

Guidance for the Programming and Active Program Management of CRRSAA funds

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Background

On December 27, 2020, Title IV of the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSAA) was enacted. As detailed in IDOT [Circular Letter 2021-13](#), this Act included a local government component that resulted in the allocation of \$42,647,247 to be programmed and managed by CMAP. Although these funds are not Surface Transportation Program (STP) funds, IDOT distributed the funds within the state according to their procedures for the distribution of STP funds and determined that the use of these funds shall generally follow STP guidelines. Similarly, CMAP will distribute funds throughout the region according to the performance-based STP distribution formula agreed to by the Councils of Mayors and City of Chicago in 2017, including an allocation for regional projects to be selected and programmed by CMAP's STP Project Selection Committee (STP PSC). The councils, CDOT, and the STP PSC (hereafter the "selecting bodies") shall select projects from their existing STP active and/or contingency programs that are in effect on October 15, 2021 to utilize these funds. This document establishes guidance for project selection and the active program management of the funds, in conjunction with each selecting body's STP programs.

Regional Funding Distribution

The CMAP region established a performance-based distribution formula for STP funding in 2017. This formula, when applied to the CRRSAA funds results in the following programming marks:

Council	FFY 2022
Central	\$635,484
Chicago	\$15,877,003
DuPage	\$3,736,815
Kane/Kendall	\$2,550,716
Lake	\$2,304,067
McHenry	\$1,080,938
North Central	\$1,084,249
North Shore	\$1,283,163
Northwest	\$2,625,427
South	\$2,104,058
Southwest	\$1,857,133
Will	\$2,177,446
Shared Fund (12.5%)	\$5,330,928
Regional Total	\$42,647,427

When programming in the TIP, the STP PSC will use "CRRSAA-Shared" and the councils and CDOT will use "CRRSAA-Local."

Project Selection and Programming

In order to maximize the impact of these funds on the region's recovery from the Coronavirus pandemic and ensure that funds are obligated prior to sunset, project selection should balance

consideration of the amount of funds available, project readiness, and implementing projects that have a meaningful innovation, equity and safety impact on the region's ongoing recovery efforts.

Eligible Projects

There will not be a separate call for CRRSAA-funded projects. Projects utilizing CRRSAA funds must be chosen from the selecting body's current (as of October 15, 2021) STP active or contingency programs. These selections should be made as soon as possible, but no later than Wednesday, November 24, 2021, as described in the program development schedule guidance below.

CRRSAA funds may also be used to provide cost increases for project phases that have not been federally authorized (including AC authorizations) and have not submitted a draft local agency agreement or draft UIGA as of October 1, 2021. CRRSAA funds cannot be added to already obligated phases or to agreements pending IDOT review and execution. It will be at the discretion of the selecting body to determine if any cost increases funded with CRRSAA may be used to exceed the body's STP maximum participation (dollars or percentage) thresholds. Additional information about using multiple federal fund sources on a single project phase is included later in this guidance.

Project Types

Selecting bodies are encouraged to direct funding first to projects that promote innovation, equity, and/or safety or, when considering readiness, to direct funds to projects that, if removed from the body's STP program, would result in projects of these types being advanced from an out year of a selecting body's active program or contingency program.

Innovation

Innovation is bringing leading edge technology to transportation and reimagining mobility. For instance, projects utilizing ITS technology to achieve greater safety or congestion reduction results at a lower cost; projects that include transit signal priority or signal interconnects (without added through lanes); and/or projects that convert traditional intersections to modern roundabouts are examples of innovation.

Equity

Ensuring safe and affordable access to transportation for all users and providing technical and financial assistance to our region's lowest-capacity communities and users promotes equity. Projects within the region's highest need [community cohorts](#) or projects serving minority groups under the poverty line, projects that go beyond basic ADA compliance to implement ADA transition plan recommendations, and projects that serve the region's essential workers and provide access to and from essential services such as health care, food, and education are examples of projects that support equity.

Safety

Ensuring that our region's transportation system is safe for all users is among our highest priorities. While even maintenance projects provide some safety improvements, projects that are primarily focused on addressing safety for motorists, bicyclists, and/or pedestrians in areas that have a critical Safer Road Index rating or projects that have high crash reduction factors for motorists and/or bicyclists and pedestrians are examples of projects that do the most to support safety.

Readiness

In addition to directing funds toward specific project types, CRRSAA funds should be programmed for project phases targeting obligation within FFY 2022. The obligation deadline, discussed in more detail below, for these funds will be September 30, 2022.

Eligible project phases

Phases eligible for CRRSAA funding will be the same as the selecting body's phase eligibility criteria from the most-recently completed call for STP projects (the January 2020 call for councils and CDOT and the January 2021 call for the STP PSC).

Local match requirements

The match requirements for CRRSAA funds will be the same as the selecting body's match requirements from the most-recently completed call for STP projects (the January 2020 call for councils and CDOT and the January 2021 call for the STP PSC). Toll credits cannot be used to match CRRSAA funds. If CRRSAA funds will be used to replace STP funds on a project that is currently approved for the use of toll credits, the toll credits will not be used. Exceptions may be considered in consultation with CMAP staff.

Program development schedule

Each body shall develop a program of CRRSAA-funded projects for CMAP staff review by Wednesday, November 24, 2021. CMAP staff will review and approve the programs by Friday, December 3, 2021 in order to facilitate inclusion of the approved programs in the TIP amendment cycle that closes on December 7, 2021. Programs may also be submitted earlier for inclusion in the TIP amendment cycle that closes on November 9, 2021.

Concurrent with the development of the CRRSAA program, the selecting body will be expected to utilize STP Active Program Management (APM) procedures to fill any gaps created in the FFY 2022 STP active program due to the shifting of project phases from STP to CRRSAA funding. This re-programming should be completed as soon as possible, but no later than Friday December 31, 2021.

Program Development Action	Final Deadline	Alternate Early Action Deadline
Submit FFY 2022 CRRSAA program to CMAP staff for review	Wednesday, November 24	Friday, October 29
CMAP staff approval	Friday, December 3	Friday, November 5
TIP changes due	Tuesday, December 7	Tuesday, November 9
Submit revised STP program to CMAP	Friday, December 31	Prior to submitting TIP changes involving STP-funded project phases

If funding gaps in the FFY 2022 STP active program are not filled through APM, unprogrammed STP funds will be subject to the carryover limitations of the region’s APM policies for STP and may be withdrawn from the selecting body’s programming marks. The selecting body may utilize APM or the next call for STP projects to fill any gaps created in FFYs 2023 through 2025.

Combining federal fund sources

CRRSAA funds may be used in combination with other federal fund sources, including STP, however CRRSAA funds cannot be used to match any other federal fund sources. See Appendix A for examples of programming with multiple federal fund sources.

Project Management

Project management provisions for CRRSAA-funded project phases shall be the same as STP-funded project phases. This includes any training required by selecting bodies, designation of project managers, and submission of quarterly status updates.

Program Management

The selecting bodies shall incorporate the projects selected for CRRSAA funding into their STP Active Programs in such a way that it is clear what the programming marks, funds programmed, funds obligated, funds unprogrammed, and funds unobligated are for both CRRSAA and STP funds. CMAP staff will maintain a regional accounting report for the CRRSAA funding.

Award Letters

For all projects selected to be wholly or partially funded with CRRSAA funds, the selecting body staff shall issue an award letter to the project sponsor that includes, at a minimum:

- The amount of CRRSAA funding awarded
- The required local matching funds for the CRRSAA funding
- The amount of any STP funding that remains programmed for any phase(s) of the project
- The required local matching funds for any STP funding
- The obligation deadline for all CRRSAA and STP funded phases
- A link to this guidance and, if applicable, regional and selecting body STP APM policies

- A statement notifying the sponsor that this award letter supersedes any previously issued STP award letter(s)

A copy of the award letter shall be provided to CMAP staff and shall be attached to the project record in the eTIP database.

Obligation Deadlines

The obligation deadline for all projects utilizing CRRSAA funds will be September 30, 2022. If the ability to meet this deadline is in question, based on the March 2022 quarterly status update, the project sponsor may, by April 30, 2022, either:

1. Request a six (6) month extension of the phase obligation deadline.
 - a. For Phase 1 Engineering, Phase 2 Engineering, and Right-of-Way, the extended deadline will be March 31 of the following calendar year.
 - b. For Construction/Construction Engineering, the extended deadline will be the federal authorization date for the April state letting in the following calendar year.

Programmed funds will be eligible to be carried over to FFY 2023 if the request is approved. If an extended project phase misses the extended obligation deadline, the phase, and all subsequent phases of the project, will immediately be moved to the selecting body's STP contingency program, and the CRRSAA funds programmed will be removed from the selecting body's programming mark and reprogrammed as described later in this document. If the end of the six-month extension period has been reached, and the phase remains unobligated solely due to agreement review and the agreement was submitted to IDOT before July 30, 2022 (Phase 1 of Phase 2 Engineering phases) or September 30, 2022 (construction and/or CE phases) in a good faith attempt to ensure timely obligation of funds within the programmed FFY, an additional three-month extension will be automatically granted for that phase. The additional extension will be to June 30, 2023 for engineering and right-of-way phases, and to the federal authorization date for the August 2023 state letting for construction/construction engineering phases.

2. Request the current phase and all subsequent phases be immediately removed from the CRRSAA program and placed in the selecting body's STP contingency program. Programmed funds will not be automatically carried over, but will be available for immediate active reprogramming by the selecting body in the current FFY as described below. The obligation deadline for the phase will be removed, and the phase will remain eligible for a future CRRSAA or STP extension request.
3. Proceed at their own risk. If the programmed funds are not obligated as of September 30, 2022 the programmed phase and all subsequent phases will be removed from the CRRSAA and STP programs, and will not be added to the selecting body's STP

contingency program. Programmed funds will not be carried over or available for reprogramming, and will be permanently removed from the selecting body's programming mark.

Requests for extensions will be reviewed by selecting body staff or the selecting body in consultation with CMAP, and as needed, IDOT and/or FHWA staff. Extensions will be granted based only on the ability of the sponsor to meet the extended obligation deadline. The reason for delay, whether within sponsor control or not, shall not be a factor in decisions to grant extensions. If an extension request is denied, the sponsor may choose another option or may appeal to CMAP staff, who may elevate the appeal to the CMAP STP Project Selection Committee for final consideration.

Requests for CRRSAA obligation deadline extensions after the April 30, 2022 deadline will not be considered.

Active Reprogramming

It is the goal of the region to obligate 100% of the federal CRRSAA funding allotted to the region. Recognizing that implementation delays can and do occur, selecting bodies shall have the flexibility to actively reprogram funds. Active reprogramming can occur at any time, and requires that the selecting body publish an updated STP/CRRSAA active program and an updated STP contingency program prior to making TIP changes associated with the reprogramming. Unless specifically prohibited by policies of the selecting body, staff of the selecting body shall have the authority to publish program updates without selecting body action.

Active reprogramming of CRRSAA funds can be used for:

- Cost changes for already obligated phases funded with CRRSAA funds; CRRSAA funds cannot be used for cost changes on STP-funded phases
- Cost changes for current FFY phases programmed with CRRSAA funds that are expected to meet the obligation deadline
- Accelerating phases programmed in out years of the selecting body's STP active program that are ready to obligate in the current FFY
- Accelerating phases included in the selecting body's STP contingency program that are ready to obligate in the current FFY

Selecting bodies have discretion in determining the relative priority of active reprogramming techniques. Any project phase(s) moved into the current FFY through active reprogramming is subject to the same obligation deadlines as all other current year phases.

Carryover Limitations and Redistribution of Unobligated Funding

Each selecting body is responsible for obligating 100% of the CRRSAA funding available to it in FFY 2022. Unobligated funds may only be carried over to FFY 2023 under the following circumstances:

1. The unobligated funds were programmed for a project phase(s) that was granted an obligation deadline extension.
2. The unobligated funds are the result of an “obligation remainder” that occurs when the actual federal obligation was less than the funding programmed for the project phase.

At the end of FFY 2022, unprogrammed CRRSAA funds will be withdrawn from all individual selecting bodies and will be reprogrammed by CMAP staff for ready to obligate phases of projects from any selecting body’s program that promote innovation, equity, and/or safety. Priority for this reprogramming will be given as follows:

- Regional program projects will be considered before local program projects.
- Construction phases will be considered before right-of-way, right-of-way before phase 2 engineering, and phase 2 engineering before phase 1 engineering.
- Active STP out year phases will be considered before STP contingency project phases.
- Readiness for obligation and the ability to utilize the funding amount available will also be considered.
- Cost increases for phases obligated or programmed with CRRSAA funds may also be considered, based on the amount of funding available.

Any funds carried over to FFY 2023 due to an obligation deadline extension that are not obligated by the extended deadline will be considered “unprogrammed” as of that deadline and will be withdrawn from all individual selecting bodies and reprogrammed by CMAP staff as described above.

Selecting bodies will have one opportunity to reprogram any obligation remainders carried over from FFY 2022 to FFY 2023 for projects targeting authorization in FFY 2023. The obligation deadline for these funds will be September 30, 2023. Any of these funds that are not reprogrammed by the selecting body before March 31, 2023 will be withdrawn from all individual selecting bodies and reprogrammed by CMAP staff as described above.

Additional Provisions

Grant Accountability and Transparency Act (GATA) and Qualifications Based Selection (QBS) provisions for CRRSAA-funded project phases shall be the same as STP-funded project phases.

Appendix A – Examples of programming CRRSAA with other federal fund sources

Example 1. Different fund sources by phase

Phase 1 Engineering was funded locally in FFY 2020; Phase 2 Engineering was funded with STP-L in FFY 2021; Construction will be funded with CRRSAA in FFY 2022; Construction Engineering will be funded with STP-L in FFY 2022

Programming Information (\$0)

Prior Fund(s) [Funding History](#)

FFY (OCT-SEPT)	FUND TYPE	AC/C	ENG I	ENG II	ROW	CON	CE	TOTAL	STATE JOB#	FED PROJ#	PPS #
2020	Local Funds		\$100,000					\$100,000			
2021	STP - Locally Prgmd			\$80,000				\$80,000			
2021	Local Funds			\$20,000				\$20,000			
2022	CRRSAA-Local					\$800,000		\$800,000			
2022	Local Funds					\$200,000		\$200,000			
2022	STP - Locally Prgmd						\$80,000	\$80,000			
2022	Local Funds						\$20,000	\$20,000			
								\$0			

FFY 2020	\$100,000	\$0	\$0	\$0	\$0	\$100,000
FFY 2021	\$0	\$100,000	\$0	\$0	\$0	\$100,000
FFY 2022	\$0	\$0	\$0	\$1,000,000	\$100,000	\$1,100,000
Local Funds	\$100,000	\$20,000	\$0	\$200,000	\$20,000	\$340,000
STP - Locally Prgmd	\$0	\$80,000	\$0	\$0	\$80,000	\$160,000
CRRSAA-Local	\$0	\$0	\$0	\$800,000	\$0	\$800,000
GRAND TOTAL	\$100,000	\$100,000	\$0	\$1,000,000	\$100,000	\$1,300,000

Example 2. Phase funded with a combination of CRRSAA and STP funds

Phase 1 Engineering was funded locally in FFY 2020; Phase 2 Engineering was funded with STP-L in FFY 2021; Construction and CE will be funded with a combination of CRRSAA and STP-L in FFY 2022

Programming Information (\$0)

Prior Fund(s) Funding History 

FFY (OCT-SEPT)	FUND TYPE	AC/C	ENG I	ENG II	ROW	CON	CE	TOTAL	STATE JOB#	FED PROJ#	PPS #
2020	Local Funds		\$100,000					\$100,000			
2021	STP - Locally Prgmd			\$80,000				\$80,000			
2021	Local Funds			\$20,000				\$20,000			
2022	CRRSAA-Local					\$400,000	\$40,000	\$440,000			
2022	Local Funds					\$100,000	\$10,000	\$110,000			
2022	STP - Locally Prgmd					\$400,000	\$40,000	\$440,000			
2022	Local Funds					\$100,000	\$10,000	\$110,000			
								\$0			

FFY 2020	\$100,000	\$0	\$0	\$0	\$0	\$0	\$100,000
FFY 2021	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000
FFY 2022	\$0	\$0	\$0	\$1,000,000	\$100,000	\$0	\$1,100,000
Local Funds	\$100,000	\$20,000	\$0	\$200,000	\$20,000	\$0	\$340,000
STP - Locally Prgmd	\$0	\$80,000	\$0	\$400,000	\$40,000	\$0	\$520,000
CRRSAA-Local	\$0	\$0	\$0	\$400,000	\$40,000	\$0	\$440,000
GRAND TOTAL	\$100,000	\$100,000	\$0	\$1,000,000	\$100,000	\$0	\$1,300,000

Example 3. Phase funded with a combination of CRRSAA and STP funds; STP funds are matched with Toll Credits

Phase 1 Engineering was funded locally in FFY 2020; Phase 2 Engineering was funded with 100% STP-L in FFY 2021, using toll credits for match; Construction and CE will be funded at 100% with a combination of CRRSAA and STP-L in FFY 2022

Programming Information (\$0)

Prior Fund(s) Funding History 

FFY (OCT-SEPT)	FUND TYPE	AC/C	ENG I	ENG II	ROW	CON	CE	TOTAL	STATE JOB#	FED PROJ#	PPS #
2020	Local Funds		\$100,000					\$100,000			
2021	STP - Locally Prgmd			\$100,000				\$100,000			
2021	Trans Credit - Local/State Hwy			\$20,000				\$0			
2022	CRRSAA-Local					\$500,000	\$50,000	\$550,000			
2022	STP - Locally Prgmd					\$500,000	\$50,000	\$550,000			
2022	Trans Credit - Local/State Hwy					\$100,000	\$10,000	\$0			
								\$0			
								\$0			

FFY 2020	\$100,000	\$0	\$0	\$0	\$0	\$100,000
FFY 2021	\$0	\$100,000	\$0	\$0	\$0	\$100,000
FFY 2022	\$0	\$0	\$0	\$1,000,000	\$100,000	\$1,100,000
Local Funds	\$100,000	\$0	\$0	\$0	\$0	\$100,000
STP - Locally Prgmd	\$0	\$100,000	\$0	\$500,000	\$50,000	\$650,000
*Trans Credit - Local/State Hwy	\$0	\$20,000	\$0	\$100,000	\$10,000	\$130,000
CRRSAA-Local	\$0	\$0	\$0	\$500,000	\$50,000	\$550,000
* Trans Credit is not part of YEARLY & the GRAND TOTAL						
GRAND TOTAL	\$100,000	\$100,000	\$0	\$1,000,000	\$100,000	\$1,300,000