Chicago Metropolitan
Agency for Planning

MEMORANDUM

To: **Local Agency eTIP users**

From: **CMAP Staff**

Date: **March 1, 2016**

Re: **Advance Construction**

Advance Construction and the TIP

Advance Construction (AC) is a cash flow technique used by IDOT. When a project is placed in AC status, the FHWA has authorized the project to move forward with state appropriation (or other non-federal means) with the option to seek reimbursement of federal funds, if available, at a later point. The project is federally eligible and has met all federal requirements – but will move forward using state funds (or other non-federal means) to be accomplished with a conversion to federal funds in the future. FTA fund sources do not utilize Advance Construction.

When AC is utilized for a project phase it must be represented in the TIP to show an anticipated use of a specific federal fund source. Each federal fund source managed by FHWA in the eTIP database can utilize AC. A drop-down field called "AC/C" is utilized to indicate financial lines that are either authorized to use Advance Construction (AC), or have been converted from Advance Construction (ACC) for federal reimbursement.

In the TIP, financial lines in AC or ACC are subject to the same amendment thresholds and processes that apply to all federally funded line items. The only difference, in terms of the TIP, is that when a financial line is in AC, it is not subject to fiscal constraint. To ensure the availability of federal funds at the time of conversion, the conversions (ACC) must be constrained within the current federal fiscal year (FFY). Placing a financial line in AC or ACC, with no changes to the federal funding amounts, is an administrative modification of the TIP. Changes to funding amounts or other project characteristics are subject to amendment threshold and procedures.

IDOT notifies programmers via email when a project phase(s) is converted to/from AC status. Programmers receiving these notices should make the corresponding TIP change as soon as possible. At the bottom of the notification email there will be 'Click here to confirm' link. After the TIP change is made in eTIP, that link should be selected. An email to IDOT and FHWA will auto generate and notify them that the change is processed in the TIP database. If changes are not

confirmed via the email link, programmers will receive weekly reminders that a TIP change is needed.

Project phase(s) being authorized for Advance Construction

The email message from IDOT will state that "This Project is currently in Advanced Construction status…" and may contain a CMAP TIP ID, Section Number, State Job Number, and/or Federal Project Number. The federal fiscal year and a description of the project location may also be included. To make the required TIP change, users should login to eTIP, select "Amend TIP" from the Project Tools menu, and select the open Administrative amendment. After locating the project and starting to amend, programmers must locate the financial line being placed in AC. Procedures for determining the correct line item are provided below. To place a line item in AC, programmers should simply **select 'AC' in the AC/C column of the funding table**. No changes to the federal fiscal year or fund source should be made. **"Phase(s) placed in Advance Construction status" should be selected as the change reason**. Upon saving and submitting the change to CMAP, programmers should return to the notification email and select the "Click here to confirm" link.

Project phase(s) being converted from Advance Construction

The email message from IDOT will state that "This Project has been moved from advanced construction to current status…" and email may contain a CMAP TIP ID, Section Number, State Job Number, Federal Project Number, contract number, and/or obligation number. The conversion federal fund type, amount of federal funds, and a description of the project location may also be included. To make the required TIP change, users should login to eTIP, select "Amend TIP" from the Project Tools menu, and select the open Administrative amendment. After locating the project and starting to amend, programmers must locate the financial line being converted. Procedures for determining the correct line item are provided below. To convert a line item, programmers should **change the 'AC' in the AC/C column of the funding table to 'ACC' and should change the federal fiscal year to the current year**. In rare cases, the federal fund source may also be changed. If the conversion violates fiscal constraint for the fund source in the current fiscal year, programmers must work with CMAP to re-program other financial line items to resolve the violation. **"Phase(s) converted from Advance Construction status" should be selected as the change reason.** Upon saving and submitting the change to CMAP, programmers should return to the notification email and select the "Click here to confirm" link.

Frequently asked questions

Who receives the notifications?

The notifications are sent to programmers based on the first two numbers of the TIP ID. CDOT receives notification for all "01-" TIP IDs. The appropriate council contacts receive notifications for "02-" through "12-" TIP IDs. IDOT District 1 programming (Brian Carlson), IDOT District 1 Bureau of Local Roads (Chad Riddle), and CMAP Staff (Jen Maddux & Russell Pietrowiak) receive all of the notification emails, regardless of TIP ID. Council Planning Liaisons (PLs) are responsible for submitting the TIP change when the fund source is CMAQ, STP-L, BRR, SR2S, STP-C (STR), TAP-L, TAP-S, HPP (sections 112, 115, 117, 125, 129), STP-E, and HSIP (if a local project). IDOT District 1 programming is responsible for submitting changes to IDOT sponsored projects. At this time, there is no way to notify the counties directly if one of their projects is put into AC status. The PL will be responsible for making those changes and notifying the county of the change. If you are unsure of who should make the change, contact Jen Maddux or Russell Pietrowiak.

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For projects in the Kane/Kendall Council ("09" TIP IDs) and the Will Council ("12" TIP IDs), IDOT District 3 will also be notified.

How can programmers tell which line item(s) should be converted?
If line item identifiers (state job number and/or federal project number) were entered in the TIP previously using the PPI form or Local Agency Agreement, programmers can match the line item utilizing those numbers.

Otherwise, to determine the phase, use the first letter in the state job number:
P= ENG I
D= ENG II
R= ROW
C= Construction/Construction Engineering

The Federal project number can be used to identify the fund source:

Federal Project # Prefix	TIP Fund Source
BHM	STP – Bridge
BROS	STP – Bridge
BRS	STP – Bridge
CM	CMAQ
CMF	CMAQ
CMI	CMAQ
CMM	CMAQ
HSIP	Hwy Safety Improve Pgm
M	STP (Bridge, County, Locally Prgmd, or State Prgmd Urban)
NHPP	NHPP
RS	STP - State Prgmd Rural,
SRTS	Safe Routes to School
TE	STP – Enhancements, TAP – State Prgmd
HPD	*HPP TEA-21 – historical fund
HPP	*HPP – historical fund
NHF	*NHS – historical fund
NRT	*Rec Trails – historical fund

Will a project being placed in Advance Construction hold up project completion?
No, it does not. Advance construction allows a project to be included on a letting and awarded using non-federal funds.   IDOT can then seek participation by FHWA at a later date.

When will a project be checked against fiscal constraint in the TIP?
Given that an AC project is utilizing non-federal funds to proceed, it does not count against fiscal constraint. When converted (ACC), funds must be available in the current federal fiscal year to accommodate the conversion, therefore ACC projects are subject to fiscal constraint.

<u>What if the project is not-exempt or exempt tested and needs to go through conformity?</u>
Conformity is triggered by the scope of the project. Changes to the scope (work type and/or location) require conformity analysis. Converting a project phase(s) to or from AC status does not affect the conformity status of the project.

<u>What if I make another change to the project while I'm converting the fund source?</u>
In eTIP, administrative changes, amendments, and conformity amendments are submitted separately. You may include administrative changes, such as AC status changes, as part of an amendment or conformity amendment, however the change will not take effect until the amendment is approved by the appropriate committee. It is recommended that you submit AC changes separately as administrative amendments.

<u>How does this affect local STP programming?</u>
While line items placed in AC are not subject to fiscal constraint until converted to ACC, it is strongly recommended that councils consider AC line items to be committed, and do not program against these balances. If sufficient federal funding is not available to convert projects to federal funding, projects in the current year may be delayed in order to honor the funding commitment to past years' projects that moved forward utilizing Advance Construction.

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