



## Recommended Revised CMAQ Programming Policies

---

---

### A: Programming of CMAQ Funds for New Projects

#### 1) Application materials and requirements

- a) The applicant is solely responsible for application completeness.
- b) Applications submitted without the following will be rejected:
  - i) Complete project financing & CMAQ funding request section;
  - ii) Input Module Worksheets for traffic flow improvement projects only;
  - iii) Scoping Document for traffic flow improvements, commuter parking and pedestrian/bicycle projects only;
  - iv) Pedestrian/Parking Deck Supplements, if applicable;
  - v) Sign-off by the applicable Planning Liaison, for municipal sponsors only (see subsection A:1,d).
- c) If an application is missing other information, only one attempt will be made to collect that information (notice will be via a “read receipt” e-mail). The deadline for submission of missing information is 30 days from the date of the emailed notification from CMAP. If the sponsor does not respond by the deadline, the application will be rejected.
- d) Project applications submitted by municipal agencies (villages, cities, counties, park districts, school districts, forest preserve districts, townships, etc.) are required to be reviewed by their Council of Mayor’s Planning Liaison (PL).
  - i) The individual PLs are responsible for reviewing applications and advising the sponsor of missing information.
  - ii) The PL sign-off is incorporated into the application form.
  - iii) The deadline for submission for PL review is two weeks in advance of the deadline for submission to CMAP. The deadline for submitting applications to the PLs will be included in the CMAQ program development schedule.

#### 2) Programming the funds

- a) The CMAQ program mark for a given fiscal year will be the northeastern Illinois share of the State’s federal apportionment adjusted for: amounts previously programmed in that fiscal year; funds made available due to projects removed or withdrawn from prior years’ programs; and increases to programmed amounts for existing projects.
- b) The CMAQ “A List” is comprised of all projects approved for funding by the MPO Policy Committee that do not yet have actual obligations and are not in the TIP. Projects will be moved from the CMAQ A List into the fiscally constrained TIP when the project sponsor notifies their Planning Liaison (for municipal agencies) or CMAP staff (other sponsors) that the project is ready for obligation and the reviewing agencies

- c) (IDOT/RTA) confirm that status. The Planning Liaison, sponsor or CMAP staff as appropriate will make the TIP change.
- d) A CMAQ "B List" of projects in the programming cycle will be approved by the MPO Policy Committee to identify projects that may be moved into the funded program prior to the next application cycle (see B:1,b,ii).
  - i) The B List will include non-funded projects with a reasonable cost/benefit ratio as well as the remaining portion of partially funded projects.
  - ii) The projects will be allowed to remain on the B List until a new B List is approved.
  - iii) A new B List is approved at the conclusion of the programming cycle and may or may not include any of the projects from the previous B List.
- e) Normally funding for all phases of a project will be considered in a single application.
- f) Occasionally proposals will be considered for funding of phase I engineering separately from the other phases.
  - i) In such cases, future phases of the project are not eligible for funding unless the phase I engineering has been submitted for design approval by June of the application cycle.
  - ii) Sponsors must apply for funding for all applicable subsequent phases; it is not automatically guaranteed.
- g) Sponsor's whose proposals do not seek CMAQ funding for phase I engineering must have submitted their phase I engineering to IDOT for design approval by June of the application cycle to be considered for funding of subsequent phases in the fiscal year/s of the application cycle.
  - i) Applicants completing phase I engineering with local funds must certify that they will meet appropriate federal standards.
  - ii) Project proposals that seek funding of later phases in out years will be considered on a case-by-case basis. (Out years are, for example, 2011, 2012, 2013 and 2014 in the 2010/11 application cycle.)
- h) All sponsors will be required to attend a mandatory project initiation meeting once CMAP has received the federal funding eligibility determinations from USDOT. The meeting will include distribution of necessary forms and information needed to initiate the projects and review of general project schedules and deadlines. Unless specific approval has been granted by CMAP, project consultants may not attend in the stead of project sponsors. Consultants are encouraged to accompany the project sponsors. Failure to attend will cause consideration of removal of the project from the program. This decision will be via recommendation of the CMAQ Project Selection Committee to the Transportation Committee and MPO Policy Committee.

**B: Active Program Management of Projects**

- 1) Review of project status for all projects with phases in the annual element will be conducted in May and October.

- a) Each project phase (Eng-1, Eng-2, ROW, Constr., etc.) is allowed one schedule adjustment (i.e. "one-time move") to advance or defer the given phase of work over the lifetime of the project.
- b) Projects that will not obligate their annual element phase or phases by the end of the Federal Fiscal Year (September 30) will be able to use that phase's one-time adjustment to the project schedule.
  - i) If the annual element phase is Phase I Engineering, however, it must be initiated (JRF submission or Grant agreement) by May of that fiscal year.
  - ii) Projects that have already adjusted their schedule once will be considered for removal from the program unless the additional delay is the direct result of actions outside of the sponsor's control as determined by the CMAQ Project Selection Committee.
  - iii) Projects that have been allowed a second schedule change for a given phase of work (i.e. those that have utilized both the project's one-time adjustment and a schedule change due to circumstances outside of the sponsor's control) will be subject to additional progress reporting requirements. If those requirements are not met, the entire project will be considered for removal from the program.
  - iv) All projects that fail to provide status report during May or October will be considered for removal from the CMAQ program.
- c) Funds freed up by schedule adjustments will be reprogrammed. Funds available for reprogramming will be considered for:
  - i) Cost increases to programmed projects, as needed.
  - ii) Projects included in the "B List" for which the sponsor has requested TIP programming and have shown appropriate actual progress.
- d) Grant applications must be submitted to FTA by the time of the May status updates for transit projects.
- e) Job request forms (JRFs) must be submitted to IDOT by the time of the May status updates for non-transit projects.
- f) Transit projects that have been obligated will be required to submit an expenditure update within 45 days of the end of each calendar quarter until the project is 100% complete.

###