

## STP PROJECT SELECTION COMMITTEE

### AGENDA - FINAL-REVISED

Thursday, December 1, 2022

9:30 AM

Please join from your computer, tablet or smartphone.

<https://meet.goto.com/630377757>

You can also dial in using your phone.

United States: +1 (571) 317-3122

Access Code: 630-377-757

#### 1.0 Call To Order

#### 2.0 Agenda Changes and Announcements

#### 3.0 Approval of Minutes - November 3, 2022

[22-533](#)

ACTION REQUESTED: Approval

**Attachments:** [STP PSC Draft Minutes 11032022](#)

#### 4.0 FFY 2024-2028 STP Shared Fund Application Booklet

[22-564](#)

PURPOSE & ACTION: Attached for information is the final draft application booklet reflecting the polices and procedures approved by the committee in November. The call for projects schedule has also been inserted. Hyperlinks and references to specific sections of the eTIP application and final application workbook will be added by staff prior to the opening of the call for projects in January.

ACTION REQUESTED: Information

**Attachments:** [FFY 2024-2028 STP Shared Fund Application Booklet - final draft12012022](#)

#### 5.0 STP Active Program Management (APM) Policy Revisions

[22-566](#)

PURPOSE & ACTION: Staff requests committee approval of proposed changes to the Active Program Management policies.

ACTION REQUESTED: Approval

**Attachments:** [STP APM Policies Proposed Revisions 12012022](#)

**6.0 2023 Meeting Dates**[22-565](#)

PURPOSE & ACTION: Staff requests approval of the attached meeting calendar and general outline of agenda topics for 2023. All meetings are scheduled on Thursdays and will begin at 9:30 a.m.

ACTION REQUESTED: Approval

**Attachments:** [STP Project Selection Committee 2023 Meeting Calendar](#)

**7.0 Other Business****8.0 Public Comment**

This is an opportunity for comments from members of the audience. The amount of time available to speak will be at the chair's discretion. It should be noted that the public comment period will immediately follow the last item on the agenda.

**9.0 Next Meeting**

The next meeting is scheduled for Thursday, February 9, 2023 at 9:30 a.m.

**10.0 Adjournment****Meeting slides****22-580**

**Attachments:** STP PSC meeting slides 12012022

**STP PROJECT SELECTION COMMITTEE****MEETING MINUTES - DRAFT**

Thursday, November 3, 2022

9:30 AM

**Please join from your computer, tablet or smartphone.****<https://meet.goto.com/630377757>****You can also dial in using your phone.****United States: +1 (571) 317-3122****Access Code: 630-377-757****1.0 Call To Order**

Chair Dobbs called the meeting to order at 9:32 a.m., and reminded the members that as permitted by the Governor's Disaster Declaration of October 14, 2022, the determination has been made that an in person meeting is not practical or prudent for this committee. To ensure that the meeting is as transparent as possible, staff posted the meeting materials one week in advance, will provide a recording of this meeting linked on our website, and will take all votes by roll call. Ms. Weber called the roll.

**Present:** Kama Dobbs, Dan Burke, Alice Gallagher, Kevin O'Malley, Leon Rockingham, and Jeffrey Sriver

**Absent:** Jeffery Schielke

**Non-Voting:** John Donovan, Tony Greep, Jennifer (Sis) Killen, and Heather Mullins

**Absent (NV):** Chad Riddle

**Staff present:** Laurent Ahiablame, Lindsay Bayley, Teri Dixon, Phoebe Downey, Alex Ensign, Doug Ferguson, Jon Haadsma, Noah Harris, Kasia Hart, Craig Heither, Aimee Lee, Amy McEwan, Tim McMahon, Martin Menninger, Sarah Stolpe, Mary Weber

**Others present:** Len Cannata, Kaci Crowley, Eric Czarnota, Grant Davis, Jon Paul Dipla, Jackie Forbes, Michael Fricano, Kendra Johnson, Heidi Lichtenberger, Jack Malec, Brittany Matyas, Jada Porter, Leslie Rauer, Thomas Rickert, Brian Stepp, Joe Surdam, Daniel Thomas, David Tomzik, Freddy Vasquez, Jazmin Vega

**2.0 Agenda Changes and Announcements**

There were no changes to the agenda. Ms. Dobbs welcomed Aimee Lee, CMAP's new Deputy for Transportation in the Research, Analysis, and Programming Division. Several committee members also welcomed Ms. Lee.

**3.0 Approval of Minutes - September 1, 2022****[22-484](#)**

**Attachments:** [Draft Minutes STP PSC 09012022](#)

*A motion was made by Mayor Rockingham, seconded by President Gallagher, to approve the minutes of September 1, 2022 as presented. The motion carried by the following vote:*

**Aye:** Kama Dobbs, Dan Burke, Alice Gallagher, Kevin O'Malley, Leon Rockingham, and Jeffrey Sriver

**Absent:** Jeffery Schielke

**Non-Voting:** John Donovan, Tony Greep, Jennifer (Sis) Killen, and Heather Mullins

**Absent (NV):** Chad Riddle

#### 4.0 Active Program Management Reports

##### 4.1 Shared Fund Status Updates

[22-506](#)

**Attachments:** [STP & CRRSAA Shared Fund Status Report - October 2022 \(Active\)](#)  
[STP Shared Fund Status Report - October 2022 \(Contingency\)](#)

Ms. Weber provided a summary of the STP and CRRSAA Shared Fund status reports. She highlighted two projects in the active program that did not submit their required September Quarterly Status Updates. Per the Active Program Management policies, the projects should be removed from the active program and required to reapply for funding in the next cycle. As updates to the Active Program Management policies will be discussed at the next meeting, staff asked if the committee would like staff to delay taking action. Mayor Rockingham asked how far along each project was. Ms. Dobbs responded that the funding for both projects is for phase 1 engineering. Although there has been no project activity, they are still required to submit quarterly status updates. Mayor Rockingham suggested that no action be taken until further discussion of proposed changes to the Active Program Management policies.

Ms. Weber then provided a summary of the contingency program, noting a few projects that did not submit September quarterly updates as well as a project that was let for construction using other fund sources. These projects will be removed from the contingency program. Mayor Rockingham suggested that the contingency projects be carried through the next quarterly reporting cycle. Staff agreed.

##### 4.2 Regional Accounting Update

[22-502](#)

**Attachments:** [STP Regional Accounting - October 2022](#)  
[CRRSAA Regional Accounting - October 2022](#)

Ms. Weber reviewed the Regional Accounting Summary for the overall STP and CRRSAA programs. In FFY 2022, only one shared fund phase was obligated, which was just 15% of the funding programmed. From the local programs, less than 50% of the funding available was obligated. Ms. Weber complimented both the Central Council and Lake Council for obligating over 100% of their funding. Although staff is still completing final audits on FFY 2022 activities, approximately \$26M will be removed from the shared fund and individual council marks and will be available to be redistributed to any council or the shared fund once all programmed funds are obligated. Similarly, the region was not successful in obligating all the CRRSAA funding available and have carried over about \$31M of the \$42M available to the region. Funds that were unprogrammed have been reallocated to cover cost increase requests and the region is on track to have these funds obligated within the next six months.

#### 5.0 STP Shared Fund Methodology

## 5.1 Preliminary Engineering Requirements

[22-486](#)

**Attachments:** [STPPSC CMAQTAPPSC MethodologyMemo Preliminary Engineering 11032022update](#)

Ms. Dobbs reviewed the final staff proposal for relaxing the requirement that phase 1 engineering be substantially complete to apply for funding. Based on discussion by both this committee and the CMAQ and TAP Project Selection Committee in September, the staff recommendation is to define the degrees of completion for preliminary engineering and to accept applications for any project that has preliminary engineering underway. Based on the degree of completion, future cost increases and phases eligible for funding will be limited. These limitations will not apply to cohort 4 communities that are eligible to apply for preliminary engineering funding. Ms. Killen stated she appreciated staff's efforts to propose an approach that places reasonable limits and expectations on projects.

## 5.2 Transportation Impact: Jobs + Households

[22-503](#)

**Attachments:** [STPPSC MethodologyMemo Jobs+HH Analysis](#)

Ms. Dobbs reviewed the jobs and household scoring. At the prior meeting, staff proposed transitioning from using the sum of all jobs and all households within each project's travel shed, to considering jobs and households separately. The jobs portion of the score would be unchanged. For households, staff proposed scoring based on the proportion of households within the project's travel shed to the total households within the project area. While this committee generally supported the proposal, a request for staff to re-score projects from the last cycle using the proposed method was made. Ms. Dobbs provided a comparison of 10 projects showing the difference in scores between the current and proposed methods.

Mr. Davis expressed concern that this will take points away from denser areas and may conflict with CMAP's ON TO 2050 goals of targeting infrastructure to developed areas. Ms. Dobbs stated that within the collar counties there are projects that serve a much larger proportion of the population than others. This proposal was aimed at trying to equalize that impact in the collar counties and is not intended to negatively impact suburban Cook. She reminded the committee that they may choose to continue using the current scoring method. President Gallagher agreed that it does appear suburban Cook may be negatively impacted, stating that there are many worthwhile projects in that area that benefit from CMAP's funding assistance. Ms. Killen expressed concern about the change in scores for reconstruction projects in suburban Cook, noting those projects are integral to supporting communities. Based on feedback from the committee, it was determined that the current methodology will continue being used.

## 6.0 Draft FFY 2024 - 2028 STP Shared Fund Application Booklet

[22-504](#)

**Attachments:** [STP Shared Fund Application Booklet FFY2024-28 committee markup version 11032022](#)

Ms. Dobbs provided a summary of the draft FFY 2024-2028 Shared Fund application booklet. Mr. Burke expressed concern regarding the proposal to expand eligible project types to include commuter rail yard and terminal projects. He noted that the committee has made a conscious effort to select project types focused on the needs most relevant to local governments. With the already high demand for shared funds, this inclusion may have detrimental impacts. Ms. Dobbs stated that based on prior committee discussion, these projects would be incorporated within the Transit Station

category, therefore not adding an additional project type, but creating more competition among transit-related projects. Ms. Mullins stated that the transit agencies are in support of including this change. President Gallagher noted that Chicago is a transit hub for the country, and it is appropriate to support that. Ms. Dobbs reminded the committee that the request to include rail yard and terminal projects came from a local government. In response to a question from Mr. O'Malley, Ms. Dobbs confirmed that yard or terminal projects could be stand-alone projects or part of a larger station project, noting that the improvement score considers the average condition, compliance, and efficiency of the project. Mr. O'Malley noted concern about investing in facilities that are not customer-facing and wanted assurance that the projects would do more than achieve a state of good repair by improving service for customers. Ms. Dobbs explained that 25% of the improvement score is proposed to be related to efficiency. Mr. Sriver stated concerns that rail yard and terminals projects are very expensive and may request a large portion of the available funding. Ms. Dobbs noted that a goal of the Shared Fund is to fund larger cost projects of a regional nature and that grade separation and bridge projects have already demonstrated that some years only one project can be funded.

After continued discussion, it was determined that the addition of rail yards and terminals would be accepted and that the committee could revisit this decision for the next call for projects cycle. Additionally, Ms. Dobbs reminded the committee that even if a project scores well, the committee, as well as the Transportation Committee and MPO Policy Committee, have the power to remove a project from the program regardless of score.

*A motion was made by President Gallagher, seconded by Mayor Rockingham, to approve the FFY 2024-2028 STP Shared Fund Application Booklet, rejecting the changes in the Household/Job Impact section, and accepting all other proposed changes, and to authorize staff to make minor corrections not affecting the policies, to insert missing information, and to correct any formatting or typographical errors. The motion carried by the following vote:*

**Aye:** Kama Dobbs, Dan Burke, Alice Gallagher, Kevin O'Malley, Leon Rockingham, and Jeffrey Sriver

**Absent:** Jeffery Schielke

**Non-Voting:** John Donovan, Tony Greep, Jennifer (Sis) Killen, and Heather Mullins

**Absent (NV):** Chad Riddle

## **7.0 Other Business**

There was no other business.

## **8.0 Public Comment**

There was no public comment.

## **9.0 Next Meeting**

The committee's next meeting is scheduled for December 1, 2022.

## **10.0 Adjournment**

*A motion was made by Kevin O'Malley, seconded by Dan Burke, to adjourn the meeting at 10:30 a.m. The motion carried by unanimous voice vote.*

Minutes prepared by Mary Weber



Chicago Metropolitan  
Agency for Planning

**STP Shared Fund  
FFY 2024-2028  
Program Application Booklet**

***Final Draft December 1, 2022***  
**(Final to be published January 17, 2023)**

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## Introduction

The Chicago Metropolitan Agency for Planning (CMAP), the metropolitan planning organization for the seven counties of northeastern Illinois, announces the availability of funding for transportation projects through the Surface Transportation Program (STP) Shared Fund. This program is funded through the Federal Highway Administration (FHWA). The STP Shared Fund is designed to fund important regional projects that address regional performance measures and the goals of [ON TO 2050](#)<sup>1</sup>.

This application booklet provides details on how to apply for funding, eligibility, and project evaluation, selection, and programming processes.

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*Throughout this document, instructions that relate the policies and processes to the completion of an application can be found emphasized as shown here. Note: Additional changes to information in these emphasized sections may be made following final development of application materials. A final version of this document will be published on January 17, 2023.*

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## Deadlines and How to Apply

The call for projects begins on Tuesday, **January 17, 2023**, and ends at 5:00 p.m. on **Friday, March 10, 2023**. Applications are to be submitted through the [eTIP database](#)<sup>2</sup>, which is the region's repository of information for all surface transportation projects funded by federal programs or deemed to be regionally significant. The eTIP has a Call for Projects (CFP) portal which will collect the applications' work type, location, and financial information. Additional forms will still be required and those must be uploaded as attached documents to eTIP.

## Using eTIP

The [eTIP User Guide](#)<sup>3</sup> for CMAQ/TAP/STP Call for Projects will guide applicants on submitting projects with all the relevant materials posted at [TBD link](#). Application materials are only accepted through eTIP.

Project applications submitted by local sponsor agencies are required to be reviewed by their Council of Mayors' Planning Liaison before the eTIP submission will be accepted. The review process will occur within the eTIP database and no project materials should be sent directly to the Planning Liaison. To give the Planning Liaisons time to review the applications, all locally sponsored applications should be "saved as final" by close of business on Friday, February 24, 2023, three weeks prior to the final application deadline. The Planning Liaison will review the application and if the application has missing information, they will notify the applicant. The

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<sup>1</sup> <https://www.cmap.illinois.gov/2050>

<sup>2</sup> <https://etip.cmap.illinois.gov/secure/login.asp>

<sup>3</sup> [https://www.cmap.illinois.gov/documents/10180/1276653/eTIP+User+Guide\\_2021CFP.pdf/4419cba6-e7dc-2ccd-c663-65dc55fc90bc?t=1609800230027](https://www.cmap.illinois.gov/documents/10180/1276653/eTIP+User+Guide_2021CFP.pdf/4419cba6-e7dc-2ccd-c663-65dc55fc90bc?t=1609800230027)

applicant will then be able to amend the application before the final due date. A [list of the Councils and Planning Liaisons](#)<sup>4</sup> is available online.

The eTIP database requires users to request login credentials and have those credentials approved by CMAP staff. Although CMAP staff will attempt to review user requests as soon as they are received, it may take up to three business days for CMAP staff to review and approve accounts. Applicants are encouraged to request credentials as soon as the call for projects opens, rather than waiting until they are ready to complete the application. Procedures for requesting credentials are included in the [eTIP User Guide](#)<sup>5</sup>.

### **Grant Accountability and Transparency Act (GATA) Requirement**

Unless specific guidance is issued by IDOT to the contrary, all project sponsors of applications receiving federal or state funds through agreements with IDOT will need to participate in the State's [Grant Accountability and Transparency Act \(GATA\)](#)<sup>6</sup> process. Sponsors of projects that will be implemented through a Federal Transit Administration (FTA) grant will not be required to participate in GATA and do not need to complete the following steps. The purpose of GATA is for grant oversight of the selection and monitoring of grant recipients.

Before submitting an application, sponsors should confirm their agency has completed the [GATA Grantee Registration form](#)<sup>7</sup>, which provides a GATA registration number that must be entered in the eTIP database. In most cases, government agencies have already applied for GATA registration and do not need to complete it again but still need to provide the GATA number their agency received. Once the Grantee registration step is complete, a workflow notification through emails will occur. These e-mail notifications will consist of questionnaires regarding prequalification, fiscal and administrative risk assessment, and indirect costs. All workflow emails will be sent to the original contact person entered during Grantee registration. This process is not administered by CMAP. Please do not contact CMAP for assistance with this process. Visit [grants.illinois.gov](https://grants.illinois.gov) for more information.

It is important to note that additional GATA documents and forms, including the GATA [Uniform Application for State Grant Assistance](#)<sup>8</sup>, may be required of sponsors selected to receive STP funds. IDOT staff, CMAP staff, or your Planning Liaison will be in contact at the appropriate time that those documents and forms need to be completed.

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*Indicate the primary sponsor's GATA Registration Number and Unique Entity ID (UEI) in the Project Information section of the eTIP application. Note: The UEI replaced SAM Cage Codes on April 4,*

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<sup>4</sup> <https://www.cmap.illinois.gov/documents/10180/124134/Municipalities+by+Council+-+Nov+2020.pdf/63588624-b76f-7798-5a8d-30a102e0ce0f?t=1605806974362>

<sup>5</sup> [https://www.cmap.illinois.gov/documents/10180/1276653/eTIP+User+Guide\\_2021CFP.pdf/4419cba6-e7dc-2ccd-c663-65dc55fc90bc?t=1609800230027](https://www.cmap.illinois.gov/documents/10180/1276653/eTIP+User+Guide_2021CFP.pdf/4419cba6-e7dc-2ccd-c663-65dc55fc90bc?t=1609800230027)

<sup>6</sup> <https://www2.illinois.gov/sites/GATA/About/Pages/GATAVision.aspx>

<sup>7</sup> <https://grants.illinois.gov/registration/>

<sup>8</sup> <https://www2.illinois.gov/sites/GATA/Documents/Resource%20Library/Uniform%20Application%20for%20State%20Grant%20Assistance.pdf#search=%22uniform%20application%20for%20state%20grant%22>

## Eligibility

Projects eligible for the STP Shared Fund make large and lasting contributions to regional transportation priorities and are derived from a variety of planning activities. The intention of the fund is also to encourage collaboration between municipalities and advance projects that local councils cannot readily fund on their own. Given these goals, projects must meet certain basic eligibility requirements.

- Projects must have a total cost, for all phases from preliminary engineering through construction, of \$5 million or more.
- Projects with a total cost of less than \$5 million will be considered if the funding application is from three (3) or more local partners, and one (1) of those partners is a municipality.
- All projects must be included in or supported by a locally adopted plan developed with input from the public, as described in more detail in the “Inclusion in Plans” section below.
- Preliminary engineering must be underway by the application deadline, as described in more detail in the “Completion of Preliminary Engineering” section below. This requirement does not apply for applicants seeking preliminary engineering only, as described in the “Eligible Project Phases” section below.

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*Complete the Preliminary Engineering Status and Proposed Funding Information section of the eTIP application, complete the Quarterly Status Update form, and complete the Eligibility section (questions 3 and 4) of the All STP Projects worksheet in the application workbook.*

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## Eligible sponsors

For the STP Shared Fund, eligible sponsors or partners include any state agency or unit of government having the authority to levy taxes. Sponsors include but are not limited to municipalities, counties, townships, park districts, forest preserve districts, and transit agencies. Non-municipal sponsors are strongly encouraged to seek partnerships with, or letters of support from, affected municipalities. For the purpose of meeting the eligibility requirements, partners must demonstrate financial or in-kind project involvement beyond just supporting a project. Private for-profit and non-profit organizations may partner with a public sponsor that meets the previously stated conditions but may not submit applications or act as the lead agency for project implementation.

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<sup>9</sup> <https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/iae-systems-information-kit/unique-entity-identifier-update>

A project sponsor may submit an application to secure funding for a project that will be implemented by a different agency, however evidence that the implementing agency supports the application, is aware of and will comply with [Active Program Management](#)<sup>10</sup> requirements of the STP Shared Fund, and agrees that the cost estimate and schedule is reasonable and aligns with the implementing agency’s plans to complete the project should be provided by the applicant.

*Indicate the sponsor agency in the SPONSOR AGENCY field of the eTIP application and complete the Sponsor/Implementer Relationship section (question 5) of the All STP Projects worksheet in the application workbook.*

### Eligible project types

While STP has very broad eligibility in comparison to other funding sources (for example, CMAQ, TAP, and HSIP), the STP Shared Fund is targeted toward specific priority project types. Applications will only be evaluated as the project type(s) selected by the applicant and must demonstrate need in the selected category and include scope elements that address that need.

*Complete the STP Shared Fund Project Type(s) section (question 6) of the All STP Projects worksheet and refer to the Instructions worksheet in the application workbook for project type-specific instructions. Also select a corresponding PROJECT TYPE in the eTIP application. See the [eTIP User Guide](#)<sup>11</sup> for additional guidance on this field.*

The table below provides additional guidance to assist applicants with choosing the appropriate application category. The table is not intended to be all-inclusive and applicants should contact their Planning Liaison or CMAP staff for project-specific guidance.

Project Type	Need(s) to be addressed	Example scope elements to address needs
Bicycle and Pedestrian Barrier Elimination	<ul style="list-style-type: none"> <li>Gaps in the regional greenways &amp; trails network due to physical barriers (such as a waterway, highway, or railroad) to bicycle and pedestrian movement</li> </ul>	<ul style="list-style-type: none"> <li>Bicycle/pedestrian overpass</li> <li>Bicycle/pedestrian underpass</li> <li>New multi-use path/trail in a parallel/nearby location that avoids the physical barrier</li> </ul>

<sup>10</sup> <https://www.cmap.illinois.gov/documents/10180/931110/STP+APM+Policies+-+approved+9-25-18.pdf/9f751522-021c-a029-ca8f-c75ba9d13e41>

<sup>11</sup> [https://www.cmap.illinois.gov/documents/10180/1276653/eTIP+User+Guide\\_2021CFP.pdf/4419cba6-e7dc-2ccd-c663-65dc55fc90bc?t=1609800230027](https://www.cmap.illinois.gov/documents/10180/1276653/eTIP+User+Guide_2021CFP.pdf/4419cba6-e7dc-2ccd-c663-65dc55fc90bc?t=1609800230027)

<b>Project Type</b>	<b>Need(s) to be addressed</b>	<b>Example scope elements to address needs</b>
Bus Speed Improvements	<ul style="list-style-type: none"> <li>• On-time performance due to congested conditions</li> <li>• Bus travel time vs. auto travel time</li> </ul>	<ul style="list-style-type: none"> <li>• BRT/ART route construction (stops, pull outs, separators, etc.)</li> <li>• Transit Signal Priority (TSP) and other ITS</li> <li>• Bus-only travel lanes</li> </ul>
Bridge Rehabilitation or Reconstruction	<ul style="list-style-type: none"> <li>• Sufficiency rating of structures included in the National Bridge Inventory (NBI)</li> <li>• Deck, superstructure, and/or substructure condition</li> </ul>	<ul style="list-style-type: none"> <li>• Bridge replacement</li> <li>• Deck replacement</li> <li>• Superstructure rehab/reconstruct</li> <li>• Substructure rehab/reconstruct</li> </ul>
Highway/Rail Grade Crossing Improvements	<ul style="list-style-type: none"> <li>• Priority grade crossing rank (based on truck, car, and transit traffic, daily trains, daily gate down time, safety, and mobility)</li> </ul>	<ul style="list-style-type: none"> <li>• Grade separation</li> <li>• Other crossing improvements</li> </ul>
Road Reconstruction	<ul style="list-style-type: none"> <li>• Pavement condition (primary)</li> <li>• Mobility (secondary)</li> <li>• Reliability (secondary)</li> <li>• Safety (secondary)</li> </ul>	<ul style="list-style-type: none"> <li>• Reconstruction of roadway</li> </ul>
Road Expansion	<ul style="list-style-type: none"> <li>• Mobility and reliability (primary)</li> <li>• Safety (secondary)</li> <li>• Pavement condition (secondary)</li> </ul>	<ul style="list-style-type: none"> <li>• Additional through lanes</li> <li>• New/extended road</li> <li>• New interchange</li> <li>• New ramps (additional movements)</li> </ul>
Corridor or Small Area Safety	<ul style="list-style-type: none"> <li>• High or Critical Safety Tier (related to any mode)</li> </ul>	<ul style="list-style-type: none"> <li>• Safety countermeasures that are appropriate for the crash type(s) in the project corridor/area (see &lt;reference&gt;)</li> <li>• Intersection improvement (turn lanes, etc.)</li> <li>• Vertical/horizontal clearance</li> <li>• Traffic signal modifications</li> </ul>

Project Type	Need(s) to be addressed	Example scope elements to address needs
Transit Station, Yard, or Terminal Improvements	<ul style="list-style-type: none"> <li>• Condition of passenger facility components</li> <li>• Gaps in bicycle and pedestrian access to passenger facilities</li> <li>• Condition of yard or terminal components</li> <li>• Commuter rail compliance or storage deficiencies</li> </ul>	<ul style="list-style-type: none"> <li>• Rehab, repair, or replace station building, boarding platforms, and other station fixtures</li> <li>• Complete direct connection of sidewalk network to station</li> <li>• Complete direct connection of bicycle network to station</li> <li>• Install bike parking or bike-sharing at station</li> <li>• Rehab, repair, or replace yard or terminal assets (platforms, switches, signals, crew facilities, etc.)</li> <li>• Relocate existing commuter rail yard</li> </ul>
Truck Route Improvements	<ul style="list-style-type: none"> <li>• High truck volumes</li> <li>• Inadequate roadway geometry for trucks</li> <li>• Barriers (physical/operational) to efficient truck movement</li> <li>• Pavement condition</li> </ul>	<ul style="list-style-type: none"> <li>• Intersection reconstruction to improve turn radii, lengthen storage, etc.</li> <li>• Signal modifications</li> <li>• ITS solutions (corridor or intersection)</li> <li>• Pavement reconstruction (structural)</li> <li>• Relocation of designated truck route to avoid barriers and/or inadequate roadway geometry</li> </ul>

**Eligible project phases**

Phase 1 (preliminary) engineering (for projects to be processed through IDOT) and activities defined by FTA as “pre-engineering” (for projects to be processed through an FTA grant) will be the responsibility of the project sponsor to complete without funding from the STP Shared Fund.

All other phases -- including phase 2 (design) engineering, land acquisition, and construction (including construction engineering) -- are eligible for STP Shared Fund funding based on the degree of completion of preliminary engineering at the time of application. Engineering design, land acquisition, and construction activities that are eligible for funding based on the degree of completion of preliminary engineering may be combined into “implementation” for transit projects that will be processed through an FTA grant.

Applicants may request funding for phase 1 engineering based on a hardship. If phase 1 engineering funding is sought, funding for the later phases of the project cannot be requested

until the next call for projects following completion of the STP-funded phase 1 engineering, and such funding for later phases is not guaranteed.

To be considered eligible to request phase 1 engineering funding based on hardship, the project sponsor must be identified as a Cohort 4 (very high need) community in the [FY22 Community Cohorts](#)<sup>12</sup> document. The project for which funds are being requested must be entirely within the boundaries of that community, however extensions beyond the boundary will be allowed in order to meet “logical termini” requirements. Sponsors seeking funding for phase 1 engineering should contact CMAP staff to confirm eligibility before doing so. If an alternate implementing agency, such as a County DOT, DOH, or DOTH or IDOT will be leading the implementation of any phase of a project located on a facility owned and/or maintained by a Cohort 4 community, that alternate agency may serve as the sponsor and applicant for the project. Counties and IDOT are not eligible to request or receive phase 1 engineering funding for projects on county or state highways, regardless of the project location.

### **Eligible project costs and local match requirements**

Eligible costs include all design engineering, land acquisition, construction, and construction engineering costs that are federally-eligible. Ineligible costs may include items, often referred to as “non-participating costs”, such as decorative lighting.

A local match that is a minimum of 20 percent of the total cost, by phase, is required. The sponsor must have already committed matching funds when the project application is submitted. Proposals which indicate that the sponsor will contribute more than the minimum local match will receive points as part of the project readiness portion of the scoring process (see below). The local match does not necessarily have to be provided directly by the sponsor but it must be a non-federal fund source to qualify as match.

To ensure that all communities within the region have reasonable access to federal funds without an undue burden caused by lack of resources for required local matching funds, on November 28, 2018, the STP Project Selection Committee approved a [Policy](#)<sup>13</sup> for the use of Transportation Development Credits – Highways (TDCHs, also known as “toll credits”) for STP funded projects. Sponsors that are identified as a Cohort 4 (very high need) community in the [FY22 Community Cohorts](#)<sup>14</sup> document may request the use of TDCHs in lieu of local match. If an alternate implementing agency, such as a County DOT, DOH, or DOTH or IDOT will be leading the implementation of any phase of a project located on a facility owned and/or maintained by a Cohort 4 community, that alternate agency may request the use of TDCHs in lieu of local match on behalf of the qualifying community. Counties and IDOT are not eligible to request or receive TDCHs in lieu of local match for projects on county or state highways, regardless of the project location.

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<sup>12</sup> [https://www.cmap.illinois.gov/documents/10180/10751/01+Community\\_Cohorts\\_FY22\\_2022-04-01.pdf/b6a323b0-f7a3-7e0d-b2b6-c2f818ec8daa?t=1657657414339](https://www.cmap.illinois.gov/documents/10180/10751/01+Community_Cohorts_FY22_2022-04-01.pdf/b6a323b0-f7a3-7e0d-b2b6-c2f818ec8daa?t=1657657414339)

<sup>13</sup> <https://www.cmap.illinois.gov/documents/10180/931110/Policy+for+the+use+of+TDCH+for+STP+funded+projects+-+PSC+and+IDOT+approved.pdf/7a997ea1-9379-8583-2431-43b6b736a5a6>

<sup>14</sup> [https://www.cmap.illinois.gov/documents/10180/10751/01+Community\\_Cohorts\\_FY22\\_2022-04-01.pdf/b6a323b0-f7a3-7e0d-b2b6-c2f818ec8daa?t=1657657414339](https://www.cmap.illinois.gov/documents/10180/10751/01+Community_Cohorts_FY22_2022-04-01.pdf/b6a323b0-f7a3-7e0d-b2b6-c2f818ec8daa?t=1657657414339)

The use of federal funds for local projects is subject to the policies and procedures of IDOT and FHWA or FTA. These procedures may require local agencies to pay 100% of costs up front, with reimbursement occurring when the local agency invoices IDOT or FTA. For more information, see IDOT’s [LPA Project Development and Implementation](#)<sup>15</sup> web page and the IDOT [Local Roads and Streets Manual](#)<sup>16</sup>, Part III – Policies and Procedures for Federal-Aid Projects.

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*Document local match in the Proposed Funding Information section of the eTIP application.*

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## **Inclusion in plans**

The link between planning and implementation is critical to ensuring regional investments support communities’ priorities. Therefore, applicants must provide evidence (via hyperlink or attachment) that the proposed project is included in or supported by a locally adopted plan developed with input from the public in order to be considered for funding. Support can be for the project specifically, or for the type of project. Projects applying for phase 1 engineering funding only are exempt from this requirement. However, the requirement must be met for projects seeking funding for any other phase, including those that previously completed phase 1 engineering with STP shared funds.

Acceptable plans are those that are subject to public review and have received local government or implementing agency approval. A project’s inclusion in IDOT’s Multi-Year Program, a local agency Capital Improvement Program, or identification as an ON TO 2050 Regionally Significant Project (RSP) is also acceptable. However, selection for funding in a competitive grant or discretionary funding program or being listed in IDOT’s Local Roads status sheets or Management Monitoring Schedule does not qualify as inclusion in a plan. The table below, while not an exhaustive list, provides guidance for determining what planning documents or programs are acceptable. Applicants may also contact CMAP planning staff ([Patrick Day](#)<sup>17</sup> or [Lily Brack](#)<sup>18</sup>) for additional guidance. In addition, examples from plans cited by applicants in prior calls for projects that demonstrate how a project type may be supported in a plan are also provided below.

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<sup>15</sup> <http://www.idot.illinois.gov/transportation-system/local-transportation-partners/county-engineers-and-local-public-agencies/LPA-Project-Development-and-Implementation/index>

<sup>16</sup> <http://www.idot.illinois.gov/Assets/uploads/files/Doing-Business/Manuals-Guides-&-Handbooks/Highways/Local-Roads-and-Streets/Local%20Roads%20and%20Streets%20Manual.pdf>

<sup>17</sup> [pday@cmmap.illinois.gov](mailto:pday@cmmap.illinois.gov) or 312.386.8634

<sup>18</sup> [lbrack@cmmap.illinois.gov](mailto:lbrack@cmmap.illinois.gov) or 312.386.8610

✓ - Acceptable    ✗ - Not Acceptable    ? - Case-by-case, contact CMAP staff to discuss

Type of Plan or Program	Project Included	Project Type Included
County Long Range Transportation Plan	✓	✓
Municipal or County Comprehensive Plan	✓	✓
Capital Improvement Program	✓	✓
Multimodal Transportation Plan	✓	✓
Corridor Plan	✓	?
Small Area or Subarea Plan	✓	?
Neighborhood Plan	✓	?
Housing Plan	✗	✗
Bicycle and/or Pedestrian Plan	✓	✓
Livable Streets Plan	?	?
Active Mobility Plan	✓	?
Local Road Safety Plan	✓	?
Economic Development Plan	?	?
Transit Improvement Plan	✓	✓
Access to Transit Plan	✓	?
Transit-Oriented Development (TOD) Plan	✓	✓
Stormwater or Green Infrastructure Master Plan	?	✗
Transit Agency or Regional Transit Strategic Plan	✓	✓
Regional Transit Signal Priority (TSP) Implementation Program	✓	?
Transit Service Coordination Plan	✓	?
Bus Network Enhancements Plan	✓	✓
Transit Station Area Master Plan	✓	?
Transit Agency Asset Management Plan	✓	✓
Transit Agency Budget/Capital Improvement Program	✓	✗
Municipal/County/State Asset Management Plan	✓	✓
IDOT Multi-Year Plan	✓	✗
ON TO 2050 Regionally Significant Project (RSP)	✓	✗
NE IL Priority Grade Crossings	✓	✗
IDOT Local Roads Status Sheets	✗	✗
Council of Mayors STP-L Program	✗	✗
Illinois Transportation Enhancement Program (ITEP) Project List	✗	✗
Highway Safety Improvement Program (HSIP) Project List	✗	✗
IDOT Major Bridge Program Project List	✗	✗
<i>Invest in Cook</i> Project List	✗	✗

### Examples of plans supporting project types

Will County’s “[Will Connects](#)<sup>19</sup>” 2040 Long Range Transportation Plan includes the goal: “Perform Asset Stewardship – Preserve and maintain transportation assets and manage their operations using a spectrum of strategies, tools, and technologies.” This goal supports all projects that preserve and maintain the existing system, such as Road Reconstruction and Bridge Rehabilitation or Replacement projects, even though every potential project is not listed individually in the plan.

The [Village of Glenview’s Capital Improvement Program \(CIP\)](#)<sup>20</sup> states that “CIP priorities are based on CIP Standards & IMS Ratings for pavement condition” and describes the method for evaluating roadway condition and the criteria for using condition data to select projects for inclusion in the CIP. This statement and description of performance-based project selection methods serve as support for Road Reconstruction projects.

[Will Connects](#)<sup>21</sup> discusses truck corridors as an area of need, providing support for Truck Route Improvement projects, and also identifies specific corridors based on varying levels of freight movement.

One of several mobility goals in the [Village of Calumet Park’s Comprehensive Plan](#)<sup>22</sup> is to “Create opportunities to travel by active transportation for daily commuting, errands and recreation.” This goal supports bicycle and pedestrian barrier elimination projects.

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*Complete the Eligibility section (question 4) of the All STP Projects worksheet in the application workbook.*

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### **Completion of preliminary engineering**

The preliminary engineering phase of a transportation project establishes the purpose and need for a project, determines the potential for environmental and cultural impacts from the project, analyzes alternatives, and provides an opportunity for the public to be involved in decision-making about the project. This work solidifies the scope of a project, the schedule for design, land acquisition, and construction, and the estimated cost of the project. For these reasons, substantial completion of preliminary engineering plays a critical role in ensuring accurate programming of project funding.

However, it is also recognized that there is an expense to completing preliminary engineering, and that not all project sponsors are willing or able to risk these expenses when no funding has been identified for completing a project. There is also a time limit to the validity of environmental and cultural clearances and having to update these clearances adds additional

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<sup>19</sup> [https://www.willcountyllinois.com/Portals/0/Highway/Long%20Range%20Transportation/will\\_county\\_transporation\\_report\\_2017\\_final4\\_web.pdf?ver=2017-04-25-112630-497](https://www.willcountyllinois.com/Portals/0/Highway/Long%20Range%20Transportation/will_county_transporation_report_2017_final4_web.pdf?ver=2017-04-25-112630-497)

<sup>20</sup> [https://www.glenview.il.us/Documents/CIP%20Documents/2017-2021\\_CIP\\_Book%20-%204-19.pdf](https://www.glenview.il.us/Documents/CIP%20Documents/2017-2021_CIP_Book%20-%204-19.pdf)

<sup>21</sup> [https://www.willcountyllinois.com/Portals/0/Highway/Long%20Range%20Transportation/will\\_county\\_transporation\\_report\\_2017\\_final4\\_web.pdf?ver=2017-04-25-112630-497](https://www.willcountyllinois.com/Portals/0/Highway/Long%20Range%20Transportation/will_county_transporation_report_2017_final4_web.pdf?ver=2017-04-25-112630-497)

<sup>22</sup> [https://www.invedesign.com/cal\\_park\\_comp\\_plan\\_reduced.pdf](https://www.invedesign.com/cal_park_comp_plan_reduced.pdf)

time and cost to projects. Finally, completing preliminary engineering for unfunded projects puts a review burden on IDOT and other regulatory agencies for projects which may not be viable.

To balance these concerns, applications will be accepted for projects that have started, but not substantially completed preliminary engineering, however the phases eligible for funding consideration and future cost increases will be limited based on the degree of completion of the preliminary engineering.

For projects selected for funding with a preliminary engineering status of “substantially complete” or “underway”, the status will be reassessed prior to the next scheduled call for projects cycle, and if that status has not been elevated to “complete” or “nearly complete”, the funding programmed in the previous cycle will be withdrawn, and the project will have to reapply for funding.

**Funding and future cost increase eligibility based on degree of completion of preliminary engineering**

Degree of completion	Design (Phase 2) Engineering	Land Acquisition	Construction and Const. (Phase 3) Eng.
<b>Complete</b>	Eligible for funding Eligible for increases up to 100%	Eligible for funding Eligible for increases up to 100%	Eligible for funding Eligible for increases up to 100%
<b>Nearly Complete</b>	Eligible for funding Not eligible for increases	Eligible for funding Eligible for increases up to 50%	Eligible for funding Eligible for increases up to 50%
<b>Substantially Complete</b>	Not eligible	Eligible for funding Not eligible for increases	Eligible for funding Eligible for increases up to 25%
<b>Underway</b>	Not eligible	Not eligible	Eligible for funding Not eligible for increases
<b>Not Started</b>	Not eligible	Not eligible	Not eligible

**Definitions: Degree of Completion**

Degree of completion	Milestones achieved and requested attachments
Highway (projects processed through IDOT)	
Complete	Design approval received <i>Attach: Design approval letter/form</i>
Nearly complete	IDOT has confirmed that a final Project Development Report has been submitted for signatures <i>Attach: Transmittal letter/email</i>

Degree of completion	Milestones achieved and requested attachments
Substantially complete	<p>A preliminary PDR (or equivalent) has been submitted to IDOT for review, the project has been presented at a State/Federal Coordination meeting, a CE determination has been made, and FHWA concurrence of environmental processing has been given (not required for State Approved Categorical Exclusions), and the IDOT Bureau of Design and Environment (BDE) has completed the Environmental Survey Request (ESR) review (if required) and documentation of the environmental investigations, associated coordination, and any commitments made are included in the draft PDR</p> <p><i>Attach: Kick-off meeting minutes (for State Approved CE), FHWA Coordination Meeting minutes, ESR transmittal and correspondence from BDE, draft PDR transmittal cover or email and appropriate section(s) of draft PDR including documentation of investigations, coordination, and commitments</i></p>
Underway	<p>The project has been presented at a State/Federal Coordination meeting, a CE determination has been made, and FHWA concurrence of environmental processing has been given (not required for State Approved Categorical Exclusions), and the IDOT Bureau of Design and Environment (BDE) has begun the Environmental Survey Request (ESR) review (if required).</p> <p><i>Attach: Kick-off meeting minutes (for State Approved CE), FHWA Coordination Meeting minutes, ESR transmittal and correspondence from BDE showing review has begun</i></p> <p>--OR--</p> <p>A final Planning and Environmental Linkages (PEL) report prepared in accordance with IDOT Bureau of Design and Environment (BDE) Manual section 11-7.04 has been completed documenting the project Purpose and Need, Alternatives to Be Carried Forward, and public involvement and there are no further comments from any Federal or state resource agencies</p> <p><i>Attach: Appropriate documentation (forms and/or emails) demonstrating completion of the PEL and that there are no further comments</i></p>

Degree of completion	Milestones achieved and requested attachments
Transit (projects processed through FTA)	
Complete	<p>Record of Decision (ROD) obtained for completed EIS, FONSI obtained for completed EA, or written documentation from FTA classifying the action as a categorical exclusion with no unusual circumstances.</p> <p><i>Attach: ROD signature page(s) or FTA documentation</i></p>
Nearly complete	<p>Written documentation from FTA classifying the action as a categorical exclusion with no unusual circumstances.</p> <p><i>Attach: FTA documentation</i></p>
Substantially complete	<p>Draft EIS or Draft EA has been released for public and regulatory agency reviews; or, for CEs with potential unusual circumstances, all appropriate environmental studies are complete.</p> <p><i>Attach: Announcement of availability for review or documentation that environmental studies are complete</i></p>
Underway	<p>For projects requiring an EIS or EA, project scoping is complete (purpose and need, range of alternatives and impacts, and significant issues to be addressed are defined). For CEs with potential unusual circumstances, drafts of all appropriate environmental studies are under public and/or regulatory agency review.</p> <p><i>Attach: Appropriate documentation (forms, emails, announcements) demonstrating the above</i></p>

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*Indicate the status of preliminary engineering in the Project Information section of the eTIP application and attach the documentation noted above to support the status of completion.*

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## Project Evaluation Process

The program of projects selected by the STP Project Selection Committee will consider the results of the project evaluation in four categories: project readiness, transportation impact, planning factors, and subregional priority, as shown in the table below.

Evaluation criteria	Points	Applies to
<b>Project Readiness</b>	<b>15</b>	<b>All project types</b>
Engineering/Land Acquisition	10	All project types
Financial Commitments	5	All project types
<b>Transportation Impact</b>	<b>50</b>	<b>All project types</b>
Current condition/need	20	All project types
Improvement	20	All project types
Jobs/Housing benefit	10	All project types
<b>Planning Factors</b>	<b>30</b>	<b>All project types</b>
Inclusive Growth	15	All project types
Complete Streets	10	Bike/ped barriers; bridges; hwy/rail crossings; safety; truck routes
Complete Streets	5	Bus speed; road expansion; road reconstruction
Resilience	5	Bike/ped barriers; hwy/rail crossings; road expansion; road reconstruction; transit stations; truck routes
Freight Movement	5	Bridges; safety; road expansion; road reconstruction
Transit Supportive Density	10	Bus speed; transit stations
<b>Subregional Priority</b>	<b>5</b>	<b>All project types</b>
<b>Total possible points</b>	<b>100</b>	<b>All project types</b>

### Project Readiness

CMAQ and partners are committed to timely obligation and completion of projects to protect the region’s funding from lapse and rescission, and deliver on the significant transportation benefits of selected projects. The [Active Program Management](https://www.cmap.illinois.gov/documents/10180/931110/STP+APM+Policies+-+approved+9-25-18.pdf/9f751522-021c-a029-ca8f-c75ba9d13e41)<sup>23</sup> policies provide a framework for strong project and program management of selected projects, and the evaluation process for Shared Fund projects complements these policies by awarding points to projects that demonstrate financial commitment and engineering work. Project readiness is 15% of the total project score.

<sup>23</sup> <https://www.cmap.illinois.gov/documents/10180/931110/STP+APM+Policies+-+approved+9-25-18.pdf/9f751522-021c-a029-ca8f-c75ba9d13e41>

**Engineering and Land Acquisition (all project types)**

Projects can receive up to 10 points, 5 for demonstration of substantial completion of phase 2 (design) engineering and 5 for the completion or lack of need for land acquisition.

Points for land acquisition are as follows:

Status	Points
Land acquisition complete or not needed	5
Land acquisition incomplete	0

Points for phase 2 engineering for projects processed through IDOT are awarded as follows:

Status	Points
Preliminary plans submitted to IDOT	2.5
Pre-final plans submitted to IDOT	5

It is recognized that IDOT will not accept submittals or complete plan review for unfunded projects, and that as a result many applicants will not receive points in this category. However, for applicants seeking to fill funding gaps through the STP shared fund, the submittal of plans is a significant readiness milestone that should be recognized with the awarding of points.

Points for design engineering for projects processed through FTA are awarded as follows:

Completion of any of the following items shall be awarded 2.5 points each, up to a maximum of 5 points:

Item Completed	Points
NEPA Class of Action Determination, FONSI, or ROD	+ 2.5
Initiation of Section 106 process	+ 2.5
Basis of design/ design criteria report	+ 2.5
Design documents (plans and specifications)	+ 2.5
Real estate management plan	+ 2.5
Project management or project delivery plan	+ 2.5
Basis of estimate report	+ 2.5

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*Complete the Quarterly Status Update form and indicate design engineering and land acquisition status in the Project Information section of the eTIP application and attach a copy of preliminary plans (PDF format only!) or a copy of the letter or e-mail transmitting pre-final plans to IDOT. Transit projects should attach a copy (PDF format only!) of items listed for which points are being requested.*

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**Financial Commitment (all project types)**

Projects can receive up to 5 points in this category based on their demonstrated leveraging of other funding sources. Points are awarded as follows to projects based on the amount of funding requested from the shared fund as a percent of the federally-eligible share of the total project cost:

Percent of federally-eligible share requested	Points
Less than 20%	5
20% - less than 40%	4
40% - less than 60%	3
60% - less than 80%	2
80% - less than 100%	1
100% or more	0

The following examples demonstrate the calculation of these points.

**Example 1: Applicant requests maximum federal share for all eligible phases**

A Phase	B Total cost	C STP-SF eligible share (0.80 * [B])	D Required match ([B ]-[C])	E Committed funds (non-federal)	F Requested STP-SF ([B ]-[E])	G % eligible requested ([F]/[C])*100	H Points
ENG1	\$400,000	\$0	\$400,000	\$400,000	\$0	n/a	
ENG2	\$400,000	\$320,000	\$80,000	\$80,000	\$320,000	100%	
ROW	\$1,000,000	\$800,000	\$200,000	\$200,000	\$800,000	100%	
CON	\$4,000,000	\$3,200,000	\$800,000	\$800,000	\$3,200,000	100%	
CE	\$400,000	\$320,000	\$80,000	\$80,000	\$320,000	100%	
<b>Total</b>	<b>\$6,200,000</b>	<b>\$4,640,000</b>	<b>\$1,560,000</b>	<b>\$1,560,000</b>	<b>\$4,640,000</b>	<b>100%</b>	

**Example 2: Applicant requests only construction funding**

A Phase	B Total cost	C STP-SF eligible share (0.80 * [B])	D Required match ([B ]-[C])	E Committed funds (non-federal)	F Requested STP-SF ([B ]-[E])	G % eligible requested ([F]/[C])*100	H Points
ENG1	\$400,000	\$0	\$400,000	\$400,000	\$0	n/a	
ENG2	\$400,000	\$320,000	\$80,000	\$400,000	\$0	0%	
ROW	\$1,000,000	\$800,000	\$200,000	\$1,000,000	\$0	0%	
CON	\$4,000,000	\$3,200,000	\$800,000	\$800,000	\$3,200,000	100%	
CE	\$400,000	\$320,000	\$80,000	\$400,000	\$0	0%	
<b>Total</b>	<b>\$6,200,000</b>	<b>\$4,640,000</b>	<b>\$1,560,000</b>	<b>\$3,000,000</b>	<b>\$3,200,000</b>	<b>69%</b>	

Example 3: Applicant requests the use of TDCHs as match (note: per [TDCH policy](#)<sup>24</sup> TDCHs cannot be used for the ROW phase and TDCHs are not considered to be committed funds.)

A	B	C	D	E	F	G	H
Phase	Total cost	STP-SF eligible share (0.80 * [B])	Required match ([B]-[C])	Committed funds (non-federal)	Requested STP-SF (including TDCHs) ([B]-[E])	% eligible requested ([F]/[C])*100	Points
ENG1	\$400,000	\$0	\$400,000	\$400,000	\$0	n/a	
ENG2	\$400,000	\$320,000	\$80,000	\$0	\$400,000	125%	
ROW	\$1,000,000	\$800,000	\$200,000	\$200,000	\$800,000	100%	
CON	\$4,000,000	\$3,200,000	\$800,000	\$0	\$4,000,000	125%	
CE	\$400,000	\$320,000	\$80,000	\$0	\$400,000	125%	
<b>Total</b>	<b>\$6,200,000</b>	<b>\$4,640,000</b>	<b>\$1,560,000</b>	<b>\$600,000</b>	<b>\$5,600,000</b>	<b>121%</b>	

Example 4: Applicant requests only construction and construction engineering funds. A portion of the committed funds are from another federal source, which requires 20% match that must be accounted for separately from the match required for the requested STP-SF.

A	B	C	E	F	G	H	I	J
Phase	Total cost	STP-SF eligible share (0.80 * [B])	Committed funds (other federal)	Committed funds (matching other federal)	Requested STP-SF	Required match that must also be committed ([B]-[E]-[F]-[G])	% eligible requested ([G]/[C])*100	Points
ENG1	\$400,000	\$0	\$320,000	\$80,000	\$0	\$0	n/a	
ENG2	\$400,000	\$320,000	\$320,000	\$80,000	\$0	\$0	0%	
ROW	\$1,000,000	\$800,000	\$800,000	\$200,000	\$0	\$0	0%	
CON	\$4,000,000	\$3,200,000	\$2,000,000	\$500,000	\$1,200,000	\$300,000	38%	
CE	\$400,000	\$320,000	\$0	\$0	\$320,000	\$80,000	100%	
<b>Total</b>	<b>\$6,200,000</b>	<b>\$4,640,000</b>	<b>\$3,440,000</b>	<b>\$860,000</b>	<b>\$1,520,000</b>	<b>\$380,000</b>	<b>33%</b>	

*Document all funding requests and commitments in the Proposed Funding Information section of the eTIP application.*

## Transportation Impact

A project's transportation impact score measures the existing condition of the transportation asset or need for the project, the cost effectiveness of the improvement that would be made by the project, and the number of households and jobs that could benefit from the project's completion. Transportation impact is worth 50% of the total project score.

<sup>24</sup> <https://www.cmap.illinois.gov/documents/10180/931110/Policy+for+the+use+of+TDCH+for+STP+funded+projects+-+PSC+and+IDOT+approved.pdf/7a997ea1-9379-8583-2431-43b6b736a5a6>

Each project will receive an existing condition or need score on a scale of 0 to 20. Each project type will have a different measure of project need, but all will be converted to a 20-point scale for the purposes of scoring. Scoring methodologies for existing condition/need are described below by project type. Projects with a low degree of need, as defined for each project type will not be considered for funding or inclusion in the contingency program.

Improvement will be calculated as the cost effectiveness of the proposed improvements due to the project. Improvements will be indexed on a scale of 0 to 20 within project type. Total project cost (all phases and all fund sources) will be used to evaluate cost effectiveness. If costs are not provided by the applicant for all phases of the project, staff will apply regional averages for similar project types, derived from the TIP to estimate costs for the missing phases. Scoring methodologies for cost effectiveness of the improvement are described below by project type. Any project with a raw improvement score of zero (before applying cost) will not be considered for funding or inclusion in the contingency program.

***Household/Job Impact (all project types)***

The benefits of a transportation project often cross municipal and county borders and can provide significant improvements to people who are not located in the project’s immediate vicinity. For each project, CMAP uses the regional travel model to generate a travel shed of the places people come from and go to using the facility. The score in this category is calculated by adding up the total number of jobs and households within each project’s travel shed and converting the total to a score out of 10, indexed to the other submitted projects.

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*Select all roadway links/nodes, transit stations, or bicycle/pedestrian facilities on which improvements will occur on the eTIP map. For projects that cannot be mapped in eTIP, attach a location map on the Documents tab in eTIP.*

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## ***Bicycle and pedestrian barrier elimination***

### *Existing Condition/Need*

The existing condition score for these projects has three parts: route characteristics, market for facility, and connectivity. Market for facility and connectivity are measured the same for all types of barriers, however the route characteristics are scored differently based on the type of barrier being eliminated by the project, as summarized in the table below and described in more detail below. Projects that do not include a physical barrier of one of the three types below will not be eligible for funding.

<b>Barrier Type</b>	<b>Route Characteristics (50%)</b>		<b>Market for Facility (25%)</b>	<b>Connectivity (25%)</b>
Railroad	Number of daily freight, commuter, and passenger trains on line(s) being crossed	Proximity to rail operations bottlenecks (yard, rail-rail at grade crossings, etc.)	Population and employment density; Transit availability index; School(s) located within 1 mile of the project	Degree to which project completes the Regional Greenways and Trails Plan
Roadway	Level of traffic stress on the facility being crossed			
Water feature	Distance to nearest alternate crossing with adequate bike/ped infrastructure			

### Market for facility (0 – 5 points; all barrier types)

The use of a bicycle and pedestrian facility is influenced by the characteristics of the area surrounding the facility. The market for facility score has three components, scored as follows:

#### Population and Employment Density (0 – 2 points)

Population and employment density in the area served by the facility is the criterion used to evaluate anticipated usage. Points are assigned as shown below by the population/employment density quintile at the project location. A map of these values is available on the call for projects webpage or directly [here](#)<sup>25</sup>. For projects that span multiple quintiles, the highest point value will be assigned.

<b>Population/employment quintile</b>	<b>Points</b>
Top quintile	2
Second quintile	1.5
Third quintile	1
Fourth quintile	0.5
Lowest quintile	0

<sup>25</sup> <https://www.cmap.illinois.gov/documents/10180/1276653/PopEmpDensityMap20210104.pdf/711af1f3-31e0-a2de-751b-cb3b0d5196d7?t=1609993201665>

**Transit Availability Index (0 – 2 points)**

Measuring transit availability helps ensure that a bicycle/pedestrian facility provides a realistic alternative to auto use by evaluating the potential to link bicycling and walking with transit for longer trips. Points are assigned as shown below based on the transit availability index<sup>26</sup> at the project location. A map of these values is available on the call for projects webpage or directly [here](#)<sup>27</sup>. For projects that span areas with different indices, the highest point value will be assigned.

<b>Transit Availability Index</b>	<b>Points</b>
5	2
4	1.5
3	1
2	0.5
1	0

**Presence of Schools (0 – 1 point)**

School children are one of the largest groups of bicycle and pedestrian facility users. One point will be added to the score if there is a public or private school serving students in any grade, K-12, within a one-mile buffer around the project location.

**Connectivity (0 – 5 points; all barrier types)**

ON TO 2050 specifically recommends implementing the Northeastern Illinois [Regional Greenways and Trails Plan](#)<sup>28</sup> (RGTP). ON TO 2050 also uses miles of RGTP trails completed as an indicator of plan implementation. Thus, points for connectivity are assigned as follows:

<b>Description</b>	<b>Points</b>
Connects two existing Regional Greenways & Trails Plan sections	5
Extends an existing regional trail	4
Builds a new isolated section of a planned regional trail	3
Builds a new facility that intersects an existing regional trail	2
Removes bike/ped barrier at a location not included in the RGTP	1

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*Complete the All Barriers section of the Bike Ped Barrier Elimination worksheet in the application workbook. Select all roadway links/nodes, transit stations, or bicycle/pedestrian facilities on which improvements will occur on the eTIP map. For projects that cannot be mapped in eTIP, attach a location map on the Documents tab in eTIP.*

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<sup>26</sup> For more information about the transit availability index, see page 56 of the ON TO 2050 Indicators Appendix.

<sup>27</sup> <https://www.cmap.illinois.gov/documents/10180/1276653/Transit+Availability.pdf/b588c3e5-5d64-d2b6-d235-b723817986e3?t=1608678193159>

<sup>28</sup> [https://www.cmap.illinois.gov/documents/10180/911218/MOB\\_Regional\\_greenways\\_and\\_trails\\_map\\_FINAL.pdf/01630e87-4862-9de4-5bdc-9586176fa7ae](https://www.cmap.illinois.gov/documents/10180/911218/MOB_Regional_greenways_and_trails_map_FINAL.pdf/01630e87-4862-9de4-5bdc-9586176fa7ae)

Route Characteristics (0 – 10 points; methodology varies by barrier type)

The need to eliminate barriers is evaluated based on the characteristics of the barrier. The methodology for determining those characteristics varies by the barrier type.

Rail Barriers

Throughout the region motorists, bicyclists, and pedestrians experience delay due to the high volume of trains and due to slow moving or stopped trains. Both of these factors contribute equally to the route characteristics score.

The average number of daily freight, commuter, and passenger trains has been evaluated for the region and all rail crossings have been assigned a quintile based on those volumes. Points are assigned as shown below by the average daily trains quintile at the project location. Refer to this [Google Map](#)<sup>29</sup> to look up the number of points assigned for each railroad crossing by clicking on the crossing location. For projects that span multiple crossings, the highest point value will be assigned. For projects at new crossing locations, use the closest existing crossing.

Average daily trains quintile	Points
Top quintile (60 to 168 daily trains)	5
Second quintile (37 to 59 daily trains)	4
Third quintile (23 to 36 daily trains)	3
Fourth quintile (5 to 22 daily trains)	2
Lowest quintile (0 to 4 daily trains)	1

Likewise, rail operations bottlenecks, such as yards and rail-rail at-grade crossings, have been identified and all rail crossings have been evaluated for proximity to those bottlenecks and assigned to quintiles. Points are assigned as shown below by the proximity to rail operations bottlenecks quintile at the project location. Refer to this [Google Map](#)<sup>30</sup> to look up the number of points assigned for each railroad crossing by clicking on the crossing location. For projects that span multiple crossings, the highest point value will be assigned. For projects at new crossing locations, use the closest existing crossing.

Proximity to rail operations bottlenecks quintile	Points
Top quintile (0 to 2,565 feet)	5
Second quintile (2,566 to 6,724 feet)	4
Third quintile (6,725 to 14,088 feet)	3
Fourth quintile (14,174 to 28,328 feet)	2
Lowest quintile (28,441 to 201,575 feet)	1

<sup>29</sup> <https://www.google.com/maps/d/edit?mid=111oHtkuDct3cPsz4OqsQsEslrLhfHApm&usp=sharing>

<sup>30</sup> <https://www.google.com/maps/d/edit?mid=1g08Z9nwnNSJ6agH9QjRYc1bk4JWBGMmW4&usp=sharing>

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*Complete the Railroad Barriers Only section (question 9) of the Bike Ped Barrier Elimination worksheet in the application workbook.*

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**Road Barriers**

For bicyclists and pedestrians, crossing a roadway can be both uncomfortable and dangerous, based on the characteristics of the roadway, including speed limits, lane widths, and traffic volumes. The roadway’s level of traffic stress is derived from these characteristics. Level of traffic stress values range from 1.0 to 4.995. The level of traffic stress at a proposed crossing location will be calculated and points will be assigned by multiplying the assigned value by two.

Points = level of traffic stress value x 2

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*Complete the Road Barriers Only section (question 10) of the Bike Ped Barrier Elimination worksheet in the application workbook.*

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**Water Barriers**

The degree to which a body of water is a barrier to bicycle and pedestrian mobility will be determined by how far a bicyclist or pedestrian would need to travel to safely and comfortably cross the water at another location. Scores will be assigned as shown below based on the distance to the nearest alternate crossing with adequate bicycle and pedestrian facilities such as:

- The crossing is for bike/ped users only
- The crossing is a roadway with an 8’ or greater sidewalk or shared-use path that is physically separated from the travel lanes on at least one side
- The crossing is a roadway with a 5’ of greater physically separated sidewalk on at least one side *and* striped or protected bike lanes

<b>Distance to nearest alternate crossing with adequate bicycle/pedestrian infrastructure</b>	<b>Points</b>
> 2.5 miles	10
> 1 mile to 2.5 miles	7.5
> 0.5 miles to 1 mile	5
> 0.25 mile to 0.5 mile	2.5
0.25 mile or less	0

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*Complete the Water Barriers Only section (question 11) of the Bike Ped Barrier Elimination worksheet in the application workbook.*

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### *Improvement*

Improvement scores for bicycle and pedestrian barrier elimination projects will be the cost effectiveness of the improvement to route characteristics.

The cost effectiveness of all projects within the bicycle and pedestrian barrier elimination category will be indexed to a scale of 0-20.

### **Bridge reconstruction or rehabilitation**

#### *Existing Condition/Need*

The existing condition score will be the [National Bridge Inventory \(NBI\)](#)<sup>31</sup> sufficiency rating, published on IDOT's Bridge Information [website](#)<sup>32</sup>, subtracted from the maximum rating of 100, and converted to a 20 point scale. For projects containing multiple structures, the individual structure with the lowest sufficiency rating will be deemed the "most critical structure" within the project limits. Both the existing condition and improvement score will be based on the one structure within the project limits deemed most critical.

For projects containing a structure(s) for which there is no NBI sufficiency rating, it will be the applicant's responsibility to provide a bridge inspection report. If no sufficiency rating is available, or one cannot be estimated from a provided inspection report, the project will be eligible for funding consideration, but 0 points will be awarded in this category. Structures with a sufficiency rating greater than 80 will not be eligible for funding. For projects that include multiple structures, the average sufficiency rating will be used to determine eligibility.

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*Enter the NBI structure number(s) in the location information section of the eTIP application, select the structure(s) on the eTIP map, and provide the NBI structure number(s) in the Structure Information and Project Scope section (questions 6-7) of the Bridge Projects worksheet in the application workbook.*

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### *Improvement*

The improvement score will be based on the potential impact of the project scope on the deck, superstructure, and substructure condition ratings, and the bridge posting code. Additional improvement points will be awarded if the project corrects insufficient lane widths or brings traffic safety features (bridge railings, transitions, approach guardrail, and/or bridge guardrail ends) up to currently acceptable standards. All scoring within this category will be based on NBI data published on FHWA's Long-Term Bridge Performance (LTBP) Program [Infobridge](#)<sup>33</sup> web portal, unless noted otherwise below.

The raw improvement score will be the sum of the deck improvement, superstructure improvement, substructure improvement, improvement to bridge load posting, improvement to insufficient lane width, and improvement to safety features scores.

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<sup>31</sup> <https://www.fhwa.dot.gov/bridge/nbi.cfm>

<sup>32</sup> <http://apps.dot.illinois.gov/bridgesinfosystem/main.aspx>

<sup>33</sup> <https://infobridge.fhwa.dot.gov/Home>

When calculating improvement scores for structural elements (deck, superstructure and substructure), the following assumptions are made:

- Full replacement of the structure or a component(s) of the structure results in maximum condition rating for the replaced component(s)
- Partial replacement or rehabilitation of a component(s) results in a “satisfactory” rating for the replaced/rehabbed component(s).
- Repairs to a component not being replaced or rehabbed result in a one category improvement in the component’s rating
- The region’s historic and/or moveable bridges face significant restrictions to full replacement

Based on these assumptions, the structural elements will be scored as follows:

Deck improvement (0 – 9 points)

Scope of work	Points
Full deck replacement	9 – (current deck condition rating*)
Partial deck replacement or deck rehabilitation	6 – (current deck condition rating*)
Deck repair (including join sealing/repairs)	1 point

\*Current deck condition rating is NBI Item 58

Superstructure improvement (0 – 9 points)

Scope of work	Points
Full superstructure replacement	9 – (current superstructure condition rating*)
Partial superstructure replacement or superstructure rehabilitation (including girders, stringers, trusses, arches, pin & hangers, etc.)	6 – (current superstructure condition rating*)

\*Current superstructure condition rating is NBI Item 59

Substructure improvement (0 – 9 points)

Scope of work	Points
Full substructure replacement	9 – (current substructure condition rating*)
Partial substructure replacement or substructure rehabilitation (including abutments, piers, columns, caps, piles, walls, footings, etc.)	6 – (current substructure condition rating*)

\*Current substructure condition rating is NBI Item 60

If the critical structure being evaluated for improvement is a culvert, Culvert Condition (NBI Item 62) will be used in place of the Deck, Superstructure, and Substructure Conditions.

Full replacement of historic and/or movable structures may not be feasible and/or may be cost prohibitive due in part to State Historic Preservation Office (SHPO) requirements, preventing these structures from achieving a condition rating of “9”. Therefore, a multiplier of 1.5 will be

applied to the element improvement score(s) for partial replacement or rehabilitation of that element(s) if the bridge is historic and/or movable, as defined below.

Historical Significance (NBI Item 37):

Code	Value	Application of multiplier
1	On National Register	Yes
2	National Register Eligible	Yes
3	May be National Register Eligible	TBD, pending review of IDOT Bridge Information (see below)
4	Unknown Historical Significance	TBD, pending review of IDOT Bridge Information (see below)
5	Not National Register Eligible	No

Within the IDOT Bridge Information data, historical significance is further stratified, therefore for structures with a code of 3 or 4 in the NBI database, if the “Historical Significance” is indicated as “Yes” within the IDOT Bridge Information data the multiplier will be applied.

Structure Type (NBI Item 43B):

If the structure type code is 15 (Movable – Lift), 16 (Movable – Bascule), or 17 (Movable – Swing), the multiplier will be applied.

If a structure is both historic and movable, only one multiplier will be applied.

When calculating improvement scores for load posting improvements, the following assumptions are made:

- Full replacement results in the removal of any existing load postings
- Partial replacement or rehabilitation may result in additional load capacity; the project sponsor must provide an estimate of the expected new load rating that will result from the project.

Based on these assumptions, the load posting improvements will be scored as follows:

Improvement to bridge posting (0 – 5 points)

Scope of work	Points
Full replacement	5 – (current bridge posting code*)
Partial replacement or rehabilitation of deck, superstructure, substructure, and/or bearings and/or installation of temporary or permanent strengthening measures	(bridge posting code based on estimated load rating) – (current bridge posting code)

\*Current bridge posting code is NBI Item 70

Improvement to insufficient lane width (0 – 1 point)

Up to 1 additional point will be added to the raw improvement score if the average lane width prior to the project is less than shown below, based on the number of lanes carried and if the project replaces or widens the deck or the entire structure and/or removes a lane(s) in order to

exceed the minimum. The point will also be awarded if a design exception for the insufficient lane width is documented.

# of lanes	Average width*
1	14 ft
2	16 ft
3	15 ft
4	14 ft
5+	12 ft

The average lane width will be calculated by dividing the Lanes on Structure (NBI Item 28A) by the Bridge Roadway Width Curb to Curb (NBI Item 51).

#### Improvement to safety features (0 – 2 points)

Up to 2 additional points will be added to the raw improvement score if any of the following safety features are currently rated “0”, 0.5 points will be awarded for each feature that will be brought up to standard by the project, or for each feature for which a design exception is documented:

- Bridge railings (NBI Item 36A)
- Transitions (NBI Item 36B)
- Approach guardrail (NBI Item 36C)
- Bridge guardrail ends (NBI Item 36D)

The total raw improvement score will be divided by the total project cost to determine cost effectiveness. The cost effectiveness of all projects within the category will be indexed to a scale of 0-20.

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*Complete the Structure Information and Project Scope section (questions 7 – 10) of the Bridge Projects worksheet in the application workbook.*

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#### **Bus speed improvements**

##### *Existing Condition/Need*

The existing condition score will measure the current on-time performance of bus routes being improved as well as the difference between bus travel time and auto travel time on the road(s) being improved. Both factors are worth 50% of the score.

On-time performance scores will be calculated by averaging the applicant-provided on-time performance for all bus routes affected by the project, subtracting that value from the maximum on-time performance of 100%, and scaling to 10 points by comparing to all other applications in the category.

Bus travel time and auto travel time will be estimated from a review of schedules and travel time estimates from Google Maps™. The percent difference between the estimates will be calculated and scaled to 10 points by comparing to all other applications in the category.

The existing condition score will be the sum of the two scaled scores. Projects with an on-time percentage of 90% or higher or bus travel times that are the same as auto travel times will not be eligible for funding.

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*Complete the Service (CMAQ) or Bus Speed (STP) Improvement Projects section (questions 4-6) of the Transit Projects worksheet in the application workbook and select all roadway links on which improvements will occur on the eTIP map.*

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### ***Improvement***

The anticipated increase in on-time performance of bus routes being improved and the anticipated change in the bus-auto travel time differential will be used to calculate raw improvement scores. Both factors are worth 50% of the raw score. The total raw improvement score will be divided by the total project cost to determine cost effectiveness. The cost effectiveness of all projects within the category will be indexed to a scale of 0-20.

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*Complete the Service (CMAQ) or Bus Speed (STP) Improvement Projects section (questions 7-8) of the Transit Projects worksheet in the application workbook and select all roadway links on which improvements will occur on the eTIP map.*

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### ***Corridor/small area safety improvements***

#### ***Existing Condition/Need***

The need score for safety projects consists of two parts: the safety road index (SRI) and the percentage of crashes that are considered high risk. High risk crashes are those that are speed related and/or involve vulnerable road users. The total need score will be the sum of the SRI Score and the High Risk Crash Types Score.

#### **SRI Score (0 – 12 points)**

The SRI score is calculated using IDOT's safety road index (SRI) for roadway segments and intersections. The SRI is based on the location's [Potential for Safety Improvement](#)<sup>34</sup> (PSI) score. IDOT developed SRI scores for local and state routes and categorized them by peer group into critical, high, medium, low, or minimal. Within each peer group, locations categorized as critical have the highest PSIs, and locations categorized as minimal are less likely to have safety benefits from treatments. The highest SRI category along the project location will be used to determine 60% of the project's need score using the scale below. This will include both segment and intersection locations. Projects with an average SRI (all segments and intersections) of "Minimal" or "Low" will not be eligible for funding.

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<sup>34</sup> [https://rspcb.safety.fhwa.dot.gov/noteworthy/html/projident\\_il.aspx?id=8](https://rspcb.safety.fhwa.dot.gov/noteworthy/html/projident_il.aspx?id=8)

<b>SRI Score</b>	<b>Points</b>
Critical	12
High	8
Medium	4
Low	ineligible
Minimal	ineligible

### High Risk Crash Types Score (0 – 8 points)

The CMAP Safety Resource Group has identified both speed-related crashes and crashes involving vulnerable road users as emphasis areas for improving safety. Locations with a high percentage of these types of crashes are therefore a higher priority for safety improvement projects, particularly when these crashes result in fatalities or serious injuries.

Up to eight additional points will be awarded based on the percentage crashes that occurred within the project limits that are one of the high risk crash types and the percentage of those high risk crashes that resulted in a fatality or serious injury:

Percentage of speed related crashes within the project limits x 2 points

Percentage of crashes involving vulnerable users within the project limits x 2 points

Percentage of speed related crashes resulting in a fatality or serious injury x 2 points

Percentage of vulnerable user crashes resulting in a fatality or serious injury x 2 points

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*Crash data used to determine these percentages will be the most recent five years for which data was available from IDOT or provided by the applicant. No points will be given for speed-related or vulnerable user-involved crashes if the project scope does not include countermeasures to address reduction of these types of crashes. A crash that was both speed related and involved a vulnerable user would be counted in both parts of this scoring. Select all roadway links on which improvements will occur on the eTIP map.*

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### *Improvement*

This score is based on the improvements made by the project and the planning level expected safety benefit (reduction of crashes) after implementing the improvement. CMAP staff has developed a list of common improvement types (countermeasures) and the accompanying planning level CRFs using information from IDOT, the Crash Modification Clearinghouse, and the Highway Safety Manual. These values are included in the Safety worksheet of the application workbook. CMAP staff will review project details to determine the relevant countermeasure and the assigned planning level CRF for that countermeasure. If multiple countermeasures are part of the project, CMAP staff will use the maximum planning level CRF for the project. The maximum CRF will be multiplied by the number of fatal and serious injury (K and A) crashes occurring within the project limits within the most recent five years for which data was available from IDOT or provided by the applicant, to determine the potential crash

reduction due to the project. Cost effectiveness will be determined by dividing the project's total cost by the potential crash reduction to determine the cost per reduced crash.

The cost effectiveness of all projects within the corridor or small area safety category will be indexed to a scale of 0-20.

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*Complete the Crash Experience (All Projects) section (questions 3-6) and the Safety Improvements (All Projects) section (questions 7-8) of the Safety worksheet in the application workbook.*

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### ***Rail-Highway grade crossing improvements***

#### *Existing Condition/Need*

The existing condition score is based on the project's score from the 2019 Grade Crossing Prioritization. For projects involving multiple crossings, the "most critical crossing" will be identified and will be used for calculating both the existing condition and improvement score for the project. 75% of the score (15 points) is based on the most critical crossing's rank compared to the 1437 crossings evaluated in the region. Crossings identified as [Priority Grade Crossings](#)<sup>35</sup> will receive 5 additional points.

For projects containing a crossing that was not included in the 2019 analysis, it will be the applicant's responsibility to provide the data necessary to complete an evaluation. If no analysis can be completed due to lack of data, 0 points will be awarded in this category. Because the data used for this scoring is relative, there is no threshold to meet to be eligible for funding.

#### *Improvement*

The improvement to the delay and safety components of the Grade Crossing Screening Level 2 evaluation as a result of the project determines the project's raw improvement score. These components are equally weighted for a new grade-separated crossing. For projects improving, but not separating crossings, if the project involves improvements to train movements, the delay component will be used; if the project involves improvements to the crossing (gates, signals, etc.), the safety component will be used.

The raw scores will be divided by the total project cost to determine cost effectiveness. The cost effectiveness of all projects within the highway-rail grade crossing category will be indexed to a scale of 0-20.

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*Complete the Project Location and Scope section (question 7) of the Rail-Hwy Crossings worksheet in the application workbook and select the crossing(s) on the eTIP map.*

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<sup>35</sup> [https://www.cmap.illinois.gov/documents/10180/29222/PriorityGradeCrossings\\_letter\\_20190802.pdf/30f87037-1302-930a-4c66-85e297667677](https://www.cmap.illinois.gov/documents/10180/29222/PriorityGradeCrossings_letter_20190802.pdf/30f87037-1302-930a-4c66-85e297667677)

## Road expansions

### Existing Condition/Need

The road expansion need score will be calculated in a similar method to the [highway needs score](#)<sup>36</sup> for regionally significant projects in ON TO 2050. This score incorporates information about pavement condition, safety, reliability, and mobility. Weights for these factors will be as follows:

Factor	Weight
Condition	15%
Mobility	30%
Reliability	30%
Safety	25%

Pavement condition is the length weighted average of either the road’s Condition Rating Score (CRS) or international roughness index (IRI), depending on data availability, scaled to a value from 0 to 100.

Mobility is the length weighted average of the [travel time index](#)<sup>37</sup> (the ratio of peak period travel time to free flow travel time) and the number of [at least lightly congested hours of traffic per weekday](#)<sup>38</sup>, scaled to a value from 0 to 100.

Reliability is measured by the length-weighted average of the [planning time index](#)<sup>39</sup> (95<sup>th</sup> percentile travel time divided by free flow travel time), scaled to a value from 0 to 100.

The safety score will be calculated using IDOT’s safety road index (SRI). The value for the segment or intersection within the project limits with the most critical SRI rating will be used and will be scaled to a value from 0 to 100.

The established weights are applied to the individual component scores and those scores are summed to obtain a raw need score, which is scaled to 20 points. Projects with “Little” or “Light” congestion, and 1.50 or fewer congested hours, and a PTI of “Generally Reliable” will not be eligible for funding.

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<sup>36</sup> [https://www.cmap.illinois.gov/documents/10180/871931/RSP\\_Report\\_June06-12-2018+DRAFT+FINAL.pdf/2633b74a-4f19-8df1-c7b9-26c3a9fba378#page=24](https://www.cmap.illinois.gov/documents/10180/871931/RSP_Report_June06-12-2018+DRAFT+FINAL.pdf/2633b74a-4f19-8df1-c7b9-26c3a9fba378#page=24)

<sup>37</sup> [http://www.cmap.illinois.gov/documents/10180/349301/ChicagoRegionTravelTimeIndexMap\\_2012.pdf/77ce3ad9-b443-41c2-8e08-dd689fdb406e](http://www.cmap.illinois.gov/documents/10180/349301/ChicagoRegionTravelTimeIndexMap_2012.pdf/77ce3ad9-b443-41c2-8e08-dd689fdb406e)

<sup>38</sup> [http://www.cmap.illinois.gov/documents/10180/349301/DurationofHighwayCongestion\\_ChicagoRegion\\_2012.pdf/d0b4cfe9-809c-4ba8-9a36-4645aa031604](http://www.cmap.illinois.gov/documents/10180/349301/DurationofHighwayCongestion_ChicagoRegion_2012.pdf/d0b4cfe9-809c-4ba8-9a36-4645aa031604)

<sup>39</sup> [http://www.cmap.illinois.gov/documents/10180/349301/HighwayTravelTimeReliability\\_ChicagoRegion\\_2012.pdf/7334e26f-c258-4e4f-9af7-8a928441970e](http://www.cmap.illinois.gov/documents/10180/349301/HighwayTravelTimeReliability_ChicagoRegion_2012.pdf/7334e26f-c258-4e4f-9af7-8a928441970e)

Select all roadway links on which improvements will occur on the eTIP map and complete the Project and Segment Characteristics section (questions 9-11) of the Road Projects worksheet in the application workbook

### Improvement

Ten of the raw improvement points for road expansions will come from improvements to the mobility, calculated by subtracting the mobility need score from 100, and then scaling to 10 points. Projects can also receive a maximum of ten additional raw improvement points if the project has any of the following characteristics or helps implement any of the following as part of a larger program:

Improvement	Points
<i>Systematic Improvements</i>	
Integrated Corridor Management	+ 5
Work zone management (traveler information improvements)	+ 5
Truck travel information systems	+ 4
Strategies to improve transit on-time performance	+ 4
Ramp metering	+ 4
Road weather management systems	+ 2
Special event management	+ 3
Traffic signal interconnect	+ 4
Adaptive signal control	+ 5
<i>Incident Detection:</i>	
Traffic Management Center (TMC) to TMC Communications	+ 4
Computer-aided dispatch (911 call center) to (TMC) communications	+ 4
Extension or improvement of real-time traffic surveillance on regional expressways and tollways, including video and detectors	+ 3
Integration of real-time probe data into incident detection procedures	+ 3
Establishment of detector health program	+ 3
<i>Incident Response:</i>	
Expansion of response operations capabilities (e.g., minutemen)	+ 5
Dispatch improvements, including center-to-operator and supervisor-to-operator communications (including supervisor-bus communications)	+ 4
Response equipment (e.g., minuteman vehicles)	+ 4
<i>Incident Recovery:</i>	
Expediting coroner's/medical examiner's accident investigation process	+ 5
Dynamic message signs (DMS, multiple, including arterial DMS)	+ 3
Incident-responsive ramp meters	+ 3
Speed Management Systems	+ 2
On-scene communication, coordination, and cooperation	+ 2
Development and improvement of highway closure detour routes	+ 2

The raw scores will be divided by the total project cost to determine cost effectiveness. The cost effectiveness of all projects within the road expansion category will be indexed to a scale of 0-20.

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Complete the Project Scope section (question 6), Systematic Improvements section (question 12), and Safety Improvements section (question 13) of the Road Projects worksheet, and if applicable the Safety worksheet (questions 1-8) in the application workbook.

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### **Road reconstructions**

#### *Existing Condition/Need*

The road reconstruction need score will be calculated in a similar method to the [highway needs score](#)<sup>40</sup> for regionally significant projects in ON TO 2050. This score incorporates information about pavement condition, safety, reliability, and mobility. Weights for these factors will be as follows:

<b>Factor</b>	<b>Weight</b>
Condition	50%
Mobility	10%
Reliability	20%
Safety	20%

Pavement condition is the length weighted average of either the road’s Condition Rating Score (CRS) or international roughness index (IRI), depending on data availability, scaled to a value from 0 to 100.

Mobility is the length weighted average of the [travel time index](#)<sup>41</sup> (the ratio of peak period travel time to free flow travel time) and the number of [at least lightly congested hours of traffic per weekday](#)<sup>42</sup>, scaled to a value from 0 to 100.

Reliability is measured by the length-weighted average of the [planning time index](#)<sup>43</sup> (95<sup>th</sup> percentile travel time divided by free flow travel time), scaled to a value from 0 to 100.

The safety score will be calculated using IDOT’s safety road index (SRI). The value for the segment or intersection within the project limits with the most critical SRI rating will be used and will be scaled to a value from 0 to 100.

The established weights are applied to the individual component scores and those scores are summed to obtain a raw need score, which is scaled to 20 points. Projects with a pavement condition of “Excellent” (CRS) or “Good” (CRS or IRI) will not be eligible for funding.

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<sup>40</sup> [https://www.cmap.illinois.gov/documents/10180/871931/RSP\\_Report\\_June06-12-2018+DRAFT+FINAL.pdf/2633b74a-4f19-8df1-c7b9-26c3a9fba378#page=24](https://www.cmap.illinois.gov/documents/10180/871931/RSP_Report_June06-12-2018+DRAFT+FINAL.pdf/2633b74a-4f19-8df1-c7b9-26c3a9fba378#page=24)

<sup>41</sup> [http://www.cmap.illinois.gov/documents/10180/349301/ChicagoRegionTravelTimeIndexMap\\_2012.pdf/77ce3ad9-b443-41c2-8e08-dd689fdb406e](http://www.cmap.illinois.gov/documents/10180/349301/ChicagoRegionTravelTimeIndexMap_2012.pdf/77ce3ad9-b443-41c2-8e08-dd689fdb406e)

<sup>42</sup> [http://www.cmap.illinois.gov/documents/10180/349301/DurationofHighwayCongestion\\_ChicagoRegion\\_2012.pdf/d0b4cfe9-809c-4ba8-9a36-4645aa031604](http://www.cmap.illinois.gov/documents/10180/349301/DurationofHighwayCongestion_ChicagoRegion_2012.pdf/d0b4cfe9-809c-4ba8-9a36-4645aa031604)

<sup>43</sup> [http://www.cmap.illinois.gov/documents/10180/349301/HighwayTravelTimeReliability\\_ChicagoRegion\\_2012.pdf/7334e26f-c258-4e4f-9af7-8a928441970e](http://www.cmap.illinois.gov/documents/10180/349301/HighwayTravelTimeReliability_ChicagoRegion_2012.pdf/7334e26f-c258-4e4f-9af7-8a928441970e)

Select all roadway links on which improvements will occur on the eTIP map and complete the Project and Segment Characteristics section (questions 9-11) of the Road Projects worksheet in the application workbook

### Improvement

The improvement to the condition, calculated as 100 – the raw condition score, will be scaled to 10 points. Projects can also receive a maximum of ten additional raw improvement points if the project has any of the following characteristics or helps implement any of the following as part of a larger program:

<b>Improvement</b>	<b>Score</b>
<i>Systematic Improvements</i>	
Integrated Corridor Management	+ 5
Work zone management (traveler information improvements)	+ 5
Truck travel information systems	+ 4
Strategies to improve transit on-time performance	+ 4
Ramp metering	+ 4
Road weather management systems	+ 2
Special event management	+ 3
Traffic signal interconnect	+ 4
Adaptive signal control	+ 5
<i>Incident Detection:</i>	
Traffic Management Center (TMC) to TMC Communications	+ 4
Computer-aided dispatch (911 call center) to (TMC) communications	+ 4
Extension or improvement of real-time traffic surveillance on regional expressways and tollways, including video and detectors	+ 3
Integration of real-time probe data into incident detection procedures	+ 3
Establishment of detector health program	+ 3
<i>Incident Response:</i>	
Expansion of response operations capabilities (e.g., minutemen)	+ 5
Dispatch improvements, including center-to-operator and supervisor-to-operator communications (including supervisor-bus communications)	+ 4
Response equipment (e.g., minuteman vehicles)	+ 4
<i>Incident Recovery:</i>	
Expediting coroner's/medical examiner's accident investigation process	+ 5
Dynamic message signs (DMS, multiple, including arterial DMS)	+ 3
Incident-responsive ramp meters	+ 3
Speed Management Systems	+ 2
On-scene communication, coordination, and cooperation	+ 2
Development and improvement of highway closure detour routes	+ 2

The raw scores will be divided by the total project cost to determine cost effectiveness. The cost effectiveness of all projects within the road reconstruction category will be indexed to a scale of 0-20.

Complete the *Project Scope* section (question 6), *Systematic Improvements* section (question 12), and *Safety Improvements* section (question 13) of the *Road Projects worksheet*, and if applicable the *Safety worksheet* (questions 1-8) in the application workbook.

**Transit station, yard, or terminal improvements**

Our region’s aging transit infrastructure has a profound impact on not only transit ridership, but also on the ability to operate transit service. This infrastructure includes the stations utilized by riders to access transit services, and the yards and terminals where train sets are stored, configured, and maintained.

*Existing Condition/Need*

The existing condition/need score for these projects has three parts: asset condition, compliance, and bike/ped access, as summarized in the table below and described in more detail following the table.

<b>Project Scope</b>	<b>Asset Condition</b>	<b>Compliance</b>	<b>Bike/Ped Access</b>
Transit station reconstruction/rehab only	100% Cost-weighted average TERM score of station components	N/A	N/A
Bike/ped access to transit station only	N/A	N/A	75% Percentage of roads within station area with no sidewalk  25% Bicycle parking infrastructure
Station and bike/ped access improvements	50% Cost-weighted average TERM score of station components	N/A	37.5% Percentage of roads within station area with no sidewalk  12.5% Bicycle parking infrastructure
Commuter rail yard and/or terminal improvements only	80% Cost-weighted average TERM score of yard/terminal components	20% Level of compliance with ADA, FTA, IDOT, and other code requirements	N/A

For project scopes which include only reconstruction/rehab of a station, with no bike/ped access changes, the existing condition score will be the cost-weighted average [Transit Economic Requirements Model \(TERM\)](#)<sup>44</sup> condition rating scale of station components, subtracted from the maximum value of 5, and scaled from a 5-point scale to a 20-point scale. Projects with an average TERM score of "Good" or "Excellent" will not be eligible for funding.

For project scopes which include only bike/ped access improvements, with no station improvements, 75% of the score will be the percentage of roads in the station area with no sidewalk, scaled to 15 points. Station area is defined as within ½ mile of the station. The percentage will be determined from CMAP’s [Sidewalk Inventory](#)<sup>45</sup> data. Data for all CTA and Metra rail station data and select CTA and Pace bus terminals and transfer points is summarized [here](#)<sup>46</sup>. Locations not included in the summary will be evaluated individually if an application is received. An additional 5 points (25% of the need score) will be awarded if the station does not have any bicycle parking infrastructure at the station or a bike-sharing dock(s) within the station area.

For projects that include both station improvements and bike/ped access improvements, the existing condition score will be calculated using the above methods, then each score will be multiplied by 50% and the two scores added together.

For projects that include improvements to the rail yard or terminal, including relocation of an existing facility, 80% of the existing condition score will be the cost-weighted average TERM condition rating scale of the yard/terminal components to be improved, subtracted from the maximum value of 5, and scaled from a 5-point scale to a 16-point scale.

Compliance, which includes meeting ADA, FTA, IDOT, and other code requirements, will be scored as shown below.

Level of Compliance	Score
Critical compliance failure	4
Critical compliance risk	3
Major compliance exception	2
Minor compliance exception	1
No compliance exception	0

If the project scope does not address the compliance deficiencies, a score of 0 will be assigned for this criterion. Projects with an average TERM score of "Good" or "Excellent" will not be eligible for funding.

<sup>44</sup> <https://www.transit.dot.gov/TAM/TERMLite>

<sup>45</sup> [https://www.cmap.illinois.gov/updates/all/-/asset\\_publisher/UIMfSLnFfMB6/content/dive-into-new-cmap-sidewalk-inventory-data](https://www.cmap.illinois.gov/updates/all/-/asset_publisher/UIMfSLnFfMB6/content/dive-into-new-cmap-sidewalk-inventory-data)

<sup>46</sup> <https://www.cmap.illinois.gov/documents/10180/1276653/STP-SF+Transit+Station+Sidewalks+-+App+Resource.xlsx/2622be48-885b-9213-e1c7-cb5e9480df8e?t=1609799544732>

Complete the Transit Station Projects section (questions 18-20, as applicable) of the Transit Projects worksheet in the application workbook and select the station(s) and any roadway links that will have sidewalks added, replaced, or repaired, on the eTIP map.

### Improvement

The raw improvement score for these projects has three parts: asset condition, bike/ped access, and efficiency as summarized in the table below and described in more detail following the table.

Project Scope	Asset Condition	Bike/Ped Access	Efficiency
Transit station reconstruction/rehab only	The difference in cost-weighted average TERM score of station components before and after project	N/A	N/A
Bike/ped access to transit station only	N/A	75% Percentage of new plus improved sidewalk within station area  25% Bicycle parking infrastructure added	N/A
Station and bike/ ped access improvements (the greater of the asset condition or bike/ped access score)	100% The difference in cost-weighted average TERM score of station components before and after project	75% Percentage of new plus improved sidewalk within station area  25% Bicycle parking infrastructure added	N/A
Commuter rail yard and/or terminal improvements only	75% The difference in cost-weighted average TERM score of yard/terminal components before and after project	N/A	12.5% The increase (%) in the vehicle (train set) storage capacity before and after the project  12.5% The reduction in non-revenue trips (based on schedules in effect on the date of application)

For project scopes which only include reconstruction/rehab of a station, with no bike/ped access changes, the raw improvement score will be the difference in cost-weighted average [Transit Economic Requirements Model \(TERM\)](#)<sup>47</sup> condition rating scale of station components before and after the project, scaled to 20 points. The raw scores will be divided by the total project cost to determine cost effectiveness.

For project scopes which only include bike/ped access improvements, with no station improvements, 75% of the raw improvement score (15 points) will be the % of new plus improved sidewalk added within the station area, scaled to 15 points. The total possible linear feet of new plus improved sidewalk is two times the total linear feet of roadway in the station area. If either bicycle parking infrastructure or a bike-sharing dock is added where none previously existed, an additional 5 points (25% of the raw score) will be added to the raw improvement score. The raw scores will be divided by the total project cost to determine cost effectiveness.

In order to incentivize doing more within a single project, for projects that include both station improvements and bike/ped access improvements, the raw improvement score will be calculated using the above methods, and the *higher* of the two scores will be used in the cost-effectiveness calculation. The cost effectiveness of all projects within the transit station category will be indexed to a scale of 0-20.

For project scopes which include rehab/improvement or relocation of a rail yard or terminal, 75% of the raw improvement score will be for improvements to asset condition, defined as the difference in the cost-weighted average TERM condition rating scale of station components before and after the project, scaled to 15 points. In the case of relocations, the existing yard or terminal facility must be removed or fully abandoned in order to receive any points for asset condition improvements. The remaining 25% of the score will be for efficiency improvements. Up to 2.5 points will be added to the raw improvement score for the percent increase in vehicle storage capacity created from the project. Up to 2.5 additional points will be added for the percent decrease in non-revenue trips as a result of the project. Efficiency improvement points will be calculated based on the operational schedule in effect on the closing date of the call for projects. The sum of the raw scores will be divided by the total project cost to determine cost effectiveness.

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*Complete the Transit Station Projects section (questions 18-20, as applicable) of the Transit Projects worksheet in the application workbook.*

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### **Truck route improvements**

#### *Existing Condition/Need*

The truck route existing conditions score incorporates information about pavement condition, safety, reliability, mobility, truck volumes, and geometric deficiencies of the roadway(s) that currently makes up the truck route. These factors are weighted as follows:

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<sup>47</sup> <https://www.transit.dot.gov/TAM/TERMLite>

Factor	Weight
Condition	10%
Safety	10%
Reliability	20%
Mobility	20%
Truck volume	20%
Geometric deficiencies	20%

Pavement condition is the length weighted average of either the road’s Condition Rating Score (CRS) or international roughness index (IRI), depending on data availability, scaled to a value from 0 to 100.

Mobility is the length weighted average of the [travel time index](#)<sup>48</sup> (the ratio of peak period travel time to free flow travel time) and the number of [at least lightly congested hours of traffic per weekday](#)<sup>49</sup>, scaled to a value from 0 to 100.

Reliability is measured by the length-weighted average of the [planning time index](#)<sup>50</sup> (95<sup>th</sup> percentile travel time divided by free flow travel time), scaled to a value from 0 to 100.

The safety score will be calculated using IDOT’s safety road index (SRI). The value for the segment or intersection within the project limits with the most critical SRI rating will be used and will be scaled to a value from 0 to 100.

Truck volume is the length weighted average of the number of trucks (calculated by multiplying AADT by the % trucks) within the project corridor(s), scaled to a value from 0 to 100.

Geometric deficiencies can impede the safe and efficient movement of trucks. Points will be awarded as follows for geometric deficiencies within the project limits:

Deficiency	Points
Presence of a weight-restricted bridge(s) within project limits	1
Presence of vertical clearance restrictions within project limits	1
% of project length with insufficient* outer lane width for the design vehicle	Up to 1 point
% of intersections within project limits with insufficient* turn radii and/or insufficient* queue storage for the design vehicle	Up to 1 point

<sup>48</sup> [http://www.cmap.illinois.gov/documents/10180/349301/ChicagoRegionTravelTimeIndexMap\\_2012.pdf/77ce3ad9-b443-41c2-8e08-dd689fdb406e](http://www.cmap.illinois.gov/documents/10180/349301/ChicagoRegionTravelTimeIndexMap_2012.pdf/77ce3ad9-b443-41c2-8e08-dd689fdb406e)

<sup>49</sup> [http://www.cmap.illinois.gov/documents/10180/349301/DurationofHighwayCongestion\\_ChicagoRegion\\_2012.pdf/d0b4cfe9-809c-4ba8-9a36-4645aa031604](http://www.cmap.illinois.gov/documents/10180/349301/DurationofHighwayCongestion_ChicagoRegion_2012.pdf/d0b4cfe9-809c-4ba8-9a36-4645aa031604)

<sup>50</sup> [http://www.cmap.illinois.gov/documents/10180/349301/HighwayTravelTimeReliability\\_ChicagoRegion\\_2012.pdf/7334e26f-c258-4e4f-9af7-8a928441970e](http://www.cmap.illinois.gov/documents/10180/349301/HighwayTravelTimeReliability_ChicagoRegion_2012.pdf/7334e26f-c258-4e4f-9af7-8a928441970e)

The established weights are applied to the condition, safety, reliability, mobility, and truck volume component scores and those scores are summed with the geometric deficiencies score to obtain a raw need score, which is scaled to 20 points. Projects with no geometric deficiencies and truck volumes less than 2% will not be eligible for funding.

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*Complete the Project and Segment Characteristics section (questions 7-14) of the Truck Routes worksheet in the application workbook and select all roadway links on which improvements will occur on the eTIP map. If the project is re-routing trucks from one location to another, map the new location only in eTIP and attach a map/description of the old location.*

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**Improvement**

Improvement to mobility, reduction of geometric deficiencies, inclusion of systematic improvements, and mitigation of negative impacts of trucks will all contribute equally to the improvement score. Improvements can be realized by improving the current truck route corridor or by improving a nearby corridor and designating that improved corridor as a replacement for the current truck route.

The improvement to mobility, calculated as 100 – the raw mobility score, will be scaled to 5 points.

Improvement to geometric deficiencies will be scored as follows, for a total of up to 5 points.

<b>Improvement</b>	<b>Points</b>
Removal or avoidance of bridge weight limits within the project limits	1
Removal or avoidance of vertical clearance restrictions within project limits	1
Reduction of the % of project length with insufficient outer lane width for the design vehicle	Up to 1 point
Reduction of the % of intersections within project limits with insufficient turn radii for the design vehicle	Up to 1 point
Reduction of the % of intersections within project limits with insufficient queue storage for the design vehicle	Up to 1 point

Additional points, up to a maximum of five points, will be added for the inclusion of the following systematic improvements.

<b>Improvement</b>	<b>Points</b>
Truck travel information systems	+ 5
Adaptive signal control	+ 4
Integrated corridor management	+ 3
Traffic signal interconnect	+ 3
Dynamic message signs	+ 2
Truck route signing	+ 1

Additional points, up to a maximum of five points will be added for the following actions that can mitigate the negative impacts of truck traffic.

Mitigation Strategy	Points
Project reroutes trucks away from sensitive land uses*	+ 5
Project includes electrification infrastructure	+ 4
Project includes noise mitigation (sound walls, berms)	+ 3
Presence of off-street freight loading zones within project limits	+ 3
Loading/delivery time restrictions are imposed in project area	+ 2

\*Sensitive land uses may include, but are not limited to, hospitals, cemeteries, schools, parks, low income communities, downtown areas, agricultural areas, natural areas, etc. Applicants will be required to provide a narrative description of land uses surrounding the project location that could be considered sensitive.

The raw scores will be divided by the total project cost to determine cost effectiveness. The cost effectiveness of all projects within the road reconstruction category will be indexed to a scale of 0-20.

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*Complete the Project and Segment Characteristics section (questions 7-14), the Systematic Improvements section (question 15), and the Mitigation of Negative Impacts section (question 16) of the Truck Routes worksheet in the application workbook.*

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## Planning Factors

In addition to the transportation benefits and readiness scores explained above, all projects are evaluated on their support for regional priorities, identified as part of [ON TO 2050](https://www.cmap.illinois.gov/2050)<sup>51</sup>, the region’s long range comprehensive plan. The intent of the planning factors is to set projects up for success by encouraging supportive policies and to account for additional project benefits not captured through the transportation impact analysis. Planning factors are 30% of the total project score.

There are five planning factors: Inclusive Growth, Complete Streets, Resilience, Freight, and Transit Supportive Density. The application of these planning factors varies by project category as summarized in the table below.

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<sup>51</sup> <https://www.cmap.illinois.gov/2050>

Project Type	Maximum Points by Planning Factor					
	Inclusive Growth	Complete Streets	Resilience	Freight	Transit supportive density	Total
Bicycle/Pedestrian Barrier Elimination	15	10	5	0	0	30
Bridge Rehab or Reconstruction	15	10	0	5	0	30
Bus Speed Improvements	15	5	0	0	10	30
Corridor/Small Area Safety Improvements	15	10	0	5	0	30
Highway-Rail Grade Crossing Improvements	15	10	5	0	0	30
Road Expansion	15	5	5	5	0	30
Road Reconstruction	15	5	5	5	0	30
Transit Station, Yard, and Terminal Improvements	15	0	5	0	10	30
Truck Route Improvements	15	10	5	0	0	30

***Inclusive growth***

Long-term regional prosperity requires economic opportunity for all residents and communities. [Inclusive Growth](#)<sup>52</sup>, one of the ON TO 2050 plan principles, focuses on strategies, including transportation investments, that can increase access to opportunity for low income residents and people of color, and help the region to be stronger and more successful economically.

All projects are evaluated based on the percent of travelers using a facility that are people of color below the poverty line. Projects can receive a maximum of 15 points, which are awarded as shown below. For projects spanning multiple roadway or transit segments, the highest point value among those segments will be assigned.

Percent of facility users* that are people of color and under poverty line	Points
25% or more	15
20% to < 25%	12
15% to < 20%	9
10% to < 15%	6
5% to < 10%	3
Less than 5%	0

<sup>52</sup> <https://www.cmap.illinois.gov/2050/principles#IG1>

\* For bicycle/pedestrian barrier elimination projects, points are based on the percent of the population within a 1-mile buffer area of the project that are people of color and under the poverty line.

A map of these values is available on the call for projects webpage or directly [here](#)<sup>53</sup>.

*Select all roadway links/nodes, transit stations, or bicycle/pedestrian facilities on which improvements will occur on the eTIP map. For projects that cannot be mapped in eTIP, attach a location map on the Documents tab in eTIP.*

### **Complete streets**

One of ON TO 2050’s recommendations is to [support development of compact, walkable communities](#)<sup>54</sup>. Complete streets policies require streets to be planned, designed, operated, and maintained to enable safe, convenient, and comfortable travel and access for all anticipated roadway users, regardless of their age, abilities, or mode of travel. The adoption of complete streets policies and incorporation of complete streets design elements into all projects is encouraged.

Projects will receive points if the local jurisdiction (municipality, township, and/or county) in which they are located has an adopted complete streets policy. The number of points assigned varies by project type, as shown below.

<b>Project type(s)</b>	<b>Maximum complete streets policy points</b>
Bicycle/pedestrian barrier elimination	10
Bridge rehab/reconstruction; Corridor/small area safety improvements; Highway-rail grade crossing improvements; Truck route improvements	4
Bus speed improvements; Road expansion; Road reconstruction	2

Bicycle/pedestrian barrier elimination and transit station improvement projects are not eligible to receive complete streets elements points.

Eligible projects will also receive points if the project adds, replaces, improves, or leaves existing complete streets elements in place. The raw number of points varies by element as shown below and are cumulative, up to a maximum of 15 points.

<b>Elements included in project*</b>	<b>Raw Points</b>
Sidewalks	+ 2 points per side
Marked/striped bike lane	+ 1 point per side

<sup>53</sup> <https://www.cmap.illinois.gov/documents/10180/1276653/InclusiveGrowthMap.pdf/7ed1cb89-12ef-2122-5fe6-a68f7640854e?t=1608678122891>

<sup>54</sup> <https://www.cmap.illinois.gov/2050/community/walkable-communities>

Buffered/protected bike lane	+ 1 point per side/direction
Multi-use path or trail (either side)	+ 4 points
Refuge islands (any number)	+ 1 point
Curb extensions/bump outs/chicanes (any number)	+ 1 point
Bicycle racks and/or bike-sharing docks (any number)	+ 1 point
Crosswalk or lane enhancements (e.g. colored, raised, textured)	+ 1 point
Pedestrian beacons or countdown signals	+ 1 point

\*Added, replaced, improved, or existing; Other elements may be considered on a case-by-case basis

Raw points will be scaled to the following maximum number of points by project category.

Project type(s)	Maximum complete Streets elements points
Bridge rehab/reconstruction; Corridor/small area safety improvements; Highway-rail grade crossing improvements; Truck route improvements	6
Bus speed improvements; Road expansion; Road reconstruction	3

Bicycle/pedestrian barrier elimination and transit station improvement projects are ineligible to receive complete streets elements points.

For more information about complete streets policies and project design, see the [CMAP complete streets toolkit](#)<sup>55</sup>.

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*Complete the Complete Streets Planning Factor section on the Bike Ped Barrier Elimination (question 5), Bridge Projects (questions 3-4), Rail-Hwy Crossings (questions 3-4), Road Projects (questions 14-15), Safety (questions 9-10), Transit Projects (questions 27-28), or Truck Routes (questions 3-4) worksheet(s) of the application workbook, as appropriate for the application's project type(s).*

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## **Resilience**

Improving the resilience of the transportation network to weather events and climate change, one of ON TO 2050's [recommendations](#)<sup>56</sup>, will help reduce impacts from flooding, extreme heat, and other hazards while also benefiting water and air quality.

Projects in the eligible categories below will receive resilience policy points if the local jurisdiction (municipality, township, and/or county) in which they are located has an adopted policy with the goal of increasing transportation resilience. A green streets policy is one example of a resilience policy. The Metropolitan Washington Council of Governments' [green](#)

<sup>55</sup> <http://www.cmap.illinois.gov/programs/local-ordinances-toolkits/complete-streets>

<sup>56</sup> <https://www.cmap.illinois.gov/2050/mobility/transportation-climate-resilience>

[streets policy](#)<sup>57</sup> includes definitions related to green streets, guidance for the development of local green streets policies, and numerous technical and policy resources.

These projects will also receive resilience elements points if the project includes elements that improve the ability of an existing surface transportation asset to withstand one or more elements of a weather event or natural disaster, or to increase the resilience of surface transportation infrastructure from the impacts of changing conditions, such as flooding, extreme heat, and other weather events or natural disasters. Bridge rehab/reconstruction, bus speed improvements, and corridor/small area safety improvement projects are ineligible to receive resilience points.

Project type(s)	Maximum resilience policy points	Maximum resilience elements points
Bicycle/pedestrian barrier elimination; Highway-rail grade crossing improvements; Road expansion; Road reconstruction; Transit station, yard, and terminal improvements; Truck route improvements	1	4

Eligible elements vary based on the function of the resilience improvement. Some elements are eligible outright, while others must exceed the established design standards to receive points. For example, a project that provides stormwater storage using gray infrastructure would need to provide additional capacity than what is currently required in order to be eligible.

<b>Eligible resilience elements*</b>
Stormwater storage using green infrastructure, including permeable surfaces
Flood control improvements to protect flood-prone surface transportation assets
Intelligent transportation systems: weather responsive traffic management strategies
<b>Eligible resilience elements when design standard is exceeded*</b>
Stormwater storage using gray infrastructure (e.g., in-line detention, dry basin)
Compensatory storage
Drainage structure upgrade (size or number of culverts or catch basins, upgrade storm sewer, sewer separation, install/repair pump station)
Roadway relocation or elevation above flood level

\*Other elements, including elements to reduce impacts from other hazards and add redundancy, may be considered on a case-by-case basis

Points will be awarded to eligible elements based on the following for a maximum of four points.

<sup>57</sup> <https://www.mwcog.org/documents/2014/02/19/tpb-r10-2014---resolution-approving-the-green-streets-policy-for-the-national-capital-region/>

Resilience element(s)	Maximum resilience elements points
Addresses climate vulnerability (e.g., flooding) and enables facility to function in such a condition	2
Uses green infrastructure	2

For more resources and examples of resilience improvements in transportation projects, see the [US EPA’s Green Streets website](#)<sup>58</sup>, [US EPA Green Streets Handbook](#)<sup>59</sup>, the Metropolitan Water Reclamation District (MWRD) of Greater Chicago’s [Technical Guidance Manual](#)<sup>60</sup>, and the National Association of City Transportation Officials [Urban Street Stormwater Guide](#)<sup>61</sup>.

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*Complete the Resilience Planning Factor section on the Bike Ped Barrier Elimination (questions 3-4), Rail-Hwy Crossings (questions 5-6), Road Projects (questions 17-18), Transit Projects (questions 25-26), or Truck Routes (questions 5-6) worksheet(s) of the application workbook, as appropriate for the application’s project type(s).*

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### **Freight movement**

[Maintaining the region’s status as North America’s Freight hub](#)<sup>62</sup> is one of the recommendations of ON TO 2050. While some of the shared fund priority project types are specifically aimed at improving freight movement in the region (rail-highway grade crossings, and truck route improvements), other project types can also have substantial freight benefits.

Eligible projects will receive 3 points if they are located on a [regional freight network](#)<sup>63</sup>, including the National Highway Freight Network, a designated Class I or Class II truck route, or a National Highway System Intermodal Freight Connector.

Eligible projects will also receive points if the sponsor or local jurisdiction (municipality, township, and/or county) in which they are located has adopted any of the below policies or procedures to improve truck routing and permitting and/or delivery management strategies to reduce negative impacts of freight. Points are cumulative, up to a maximum of 2 points.

Freight policy or procedure	Points
Sponsor/local jurisdiction has an online truck permitting program	+ 1
Sponsor/local jurisdiction has one or more delivery management policies	+ 1
Sponsor has completed/participated in a truck routing study	+ 1

<sup>58</sup> <https://www.epa.gov/G3/learn-about-green-streets>

<sup>59</sup> [https://www.epa.gov/sites/default/files/2021-04/documents/green\\_streets\\_design\\_manual\\_feb\\_2021\\_web\\_res\\_small\\_508.pdf](https://www.epa.gov/sites/default/files/2021-04/documents/green_streets_design_manual_feb_2021_web_res_small_508.pdf)

<sup>60</sup> <https://mwrdd.org/technical-guidance-manual-tgm>

<sup>61</sup> <https://nacto.org/publication/urban-street-stormwater-guide/>

<sup>62</sup> <https://www.cmap.illinois.gov/2050/mobility/freight>

<sup>63</sup> <https://cmapgis.maps.arcgis.com/apps/View/index.html?appid=1446d3aa32e9410382f03bf0b942afa4>

Sponsor has completed a systematic review of truck restrictions within their jurisdiction	+ 1
The project is identified in a local, county, or regional freight mobility plan	+ 1

Projects in the categories below are eligible to receive these points.

Project type(s)	Maximum freight policy points	Maximum freight network points
Bridge rehab/reconstruction; Corridor/small area safety improvements; Road expansion; Road reconstruction	2	3

Bicycle/pedestrian barrier elimination, bus speed improvements, highway-rail grade crossing improvements, transit station improvements, and truck route improvements projects are not eligible to receive freight planning factor points.

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*Complete the Freight Planning Factor section on the Bridge Projects (question 5), Road Projects (question 16), or Safety (question 11) worksheet(s) of the application workbook, as appropriate for the application’s project type(s).*

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**Transit-supportive land use**

ON TO 2050 includes the recommendation to [make transit more competitive](#)<sup>64</sup>. Transit agencies cannot sustain fast, frequent, reliable service without accompanying supportive land use changes. Eligible projects receive points if they are located in areas where zoning and urban design requirements are transit-supportive. This will be scored as follows:

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<sup>64</sup> <https://www.cmap.illinois.gov/2050/mobility/transit>

Max Score	Criteria																		
7	<p>Up to 4.5 points will be awarded based on the permitted density for residential and non-residential land uses within one-half mile of the transit station. If more than one residential or non-residential classification is zoned within the station area, points will be assigned to the classification with the highest permitted density.</p> <p>Points will be assessed based on both residential <i>and</i> non-residential densities. If the two categories yield different point totals, the average of the two totals will be awarded.</p> <p><b>Permitted Densities:</b></p> <table border="1" data-bbox="532 653 1305 932"> <thead> <tr> <th>Residential (DU/buildable acre)</th> <th>Non-Residential (Building Height*)</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>&lt; 6</td> <td>1 story (12 ft.)</td> <td>0</td> </tr> <tr> <td>&gt; 6 and ≤ 10</td> <td>2 story (24 ft.)</td> <td>1.0</td> </tr> <tr> <td>&gt; 10 and ≤ 16</td> <td>3 story (36 ft.)</td> <td>2.0</td> </tr> <tr> <td>&gt; 16 and ≤ 24</td> <td>4 story (48 ft.)</td> <td>3.0</td> </tr> <tr> <td>&gt; 24</td> <td>&gt; 4 story (&gt; 48 ft.)</td> <td>4.5</td> </tr> </tbody> </table> <p>*Building height given in feet based on 12 feet per story. AND</p> <p>Up to 2.5 points will be awarded based on <b>innovative parking requirements</b>, which supports denser development by increasing space available for other uses (one point for each strategy implemented):</p> <ul data-bbox="456 1171 1299 1444" style="list-style-type: none"> <li>• Reduced minimum parking requirements</li> <li>• Enacted maximum parking requirements</li> <li>• Shared parking permitted</li> <li>• In-lieu parking fees permitted</li> <li>• Enacted bicycle parking requirements</li> <li>• Off-street parking is required behind or underneath buildings</li> <li>• Off-street parking is permitted off-site</li> </ul>	Residential (DU/buildable acre)	Non-Residential (Building Height*)	Points	< 6	1 story (12 ft.)	0	> 6 and ≤ 10	2 story (24 ft.)	1.0	> 10 and ≤ 16	3 story (36 ft.)	2.0	> 16 and ≤ 24	4 story (48 ft.)	3.0	> 24	> 4 story (> 48 ft.)	4.5
Residential (DU/buildable acre)	Non-Residential (Building Height*)	Points																	
< 6	1 story (12 ft.)	0																	
> 6 and ≤ 10	2 story (24 ft.)	1.0																	
> 10 and ≤ 16	3 story (36 ft.)	2.0																	
> 16 and ≤ 24	4 story (48 ft.)	3.0																	
> 24	> 4 story (> 48 ft.)	4.5																	

Max Score	Criteria
3.0	<p>Up to 3 points will be awarded for the <b>presence of mixed-use zoning</b> within one-half mile of transit project (1 point for each strategy implemented):</p> <ul style="list-style-type: none"> <li>• Zoning allows vertical mixing of uses (e.g., residential units above ground-level retail or office).</li> <li>• Zoning allows pedestrian-friendly diverse land uses (e.g., drugstores, groceries, dry cleaning, banks, restaurants, gyms, hardware stores, etc.).</li> <li>• Zoning excludes car-dependent land uses (e.g., drive-through stores, strip malls, etc.).</li> </ul> <p>Communities that have implemented form-based codes may require additional qualitative analysis from CMAP staff to ensure their zoning meets the above standards.</p>

CMAP staff will also consider additional information provided by applicants that notes where potential transit users within a ½ mile of a station or stop may be higher than the zoning might suggest.

Projects in the categories below are eligible to receive these points.

Project type(s)	Maximum transit supportive density points
Bus speed improvements; Transit station improvements	10

Bicycle/pedestrian barrier elimination, bridge rehab/reconstruction, corridor/small area safety improvements, highway-rail grade crossing improvements, road expansion; road reconstruction, and truck route improvements projects are not eligible to receive transit supportive density planning factor points.

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*Complete the Transit Supportive Land Use Planning Factor section (questions 21-24) on the Transit Projects worksheet of the application workbook.*

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### Subregional Priority

The CMAP region consists of eleven subregional councils of mayors and the City of Chicago. While the STP Shared Fund methodology captures priorities of the entire region, each subregion and Chicago also have unique priorities. In order to give consideration to those subregional priorities, each council and the City of Chicago (through CDOT) are asked to identify their five highest priority projects from the eligible applications received during the call for projects. These projects will be assigned subregional priority points as follows:

Priority	Points
Highest priority	5
2 <sup>nd</sup> highest priority	4
3 <sup>rd</sup> highest priority	3
4 <sup>th</sup> highest priority	2
5 <sup>th</sup> highest priority	1

Although it is anticipated that councils and CDOT will identify projects located within their borders, regardless of the sponsor agency, as their highest priorities, they may also identify priorities outside of their borders if the travel shed of the priority project (developed as part of the jobs + households scoring) extends into their jurisdiction.

Should a council or CDOT identify a project outside their borders and that project’s travel shed does not extend into their jurisdiction (an “external project”), they must provide a clear justification of the external project’s transportation benefit to their residents and/or to persons working or traveling within their subregion. This justification will be reviewed by CMAP staff and discussed with CDOT and Council representatives. Any disagreement on the validity of the justification provided will be presented to the STP PSC for discussion and a final decision regarding the assignment of subregional priority points. Should the STP PSC decide not to accept the priority designation, the council that assigned the priority will not be given an opportunity to identify an alternate priority.

Projects that are designated as priorities by more than one subregion will receive the combined points appropriate to the level of priority, up to a maximum of 5 points. “Point swapping” between councils and/or CDOT is prohibited. The STP PSC will have discretion in determining if any point swapping has occurred and may elect to nullify any priority points assigned by the involved councils or CDOT.

CMAP will provide the councils and CDOT with a list of eligible project applications received no later than 2 weeks after the close of the call for projects. CMAP will also provide travel shed maps for individual projects under consideration for priority points upon request only. The councils and CDOT will have no less than 3 additional weeks to identify their priorities. Up to two additional weeks may be utilized for CMAP staff to review and seek committee feedback on any external projects identified as priorities. Should any project identified as a priority by a council or CDOT be determined to be ineligible for the Shared Fund after the initial assignment of priority points, the council or CDOT will be given one opportunity to re-assign that priority to a different project or to elevate projects of lower priority into the ineligible project’s slot. Initial project evaluation results will not be released for applicant or public review prior to the final identification of subregional priorities. The overall program development schedule may be modified to accommodate this policy.

Councils and CDOT may also indicate at this time lack of support for non-municipally sponsored project applications falling wholly or partially within their boundaries. Lack of support will not cause a project application to be disregarded, however the lack of support will be communicated to the STP PSC for consideration.

Subregional priority is 5% of the total project score.

## **Project selection and programming process**

### **Step 1: Call for Projects**

CMAP staff will issue a call for projects in January of 2023, with a closing date in March 2023. This application booklet, which documents the application, scoring, and program development process has been provided, along with an *estimate* of funds available for programming during each year for which applications are being accepted, all application materials, and instructions for completing those materials. At least one training and information session for prospective applicants will be held, with an option for attending virtually, and a recording of that session will be made available on the call for projects website.

### **Step 2: Eligibility Screening**

CMAP staff will review all applications to determine if the minimum eligibility criteria (minimum cost/multiple partners, completion of preliminary engineering, and inclusion in plans) have been met. A list of eligible applications will be published and provided to councils and CDOT for the assignment of subregional priority points. Sponsors of projects deemed to be ineligible will be notified that their application(s) will not be scored. If funding has been requested for any phase deemed to be ineligible based on the degree of completion of preliminary engineering, the sponsor will be notified and given no less than 5 business days to submit a revised funding request that excludes the ineligible phase(s).

### **Step 3: Project Scoring**

CMAP staff will score all applications using the methodology described in this application booklet. If staff requires additional information from an applicant to complete the scoring, the applicant will have no less than ten business days from the time staff requests the data to provide that data. In the event data is not provided in the original application or in response to a follow-up request, CMAP staff may award zero points for the criteria in question.

If at any time during the scoring of a project it is determined that the project is not eligible for funding consideration because it does not provide any improvement or because the calculated need does not meet thresholds for funding consideration within the project category, all further scoring of the project will be halted, and the sponsor will be notified of the eligibility determination. If any subregional priority points have been assigned to the project, the body assigning those points will be given no less than 5 business days to re-assign the points to a different project.

Upon completion of the scoring, CMAP staff will publish all draft scores and provide a minimum of two weeks for applicants to request clarification of the calculated scores. No supplemental information will be accepted during this period, but staff may adjust scoring if application materials were misinterpreted in any way. Following that two-week period, staff will develop final scores and project rankings.

## **Step 4: Draft Program Development**

CMAP staff will determine the amount of funding anticipated to be available in each year, from FFY 2024 to FFY 2028, based on projected programming marks provided by IDOT (anticipated to be received by CMAP in January 2023), application of the shared fund set-asides contained in the October 2017 agreement between CDOT and the councils, and the current STP Shared Fund active program of projects. Starting with the highest ranked project application, CMAP staff will program projects in rank order, until all available funds are exhausted or until there are insufficient funds available to accommodate the requested funds. In doing so, the following considerations will be made:

- CMAP cannot program more funds in any single FFY than are estimated to be available in that FFY. Unprogrammed funds from one year are not available for programming in other years.
- Due to federal authorization procedures, no phase can be split across federal fiscal years, except in the case of projects that identified a staged construction plan in which all stages of construction meet state and federal requirements including having logical termini and independent utility (see “Staged Construction” additional information below).
- If all requested phases of a project cannot be fully funded within FFYs 2024 to 2028, CMAP staff will refer to the minimum acceptable funding indicated in the project application. If all phases of the project can be accommodated at the minimum acceptable funding level (or higher), the project will be programmed at those levels (see “Minimum Acceptable Funding” additional information below).
- If all requested phases of a project cannot be funded at the “minimum acceptable funding” levels, the entire project will be placed in the contingency program at the fully requested funding amounts. Both full funding and minimum acceptable funding will be considered when making active reprogramming decisions.
- If a project phase cannot be funded (fully or at the minimum acceptable level) in the year requested, but that phase, and all subsequent phases of the project can be funded in later years, it will be funded in the later years. Sponsors of projects in this situation will be asked to confirm acceptance of the revised schedule or will be placed in the contingency program.
- In no case will a project phase(s) be programmed in an earlier year than requested or with a smaller interval between phases than requested. For example, if ENG2 was requested in FFY 2024 and CON was requested in FFY 2026 (two-year interval), but ENG2 is programmed in FFY 2025, CON will not be programmed any earlier than two years later (FFY 2027).
- Full funding in later years will be considered before funding at the minimum acceptable (or higher) level.

## **Step 5: Public Comment**

Following release of the draft staff recommended Active and Contingency programs, a public comment period of no less than 30 days will be held.

## Step 6: Final Program Recommendation

Staff will provide the STP Project Selection Committee (PSC) with a final programming recommendation, based on the draft program and public comments. Following STP PSC action to recommend a final program, CMAP staff will prepare a TIP amendment(s) incorporating the STP PSC recommended program for consideration by the MPO Policy Committee and CMAP Board.

## Step 7: Program Implementation

Following approval of the TIP amendment(s), implementation of the program according to [Active Program Management](#)<sup>65</sup> policies will begin.

## Staged Construction

Large, complex projects may be constructed in “stages” or “phases” due to cost or other factors when segments of the project have independent utility and logical termini, while also contributing to the function of the overall project. Typically, staged construction is identified during the NEPA process for the overall project. A project is not considered to be staged if separate NEPA documentation or preliminary engineering was completed for the individual stages.

Staged construction within the STP-SF program requires that each stage will be treated as an independent construction project, let separately, with unique state job, federal project, and construction contract numbers. As such, **each construction stage of a project will be evaluated as a separate application** and each stage may receive significantly different total scores based on the transportation impacts and planning factors that apply to each stage.

When calculating the total cost of all phases of the project for the improvement score for an individual stage, costs for preliminary engineering (ENG1) and design engineering (ENG2) will not be prorated. Land acquisition costs (and points in the Project Readiness criterion) will be applied by stage, if stage-specific land acquisition data is provided by the applicant. Stages should be sequenced in the order in which they are proposed to be constructed, which may not be the order in which they are physically aligned.

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*Complete ONE eTIP application for the entire project – see the eTIP User Guide for instructions for indicating stages in the location and proposed funding information sections of eTIP. Complete a SEPARATE application workbook for each stage of the project, and one for the entire project. Be sure to include the stage in the Project Title field(s) of the application workbook.*

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<sup>65</sup> <https://www.cmap.illinois.gov/documents/10180/931110/STP+APM+Policies+-+approved+9-25-18.pdf/9f751522-021c-a029-ca8f-c75ba9d13e41>

## Minimum Acceptable Funding

During the application process, sponsors may indicate if they are willing to accept less than full funding for a project or project phase. By providing a minimum acceptable funding amount, sponsors must agree that:

- They have local or other funds available to fill the funding gap. Those funds must be identified in the TIP when the MPO Policy Committee approves the STP Shared Fund active program in October. If STP-Local funds will be used to fill the funding gap, those funds must have been programmed in a prior STP-Local funding cycle or must be actively reprogrammed according to Active Program Management policies prior to MPO Policy Committee consideration of the STP Shared Fund active program in October.
- They will not be awarded any additional STP Shared funds under any active reprogramming actions allowed by the Active Program Management policies. However, they may reapply for additional STP Shared funds in future calls for projects, but any STP Shared funds already programmed will not be considered as “committed” funds during future calls.
- Projects funded at a minimum acceptable funding level will not be "made whole". When accepting a funding dollar amount, the applicant is accepting a set percentage share of STP Shared funds. If the total project or project phase cost changes over time, whether increasing or decreasing, the percentage share of STP Shared funds will remain constant and will not be increased or decreased. For example, if \$5 million in STP-SF is programmed for a \$10 million project, the ratio is 50%. If the cost of the project increased to \$12 million, 50% would be \$6 million, therefore a \$1 million increase could be requested. If the cost of the project decreased to \$8 million, the STP-SF programmed would be decreased to \$4 million.
- Financial commitment points will be calculated based on the full requested amount of STP Shared funds. These points will *not* be recalculated if a project is funded at the minimum acceptable level.

Projects being considered for staged construction must provide a minimum acceptable funding amount for each stage for which the sponsor wishes to be considered for less than full funding.

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*Complete the Minimum Acceptable Funding section (questions 7-8) of the All STP Projects worksheet in the application workbook. Note that the eTIP Proposed Funding Information should reflect the full funding request.*

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## Selection Process Timeline

The timeline below represents the general flow of the application and approval process. This schedule is subject to change. If changes occur, those changes will be posted on the call for projects web page.

Schedule	Action
January 17, 2023	Call for projects open
February 24, 2023	Local applications due in eTIP for Planning Liaison review
March 10, 2023	All applications and attachments due
March 31, 2023	List of eligible applications (based on sponsor, total cost, and inclusion in plans only) provided to councils and CDOT for subregional priority points
April 6, 2023	Summary of applications available
April 21, 2023	Deadline for councils and CDOT to submit subregional priority point allocations
May 2023	Evaluation results and preliminary scores available for applicant review
July 13, 2023	Staff recommended program presented to STP Project Selection Committee
July 13, 2023 – August 11, 2023	Public comment period open
August 31, 2023	STP Project Selection Committee review of public comment and consideration of final program approval
September 22, 2023	CMAP Transportation Committee considers TIP changes incorporating approved program
October 11, 2023	MPO Policy Committee and CMAP Board consider final approval of TIP changes for the program

## Application Checklist

The application process is completed online using CMAP’s eTIP database. Please ensure the following steps are completed.

- Creation of project application in eTIP with project work types, location, and financial information
- GATA registration completed (except projects to be processed through FTA)
- Application Workbook – sections specific to the project type are completed and the entire workbook is uploaded to eTIP
- Quarterly Status Update form completed and uploaded to eTIP
- Detailed cost estimate completed and uploaded to eTIP

All forms are available on the call for projects web page. Applications submitted that are missing any of the following will not be considered for funding:

- Project financing & funding request in eTIP, detailing all project phases
- Completed Application Workbook (MS Excel format)

For any other missing information, CMAP staff and/or the applicant's Planning Liaison will contact the applicant and the applicant will have no less than ten business days from the time of the request to provide that data.

## Contact Information

If you have a question or need assistance, please review the Frequently Asked Questions (FAQs) on the call for projects web page, contact your [Planning Liaison](#)<sup>66</sup>, or contact [Kama Dobbs](#)<sup>67</sup>, CMAP's program manager for the STP Shared Fund.

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<sup>66</sup> <https://www.cmap.illinois.gov/documents/10180/0/Municipalities+by+Council+07-14-20.pdf/71fb1f5c-4dae-9ac0-0a99-4cce0e33f8c5>

<sup>67</sup> [kdobbs@cmap.illinois.gov](mailto:kdobbs@cmap.illinois.gov) or 312.386.8710

## Appendix A: FY22 Cohort 4 Communities

These communities were designated as Cohort 4 communities in the [FY22 Community Cohorts](#)<sup>68</sup> document and are eligible to request Phase 1 Engineering funding and to request the use of Transportation Development Credits – Highways (TDCHs, also known as “toll credits”), as described in the [Eligibility](#) section of this document.

### Municipalities

Bellwood  
 Berwyn  
 Blue Island  
 Braceville  
 Broadview  
 Burnham  
 Calumet City  
 Calumet Park  
 Chicago Heights  
 Cicero  
 Dixmoor  
 Dolton  
 East Hazel Crest  
 Ford Heights  
 Glenwood  
 Godley  
 Harvard  
 Harvey  
 Hazel Crest  
 Hebron  
 Highwood  
 Holiday Hills  
 Hometown  
 Justice  
 Lisbon  
 Lynwood  
 Lyons  
 Markham  
 Maywood  
 McCullom Lake  
 Millington  
 North Chicago  
 Park City  
 Park Forest  
 Phoenix

Posen  
 River Grove  
 Riverdale  
 Robbins  
 Round Lake Heights  
 Round Lake Park  
 Sauk Village  
 South Chicago Heights  
 Steger  
 Stickney  
 Stone Park  
 Summit  
 University Park  
 Waukegan  
 Zion

### Chicago Community Areas

Archer Heights  
 Armour Square  
 Auburn Gresham  
 Austin  
 Belmont Cragin  
 Brighton Park  
 Burnside  
 Chicago Lawn  
 East Garfield Park  
 East Side  
 Englewood  
 Fuller Park  
 Gage Park  
 Grand Boulevard  
 Greater Grand Crossing  
 Hegewisch  
 Hermosa  
 Humboldt Park

Lower West Side  
 McKinley Park  
 Montclare  
 New City  
 North Lawndale  
 Oakland  
 Riverdale  
 Roseland  
 South Chicago  
 South Deering  
 South Lawndale  
 South Shore  
 Washington Heights  
 Washington Park  
 West Elsdon  
 West Englewood  
 West Garfield Park  
 West Lawn  
 West Pullman  
 Woodlawn

<sup>68</sup> [https://www.cmap.illinois.gov/documents/10180/10751/01+Community\\_Cohorts\\_FY22\\_2022-04-01.pdf/b6a323b0-f7a3-7e0d-b2b6-c2f818ec8daa?t=1657657414339](https://www.cmap.illinois.gov/documents/10180/10751/01+Community_Cohorts_FY22_2022-04-01.pdf/b6a323b0-f7a3-7e0d-b2b6-c2f818ec8daa?t=1657657414339)

# STP Active Program Management Policies

Enacted: September 25, 2018

Updated: December 1, 2022

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# I. Introduction

Active Program Management (APM) provides a mechanism for ensuring timely obligations to protect the region’s funding from lapse and rescission, and to provide flexibility for moving forward projects that are “ready” in favor of those that are “delayed”. APM is achieved through strong project and program management with active monitoring of project implementation status from project selection through obligation of federal funds. These policies were initially enacted on September 25, 2018 and were revised on December 1, 2022. The revisions reorganized and numbered the policies to make them easier to reference. Substantial changes to the 2018 policies during the 2022 revisions are summarized in Appendix A.

# II. Definitions

Advance Construction (AC)	A type of authorization for federal participation in a project that serves as an advanced commitment that funding will be reimbursed by US DOT at a later date. An AC authorization does not encumber federal funds.
AC Converted (ACC)	An accounting action by US DOT to convert an AC authorization to an obligation of funding. AC authorizations must be converted to ACC in order for reimbursement of federal funds to occur. Converted funds are encumbered and thus guaranteed to be available.
Allotment	The amount of funds to be distributed to an agency/entity by formula .
Authorization	A commitment by US DOT to participate financially in a project and agreement that the project activities may begin and are eligible for federal participation. In Illinois, authorizations are commonly made as “Advance Construction (AC)”. An authorization does not encumber funds. In these policies, authorization and obligation are used synonymously.
Carryover	The amount of funding from a prior federal fiscal year that is allowed to be added to the next federal fiscal year’s allotment.
COG	Council of governments. COGs have no role in the programming of STP funds, except where the COG and CoM are identical in boundary and membership.
CoM	Council of mayors. CoMs are the official selecting body for the region’s eleven councils. With limited exceptions, each

municipality in the region is assigned to one CoM. These assignments are revisited following each decennial census and the determination of CMAP's Metropolitan Planning Area (MPA) boundaries.

Council	Synonymous with CoM.
Expended	Funds are considered to be expended when invoices are paid and US DOT has begun reimbursing funds.
FFY	The Federal Fiscal Year (FFY) begins on October 1 of the prior calendar year and ends on September 30. All STP accounting follows FFYs.
Local Agency Agreement	All references to the Local Agency Agreement in these policies include, for projects sponsored by CDOT, the Uniform Intergovernmental Agreement (UIGA).
Mark	The estimated amount of funding available to be programmed. The mark is the sum of the allotment plus any allowed carryover.
Obligation	A commitment by US DOT to participate financially in a project. Obligations encumber funding. In these policies, authorization and obligation are used synonymously.
Obligation Remainder	The difference between the amount of funding programmed for a project phase and the actual federal obligation or authorization. These funds are available to be reprogrammed. Differences between the current cost estimate for a phase and the programmed amount for the phase, when the cost estimate is lower, may be treated as obligation remainders for the purpose of determining the amount of funding to be carried over at the end of an FFY.
Redistribution (fund)	When funding is withdrawn from a selecting body according to these policies, that funding is transferred to the redistribution.
Selecting body	The agency and/or committee that has the authority to develop a project selection methodology, approve a program of projects, and approve changes to that program.
UIGA	Within these policies, Local Agency Agreement is synonymous with the Uniform Intergovernmental Agreement (UIGA) used for projects sponsored by CDOT.

### III. Program Development

By agreement between the Councils of Mayors and the City of Chicago, endorsed by the CMAP MPO Policy Committee and the Illinois Department of Transportation, there are two distinct Surface Transportation Block Grant funded programs (STP): the Shared Fund, programmed by the CMAP STP Project Selection Committee (STP PSC) and administered by CMAP staff, and the Local Program, which is made up of twelve individual programs that are developed, programmed, and administered by the councils of mayors (councils) and Chicago Department of Transportation (CDOT).

#### A. Active Program

Each selecting body must develop and maintain a fiscally constrained five-year program of projects. Project phases included in an active program are those for which funding is committed and programmed in the CMAP TIP. Only project phases in an active program can move forward to federal authorization.

##### 1. Parts of the active program

###### a. Current year

The first year of the active program will be considered the “current year” and will be subject to obligation deadlines described in section IV.A. of these policies.

###### b. Out years

The next four years will be considered the “out years”. Project phases programmed in out years are not subject to obligation deadlines and can be actively reprogrammed in other out years at any time, subject to each year of the multi-year program maintaining fiscal constraint at all times.

##### 2. Fiscal constraint

a. Active programs will be included in the region’s TIP and are therefore subject to fiscal constraint.

b. A selecting body cannot program more funds in any individual federal fiscal year than are estimated to be available in that year. Estimates of available funding, known as programming marks, are provided by CMAP. Marks have two components:

(i) Allotment. The amount of funding allotted to each selecting body according to the distribution formula contained in the agreement between the Councils of Mayors and CDOT.

(ii) Carryover. The amount of funding that was not utilized by the selecting body in a prior federal fiscal year that is eligible per these policies (see section VIII.A.1.c.) to be carried forward to the next FFY.

### 3. Funding commitment

- a. While funds are committed for project phases in active programs, there is no real or implied guarantee of funding until an obligation occurs.
- b. Projects must follow all federal and state procedures to advance to authorization and must meet the milestones and requirements of these policies, and any additional requirements set forth by the selecting body.
- c. If federal funding is not appropriated by Congress or is not allotted to CMAP for programming by IDOT, or if appropriations and/or allotments differ in any year from programming estimates provided to selecting bodies at the time of program development, some or all programmed project phases may not be able to be authorized in the federal fiscal year that they are programmed.

## **B. Contingency Program**

It is anticipated that during each call for projects there will be more applications than can be programmed within the years of the call cycle. Additionally, to facilitate the region's goal of obligating 100% of available funding each year, selecting bodies should develop a contingency program of projects during each call cycle.

### 1. Project Inclusion

- a. The contingency program should include, in rank order, the next highest ranked projects that were unable to be funded in the CFP due to fiscal constraint.
- b. Sponsors of contingency projects must be committed to keeping projects active and moving forward toward obligation of federal funding in the two years between calls for projects.
- c. If funds for potential contingency program project phases were requested in the 3<sup>rd</sup>, 4<sup>th</sup>, or 5<sup>th</sup> year of the program, the likelihood of those phases being obligated in the two years between calls for projects should be considered before including those phases in the contingency program.
- d. Projects requiring a conformity determination that are not already included in the current conformed TIP may be included in contingency programs but cannot be reprogrammed into the current year of the active program after the TIP change submittal deadline for the spring semi-annual conformity analysis. These contingency projects can be reprogrammed into an out year of the active program as part of a Conformity Amendment to the TIP.
- e. Projects, or phases of projects, that did not apply for funding during a call for projects cannot be added to a contingency program until the next applicable call for projects.

### 2. Contingency Program Status and Expiration

- a. Inclusion of a project in a contingency program is not a guarantee of future federal funding for any phase of a project.
- b. The contingency program will expire with each subsequent call for projects.

- (i) Projects included in the contingency program from the prior CFP must reapply for funding consideration during the next call if they wish to remain eligible for STP funding.
- (ii) If the first phase of a project in the contingency program is moved to the active program, there is no guarantee that the subsequent phases will be funded via the contingency program or future active programs.
- (iii) There will be no “automatic” reprogramming from the contingency program to the active program. However, each selecting body may determine if points will be awarded during a call of projects for phases completed or in-progress while included in the contingency program.

3. Active program projects that were moved to Contingency

- a. Active projects that are reprogrammed in the contingency program, either voluntarily, or due to missing an obligation deadline, must reapply for funding consideration during the next call for projects.
- b. This reapplication will reset all deadlines associated with project phases and make phases eligible for obligation deadline extensions.
- c. If unsuccessful with future applications for STP funding, the sponsor may complete the project using another fund source(s).
- d. If the project is not completed within the timeframe required by federal law, the sponsor will be required to pay back federal funds used for previous phases of the project.

**C. Calls for Projects**

Projects are added to programs during calls for projects.

1. Schedule

a. Local Programs

Beginning with the development of FFY 2025 – 2029 programs, the councils and CDOT will solicit for project applications between October and December of odd numbered calendar years.

b. Shared Fund

Beginning with the development of FFY 2026 – 2030 programs, CMAP will solicit for project applications between October and December of even numbered calendar years.

c. All programs

From January through April, evaluations, development of recommended programs, appropriate committee reviews, and public comment will occur. A CMAP TIP Amendment(s) to incorporate the recommended program(s) will be prepared for CMAP Transportation Committee consideration ahead of the June meeting of the MPO Policy Committee. Final approval of the program(s) will

occur when the MPO Policy Committee takes action on the TIP Amendment(s) in June.

## 2. Guidelines

### a. Notification and public participation

- (i) Calls for projects must be publicly announced on the selecting body's and/or CMAP's website. Notices of calls for projects should be sent directly to eligible applicants via US Mail or e-mail.
- (ii) The scoring and project selection methodology that applies to the call for projects and all application materials must be publicly available on the selecting body's and/or CMAP's website.
- (iii) The public must be given an opportunity to comment on the draft active and contingency programs prior to approval consideration by the selecting body through a public comment period of no less than 30 days.
- (iv) The public must have opportunities to observe and participate in program development and to attend and provide comments at meetings when programming decisions will be made. The public cannot be charged a fee to attend or participate in these meetings.

### b. Eligible applicants

- (i) Applications must be accepted from any entity that is eligible to receive federal STBG funding, including but not limited to: municipalities, townships, counties, public transit providers, public ports, and public airports.
- (ii) Non-municipal sponsors may be required to have a municipal co-sponsor or a letter or resolution of support from the municipality and/or county in which the project is located.
- (iii) All municipalities in the region are assigned to a council(s) for the purposes of applying for and receiving STP funding. A council(s) cannot restrict acceptance of applications from any municipality assigned to their council and cannot require the payment of membership dues as a condition for applying for or receiving funding.
- (iv) Applicants whose jurisdictions or service areas extend beyond the boundaries of a single council, such as counties, townships, and public transit providers should apply to the council(s) in which their project is physically located.
- (v) Council procedures must allow for consideration of "multi-council" project applications. If selected for funding, the affected councils and project sponsor(s) shall coordinate with CMAP to assign a single council as the programming lead for project implementation and to facilitate any necessary transfer of programming marks between councils to facilitate

implementation and maintain programmer-level fiscal constraint within the CMAP TIP. (See section VIII.A.3)

c. Accepting applications

- (i) Applications for STP funding may only be accepted during an open call for projects. No project or project phase may be added to a selecting body's active or contingency program, except as allowed by active reprogramming provisions of these policies, outside of the call for projects cycle.
- (ii) Project applications may only be scored based on information provided to the selecting body in response to the call for projects unless the methodology of the selecting body specifies otherwise.
- (iii) Selecting bodies may designate a time period and/or process for gathering information that is missing from applications. If no designation is made, the selecting body cannot accept late or incomplete applications.

d. City of Chicago

While it is expected that the City of Chicago will not hold a traditional call for projects, staff recommended active and contingency programs shall be developed. These programs must be subject to public comment and amended into the CMAP TIP on the same schedule as the council programs.

## **D. Project selection methodologies**

Project evaluations must be based on published ranking and programming methodologies.

1. Development

- a. Methodologies must be developed in a transparent manner and the public must have opportunities to comment on them.
- b. Methodologies should be reviewed and updated between call for projects cycles

2. Requirements

- a. Methodologies must rely heavily on quantitative performance and asset condition data.
- b. Methodologies must incorporate regional planning priorities as defined in the agreement between the Councils of Mayors and City of Chicago.
- c. CMAP staff is responsible for confirming that methodologies adhere to these requirements and any other relevant state and federal requirements.

3. References

- a. These active program management policies must be included in the methodology directly or by reference via hyperlink.
- b. Selecting bodies may add additional active program management provisions to their methodologies.

## **E. Assistance for Disadvantaged Communities**

Selecting bodies may provide assistance for disadvantaged communities by utilizing Transportation Development Credits (TDCHs, also known as toll credits) in lieu of the required non-federal match. The broad use of TDCHs in the region is described in [this policy document](#).

### **1. Eligible sponsors**

- a. Eligible municipal jurisdictions are determined based upon CMAP's Community Cohorts data, which is updated annually. Only those municipalities in the highest need category (Cohort 4) are eligible to use TDCHs.
- b. Projects located within Cohort 4 Chicago Community Areas (CCAs) are also eligible to use TDCHs.
- c. Eligibility is determined at the time of application utilizing the most recently published Community Cohorts data from CMAP.
- d. Selecting bodies may limit the use of TDCHs, but may not expand that use.

### **2. Programming TDCHs**

- a. TDCHs are not an actual fund source. When TDCHs are used, the "amount" of credits to be used must be added to the STP amount programmed.
- b. The use of TDCHs must be noted in the selecting body's program and in the CMAP TIP.
- c. The use of TDCHs must be approved by IDOT. CMAP staff is responsible for obtaining this approval.

## **F. Program development**

### **1. Existing projects**

- a. Project phases that are included in an active program prior to a call for projects are considered to be existing projects.
- b. Existing projects are eligible to continue in the new program, unless preliminary engineering (or equivalent) has not started since the prior call for projects. This preliminary engineering requirement will be waived if:
  - (i) The project is for pavement preservation techniques that were selected and programmed in out years to align with sponsor/subregional/regional pavement management system recommendations; or
  - (ii) The preliminary engineering is funded with STP and was programmed in an out year during a prior call for projects.
- c. Sponsors of existing projects must reaffirm their commitment to completing the project according to the programmed schedule(s) by:
  - (i) Submitting a resolution specific to the project(s) and schedule(s);
  - (ii) Submitting a resolution or appropriate record of elected body action within one year of the CFP adopting a Capital Improvements Program (CIP), or similar, containing the project(s); or

- (iii) Submitting a letter signed by the Village Manager/Administrator, Clerk, Mayor/President, or similar, that addresses the sponsor's commitment to the project(s) and schedule(s).
  - d. Sponsors of existing projects may, with their affirmation of commitment, request that currently programmed phases of projects be reprogrammed in different FFYs to align with the anticipated schedule reflected in their most recently submitted quarterly status update.
  - e. For sponsors with multiple projects being reaffirmed, a single resolution or letter may be submitted that addresses each project.
  - f. Selecting bodies shall have discretion to require additional affirmations, such as sponsor commitment to fund cost increases.
  - g. Prior to adding new projects or project phases to the new active program, selecting bodies must:
    - (i) Accommodate all eligible existing projects, as programmed.
    - (ii) Accommodate as many reprogramming requests for existing projects as possible.
2. New projects
- a. Projects or phases of projects that were not previously funded with STP through the selecting body are considered to be new projects.
  - b. New projects or new phases of projects may only be added to the active program during a call for projects cycle or via active reprogramming from the selecting body's contingency program.
  - c. Funding priority must be given to the highest-ranking applications.
  - d. No project phase shall be programmed in an FFY that is earlier than requested by the applicant without written agreement from the applicant that includes a revised project schedule that aligns with the proposed programming.
  - e. No project phase shall be programmed in multiple FFYs unless that phase will be completed in multiple stages under multiple contracts.

## IV. Program Management

### A. Obligation Deadlines

Any project phase(s) programmed in the current FFY on or after the first day (October 1) of that FFY is required to fully obligate the programmed federal funds prior to the end of that FFY (September 30). Obligations occur at the beginning of each federally funded phase, therefore these deadlines are for starting phases, not completing them.

1. Definition of obligated

A project phase is considered to be “obligated” if federal funds have been authorized (including in Advance Construction) or obligated (including Advance Construction Converted) in FHWA’s FMIS database or the project phase has been included in an approved FTA grant.

2. Definition of fully obligated

- a. For projects processed through IDOT, the entire phase must be authorized/obligated, up to the programmed amount or the final engineer’s estimate, whichever is less, to be considered fully obligated. “Staged” construction, or “combined” engineering phases are not considered fully obligated until all stages/phases under a single State Job or Federal Project Number are fully obligated.
- b. For projects processed through FTA, funding for the entire phase must be included in the approved FTA grant.

3. Typical actions and timelines

The actions that trigger an obligation vary by project phase and the agency processing the project:

a. Projects processed through FTA

- (i) Obligations occur when the FTA grant containing the programmed funding is approved by FTA.
- (ii) STP funds must be transferred from FHWA to FTA prior to grant approval.
- (iii) The transfer process may take 1-3 months from the date the sponsor’s request to IDOT to initiate the transfer is made.

b. Phase 1 Engineering (processed through IDOT)

- (i) Obligations occur when FHWA approves an authorization request from IDOT.
- (ii) The Phase 1 Local Agency Agreement and Engineering Services Agreement (if utilizing consultant services) must be executed by IDOT before an authorization request is made. Agreement review and execution may take 12-15 months from the date of submittal of the draft agreements.
- (iii) For projects located within IDOT District 1, approval of the Project Programming Information (PPI) form must occur prior to the submittal of draft agreements. PPI approval typically occurs 2-3 days after submittal but may take up to 2 months if there are discrepancies between the PPI and the CMAP TIP.
- (iv) The Qualifications Based Selection (QBS) process (if utilizing consultant services) must be completed prior to submittal of draft agreements. The timeline for completing QBS is controlled by the project sponsor.

- c. Phase 2 Engineering (processed through IDOT)
  - (i) Obligations occur when FHWA approves an authorization request from IDOT.
  - (ii) The Phase 2 Local Agency Agreement and Engineering Services Agreement (if utilizing consultant services) must be executed by IDOT before an authorization request is made. Agreement review and execution may take 9-12 months from the date of submittal of the draft agreements.
  - (iii) Phase 1 Design Approval (DA) must be obtained prior to submittal of the draft agreements. The amount of time required to receive DA varies widely based on project scope, complexity, and NEPA requirements.
  - (iv) For projects located within IDOT District 1, approval of the Project Programming Information (PPI) form must occur prior to the submittal of draft agreements. PPI approval typically occurs 2-3 days after submittal but may take up to 2 months if there are discrepancies between the PPI and the CMAP TIP.
  - (v) The Qualifications Based Selection (QBS) process (if utilizing consultant services) must be completed prior to submittal of draft agreements. The timeline for completing QBS is controlled by the project sponsor.
- d. Land Acquisition (processed through IDOT)
  - (i) Obligations occur when FHWA approves an authorization request from IDOT.
  - (ii) The ROW Local Agency Agreement must be executed by IDOT before an authorization request is made. Agreement review and execution may take 9-12 months from the date of submittal of the draft agreement.
  - (iii) Phase 1 Design Approval (DA) must be obtained prior to submittal of the draft agreement. The amount of time required to receive DA varies widely based on project scope, complexity, and NEPA requirements.
  - (iv) Approved plats and legal descriptions, cost estimates, and documentation of use of approved firms are required prior to submittal of the draft agreement.
  - (v) For projects located within IDOT District 1, approval of the Project Programming Information (PPI) form must occur prior to the submittal of the draft agreement. PPI approval typical occurs 2-3 days after submittal but may take up to 2 months if there are discrepancies between the PPI and the CMAP TIP.
- e. Construction/Construction Engineering (processed through IDOT)
  - (i) Obligations occur when FHWA approves an authorization request from IDOT.

- (ii) Federal authorization requests are made no less than six weeks prior to letting.
- (iii) The Construction Local Agency Agreement and Engineering Services Agreement (if utilizing consultant services) must be executed by IDOT before an authorization request is made. Agreement review and execution may take 7-9 weeks from the date of submittal of the draft agreements.
- (iv) Phase 1 Design Approval (DA) must be obtained prior to submittal of the draft agreements. The amount of time required to receive DA varies widely based on project scope, complexity, and NEPA requirements.
- (v) For projects located within IDOT District 1, approval of the Project Programming Information (PPI) form must occur prior to the submittal of draft agreements. PPI approval typically occurs 2-3 days after submittal but may take up to 2 months if there are discrepancies between the PPI and the CMAP TIP.

4. Section 1440

The Section 1440 process allows project phases to proceed prior to the authorization of federal funds for the phase. Because funds are not authorized, receiving Section 1440 approval does not qualify as meeting the obligation deadline for the phase.

**B. Obligation Deadline Extensions**

Project phases programmed in the current year that have demonstrated via quarterly status updates that they have met the minimum requirements below will be eligible for a one-time six-month extension of the obligation deadline and the funding programmed for the phase.

1. Minimum requirements for consideration of an obligation deadline extension for projects processed through IDOT

- a. Phase 1 Engineering  
Qualification Based Selection (QBS) is complete.
- b. Design (Phase 2) Engineering  
Phase 1 Design Approval has been granted and Phase 2 QBS is complete.
- c. Land Acquisition  
Phase 1 Design Approval has been granted and plats and legal descriptions have been completed.
- d. Construction/Construction Engineering  
Phase 2 engineering and land acquisition (if needed) are in progress and the targeted pre-final plans submittal and ROW certification dates are before the dates listed on the IDOT letting schedule for the April state letting.

- e. Cost increases/supplemental funding, regardless of phase  
Previously authorized funds for the phase are not in AC and FHWA has begun reimbursement of those authorized funds.

2. Minimum requirements for consideration of an obligation deadline extension for projects processed through FTA

The NEPA process and all project/development/pre-engineering work is completed.

3. Requesting an obligation deadline extension

- a. Sponsors must request an extension in writing (via US Mail or email).
- b. Requests must be submitted no sooner than April 1 and no later than July 31 .
- c. Sponsors may submit an updated status update form demonstrating that the minimum requirements for consideration of an obligation deadline extension have been met. The prior quarter's status update will be utilized for determining qualification if an updated status update is not submitted with the request.

4. Selecting body approval of obligation deadline extensions

- a. Selecting bodies may not grant an extension if one was not requested.
- b. Selecting bodies are not required to approve extension requests and may instead reprogram a phase into the next FFY (subject to fiscal constraint). In this case,
  - (i) The funding associated with the phase will remain in the current FFY and be available for active reprogramming; and
  - (ii) the project phase will remain eligible to request and receive an extension in the future.
- c. Selecting bodies are prohibited from approving requests if:
  - (i) The sponsor has not submitted all required quarterly status updates; or
  - (ii) The sponsor has not met the minimum requirements for consideration of an extension.

5. Revocation of obligation deadline extension approvals

- a. Obligation deadline extension approvals will be revoked on September 30 if:
  - (i) For phase 1 and phase 2 engineering (processed through IDOT), the draft Local Agency Agreement and Engineering Services Agreement for the phase have not been submitted.
  - (ii) For Land Acquisition (processed through IDOT), the Draft Local Agency Agreement for the phase has not been submitted.
  - (iii) For Construction/Construction Engineering (processed through IDOT), pre-final plans have not been submitted or the target letting has been extended beyond April of the following year.

- (iv) For cost increases/supplementals (processed through IDOT), less than 75% of already authorized funds for the phase have been expended and reimbursed by FHWA.
- (v) For all phases processed through FTA, the request to transfer funds from FHWA to FTA for the phase has not been sent to IDOT.
- b. If an extension was granted, but revoked on September 30, the following will apply to the project:
  - (i) The project phase may continue in the next FFY
  - (ii) All subsequent phases of the project will be removed from the selecting body's Active program and placed in the Contingency program and will not be eligible to return to the active program until the prior phase is obligated and will be required to reapply for funding if the Contingency program expires prior to those phases being reinstated in the active program.
- c. Funds programmed for phases that had their extensions revoked will not carryover in the selecting body's marks and will be added to the region's redistribution balance, however the selecting body will be allowed to plan for the use of redistribution for project phases targeting later authorizations, as described in section VIII.I.

### **C. Active Reprogramming**

To maximize the obligation of funding, the region must take advantage of every opportunity to move projects forward to obligation and to move projects back that are encountering delays.

#### **1. Continuous monitoring**

- a. Selecting body staff are expected to continuously monitor project progress.
- b. Selecting body staff must regularly provide status information for all active and contingency project phases to the selecting body and project sponsors.

#### **2. Initiating reprogramming**

- a. Selecting body staff may take active reprogramming actions at any time, unless required by the body's policies to present actions to the selecting body for approval.
- b. Project sponsors may request consideration of active reprogramming of their project(s) at any time.

#### **3. Required reprogramming**

- a. Selecting bodies may not deny a request for active reprogramming if unprogrammed funds are available to accommodate the request and the phase(s) for which the reprogramming is requested has met all appropriate milestones.

- b. Selecting bodies must actively reprogram any phase that is targeting obligation after the final day of the FFY in which it is programmed if a request is made to move a phase(s) into that FFY, including the current year.

4. Use of reprogramming

- a. Active reprogramming may be utilized to accommodate cost changes (see section IV.G.), to move project phases from out years into the current year, to move project phases from the current year into out years, to move project phases between out years, or to move active program project phases to or from the contingency program.
- b. Selecting bodies have discretion in determining the relative priority of the above active reprogramming actions.
- c. Active reprogramming is limited only by the requirement to maintain fiscal constraint in all years of the active program at all times.
- d. Any project phase(s) moved into the current FFY through active reprogramming is subject to the same obligation deadlines as all other current year phases.
- e. If any phase of a project is actively reprogrammed into the contingency program, all subsequent phases must also be reprogrammed into the contingency program, however earlier phases of the project may remain programmed in the active program.

**D. Scope Changes**

Because project selection relies on ranking systems that may vary based on the scope of projects, scope changes are not automatically allowed.

1. Notification of scope changes

- a. Sponsors must notify selecting body staff of any scope changes as soon as they are known.
- b. Selecting body staff should consult with CMAP, IDOT, FHWA, and/or FTA staff to determine if the scope change is major or minor.

2. Minor scope changes

- a. Scope changes are considered minor if they are incidental to the design process, result in no changes to NEPA requirements, have no significant impact on cost estimates, do not result in the addition or deletion of TIP work types, or do not require a formal TIP amendment.
- b. Minor scope changes may be approved without any re-evaluation.

3. Major scope changes

- a. Scope changes are considered major if they impact NEPA requirements, have a significant impact on cost estimates, require the addition or deletion of TIP work types or require a formal TIP amendment.

- b. Major scope changes must be re-evaluated using the methodology used in the most recent call for projects cycle.
- c. If the re-evaluation results in the project receiving more points than any other project included in the active program during the most recent call for projects, the selecting body may approve the scope change.

## **E. Changes to total phase costs**

The total cost of each phase of a project must be accurately reflected in the CMAP TIP at all times. Sponsors must notify the selecting body of changes to total cost as soon as they are known, regardless of whether, in the case of increases, the sponsor intends to request additional STP funds or not.

## **F. Cost decreases**

### **1. Prior to obligation/authorization of funding**

- a. If the total cost of a phase has decreased prior to funds being obligated/authorized and the local agency agreement has not been submitted to IDOT or the FTA grant application has not been completed, both the federal and non-federal funding must be reduced to align with the new total, except if the project phase is programmed at the selecting body's maximum funding cap and the federal share at the capped amount remains less than the selecting body's maximum federal share or 80%, whichever is less, after the decrease to total cost.
- b. If the total cost of a phase has decreased prior to funds being obligated/authorized, but the local agency agreement or FTA grant application has already been submitted, the decrease should be noted in the project records, but no programming changes should be made unless the obligation/authorization is made at the decreased amount. If the obligation/authorization is made at the decreased amount, the difference between the programmed funding and the obligated/authorized funding will be treated as an obligation remainder (see section VIII.F.3.).
- c. If a cost decrease occurs on a phase programmed in the current year and the programmed STP funding is also subject to decrease, the unprogrammed funds from the decrease will be treated as an obligation remainder (see section VIII.F.3.).

### **2. After obligation/authorization of funding**

- a. If project phase costs decrease after funds are already obligated at the higher programmed amount, the unneeded funds will not be returned to the selecting body.
- b. Once unneeded funds are deobligated by US DOT, IDOT (in the case of FHWA funds) or FTA may elect to return those funds to the region in future allotments, which would then be distributed to selecting bodies according to the distribution procedures in place at that time.

## **G. Cost increases**

### **1. Responsibility**

- a. Cost increases are the responsibility of the sponsor agency unless a request for additional STP funding is approved by the selecting body.
- b. Selecting bodies may impose limits on cost increases.
- c. The programming of cost increases is limited by fiscal constraint and dictated by the status of the project phase at the time of the request, as described below.

### **2. Phase 1 and Phase 2 Engineering and Land Acquisition (processed through IDOT)**

- a. Requests made prior to the submittal of draft agreements, including when the phase is programmed in out years, may be approved and programmed in the same FFY that the phase is programmed in at the time of the request.
- b. Requests made after the submittal of draft agreements may be approved for programming as a separate line item in the first out year of the program, or a later year if the sponsor and selecting body anticipate that the originally programmed funds will not be fully expended within that first out year.
- c. After funds are obligated/authorized for the phase, requests for cost increases made prior to June 30 may be approved for programming as a separate line item in the current year of the program if at least 75% of the already obligated funds have been expended. Otherwise, requests may be approved for programming as a separate line item in the first out year of the program.

### **3. Construction/Construction Engineering (processed through IDOT)**

- a. Requests made prior to the submittal of draft agreements, including when the phase is programmed in out years, may be approved and programmed in the same FFY that the phase is programmed in at the time of the request.
- b. Requests made after the submittal of draft agreements may be approved and programmed in the current year only if the approval is made and the corresponding PPI revisions are approved prior to the "Program Revisions Due" date shown on the IDOT letting schedule for the target letting and IDOT staff confirms in writing (US Mail or email) that the final agreements and federal authorization request will reflect the increased funding. Otherwise, if approved, the increase must be programmed in the following FFY.
- c. After funds are obligated/authorized and the project has been let, requests for cost increases may be approved for programming as a separate line item in the current year of the program only if at least 75% of the already obligated funds have been expended or if the duration of the construction contract is less than the number of business days left in the FFY at the time of the request. Otherwise, requests may be approved for programming as a separate line item in the first out year of the program.

#### 4. Projects processed through FTA

- a. Requests made prior to the request to transfer funds from FHWA to FTA and prior to submittal of the FTA grant application, including when the phase is programmed in out years, may be approved and programmed in the same FFY that the phase is programmed in at the time of the request.
- b. Requests made after the request to transfer funds from FHWA to FTA, but prior to June 30 of the current may be approved and programmed in the current FFY.
- c. Requests made after the request to transfer funds from FHWA to FTA or made after June 30 of the current year may be approved and programmed in the next FFY.

#### 5. Record Keeping

- a. All cost changes (increases or decreases) must be reflected in the selecting body's published program.
- b. Following publication of an updated program, cost changes must be reflected in CMAP's TIP. Cost changes are not official until they are reflected in the TIP.
- c. Notification of the cost change approval must be made in writing (via US Mail or email) to the sponsor, preferably via a revised award letter. This notification and the request for the change must be attached to the project in eTIP prior to submitting TIP changes.
- d. Notification must be made in writing (via US Mail or email) to the sponsor if a requested increase is not approved. The reason the request was denied should be included in the notification. This notification and the request for the change must be attached to the project in eTIP

### **H. Transferring funds between phases**

STP funds are programmed by project phase, not by the overall project or sponsor, therefore sponsors may not "transfer" unneeded or unused funds from one phase(s) of a project to another phase(s) of that project, or to another project(s) within their jurisdiction, except:

#### 1. Construction/Construction Engineering

The amount of funds separately programmed for Construction and Construction Engineering may be adjusted as long as the total for the two phases combined remains the same and both phases meet the minimum requirements for non-federal matching funds.

#### 2. Multi-phase Engineering agreements

With the permission of the selecting body, CMAP staff, and IDOT, if a bi-phase or tri-phase agreement will be executed for engineering phases, the funds programmed for these phases may be combined. This combination requires the

funding for the combined phases to be programmed in the same FFY prior to combination.

3. Transit Construction/Implementation

With the permission of the selecting body, CMAP staff, and FTA, funds for construction and implementation of transit projects may be combined into a single FTA grant. This combination requires the funding for the combined phases to be programmed in the same FFY prior to combination. Funds programmed specifically for engineering of transit projects cannot be combined with either implementation or construction funding.

## V. Project Sponsor Responsibilities

### A. Designated Project Managers

Communication is critical at all levels of project implementation. Throughout project implementation there are several agencies and individuals involved in the process, including state and federal staff, CMAP programming staff, councils of mayors' staff and officials, consulting firms, sponsor staff, elected leaders, and the public. The staff of the various agencies will monitor project progress and finances.

1. Required designees

For every project included in any active or contingency program, each sponsor shall designate the following from their staff:

a. Technical Project Manager

Responsible for overseeing the implementation of the project, managing any consultants involved in the project, ensuring that all federal, state, and local requirements are met and, in conjunction with the Financial Project Manager, ensuring that the required agreements between the sponsor agency and IDOT or the sponsor agency and FTA are approved and executed in an appropriate and timely manner.

b. Financial Project Manager

Responsible for ensuring that any required local matching funds are included in the sponsor agency budget in the appropriate fiscal year(s) in which federal obligation and/or project expenditures will occur, and, in conjunction with the Technical Project Manager, that the required agreements between the sponsor agency and IDOT are approved and executed in an appropriate and timely manner.

2. Optional designees

For each project phase utilizing consulting services, a Consultant Project Manager must also be designated.

### 3. Guidelines for designees

- a. The Technical Project Manager and Financial Project Manager generally should not be the same person, unless the Technical Project Manager has a direct role in developing the sponsor's budget and/or securing local funding.
- b. Except in cases where a consultant or contractor serves in an official capacity for the sponsor (i.e. as the Village Engineer, Finance Director, etc.), the project managers must be members of the sponsor's staff.
- c. The project managers must be reported to the selecting body in a format and by a date determined by the selecting body. It is the responsibility of the sponsor to keep the selecting body informed of staffing changes affecting these designees.
- d. These managers should be familiar with the federally funded project implementation process and are strongly encouraged to take advantage of training opportunities, even if not required by the selecting body for their project(s).
- e. Required project status updates described in section V.B below may only be submitted by one of these managers, and all managers are jointly responsible for the content and timely submittal of updates.
- f. Correspondence from the selecting body and/or CMAP regarding project status, upcoming programming deadlines, or any other information regarding the programming status of projects will be sent to each of these managers. The selecting body has no obligation to corresponded with any other sponsor staff or consultants hired by the sponsor regarding the project.
- g. Correspondence from the selecting body and/or CMAP regarding the technical details of projects may be sent only to the Technical Project Manager and/or Consultant Project Manager, as appropriate.

## **B. Quarterly Status Updates**

Updates on project status and the schedule for accomplishing implementation milestones are required upon inclusion of any phase of a project within an active and/or contingency program.

### 1. Timing

- a. Updates must be submitted to the selecting body during the months of March, June, September, and December.
- b. Updates may be submitted any day during the above months.
- c. CMAP or selecting bodies may request additional updates throughout the year. Any additional updates requested will not be a substitute for submitting during the above months.
- d. Status updates must be submitted even if no activity has occurred since the prior update.

- e. It is the responsibility of the sponsor to be aware of when updates must be submitted. Selecting bodies are not responsible for providing reminders.

## 2. Format

- a. Updates are milestone-based, detailing the initial (time of application or funding award) estimated dates for completing each milestone, updated estimated dates throughout the life of the project, and actual completion dates.
- b. CMAP will provide an update form(s) for use by all selecting bodies. The form must be completed and returned in the format provided.
- c. Separate forms will be utilized for projects processed through IDOT (road, bridge, bike/ped, and some transit station projects) and projects processed through FTA (all transit agency projects and some locally sponsored transit projects).
- d. CMAP may alter or update the form(s) from time to time or may develop alternative formats (including a platform for online submissions) in the future. Sponsors must utilize the most current version of the form(s) at all times.
- e. Unless an online submittal process is provided, updates must be submitted via email as directed by the selecting body.
- f. Certain milestones require the submittal of attachments, as documented in the update form. Attachments should be submitted via email to the selecting body, as directed by them. Attachments only need to be submitted once, unless updated during the project implementation process.
- g. Space for sponsors to provide notes or comments about each milestone will be provided. Sponsors may also use this space to document the attachments that have been submitted.

## 3. Submittal guidance

- a. Initial submittal
  - (i) Note all major milestones that have been completed and the date they were completed.
  - (ii) For projects processed through IDOT, if Phase 1 Design Approval has been received, it is not necessary to provide milestone dates for pre-engineering or intermediate phase 1 milestones.
  - (iii) For projects processed through FTA, if engineering and design final verification has been received, it is not necessary to provide milestone dates for project development/pre-engineering or intermediate engineering and design milestones.
  - (iv) If preliminary engineering has not started, only major milestones, such as Phase 2 kick-off, pre-final and final plans submittal, ROW initiation and certification, and letting date for projects processed through IDOT or final design verification, ROW initiation and completion, and construction notice

to proceed for projects processed through FTA, are required to be estimated during the initial submittal. Estimates for all other milestones must be provided during the first update after preliminary engineering has started.

- (v) The environmental class of action for the project will influence the milestones for the project. If a milestone is not applicable to the project because of the environmental class of action, "N/A" may be selected for completion status.
  - (vi) The type of funding (federal or non-federal) for each phase of the project will influence the milestones for the project. If a milestone is not applicable because of the type of funding, "N/A" may be selected for completion status.
  - (vii) If "N/A" is selected for any milestone for a reason other than (v) or (vi) above, the sponsor must provide comments or documentation for why the milestone is not applicable to the project.
  - (viii) Only completed dates and initial estimated dates can be provided during the initial submittal.
  - (ix) All estimated dates must be in the future.
  - (x) All completion dates must be in the past.
- b. Regular submittals
- (i) Only completed dates and updated estimated dates can be provided after the initial submittal.
  - (ii) All estimated dates must be in the future.
  - (iii) All completion dates must be in the past.
  - (iv) Care should be taken to update any estimated dates that have passed since the prior submittal, particularly for projects that had no activity.

#### 4. Penalties for non-compliance

Failure to submit the required status updates will result in project phases being reprogrammed or removed from the programs. Projects that are removed from the programs must reapply for funding during a future call for projects.

##### a. Projects with any phase programmed in the current year of the active program

If a required quarterly update is not submitted, the following actions will be taken by the selecting body and/or CMAP:

- (i) The phase(s) programmed in the current year will be either reprogrammed in an out year of the active program (subject to fiscal constraint) or moved to the contingency program, at the selecting body's discretion.
- (ii) All subsequent phases of the project that are included in the active program will be moved to the contingency program and will not be eligible to be

moved back into the active program until the current year phase(s) is authorized/obligated or until the next call for projects, whichever comes first.

b. Projects with any phase programmed in an out year of the active program

If a required quarterly update is not submitted, the following actions will be taken by the selecting body and/or CMAP:

- (i) All phases of the project that are included in the active program will be moved to the contingency program.
- (ii) The earliest phase will be eligible to be reinstated into the current year of the active program.
- (iii) Any phase(s) not reinstated into the active program prior to the next call for projects must reapply for funding consideration during that call.

c. Contingency projects

If a required quarterly update is not submitted, all phases of the project will be removed from the contingency program.

### **C. Training**

The project sponsor is responsible for attending all training sessions required by CMAP and/or the selecting body.

### **D. Commitments**

1. Funding

By applying for and accepting funding, the sponsor is committed to providing all required local matching funds and for any differences in cost between the awarded federal funding and actual costs.

2. Communication

By applying for and accepting funding, the sponsor is committed to communicating all changes to project scope, schedule, status, and budget to the selecting body in a timely manner.

3. Federal and State requirements (NEPA, GATA, QBS, etc.)

The sponsor must comply with all relevant federal, state, regional, and local laws, regulations, and policies regarding project implementation and use of federal funding, including but not limited to:

a. National Environmental Policy Act (NEPA)

b. Grant Accountability and Transparency Act (GATA) and 2 CFR 200.

Public Act 102-1092 amended GATA and provided that requirements under the Act do not apply to awards to local agencies for federally funded projects because those awards are governed by and must comply with 2 CFR 200.

However, until adjustments to IDOT policies and procedures for compliance with 2 CFR 200 are completed, sponsors may continue to be required to utilize

the state's Grant Management System, which in turn may require GATA pre-qualification. Sponsors are responsible for meeting all requirements of GATA and 2 CFR 200, as directed by IDOT.

c. **Qualifications Based Selection (QBS)**

Local agencies utilizing federal funds for any engineering phase must use Qualifications Based Selection (QBS) procedures for hiring the consultant for each federally funded phase. The QBS process can begin prior to the start of the FFY in which the engineering phase is programmed in order to facilitate execution of local agency and engineering agreements as soon as possible after the start of the FFY. Additional information regarding QBS can be found in the IDOT Bureau of Local Roads and Streets Manual.

## **VI. Selecting Body Responsibilities**

### **A. Training & Technical Assistance**

Selecting body staff shall be a resource for project sponsors and shall, with assistance from CMAP staff and/or IDOT, FHWA, or FTA staff, conduct any trainings required by their methodology.

### **B. Communication and Transparency**

1. Funding opportunities

Selecting bodies must publicly announce all funding opportunities as described in section III.C.2.a.

2. Award letters

a. Funded Active Program Projects

Selecting bodies must issue award letters for projects that have been selected for funding in the Active Program, containing at a minimum:

- (i) The amount of federal funding programmed for the project
- (ii) The phase(s) of the project the funding is allocated to
- (iii) The federal fiscal year(s) the funds are programmed in
- (iv) The amount of non-federal match required and/or the match ratio (federal/local) for the funding
- (v) The TIP ID(s) of the projects
- (vi) Reference and links to these APM policies
- (vii) Reference and links to any additional selecting body APM policies

b. Contingency Program Projects

Selecting bodies must issue award letters for projects that have been selected for inclusion in the Contingency Program, containing at a minimum:

- (i) The amount of federal funding requested for the project
- (ii) The federal fiscal year(s) the funds were requested for

- (iii) Project identifiers, such as the CFP ID(s) of the projects
- (iv) Reference and links to these APM policies, and any selecting body APM policies

c. All Other Projects

Selecting bodies must notify all applicants not selected for inclusion in the Active or Contingency program that they were not selected. This notification should include a brief explanation of why the application was rejected.

3. APM Actions

Selecting body staff are responsible for taking appropriate active program management actions according to these policies to maximize the obligation of STP funds.

4. Website

Each selecting body must maintain a website or web pages that provides up-to-date and historical information about the body's STP programs. In lieu of maintaining their own web page(s), the selecting body may provide information to CMAP for inclusion on CMAP's website. At a minimum the website should contain:

- a. Current active and contingency programs
- b. Current methodology
- c. Meeting calendars, agendas, minutes and/or recordings of meetings for committee(s) that may discuss and/or take action on the programming of STP funds
- d. Information on how the public can participate in the above meetings, including how to request accommodations in accordance with the ADA.
- e. Staff contact information

5. Meetings

All committee meetings at which program development decisions will be made must be open to the public and the public must have a reasonable opportunity to participate in the process.

## **C. Quarterly Status Updates**

1. Provide forms and instructions to sponsors.

Selecting body staff are responsible for developing forms and instructions for quarterly status updates or utilizing the forms and instructions provided by CMAP staff.

2. Review for completeness and reasonableness

Selecting body staff are responsible for reviewing, in a timely manner and in consultation with CMAP staff as needed, all status updates provided by project sponsors and ensuring that:

- a. Updates are complete and no milestones are missing completion status or dates, and that all required attachments have been provided.
- b. All estimated dates are in the future and all actual dates are in the past.
- c. The estimated dates are reasonable for the project scope and usual timelines associated with each milestone and any published schedules and timelines, including the IDOT Letting Schedule and CMAP's annual Master Transportation Schedule.

3. Attach to project files

Selecting body staff are responsible for attaching, in a timely manner, all status update forms and attachments to the project record in eTIP, or for contingency program projects not included in eTIP, for maintaining appropriate project files within the selecting body's records. The status update requirements of these policies has not been met until the update form and attachments are included in eTIP.

4. Active reprogramming

Selecting body staff are responsible for taking appropriate active reprogramming actions based on the information provided in the status updates, including reprogramming project phases in earlier or later FFYs.

5. Withdrawal of funding

During the first TIP change cycle following each status update cycle, selecting body staff must withdraw funding from projects that do not submit updates according to section V.B.

6. TIP changes

Selecting body staff are responsible for making all appropriate TIP changes during the first TIP change cycle following each status update cycle. Changes may include:

- (i) Updates to the project implementation status
- (ii) Updates to target letting/authorization dates
- (iii) Updates to the "Open to Traffic" field
- (iv) Updates to reflect any active reprogramming actions taken

**D. Program development and active reprogramming**

Selecting bodies are responsible for developing a five-year program every two years and for taking appropriate active reprogramming actions to maximize federal obligations while maintaining fiscal constraint in all years of the program at all times.

## **E. TIP changes**

### **1. Responsibility**

- a. Selecting body staff are responsible for making and submitting, in a timely manner, all TIP changes related to STP-funded projects.
- b. If at any time the selecting body staff does not make the appropriate TIP changes in accordance with these policies, CMAP staff may make those changes without consulting the selecting body.

### **2. Official Record**

The CMAP TIP is the official funding record for every project. If the CMAP TIP and the selecting body's program do not match, the CMAP TIP record will govern.

## **F. Record Keeping**

### **1. Project records**

Selecting body staff are responsible for maintaining records for all STP-funded projects, including but not limited to:

- a. Funding applications, including all attachments
- b. Award letters (original and revised)
- c. Quarterly Status Updates
- d. All correspondence and attachments to correspondence regarding the project that included the selecting body staff, including transmittal of forms and documents to/from the project sponsor from/to IDOT, FHWA, and/or FTA

### **2. Programming records**

Selecting body staff are responsible for maintaining programming records, including but not limited to:

- a. Call for projects announcements and materials
- b. All evaluation/scoring results
- c. All programs presented to the selecting body for consideration
- d. All programs and information presented or made available to the public
- e. All public comments received regarding programs and programming actions
- f. A record (such as meeting minutes) of all programming decisions

### **3. Continuity of Records**

Record-keeping techniques should include methods to ensure that program and project files are maintained in an appropriate format and location such that all members of the body's staff have access to the files and that files are not lost, inaccessible, or discontinued as a result of staffing changes at the body.

### **4. Retention**

- a. Project files should be retained until the project is completed and closed out by the US DOT, or for projects that applied but were not selected for funding, through the next two application cycles.

- b. The eTIP database may be used to retain project files, however selecting bodies are encouraged to retain back-up copies.
- c. Programming files should be retained until all projects contained in each program are completed.

### **G. Enforcement**

The primary responsibility for enforcing these policies lies with the selecting body. However, should the selecting body fail to take an action that is required by these policies, CMAP staff will take that action. This includes, but is not limited to, withdrawing funding from projects and project phases, reducing selecting body programming marks, and actively reprogramming any project phase(s) to maintain fiscal constraint at all times. Actions taken by CMAP to enforce these policies will be communicated to the selecting body. It is the selecting body's responsibility to notify directly affected project sponsors of any actions taken.

## **VII. CMAP Oversight Responsibilities**

### **A. Training/Technical Assistance**

Stakeholders throughout the region, including public and private sector implementers, have indicated that a thorough understanding of the project implementation process is critical for the successful completion of projects. An understanding of the process leads to realistic expectations and better overall scheduling and project planning. In partnership with FHWA, FTA, IDOT, CDOT and the Councils, CMAP will develop and provide project implementation training classes and materials for selecting bodies, project sponsors, and the consulting community. To the extent feasible and appropriate, CMAP will participate in training sessions and/or the development of training materials provided by the selecting bodies.

### **B. Communication**

#### 1. Announcements and time-critical updates

Time critical information will be communicated to sponsors through their council planning liaisons and/or through the staff responsible for programming funds in the CMAP TIP.

#### 2. STP web page(s)

CMAP will maintain an STP web page(s) on the CMAP website that contains all policies, guidance, training materials, status reports, accounting reports, and other pertinent information.

### **C. Accounting**

CMAP is responsible for all accounting actions for the STP programs, as detailed in section VIII below. If a conflict arises between selecting body records and CMAP records that cannot be resolved, CMAP records will be considered the official record.

## **D. Use of Transportation Development Credits - Highways (TDCHs)**

According to IDOT and CMAP policies, CMAP will make a request to IDOT, on behalf of all selecting bodies, for the use of TDCHs. Copies of the requests and IDOT approvals (or denials) will be provided to selecting body staff and included in the project files in the eTIP database.

## **E. Enforcement**

The primary responsibility for enforcing these policies lies with the selecting body. However, should the selecting body fail to take an action that is required by these policies, CMAP staff will take that action. This includes, but is not limited to, withdrawing funding from projects and project phases, reducing selecting body programming marks, and actively reprogramming any project phase(s) to maintain fiscal constraint at all times. Actions taken by CMAP to enforce these policies will be communicated to the selecting body. It is the selecting body's responsibility to notify directly affected project sponsors of any actions taken.

# **VIII. Accounting**

## **A. Programming marks**

### **1. Current Year**

#### **a. Regional allotment**

The regional allotment for the upcoming FFY is received 6-9 months before the start of each FFY via an IDOT Local Roads Circular Letter. Adjustments to the allotments contained in the Circular Letter are possible, but rare.

#### **b. Selecting Body Allotments**

Allotments for the individual selecting bodies are calculated according to the distribution formula contained in the agreement between the Councils of Mayors and City of Chicago. Allotted funds expire on the final day (September 30) of the FFY.

#### **c. Carryover**

- (i) Annual maximum.** Total carryover at the end of each FFY from all methods described below is limited to a maximum amount equal to the selecting body's allotment for the year.
- (ii) Extended phases.** An amount equal to the sum of funds programmed for project phases that were granted obligation deadline extensions, up to the maximum above, may be carried over to the next FFY. These funds must be federally authorized/obligated before March 31 or they will be withdrawn from the selecting body's programming mark.
- (iii) Obligation remainders.** An amount equal to the sum of all obligation remainders for all project phases that were authorized/obligated in the current FFY may be carried over to the next FFY, up to the maximum above,

if they remain unprogrammed as of the final day (September 30) of the FFY. Obligation remainders that were reprogrammed prior to the end of the FFY, including for the original project phase, will not be included in this sum. These funds expire on the final day (September 30) of the FFY.

- (iv) Unprogrammed funds. Funds that are unprogrammed at the end of the FFY may not be carried over, except in limited circumstances described in section VIII.C. below, and will be transferred to redistribution.
- (v) Redistribution payback. If the selecting body utilized any redistribution funding during the FFY, the carryover amount will be reduced by the amount of redistribution used and those funds will be returned to the redistribution balance.
- (vi) Selecting bodies may not program against projected out year carryover at any time.
- (vii) Carried over funds with different expiration dates will be accounted for separately.

d. Programming Mark

The selecting body's programming mark for the current FFY is the sum of the allotment and carryover.

2. Out Years

Programming marks for the out years (years 2-5) are estimates, based on the current year allotment and any annual changes that are reasonably expected. Changes to out year allotments are common.

a. Annual adjustments

Out year allotments are adjusted annually in response to the IDOT Circular Letter containing the regional allotment for the upcoming FFY.

b. Optional active reprogramming

Selecting bodies may actively reprogram within out years in response to these annual adjustments.

c. Required program updates

Selecting bodies must use the most recently available estimates provided by CMAP when developing a new 5-year program via a call for projects.

3. Adjustments for multi-jurisdictional projects

- a. Selecting bodies may collaborate with each other to program funding for multi-jurisdictional projects.
- b. For each phase of a multi-jurisdictional project, funding from multiple bodies must be programmed in the same FFY.
- c. The bodies must designate one selecting body to be the lead programmer.
- d. Funds will be transferred to the lead programmer from the other selecting body(ies) by adjusting the programming marks of all involved selecting bodies.

- (i) The programming mark of the lead programmer will be increased by the amount of funding programmed by the other selecting body(ies) in the FFY programmed.
- (ii) The programming mark of the other selecting body(ies) will be reduced by the same amount.
- e. Cost changes and active reprogramming actions must be coordinated between the selecting bodies.

## **B. Programmed Funds**

At the beginning of the FFY, the amount of funds programmed by each selecting body in each FFY of the active program will be recorded as the baseline for the year. Programmed funds include phases extended from the prior FFY. Changes due to active reprogramming are accounted for as described below, and revised programmed funds are tracked throughout the year.

## **C. Unprogrammed Funds**

The difference between the selecting body's programming mark and the amount of funds programmed is the unprogrammed amount of funding that is available to be programmed. The baseline unprogrammed amount is recorded at the beginning of the FFY. The unprogrammed amount will be adjusted throughout the year due to active reprogramming and the expiration of funds. Funds that remain unprogrammed at the end of the FFY will be transferred to redistribution, except in the cases described below.

### **1. Ready to obligate phases**

If any project phase was ready to be obligated prior to the end of the FFY, but the unprogrammed amount was insufficient to fund that phase, no funding was available from redistribution, and the selecting body did not use any redistribution at any time during the FFY, the unprogrammed amount can be carried over.

### **2. Demonstration of ability to obligate**

Unprogrammed funds can be carried over if the selecting body can clearly demonstrate that those unprogrammed funds could be obligated in the next FFY because:

- a. There is a project phase(s) that is partially funded in the next FFY
- b. There is a project phase(s) that is in a later year (years 3 – 5) or in the contingency program that has met all appropriate milestones to be advanced and has a cost estimate equal to or less than the current year unprogrammed amount.

## **D. Active Reprogramming Actions**

1. Cost changes
  - a. Cost increases are accounted for as additions to the FFY in which they occur.
  - b. Cost decreases are accounted for as subtractions from the FFY in which they occur.
2. Schedule changes
  - a. Project phases that are actively reprogrammed from one FFY into another are accounted for as an addition in the FFY the phase was moved into and a subtraction from the FFY the phase was moved out of.
  - b. New project phases added to an FFY, including phases accelerated from the contingency program and cost increases required to be programmed in out years (see section VI.G.), are accounted for as an addition to the FFY.
  - c. Project phases removed from an FFY, including phases moved to the contingency program or withdrawn entirely, are accounted for as a subtraction from the FFY.

## **E. Marks Adjustments**

1. Redistribution

Transfers to or from redistribution will be reflected as adjustments to the programming mark.
2. Expired Funds

Funds that have expired will be reflected as a reduction to the programming mark.
3. Remainders

If the selecting body chooses to reprogram any obligation remainders, those remainders will be accounted for as a marks adjustment and will not be carried over at the end of the FFY.

## **F. Obligations**

1. FHWA Obligations

The authorization, including Advance Construction (AC), or obligation of funds by FHWA will be accounted for as obligations. The actual amount of funding obligated as shown in FHWA's Financial Management Information System (FMIS) database will be used.
2. FTA Obligations

The amount of funding included in approved FTA grants, as reflected in FTA's TrAMS database will be accounted for as obligations.

### 3. Remainders

Any difference between the programmed STP funding and the obligations above will be accounted for as obligation remainders. When remainders occur, selecting bodies may:

- a. Remove the remainder from the project phase and reprogram the funds for any other project phase in the current FFY. Reprogrammed remainders take on the obligation deadline of the project phase(s) they are reprogrammed on.
- b. Keep the remainder programmed for the project phase by creating a separate line item in the selecting body program and CMAP TIP for the remainder.
- c. Remove the remainder from the project phase and carry it forward at the end of the FFY. Unprogrammed remainders carried forward will expire at the end of the FFY.

## **G. Unobligated Funds**

The difference between the amount of funds programmed by the selecting body and the funds that are obligated is the unobligated balance. Unobligated funds may be carried over to the next FFY only if they are programmed for a phase that qualified for and received an obligation deadline extension.

## **H. Redistribution (transfers to)**

### 1. Unprogrammed funds.

Any funds unprogrammed (as defined in section C above) as of the last day of the FFY will be transferred to redistribution.

### 2. Expired funds.

If the selecting body does not obligate carried over funds prior to the expiration date of those funds, the funds will be transferred to redistribution.

## **I. Redistribution (planned use of)**

### 1. Circumstances

- a. Selecting bodies may plan for the use of redistribution on phases programmed in the current FFY that are targeting later authorization dates if the selecting body reasonably expects, based on quarterly status updates and normal processing timelines, that they will obligate 100% of their mark prior to the target date of these phases.
- b. CMAP staff must approve this planned use of redistribution. Approval will be based on a review of the status of project phases, the redistribution balance, and planned use by all other selecting bodies in the region.

### 2. Procedures

- a. The planned use of redistribution must be reflected in the selecting body program and the project phase(s) that will use these funds must be identified.

- b. The planned use of redistribution must be reflected in the CMAP TIP by separating and clearly labeling the line items that are planning that use. Planned use of redistribution in the CMAP TIP will use the STP-Shared fund code.

3. Limitations

- a. The selecting body must have an unprogrammed balance of \$0 to plan to use redistribution.
- b. The selecting body cannot plan to use redistribution if any project phase programmed in the current FFY is targeting an authorization date that is beyond the end of the FFY.
- c. Planned use of redistribution must always be programmed on the project phase(s) with the latest target authorization date in the FFY.
- d. The use of redistribution by other selecting bodies will not be limited by any other selecting body's planned use of redistribution.
- e. Should the redistribution balance be depleted prior to the planned use, the selecting body will need to actively reprogram the phase(s) planning that use.

**J. Redistribution (use of)**

1. Eligibility

- a. Any selecting body that has obligated 100% of their programming mark in the current FFY is eligible to utilize redistribution for any additional phases that are ready to obligate funds within the current FFY.
- b. Redistribution can be used for cost increases and/or to advance project phases from out years of an active program or from a contingency program.

2. Timing

- a. Selecting bodies can request the use of redistribution no more than six months ahead of the target authorization for the phase(s) it is being requested for and must be able to demonstrate with reasonable certainty that the target authorization is attainable.
- b. Selecting bodies may make a request prior to reaching 100% obligation if they can reasonably demonstrate that they will reach 100% obligation before the phase(s) they are requesting redistribution for will be obligated.

3. Request and approval procedures

- a. Selecting bodies should send a request via email to CMAP staff detailing the amount of redistribution requested, the project phase(s) it is being requested for, documentation of the target authorization of the phase(s), and documentation to support the need for redistribution.
- b. CMAP staff will determine if funds are available and approve requests upon verification that obligations are reasonably expected.
- c. In the event that there are more requests for the use of redistribution than those available, priority shall be given as follows:

- (i) Regional program projects shall be accommodated before local program projects
- (ii) Construction phases shall be accommodated before right-of-way, right-of-way before phase 2 engineering, and phase 2 engineering before phase 1 engineering
- (iii) Cost increases shall be accommodated before advancing active or contingency project phases
- (iv) Active out year phases shall be accommodated before contingency project phases
- (v) Readiness for obligation will have more weight than the date of the request for funding

#### 4. Limitations

- a. Redistribution cannot be used for increased costs for project scope elements that are specifically funded with other sources (such as CMAQ, TAP, Economic Development, ICC, Invest in Cook, etc.).
- b. Redistribution cannot be used for increased costs for non-participating scope elements.
- c. Cost increases using redistribution are limited to the lesser of 20% of the programmed STP funds or the selecting body's maximum increase amount.
- d. Redistribution cannot be used to increase the use of STP funds over any funding cap imposed by the selecting body.
- e. Redistribution cannot be used to increase the federal share (%) for a project phase, unless the federal share is less than the maximum participation allowed by the selecting body due only to fiscal constraint (i.e. was partially funded).
- f. Redistribution can never be used to fund a phase that received an obligation deadline extension, but did not meet that deadline.

#### 5. Payback

- a. If approved redistribution funds are not obligated by the end of the current FFY, those funds will be removed from the selecting body's programming mark in the following FFY.
- b. Selecting bodies that utilized redistribution at any time during the FFY cannot carry over any funds to the next FFY unless the amount of funds to be carried over exceeds the amount of redistribution utilized. In this case, the selecting body can carry over the difference.

## **IX. Effective Date**

These policies will take immediate effect upon approval by the STP Project Selection Committee.

## **X. Supplemental Guidance and Minor Revisions**

CMAP staff have the authority to interpret these policies and make exceptions on a case-by-case basis and to issue guidance on or minor revisions to these policies. Any guidance or revisions issued by CMAP staff will be provided to all selecting bodies and posted with these policies on CMAP's website and will be incorporated into the next major update to these policies.

# Appendix A

## Summary of Major Policy Changes (2018 – 2022)

- Policies were reorganized into outline-style numbering with cross-referencing to facilitate referencing these policies.
- Definitions were added for common terms used throughout the policies. (Section II)
- The call for projects schedule has been shifted forward by four months, beginning with the local call for FFY 2025 – 2029 and the shared fund call for FFY 2026 – 2030. (Section III.C.1)
- Clarifying language defining obligations and typical actions and timelines for obligations were added. (Sections IV.A.1 – 3)
- Language regarding the use of Section 1440 was added (Section IV.A.4)
- Policies for obligation deadline extensions were modified (Section IV.B.):
  - Sponsor options to “proceed at their own risk” or request to be moved to contingency were removed. Sponsors may still request deadline extensions and will be proceeding at their own risk if no extension is requested or if an extension is not granted.
  - Minimum requirements (completion of milestones) to be eligible to request an extension were added. These requirements are based on what is required to submit a funding agreement to IDOT or to apply for an FTA grant.
  - Clarification of approvals were added.
  - Policies to revoke extensions if the minimum requirements are not met were added.
  - Except for project phases that do not meet the minimum requirements to be considered for an extension, project phases that are not approved for, or have their extension approval revoked may remain in the program, however the funding associated with those phases will not be carried forward in the selecting body’s marks.
  - Project phases approved for extensions that miss the extended deadline are not required to be removed from the program, however the funding for those phases will be removed from the selecting body’s mark and the body will have to actively reprogram other projects to accommodate the loss of funding.
- Policies requiring active reprogramming in certain circumstances were added. (Section IV.C.3)
- Policies clarifying requirements and actions for cost changes were added. (Sections IV.E – G)
- The responsibilities of project sponsors, selecting bodies, and CMAP are more clearly defined. (Sections V – VII)
- Language regarding the format of and submittal guidance for quarterly status updates was added. (Section V.B.)

- More specific requirements for transparency and public participation in the processes was added. (Section VI.B.)
- Clarifying language regarding the selecting body's role in the quarterly update process, TIP changes, and record keeping was added. (Sections VI.C - F)
- Full descriptions of the elements of regional accounting were added. (Section VIII)
- Policies allowing selecting bodies to plan for the use of redistribution were added. (Section VIII.I)
- Clarifying language for the use of redistribution was added. (Section VIII.J)



## MEMORANDUM

**To:** STP Project Selection Committee

**From:** CMAP Staff

**Date:** November 23, 2022

**Subject:** 2023 Meeting Dates

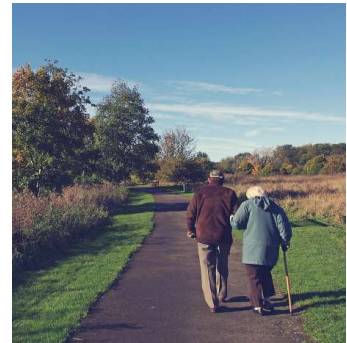
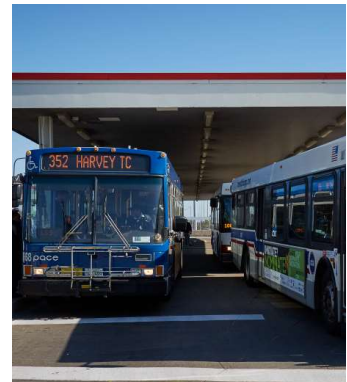
**Purpose:** Staff requests approval of the attached meeting calendar and general outline of agenda topics for 2023. All meetings are scheduled on Thursdays and will begin at 9:30 a.m.

**Action Requested:** Approval

<b>Proposed Date</b>	<b>Planned agenda topics (in addition to regular recurring items)</b>
February 9, 2023	(if needed to discuss Active Program Management)
April 13, 2023	Summary of applications received in the FFY 2024-2028 Shared Fund call for projects
May 18, 2023	(if needed to discuss Subregional Priority)
July 13, 2023	Presentation of staff recommended FFY 2024-2028 Shared Fund Program; Start of public comment period
August 31, 2023	Discussion of public comments received and any changes to the staff recommended program; Approval of program
November 2, 2023	2024 meeting calendar; Initial discussion of methodology topics to discuss in 2024
November 30, 2023	(if needed)

# STP Project Selection Committee Meeting

**Meeting will begin at 9:30 a.m.**  
December 1, 2022



# 1.0 Call to order

**Chair Kama Dobbs**

Meeting logistics and roll call

**This meeting is being recorded**

If you are experiencing any technical issues,  
please send a message to Jon Haadsma ([jhaadsma@cmap.illinois.gov](mailto:jhaadsma@cmap.illinois.gov))

# 2.0 Agenda changes and announcements

Chair

# 3.0 Approval of minutes

## Draft meeting minutes – November 3, 2022 Chair

ACTION REQUESTED: Approval

Members: Remember to unmute yourself (\*6 on the phone) and state your name when making a motion or a second

# 4.0 FFY 2024-2028 STP Shared Fund Application Booklet – final draft

**Kama Dobbs**

ACTION REQUESTED: Information

## Call for projects schedule

Schedule	Action
January 17, 2023	Call for projects open
February 24, 2023	Local applications due in eTIP for Planning Liaison review
March 10, 2023	All applications and attachments due
March 31, 2023	List of eligible applications provided to councils and CDOT for subregional priority points
April 6, 2023	Summary of applications available (April 13 PSC meeting)
April 21, 2023	Deadline for councils and CDOT to submit subregional priority point allocations
May 2023	Evaluation results and preliminary scores available for applicant review
July 13, 2023	Staff recommended program presented to STP Project Selection Committee
July 13 – August 11, 2023	Public comment period open
August 31, 2023	STP PSC review of public comment and consideration of final program approval
September 22, 2023	CMAP Transportation Committee considers TIP changes incorporating approved program
October 11, 2023	MPO Policy Committee and CMAP Board consider final approval of TIP changes

# 5.0 STP Active Program Management (APM) Policy Revisions

**Kama Dobbs**

Staff will present proposed revisions.

ACTION REQUESTED: Approval

# Formatting revisions

Outline style format to improve referencing specific policies

Increased cross-referencing

Definitions of key terms

Delineated responsibilities: Sponsors, Selecting Bodies, CMAP

# Minor language updates

Addressed “Section 1440” relationship to obligations

GATA requirements: business as usual until IDOT issues revisions

Clarified “obligation” definitions, actions, and timelines

More specific language on transparency, public participation, and record keeping

# Quarterly status updates

More detailed descriptions about the format and how to submit

Guidance: when sections can be skipped, attachments, future vs. past dates

Clarified reprogramming actions if not submitted

# Regional accounting

Full descriptions of the elements of regional accounting

How and when marks, programs, and obligations are adjusted

Changes “shared fund” to “redistribution” to remove confusion with *the* Shared Fund

Redistribution: transfers to, planned use of, and use of

# Things we've learned

Removing funding is difficult after paperwork is submitted

Use the current obligation before asking to authorize more

Change is scary

# Required reprogramming

If a sponsor requests reprogramming, that request cannot be denied if unprogrammed funds are available in the requested FFY

If a phase is targeting authorization after the last day of the FFY that it is programmed in, it must be actively reprogrammed if any other project phase has requested to be moved into that FFY

# Cost change guidelines

Varies slightly by phase and processing (IDOT or FTA)

Based on timing

- before draft agreements or FTA transfer request
- In between agreements/transfer request and authorization
- After authorization

Program in current year vs. program in out year

# Obligation deadline modifications

No change: Deadline is the last day of the FFY

No change: One 6-month extension allowed (per phase)

New: Minimum requirements (milestones) to be eligible and approved

New: Approval revoked if requirements not met

New: Project removed only if no request or not eligible

New: The extension applies to the *funds* not the project phase

# Requirements for extensions

Vary by phase and processing (IDOT or FTA)

Based on what is required to submit agreement to IDOT or FTA grant

1. minimum to be considered
  - project can carry forward, but funds will not
2. minimum to receive
  - project *and* funds carry forward

# Other deadline related changes

Policies for approval of extension requests, including options to reprogram

Cannot approve request if:

- All quarterly updates not submitted
- Minimum requirements for consideration not met

Planned use of redistribution to offset phases carried forward without funds

Missed extended deadline: Funds removed, not project

# Planned use of redistribution

Amount that can be planned = amount for projects carried forward that had extensions revoked

Must use all unprogrammed first

Cannot be programmed if any phase programmed in the same year has a target authorization beyond the last day of the year

Must be programmed on phase(s) with the latest target authorization dates

Funds will not be held for planned use and are therefore not guaranteed to be available

# Proposed program development schedule change

Move forward 4 months beginning with next Local call to:

- Have programs fully approved prior to start of FFY (June MPO Policy)
- Separate new program actions from end of FFY actions

# Summary

- Format and language updates
- More details on status updates
- Explanation of regional accounting
- Required reprogramming
- Cost change guidelines
- Obligation deadline and extensions
- Planned use of redistribution
- Shift program development schedule

# 6.0 2023 Meeting Dates

**Kama Dobbs**

ACTION REQUESTED: Approval

# 2023 Meeting Dates

Proposed Date	Planned agenda topics (in addition to regular recurring items)
February 9, 2023	(if needed to discuss Active Program Management)
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# 7.0 Other business

## Chair

Members joining the meeting late should verbally make themselves known or send an email to [kdobbs@cmap.illinois.gov](mailto:kdobbs@cmap.illinois.gov) so your attendance is recorded

# 8.0 Public comment

## Chair

Comments (if any) emailed prior to the meeting will be read

Send a request through the chat box to make a verbal comment

# 9.0 Next meeting

Chair

# 10.0 Adjournment

Chair

# Thank you!

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