

**The Central Region Council of Mayors**

**SURFACE  
TRANSPORTATION  
PROGRAM**

**POLICIES & PROCEDURES HANDBOOK  
AND APPLICATION**

**Updated February 2009**

## 1 INTRODUCTION

The enactment of the Transportation Equity Act for the 21st Century (TEA-21) in June of 1998 authorized a total of \$218 billion for highway, highway safety, transit and other surface transportation projects through the year 2003. This new federal transportation bill which replaced the Intermodal Surface Transportation Efficiency Act (ISTEA) guarantees six-years in programs and new funding sources. Of the major federal-aid transportation programs in TEA-21, the Surface Transportation Program (STP) provides the most direct role for local governments.

The Surface Transportation Program dollars provide funding to the state departments of transportation. A portion of this funding designated by the Illinois Department of Transportation (IDOT) is distributed in northeastern Illinois among the eleven Councils of Mayors and the City of Chicago. Local Surface Transportation projects are selected and programmed by the eleven councils of Mayors across the six-county metropolitan area.

The Chicago Metropolitan Agency for Planning (CMAP) is the designated metropolitan planning organization for northeastern Illinois and facilitates the distribution of these funds. Under ISTEA, the eleven suburban councils of mayors received forty percent of the STP dollars in northeastern Illinois as the city of Chicago received sixty percent. With the passage of TEA-21 there is a new agreement of the split of STP funds. Although CMAP Policy Committee has not officially approved the new funding agreement between the city of Chicago and the suburban councils of Mayors at this time, both parties have agreed to a fifty/fifty distribution ratio of all STP funds received by northeastern Illinois under TEA-21. Upon approval, the councils of mayors will receive fifty percent of the STP dollars for northeastern Illinois as the city of Chicago receives fifty percent as well. The portion of STP dollars that each of the eleven councils of mayors receives is based on a percentage of population.

Each Council has developed a set of project guidelines. These guidelines set the parameters by which the councils select which of the locally submitted projects will receive federal funding. Each local council oversees the planning and programming of these STP funds within their own region.

Each year the Central Region receives an allocation of these funds to be programmed by the Council for transportation projects. The Central Region received approximately \$2,100,000 in fiscal year 1999 for Surface Transportation Programming. This allocation of funds is available to the municipalities of Berwyn, Brookfield, Cicero, Countryside, Forest View, Hodgkins, Indian Head Park, LaGrange, LaGrange Park, Lyons, McCook, Riverside, Stickney, Summit, Western Springs. All municipalities are encouraged to apply for STP funding.

This application cycle will select projects for Fiscal Years 2007-2011. *This application cycle is unique in that it includes new project applications which require conformity analysis (i.e. add or change capacity).* Applications will be reviewed and ranked according to the Central Region Council of Mayors Methodology. However, projects may be submitted on an on going basis to

the Transportation Committee for inclusion in the STP Program. The Transportation Committee as the acting body of the Central Region Council of Mayors reviews the STP Program on a quarterly basis at scheduled committee meetings.

All selected projects will then be submitted to the Chicago Metropolitan Agency for Planning (CMAP) and the Illinois Department of Transportation (IDOT) for inclusion in the Transportation Improvement Program. The Central Region provides funding at 70/30 federal/local match for Engineering II, Construction, and Construction Engineering. However, please note that IDOT reviews all Phase I agreements for members of the Central Region. Communities that fund Phase II engineering with local funding may utilize the 75/25 federal/local split for construction.

Enclosed you will find the Central Region Council of Mayors Surface Transportation Program Project Selection guidelines and application. Any questions should be directed to the Council Liaison, Tammy Wierciak, at West Central Municipal Conference (708) 453-9100.

## APPLICATION GUIDELINES

1. **The Central Region Council of Mayors has approved STP Policies and Procedures. Consult this policy guide to see if the project under consideration is an eligible project.**
2. **If the project is eligible, a STP project application should be prepared. A sponsoring municipality should use the STP Project Application developed by the Transportation Committee. Project applicants need to provide complete information to allow the reviewer to apply the approved rating system to the project.**
3. **Submit a copy of the application to the Council Liaison:**

**Tammy Wierciak  
West Central Municipal Conference  
2000 Fifth Avenue, Building N  
River Grove, Illinois 60171**

4. **Applications should be accompanied by a cover letter on the sponsoring municipality's letterhead as well as a Board/Council resolution requesting consideration of the project. The resolution should also indicate the sponsoring municipality's readiness and ability to fund the required local match.**
5. **The Council Liaison will forward copies of each project application to CMAP and IDOT for their review and comment.**
6. **If a condition rating survey (CRS) was not available at the time the application was prepared, the Council Liaison will schedule a pavement condition rating survey. Participants in the survey will include the Council Liaison and one representative from the sponsoring local agency.**
7. **The Council Liaison will rate each project using the prioritization methodology adopted by the Central Region Council of Mayors.**

**Please note: the prioritization methodology and resulting project rankings are just a tool for determining the Region's STP program. Final selection of projects for the Council's annual element and multi-year list are made by the membership of the Central Region based on the recommendation of the Transportation Committee.**

8. **Evaluation sheets will be returned to the sponsoring agencies upon completion.**
9. **All members will receive the project summary information and project evaluation results for all proposed projects.**

- 10. The Transportation Committee will select the projects to be recommended to the full Council to be included in the five-year program. The number of projects that are placed in the program will be constrained by the amount of STP funds projected to be available to the Central Region.**
- 11. Projects that do not rank high enough for the five-year program will be placed on the Region's B List. Should additional funding become available during the year, projects will be moved from the B List to the five-year program. The B List will be reevaluated annually along with any new project proposals.**
- 12. The recommendations will be presented to the full Council at a regular business meeting of the West Central Municipal Conference for approval.**
- 13. The final step is to submit the Central Region's five-year program and B List to the CMAP Work Program Committee and Policy Committee for approval.**
- 14. Sponsoring local agencies requesting advance funding need to do so by Board/Council resolution. The request is first presented to the Transportation Committee and then forwarded to the full Council. If approved by the Central Region the request is then presented to the Council of Mayors Executive Committee for approval. The final step is again to submit the request to the CMAP Work Program Committee and then to the Policy Committee.**

## **CENTRAL REGION COUNCIL OF MAYORS STP PROGRAM PRIORITIZATION METHODOLOGY**

**Surface Transportation Program funding is available at a matching ratio of 70% Federal/ 30% Local. Communities that fund Phase II engineering with local funding may utilize the 75% Federal/ 25% Local split for construction.**

**Engineering I costs and right-of-way acquisition costs are not eligible for STP funding in the Central Region.**

**All projects must be on STP eligible routes. STP eligible routes serve a regional purpose and must serve more than a local land access function. Eligible routes have been designated as such on the STP System Map by IDOT with input from the Central Region.**

**Projects eligible for funding under the Central Region's STP Program include:**

- ❖ **Construction, reconstruction, resurfacing, restoration and rehabilitation of roads and bridges**
- ❖ **Operational improvements**
- ❖ **Capital costs for transit projects and publicly owned intracity or intercity bus terminals or facilities**
- ❖ **Highway and transit safety improvements**
- ❖ **Traffic signalization projects including signal interconnect projects**
- ❖ **Intersection improvements**
- ❖ **Park & ride facilities**
- ❖ **Bicycle facilities and pedestrian walkways if undertaken in conjunction with an approved STP project or if they are commuter related**
- ❖ **Wetland mitigation, wetland banking, landscaping and mitigation of water quality impacts if undertaken with an approved STP project**
- ❖ **Transportation Control Measures for Clean Air Act**
- ❖ **Phase II engineering for an approved STP project**
- ❖ **Transportation Enhancements**
- ❖ **Car pool and van pool projects**
- ❖ **Development and establishment of Management Systems**

**Transit agencies have access to Surface Transportation Program funds for capital costs of projects by obtaining the co-sponsorship of the project from one Central Region Community. This municipality, in conjunction with the transit agency, would then present the project to the Council for consideration of STP funding.**

**The Central Region shall adopt an Annual Element for the following fiscal year during the month of April of the preceding fiscal year. This Annual Element can be modified at any time dependent on a change in the Central Region's funding allocation or on a sponsoring municipality's inability to complete a project phase.**

**Projects that do not qualify for the Annual Element shall be listed on the Multi-Year Program in their order of priority.**

**Projects listed on the Multi-Year Program shall be reevaluated at least once a year. This reevaluation shall take place at the time the Transportation Committee is developing a recommended Annual Element. A sponsoring municipality may request that one of its projects be reevaluated at another time if it has additional data or evidence which it feels may improve its ranking.**

**The Central Region receives approximately \$2,100,000 in federal funds each fiscal year. Central Region members should remain aware of this fact when submitting high cost projects since these funds are available for an expanded variety of projects and must be fairly allocated.**

**When applying for STP funding, a sponsoring municipality should use the STP Project Application developed by the Transportation Committee. Project applicants need to provide complete information to allow the reviewer to apply the approved rating system to the project.**

**Applications should be accompanied by a cover letter on the sponsoring municipality's letterhead (not the consultant's) as well as a Board/Council resolution requesting consideration of the project. The resolution should also indicate the sponsoring municipality's readiness and interest in the project.**

**Applications and the accompanying materials should be mailed to the West Central Municipal Conference office. They shall be accepted at any time during the year.**

**Any municipality may request that the Central Region Council consider an exception from the outlined STP policies. Any request for an exception must be made in writing and listed on the published meeting agenda.**

**The Transportation Committee will recommend a five year funded program to the Central Region Council of Mayors. The annual element and first multi-year following the annual element will have funding guarantees through the Central Council, and will not be re-ranked in subsequent yearly program cycles. All projects programmed in the three remaining years will not have funding guarantees, and will be reevaluated and re-ranked in subsequent yearly program cycles with all other projects applying for funding. If a municipality has any phase of a project funded in the two guaranteed years of the Council**

**program, it will receive a guarantee for all phases of the project.**

**The Transportation Committee is a recommending body to the membership of the Central Region Council of Mayors. Recommendations from the Transportation Committee will be reviewed by the membership of the Central Region, and ratified through formal vote.**

**Significant cost increases among guaranteed projects pose difficulties for maintaining a fiscally constrained program. Project sponsors will be responsible for all project increases in excess of 20% of the estimated total cost at the time of project application. Projects that encounter a 20% cost increase of the guaranteed amount can be treated in one of the following ways:**

- **Sponsors may choose to maintain their project's funding guarantee in the STP Program at the maximum federal participating level and increase the local match as necessary with municipal resources or other funding sources, or;**
- **Sponsors may choose to petition the Transportation Committee for an increase in funding. The Committee may choose to continue to provide or deny funding based on the particular merits of the situation.**
- **Sponsors may resubmit the project as a new project in the application cycle, in hopes of securing a new guarantee for funding at the revised cost estimate level.**

**In making an application for a project and in concurring with the TIP program submitted by the Central Region Council of Mayors, each community agrees to abide by the project schedule contained therein. If for any reason a community cannot abide by that schedule, the project will be reviewed by the Transportation Committee and may be deleted from the current STP Program. A project may be resubmitted as a new project in the next application cycle if altered circumstances improve its fiscal feasibility.**



# SURFACE TRANSPORTATION PROGRAM FY 2001-2006 APPLICATION AND HANDBOOK

## **Central Region Council of Mayors STP Eligible Routes**

Appropriate classification of a roadway, according to the function it performs, is required before it is eligible for federal STP funds and most other federal funding types. Revisions to the Functional Classification of roads/routes are reviewed by IDOT and ultimately approved by the Federal Highway Administration (FHWA).

The normal approval process to initiate these reviews is:

1. The municipality wishing to designate a roadway as part of the federally eligible system of roads (sometimes called FAU system) must submit a letter to the Central Council seeking the council's support in changing the designation (classification) of the roadway.
2. The Central Council of Mayors has to pass a resolution approving ("requesting") a change in classification.
  - The council will need to vote in support of the reclassification based on the recommended termini for redesignation, the annual average daily traffic (AADT) on that segment of the roadway, and other justification.
  - Usually it is necessary for the Central Council of Mayors to indicate that federal funds are planned to be spent on the roadway, if it is made eligible.
3. The resolution from the council (and optional the municipal resolution) is then sent to IDOT's District One, Bureau of Programming.
4. There must be a cover letter explaining what functional classification change is being requested, including the appropriate endpoints (and their current classification with their FC numbers) the justification (see below) and an IDOT approved map). IDOT's preference regarding the map is two copies of the relevant part of IDOT's current township Functional Classification maps with the desired change drawn in color.

Certain basic criteria must be followed in selecting new collector and minor arterial routes:

- A route must end at another route of equal or higher classification. An exception can be made in the case of a significant traffic generator. (The normal use of this exception is in the case of the commuter rail station or major industrial or commercial facility.)
- A route must meet limited spacing criteria. General guidance on spacing is:
  - 1.) Spacing of **minor arterials** would vary between 1/8 to 1/2 mile in the central business district (CBD) and 2 to 3 miles in the suburban fringes, but should normally not be more than 1 mile in fully developed areas. Another more detailed guideline for **minor arterials** by type of area is:
    - a. CBDs: 1/8 to 1/2 mile,
    - b. Urban (Central city outside the CBD) 1/2 to 1 mile,
    - c. Suburban 1 to 2 miles and
    - d. Low-density development: 2 to 3 miles.

2.) Specific guidelines for collector routes are not published by FHWA, but generally should not be closer than ¼ mile in dense urban areas or ½ mile in “less dense” suburban or rural areas.

Routes should not be added solely to facilitate the funding of a project. For instance, a road that needs resurfacing, but is an obvious local street, would not qualify as a collector route merely because of the need to fund a project.

If spacing and termini considerations above are met, criteria that the FHWA considers when evaluating a reclassification request includes, but is not limited to:

- a. Route continuity
- b. Route length
- c. Signalization along route
- d. Stop sign control of cross-streets
- e. Access to traffic generators, schools, parks, etc.
- f. Level of utilization of the roadway (AADT)

#### **Central Region Council of Mayors STP Eligible Routes**

##### **BERWYN:**

Cermak Road  
Riverside Drive (Harlem Avenue to Cermak Road)  
26th Street  
31st Street (Harlem Avenue to Ridgeland)  
Stanley Avenue (Harlem Avenue to Ridgeland)  
Windsor Avenue (Harlem Avenue to Ridgeland)  
Ogden Avenue  
Ridgeland Avenue  
East Avenue  
Oak Park Avenue  
16th Street (Beginning at Harlem Avenue)  
34th Street (Harlem to Ridgeland)  
Roosevelt Road  
Pershing Road

##### **BROOKFIELD:**

31st Street  
Washington Avenue  
Brookfield Avenue (Maple to Woodside)  
Woodside (Brookfield to Washington)  
Prairie (Beginning at 31st)  
Maple Avenue  
Kemman Avenue (Salt Creek to Washington)  
Golf Road (Rockefeller/South Entrance of Zoo to Parkview)  
Eberly (Beginning at Washington)  
Shields Avenue (Eberly to Custer)

Plainfield Road  
Custer (Ogden to 47th)  
Ogden Avenue  
47th Street  
Grand Boulevard (Brookfield Avenue to 31<sup>st</sup> Street/Kemman Avenue)  
Parkview Avenue (to Woodside Avenue)

**CICERO:**

Laramie (30th - 39th)  
Austin Ave. (Ogden to 35th)  
31st St. (Ogden Ave to Austin Ave)  
16th St (Lambert to 46th Ct.)  
Roosevelt Road  
Central Avenue (Roosevelt to 26 St and Ogden to Pershing)  
Cermak Road  
26th Street  
Ogden Avenue (Austin to Cicero)  
35th Street  
Cicero Avenue (Roosevelt Rd to I-55)  
Pershing Road

**COUNTRYSIDE:**

Plainfield Road  
Brainard (Ending at Joliet Road)  
Joliet Road  
Willow Springs Road  
55th Street  
East Avenue  
LaGrange Road (Cermak Road to Archer Avenue)

**FOREST VIEW:**

46th Street (Harlem to Oak Park Avenue)  
51<sup>st</sup> (Oak Park to Central)  
Oak Park Avenue  
Central (north limits to 46th Street)  
Ridgeland Avenue

**INDIAN HEAD PARK:**

Plainfield Road  
Blackhawk Drive (Plainfield to Wolf Road)  
Wolf Road  
Joliet Road  
Willow Springs Road

**HODGKINS:**

East Avenue  
67th Street (La Grange Road to East Avenue)

River Road  
Santa Fe Drive  
Joliet Road (East Avenue/Eberly)  
63<sup>rd</sup> Street (LaGrange Road to East Avenue)  
75<sup>th</sup> Street (Willow Springs to Santa Fe Drive)  
Leon Cook Drive/River Road (Santa Fe Drive to dead end)  
LaGrange Road (Cermak Road to Archer Avenue)

**LA GRANGE:**

Ashland Avenue (47<sup>th</sup> Street to Ogden Avenue)  
Ogden Avenue  
47th Street  
Brainard  
LaGrange Road (Cermak Road to Archer Avenue)  
Gilbert Avenue  
East Avenue  
Cossit Avenue (Gilbert Avenue to Eberly)  
Hillgrove Avenue  
Tilden Avenue (Cossit to Shawmut)  
55th Street  
Shawmut (Tilden to Kemman)  
Burlington (Brainard Avenue to Ogden Avenue)  
Bluff Avenue (Burlington Avenue to 47<sup>th</sup> Street)  
Kensington Avenue (Ogden Avenue to Cossitt Avenue)

**LA GRANGE PARK:**

31st Street  
Brainard  
Harding Avenue (LaGrange Road to village limits)  
Maple Avenue  
Kemman Avenue (Salt Creek to Washington)

**LYONS:**

First Avenue  
Ogden Avenue  
Joliet Road  
Pershing Road (Beginning at Ogden Avenue)  
Joliet Avenue (Ending at 44th Street)  
44th Street (Joliet Avenue to Joliet Road)  
Lawndale Avenue  
47th Street  
Plainfield Road  
Prescott Avenue (Joliet Road to Ogden)

**McCOOK:**

55th Street  
Joliet Road

47th Street  
Lawndale  
First Avenue  
Route 171  
East Avenue/Eberly (through 47th)

**RIVERSIDE:**

First Avenue  
East Quincy Street (Longcommon Road to Harlem Avenue)  
Barrypoint Road  
Ridgewood  
Forest Avenue  
Longcommon (to Harlem Avenue)  
Burlington  
26th Street  
Golf Road (Washington to Rockefeller)  
Burlington Avenue (Longcommon Road to Harlem Avenue)  
Addison Road (Longcommon Road to Harlem Avenue)  
31<sup>st</sup> Street (1<sup>st</sup> Avenue to Des Plaines Avenue)  
Woodside Road (Des Plaines Avenue to Burlington Street)

**SUMMIT:**

Route 171  
Archer Road  
63rd Street (Archer to Village limits)  
59th Street (Dead end to Archer)  
Center Avenue (Dead End to Route 171)

**STICKNEY:**

43rd Street (Harlem Avenue to Oak Park Avenue)  
Oak Park Avenue (45th Street to 39th Street)  
39th Street (Harlem Avenue to Cicero Avenue)  
Central Avenue  
Cicero Avenue  
Pershing Road  
Ridgeland Avenue

**WESTERN SPRINGS:**

Gilbert Avenue  
Wolf Road  
47th Street  
55th Street  
Ogden Avenue  
Hillgrove Avenue (Hampton Avenue to Ogden Avenue)  
Burlington Avenue (Wolf Road to Spring Lake Park)  
Hampton Avenue (Ogden Avenue to Hillgrove Avenue)

## HIGHWAY PROJECTS

Each Surface Transportation Program highway project shall be evaluated using five (5) categories. Each category is assigned a weighted value. The assumption is that the higher the weight of a category, the greater the significance of the category in terms of benefit from the project. In addition, the Council should place emphasis on highway projects that have benefit over more than one local area. The seven (7) categories are:

CATEGORY	POINT VALUE
1. Traffic Volume	20%
2. Road Condition	20%
3. Project Readiness	15%
4. Safety	20%
5. Transportation Control Measure Benefit	10%
6. Level of Traffic Flow Improvement	10%
7. Special Circumstances	5%

### 1. TRAFFIC VOLUMES: 20 Points

This category assigns a point value based on existing Average Daily Traffic (ADT) volumes. The point value will be based on a ratio of the existing ADT to the ADT corresponding to the maximum points possible. The point value for a two-lane project with an ADT of 10,000 or more and a four-lane project with an ADT of 20,000 or more will be 20. For existing ADT's of less, the point value will be determined by the following calculations:

$$\text{Two-lane Projects} \quad \frac{\text{EXISTING ADT} \times 20}{10,000}$$

$$\text{Four-lane Projects} \quad \frac{\text{EXISTING ADT} \times 20}{20,000}$$

### 2. ROAD CONDITION: 20 Points

Four (4) condition criteria comprise this category. (1) Excellent; (2) Good; (3) Fair; (4) Poor. This criteria is keyed to the IDOT Condition Rating Survey (CRS). The CRS range is as follows:

CONDITION RATING SURVEY (CRS)		
	RANGE	POINT VALUE
Poor	0 - 4.5	20
Fair	4.6 - 6.0	13
Good	6.1 - 7.5	6
Excellent	7.6 - 9.0	0

### 3. PROJECT READINESS: 15 Points

Projects completed with Engineering II by the application deadline	15 points
Projects completed with Engineering I by the application deadline	10 points
Projects for which Engineering I has begun by the application deadline	5 points
Projects that have not begun Engineering I by the application deadline	0 points

### 4. SAFETY: 20 Points

The point value assigned in this category is based on the most recent three-year accident history for the project in comparison with the annual accident history average as per the records of the Illinois Department of Transportation.

#### ROADWAYS

The most recent accident rate per 1,000,000 annual vehicle miles is 6.62 for two-lane roads and 6.68 for four lane roads.

	Two-Lane Road	Four-Lane Road	Point Value
125% or more above IDOT average	8.275	8.35	20
IDOT average rate of or greater	6.62	6.68	15
75% of IDOT average	4.965	5.01	10
50% of IDOT average	3.31	3.34	5
25% or below of IDOT average	1.655	1.67	0

#### INTERSECTIONS

The most recent accident rate for intersections is 6.405 for two-lane urban arterials and 10.355 for four-lane urban arterials.

	Two-lane Arterials	Four-Lane Arterials	Point Value
125% or more above IDOT average	8.006	12.944	20
IDOT average rate of or greater	6.405	10.355	15
75% of IDOT average	4.804	7.766	10
50% of IDOT average	3.203	5.178	5
25% of IDOT average	1.601	2.589	0

## **5. TRANSPORTATION CONTROL MEASURES: 10 Points**

**This category assigns points to projects that incorporate TCMs into the project. Each TCM incorporated into the project will receive 2 points, with a maximum TCM score of 10 points per project.**

**Note 1: please only include TCMs that are viable with the project, and will be accepted by IDOT for incorporation with the project's construction letting.**

**Note 2: projects will only receive points for category 5 or for category 6 (Level of Traffic Flow Improvement), but not for both. Please consider this when completing the application. Whichever category gives a project the higher point total is the category the project should use.**

## **6. LEVEL OF TRAFFIC FLOW IMPROVEMENT: 10 Points**

**This category analyzes how well the project is in improving traffic flow along the project route. All STP-eligible projects have been divided into High, Medium, and Low levels of traffic flow improvement. The breakdown and point totals are as follows:**

### **HIGH: 10 points**

- **Traffic signalization projects including signal interconnect projects**
- **New traffic signals (where warranted)**
- **Full intersection channelization**
- **Add-lane projects**
- **Park-and-ride lots**
- **Feeder bus service**
- **Transit facility construction**

### **MEDIUM: 5 points**

- **Improving existing traffic signals**
- **Bottleneck elimination**
- **Auxiliary lane additions**
- **Realignment of offset intersection pairs (single jog situations)**
- **Provide a missing link (dual jog situations)**
- **Consolidation of access i.e. reducing the number of driveways**
- **Incorporating bus pull-outs into project**
- **Transit facility rehabilitation**
- **Car pool and van pool programs**
- **Minor channelization improvements (1 or 2 leg additions)**



**LOW: 0 POINTS**

- **Resurfacing**
- **Widening and resurfacing**
- **Shoulder improvements**
- **Curb and gutter installation/repair**
- **Drainage**
- **Lighting**

**If other work types are submitted that are not listed above, the Transportation Committee will vote to determine under which category the specific improvement will be placed. In addition, the Committee reserves the right to interpret improvements submitted, based on the intent of the developed category assignments.**

**7. SPECIAL CIRCUMSTANCES: 5 points**

**This category is intended to provide municipalities with a total of 5 extra points if there are special circumstances that need to be considered by the Committee at the time of the annual application review process. The Committee will review these circumstances, and will provide reasoning for or against the awarding of points.**

**This category is not intended to allow arbitrary decision-making, but instead is meant to provide municipalities the ability to convey additional information not captured by the other six categories.**

**If more than one explanation is provided, each application should be clearly delineated. Explanations in this category will not be accepted after the application deadline.**

# **HIGHWAY PROJECT APPLICATION**

## **A. GENERAL INFORMATION**

- 1. Date of Application**
- 2. Municipality/Lead Agency**
- 3. Project identification**
  - a. Project street**
  - b. Project limits**
  - c. Project length**
  - d. Functional classification and route #**
  - e. Other project location information (optional)**
- 4. Municipal contact person(s), phone**
- 5. Consultant(s), contact person(s), phone**
- 6. Other agencies participating in this project**
- 7. Year for which funding is sought**

**B. EXISTING CONDITIONS**

1. Provide a brief description of the current nature of the street or facility for which improvements are proposed.

2. What is the current Annual Average Daily Traffic (ADT) count for the facility?

3. Please provide the most recent Condition Rating Survey (CRS) for this street, and the date that it was taken. (CRS must be no more than two years old).

CRS: \_\_\_\_\_ Date of rating: \_\_\_\_/\_\_\_\_/\_\_\_\_

Conducted By:

4. Please provide the raw accident counts for each of the most recent three years for the length of the project.

20\_\_ : \_\_ accidents      20\_\_ : \_\_ accidents      20\_\_ : \_\_ accidents

5. How is this roadway currently designated (please circle one)?

Strategic Regional Arterial

Other Arterial

Collector

Local Street

**C. PLANNING AND IMPLEMENTATION**

1. Does this project require right-of-way acquisition?

Yes \_\_\_\_ No \_\_\_\_

2. If you answered “Yes”, has this acquisition process begun, and when do you anticipate its completion?

begun on: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ estimated completion: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

3. Are there any environmental concerns that may delay the project? If yes, please explain.

4. What is the first federal fiscal year (October-September) that this project could begin?

Engineering II: FY \_\_\_\_ Construction: FY \_\_\_\_

5. How much will this project cost? Please list the cost in amounts of both local and federal dollars.

	<b>LOCAL (30%)</b>	<b>FEDERAL (70%)</b>	<b>TOTAL</b>
Engineering II:	_____	_____	_____
Construction:	_____	_____	_____

*Note: if multiple jurisdictions are involved in this project, please indicate the amount each jurisdiction intends to spend on local match for Phase II and for Construction.*

**D. PROJECT DESCRIPTION AND WORK TYPE(S)**

1. Please indicate the primary work types for this project (please identify no more than three):

\_\_\_\_\_

**See Attachment 1, *CMAP FY 00-04 TIP WORK TYPE CODES*, for appropriate work types.**

2. Please provide a general description of the proposed improvements for this project. Please note that questions following this will ask for very specific information. To prevent duplication, please only provide a very general description of the project in this space.

3. Will any Transportation Control Measures (TCMs) be included with this project TCM 's are generally candidates if they reduce or eliminate Vehicle Miles Traveled (VMT), auto trips, or vehicle emissions. The following list are acceptable TCMs but are not limited to: please mark each that applies to this project.

- |   |  |
|---|--|
| <input type="checkbox"/> ADA improvements                     | <input type="checkbox"/> Bicycle projects                    |
| <input type="checkbox"/> Pedestrian projects                  | <input type="checkbox"/> Adding parking at transit stations  |
| <input type="checkbox"/> New parking lot/garage at transit    | <input type="checkbox"/> Improve an existing transit station |
| <input type="checkbox"/> New transit station                  | <input type="checkbox"/> Continuous left turn lane           |
| <input type="checkbox"/> Intersection channelization          | <input type="checkbox"/> Signal interconnect projects        |
| <input type="checkbox"/> New or extended rail facilities      | <input type="checkbox"/> Multi-modal center improvements     |
| <input type="checkbox"/> New traffic signals, where warranted | <input type="checkbox"/> Bus route service improvements      |
| <input type="checkbox"/> Other (please explain)               |  |

4. Please complete the following table, using the best estimates of minimum measurements within the project limits.

	<b>BEFORE</b>	<b>AFTER</b>
# of Unrestricted Driving Lanes	_____	_____
Driving Lane Widths (feet per lane)	_____	_____
# of Parking Lanes (& width)	_____	_____
Bi-directional Left Turn Lane (y or n)	_____	_____
Traffic signal interconnect	_____	_____
# of Restricted Parking Lanes (Peak/Off Peak; describe restriction)	_____	_____
Paved Roadway Cross Section (feet)	_____	_____
Posted Speed Limit (MPH)	_____	_____
Railroad Grade Separation (y or n)	_____	_____
Trucks prohibited on this roadway (y or n)	_____	_____

**E. OTHER CONSIDERATIONS**

Please describe any other conditions or related issues that you feel are important for the Council of Mayors to consider when evaluating this project.

Have you submitted or do you plan on submitting any applications for additional grant sources related to this project?

If an application for an additional grant source has been submitted, please attach a copy to this application. If you intend to apply for an additional funding source related to this project but have not submitted an application at this time, please include a brief description of the proposed project and indicate the name of the grant source from which you are seeking funding.

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**F. SUPPORTING MATERIALS**

Please attach the following exhibits with the completed application. Please ensure that all exhibits can be photocopied (i.e. 8 1/2 x 11")

1. A map clearly displaying the limits of the project (8 1/2 x 11")
2. A typical section of the proposed roadway and/or sketch of the proposed intersection configuration and improvements.

## **PROJECTS ELIGIBLE FOR STP FUNDING TRANSPORTATION CONTROL MEASURES (TCM) COMPONENT**

- ❖ *Programs for improved public transit (capital only);*
- ❖ *Restriction or construction of certain roads or lanes for use by high occupancy vehicles*
- ❖ *Employer-based transportation management plans, including incentives*
- ❖ *Trip reduction ordinances*
- ❖ *Traffic flow improvement programs that achieve emission reductions*
- ❖ *Fringe and transportation corridor parking facilities serving multiple occupancy vehicle programs or transit service*
- ❖ *Programs to limit or restrict vehicle use in downtown areas or other areas of emission concentration particularly during peak periods of use;*
- ❖ *Programs to provide all forms of high occupancy, shared-rides services;*
- ❖ *Programs to limit portions of road surfaces or certain sections of the metropolitan area to the use of non-motorized vehicles or pedestrian use, both as to time and place;*
- ❖ *Programs for secure bicycle storage facilities and other facilities, including bicycle lanes, for the convenience and protection of bicyclists, in both private and public areas;*
- ❖ *Programs for provision of all forms of high occupancy vehicles, shared ride services;*
- ❖ *Programs to control extended idling of services*
- ❖ *Employer- sponsored programs to benefit flexible work schedules*
- ❖ *Programs and ordinances which, as part of the transportation planning and development efforts of a locality facilitate non-automobile travel, encourage the provision, and utilization of mass transit, or generally reduce the need for single occupant vehicle travel*
- ❖ *Programs for new construction and major reconstruction of paths, tracks or areas solely for use by pedestrian or other non- motorized means of transportation when economically feasible and in the public interest*
- ❖ *Highway and transit safety improvements and programs, hazard elimination, projects to mitigate hazards caused by wildlife, and railway- highway grade crossings, when these projects contribute to air quality and/or congestion reduction. Highway and transit research*



*and development and technology transfer programs*

# **TRANSPORTATION CONTROL MEASURE (TCM) APPLICATION**

## **GENERAL INFORMATION**

**DATE OF APPLICATION** \_\_\_\_\_

**MUNICIPALITY/LEAD AGENCY** \_\_\_\_\_

**NAME OF FACILITY TO BE IMPROVED/IMPLEMENTED** \_\_\_\_\_

- a. **PROJECT STREET**
  - b. **PROJECT LIMITS**
  - c. **Project length**
  - d. **Functional classification and route #**
  - e. **Other project location information (optional)**
4. **Municipal contact person(s), phone**
  5. **Consultant(s), contact person(s), phone**
  6. **Other agencies participating in this project**
  7. **Year for which funding is sought**

**B. EXISTING CONDITIONS**

1. Provide a brief description of the existing facility:

2. Modes served by the existing facility (bus, rail etc):

**C. PLANNING & IMPLEMENTATION**

1. Does the project require right-of-way acquisition?

2. If yes, is the project currently undergoing the acquisition process?

3. Are there any issues that may delay the implementation of this project?

**D. PROJECT DESCRIPTION AND WORK TYPE**

1. Primary Work Type (please show no more than three)

\_\_\_\_\_

**See Attachment 1, *CMAP FY 00-04 TIP WORK TYPE CODES*, for valid work types.**

2. Project description

3. Modes served by improved/new facility (bus, rail, bike, etc)

4. What is the first federal fiscal year (October-September) that this project could begin?

Engineering II:      FY\_\_\_      Construction:      FY\_\_\_

5. How much will this project cost? Please list the cost in amounts of both local and federal dollars.

	<b>LOCAL (30%)</b>	<b>FEDERAL (70%)</b>	<b>TOTAL</b>
Engineering II:	_____	_____	_____
Construction:	_____	_____	_____

5. Please attach a copy of a recent Board/Council resolution (or minutes) requesting consideration of the project by the Council of Mayors and the municipality's ability to fund the required local match.

**E. OTHER ISSUES**

1. Are there any other issues that you feel the Council should know about?  
Please explain.

**F. EXHIBITS**

Please attach the required exhibits to this form.

1. Map showing location of project within region.
2. Map showing location of project within municipality.

## ***Local Area Pavement Preservation Program (LAPP)***

### **INTENT**

The Local Area Pavement Preservation Program provides (LAPP) provides federal funding for the simple resurfacing of roadways that have previously received Surface Transportation Program dollars for construction. The intent of this program is to protect prior investment in Surface Transportation Program and Federal Urban Aid Projects in the Central Region Council of Mayors.

### **POLICY**

#### **PROJECT FUNDING**

The Central Region Council of Mayors will consider funding of LAPP - eligible projects with its locally programmed STP dollars at a matching 50/50 percent ratio. 50% of LAPP funding will be supplied by STP monies and 50% of funding will be the responsibility of the local agency. Communities who fund Phase II engineering with local funding may utilize the 60/40 percent split for construction.

LAPP funding will be granted for Phase II Engineering and for Construction of a project. The amount of STP money available for use in the STP-LAPP program for a given fiscal year will be determined in the following manner:

Funds for STP - LAPP projects will be less 95% of the STP Program Mark for that same fiscal year. For example, using hypothetical numbers, federal funds available for LAPP projects in Fiscal Year 2000 will be calculated in the following manner:

Central Council STP Program Mark for FY 00:	<i>1,700,000</i>
	<u><i>.95</i></u>
	<i>1,615,000</i>
Central Council STP Project Totals for FY 00	<u><i>-1,400,000</i></u>
STP- LAPP Monies Available	<i>215,000</i>

There will be no maximum cap on the cost of an individual STP - LAPP Project. Most Projects that qualify for LAPP funding are relatively inexpensive, ranging from \$150,000 - \$400,000.

The Transportation Committee reserves the right to recommend that left-over STP funds in any given fiscal year be used solely for STP Projects.

## **PROJECT ELIGIBILITY**

Projects qualifying for STP Funds must meet the following conditions:

1. The project must have been previously reconstructed and/or resurfaced with the use of locally programmed STP or FAU funds through the Central Region Council of Mayors.
2. The project must meet IDOT's eligibility criteria for use in the LAPP Program.
3. The project must have been last constructed using STP or FAU funds at least eight (8) fiscal years prior to the fiscal year in which the LAPP improvement is requested.

Projects in the Central Region's Current STP Program (FY 2002-2006) which are eligible for use of the LAPP program may remain in the STP Program, to be funded at a 70/30 match ratio.

A local agency may choose to submit a project that is already in the Central Region's current STP Program for funding under the Central Region's STP-LAPP Program. However, the agency will then forfeit that project's place in the STP Program once the project has been placed in the STP-LAPP Program. Such projects would also then be funded at a 50/50 federal/local match ratio, rather than 70/30.

## **PROJECT PROGRAMMING**

Project selection will be primarily based on the following factors (in no specific order):

1. Local Agency interest and project readiness
2. A Condition Rating Survey (CRS) of the facility to be improved
3. Years since the last improvement was made

The Transportation Committee/ and or Central Council will be responsible for determining the order by which LAPP projects are programmed, using the above three factors as a guide. Programming of projects will be concurrent with the STP program cycle. Projects will only be programmed for one fiscal year beyond the current year. For example, the current call for projects for 2001- 2006 STP Program development process (which will occur in the third quarter of FY 1999) will program STP-LAPP projects for 2001 only.

*LAPP applications are provided in this manual as Attachment 2.*

## STP PROJECT MILESTONE SCHEDULE

Municipality: \_\_\_\_\_  
 Muni. Contact: \_\_\_\_\_  
 Project: \_\_\_\_\_  
 \_\_\_\_\_  
 Council of Mayors: \_\_\_\_\_

Consultant: \_\_\_\_\_  
 Consul't Contact: \_\_\_\_\_  
 \_\_\_\_\_  
 TIP #: \_\_\_\_\_  
 Date: \_\_\_\_\_ By: \_\_\_\_\_

*Proposed Project Schedule. To be submitted to the Council of Mayors at the time of project application. Proposed Project Schedule must also be brought to IDOT District One at time of kick-off meeting.*

	<b>Initial Estimate</b>	<b>Kick Off Agreed Estimate</b>	<b>Latest / Actual Date</b>
<b>1. Initial Phase I Meeting (“Kick-Off Meeting”)</b> With IDOT, PL and Municipal Rep.	_____	_____	_____
<b>2. 1<sup>st</sup> State/ Federal Coordination Meeting</b>	_____	_____	_____
<b>3. Cat. Ex. Concurrence &amp; Design Vairance Approval</b> (with or without State/Fed Coordination meeting)	_____	_____	_____
<b>4. Submit Draft Phase I Report (PDR) to IDOT</b> (3 to 6 month review req'd per complexity and quality)	_____	_____	_____
<b>5. Submit Phase II Eng'r Agreem't to IDOT (or N/A)</b>	_____	_____	_____
<b>6. Public Hearing/Meeting (or N/A)</b>	_____	_____	_____
<b>7. Submit Final Phase I Report (PDR) to IDOT</b>	_____	_____	_____
<b>8. ROW Kick-off Meeting (or N/A)</b>	_____	_____	_____
<b>9. Phase I Design – Approval</b>	_____	_____	_____
<b>10. Phase II Engineering Agreement Approval</b> (1 to 3 months) (or N/A)	_____	_____	_____
<b>11. ROW Acquisition Initiation (or N/A)</b> (min. 9 to 18 months required) Est. _____	_____	_____	_____
<b>12. Phase II – Optional Meeting with IDOT</b>	_____	_____	_____
<b>13. Submittal of 75% complete plans to IDOT</b> (Review Period 1-4 months) Est. _____	_____	_____	_____
<b>14. Submittal of Pre-Final Plans</b> (Review period 1 to 4 months)	_____	_____	_____
<b>15. ROW Acquisition to be Complete (or N/A)</b>	_____	_____	_____
<b>16. Expected Construction Letting (mon/yr)</b>	_____	_____	_____

See IDOT Mechanics of Project Management *Federal Aid Project Initiation to Completion* Flow Chart for estimated Review Times.



## **TRANSPORTATION GLOSSARY**

**ANNUAL ELEMENT** - A listing of the projects expected to be completed within the fiscal year indicated. The council's Surface Transportation Program (STP) is made up of the Annual Element and the Multi- Year Program.

**ANNUAL AVERAGE DAILY TRAFFIC (ADT)** - The total yearly volume of vehicles on a roadway divided by the number of days in the year.

**CHICAGO METROPOLITAN AGENCY FOR PLANNING (CMAP)** - The Chicago Metropolitan Agency for Planning is the regional agency designated as the Metropolitan Planning Organization for northeastern Illinois region. CMAP coordinates the STP program for the city of Chicago and the eleven councils of mayors.

**CENTRAL REGION COUNCIL OF MAYORS** - The Central Region Council of Mayors is comprised of the Mayors or their designated representatives of the member communities of the West Central Municipal Conference with the exception of those Conference members who belong to the North Central Council of Mayors. The Council votes on recommendations made by the WCMC Transportation Committee. These votes occur at the regularly scheduled meetings of the West Central Municipal Conference.

**CONGESTION MITIGATION AND AIR QUALITY IMPROVEMENT PROGRAM (CMAQ)** - ISTEA created a major program to deal with transportation-related air pollution. The CMAQ program directs funds to projects and programs in certain non-attainment areas that meet the classifications contained in the Clean Air Act Amendments. The projects and programs must be good candidates to contribute to attainment of the National Ambient Air Quality Standards (NAAQS). The NAAQS are standards for levels of pollutants developed by the Environmental Protection Agency in response to a requirement of the Clean Air Act Amendments. The CMAQ Project Selection Committee, under the guidance of the CATS Policy Committee, develops guidelines and criteria for determining eligibility of projects and programs for CMAQ funding.

**COUNCIL LIAISON** - The individual employed by the West Central Municipal Conference to coordinate the STP program for the Central Region Council of Mayors. The liaison also represents the Council to the county, state, regional and federal transportation agencies. There are eleven council liaisons employed in northeastern Illinois representing the eleven councils of mayors. See Attachment 3 for a listing of planning liaison by council of mayors.

**FISCAL YEAR (FY)** - The Councils of Mayors Surface Transportation Program operates within the federal fiscal year (October 1 - September 30).

**ILLINOIS DEPARTMENT OF TRANSPORTATION (IDOT)** – This organization serves as the implementor of the council’s Surface Transportation Program and the state agency that oversees and implements plans and programs to the Illinois Transportation system. The northeastern Illinois region is within District One, headquartered in Schaumburg. General phone # (847) 705-4000. Administratively, IDOT is divided into a number of sections each with a different responsibility. Three of the more important IDOT sections with regard to the councils of mayors are the Bureau of Local Roads & Streets (District One – Schaumburg), the Bureau of Programming (District One – Schaumburg) and the Office of Planning & Programming (Springfield).

**ILLINOIS TRANSPORTATION ENHANCEMENT PROGRAM (ITEP)** -A funding source contained within the Transportation Equity Act for the 21st Century (TEA -21) whereby federal funding is available at an 80/20 federal/local split, for projects that enhance the transportation system. Examples of such projects are bike and pedestrian facilities, landscaping and scenic beautification, removal of outdoor advertising, etc. The Illinois Department of Transportation has prepared a booklet explaining the Enhancement Program and how to apply for funding.

**MULTI-YEAR PROGRAM (MYP)** - The Central Region has two Multi-Year Programs. The "A" list is those projects that have been approved by the Council and has funding secured through the Surface Transportation Program. The "B" list is those projects the Council will consider if funding becomes available. These projects have not received approval from the Council, CMAP or IDOT and do not have secured funding.

**SURFACE TRANSPORTATION PROGRAM (STP)** - The federal program administered by CMAP and implemented by IDOT which provides funding for the locally planned and programmed transportation projects as outlined elsewhere in this document. The STP for the Central Region operates under a 70/30 federal/local match ratio.

**TRANSPORTATION CONTROL MEASURES (TCM)** - Projects designated to reduce the impacts/use of single occupancy vehicles by encouraging the use of alternate modes of transportation, non-peak period travel or greater system efficiency.

**TRANSPORTATION EQUITY ACT FOR THE 21st CENTURY (TEA-21)** - The federal transportation bill enacted in 1998 that built upon the priorities and programs established in the Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA). TEA - 21 also continues the connection between air quality and transportation established under ISTEA.

**TRANSPORTATION IMPROVEMENT PROGRAM (TIP)** - A unified document indicating coordination of all transportation agencies in the Chicago metropolitan area. All transportation projects, other than those entirely funded by local monies, are included in the TIP.

**VEHICLE MILES TRAVELED (VMT)** - The VMT is the length of the proposed improvement in miles multiplied by the annual average daily traffic for the route.

**WCMC TRANSPORTATION COMMITTEE** - This Committee is comprised of seven (7) Central Region representatives appointed by the WCMC Executive Board. The Committee's primary function is to review projects for possible recommendation to the Central Region Council for inclusion in the Council's Surface Transportation Program.

