

## NORTH CENTRAL COUNCIL OF MAYORS STP PROGRAM PRIORITIZATION METHODOLOGY

The following are the policies and procedures adopted by the North Central Council of Mayors to rank and select projects in the North Central Region for Surface Transportation Program funds:

The following costs are not eligible for STP funding in the North Central Region:

- Phase I Engineering
- Right of Way acquisition
- Emergency Vehicle Preemption
- Projects on existing state or county jurisdiction routes (unless in the process of jurisdictional transfer)

Lighting projects will be considered for eligibility of STP funding in fiscal year 2004 in the North Central Region **if the project enhances safety along previously unlit state routes including at least two communities. Lighting projects will be funded at 50% federal/50% local match ratio.**

Engineering II, Construction, Transportation Control Measures, and projects accomplished under the LAPP (Local Agency Pavement Preservation Program) are eligible for funding at a 70% Federal/30% local match ratio.

The North Central Council will commit to funding 80% (federal) of the costs associated with construction and construction engineering in cases where the local agency has paid for all costs of phase I and II engineering. [Prior to this action, the project must have received approval in the current STP program and a kick off meeting with IDOT's Bureau of Local Roads and Streets staff must have taken place. The Phase II process will continue as dictated by the IDOT federal aid standards; the local agency and project consultant engineer will be expected to adhere to those standards]. The 80% federal and 20% local funds will be granted and used for construction related stages of a project only when phase I and II engineering has been funded locally and IDOT and Council procedures have been followed.

The application form and project selection methodology adopted by the North Central Council of Mayors will be used when members would like to submit a project for consideration. The application form must be forwarded to the Council Planning Liaison.

All highway projects must be on STP eligible routes. STP eligible routes must be classified as a minor arterial or collector and serve more than a local land use function. The Council can request to have the classification of a route changed in order to make it eligible for funding if the route meets IDOT's specifications. **Please refer to guidelines established in Attachment 1.**

***If a jurisdictional transfer of a roadway is taken by a community without a full reconstruction being accomplished, council approval is necessary to utilize STP funds on related improvements for that route within 20 years of transfer. (Beginning in 2004)***

Through FY 2009, the Council will set aside 15% of its total funding to finance Transportation Control Measures in order to meet Clean Air Act Amendments of 1990 requirements. The 15% amount should not be perceived as a ceiling. TCM projects that are submitted above the set aside amounts will still be considered for funding. A list of eligible Transportation Control Measures is included in this packet **as Attachment 2.**

The North Central Region shall adopt a five year program during the first quarter of the calendar year based on recommendations made by the Project Selection Committee. The projects programmed in the first three years will be guaranteed, while the last two years will only be projections and are subject to change. The first three years can be modified if there is a change in the North Central Region's funding allocation or in a sponsoring municipality's ability to complete a project phase.

Projects which do not make the five year program shall be listed on the Council's **Multi Year B (MYB)** list in their order of priority. Projects listed on the B list shall be reevaluated at least once a year. This reevaluation shall take place at the time the Project Selection Committee is developing a recommended three year program. A sponsoring municipality may request that one of its projects be reevaluated at another time if it has additional data or evidence which it feels may improve its ranking.

A new STP project application must be approved at two (2) successive regular Council meetings. The cost of a new project should **not exceed ½ of** the total amount of the previous year's STP allocation **unless previously approved by the Council.** Staged construction may be used for projects exceeding the allocation. The Council may ask an applicant to stage its project or modify the project's scope and/or cost if it feels the project will consume too much of the Council's Federal allocation. Applications will be accepted any time during the year.

In ranking the projects, Council members should recognize that ties between projects may occur. In such a case the Project Selection Committee will recommend to the Council which project should receive a higher rating based on additional data/information not considered in the methodology. This recommendation will be voted on by the Council.

When a project is approved it is approved at its estimated cost. A 15% variation in the total cost is allowed without Council approval. Any increase over 15% of the original estimated cost must either be picked up by the sponsoring municipality or brought back before the Council for approval.

All project **sponsors** listed in the North Central Council of Mayors STP Program **are required to contact the Planning Liaison to set up a project kick off meeting with IDOT Local Roads personnel**. Also, all submitting communities are required to submit Phase I Engineering Agreements (Between the municipality and the municipal engineer) to IDOT Bureau of Local Roads and Streets. This policy is intended to reduce time spent on STP project completion by ensuring that necessary components are contained in Phase I; A letter from the respective municipality to the Council Liaison should be sent indicating that Agreements have been submitted and that IDOT concurs with all components of the Agreement. Without such a letter, the North Central Council will not be able to provide Phase II Engineering funds.

Sponsoring local agencies requesting advance funding need to do so by Board/Council resolution. The request is first presented to the Project Selection Committee and then forwarded to the full Council for approval. If approved by the North Central Council of Mayors the request is then presented to the Council of Mayors Executive Committee. The final step is to receive approval from the CATS Work Program and Policy Committees.

The project selection methodology is a guideline to assist in selecting the Council's five year program. If a community would like a project considered for reasons beyond those listed in the ranking system, a written justification must be provided to the Council on why the project should be approved (e.g. economic development impact). A 2/3 majority vote is required to approve a project for reasons outside of the ranking system.

These policies and procedures were approved by the North Central Council of Mayors at its February 21, 1995 meeting.

They have been amended: May 20, 1997

February 16, 1999

September 17, 2000

November 1, 2001

February 24, 2004

## ATTACHMENT 1

### Functional classification revisions requested by CATS Councils of Mayors

November 22, 2002

Appropriate classification of a roadway, according to the function it performs, is required before it is eligible for federal STP funds and most other federal funding types. Revisions to the Functional Classification of roads/routes are reviewed by IDOT and ultimately approved by the Federal Highway Administration (FHWA).

The normal approval process to initiate these reviews is:

1. The municipality wishing to designate a roadway as part of the federally eligible system of roads (sometimes called FAU system) must submit a letter to its respective council seeking the council's support in changing the designation (classification) of the roadway.
2. The appropriate Council of Mayors has to pass a resolution approving ("requesting") a change in classification.
  - The council will need to vote in support of the reclassification based on the recommended termini for redesignation, the annual average daily traffic (AADT) on that segment of the roadway, and other justification.
  - Usually it is necessary for the Council of Mayors to indicate that federal funds are planned to be spent on the roadway, if it is made eligible.
3. The resolution from the council (and optional the municipal resolution) is then sent to IDOT's District One, Bureau of Programming.
4. There must be a cover letter explaining what functional classification change is being requested, including the appropriate endpoints (and their current classification with their FC numbers) the justification (see below) and a map. ). Any other relevant information that will make the decision easier is useful. IDOT's preference regarding the map is two copies of the relevant part of IDOT's current township Functional Classification maps with the desired change drawn in color. The color code to be used is attached. A location map to help pinpoint where in the region may be useful, if not already obvious. Currently, Sue Palmer, Technical Studies Analyst, in the Bureau of Programming at 847-705-4090 is the contact person.
5. After District One's review, requests are then submitted to IDOT's Central office in Springfield where the request is reviewed and, if worthy, are formally submitted to the FHWA.
6. After their review, FHWA representatives inform IDOT of their decision. IDOT's Central Office will inform the District One Programming staff who will let the local Council of Mayors know the outcome.

Certain basic criteria must be followed in selecting new collector and minor arterial routes:

- A route must end at another route of equal or higher classification. An exception can be made in the case of a significant traffic generator. (The normal use of this exception is in the case of the commuter rail station or major industrial or commercial facility.)
- A route must meet limited spacing criteria. General guidance on spacing is:
  - 1.) Spacing of **minor arterials** would vary between 1/8 to 1/2 mile in the central business district (CBD) and 2 to 3 miles in the suburban fringes, but should normally not be more than 1 mile in fully developed areas. Another more detailed guideline for **minor arterials** by type of area is:
    - CBDs: 1/8 to 1/2 mile,
    - Urban (Central city outside the CBD) 1/2 to 1 mile,
    - Suburban 1 to 2 miles and
    - Low-density development: 2 to 3 miles.
  - 2.) Specific guidelines for collector routes are not published by FHWA, but generally should not be closer than 1/4 mile in dense urban areas or 1/2 mile in “less dense” suburban or rural areas.

Although there are theoretical mileage constraints on the percentages of collector, minor arterial, and principal arterial routes, in practice, the expanding amount of local road mileage, in general, has thus far enabled us to add all qualified proposals submitted by the various Sub-Regional Councils.

Routes should not be added solely to facilitate the funding of a project. For instance, a road that needs resurfacing, but is an obvious local street, would not qualify as a collector route merely because of the need to fund a project.

If spacing and termini considerations above are met, criteria that the FHWA considers when evaluating a reclassification request includes, but is not limited to:

- a. Route continuity
- b. Route length
- c. Signalization along route
- d. Stop sign control of cross-streets
- e. Access to traffic generators, schools, parks, etc.
- f. Level of utilization of the roadway (AADT)

Recent Federal legislation has eliminated the need for a FAU number to make a route eligible for funding. In fact, the FHWA no longer uses FAU numbers for any purposes. IDOT continues to assign FAU numbers to new collector routes and minor arterial routes solely for the purposes of route identification. Major arterial routes are also eligible for federal funding, but are unlikely to be subject to this type of a council of Mayors request and hence are not discussed in the guidance. See the US DOT – Federal Highway Administration booklet entitled: *Highway Functional Classification: Concepts, Criteria and Procedures* (revised March 1989) for more information.

## ATTACHMENT 2

### ELIGIBLE TRANSPORTATION CONTROL MEASURES

Transportation Control Measures (TCMs) are a federal directive in transportation management with a goal of improving air quality. TCM strategies and activities are aimed at improving traffic flow, reducing highway traffic, and promoting alternative means of travel. The following list of TCM projects should give members of the North Central Council an idea of eligible TCM projects for STP funding:

#### TRAFFIC FLOW IMPROVEMENTS

- Convert multiway stop to two-way stop control
- Replace multiway stop with traffic signal control
- Eliminate unnecessary signals and stop signs
- New traffic signal interconnect
- Traffic signal controller modernization
- Turn lane installation
- Intersection widening
- Turning movement restrictions
- Elimination of on-street parking

#### PEDESTRIAN/BICYCLE IMPROVEMENTS

- New/reconstruct bike/pedestrian path
- New/reconstruct sidewalk
- New/reconstruct bike/pedestrian grade separation
- Widen curb lane on roadway
- Marked bike lane on roadway
- Link bike/pedestrian routes to public transit or key destinations
- Bicycle parking (racks/lockers)

#### RAILROAD/HIGHWAY CROSSING IMPROVEMENTS

- Grade separation
- Install motion sensors/predictors
- Install rubberized crossing

#### TRANSIT-RELATED IMPROVEMENTS

- New/improvements to transit stations/shelters
- New/improvements to commuter parking lots
- Bus turnout lanes
- Bus traffic signal preemptions

# NORTH CENTRAL COUNCIL OF MAYORS HIGHWAY PROJECTS STP RANKING METHODOLOGY

## 1.) SAFETY/ CONGESTION MITIGATION: 25 points

### Safety

A.) Comparison of average accidents per 1,000,000 vehicles per mile per year for roadway to IDOT average for similar roadway. (3 year average)

	2 LANE ROAD	4 LANE ROAD	POINTS
125% of IDOT average	8.275	8.35	10
IDOT Average	6.62	6.68	5
75% of IDOT average	4.965	5.01	2
50% or less IDOT avg.	3.31	3.34	0

### ***B.) Lighting- to be determined on an individual basis***

#### Congestion Mitigation

	<u>Points</u>
C.) Widen lane width, continuous left turn lanes, and intersection improvements	15
Widen lane width with turn lane; or Widen lane width with intersection improvement; or Turn lane and intersection improvement	10
Widen lane width; or Turn lane added; or Intersection improvement	5

## 2) REGIONAL BENEFIT: 25 points

A) Number of member communities/other agencies that are financial cosponsors of the project.

Three or more	15 points
Two	10 points
One	0 points

B) ADT - in terms of number of vehicles using or going to use the project.

20,000 ADT or more	10 points
10,000 - 20,000	5 points
Under 10,000 ADT	0 points

C) Jurisdictional Transfer of roadway to STP eligible system

One mile or more	-10 points
Less than 1 mile	-5 points

3) PAVEMENT CONDITION: 25 Points

Based on IDOT Condition Rating Survey (CRS).

<u>CRS Score</u>	<u>Pavement Category</u>	<u>Points</u>
0 - 4.5	Poor	25
4.6 - 6.0	Fair	15
6.1 - 7.5	Good	5
7.6 - 9.0	Excellent	0

4) PROJECT READINESS: 20 points

	<u>Points</u>
Ready for letting in less than 6 months	20
Ready for letting in 6-12 months	15
Ready for letting in 12-24 months	10
More than 24 months	5

5) AIR QUALITY/TCM COMPONENT: 20 points

Five additional points will be given to each TCM component contained in a proposed project to a maximum award of 20 points. A list of possible TCMs associated with a roadway project is attached.

6) ADDITIONAL FUND SOURCES: 20 points

Ten additional points will be given to each project that includes fund sources beyond the federal and local share providers. A maximum award of 20 points will be given.