - 1. Ongoing – The PFC should monitor financial, program activities, and policies and make recommendations as necessary.
 - 2. Annually – The PFC should annually review and recommend approval on modifications to:
 - a. Budget Partitions – Office of Multimodal Planning
 - b. DOTD Priority Programs – Office of Multimodal Planning
 - c. Annual Letting Schedule – Office of Engineering
 - d. Project Delivery Steering Committee and Project Finance Sub-Committee Policy – PDSC
 - e. Project Delivery Steering Committee and Project Finance Sub-Committee SOP – PDSC
 - 3. Those groups listed as responsible for annual reviews and approvals should place those items on the agenda of the PFC in the appropriate month.