

CMAQ/TAP Change Request Procedures

Updated August 11, 2016

CMAQ and TAP funding is programmed by CMAP on projects with a specific scope. Funds are programmed for individual project phases in multiple federal fiscal years in order to maintain a fiscally constrained program. As projects are implemented, sponsors may request changes to the project scope, schedule or funding that is programmed by completing the appropriate change request form(s) for consideration by CMAP staff and/or the CMAQ Project Selection Committee (PSC).

Requests for each phase of a project will be considered independently of other CMAQ/TAP-funded phases, except for changes to a project's scope. **Requests submitted without the appropriate form(s) will not be accepted.** To expedite follow-up and proper TIP programming, requests for changes will only be accepted if submitted by the Planning Liaison (PL), except for projects sponsored by IDOT, IEPA, CDOT, RTA, CTA, Pace, Metra or County Departments/Divisions of Transportation, which must be submitted by the Project Contact on record at CMAP. Requests submitted directly from local government sponsors or consultants will *not* be considered. PL contact information is available on the [Project Contacts](#) web page.

Scope Change requests should be submitted to request a change in the type(s) of work being done, changes to the location or limits of the project, or any other change which may affect the emissions benefit analysis. Forms submitted without all data necessary to re-evaluate emissions benefits for the new scope will *NOT* be considered until this information is provided. The first page of the form must be submitted for all scope change requests. Only the applicable emissions benefit page should be submitted. Scope change requests which result in schedule or cost changes should be indicated and the additional form(s) should also be submitted.

Cost change requests should be submitted to request an increase in federal funds for any phase(s) of a project or to request a transfer of unused federal funds from one phase to another phase of the same project. This form should *not* be used to request reinstatement of deferred funds, unless a cost increase is also needed in conjunction with that request. Projects are evaluated based on total project costs, therefore forms submitted without complete Currently Programmed Funding, Actual/Estimated Costs and Schedule, and Requested Cost Changes (+/-) for all phases of the project will *NOT* be considered until this information is provided. All phases means those phases appropriate to the project processing: ENG1, ENG2, ROW (if required), CONST, and CE (if included) for highway, bicycle or pedestrian construction-type projects processed through IDOT; or ENG and IMP for implementation-type projects (typically processed through FTA grants).

For construction phases being let by IDOT, please locate the target letting date on the current calendar of [Transportation Meetings and Deadlines](#) and ensure that your request is made no later than the CMAQ Revision Request date listed for that letting date. Late requests cannot be expedited and project lettings *will* be delayed or the project sponsor will be responsible for additional costs not approved by the CMAQ PSC if requests are not made prior to the deadline. Requests for the construction phase should not be made prior to the submittal of pre-final plans, to ensure that all cost estimates are up-to-date at the time of the request.

Schedule change requests should be submitted to request a change to a phase's programmed federal fiscal year (FFY). The programmed year is the FFY in which federal funds for the phase will be authorized by FHWA or FTA. The FFY begins on October 1 and ends on September 30 (For example, FFY 2016 began on October 1, 2015 and will end on September 30, 2016). Phases cannot be reprogrammed beyond their designated sunset year. If the requested schedule change moves a phase(s) into any year earlier than the year it was initially programmed in, the phase's sunset year will be changed to a corresponding

earlier year. For example, if funds that were initially programmed in FFY15, with a sunset of FFY17 are reprogrammed in FFY14, the sunset will be permanently changed to FFY16. Schedule change requests to move a phase(s) to a later year will not, however, result in the sunset year moving back as well. For example, if funds that were initially programmed in FFY15, with a sunset of FFY17 are reprogrammed in FFY16, the sunset will remain FFY17. Schedule changes should be requested *before* submitting a new/revised Project Program Information (PPI) form or draft Local Agency Agreement to IDOT to ensure that the forms match the CMAP TIP. Changes to the expected authorization dates of phases reported during CMAQ May and October Status Updates will also be treated as schedule change requests.

All other requests can be made via an email from the Planning Liaison (or directly from non-municipal sponsors identified above) to CMAP staff.

All requests will be reviewed by CMAP staff. Scope change requests which do not require a re-evaluation of air quality benefits and schedule change requests which do not impact fiscal constraint *may* be approved administratively by staff. Requests to transfer or increase funding will be presented to the PSC for consideration. Regardless of the nature of the request, all requests should be submitted according to the schedule outlined on the current calendar of [Transportation Meetings and Deadlines](#). Requests received after the CMAQ Revision Request deadline for a particular PSC meeting will not be considered until the next scheduled meeting.

Questions about completing these forms should be directed to your Planning Liaison. For non-municipal sponsors listed as exceptions above, questions should be directed to Doug Ferguson (dferguson@cmmap.illinois.gov or 312-386-8824).