Northwest Council of Mayors Surface Transportation Program Project Selection Guidelines

Updated February 2009

I. INTRODUCTION:
A GUIDE FOR STP FUNDING APPLICATIONS

The following municipalities fall within the boundaries of the Northwest Council of Mayors.

Arlington Heights	Elk Grove Village	Niles	Roselle
Barrington	Hanover Park	Palatine	Schaumburg
Bartlett	Hoffman Estates	Park Ridge	South Barrington
Buffalo Grove	Inverness	Prospect Heights	Streamwood
Des Plaines	Mt. Prospect	Rolling Meadows	Wheeling

As a member of the Northwest Council of Mayors, you are eligible to submit project proposals to the Council for federal Surface Transportation Program (STP) funding. The STP utilizes funds from the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) to assist sponsoring municipalities with implementing eligible transportation projects.

The Northwest Council of Mayors has assembled this guidebook in order to help facilitate the application process. This guidebook has been divided into several distinct sections, briefly described below:

- Background description of the Surface Transportation Program
- Northwest Council of Mayors STP Policy Statement
- Description of eligible projects
- Project selection criteria used by the Council's Technical Committee
- The project submittal process
- Appendices including: project applications, glossary of STP terminology, sample project ranking forms, and CMAP Work Type Codes

Please note that in order for a potential project to be eligible for STP funding, the following criteria need to apply:

1. The project is on a Surface Transportation Program eligible route.
2. The project work type is eligible under the STP component of SAFETEA-LU.
3. The project sponsor can fund the required local match.
4. The project sponsor has met with the Council Planning Liaison and the Illinois Department of Transportation to discuss the project's scope, schedule and estimated cost

Your main point of contact for initiating the STP funding process is the Planning Liaison to the Northwest Council of Mayors. The Liaison should be contacted to begin the process or answer any questions regarding the program. The Liaison can be reached through the Northwest Municipal Conference at (847) 296-9200.

II. THE NORTHWEST COUNCIL OF MAYORS SURFACE TRANSPORTATION PROGRAM

A. The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU)

The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) provides federal funding, guidelines and requirements for all transportation projects seeking federal funding. Within SAFETEA-LU there are various funding programs. The most important of which, from the Council of Mayors perspective, is the Surface Transportation Program (STP).

The STP allocates funding directly to the state departments of transportation. In Illinois, the Illinois Department of Transportation designates a portion of this funding for the Council of Mayors system. Northeastern Illinois is comprised of twelve regional Councils of Mayors and the City of Chicago. Each local Council oversees the planning and programming of these STP funds within their own region.

B. The Council's Role in the Surface Transportation Program

Each year the Council receives federal funds to be programmed by the Council for transportation projects within the Northwest region. Local municipalities apply for these funds by contacting the local Council Planning Liaison at the Northwest Municipal Conference, and by completing the appropriate application form.

Each Council has developed a set of project selection guidelines. As its name implies, these guidelines set the parameters by which the Councils select which of the locally submitted projects will receive federal funding. Among other considerations, the guidelines must demonstrate the close link between SAFETEA-LU and the Clean Air Act Amendments (CAAA).

C. How the Council Utilizes STP Funding

The Northwest Council funds both Phase III engineering (ENG III, also known as construction engineering) and construction/implementation of highway, transit, bicycle and other transportation projects. A 30% local match is required for all non-bicycle construction and ENG III. For bicycle projects, a 20% local match is required. In limited cases, the Council will also fund acquisition of right-of-way. In these cases, a 50% local match required.

Both Phase I and Phase II engineering are the responsibility of the municipal sponsor. Even though you are not receiving federal funds for these phases, it is very important that you coordinate all phases of your project with the Illinois Department of Transportation, Bureau of Local Roads & Streets.

Prior to submitting an application, the sponsoring municipality must contact the Council Planning Liaison to arrange for a meeting with the Liaison and a representative from the Illinois Department of Transportation to review the project's scope, timetable and cost estimates.

D. Technical Committee Review of Submitted STP Projects

Once submitted, the Northwest Council's Technical Committee then reviews project applications. The Council's selection process will be timed to coincide with the Chicago Metropolitan Agency for Planning's (CMAP) programming schedule, which is based upon the region's Transportation Improvement Program (TIP). The Council will program projects through the complete funding cycle of the current TIP. All selected projects must be submitted to CMAP for inclusion in the TIP.

The Council's Technical Committee encourages projects that qualify as Transportation Control Measures (TCMs) to be submitted for funding consideration. TCMs are projects that either encourage modes of transportation other than the single occupant vehicle or improve the efficiency of a roadway so that emission reductions are achieved. Examples of such projects include, but are not limited to, bicycle facilities, commuter rail stations, commuter parking lots and signal coordination projects.

E. Technical Committee Membership

The Northwest Council of Mayors Technical Committee shall be comprised of four mayors and four managers from municipalities within the Northwest Council of Mayors area. Alternates may be chosen by members, with notification given to the Technical Committee and the Planning Liaison. No municipality shall have more than one representative on the Technical Committee.

The Chairman of the Technical Committee, elected by the members of the Technical Committee, will serve as one of the Northwest Council's two representatives on the Council of Mayors Executive Committee. The second Executive Committee representative shall be chosen by the Council as a whole.

When a vacancy occurs on the Technical Committee, the whole Northwest Council will be asked for nominations. Only a mayor may fill a vacancy left by a mayor, and only a manager can fill a vacancy left by a manager. The seats on the committee belong to the individual, not the municipality. A municipality's replacement for a departing Technical Committee member does not by default become their replacement on the Technical Committee.

The nominees will be voted on by the Technical Committee. The chosen nominee must then receive the approval of the Northwest Council of Mayors and the president of the Northwest Municipal Conference.

III. NORTHWEST COUNCIL OF MAYORS STP POLICY METHODOLOGY

A. Match Ratio

The match ratio for the Northwest Council of Mayors is a 70/30 federal/local split, except for bicycle projects, which have an 80/20 federal/local split. Federal funds may be used for up to 70% (or 80%) of the eligible expenses. The sponsoring agency is responsible for the remaining 30% (or 20%).

B. Maximum Federal Participation

The maximum amount of federal participation for any STP project is $3,500,000. Based on a 70/30 federal/local split, this would equate to a total project cost of $5,000,000. Any expense over this amount will be the sole responsibility of the sponsoring agency.

Municipalities may request that the Council waive the federal cap of $3,500,000 if right-of-way acquisition costs have been approved by the Council which will push the project cost above the cap amount (see Item C, below).

C. Right-of-Way

Funding for acquisition of right-of-way (ROW) will be on a 50/50-match ratio and will be considered by the Council only under the following circumstances:

- The cost of the ROW exceeds $100,000
- The agency has been denied funding for ROW elsewhere
- ROW acquisition costs place the project in jeopardy
- The ROW is part of an approved STP project.

Any project requiring right-of-way acquisition, regardless whether STP funding is being used for ROW, must allow for a minimum of 18 months in the project schedule between the date right-of-way acquisition begins and the anticipated letting date for construction. The 18 month period must be kept if any revisions to the project schedule are made. If ROW is acquired before the 18 month mark, the project will be eligible to be moved up in the program, contingent on available funding.

D. New Project Programming

In order to more accurately determine both project scope and allocated funding, all new projects submitted to the Council will be placed in the Multi-Year “B” list until a Phase I Engineering draft report has been completed. Once the Phase I Engineering draft report has been completed, the project can then be moved into a programming year upon the approval of the Technical Committee. Non-exempt projects that require CMAP Conformity modeling are exempt from this provision.

An exception to the one year waiting requirement occurs when a councilwide Call for New Projects takes place. After all projects are evaluated, the Council can program projects received during the call in the active program.

E. Transportation Control Measure Set Aside

The Council shall designate as a target up to 20% of its annual STP monies specifically for projects classified as Transportation Control Measures. The Northwest Council shall be the determining body as to the TCM status of a project. Projects thus classified must still receive Council approval for inclusion in the Surface Transportation Program.

All final decisions regarding funding for TCM projects are the prerogative of the Northwest Council of Mayors and its Technical Committee. Any funds not allocated to TCM projects shall be available to non-TCM transportation projects.

Bikeway projects as Transportation Control Measures

The Council shall consider any bikeway project under the TCM set aside that will improve the effectiveness of the local transportation system by reducing the number of vehicles on local roads. In order for a potential bikeway project to meet this requirement, the bikeway must serve as a link for local residents to a major traffic generator, such as any one of the following:

- Transit station
- Employment center
- Commercial center
- School/education center
- Health care/medical center
- Social services/government center
- Regional recreational facilities
- Interconnection to other trails

F. Jurisdictional Transfers

For roadways under the jurisdiction of the Illinois Department of Transportation, IDOT will consider paying for at least a portion, if not all, of the local match if the municipality will accept jurisdiction of the roadway. Not all roadways are eligible for a jurisdictional transfer.

G. Lighting Projects

Any STP applications for highway lighting projects must include fully documented day/night accident warrants as part of the application. These warrants are required by IDOT to determine federal funding eligibility of lighting projects. The Council may also use these warrants in determining prioritization of competing lighting projects.

NOTE: IDOT utilizes the standards set in Transportation Research Board Document #152 – Warrants for Highway Lighting to determine eligibility.

H. Delays in Project Implementation

Once a project is programmed in a specific fiscal year for construction in the Council's active program, the project may only be moved back one fiscal year. If a further delay is sought, the municipality must make their case to the Technical Committee, who then has the option of granting the programming change, or dropping the project to the Multi-Year "B" list. The municipality may request to be moved back into the active program once the project is ready to move forward.

I. Soil Contamination

Cost increases due to soil contamination shall be capped at 10% of the total cost of the STP funding already allocated for the construction phase, not to exceed the maximum funding for a project, currently at $3,500,000. A resolution stating that the municipality has no legal options to pursue remediation costs is required before the cost increase is granted.

J. Council Prerogative

The Northwest Council of Mayors and its Technical Committee reserve the right to grant exceptions to the above rules at any time it is determined to be in the best interest of the Northwest Council of Mayors and its members.

IV. ELIGIBLE PROJECTS

A. STP Eligible Routes

All projects must be on STP eligible routes. STP eligible routes serve a regional purpose and must serve more than a local land access function. Routes must be designated as a "collector" or higher. The IDOT Road Classification shall govern. Please contact the Planning Liaison if you are unsure if a project is along an STP eligible route.

Agencies may ask the Council to request a reclassification of a particular route by IDOT and the Federal Highway Administration (FHWA). The Council shall decide if such a request is appropriate. Approval from IDOT and FHWA can be a lengthy process. Please consider this when deciding on the timing of the project's implementation.

B. Highway/Road Projects

The following list provides a general description of the types of projects eligible for STP funding. However, this should be considered a partial list (refer to Appendix C, CMAP Work Type Codes for a more complete listing).

- Construction, reconstruction, restoration and rehabilitation of roads and bridges
- Highway and transit safety improvements
- Traffic signalization projects
- Intersection improvements
- Park & ride facilities
- Bicycle and pedestrian facilities if undertaken in conjunction with an approved STP project or if they are utilitarian in nature
- Wetland mitigation, wetland banking, landscaping and mitigation of water quality impacts if undertaken with an approved STP project
- Right-of-way acquisition for any eligible project (refer to section VI.B. for details)
- Phase III engineering for an approved STP project

If you are unsure of a project's eligibility, contact the Council Planning Liaison.

C. Traffic Control Measures

TEA-21 also encourages funding for projects classified as Transportation Control Measures (TCMs). These projects are designed to reduce the impact/use of single occupant vehicles by encouraging the use of alternate modes of transportation, non-peak period travel or greater system efficiency. The following list provides examples of projects that would qualify as TCMs:

- Programs for improved public transit (capital costs only)
- Restriction or construction of certain roads or lanes for use by high occupancy vehicles
- Employer-based transportation management plans, including incentives
- Trip reduction ordinances
- Traffic flow improvement programs that achieve emission reductions
- Fringe and transportation corridor parking facilities serving high occupancy vehicle programs or transit service
- Programs to limit or restrict vehicle use in downtown areas or other areas of emission concentration
- Programs for secure bicycle storage facilities and other facilities including bicycle lanes, for the protection and convenience of bicyclists, in both private and public areas
- Programs for provision of all forms of high occupancy vehicles
- 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
- Programs to control extended idling of vehicles
- Employer-sponsored programs to benefit flexible work schedules
- Programs and ordinances which, as part of the transportation planning and development efforts of a locality:
    1. facilitate non-automobile travel
    2. encourage the provision and utilization of mass transit, or
    3. generally reduce the need for single-occupant vehicle travel

    (these include programs and ordinances applicable to new shopping centers, special events and other centers of vehicle activity)
- Programs for new construction and major reconstruction of paths, tracks or areas solely for use by pedestrians or other non-motorized means of transportation when economically feasible and in the public interest.

Any of the above which are being submitted as a stand-alone project and not just a component of a non-TCM project, should be submitted for TCM funding. Please contact the Council Planning Liaison for additional information.

D. Transit Agency Access

Transit agencies may have access to Surface Transportation Program funds for capital costs of projects by obtaining the co-sponsorship of the project from at least one Northwest Council of Mayors member. This municipality would then present the project to the Council for consideration for STP funding.

V. PROJECT SELECTION CRITERIA

Each highway project under consideration by the Council's Technical Committee shall be assigned a ranking based upon the point system found in Appendix D. This point ranking system is based upon the criteria listed below:

1. Traffic Volume

2. Regional Transportation Significance
   (to be determined by IDOT road classification)

3. Safety

4. Intergovernmental Importance

5. Air Quality Benefits

6. Pavement Condition Rating (the Liaison will arrange for a condition rating at the sponsors request)

7a. Level of Service
   (for projects which are, or contain, intersection improvements);

or,

7b. Volume over capacity ratio
   (for non-intersection projects)

8. Transportation Control Measure Components

VI. PROJECT SUBMITTAL PROCESS

Step # 1: Contact Council Planning Liaison

Municipalities wishing to place a project in the Northwest Council of Mayors Surface Transportation Program (STP) must first contact the Council Planning Liaison at the Northwest Municipal Conference. The Liaison will arrange a meeting between the municipality and the Illinois Department of Transportation. The purpose of this meeting will be to discuss the details of the project and come to agreement on the project's scope, schedule and cost.

Step # 2: Complete Appropriate Project Application

After this meeting, if the municipality wishes to proceed they should complete the appropriate project application form (see either Appendix E or F). The completed application should be submitted to the Liaison along with a municipal resolution stating the municipality's intent to proceed with this project as well as their ability to meet the required local match. Project applications are accepted on an on-going basis; however, the Council may issue specific calls for projects based upon outside timetables.

The Liaison shall review each project application and complete the Quantitative Analysis Sheet for each project using the ranking formula approved by the Council and contained in Appendix D of this document. The project shall be assigned a "benefit number" which shall be used to compare this project against other projects received by the Council for funding consideration.

Step # 3: Confirmation of Project Eligibility

The Liaison will confer with representatives from the Illinois Department of Transportation (IDOT) and the Chicago Metropolitan Agency for Planning (CMAP) to confirm the project's eligibility for STP funds. If either CMAP or IDOT considers the project ineligible for STP funds, the municipality may still present the project to the Council's Technical Committee. If the Technical Committee deems that the project is of significant benefit and should be funded through the STP process, the Council may, at its discretion, resubmit the project with their reasons why the project should be funded. The Liaison will work with CMAP and/or IDOT in order to reach a mutually agreeable decision.

Step # 4: Presentation to the Council Technical Committee

Upon receiving confirmation of the project's eligibility, the project application will be placed on the agenda of the appropriate meeting of the Council's Technical Committee. Projects may be presented at any time. However, projects shall be selected for inclusion in the Council's Surface Transportation Program (STP) only once per fiscal year. Projects shall be selected at a meeting whose date

coincides with the project submittal schedule of the Chicago Metropolitan Agency for Planning (CMAP). Prior to the project selection meeting of the Technical Committee, the Liaison shall distribute copies of the project proposal to all Committee members. At the meeting, the municipality should be prepared to give an oral presentation and answer questions concerning the project.

The Technical Committee shall select projects for programming in the Council's Surface Transportation Program up to an amount not to exceed the projected available funding. The Committee may, at its discretion, establish a waiting list of projects it deems worthy but for which funding is not available. The Committee may also program an amount less than the projected available funding. In selecting the projects for inclusion, the Committee shall take into account the project's benefit number, overall cost, fiscal status of the Councils Surface Transportation Program and other factors as the Committee deems appropriate.

Step # 5: Approval of the Council of Mayors

Upon receiving the recommendation of the Technical Committee, the project shall be presented by the Council Chair and Liaison at the appropriate meeting of the Northwest Council of Mayors. All twenty members of the Northwest Council of Mayors will vote on the Technical Committee's recommendation. Upon receiving approval from the Council, the Liaison will submit the required documentation to the Chicago Metropolitan Agency for Planning so that the project may be added to the region's Transportation Improvement Program (TIP).

Step # 6: Confirmation from Illinois Department of Transportation

The municipality must not proceed with any work utilizing Surface Transportation Program (STP) funds until receiving confirmation from the Illinois Department of Transportation's Bureau of Local Roads and Streets that the project has been added to the region's Transportation Improvement Program (TIP). Any work performed prior to the project being officially added to the TIP and the Council's Annual Element will be ineligible for federal funding.

The municipality is strongly encouraged to work very closely with IDOT's Bureau of Local Roads throughout the engineering and construction phases whether or not STP funds are being used on that particular phase. By coordinating with IDOT during phase I and II engineering, the municipality is better able to assure that all of the necessary actions required to receive STP funds are being accomplished in a timely and cost efficient manner.

Please note: Since Phase I and Phase II engineering are not funded by the Council, the municipality may proceed with it at any time. However, should the project be denied funding for any reason, the engineering costs are not recoverable. Any work that proceeds without the approval of IDOT will be ineligible to receive federal/state funding.

VII. PROJECT APPLICATION FORM INSTRUCTIONS

Any municipality wishing to place a project in the Surface Transportation Program (STP) of the Northwest Council of Mayors shall submit a project application form for each proposed project. Prior to the Council's consideration of an application, the municipality shall meet with the Liaison and a representative from IDOT to conduct a project scoping meeting. At the meeting the project's scope, timetable and cost estimates shall be discussed. Contact the Liaison to arrange for such a meeting.

There are two application forms. One is for the standard highway improvement projects. This form is used for the majority of proposals. The second form is for projects classified as Transportation Control Measures (TCM). TCM's are not subject to the point system used for project ranking. Instead, the Council has designated up to 20% of its annual STP funding for such projects. Should the requests for TCM project funding exceed the 20% mark in any given year, the Council will evaluate each project individually.

Application forms should be sent to:

Council Planning Liaison
Northwest Municipal Conference
1616 E. Golf Road
Des Plaines, IL 60016

Prior to completing the application, please contact the Liaison. If you have any questions, please contact the Liaison at (847) 296-9200.

APPENDICES

APPENDIX A

LIST OF NORTHWEST COUNCIL OF MAYORS MUNICIPALITIES

The Northwest Council of Mayors is comprised of the following municipalities:

Arlington Heights
Barrington
Bartlett
Buffalo Grove
Des Plaines
Elk Grove Village
Hanover Park
Hoffman Estates
Inverness
Mt. Prospect
Niles
Palatine
Park Ridge
Prospect Heights
Rolling Meadows
Roselle
Schaumburg
South Barrington
Streamwood
Wheeling

APPENDIX B

GLOSSARY OF STP TERMINOLOGY

The following definitions are to be used in connection with the Council of Mayors Surface Transportation Program only. For a more complete listing of transportation-related definitions, please refer to the Northwest Municipal Conference's Transportation Glossary.

Advance Funding - The practice of borrowing against future funding to pay for a project now. The CMAP Council of Mayors Executive Committee must approve advance funding requests

Air Quality Conformity - The process of determining the air quality impacts of transportation projects submitted for inclusion in the Transportation Improvement Program (TIP). Conformity analysis is done by the Chicago Metropolitan Agency for Planning (CMAP) to assure that the TIP meets the federal requirements of SAFETEA-LU and the Clean Air Act Amendments (CAAA).

Annual Average Daily Traffic (AADT) – The total yearly volume of vehicles on a roadway divided by the number of days in the year.

Annual Element - A listing of the projects expected to have their contracts awarded within the current fiscal year. The Surface Transportation Program (STP) is made up of the Annual Element and the Multi-Year Program.

Arterial - The functional classification of a roadway whose primary function is to serve through traffic. Ideally, arterials should not penetrate identifiable neighborhoods.

CMAP - The Chicago Metropolitan Agency for Planning. The regional, member-run agency designated as the Metropolitan Planning Organization (MPO) for the region. Among other responsibilities, CMAP coordinates the Surface Transportation Program for northeastern Illinois including the Northwest Council area.

Collector - The functional classification for a roadway whose primary function is to connect residential areas with the arterial system.

Construction Engineering (ENG III) - Also called phase III engineering. The cost of ENG III is combined with the construction costs of the project and is eligible for STP funding.

Council Planning Liaison - The person employed by the Northwest Municipal Conference to coordinate the Surface Transportation Program for the Northwest

Council of Mayors. The Liaison also represents the Council to county, state, regional and federal transportation agencies.

Fiscal Year (FY) - The Councils of Mayors Surface Transportation Program operates within the federal fiscal year (October 1 -September 30).

IDOT - The Illinois Department of Transportation. IDOT implements the STP program.

Letting - The public opening of bids for a contract. IDOT has up to 45 days after the letting to award the contract or reject all bids.

Level of Service (LOS) - A method of grading the performance of an intersection of roadway segment. An "A" indicates free traffic flow while an "F" is gridlock.

Minor Arterial - Arterials not designated as Strategic Regional Arterials.

Multi-Year Program (MYP) - A listing of projects to be completed in future years. The Surface Transportation Program (STP) is made up of the Annual Element and the Multi-Year Program.

Northwest Council of Mayors - A voluntary, cooperative effort by municipalities to plan and implement the Surface Transportation Program for the Northwest region of the CMAP Council of Mayors System.

Northwest Council of Mayors Technical Committee - The committee is comprised of eight members, including four Mayors/Presidents and four managers/administrators, that review all projects and proposals made to the Northwest Council of Mayors. Membership on the Technical Committee is at the discretion of the President of the Northwest Municipal Conference and the Northwest Council of Mayors.

Phase I Engineering (ENG I) - A conceptual engineering report involving geometry, design, right-of-way requirements and environmental studies. ENG I is not eligible for STP funding.

Phase II Engineering (ENG II) - Translates the concepts of a Phase I report into specifics for the preparation of the contract plans and land acquisition. ENG II is not eligible for STP funding.

Planning Liaison (PL) - See Council Planning Liaison.

Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) - The federal transportation bill enacted in 2005 which continues many of the programs implemented by the Inter-modal Surface Transportation Act of 1991 and continued through the Transportation Equity Act for

the 21st Century (TEA 21) of 1998. The Act establishes guidelines and provides sources of funding for transportation projects.

Strategic Regional Arterial (SRA) - An arterial roadway designated by the Illinois Department of Transportation as part of the Strategic Regional Arterial System.

Surface Transportation Program (STP) - The federal program that provides federal funding for locally initiated transportation projects. The Program, contained in the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), is administered by CMAP and implemented by IDOT.

Transportation Control Measures (TCM) - Projects designed to reduce the impact/use of single occupant vehicles by encouraging the use of alternate modes of transportation, non-peak period travel or greater system efficiency.

Transportation Improvement Program (TIP) - A unified document indicating coordination of all transportation agencies in the Chicago metropolitan area. All transportation projects, other than those entirely funded by locally monies, are included in the TIP.

Vehicle Miles Traveled (VMT) - The VMT is the length of the proposed improvement multiplied by the number of vehicles that travel the route daily.

APPENDIX C

CMAP TIP WORK TYPE CODES

The following is the current list of Work Type Codes that are included in the TIP. These are provided as a guide to eligible STP project components.

Any non-exempt projects (designated in bold and italic) or projects that require modeling (designated in bold) must be submitted to CMAP for conformity modeling. The conformity modeling process occurs every three years. Contact your Planning Liaison regarding the current modeling timeframes.

This list is subject to change as CMAP implements later TIPs.

A-BAR	Safety - Barriers
A-BEA	Safety - Beacons
A-FNC	Safety - Fencing
A-GRD	Safety - Guardrails
A-LTS	Safety - Lighting
A-MED	Safety - Median Projects
A-OPT	Safety - Opticom Equipment
A-PMRK	Safety - Pavement Marking
A-RRXING	Safety - Railroad Crossing Improvements
A-SHDR	Safety - Shoulder Improvements
A-SKIDT	Safety - Skid Treatments
B-NEW	***Bridge/Structure - New***
B-PNT	Bridge/Structure - Paint
B-RECNFG	**Bridge/Structure - Reconst/Rehab Chng in Lane Use/Widths**
B-REPAIR	Bridge/Structure - Reconst/Rehab No Chng in #, Wdth, or Lane
B-REPLACE	Bridge/Structure - Replace
C-IMP	**Station - Improve with Change in Service**
C-MAINT	Rail Stations - Maintain, Rehabilitate, Replace
C-NEW	Station - New Expansion No Group - Non-Exempt Yes Not Exempt
C-RELOC	**Station - Relocate**
D-FAC	ADA - Facility Improvements
D-VEH	ADA - Vehicle Improvements
E-BIKE	Bicycle Facility
E-HIS	Historic Preservation
E-LS	Enhancement – Landscaping
E-NOIS	Noise Attenuation
E-PED	Pedestrian Facility
F-OFC	Facility - Office Facilities/Equipment
F-REV	Facility - Revenue Collection Equipment
F-SHOP	Facility - Shop Facilities/Equipment
F-SPTV	Facility - Signal Priority for Transit
F-TRN	Facility - Bus Turnaround

F-YRDS	Facility - Towers and Yards
H-AL	***Highway/Road - Add Lanes***
H-ALIGN	Highway/Road - Vertical/Horizontal Alignment (e.g. Clearance)
H-C/G	Highway/Road - Curb and Gutter
H-CLTL	**Highway/Road - Continuous Bi-Directional Turn Lanes**
H-COR	***Highway/Road - Corridor Improvement***
H-EXT	***Highway/Road - Extend Road***
H-HOV	***Highway/Road - HOV Lanes***
H-INFO	Highway/Road - Directional/Informational Signs
H-INTIMP	Highway/Road - Intersection Improvement
H-INTRC	Highway/Road - Intersection Reconstruction
H-IPASS	**Highway/Road - I-Pass Improvement**
H-IRS	Highway/Road - Intermittent Resurfacing
H-NEW	***Highway/Road - New Road***
H-PATCH	Highway/Road - Pavement Patching
H-RCINKND	Highway/Road - Reconstruct in Kind
H-RCNST	**Highway/Road - Reconst With Change in Use or Width of Lane**
H-RS	Highway/Road - Resurface (With No Lane Widening
H-WRS	**Highway/Road - Widen Lanes and Resurface**
I-EXP	***Interchange - Expand (New Movements Added To Interchange)***
I-NEW	***Interchange - New***
I-RCNST	Interchange - Reconstruction
J-EXP	***Rolling Stock - Expand Fleet***
J-REHAB	Rolling Stock - Rehabilitate Vehicles
J-REP	**Rolling Stock - Replace Existing Vehicles**
M-IMP	**Multi-Modal Center - Improve With Change in Service**
M-MAINT	Multi-Modal Center - Maintain, Rehabilitate, Replace
M-NEW	***Multi-Modal Center - New***
M-RELOC	**Multi-Modal Center - Relocate**
O-C&A	Contingency and Administration
O-OPS	Operations - Transit Operating Assistance
P-EXP	**Parking - Expand Number of Spaces**
P-MAINT	Parking - Maintain, Rehabilitate, Replace
P-NEW	**Parking - New Lot or Garage Expansion**
P-RELOC	**Parking - Relocate Lot or Garage**
R-EXP	***Rail Line - Extend Line***
R-IMP	**Rail Line - Improve Line**
R-MAINT	Rail Line - Maintain, Rehabilitate, Replace
R-NEW	***Rail Line - New Line Expansion***
S-ASNG	Signals - Add Signals at Single Intersection
S-MOD	Signals - Modernization
S-NEW	***Signals - New Signals for Multiple Intersections***
S-TIM	***Signals - Interconnects and Timing***
T-EXP	***Bus Routes - Major Expansion***
T-IMP	***Bus Routes - Major Service Improvement***
U-COM	CPS – Communications

U-POW	CPS - Power
U-SIGS	CPS - Signals
V-MAINT	Vehicle Facility - Maintenance
V-STOR	Vehicle Facility - Storage
X-IMP	**Transfer Facility - Improve with Change in Service**
X-MAINT	Transfer Facility - Maintain, Rehabilitate, Replace
X-NEW	**Transfer Facility - New**
X-RELOC	**Transfer Facility - Relocate**
Z-OTH	***Miscellaneous - Project Types Not Listed***
Z-OTHEX	Miscellaneous - Exempt Projects
Z-OTHXTST	Miscellaneous - Exempt Tested Projects

APPENDIX D

POINT SYSTEM FOR RANKING HIGHWAY STP PROJECTS

1. TRAFFIC VOLUME

AADT > 40,000	20
AADT 25,000-39,999	15
AADT 15,000-24,999	10
AADT 5,000-14,999	05
AADT < 5,000	00

An intersection improvement project shall receive the point total for both roads it serves, divided by 2. If the traffic volume of a roadway changes within the project's limits, the volume which covers the greatest distance shall be used.

2. REGIONAL TRANSPORTATION SIGNIFICANCE

Strategic Regional Arterial	20
Other/Minor Arterials	15
Collectors	10

NOTE: Streets classified as "Local" are not eligible for STP funding

3. 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.

NOTE: Statistics are listed as per million miles traveled.

ROADWAYS

	2 Lane Road	4 Lane Road	PTS
125% of IDOT Avg	8.27	8.35	15
76% - 124% of IDOT Avg	6.62	6.68	10
51% - 75% of IDOT Avg	4.96	5.01	5
50% or less of IDOT Avg	3.31	3.34	0

INTERSECTIONS

125% of IDOT Avg	8.006	12.944		15
76% - 124% of IDOT Avg	6.405	10.35	10	
51% - 75% of IDOT Avg	4.804	7.766	5	
50% or less of IDOT Avg	3.203	5.178	0	

AT-GRADE CROSSINGS

Projects which include an at-grade crossing when the project includes the installment of a supplemental safety device which can be used to establish an extended quiet corridor according to FRA rules.

Supplementary safety device	5

4. INTERGOVERNMENTAL IMPORTANCE

Projects sponsored by 3 or more jurisdictions	15
Projects sponsored by 2 jurisdictions	10

NOTE: A project sponsor must contribute financially to the portion of the project for which funding is sought

5. AIR QUALITY BENEFITS

Projects that eliminate automobile trips	20
Projects that reduce vehicle miles traveled	15
Projects that reduce emissions	10
Projects with seasonal air quality benefits	5
Projects that are air quality neutral	0
Projects with negative air quality effects	-5

6. PAVEMENT CONDITION

0.0 - 4.5	Poor	15
4.6 - 6.0	Fair	10
6.1 - 7.5	Good	5
7.6 - 9.0	Excellent	0

7a. LEVEL OF SERVICE (LOS)

Existing LOS of F	20
Existing LOS of E	15
10-Year Projected LOS of E/F	10
Existing LOS of D	05
Existing LOS A-C	00

To qualify for Level of Service points, the project must reasonably be expected to address the existing or projected congestion.

-or-

7b. VOLUME/CAPACITY

126% to 150% Over Capacity	15
101% to 125% Over Capacity	10
76% to 100% of Capacity	05
Up to 75% of Capacity	00

To determine V/C points, the volume of a roadway is divided by its design capacity.

NOTE: A project can earn either LOS or V/C points, but not both.

8. TRANSPORTATION CONTROL MEASURE COMPONENT

Each TCM within project	5

Highway projects that contain elements classified as TCM's will earn 5 points for each such element. Those projects which are themselves classified as TCM's shall be considered independent of the quantitative analysis. Please refer to Section IV-C for a description of TCM elements. If your project contains any components not listed in Section IV-C but which you feel should be eligible for TCM points, please make note of it on your application and present your beliefs during your oral presentation to the Committee.

APPENDIX E

APPLICATION: HIGHWAY PROJECTS

A. GENERAL INFORMATION

1. Date of Application:

2. Municipality/Lead Agency:

3. Project Street:

4. Limits of Project:

   a) 1st Ref. Point/Cross Street:

      Marked Route #: County:

   b) 2nd Ref. Point/Cross Street:

      Marked Route #: County:

   c) Other Project Location Information (optional):

5. Name & Phone # of Contact Person:

6. Other agencies participating in this project and contact people at those agencies:

7. Year for which funding is sought (give date):

8. Date of pre-application meeting with Liaison and IDOT:

B. EXISTING CONDITIONS

1. Provide a brief description of the existing facility:

2. Provide the current Annual Average Daily Traffic and peak hour counts and the source(s) for this information:

3. Provide the raw accident counts for each of the last three years and the source of this information:

4. Provide the most recent Condition Rating (no more than 2 years old), who conducted the rating, how it was conducted and when:

5. Is the roadway designated by IDOT as a: (please circle one)

Strategic Regional Arterial

Other Arterial

Collector

Local Street

C. PLANNING & IMPLEMENTATION

1. Does the project require right-of-way acquisition?

2. If yes, is the project currently undergoing this acquisition process?

3a. Is the project a jurisdictional transfer?

3b. If yes, are state funds being used as the local match?

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

D. PROJECT DESCRIPTION AND/OR WORK TYPE

1. Please List All Applicable Work Types:

See Appendix C for complete listing of CMAP Work Type Codes.

2. Project Description

3. Project length in miles

4. Number of signalized intersections within project limits

5. Number and level of service of intersections to be improved by the project

6. Complete the following table using the best estimates of minimum measurements within the project limits.

	BEFORE	AFTER
# of unrestricted Driving Lanes		
Driving Lane Widths (feet per lane)		
# of Parking Lanes		
Bi-Directional Left Turn Lane (Y or N)		
# of Restricted Lanes (Peak/Off Peak; describe restriction)		
Paved Roadway Cross Section (feet)		
Posted Speed Limit		
# of At-Grade Crossings		
# of New Supplementary Safety Device at Crossings (please state location of each)		

7. Project Cost and Schedule

	Starting Year	Local Funds	County Funds	State Funds	Federal (Council) Funds	Other Federal Funds
ENG I					N/A	
ENG II					N/A	
R.O.W.						
Const. (incl. ENG III)						
PROJECT COST						

TOTAL PROJECT COST $

NOTE: ANY CHANGES TO THE ESTIMATED COST OF A PROJECT MUST BE IMMEDIATELY REPORTED TO THE COUNCIL PLANNING LIAISON

8. Please attach a copy of a recent Board/Council resolution (or minutes) requesting consideration of the project by the Council of Mayors and the municipality's ability to fund the required local match.

E. OTHER ISSUES

1. Are there any other features or issues you feel the Council should be aware of? If yes, please explain.

F. EXHIBITS

Please attach the required exhibits to this form. Since this form will be photocopied, please make sure that all exhibits are photocopiable.

1. Map showing location of project within region.

2. Map showing location of project within municipality.

3. Existing typical section.

4. Proposed typical section

5. Proposed alignment if realignment is proposed.

6. Please refer to Section III. Project Ranking Point Scale, circle the point value in each category which you feel your project deserves and submit that page along with the application form. The Council is the final authority on a projects point value.

NORTHWEST COUNCIL OF MAYORS
PROPOSED HIGHWAY PROJECT SCHEDULE
(Must be submitted to the Council of Mayors at time of project application)

Municipality: _____

Project Location & Limits:
_____

ACTIVITY	INITIAL ESTIMATE	KICK-OFF ESTIMATE	ACTUAL DATE
Initial Phase I "Kick-off" meeting with IDOT, Liaison and consultants:	_____	_____	_____
IDOT/FHWA/Municipality Coordination Meeting:	_____	_____	_____
Cat. Exclusion Concurrence/Design Variance Approval:	_____	_____	_____
Submit draft Phase I Engineering Report (PDR) to IDOT: (3-6 month review period)	_____	_____	_____
Public Hearing/Meeting:	_____	_____	_____
Final Phase I Design Approval:	_____	_____	_____
Phase II Eng. Agreement w/ Municipality Executed:	_____	_____	_____
Initial Phase II Engineering Meeting:	_____	_____	_____
Submittal of Pre-Final Plans w/ Estimates to IDOT: (1-4 month review period)	_____	_____	_____
Submit Phase III Engineering Agreement to IDOT:	_____	_____	_____
Final Plans, Spec. & Estimates (PS&E) to IDOT: (7 to 10 days before Springfield BLR due date)	_____	_____	_____
Expected letting for construction:	_____	_____	_____

RIGHT-OF-WAY
Does ROW Need to be Acquired?: _____ If yes, # of Parcels to be Acquired: _____
(min. 18 months required)

ROW "Kick-off" Meeting: _____

Initiate ROW Acquisition: _____ Complete ROW Acquisition: _____

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

APPENDIX F

APPLICATION: TRANSPORTATION CONTROL MEASURE PROJECTS

A. GENERAL INFORMATION

1. Date of Application:

2. Municipality/Lead Agency:

3. Name of facility to be improved/implemented:

4. Limits of Project:

   a) 1st Ref. Point/Cross Street:

      Marked Route #: County:

   b) 2nd Ref. Point/Cross Street:

      Marked Route #: County:

   c) Other Project Location Information (optional):

5. Name & Phone # of Contact Person:

6. Other agencies participating in this project and contact people at those agencies:

7. Year for which funding is sought (give date):

8. Date of pre-application meeting with Liaison and appropriate agency:

B. EXISTING CONDITIONS

1. Provide a brief description of the existing facility:

2. Modes served by the existing facility (bus, rail etc):

C. PLANNING & IMPLEMENTATION

1. Does the project require right-of-way acquisition?

2. If yes, is the project currently undergoing the acquisition process?

3. Please list any potential delays with the acquisition of the R.O.W. for this project:

D. PROJECT DESCRIPTION AND/OR WORK TYPE

1. Please List All Applicable Work Types:

See Appendix C for complete listing of CMAP Work Type Codes.

2. Project Description

3. Modes served by improved/new facility (bus, rail, bike etc):

4. Project Cost and Schedule

	Starting Year	Local Funds	County Funds	State Funds	Federal (Council) Funds	Other Federal Funds
ENG I					N/A	
ENG II					N/A	
R.O.W.						
Const. (incl. ENG III)						
PROJECT COST						

TOTAL PROJECT COST $

NOTE: ANY CHANGES TO THE ESTIMATED COST OF A PROJECT MUST BE IMMEDIATELY REPORTED TO THE COUNCIL PLANNING LIAISON

5. Please attach a copy of a recent Board/Council resolution (or minutes) requesting consideration of the project by the Council of Mayors and the municipality's ability to fund the required local match.

E. OTHER ISSUES

1. Are there any other features or issues you feel the Council should be aware of? If yes, please explain.

F. EXHIBITS

Please attach the required exhibits to this form. Since this form will be photocopied, please make sure that all exhibits are photocopiable.

1. Map showing location of project within region.

2. Map showing location of project within municipality.

3. Overhead sketch of project.

NORTHWEST COUNCIL OF MAYORS
PROPOSED HIGHWAY PROJECT SCHEDULE
(Must be submitted to the Council of Mayors at time of project application)

Municipality: _____

Project Location & Limits:
_____

ACTIVITY	INITIAL ESTIMATE	KICK-OFF ESTIMATE	ACTUAL DATE
Initial Phase I "Kick-off" meeting with IDOT, Liaison and consultants:	_____	_____	_____
IDOT/FHWA/Municipality Coordination Meeting:	_____	_____	_____
Cat. Exclusion Concurrence/Design Variance Approval:	_____	_____	_____
Submit draft Phase I Engineering Report (PDR) to IDOT: (3-6 month review period)	_____	_____	_____
Public Hearing/Meeting:	_____	_____	_____
Final Phase I Design Approval:	_____	_____	_____
Phase II Eng. Agreement w/ Municipality Executed:	_____	_____	_____
Initial Phase II Engineering Meeting:	_____	_____	_____
Submittal of Pre-Final Plans w/ Estimates to IDOT: (1-4 month review period)	_____	_____	_____
Submit Phase III Engineering Agreement to IDOT:	_____	_____	_____
Final Plans, Spec. & Estimates (PS&E) to IDOT: (7 to 10 days before Springfield BLR due date)	_____	_____	_____
Expected letting for construction:	_____	_____	_____

RIGHT-OF-WAY
Does ROW Need to be Acquired?: _____ If yes, # of Parcels to be Acquired: _____
(min. 18 months required)

ROW "Kick-off" Meeting: _____

Initiate ROW Acquisition: _____ Complete ROW Acquisition: _____

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