

River to Sea Transportation Planning Organization

Request for Additional Funding



Instructions: Requests for additional state and/or federal funds must be submitted to the River to Sea TPO on this form and include a statement of hardship or justification by the governmental entity identified as the project sponsor along with supporting documentation that includes detailed justification of the change in cost.

Project Sponsor: _____ **Date:** _____
Contact Name: _____ **Email:** _____ **Phone:** _____
Project Name: _____ **FM #:** _____

Year Project was Submitted: _____ **Cost Estimate at Submittal:** _____
Date of Last Cost Estimate: _____ **Last Cost Estimate Amount:** _____
Date Programmed: _____ **Programmed Amount:** _____
Date of Current Cost: _____ **Current Cost Amount:** _____
Difference Between Current Cost Amount and Programmed Amount: _____
Additional Amount Requested: _____

Reason for Increase:

Provide a statement of hardship or justification for your request for additional funds and attach any supporting documentation (include additional sheets, if necessary):

Per River to Sea TPO Resolution #2019-24, only requests that meet the definition of a **Cost Increase** may be authorized by the TPO Executive Director (up to 10% of the phase cost) or the TPO Board. Requests for additional funds to cover a **Cost Overrun** is the responsibility of the project sponsor, except if the project is on the state highway system and the State DOT is the project manager of record, then the state shall be responsible for any cost overruns utilizing state dollars.

- **Cost Increase:** An increase in the cost of any programmed project phase due to unforeseen market changes or a change in requirements and/or standards for projects that have current and complete cost estimates.
- **Cost Overrun:** An increase in the amount of the cost of any programmed project phase due to a change in scope, project limits or project approach that could have reasonably been foreseen or is the result of an incomplete, insufficient or out of date cost estimate.