CMAQ/TAP FFY 2016-2020 Call for Projects

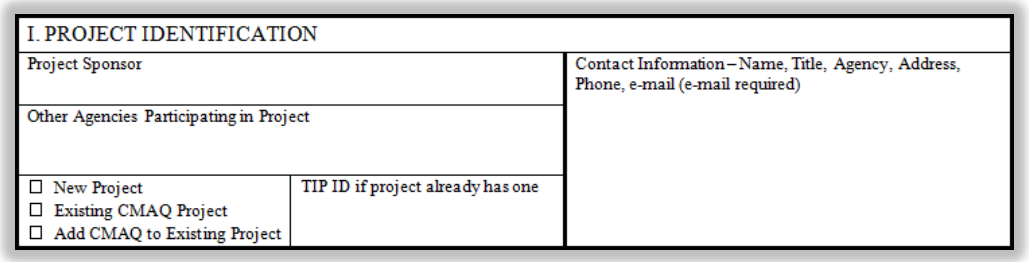
Line by Line Instructions for Completing Application Forms

These instructions guide sponsors in completing the FY 2016-2020 Congestion Mitigation and Air Quality Improvement Program (CMAQ) and FY 2015-2016 Transportation Alternatives Program (TAP) application forms.

The forms have six parts: project identification, project location and map, project financing and CMAQ/TAP funding request, project emissions benefit data, program management information, and project description. All of this material is required with each application, unless specifically stated otherwise in the project information booklet. The detailed estimate of costs form is also required for all applications. For missing material or for assistance, contact your sub-regional planning staff and then Doug Ferguson at CMAP at (312) 386-8824.

The forms for this year have changed. If you are resubmitting a project for which you have applied in the past, please transfer the project information to this year's forms.

Part I. Project Identification



I. PROJECT IDENTIFICATION		
Project Sponsor		Contact Information – Name, Title, Agency, Address, Phone, e-mail (e-mail required)
Other Agencies Participating in Project		
☐ New Project ☐ Existing CMAQ Project ☐ Add CMAQ to Existing Project	TIP ID if project already has one	

Project Sponsor
The project sponsor is the governmental body responsible for the application for CMAQ/TAP project financing and for implementing approved projects. For the CMAQ program, eligible sponsors include any state agency or unit of government having the authority to levy taxes and those agencies authorized to receive Federal Transit Authority (FTA) Section 5307 funding. For the TAP program, eligible sponsors include local governments, regional transportation authorities, transit agencies, natural resource or public land agencies, school districts, and any other local or regional governmental entity with responsibility for oversight of transportation or recreational trails.

Other Agencies Participating
If there are other agencies participating in a project, indicate them here.

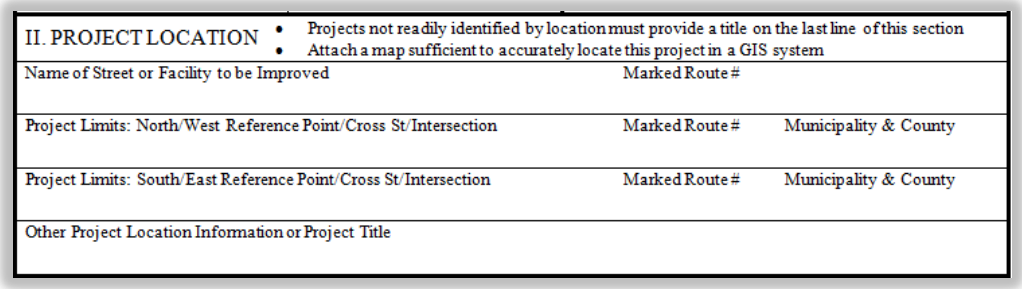
TIP Project ID

If all or part of this project is in the TIP for northeastern Illinois, indicate the TIP ID here. If you are applying for CMAQ/TAP funding for an existing non-CMAQ/TAP funded project, select "Add CMAQ/TAP to Existing Project" and place the TIP ID in the correct field. If you are requesting funding for a current CMAQ/TAP project, select "Existing CMAQ/TAP Project" and enter the TIP ID in the correct field. The format for TIP ID numbers is 99-99-9999. If you are unsure whether the project is in the TIP, contact your sub-regional planning staff.

Contact for this Project

Fill in the name, title, agency, address, phone number and e-mail address of the individual who can provide CMAP staff with information should questions about this project arise. Additionally the project contact will receive any requests for status updates. If the contact is not the project manager or engineer, please provide a secondary contact with a working knowledge of the project.

Part II. Project Location



II. PROJECT LOCATION • Projects not readily identified by location must provide a title on the last line of this section • Attach a map sufficient to accurately locate this project in a GIS system		
Name of Street or Facility to be Improved	Marked Route #	
Project Limits: North/West Reference Point/Cross St/Intersection	Marked Route #	Municipality & County
Project Limits: South/East Reference Point/Cross St/Intersection	Marked Route #	Municipality & County
Other Project Location Information or Project Title		

Name of Street or Facility to be Improved

Indicate the street or facility name. For intersection improvements, interchanges, and bridge projects, indicate the name of the major street. Accurate descriptions are extremely important since the emissions benefits depend on the location. Attach a map showing the location of the project. The information should be sufficient to locate the project on a local street map.

Marked Route#

Indicate the commonly used route number for the road, e.g., I-80; US 52; IL 43. Do not use FAU or FAP numbers in this field.

Project Limits

For roadway projects indicate the cross street. Give the **northernmost or westernmost** point of the project first then on the next line give the **southernmost or easternmost**. For intersection improvements, interchanges, bridge and other projects occurring at a single location, just indicate the single cross street. For transit station, transfer center or parking projects indicate the nearest intersection. For other transit projects, indicate the intersection nearest the project's northern or western terminus.

Municipality & County
Indicate the county and municipality for any of the reference points. For projects with a reference point in an unincorporated area, indicate the political township name.

Other Project Location Information or Project Title
Provide any other information necessary to determine the location of the project. If the project does not lend itself to description via project limits, give a project title here. Be brief; this field may be truncated.

Part III. Project Financing & CMAQ/TAP Funding Request

III. PROJECT FINANCING & CMAQ FUNDING REQUEST		Please review the instructions.			
	Starting Federal Fiscal Year*	Total Phase Costs	(New) CMAQ Funds Requested	Other Federal Funds Including prior CMAQ awards	
				Fund Type	Fund Type
Engineering Phase 1		$	$		$
Engineering Phase 2		$	$		$
Right-Of-Way Acquisition		$	$		$
Construction (Including Construction Engineering)		$	$		$
Engineering (For Implementation Projects)		$	$		$
Implementation		$	$		$
Alternatives Analysis		$	$		$
*Phase must be accomplished within 3 years		$	$		
Total Project Costs					
Source Of Local Matching Funds		Indicate if sponsor intends to apply for Transportation Development Credits.			
If Soft Matching Funds Are Intended To Be Used, Please Contact CMAP Staff.					
Have the Matching Funds Been Secured? (Provide Details):					

General notes:

- **Failure to submit a complete Project Financing & CMAQ/TAP Funding Request as required will result in an application not being considered for funding.**
- **Additional TAP funds will not be available beyond the initial programmed amounts and any increases in project costs will be the responsibility of sponsors.**
- Phase I Engineering (preliminary engineering) is not eligible for CMAQ and TAP funding in northeastern Illinois. Transit projects requiring engineering will only be eligible for 70% federal funding for engineering costs under the CMAQ program. See pages 4-5 of the information booklet for more information.
- Signal interconnect projects will not be eligible for phase I or II engineering (preliminary or design engineering) funding. Construction engineering (CE) will continue to be eligible as a part of the construction phase.

- Accurate starting years for each phase are essential for being considered for CMAQ and TAP funding and continued funding over the life of the project. The starting year plus two additional years is when the phase must be accomplished, or else all remaining funding will be deferred. Accomplished is defined as:

Phase	FHWA	FTA
Phase II Engineering	Pre-Final Plans to IDOT Dist. 1	FTA Grant Approval
ROW	ROW Certified by IDOT Dist. 1	FTA Grant Approval
Construction	Letting	FTA Grant Approval
Implementation	Federal Authorization	FTA Grant Approval

- The total costs for each phase required for this project should be completed. If the project requires engineering phase I, which is not eligible for CMAQ and TAP funding, the total cost of that phase must be entered into the application. The only exception is if phase I engineering is not required for the project. The sponsor should still indicate the total cost for engineering phase I in the Total Phase Costs column and indicate any other federal funds used for that phase in the Other Federal Funds columns. When evaluating submitted projects, CMAP staff uses the total project costs to evaluate the project. Not every phase listed will be applicable to your project. Only fill out the phases that have been completed or will be completed for this project. Note that construction engineering (engineering III) is not a separate phase, but is to be included with the construction (CONST) line item. Use "implementation" (IMP) to denote the completion of a non-construction project (e.g., purchasing buses). For projects requiring only engineering services (e.g., bus specification development) use "engineering" (ENG). Implementation projects are typically associated with engineering services; construction projects are associated with engineering I and II. The "alternative analysis" (AA) phase is applicable only to transit facility improvements; contact CMAP before submitting an application with this phase.
- Show all costs related to achieving the congestion and emissions benefits on the form, including engineering and right-of-way costs already expended, even if done **in-house**. Costs for related project elements that do not help achieve congestion and emissions benefits (and for which CMAQ funding is not and will not be sought) may be excluded.
- Costs which have already been obligated, or will be obligated before the award of CMAQ and TAP funds, are not eligible for funding.

Starting Federal Fiscal Year

Provide the federal fiscal year in which each phase will begin. If a phase of the project has already been started or completed, you still need to provide the year in which it was started. All phases and costs of the project must be accounted for in the application. As stated above and in the application form, the phase requested must be accomplished in this year plus two additional years or the remaining funding will be deferred.

Total Phase Costs

Indicate the total cost of each phase included in your project. This includes phases that have been started or completed. If the project is part of a larger project, include only the costs for the

CMAQ/TAP portion of the project. An example would be if you are applying for a bicycle facility along a road that is being reconstructed; include only the costs for the bicycle facility. This may mean that estimates for the engineering work will need to be made since the engineering for the road and bicycle facility may have been done together.

CMAQ/TAP Funds Requested
Indicate the federal portion of the cost of the phase for which CMAQ/TAP funds are being requested. For the CMAQ program this is generally no more than 80% of the CMAQ eligible total cost. For the TAP program this is no more than 80% of the TAP eligible total cost. Projects for which the sponsor is providing more than the minimum local match may receive special consideration.

Other Federal Funds -Including prior CMAQ/TAP awards
Indicate other federal funds that are being used for each phase of the project. Provide the federal amount and the source. See the TIP Summary brochure for a list of fund sources and codes. Past awards of CMAQ/TAP funding should be indicated here.

Total Project Costs
The bottom line should include the total project costs and the total of all CMAQ/TAP funds being requested with this application.

Source of Local Matching Funds
Provide the source of the secured local match. This may not be other federal funds. If soft matching funds or Transportation Development Credits are intended to be used, please contact Doug Ferguson, (312) 386-8824.

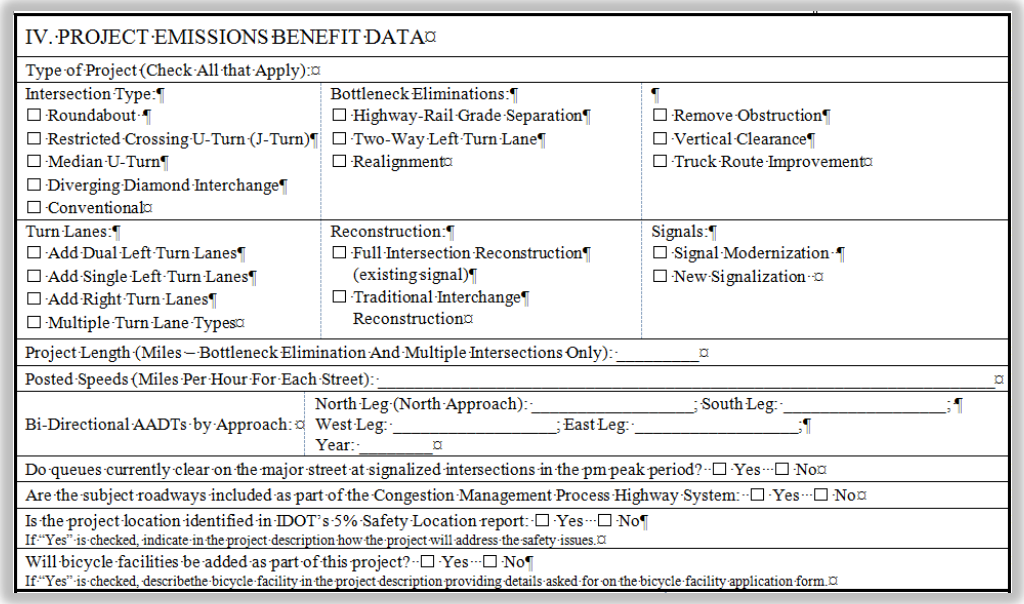
Have the Matching Funds been Secured?
Provide the status of the local match. Has the local match been identified in an agency budget, capital program, municipal resolution or similar document.

Part IV. Project Congestion Mitigation and Emissions Benefit Data

Each type of project uses a different evaluation method. The data required in this section will be discussed separately for each project category.

CMAP staff computes emissions benefits and transportation impact criteria from this data using uniform methods to ensure project comparability. In most cases it is not necessary for the applicant to compute emissions benefits. Contact CMAP staff if you believe your project calls for a different computation of emissions benefits.

Traffic Flow Improvements



IV. PROJECT EMISSIONS BENEFIT DATA

Type of Project (Check All that Apply):

Intersection Type: ☐ Roundabout ☐ Restricted Crossing U-Turn (J-Turn) ☐ Median U-Turn ☐ Diverging Diamond Interchange ☐ Conventional	Bottleneck Eliminations: ☐ Highway-Rail Grade Separation ☐ Two-Way Left Turn Lane ☐ Realignment	 ☐ Remove Obstruction ☐ Vertical Clearance ☐ Truck Route Improvement
Turn Lanes: ☐ Add Dual Left Turn Lanes ☐ Add Single Left Turn Lanes ☐ Add Right Turn Lanes ☐ Multiple Turn Lane Types	Reconstruction: ☐ Full Intersection Reconstruction (existing signal) ☐ Traditional Interchange Reconstruction	Signals: ☐ Signal Modernization ☐ New Signalization

Project Length (Miles – Bottleneck Elimination And Multiple Intersections Only): _____

Posted Speeds (Miles Per Hour For Each Street): _____

Bi-Directional AADTs by Approach: North Leg (North Approach): _____; South Leg: _____;
West Leg: _____; East Leg: _____;
Year: _____

Do queues currently clear on the major street at signalized intersections in the pm peak period? ☐ Yes ☐ No

Are the subject roadways included as part of the Congestion Management Process Highway System: ☐ Yes ☐ No

Is the project location identified in IDOT's 5% Safety Location report: ☐ Yes ☐ No
If "Yes" is checked, indicate in the project description how the project will address the safety issues.

Will bicycle facilities be added as part of this project? ☐ Yes ☐ No
If "Yes" is checked, describethe bicycle facility in the project description providing details asked for on the bicycle facility application form.

Type of Project
Indicate the type of project that is being proposed and the improvements being made.

Project Length
For intersection improvements involving multiple intersections or for bottleneck eliminations, give the actual length of the improvement. This may be left blank for improvements involving only one intersection.

Posted Speeds
Show the posted speed for all affected facilities. e.g., for intersection improvements show the posted speed for all of the intersecting streets.

Bi-Directional AADTs by Approach
Provided the Annual Average Daily Traffic for each leg of the project.

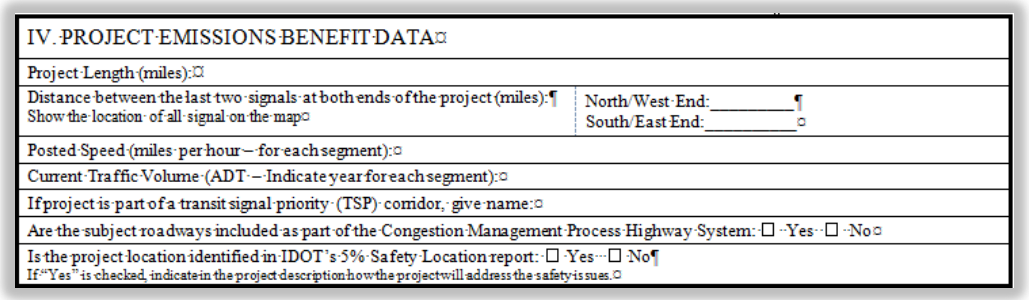
Do Queues Currently Clear on the Major Street?
If signalized intersection queues do not clear on the major street during the p.m. peak period (for which volumes are reported on the HCM input sheet), the volumes reported may be low, and the field observations indicate that congestion present may not be reflected in the analysis. Thus, some modification to the reported volumes may be necessary. Any modifications will be discussed with the project contact prior to execution.

Are the subject roadways included as part of the Congestion Management Process Highway System?
The regional Congestion Management Process (CMP) has identified a set of roadways on which it is particularly critical to minimize congestion. Check the yes box, if any part of the proposed project is included in the CMP Highway Network Map.

Is the project location identified in IDOT's 5% Safety Location Report?
Mark yes, if the project location is identified in IDOT 5% safety report location and provide details in the project description of how the project will address the safety issues at that location. See the map for the 5% locations on the local system. The 5% locations on the IDOT system are available through the respective county engineers.

Will bicycle facilities be added as part of this project?
If bicycle accommodations are being added in conjunction with the project, check yes, and describe them in the Project Description section. Be sure to include the details requested by the bicycle facility application form in the description.

Signal Interconnects



IV. PROJECT EMISSIONS BENEFIT DATA	
Project Length (miles):	
Distance between the last two signals at both ends of the project (miles): ¶ Show the location of all signal on the map	North/West End: _____ ¶ South/East End: _____
Posted Speed (miles per hour – for each segment):	
Current Traffic Volume (ADT – Indicate year for each segment):	
If project is part of a transit signal priority (TSP) corridor, give name:	
Are the subject roadways included as part of the Congestion Management Process Highway System: ☐ Yes ☐ No	
Is the project location identified in IDOT's 5% Safety Location report: ☐ Yes ☐ No ¶ If "Yes" is checked, indicate in the project description how the project will address the safety issues.	

Project Length
Use the length from one terminus to the other. For projects on multiple roads, list the length of each road separately and identify the road.

Distance between the last two signals
If the first interior intersection at either end of the project is less than .25 miles from a terminus, an adjustment will be made in the emissions benefit analysis. The distance between the last two signals at either terminus is used to make the adjustment.

Posted Speed
Use the posted speed for the segment to be improved. If the speed varies, give the speed and length of the subsegments. For projects on multiple roads, identify each road.

Current Traffic Volume
Use the average daily traffic. For projects on multiple roads, list the ADT separately for each road and identify the road.

If project is part of a transit signal priority (TSP) corridor
Give the name of the TSP corridor. A TSP corridor uses an operational strategy that facilitates the movement of in-service transit vehicles, either buses or streetcars, through traffic-signal controlled intersections. TSP corridors are identified on the Regional Transportation

Authority's RTAMS web site, at www.rtams.org/rtams/transitSignalPriority.jsp. The interactive map will allow you to search for TSP corridors near your project.

Are the subject roadways included as part of the Congestion Management Process Highway System?
The regional Congestion Management Process (CMP) has identified a set of roadways on which it is particularly critical to minimize congestion. Check the yes box, if any part of the proposed project is included in the CMP Highway Network Map.

Is the project location identified in IDOT's 5% Safety Location Report?
Mark yes, if the project location is identified in IDOT 5% safety report location and provide details in the project description of how the project will address the safety issues at that location. See the map for the 5% locations on the local system. The 5% locations on the IDOT system are available through the respective county engineers.

Transit Projects

IV. PROJECT EMISSIONS BENEFIT DATA

Project Type (Check One): ☐ Facility Improvement ☐ Service And Equipment ☐ Access to Transit

Auto Trips Eliminated Per Day (Round Trips): _____

Length Of Auto Trips Eliminated (One-Way Miles To The Nearest Tenth): _____

Auto Trips Diverted Per Day (Round Trips): _____

Line-Haul Length Of Diverted Trips (One-Way Miles To The Nearest Tenth): _____

Project Life (Years): _____

Provide basis for parameters used to estimate benefits (e.g., new ridership, auto occupancy, trip length. See instructions):

SERVICE IMPROVEMENTS

On-Time Performance - Route to be Improved: _____ System-Wide: _____

Reliability Enhancements (Check All that Apply):

Rail	Bus	
☐ New Vehicles	☐ New Vehicles	☐ Transit signal priority
☐ Upgraded Switches	☐ Queue Jump/Bypass Lanes	☐ Multi-Door Boarding with Off-board Fare Collection
☐ Upgraded Power Supply	☐ Off-board Fare Collection	☐ Bus-on-Shoulders
☐ Positive Train Control	☐ Reduced Stops/Express Service	☐ Managed Lanes
☐ Station Consolidation	☐ New Dispatching/Decision Support Systems	☐ Dedicated Bus Way
☐ Track Improvements	☐ Passenger Vehicle Movement Restrictions	☐ Far-side Stops
☐ Reduction of Freight/Vehicle/Pedestrian Interference		☐ Bus Stop Upgrades
		☐ Near Level Boarding

FACILITIES/CAPITAL IMPROVEMENTS

Existing Asset Condition (1-5 scale used by RTA): _____

Description and Location of Service (For Equipment Purchases):

Net Number Of New Vehicle Parking Spaces: _____ Net Number Of New Bicycle Parking Spaces: _____

To derive these numbers, use an appropriate method in consultation with CMAP. Document the assumptions regarding trip length, ridership, auto occupancy or other data in the last line. This includes providing a basis for estimates and the values for the underlying assumptions. In other words, "**show your work.**"

Project Type
Indicate the type of project. The Access to Transit type includes commuter parking, bicycle and pedestrian access to transit and transit transfer facilities.

Auto Trips Eliminated
The number of auto *round trips* eliminated because of the transit project.

Length of Auto Trips Eliminated
For trips eliminated, indicate the mean *one-way* trip distance, including both the approach trip length (from the origin to the transit facility) and the line-haul trip length (on the transit facility to the destination).

Auto Trips Diverted Per Day
The number of auto *round trips* that are diverted to the new facility instead of traveling the entire distance from the origin to the destination and back. An example of a diverted trip would be an auto trip diverted from a downtown-bound expressway to a train station parking lot, the rest of the trip being made by train.

Line-Haul Length of Trips Diverted
Give the mean *one-way* line-haul trip length of auto trips diverted to the new facility or service; equivalent to that part of the trip distance for which transit is used. Do not include the distance traveled from the commuters' homes to the facility. For commuter rail projects, use the station's mile post from the downtown terminal. For bus projects, use the route length of the bus from the facility to the end of the line or an appropriate average trip length. For car pool/van pool projects, contact CMAP staff to develop an appropriate estimate.

Project Life
Give the estimated life of the facility in years. Projects funding service or marketing should indicate the number of years being funded. In most cases, this will be one year. Services may receive no more than three years' funding.

Provide basis for parameters used to estimate benefits
Document your assumptions regarding trip length, ridership, auto occupancy or other data. The documentation may be attached if it is, for example, a spreadsheet printout. The basis should cite surveys, counts, or research reports to support the assumptions.

On-Time Performance
This only pertains to projects which improve transit service. Give the on-time performance of the route being improved. For new service, provide the service providers system-wide on-time performance.

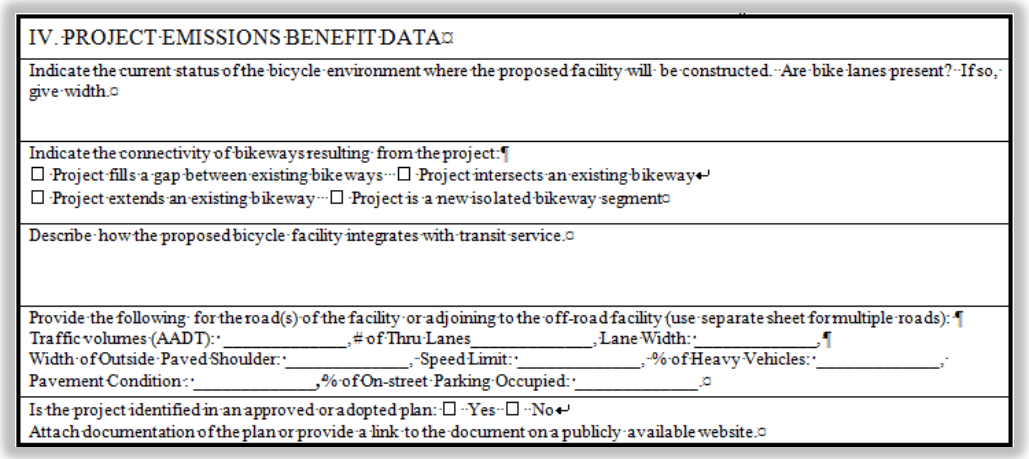
Reliability Enhancements
This only pertains to projects which improve transit service. Check all the enhancements that are being made through the proposed project.

Existing Asset Condition
Provide the condition of the asset the project is improving from the RTA asset inventory. Condition is rated based on a 1 – 5 scale. This only applies to transit facilities.

Description and Location of Service
For projects which are purchasing transit equipment, provide a description of the service in which the equipment will be used and the location of that service.

Net Number of New Vehicle Parking Spaces and Bicycle Parking Spaces
For commuter or bicycle parking projects at transit facilities, provide the net number of new spaces being added.

Bicycle Facility Projects



IV. PROJECT EMISSIONS BENEFIT DATA

Indicate the current status of the bicycle environment where the proposed facility will be constructed. Are bike lanes present? If so, give width.

Indicate the connectivity of bikeways resulting from the project:
☐ Project fills a gap between existing bikeways ☐ Project intersects an existing bikeway
☐ Project extends an existing bikeway ☐ Project is a new isolated bikeway segment

Describe how the proposed bicycle facility integrates with transit service.

Provide the following for the road(s) of the facility or adjoining to the off-road facility (use separate sheet for multiple roads):
Traffic volumes (AADT): _____, # of Thru Lanes_____, Lane Width: _____,
Width of Outside Paved Shoulder: _____, Speed Limit: _____, % of Heavy Vehicles: _____,
Pavement Condition: _____, % of On-street Parking Occupied: _____.

Is the project identified in an approved or adopted plan: ☐ Yes ☐ No
Attach documentation of the plan or provide a link to the document on a publicly available website.

Indicate the current status of the bicycle environment
Provide details on the existing bicycle facilities where the proposed facility is to be constructed. Is there a shared-use bicycle lane where the new barrier separated bike lane is being proposed.

Indicate the connectivity of bikeways resulting from the project
Select the description that best fits the result of the proposed project.

Describe how the proposed bicycle facility integrates with transit service
What types of connections does the proposed facility make with transit? Provide details on the routes or lines that interconnect with the bicycle facility.

Provide the following for the road(s) of the facility or adjoining to the off-road facility
Provide the requested road characteristics and conditions for the road where the propose facility will exist or the nearby road(s) for off-street facilities. Use a separate piece of paper for multiple roads.

Is the project identified in an approved or adopted plan

If the project is in an approved or adopted plan, provide either a web link to the plan or attach documentation of the project included in the plan. Do not send the entire planning document only the relevant pages.

Direct Emissions Reduction Projects

IV. PROJECT EMISSIONS BENEFIT DATA	Complete this section for each group of vehicles (type, engine, technology, etc.). Use additional sheets as needed.
Vehicle Type: → ☐ School Bus → ☐ Transit Bus → ☐ Refuse Hauler ☐ Short Haul → ☐ Long Haul → ☐ Delivery Truck	
(check one) → ☐ Emergency Vehicle → ☐ On-Highway → ☐ City/County Vehicle	
→ ☐ Passenger Locomotive → ☐ Switch Engine ☐ Other: _____ specify	
Vehicle Size: → ☐ Class 2b (8,501 - 10,000 lbs.) → ☐ Class 3 (10,001 - 14,000 lbs.) → ☐ Class 4 (14,001 - 16,000 lbs.)	
(check one) → ☐ Class 5 (16,001 - 19,500 lbs.) → ☐ Class 6 (19,501 - 26,000 lbs.) → ☐ Class 7 (26,001 - 33,000 lbs.)	
→ ☐ Class 8a (33,001 - 60,000 lbs.) → ☐ Class 8b (60,001 and over) → ☐ School Bus → ☐ Transit Bus	
Horsepower → ☐ 0 → ☐ 1 → ☐ 3 → ☐ 6 → ☐ 11 → ☐ 16 → ☐ 25 → ☐ 40 → ☐ 50 → ☐ 75 → ☐ 175	
(check one) → ☐ 300 → ☐ 600 → ☐ 750 → ☐ 1000 ☐ 1200 ☐ 2000 ☐ 3000	
Current Fuel Type: → ☐ LPG → ☐ LNG → ☐ CNG ☐ Biodiesel 100 → ☐ Biodiesel 20 → ☐ Biodiesel 10 → ☐ Biodiesel 5	
(check one) → ☐ E85 → ☐ Diesel, 3,400 ppm sulfur → ☐ Diesel, 500 ppm sulfur ☐ Diesel, 15 ppm sulfur → ☐ Emulsion	
Model Year (all vehicles in a group should have the same model year): _____	
Before project: Fuel Consumed (gallons per year of current fuel type for all vehicles in the group combined): _____ gallons	
After project: Fuel Consumed (gallons per year of current fuel type for all vehicles in the group combined): _____ gallons	
Before project Annual Vehicle Miles/vehicle in group: _____ miles Annual Idling Hours/vehicle in group: _____ hours	
After project Annual Vehicle Miles/vehicle in group: _____ miles Annual Idling Hours/vehicle in group: _____ hours	

Technology to be Applied	# veh	Technology to be Applied	# veh
Diesel Oxidation Catalyst		Recalibration	
Diesel Oxidation Catalyst + Closed Crankcase Ventilation		Selective Catalytic Reduction	
Diesel Particulate Filter		Exhaust Gas Recirculation + Diesel Particulate Filter	
Hybrid Electric Replacement with Diesel Particulate Filter		Emissions Control Devices	
Partial Flow Filter		Other	
Compressed Natural Gas (CNG) Replacement		Engine Repower	
Lean NOx Catalyst/Diesel Particulate Filter		Engine Replacement	

Post-Implementation Fuel Type: → ☐ LPG → ☐ LNG → ☐ CNG ☐ Biodiesel 100 → ☐ Biodiesel 20 → ☐ Biodiesel 10 → ☐ Biodiesel 5
(check one) → ☐ E85 → ☐ Diesel, 3,400 ppm sulfur → ☐ Diesel, 500 ppm sulfur
→ ☐ Diesel, 15 ppm sulfur (non-road only) → ☐ Emulsion → ☐ Electricity
Diesel Vehicle Replacement Applicants
Expected remaining life of vehicles being replaced (years): _____
Total Number of Vehicles (all groups combined): _____ vehicles
Indicate on the map the location of where vehicles will be in service.
Time of day that vehicles will be in operation (hour): From _____ to _____.
Ridership Demographics (If vehicle is for transit service): % over 65 in age _____, % under 5 in age _____,
median household income _____, % minority _____

These projects reduce emissions through a variety of measures, including idle reduction, alternative fuels, retrofitting existing diesel engines, repowering vehicles engines or vehicle replacement. The engines may be in on-road vehicles (including utility vehicles such as garbage trucks and plows), off-road vehicles used in construction of highway projects, or locomotives used within the non-attainment area. If applicants have questions on the requested information, please contact CMAP staff.

Other Projects

For projects that do not fit into the categories above, an appropriate evaluation method will be developed in consultation with CMAP staff. Many projects will be able to use the data items below. Provide other data as necessary.

IV. PROJECT EMISSIONS BENEFIT DATA
Auto trips eliminated per day (round trips):
Length of auto trips eliminated (one-way miles to the nearest tenth):
Auto trips diverted to the new facility (round trips):
Line-haul length of trips diverted (one-way miles to the nearest tenth):
Affected days per year:
Project life (years):
Current traffic volume (ADT – indicate year):
Length of project or number of units provided:
Utilization rate (percent):
Describe method used to estimate benefits. Provide basis for parameters used to estimate benefits (e.g., diversion rate, auto occupancy, trip length. See instructions)

Number of Auto Trips Eliminated
The number of auto **round trips** eliminated per day because of the project.

Length of Auto Trips Eliminated
For trips eliminated, indicate the mean *one-way* trip distance, including both the approach trip length (from the origin to the nearest major street or limited access road) and the line-haul trip length (on the major street or limited access road to the destination).

Auto Trips Diverted
The number of auto **round trips** that, instead of traveling the entire distance from the origin to the destination and back, are diverted to an intermediate location, where the remainder of the trip is made by other means. An example of a diverted trip would be an auto trip diverted from downtown-bound expressway to a train station parking lot, the rest of the trip being made by train. (Note, however, that park-n-ride lots are classified as "Commuter parking" projects, not "Other" projects.)

Line-haul Length of Trips Diverted
The mean *one-way* line-haul trip length of auto trips diverted to the new facility or service; equivalent to that part of the trip distance for which transit or other non-automobile mode is used. Do not include the distance traveled from the commuters' homes to the facility. For commuter rail projects, use the station's mile post from the downtown terminal. For bus projects, use the route length of the bus from the facility to the end of the line or an appropriate average trip length. For car pool/van pool projects, contact CMAP staff to develop an appropriate estimate.

Affected Days per Year
The number of days per year the facility will be used or the program will be in effect.

Project Life
Give the estimated useful life of the facility in years. Projects funding service or marketing should indicate the number of years being funded. In most cases, this will be one year. Services may receive no more than three years' funding.

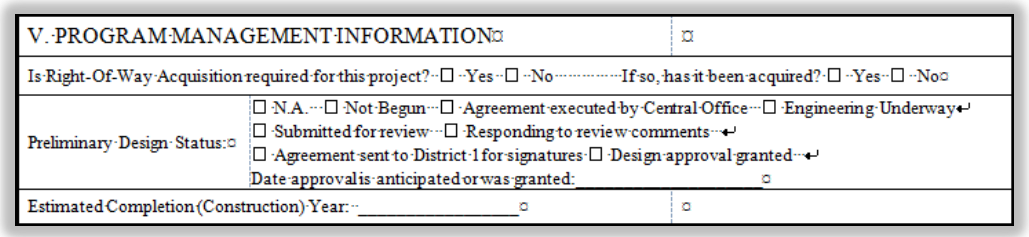
Current Traffic Volume
Use the average daily traffic. For projects on multiple roads, list the ADT separately for each road and identify the road.

Length of Project or Number of Units Provided
Give the best characterization of the quantity of the project. Include units, e.g., miles, intersections, feet, vehicles.

Utilization Rate
Give the estimate of the average use of the project.

Describe method used to estimate benefits
Document your assumptions regarding trip length, rates of attraction from driving, auto occupancy or other data. The documentation may be attached if it is, for example, a spreadsheet printout. The basis should cite surveys, counts, or research reports to support the assumptions.

Part V. Program Management Information



V. PROGRAM MANAGEMENT INFORMATION	
Is Right-Of-Way Acquisition required for this project? ☐ Yes ☐ No ..... If so, has it been acquired? ☐ Yes ☐ No	
Preliminary Design Status:	☐ N.A. ☐ Not Begun ☐ Agreement executed by Central Office ☐ Engineering Underway ☐ Submitted for review ☐ Responding to review comments ☐ Agreement sent to District 1 for signatures ☐ Design approval granted Date approval is anticipated or was granted: _____
Estimated Completion (Construction) Year: _____	

Is ROW Acquisition required for this project
Indicate whether land rights are required to implement the proposed project and if they are, whether or not they have been acquired.

Preliminary Design Status
Indicate the status of phase I engineering\preliminary engineering. Design approval by IDOT is the culmination of the phase I engineering process for most highway projects and is granted by IDOT. Below is an explanation of the check box options.

Check Box Option	Explanation
N.A.	Project is not subject to design approval
Not Begun	Preliminary engineering has not commenced
Agreement executed by Central Office	Locally Executed Local Agency Agreement has been executed by IDOT
Engineering Underway	Preliminary engineering is currently underway
Submitted for review	Draft Preliminary Design Report (PDR) was sent to the IDOT District 1 for review
Responding to review comments	Comments have been received from IDOT and the local agency is currently responding to them
Agreement sent to District 1 for signatures	Adequately responded to comments and PDR is complete.
Design approval granted	Have received an IDOT signed design approval or categorical exclusion form.

Estimated completion year
Indicate the federal fiscal year the project is scheduled for completion, using the current project status. Use best estimates for large projects. Projects funding services or marketing should indicate the first year of service or marketing funded by the application.

Part VI. Project Description– All Projects except Demonstration Projects


VI. PROJECT DESCRIPTION

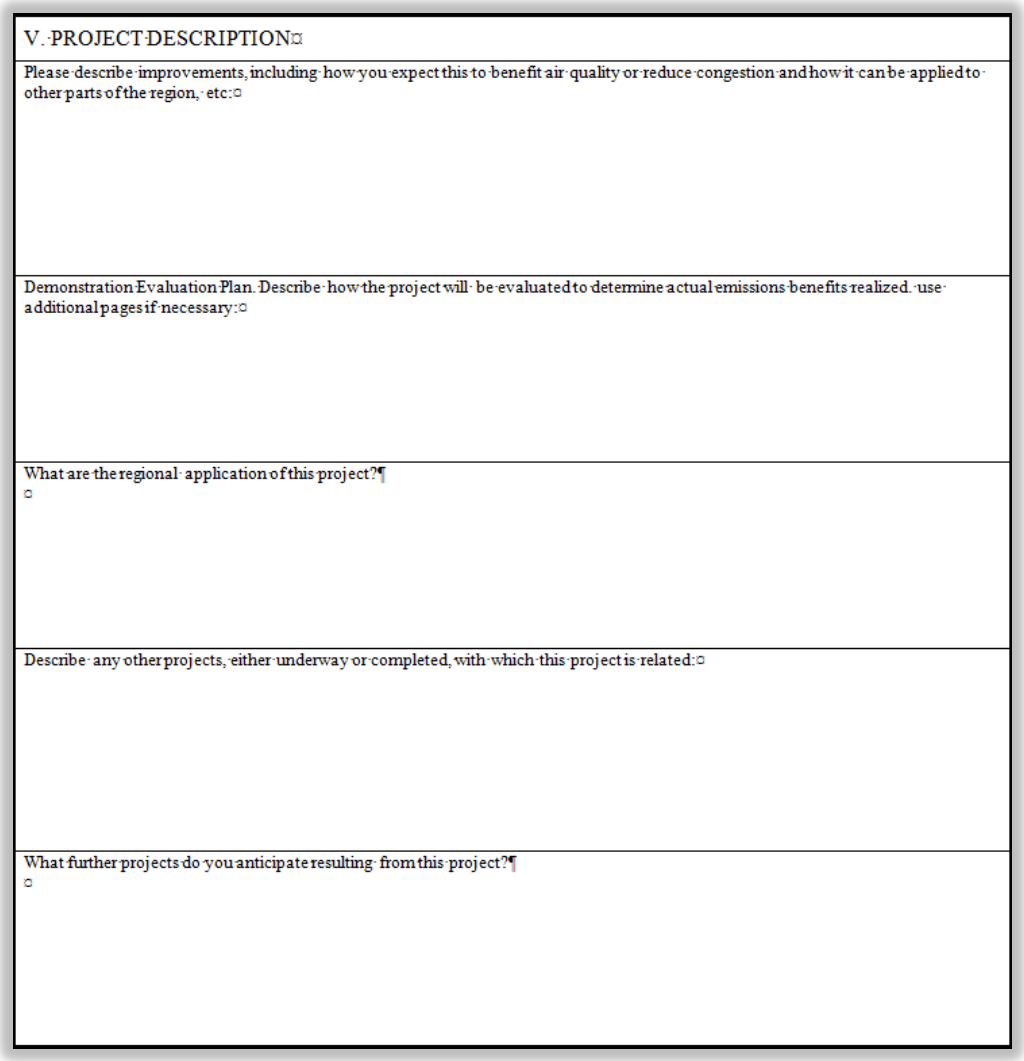
Please describe project.

Indicate here any information necessary for understanding the project that is not provided on the main project page. Note any costs for project elements that are not related to the projected congestion mitigation or emissions reductions.

For proposals that include outreach, promotion or marketing, provide a budget and describe the overall themes, target markets, materials to be developed, media buys and special events. The budget should reflect in detail the activities described. The description should be sufficiently detailed to permit an assessment of the coordination effort with similar efforts.

Part VI. Project Description – Demonstration Projects Only

Sponsors must contact Doug Ferguson of the CMAP staff at (312) 386-8824 to discuss objectives and the scope of a demonstration proposal prior to submitting it.



V. PROJECT DESCRIPTION

Please describe improvements, including how you expect this to benefit air quality or reduce congestion and how it can be applied to other parts of the region, etc:

Demonstration Evaluation Plan. Describe how the project will be evaluated to determine actual emissions benefits realized. use additional pages if necessary:

What are the regional application of this project?

Describe any other projects, either underway or completed, with which this project is related:

What further projects do you anticipate resulting from this project?

Demonstration projects are designed to show the emission reductions and congestion mitigation that will result from innovative capital and operating projects for which little emissions benefit data now exists. Outline an evaluation plan for this project. The plan should describe, at a minimum: 1) the type of emission and congestion benefit expected (e.g., trip reduction, speed improvement), 2) the before/after studies to be conducted, 3) the data to be collected, 4) the analysis method(s) to be used, 5) applicability to other locations/situations in the region, and 6) feasibility (i.e., what is needed for a successful implementation). The project sponsor is responsible for carrying out the evaluation if the project is programmed; the expense of doing so may be included in the CMAQ funding.

Indicate here how the results of the demonstration might be applied elsewhere in northeastern Illinois.

Include here previous phases of the project, projects on which this project depends, and projects that may be showing results similar to this project. Contact CMAP if necessary. Sponsors should review the research literature for similar projects before proposing a demonstration in northeastern Illinois.

For proposals that include outreach, promotion or marketing, provide a budget and describe the overall themes, target markets, materials to be developed, media buys and special events. The budget should reflect in detail the activities described. The description should be sufficiently detailed to permit an assessment of the coordination effort with similar efforts.

If further project phases or applications are envisioned at this time, indicate them here.

Commuter Parking Structure Supplement Form

Project sponsors applying for CMAQ funds for a commuter parking structure must complete the supplement form in addition to the Transit application form. The supplement form provides additional information specific to parking structures (parking decks or garages) that is not required in the emission benefit analysis, but which will help the CMAQ Project Selection Committee establish priorities among proposals. The primary evaluation criterion for parking structure projects will be cost per kilogram of VOCs eliminated over the project life. Questions on the form are followed by descriptive text for the purpose of guidance in completing the form. For additional assistance, contact Doug Ferguson, CMAP staff, at (312) 386-8824.

Input Module Worksheet, Actuated Controller Properties, Actuated Controller Coordination Form

Project sponsors applying for CMAQ funds for a traffic flow improvement must complete the supplementary information form, "Input Module Worksheet," in addition to the "Traffic Flow Improvement Form." The supplementary form provides additional information that is required in the emission benefit analysis. If actuated controllers are already installed (or will be installed) at the location, the Actuated Controller Properties page of the worksheet must be included, along with as many Actuated Controller Coordination pages of the Input Module Worksheet as warranted, i.e., based on extended side-street leading left-turn phases. **Failure to submit the worksheets as required will result in an application not being considered for funding.** The form is intended to be self-explanatory. If the improvement is a **traffic circle** (roundabout), contact Doug Ferguson, CMAP staff, at (312) 386-8824, for requirements.

Detailed Estimate of Costs

All projects are required to complete a detailed estimate of costs form for the project. This is an itemized accounting of the costs associated with the completion of the project and should provide unit costs along with quantities. The detail estimate of costs should agree with the project financing and CMAQ/TAP funding request section of the application.

CMAQ Project Milestone Schedule

Milestone schedules are required for all non-transit projects that involve construction of a transportation facility project. The milestone schedule will help applicants develop a project timeline that incorporates the federal engineering requirements. Completing the schedule now will reduce project delays. Applications for bicycle facility projects, commuter parking projects (both surface and structures), and traffic flow improvements projects should include a milestone schedule. For help with the sequence of events and estimated review time see the Federal Aid Project Initiation to Completion Flow Chart and IDOT Local Roads and Streets' Mechanic of Project Management available at www.cmap.illinois.gov/cmaq/program-development.