



Killeen–Temple Metropolitan Planning Organization Category 2, 7, and 9 Fund Balance Policy

1. Purpose

The purpose of this policy is to establish procedures for managing Category 2 (Metropolitan & Urban Corridor Projects), Category 7 (Surface Transportation Block Grant – Metropolitan Mobility), and Category 9 (Transportation Alternatives Program) funds when funding balances, released funds, or additional funding become available.

This policy is intended to:

- Preserve the integrity of KTMPO's Project Scoring and Selection Process;
- Provide a transparent and consistent framework for funding decisions;
- Support the timely obligation and expenditure of federal transportation funds;
- Maintain fiscal constraint within the Metropolitan Transportation Plan (MTP) and Transportation Improvement Program (TIP); and
- Promote the efficient delivery of transportation projects while minimizing unused, deferred, or carried-over funding.

2. Relationship to KTMPO's Project Scoring and Selection Process

This policy serves as an extension of KTMPO's adopted Project Scoring and Selection Process.

Funding awarded through KTMPO's programming process is awarded to a specific project, not to the project sponsor.

If KTMPO funding is no longer required for an approved project, or if the project is withdrawn, substantially modified, or otherwise unable to utilize the awarded funds, such funding shall revert to KTMPO for reallocation in accordance with this policy. Project sponsors shall have no automatic claim to retain, transfer, or redirect those funds to another project.

3. Applicability and Definitions

This policy applies to Category 2, 7, and 9 funds programmed through KTMPO planning and programming documents, including the MTP, TIP, TIP Amendments, Administrative Modifications, and related programming activities. Should additional MPO-controlled funding categories become available, this policy shall apply to those funds as well.

For purposes of this policy, "same funding category and project type" means projects eligible for and competing within the same KTMPO funding program and intended to achieve similar transportation purposes. Funds made available from a previously awarded project should be reallocated within the same funding category whenever practicable.

4. Funding Allocation Considerations

When making funding allocation decisions, KTMPO and the Transportation Policy Planning Board (TPPB) may consider:



- Project readiness and ability to meet letting schedules;
- Sponsor delivery history and milestone performance;
- Fiscal constraint and fund utilization;
- Risk of fund carryover or lapse;
- Availability of local match;
- Consistency with adopted plans and regional priorities; and
- Other factors deemed relevant by the TPPB.

KTMP may request supporting documentation necessary to evaluate project readiness and eligibility.

5. Pending Request Lists

KTMP shall maintain a Pending Request List documenting requests for additional funding for projects currently programmed in the Transportation Improvement Program (TIP).

The Pending Request List shall be maintained by funding category and shall identify, at a minimum:

- Project sponsor;
- Project name;
- Funding category;
- Date complete request received;
- Amount requested; and
- Project readiness status.

Requests shall be listed in chronological order based on the date a complete request is received by the KTMP TIP Planner.

A request shall not be considered received until KTMP staff determines that sufficient supporting documentation has been provided.

Placement on the Pending Request List shall not establish funding priority, reserve funding, establish funding eligibility, create an entitlement to funding, or constitute a future funding commitment by KTMP.

Funding recommendations shall be developed in accordance with this policy and may consider project readiness, sponsor delivery history, funding availability, fiscal constraint, timely obligation of funds, regional priorities, and other factors identified in this policy.

The Pending Request List shall be reviewed and updated periodically as requests are received, withdrawn, funded, modified, or otherwise updated.

Effect of a New Call for Projects

The Pending Request List shall apply only to projects currently programmed in the TIP.



Projects seeking advancement from the Metropolitan Transportation Plan (MTP) into the TIP shall be considered through KTMP's adopted project scoring, amendment, and programming processes and shall not be maintained on the Pending Request List.

Upon initiation of a new KTMP Call for Projects, all projects not currently programmed in the TIP shall be required to submit a new application for funding consideration. No project shall automatically carry forward from a previous Call for Projects.

Projects currently programmed in the TIP shall not be required to reapply.

6. Priorities for Use of Funding

A. Reallocation of Previously Awarded KTMP Funds

When KTMP-programmed funds become available because a previously awarded project receives alternate funding sources sufficient to replace KTMP funding, including Community Project Funding (CPF), Transportation Alternatives Program (TAP) funding, discretionary grants, or similar state and federal funding sources, those funds shall be reallocated within the same funding category and project type whenever practicable.

Priority shall be:

1. Advance eligible projects of the same funding category and project type already included in the fiscally constrained MTP into the TIP based on adopted rankings, readiness, and available funding.
2. Address eligible inflationary increases for existing TIP projects appearing on the Pending Request List.
3. In rare cases, initiate a new Call for Projects if funding remains available.

B. Allocation of New Funding Made Available Through the Unified Transportation Program (UTP)

When additional funding becomes available through the UTP, revised allocation formulas, or other new funding sources not associated with released KTMP project funds, priority shall be:

1. Address eligible inflationary increases for existing TIP projects appearing on the Pending Request List.
2. Advance eligible MTP projects into the TIP based on adopted rankings, readiness, and available funding.
3. In rare cases, initiate a new Call for Projects if funding remains available.

7. Funding Increase Requests

Project sponsors may update project cost estimates as necessary to maintain accurate planning and programming documents. Cost updates shall not constitute a request for additional KTMP funding and shall not increase KTMP's funding commitment to the project.



Requests for additional KTMPO funding shall be submitted via email to the KTMPO TIP Planner and are limited to one request per project unless otherwise authorized by the TPPB.

A request shall not be considered complete until KTMPO staff determines that sufficient supporting documentation has been provided.

Funding increase requests must:

1. Be limited to inflationary increases associated with previously approved construction phase activities.
2. Maintain the project's original scope, purpose, goals, benefits, priorities, and scoring assumptions.
3. Exclude new phases, scope enhancements, geographic expansions, or project elements not previously evaluated and approved.
4. Be submitted prior to project letting.
5. Demonstrate the sponsor's commitment to provide the required local match.

Sponsors shall provide sufficient information to demonstrate eligibility under KTMPO's Project Application Form and Project Scoring Process. KTMPO may request updated application information or other supporting documentation as necessary.

Funding increases shall be limited to construction phase activities and shall not be used for preliminary engineering, environmental studies, right-of-way acquisition, utility relocation, or other non-construction phases.

8. Funding Increase Limits

Total Project Cost	Maximum Federal Funding Increase	Amendment Type
\$0 - \$1,499,999	Up to 50% of the original federal funding award	Administrative Amendment*
\$1,500,000 - \$4,999,999	Up to 25% of the original federal funding award, not to exceed \$1,500,000	Formal Amendment
\$5,000,000 - \$14,999,999	Up to 15% of the original federal funding award, not to exceed \$1,500,000	Formal Amendment
\$15,000,000 and above	Up to 5% of the original federal funding award, not to exceed \$1,500,000	Formal Amendment

*Any request resulting in an increase exceeding 25 percent of the original federal funding award shall require TPPB approval regardless of amendment type.

The project sponsor shall be responsible for providing the required local match associated with any approved federal funding increase and shall remain responsible for the applicable 20 percent local cost share. KTMPO shall not provide additional local matching funds.



Requests exceeding the limits established in this policy shall be deemed ineligible unless specifically authorized by the TPPB.

9. Administration and Policy Discretion

KTMP O shall administer this policy in coordination with TxDOT and applicable federal and state requirements.

The TPPB retains the authority to deviate from the priorities, procedures, funding limits, and other provisions established in this policy when unique circumstances, regional priorities, funding requirements, project delivery considerations, emergency conditions, or other factors warrant an alternative course of action.

Any deviation from this policy shall be approved by formal action of the TPPB and documented in the meeting record.

This policy shall be reviewed periodically and updated as necessary to remain consistent with federal requirements, TxDOT guidance, KTMP O planning practices, and evolving funding conditions.

Approved by the Policy Board on Sept 23, 2026.


Commissioner Bobby Whitson, Chair


Uryan Nelson, KTMP O Director



Funding Reference

Category 2 – Metropolitan & Urban Corridor Projects – Large Highway Projects

This funding helps pay for large highway projects that reduce traffic and make travel faster.

Examples of projects

- Widening a busy highway
- Building new interchanges or overpasses
- Fixing major traffic bottlenecks
- Rebuilding large highway corridors

Category 7 – Metropolitan Mobility (STBG-MM) - Local Mobility Projects

This funding helps cities and regions improve local roads and transportation options.

Examples of projects

- Improving intersections
- Widening busy city streets
- Adding traffic signals or smart traffic technology
- Transit improvements
- Bike lanes or sidewalks

Category 9 – Transportation Alternatives Program (TAP) - Walking and Biking Projects

This funding helps communities build projects that make it safer and easier to walk or bike.

Examples of projects

- Sidewalks
- Hike and bike trails
- Safer routes for kids walking to school
- Pedestrian crossings and streetscape improvements