

WORK ELEMENT 7 - PROJECT IDENTIFICATION FORM REVISION/MAINTENANCE

PURPOSE:

The ADD will use the current Project Identification Form (PIF) (revised August 2004 or most recent update) to provide applicable information for all UPL projects and for any new needs identified, per the PIF Guidelines provided by and updated by the Cabinet as needed. This project identification and evaluation process through the use of the Project Identification Form (PIF) will be an on-going task.

FY 2008 TASKS:

- The ADD shall revise previously submitted Project Identification Forms on a continual basis (at a minimum every two years) per the schedule provided by the Cabinet, to reflect any changes that may impact the need or priority of the proposed project. The ADD will keep a copy of all completed Project Identification Forms where they may be readily retrieved. When a PIF is prepared or revised, a copy of this form should then be forwarded to the Highway District Office for preparation or revision of a cost estimate and review/revision of information on the form as required. A copy of all PIF transmittals sent to the HDO should also be sent to the Cabinet. The Highway District Office will complete the PIF as needed and forward to the Cabinet. Forms should be sent in electronic format. After all information from the PIF has been entered in the UPL, a final copy of the PIF and attachments, as needed, will be returned to the appropriate ADD/MPO and HDO for their files. All forms should be maintained in the ADD and the HDO for future reference/updates and should be consulted during prioritization cycles.
- During FY 2008, the ADD shall **thoroughly review all** Unscheduled Projects List Projects in relation to other UPL Projects and Current Six-year Highway Plan projects and revise any project descriptions, termini, milepoints or other information as may be required. Special attention should be given to adequately describing the problem to be addressed and the project description, citing the data available to help document the need. Projects which do not appear to have a definite purpose or need and a history of low priorities should be considered as candidate projects for removal from the active UPL list.
- New project needs should be coordinated with adjoining ADDs, MPOs, and District Highway Offices when necessary and a PIF prepared as needed. The ADD shall contact the appropriate Highway District Office for clarification when required. PIFs for any new project needs shall be prepared and submitted on an ongoing basis.
- ADD staff should also continue the review of existing projects on the UPL for their region and note any projects for which the data indicates no need. To facilitate a continuous review of the UPL, the Cabinet will provide the ADDs a current UPL for their specific region in electronic format no less than twice each fiscal year. If other reasons for a project exists, but are not readily ascertained through the data, the Project Identification Form should be revised to fully document this need and purpose. If a fully documented need cannot be determined, the ADD staff, in conjunction with the Highway District Office Planning staff, and with the concurrence of the Regional Transportation Committee, should recommend that the project be moved to the “inactive” Unscheduled Project List.

- ADD staff shall review all UPL projects to ensure that photos are included for all UPL projects and submit such to the Highway District Office with the PIF using the file name procedure provided in the PIF Guidelines.
- A map showing the location of the project and identify applicable routes and/or other landmarks as may be helpful should be provided for each UPL project.

FY 2008 PRODUCTS	<u>Anticipated Time</u>	<u>Staff Responsible</u>	Months
•	___ person hours	_____	_____
•	___ person hours	_____	_____
•	___ person hours	_____	_____

ESTIMATED Percent of Budget _____