



SURFACE TRANSPORTATION PROGRAM

PROJECT SELECTION & PROGRAMMING PROCESS



REVISED NOVEMBER 2006

SURFACE TRANSPORTATION PROGRAM (STP) PROJECT SELECTION AND PROGRAMMING
PROCESS OF SOUTH SUBURBAN MAYORS AND MANAGERS ASSOCIATION

TABLE OF CONTENTS

ELIGIBILITY 4

PROGRAMMING PROCESS 5

PROJECT REQUEST APPLICATIONS 5

FUNDING RATIO 6

COST INCREASES 6

 TIER I POLICY 6

 TIER II POLICY 6

 TIER III POLICY 6

TCM FUNDING 7

UTILITY RELOCATION POLICY 7

ROADWAY LIGHTING PROJECTS 7

LOCAL AGENCY PAVEMENT PRESERVATION PROGRAM (LAPP) 7

OTHER ISSUES 8

EVALUATION METHODOLOGY 9

 TRAFFIC VOLUMES 9

 ROAD CONDITION 9

 PROJECT READINESS 9

 SAFETY 10

 AIR QUALITY/TCM’s 10

 ROADWAY JURISDICTION 11

LOCAL AGENCY PAVEMENT PRESERVATION PROJECT (EVALUATION) 12

ATTACHMENTS 13

 ATTACHMENT 1 – MEMBER COMMUNITIES 14

 ATTACHMENT 2 – TCM ELIGIBLE FOR STP FUNDING 15

 ATTACHMENT 3 – CHANGE FUNCTIONAL CLASSIFICATION 17

 ATTACHMENT 4 – PROJECT REQUEST APPLICATION 20

 ATTACHMENT 5 – TCM PROJECT REQUEST APPLICATION 29

 ATTACHMENT 6 – PROJECT SCOPING REPORT 36

 6a – *CROSSED OR ADJACENT BRIDGES* 40

 6b – *SIGNALIZED INTERSECTIONS* 41

 6c – *UNSIGNALIZED INTERSECTIONS NEEDING UPDATE* 42

 6d – *DRAINAGE DATA* 43

 6e – *RAILROAD INVOLVEMENT* 44

 ATTACHMENT 7 – REVIEW FORM 45

 ATTACHMENT 8 – SSMMA PROJECT SCHEDULE 46

 ATTACHMENT 9 – LAPP APPROVAL 47

 ATTACHMENT 10 – STP PROJECT MILESTONE SCHEDULE 48

 ATTACHMENT 11 – PROJECT SUBMISSION CHECKLIST 49

ELIGIBILITY

1. Any municipality, that is a member of the South Transportation Council, may submit a project to the South Suburban Mayors and Managers Association Transportation Committee for funding consideration through the Surface Transportation Program (STP). A list of these municipalities can be found in **Attachment 1**. Projects may be submitted at any time during the calendar year. However, once a year the Association will announce a call for projects and timetable for the evaluation process.

2. The following phases of highway projects will be eligible for STP funding:
 - Phase 1 Engineering (Preliminary Engineering)
 - Phase 2 Engineering (Design Engineering)
 - Right-of-Way Acquisition
 - Construction
 - Phase 3 Engineering (Construction Engineering)

NOTE: a) Phase 1 and Phase 2 engineering costs on roadway lighting and Local Agency Preservation Program (LAPP) projects are the responsibility of the sponsoring municipality and are not eligible for STP funding. b) STP funds can be used to pay for sidewalk removal and replacement for a construction project. New sidewalks can only be paid for if shown as a TCM benefit.

3. In addition to highway projects, certain Transportation Control Measures (TCM) are also fundable through the STP program. These TCM projects are aimed at improving air quality through reducing or modifying usage of the automobile. A list of eligible TCM projects is contained in **Attachment 2**. A South Council municipality or other agency (such as PACE, METRA, or IDOT) may sponsor TCM projects for inclusion in the STP. If sponsored by an agency, the agency must obtain at least two municipal co-sponsors, which are members of the South Council. Phase 1 and Phase 2 engineering costs are not eligible for STP funding.

4. The routes eligible for the STP funding are those roadways, which promote regional and/or subregional travel and must serve as more than a local land access facility. All designated federal aid routes will be eligible for STP funding. Information on how to add a route to the functional classification system can be found in **Attachment 3**.

PROGRAMMING PROCESS

1. Any municipality (or agency in the case of TCM projects) submitting a project for STP funding consideration must complete the appropriate project request application form in its entirety. The project request forms for highway and TCM projects are shown in **Attachments 4 and 5**, respectively. In addition, the *STP Project Scoping/Field Review Report* located in **Attachment 6** must be completed and submitted with all project applications. Furthermore, the municipality and municipal engineer for the project must attest that they have seen and reviewed all relevant policies by signing and submitting the *STP Review Form* contained in **Attachment 7**. Twelve copies of the completed project request must be submitted to the Association's Transportation Staff in order for the project to be considered. If submitting outside of a designated call for project timeframe, the application must be received by SSMMA staff at least two weeks prior to the next scheduled Transportation Committee meeting. A representative of the submitting municipality must be in attendance at the meeting to present the project and answer any questions.
2. All new project applications must be coordinated with the Illinois Department of Transportation, Bureau of Local Roads (BLR). Project coordination includes an in-depth discussion of the scope of work, estimated costs, and project schedule. A completed project schedule must be submitted as part of the project application. The *Project Schedule* form can be found in **Attachment 8**. The BLR may require a soil survey and/or pavement testing to determine the suitability of roadway sub-grade material and existing pavement. Applicants are encouraged to coordinate their applications with appropriate county or township jurisdictions as well.
3. Each year, applicants are required to attend an annual review meeting with the IDOT and the SSMMA transportation staff. A construction price index as published annually in the *Engineering News Record* will be applied to the cost estimates at this meeting. Failure to attend the annual review meeting will result in the project being dropped from the STP program.
4. Once a year, the evaluation methodology described beginning on page eight, will be applied to all projects in the inventory to the develop the Multi-Year Program (MYP). The MYP is defined by projects to be accomplished in the four-year period following the current fiscal year (Annual Element). Except in special cases, a project must first appear in the MYP before it becomes part of the Annual Element.

PROJECT REQUEST APPLICATIONS

1. The South Council STP project request application for highway projects is shown in **Attachment 4**. The local project sponsor must supply all required information on the project request application prior to presentation to the Transportation Committee. SSMMA transportation staff will review each project submittal for completeness. Local project sponsors will be advised of any additional data that is absent.
2. The South Council project request application for TCM projects is shown in **Attachment 5**. As with the highway project request form, it must be completed in its entirety by the local project sponsor agency or agencies before the project is presented to the Transportation Committee.

FUNDING RATIO

Local match percentage for all municipalities will be at a 70% federal and 30% local ratio. An 80% federal and 20% local ratio may be considered due to participation with a federally funded state project or inclusion of other funding sources. A guarantee of the municipalities local match is required as part of the project application. A municipality can pursue funding for a part of the local match from another agency.

COST INCREASES

Because cost increases can have a negative impact on programmed projects, the Transportation Committee requires reasonable cost estimates be included with the project application. Applicants are now required to meet with IDOT before submitting their project so that the scope of work can be discussed in detail. Price indices as published annually in the Engineering News Record (ENR) will be applied annually to the programmed projects.

The following represents three tiers of policy involving project cost increases:

TIER I Policy

If a project experiences a cost increase greater than 10% above the *application estimate*, the increase must be reported to the SSMMA Transportation Staff within 15 days of IDOT's acceptance of the Phase 1 engineering report.

TIER II Policy

Projects experiencing a 10% increase over IDOT's *Design Approval* estimated total cost; the increase must be reported to the Transportation Committee and Staff immediately.

TIER III Policy

Project sponsors will be responsible for *all project increases* in excess of 20% of the *Design Approval* estimated total cost.

ALL projects that encounter either a Tier I, II or III cost increase, will be treated in the 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 to accommodate the increase;
- Sponsors may choose to petition the Transportation Committee for an increase in funding. The Committee may choose to modify the project funding ratio, request increase in local participation to accommodate the additional costs or deny funding on a case-by-case basis;
- 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;

Please note: In the case of the project being dropped from the program, the municipality may be responsible to reimburse the South Council for part or all of the project expenditures to date.

TCM FUNDING

While developing the five-year STP, the Transportation Committee may designate a percentage of the South Council funds to be used for TCM projects. The amount of funding allocated for TCM projects is at the discretion of the Transportation Committee. Each TCM project will be evaluated based on the following list and other factors if necessary:

- Capacity
- Diversions from Single Occupant Vehicles
- Reduction in Vehicle Miles Traveled (VMT)
- Emissions Reductions
- Reduced Delay
- Projected Number of Users
- Project Readiness
- Cost

UTILITY RELOCATION POLICY

For STP funded projects: Utility relocation must be a direct result of the transportation improvement. The request for STP funds must be made by 45 days after IDOT or the county *Design Approval*. A funding ratio of 70% Federal and 30% local will be applied to projects with the above circumstances. Should notification occur after *Design Approval*, a maximum funding ratio of 50% federal and 50% local will apply. The only exception would be in the event that the utility conflicts were not identified in the Phase 1 report on projects receiving *Design Approval*. Circumstances will be addressed on a case-by-case basis and are subject to funding availability.

For other agency projects: Utility relocation must be a direct result of the transportation improvement. A funding ratio of 50% federal and 50% local will be applied to all projects. Specific requests will be addressed on a case-by-case basis and are subject of funding availability.

ROADWAY LIGHTING PROJECTS

The Transportation Committee may designate a portion of its annual allocation of STP funds to be used for roadway lighting projects. The standard SSMMA evaluation process will be used for lighting projects; however, the process may include accident history, particularly the proportion of darkness/daylight incidents. In addition, determination of a benefit/cost ratio for each project under consideration may be used to prioritize lighting projects on the basis of this value.

A project that is a component of a local, county or State improvement, street lighting projects will be funded at a 70% federal and 30% local ratio (with the exception of a federally funded state project, which may be funded at an 80% federal and 20% local ratio). Stand alone lighting projects will be funded at a 50% federal and 50% local ratio. All street lighting projects must adhere to the current IDOT standards. Engineering costs and decorative or historic lighting fixtures are ineligible for STP funding.

LOCAL AGENCY PAVEMENT PRESERVATION PROGRAM (LAPP)

The Transportation Committee may designate a portion of its annual allocation of STP funds for Local Agency Pavement Preservation (LAPP) projects. LAPP projects are funded at a 70% federal and 30% local funding ratio. Engineering costs are ineligible for STP funding. Evaluation of LAPP projects will follow the

guidelines listed on pages 10 and 11. A copy of IDOT's LAPP application can be found in **Attachment 9**. This form must be completed and submitted with a *STP Project Scoping Report/Field Review Report* (**Attachment 6**) prior to evaluation.

OTHER ISSUES

1. Any municipality may request that the Transportation Committee consider exceptions to the rules or extenuating circumstances outside of the *SSMMA Project Selection and Programming Process*. Any request for consideration must be fully detailed in writing and must be addressed at a Committee meeting.
2. Applicants are encouraged to expedite the timetable of their project by performing engineering design and ROW acquisition with local funds; however, all locally funded engineering and ROW processes must adhere to Federal and IDOT standards. Before beginning these phases, contact must be made with IDOT Local Roads. Local project sponsors may be awarded additional points in the evaluation methodology process. The Transportation Committee on a case-by-case basis will make considerations.
3. An effort will be made to ensure that the STP funding is distributed in an equitable manner.
4. The Transportation Committee will make it a policy to actively advocate for Federal, State and county funding through the SSMMA Transportation Projects and Priorities List and Legislative Policy Statement.
5. Changes to projects in the SSMMA five-year STP are not to taken lightly. Changes are approved through resolution of the full Association and submitted to the Chicago Area Transportation Study (CATS) in the form of notification and/or a request to change the current Transportation Improvement Program (TIP) for Northeastern Illinois. This action requires approval by the CATS Work Program Committee and in some cases the CATS Policy Committee.
6. Municipalities with projects in the Annual Element are *strongly encouraged* to attend all Transportation Committee meetings. Contact the SSMMA transportation staff for meeting dates and times.

EVALUATION METHODOLOGY

All highway projects will be evaluated using the following evaluation methodology:

TRAFFIC VOLUMES

This category assigns a point value based on existing Average Daily Traffic (ADT) volumes. IDOT accepted counts must be provided within the last six months of the application. The point values range as follows:

<u>Two Lane Road</u>	<u>Points</u>	<u>Four Lane Road</u>	<u>Points</u>
10,000 ADT +	20	35,000 ADT +	20
9,500 – 9,999	19	32,500 – 34,999	19
9,000 – 9,499	18	30,000 – 32,499	18
8,500 – 8,999	17	27,500 – 29,999	17
8,000 – 8,499	16	25,000 – 27,499	16
7,500 – 7,999	15	22,500 – 24,999	15
7,000 – 7,499	14	20,000 – 22,499	14
6,500 – 6,999	13	17,500 – 19,999	13
6,000 – 6,499	12	15,000 – 17,499	12
5,500 – 5,999	11	12,500 – 14,999	11
5,000 – 5,499	10	10,000 – 12,499	10
4,500 – 4,999	9	0 – 9,999	0
4,000 – 4,499	8		
3,500 – 3,999	7		
3,000 – 3,499	6		
2,500 – 2,999	5		
2,000 – 2,499	4		
1,500 – 1,999	3		
1,000 – 1,499	2		
500 – 999	1		
0 – 499	0		

ROAD CONDITION

Four road condition criteria comprise this category. (1) Excellent; (2) Good; (3) Fair; (4) Poor.

These criteria are keyed to the IDOT Condition Rating Survey (CRS). A representative of the SSMMA transportation staff, or delegate thereof, will be responsible for conducting and rating the CRS for a particular project. The CRS range is as follows:

<u>Condition</u>	<u>CRS Range</u>	<u>Point Value</u>
Poor	1.0 – 4.5	20
Fair	4.6 – 6.0	13
Good	6.1 – 7.5	6
Excellent	7.6 – 9.0	0
New Alignment		1

PROJECT READINESS

The point value assigned in this category is based on the estimated number of months it takes to get an STP project under construction contract letting, as determined by SSMMA transportation staff in conjunction with IDOT Bureau of Local Roads.

<u>Months of Readiness</u>	<u>Point Value</u>
0-6 months	25
6-12 months	20
12-18 months	15
18-24 months	10
24-30 months	5
Over 30 months	0

SAFETY

The average of the last three year's accident reports are to be used and compared against the IDOT average for that type of roadway. The project must address the accident situation and be reasonably expected to lower the accident rate to qualify for safety points. Averages listed as per million miles traveled.

	<u>ROADWAYS</u>		<u>Points</u>
	<u>2 Lane Road</u>	<u>4 Lane Road</u>	
125 % of IDOT Average	8.27	8.35	20
IDOT Average	6.62	6.68	15
75% of IDOT Average	4.96	5.01	10
50% or less of IDOT Average	3.31	3.34	0

	<u>INTERSECTIONS</u>		<u>Points</u>
	<u>2 Lane Road</u>	<u>4 Lane Road</u>	
125 % of IDOT Average	8.006	12.944	20
IDOT Average	6.405	10.35	15
75% of IDOT Average	4.8004	7.766	10
50% or less of IDOT Average	3.203	5.178	0

AIR QUALITY/TCM's

Air Quality benefit points are awarded based on project type. Point values for different project types are as follows:

	<u>Point Value</u>
Projects reducing vehicle miles traveled	12
Projects reducing emissions with significant traffic flow improvements	8
New signalization projects (where warranted)	
Full intersection channelization	
Add lanes projects	
Projects reducing emissions with moderate traffic flow improvements	4
Improving existing signals	
Bottleneck elimination or auxiliary lane additions	
Realignment of offset intersection pairs	
Providing a missing road segment link	
Consolidation of access (i.e. reducing the number of driveways)	
Minor channelization improvements	
Projects accommodating bicyclists	4
Shared roadways	
Marked bicycle lanes	
Shoulders	
Bikeway structures	
Separated bicycle paths	
Projects not producing reduced emissions or traffic flow improvements	0
Resurfacing and/or widening	
Curb and gutter installation or repair	
Drainage	
Lighting	

ROADWAY JURISDICTION

Local Jurisdiction	8
County Jurisdiction	4
State Jurisdiction	4

Local Agency Pavement Preservation Project (Evaluation)

The Technical Advisory Group Sub-committee developed a method to rank each submitted LAPP project based on the cost per lane mile and average daily traffic (ADT) count. Each submitted LAPP project will be evaluated based on the following criteria:

$$\text{Total Cost} / (\text{Length of Project} * \text{Number of Lanes}) = \text{Cost per Lane Mile}$$

A point value will be assessed to each project based on the ADT submitted with the application. The Sub-committee used the following table to assign a point value based on existing Average Daily Traffic (ADT) volumes. IDOT accepted counts must be provided with each application.

<u>Two Lane Road</u>	<u>Points</u>	<u>Four Lane Road</u>	<u>Points</u>
10,000 ADT +	20	22,500 +	20
9,500 – 9,999	19	22,500 – 22,499	19
9,000 – 9,499	18	20,000 – 22,499	18
8,500 – 8,999	17	17,500 – 19,999	17
8,000 – 8,499	16	15,000 – 17,499	16
7,500 – 7,999	15	12,500 – 14,999	15
7,000 – 7,499	14	10,000 – 12,499	10
6,500 – 6,999	13	0 – 9,999	5
6,000 – 6,499	12		
5,500 – 5,999	11		
5,000 – 5,499	10		
4,500 – 4,999	9		
4,000 – 4,499	8		
3,500 – 3,999	7		
3,000 – 3,499	6		
2,500 – 2,999	5		
2,000 – 2,499	4		
1,500 – 1,999	3		
1,000 – 1,499	2		
0 – 999	1		

The following equation will be used to determine a projects final ranking:

$$\text{Cost per Lane Mile} / \text{ADT value} = \text{Final Project Ranking}$$

Once a final ranking was established, the Sub-committee made the recommendation to include a sub-list in the Multi-Year Program “B” list for the FY 01-06 STP that will include all ranked LAPP projects. This sub-list will be used to program LAPP projects, as space becomes available in the program.

Attachments

Attachment 1 – Member Communities

**SOUTH COUNCIL TRANSPORTATION
MEMBER COMMUNITIES**

Burnham
Calumet City
Calumet Park
Chicago Heights
Country Club Hills
Crete
Dixmoor
Dolton
East Hazel Crest
Flossmoor
Ford Heights
Glenwood
Harvey
Hazel Crest
Homewood
Lansing
Lynwood
Markham
Matteson
Midlothian
Oak Forest
Olympia Fields
Park Forest
Phoenix
Posen
Richton Park
Riverdale
Robbins
Sauk Village
South Chicago Heights
South Holland
Steger
Thornton
Tinley Park
University Park

Attachment 2 – TCM Eligible for STP Funding

TRANSPORTATION CONTROL MEASURES (TCM) ELIGIBLE FOR SURFACE TRANSPORTATION PROGRAM (STP) FUNDING

1. Programs for improved public transit (capital only)
2. Restriction of certain roads or lanes to or construction of such roads or lanes for use by, passenger buses or high occupancy vehicles (HOV)
3. Employer-based transportation management plans, including incentives
4. Trip reduction ordinances
5. Traffic flow improvement programs that achieve emission reductions
6. Fringe and transportation corridor parking facilities serving multiple occupancy vehicle programs or transit service
7. Programs to limit or restrict vehicle use in downtown areas or other areas of emission concentration particularly during periods of peak use
8. Programs for the provision of all forms of high occupancy, shared-rides services
9. 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
10. Programs for secure bicycle storage facilities and other facilities, including bicycle lanes, for the convenience and protection of bicyclists, in both public and private areas
11. Programs to control extended idling of vehicles
12. Employer-sponsored programs to benefit flexible work schedules
13. Programs and ordinances to facilitate non-automobile travel, provision and utilization of mass transit, and to generally reduce the need for single-occupant vehicle travel, as part of transportation planning and development efforts of a locality, including programs and ordinances applicable to new shopping centers, special events, and other centers of vehicle activity.
14. Programs for new construction and major reconstruction of paths, tracks or areas solely for the use by pedestrian or other non-motorized means of transportation when economically feasible and in the public interest.

OTHER ELIGIBLE NON-TRADITIONAL PROJECTS

1. Highway and transit safety improvements and programs, hazard elimination, projects to mitigate hazards caused by wildlife, railway-highway grade crossings, and “opticom” emergency vehicle preemption devices.
2. Highway and transit research and development and technology transfer programs
3. Capital and operating costs for traffic monitoring, management, and control facilities and programs

Attachment 3 – Change Functional Classification

How to Change a Roadways Functional Classification:

To add a route to the functional classification system, the municipality must make the request in writing to the Transportation Committee at least 30 days prior to the meeting that the community would like the request to be considered.

In order to be considered, the route must meet the following criteria:

- Promote regional and/or sub-regional travel
- The route must serve more than a local land access function
- Classification of the route as a major collector street or arterial on a local Comprehensive Plan or Thoroughfare Plan
- Terminus on another Federal-Aid route, a major employment center, or other major traffic generator.

The Transportation Committee will decide, based upon these criteria, whether to recommend the addition of the proposed functional classification route to IDOT. If IDOT accepts the recommendation of the Transportation Committee, they will forward the amendment to the Federal Highway Administration (FHWA) for final approval.

Materials to be submitted:

When a need for revision to functional classification is detected, the following information needs to be submitted to:

Director of Transportation
South Suburban Mayors and Managers Association
1904 W. 174th St.
East Hazel Crest, IL 60429

1. A letter requesting the change. This letter should include;
 - a) The nature of the request
 - b) The justification of how the street/highway meets the criteria for that particular classification
 - c) How the street/highway functions
 - d) Route terminus
 - e) Current and project Average Daily Traffic (ADT)
 - f) Description of the land use along the route
2. A letter requesting the change from the appropriate local official.
3. A location map using the most current IDOT Township Functional Classification Map indicating the segment/route being revised with the approved color codes.

Red	Other Principal Arterial
Green	Minor Arterial
Pink	Collector

Maps can be obtained from <http://www.dot.il.gov/mapsales2.html> or

Map Sales - Room 121
Illinois Department of Transportation
2300 South Dirksen Parkway
Springfield, Illinois 62764
Telephone: (217) 782-0834

4. Functional Classification Revision Worksheet (Next Page)

Attachment 4 – Project Request Application

**SSMMA SURFACE TRANSPORTATION PROGRAM (STP)
PROJECT REQUEST APPLICATION – HIGHWAY**

A. GENERAL INFORMATION

1. Date of Application _____

2. Municipality/Lead Agency _____

3. Project identification _____

a. Project street _____

b. Project limits _____

c. Project length _____

d. Function classification and route # _____

e. Other project location information (below): _____

4. Primary Work Type (up to a maximum of three)

5. Estimate project cost (include cost and indicate the sources of local funds)

Local County State Federal (STP) TOTALS

PHASE 1					
PHASE 2					
ROW					
PHASE 3					
CONST.					
OTHER					

TOTAL: \$ _____

6. Name and phone number of contact: _____

7. Other participating agencies/contact names and phone #'s: _____

B. EXISTING CONDITIONS

1. Description of existing facility or condition

a. Maximum and minimum cross sections (including number of lanes, land widths, turn lanes, parking lanes, curb and gutter, bicycle lanes, sidewalks)

b. Current Jurisdiction

c. Current surface type

- d. Construction and maintenance history

- e. Available right-of-way

- f. Existing and proposed land use

- g. Surface condition rating (a pavement condition rating using the IDOT CRS methodology must be attached. The condition rating survey should be no more than two years old and should include the date and source of information).

- h. Identification of traffic generators

- i. On and off-street parking (location and quantity)

- j. Rail crossings (include ID #, location, # of tracks)

- k. Adequacy of existing drainage

g. Peak average speed

h. Off-peak average speed

i. Mass transit

3. Safety

a. Provide raw accident data for each of the last three years and the source for that information

b. Accidents by time of day (please include daylight/darkness split)

c. Accident breakdown by severity (property, injury or fatality)

- d. Accident types (rear end, right angle, etc.)

C. PROJECT DESCRIPTION

1. Description of improvement

- a. Describe the proposed improvement

- b. Estimated life of improvement

- c. Specification of materials

- d. Jurisdiction changes after improvement

- e. Right-of-way requirements (list of cost estimates, potential acquisition problems)

f. Project Improvement Table:

	Before	After
Number of unrestricted driving lanes		
Driving lane width(s) (feet per lane)		
Shoulder width in feet (indicate if curbed)		
Number of signalized intersection within project limits		
Overall pavement cross section (in feet)		
Number of parking spaces/lanes		
Number of restricted driving lanes (describe restriction)		
Continuous bi-directional turn lane (yes or no)		
Posted speed limits(s)		
Paved Roadway Cross Section (feet)		

D. Operational Problems

1. Physical barriers (structure and/or utility relocation)

2. Jurisdictional disputes

3. Impact on areas contiguous to the improvement area

4. Future impact

5. Are there issues, which may delay the project (such as environmentally sensitive areas)? If yes, please explain.

5. Other Issues

If necessary, provide a brief narrative describing any related issues that have not been previously identified in this application.

6. Exhibits

Please attach the following exhibits to the completed application form submittal. Please ensure that all exhibits are suitable for photocopying (maximum paper size not to exceed 11 x 17):

1. A map showing the location of the project within the region.
2. A map showing the location of the project within the municipality or township.
3. A sketch of the improvement area.
4. Any additional project design plans which may be of assistance in evaluation the project application.
5. A copy of the recent Board/Council resolution (or minutes) requesting consideration of the project by the South Suburban Mayors and Managers Association and the municipality's ability to fund the required local match.

Twelve copies of the completed project applications and exhibits should be forwarded to:

Joseph Heinrich
Director of Transportation
South Suburban Mayors and Managers Association
1904 West 174th Street
East Hazel Crest, IL 60429
Phone: 708-206-1155

Attachment 5 – TCM Project Request Application

**SSMMA SURFACE TRANSPORTATION PROGRAM (STP)
PROJECT REQUEST APPLICATION – TCM**

A. GENERAL INFORMATION

1. Date of Application _____

2. Municipality/Lead Agency _____

3. Project identification _____

a. Project street _____

b. Project limits _____

c. Project length _____

d. Function classification and route # _____

e. Other project location information (below): _____

5. Primary Work Type (up to a maximum of three)

6. Estimate project cost (include cost and indicate the sources of local funds)

	Local	County	State	Federal (STP)	TOTALS
PHASE 1					

PHASE 2					
ROW					
PHASE 3					
CONST.					
OTHER					

TOTAL: \$ _____

6. Name and phone number of contact: _____

7. Other participating agencies/contact names and phone #'s: _____

B. EXISTING CONDITIONS

4. Description of existing facility or condition

n. Maximum and minimum cross sections (including number of lanes, lane widths, turn lanes, parking lanes, curb and gutter, bicycle lanes, sidewalks)

o. Current Jurisdiction

p. Existing Transit Service provided (type, location, frequency)

q. Available right-of-way (if applicable)

- r. Existing and proposed land use

- s. Identification of major traffic generators

- t. On and off-street parking (location and quantity)

- u. Population to be served by proposed improvement

- v. Employment to be served by proposed improvement

5. Capacity

- j. Capacity of existing roadways in vicinity of project

- k. Peak and off-peak traffic volumes, before improvement

h. Specification of materials

i. Jurisdiction changes after improvement

j. Right-of-way requirements (list of cost estimates, potential acquisition problems)

4. Anticipated effects of Improvement

g. Capacity

h. Projected number of users of new facility

i. Anticipated diversions from single-occupant vehicles

j. Anticipated volume/capacity ratios for surrounding roadways

k. Average speed (peak and off-peak) on surrounding roadways

l. Estimated reduction in VMT due to improvement

g. Estimated reduction in vehicle emissions resulting from improvement

h. Anticipated accident reduction

D. Operational Problems

7. Physical barriers (structure and/or utility relocation)

8. Jurisdictional disputes

9. Impact on areas contiguous to the improvement area

10. Competing services

5. Future impact

11. Are there issues, which may delay the project (such as environmentally sensitive areas)? If yes, please explain.

12. Other issues

If necessary, provide a brief narrative describing any related issues that have not been previously identified in this application.

13. Exhibits

Please attach the following exhibits to the completed application form submittal. Please ensure that all exhibits are suitable for photocopying (maximum paper size not to exceed 11 x 17):

6. A map showing the location of the project within the region.
7. A map showing the location of the project within the municipality or township.
8. A sketch of the improvement area.
9. Any additional project design plans which may be of assistance in evaluation the project application.
10. A copy of the recent Board/Council resolution (or minutes) requesting consideration of the project by the South Suburban Mayors and Managers Association and the municipality's ability to fund the required local match.

Twelve copies of the completed project applications and exhibits should be forwarded to:

Joseph Heinrich
Director of Transportation
South Suburban Mayors and Managers Association
1904 West 174th Street
East Hazel Crest, IL 60429
Phone: 708-206-115

Attachment 6 – Project Scoping Report
South Suburban Mayors and Managers Association
PROJECT SCOPING REPORT/FIELD REVIEW REPORT*
FOR NON-TRANSIT PROJECTS

* THE FOLLOWING FORM IS DERIVED FROM THE FY2003 CMAQ PROJECT SCOPING REPORT AS IT APPEARS ON THE CATS WEBSITE (www.catsmpo.com)

Part I. Overview

COMMON ROUTE NAME: _____ ROUTE MARKING: _____

LIMITS: FROM: _____ TO: _____

COUNTY: _____

FIELD/SITE REVIEW DATE: _____

FIELD REVIEW Participants: _____

JURISDICTIONS INVOLVED: _____

KEY PEOPLE:

Name _____

Name _____

Title _____

Title _____

Phone/fax _____

Phone/fax _____

PART II. EXISTING CONDITIONS

VERTICAL CLEARANCE RESTRICTIONS (existing profile/overhead structures):

HORIZONTAL RESTRICTIONS (ROW/sidewalks/curb & gutter/buildings):

UNUSUAL SOIL CONDITIONS (CHECK ALL THAT APPLY):

wetlands cattails in ditches bogs dry land bridges contaminated soil

UTILITIES INVOLVED (CHECK ALL THAT APPLY):

electrical gas telephone cable sewer water pipelines other

SPECIAL SAFETY CONSIDERATIONS (high accident spots and intersections):

CROSSED OR ADJACENT BRIDGES:

Applicable (**Complete and include one or more copies of Attachment 6a**)

Not Applicable

SIGNALIZED INTERSECTIONS:

- Applicable (**Complete and include one or more copies of Attachment 6b**)
- Not Applicable

UNSIGNALIZED INTERSECTIONS NEEDING UPDATE:

- Applicable (**Complete and include one or more copies of Attachment 6c**)
- Not Applicable

DRAINAGE DATA:

- Complete and include one or more copies of Attachment 6d**

RAILROADS:

- Applicable (**Complete and include one or more copies of Attachment 6e**)
- Not Applicable

PART III. ENVIRONMENTAL AND SPECIAL DATA

Documented (IDNR) or possible wetlands: Yes No:

Location(s) _____

Parks or Forest Preserve: Yes No:

Location(s) _____

4(f) Involvement Definite Possible

Cultural resource involvement (check all that apply):

- Historic district Historic structure Historical marker
- Other eligible historic designations Other cultural resources

Location(s) _____

Adjacent land use (Check all that apply)

- Residential Office/Retail Schools
- Industrial Park or Forest Preserve Other Institutional

Hazardous materials (UST, LUST, other hazardous waste sites) Yes No

Potential contaminated soils: _____

Local Acceptability (*a federally accepted public involvement program will be prepared during project development*)

Is there local public support, generally? Yes No

Has the affected public been involved/informed? Yes No

How? _____

PART IV. PROPOSED SCOPE OF WORK

Engineering (enter cost if eligible for federal funding):

Phase I (preliminary design) \$ _____ % complete _____ months to complete _____

Phase II (plans, specs and estimates) \$ _____ % complete _____ months to complete _____

Right of way needed: No Yes: estimated cost \$ _____

Utility Relocation No Yes: Cost \$ _____

Construction: Cost _____ Months to complete: _____ Calendar Year _____

(INCLUDE DETAILED COST ESTIMATE FOR CONSTRUCTION ITEMS ON FOLLOWING PAGE).

Proposed cross section(s)/dimensions (if applicable):

Number of through lanes (roads): _____

Pavement width _____

Square feet (parking) _____

Shoulder or parkway width: _____

Median: None Raised Flush Mixed

Project Length _____

Check all that apply, and complete number where applicable.

- | | |
|--|--|
| <input type="checkbox"/> Intersection improvements (number _____) | <input type="checkbox"/> Bottleneck elimination |
| <input type="checkbox"/> New traffic signals (number _____) | <input type="checkbox"/> Traffic signal modernization (number _____) |
| <input type="checkbox"/> Signals to be interconnected (number _____) | <input type="checkbox"/> Structural improvements |
| <input type="checkbox"/> Pedestrian/bicycle accommodations: | <input type="checkbox"/> Roadside Improvements (retaining walls, |
| <input type="checkbox"/> Commuter Parking (number of spaces _____) | positive barriers, etc.) |
| <input type="checkbox"/> Train Station Improvements | <input type="checkbox"/> New/Relocated Train Station |
| <input type="checkbox"/> Railroad Grade Crossing Improvements | <input type="checkbox"/> ADA Access Improvements |
| <input type="checkbox"/> Landscaping | |

For all items checked above, describe improvements in the space below. Attach additional sheets if necessary.

Drainage:

Urban (enclosed) Rural (open)

Is detention required? No Yes (if yes, check type below)

In line detention New outlets (where?) _____

Detention basin Detention off-site _____

6a – CROSSED OR ADJACENT BRIDGES

(FILL OUT BELOW –2/PAGE - OR ATTACH MASTER STRUCTURE REPORT FROM IDOT FOR EACH)

Location: _____

- a) Waterway or facility crossed: _____
- b) Roadway width (face of curb to face of curb): _____
- c) Structure width (outside of parapet to outside of parapet): _____ Structure length: _____
- d) Structure type (concrete, steel or timber): _____
- e) Structure waterway opening (clearance/freeboard consideration):

- f) Channel conditions (any debris or scour problems):

- g) IL Division of Natural Resources (IDNR) permits: No Yes
- h) Approach conditions: _____
- i) Structure Jurisdiction, if other than sponsor _____

Location: _____

- a) Waterway or facility crossed: _____
- b) Roadway width (face of curb to face of curb): _____
- c) Structure width (outside of parapet to outside of parapet): _____ Structure length: _____
- d) Structure type (concrete, steel or timber): _____
- e) Structure waterway opening (clearance/freeboard consideration):

- f) Channel conditions (any debris or scour problems):

- g) IL Division of Natural Resources (IDNR) permits: No Yes
- h) Approach conditions: _____
- i) Structure Jurisdiction, if other than sponsor _____

6b – SIGNALIZED INTERSECTIONS

FILL OUT FOR EACH SIGNALIZED INTERSECTION (2 PER PAGE)

Location: _____

a. Existing conditions (geometry, laneage, turning radii, etc. Complete conditions on HCM Input sheet diagram or sketch):

b. Type of controller Fixed Time Semi-activated Fully Activated

c. Pedestrian signals No Yes:

Locations: _____

d. Existing sidewalks: No Yes:

Locations: _____

e. Preemption (railroad/fire/emergency vehicle): No Yes:

Locations: _____

f. Describe parking and parking restrictions and identify any bus stops in the vicinity.

g. Do current signals meet MUTCD standards? No Yes:

h. Is intersection a part of a current signal interconnect system? No Yes:

If yes, give limits: _____

If yes, give jurisdictions involved: _____

i. Operational deficiencies: _____

Location: _____

a. Existing conditions (geometry, laneage, turning radii, etc. Complete conditions on HCM Input sheet diagram or sketch):

b. Type of controller Fixed Time Semi-activated Fully Activated

c. Pedestrian signals No Yes:

Locations: _____

d. Existing sidewalks: No Yes:

Locations: _____

e. Preemption (railroad/fire/emergency vehicle): No Yes:

Locations: _____

f. Describe parking and parking restrictions and identify any bus stops in the vicinity.

g. Do current signals meet MUTCD standards? No Yes:

h. Is intersection a part of a current signal interconnect system? No Yes:

If yes, give limits: _____

If yes, give jurisdictions involved: _____

i. Operational deficiencies: _____

6c – UNSIGNALIZED INTERSECTIONS NEEDING UPDATE

FILL OUT FOR EACH SIGNALIZED INTERSECTION (3 PER PAGE)

Location: _____

a. Traffic Control (4-way stop, two-way stop, etc.) _____

b. Lane Configuration (all approaches) _____

c. Other Conditions: _____

d. Special Problems: _____

Location: _____

a. Traffic Control (4-way stop, two-way stop, etc.) _____

c. Lane Configuration (all approaches) _____

c. Other Conditions: _____

d. Special Problems: _____

Location: _____

a. Traffic Control (4-way stop, two-way stop, etc.) _____

b. Lane Configuration (all approaches) _____

c. Other Conditions: _____

d. Special Problems: _____

6d – DRAINAGE DATA

COMPLETE FOR EACH DRAINAGE BASIS (2 PER PAGE)

Location: _____

- a. Existing drainage type (open/closed): _____

- b. Existing drainage problems: _____

- c. Flood plains (transverse/longitudinal): _____

- d. Regulatory (FEMA) Floodways: _____

- e. Major drainage structures: _____

- f. Outfall conditions: _____

- g. Comments (realignment/cost participation/jurisdictional transfer):

Location: _____

- a. Existing drainage type (open/closed): _____

- b. Existing drainage problems: _____

- c. Flood plains (transverse/longitudinal): _____

- d. Regulatory (FEMA) Floodways: _____

- e. Major drainage structures: _____

- f. Outfall conditions: _____

- g. Comments (realignment/cost participation/jurisdictional transfer):

6e – RAILROAD INVOLVEMENT
COMPLETE FOR EACH RAILROAD (2 PER PAGE)

Location: _____

- a. Railroad name: _____
- b. Existing Type of Crossing: (Timber, rubberized, concrete, asphalt, other) _____
- c. Number of tracks:
Active: _____ Abandoned: _____ Mainline: _____ Secondary/Spur: _____
- d. Width of crossing (indicate feet or meters) _____
- e. Other Conditions: _____
- f. Type of Protection (gates, flashing lights, bells, crossbucks only, other): _____
- g. Accommodation for pedestrians or bicyclists crossing the railroad tracks? No Yes:
Describe _____
Protection Devices (if any) _____
- h. Are there any signalized intersections within 200 feet of the railroad crossing? No Yes:
- i. Are there railroads immediately adjacent to the project, but not crossed? No Yes:
Name _____
Description _____

Location: _____

- a. Railroad name: _____
- b. Existing Type of Crossing: (Timber, rubberized, concrete, asphalt, other) _____
- c. Number of tracks:
Active: _____ Abandoned: _____ Mainline: _____ Secondary/Spur: _____
- d. Width of crossing (indicate feet or meters) _____
- e. Other Conditions: _____
- f. Type of Protection (gates, flashing lights, bells, crossbucks only, other): _____
- g. Accommodation for pedestrians or bicyclists crossing the railroad tracks? No Yes:
Describe _____
Protection Devices (if any) _____
- h. Are there any signalized intersections within 200 feet of the railroad crossing? No Yes:
- i. Are there railroads immediately adjacent to the project, but not crossed? No Yes:
Name _____
Description _____

Attachment 7 – Review Form

Review Form

We, the undersigned, have reviewed and understand the Project Selection and Programming Process of the South Suburban Mayors and Managers Association.

Municipality: _____

Mayor: _____

Date: _____

Municipal Staff/Project Representative: _____

Date: _____

Project Engineer: _____

Project Firm: _____

Date: _____

Attachment 8 – SSMMA Project Schedule
SOUTH SUBURBAN MAYORS AND MANAGERS ASSOCIATION
PROJECT SCHEDULE

The following information must be completed by the municipality, the project engineer and IDOT. The Project Schedule must be submitted with the Project Application. Any changes to the schedule must be reported to the South Suburban Mayors and Managers Association's Transportation Committee immediately. Failure to do so may result in the project being delayed.

DATE

Submit Phase 1 Engineering Agreements for review
and send letter of indication to SSMMA
(Review Period – 1 to 3 months) _____

Submit draft Phase 1 to IDOT
(Review Period – 2 to 6 months) _____

Design Approval anticipated _____

Submit Phase 2 Engineering Agreement to IDOT _____

Public hearing/meeting _____

Final Phase 1 approval _____

Phase 2 Engineering Agreement Approval by IDOT _____

Begin Phase 2 engineering _____

Begin ROW acquisition _____

Submittal of 75% complete plans to IDOT
(Review Period – 1 to 4 months) _____

Submittal of final plans
(Review Period – 2 months) _____

Anticipated federal fiscal year award date _____

Duration of Construction _____ yrs. _____ mos. _____ days

Please list any potential delays that would interfere with the projected schedule for this project:

Municipality: _____

Date of municipal review: _____

Name of municipal representative: _____

Date of engineer review: _____

Name of engineer and firm: _____

Date of IDOT review: _____

Name of IDOT reviewer: _____

Attachment 9 – LAPP Approval



**Illinois Department
of Transportation**

**Local Agency Pavement
Preservation (LAPP) Approval**

Funding Type

County

Local Agency

Section

Project Number

Route/Location (attach location map)

Termini Description

Project Length

Number of Lanes

Cost Estimate

Current ADT

DHV

Truck %

Pavement Width - Existing

Shoulder Width / C&G Type - Existing

Pavement Type - Existing

Pavement Type - Proposed

Shoulder Type - Existing

Shoulder Type - Proposed

Overlay Thickness Proposed: Surface Course

Level Binder

Cold Mix/Aggregate Base Course

If Yes is checked for any of the following, attachment may be necessary for explanation:

Yes	No		Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Variances (attach justification)	<input type="checkbox"/>	<input type="checkbox"/>	Roto Milling of Old Surface Proposed
<input type="checkbox"/>	<input type="checkbox"/>	Curb Repairs at Intersections	<input type="checkbox"/>	<input type="checkbox"/>	Curb Repairs / Replacement
<input type="checkbox"/>	<input type="checkbox"/>	Storm Sewer Inlets Repaired / Replaced	<input type="checkbox"/>	<input type="checkbox"/>	Handicap Ramps Proposed
<input type="checkbox"/>	<input type="checkbox"/>	Overlay of Structure Proposed	<input type="checkbox"/>	<input type="checkbox"/>	Sidewalk Construction or Maintenance Proposed
<input type="checkbox"/>	<input type="checkbox"/>	Existing Parking Lanes	<input type="checkbox"/>	<input type="checkbox"/>	Reflective Crack Control Proposed
<input type="checkbox"/>	<input type="checkbox"/>	Pavement Flooding Exists	<input type="checkbox"/>	<input type="checkbox"/>	Drainage Problems Exist

Estimated % Patching

Estimated % Base Repair

Number of intersections that may require improvements within 8 years

List structure numbers within termini that may need improvement within the next 8 years and their current sufficiency rating:

Appropriate Local Official

Date

- Categorical Exclusion Concurrence
- Design Approval

}

District Engineer

Date

- Design Variance Approval

Bureau of Local Roads and Streets

Date

- Bridge Deck Resurfacing Approval

47

Bureau of Bridges and Structures

Date

Attachment 10 – STP Project Milestone Schedule

STP PROJECT MILESTONE SCHEDULE

Municipality: _____
 Project: _____
 Scope of Work: _____
 TIP #: _____
 TIP Years (Ph II / Const): _____
 Section #: _____
 Constr & E3 Cost (Date): _____

Contact Information

Municipality _____
 Council/Liaison _____
 Consultant _____
 IDOT _____

Date Prepared: _____ Date Revised: _____

Projected Dates

	Initial Est.	Kick-Off	Revised/Actual	Notes
1. Project Scoping				
2. IDOT Phase I Kick-off Meeting				
3. 1st State/Federal Coordination Meeting				
4. Categorical Exclusion Concurrence				
5. Design Variance Concurrence				
6. Submit Draft Phase I Report (PDR) to IDOT (a)				
7. Public Hearing/Meeting (or N/A)				
8. Right-of-Way Kick-off Meeting (or N/A)				
9. Submit Final Phase I Report (PDR) to IDOT (b)				
10. Submit Phase II Engr. Agreem't to IDOT (or N/A)				
11. Phase I Design Approval				
12. ROW Aquisition Initiation (or N/A) (c)				
13. Phase II Engr. Agreement Approval (or N/A)				
14. Submit Pre-Final Plans and Estimates (d)				
15. Submit Phase III Engr. Agreement to IDOT				
16. Submit Final Plans, Specs & Estimates (PS&E) (e)				
17. ROW Acquisition Complete				
18. Construction Letting				

Notes:

- (a) 3 to 6 month review required per complexity and submittal quality
- (b) 1 to 3 month review
- (c) Minimum 9 to 18 months required from plats to acquisition
- (d) 1 to 4 month review
- (e) 7 to 10 days before Springfield BLR due date

See IDOT Local Roads' **Mechanics of Project Management**
 "Federal Aid Project Initiation to Completion" Flow Chart for
 sequence of events and estimated review times.

Prepared by: CATS-Comm. Liaison / IDOT-BLRS (9/13/00)

Attachment 11 – Project Submission Checklist

Project Submission Checklist

The following text is a checklist designed to guide you through the application process. Each project submittal must include the following items and be submitted directly to the South Council Planning Liaison in order to be eligible for funding through the South Council Surface Transportation Program (Please see the Programming Process section on page 3 for a more detailed description):

- ❑ **Project Request Application** – Attachment 4 for highway project or Attachment 5 for TCM or Attachment 9 for LAPP project;
- ❑ **SSMMA Surface Transportation Project Scoping/Field Review Report** – Attachment 6, include all relevant sub-attachments (6a through 6e);
- ❑ **Project Schedule**– Attachment 8;
- ❑ **Review Form** – Attachment 7, signed by Village President or Mayor, municipal staff/project representative and project engineer;
- ❑ **Project Milestone Schedule** – Attachment 10, form must be completed and attached to all projects for review and inclusion in the program;
- ❑ **Submit 12 Copies to:**
Joseph Heinrich
Director of Transportation
South Suburban Mayors and Managers Association
1904 West 174th Street
East Hazel Crest, IL 60429

Questions or comments can be directed to the sub-regional transportation staff at 708-922-4671.