



## Chicago Metropolitan Agency for Planning

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Suite 450  
Chicago, IL 60607

312-454-0400  
cmap.illinois.gov

### MEMORANDUM

**To:** CMAQ Project Selection Committee  
**From:** CMAP Staff  
**Date:** October 21, 2021  
**Re:** Changes to the CMAQ and TAP-L Status Updates

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In an effort to increase project tracking of Congestion Mitigation and Air Quality (CMAQ) Improvement and locally programmed Transportation Alternatives Program (TAP-L) funded projects, and to align the program management with the active program management of the STP programs, staff plans to institute quarterly status updates. The status updates will use the same form as the STP-SF which has been attached for reference.

The new policy will be shown on the Program Management page as:

Upon inclusion of any phase of a project within an active year of the TIP, quarterly status updates detailing initial (time of application) estimated dates, current adjusted estimated dates (based on progress made since the application was submitted), and actual accomplishment dates of all project milestones, regardless of the phase(s) programmed with CMAQ or TAP-L funds, shall be submitted by one of its designated project managers through CMAP's eTIP website. These updates are required to be submitted in December, March, June, and September of every federal fiscal year. Updates submitted any day within the required month will be considered to have met the deadline. Updates submitted in any other month of the year will not be considered an official quarterly update. Submittals shall be verified by the eTIP programmer assigned to the project sponsor (typically the council planning liaison or CDOT's Coordinating Planner, Capital Programming) in consultation with IDOT District 1 or District 3 Bureau of Local Roads and Streets (BLRS) staff. Status updates may be submitted more often than required, at the selecting body's and/or sponsor's discretion. Status updates must be submitted even if no progress has been made since the prior update. Failure to submit required status updates may result in significant project delay or the project being deferred in the program which would move funding out of the active TIP years into MYB.

The reasons for making this change include:

1. The CMAQ program obligated \$30.6 million in FFY 2021 out of \$109.5 million federal apportionment for the region. For the first time in many years, FHWA's FMIS system is showing the potential to lapse \$33 million at the end of FFY 2023.

2. FHWA and IDOT will be paying more attention to the unobligated balances in the programs over the next year and the region needs to take a more active role tracking the status of projects.
3. The CMAQ and TAP-L programs are fully programmed in FFY 2022. The quarterly forms will allow staff to be nimble in adjusting the programming years for projects in an effort to accommodate cost increase requests, moving projects forward in the TIP and reinstating deferred projects. These changes in the program do require action by the Project Selection Committee (PSC).
4. More information will help to predict the funds that will be transferred to FTA for transit projects and assist IDOT in their financial planning efforts.
5. Aligning program management for CMAQ\TAP-L with the STP Shared Fund program and reduce sponsor confusion with the CMAP monitoring efforts.

Staff requests PSC approval to move the status updates from a biannual basis to a quarterly basis. With approval the quarterly requirement will go into effect starting with the December 2021 reporting deadline.

**ACTION REQUESTED:** Discussion and Approval

CMAQ/TAP-L Quarterly Status Update (projects processed through IDOT/FHWA)

|                 |                                   |                |                             |
|-----------------|-----------------------------------|----------------|-----------------------------|
| <b>Project:</b> | <b>&lt;enter project name&gt;</b> | <b>TIP ID:</b> | <b>&lt;enter TIP ID&gt;</b> |
|-----------------|-----------------------------------|----------------|-----------------------------|

**For CMAP use only:**

- Active  
  Contingency  
  Both  
 Also CMAQ  
  Also TAP  
  Also STP-L  
  Also STP-SF

UPDATE INFORMATION

|                          | Completed By: | Date: |
|--------------------------|---------------|-------|
| Initial Submittal        |               |       |
| Most Recent Prior Update |               |       |
| <b>Current Update</b>    |               |       |
| Final "Actual" Dates     |               |       |

PROJECT INFORMATION

Environmental Class of Action:  
 Target Construction Letting:  
 Current construction cost estimate:  
 Change in estimate since prior update:  
 Most recent PPI approval:  
 Most recent GATA periodic report (BoBS 2832):

| <class of action> | <status>   | <date> |
|-------------------|--|--------|
| <date>            | Enter the current target date (m/d/yy)                   |        |
| <whole dollars>   | Enter the current estimate, excluding CE                 |        |
| <whole dollars>   | Enter 0 if no change, or enter amount of change (+ or -) |        |
| <date>            | If no PPI approved, do not enter a date                  |        |
| <date>            | If no report submitted yet, do not enter a date          |        |

MILESTONE INFORMATION

No changes from prior update

|  | Milestone<br>(Shaded lines required for federally-funded phases only) | Initial Estimated Date<br>(m/yyyy) | Complete?       | Updated Estimated Date<br>(m/yyyy) | Actual Date<br>(m/d/yyyy) | Attachments<br>(R - Required, O - Optional) | Sponsor/Implementer Comments<br>(will be shaded if notes are added) | Notes/Instructions                             |
|--|---|------------------------------------|-----------------|------------------------------------|---------------------------|---|---|--|
| Pre-phase 1  | Project Scoping   |                                    | <yes/no>        |                                    |                           |   |   |  |
|  | Application for ENG1 Funds  |                                    | <yes/no or n/a> |                                    |                           |   |   |  |
|  | Phase 1 QBS Advertisement   |                                    | <yes/no or n/a> |                                    |                           |   |   |  |
|  | Phase 1 QBS Closed  |                                    | <yes/no or n/a> |                                    |                           |   |   |  |
| Phase 1 ENG<br><input type="checkbox"/> Federally-funded | Consultant Selected by Local Council/Board                            |                                    | <yes/no or n/a> |                                    |                           | Meeting minutes (O)                         |   |  |
|  | Engineering Agreement submitted (BLR 5530)                            |                                    | <yes/no or n/a> |                                    |                           |   |   |  |
|  | LAA submitted (BLR 5310)  |                                    | <yes/no or n/a> |                                    |                           |   |   |  |
|  | Engineering Agreement Approved (BLR 5530)                             |                                    | <yes/no or n/a> |                                    |                           | Notice to proceed (O)                       |   | expected 8-12 months after draft submittal     |
|  | LAA approved (BLR 5310)   |                                    | <yes/no or n/a> |                                    |                           | Approved agreement (R)                      |   | expected 8-12 months after draft submittal     |
|  | Phase 1 Kick-off Held   |                                    | <yes/no>        |                                    |                           | Meeting minutes (R)                         |   |  |
|  | Initial PPI Submittal   |                                    | <yes/no or n/a> |                                    |                           |   |   |  |
|  | Initial PPI Approval  |                                    | <yes/no or n/a> |                                    |                           | PPI Form (R)                                |   | expected 5-10 days after draft submittal       |
|  | 1st State/Fed Coord Meeting   |                                    | <yes/no or n/a> |                                    |                           | Meeting minutes (R)                         |   |  |
|  | Environmental Action Concurrence                                      |                                    | <yes/no or n/a> |                                    |                           | Copy of email/letter/form (R)               |   |  |
|  | Environmental Survey Request (ESR) submitted                          |                                    | <yes/no or n/a> |                                    |                           | Copy of request (O)                         |   | See BLRS manual for environmental requirements |
|  | Cultural  |                                    | <yes/no or n/a> |                                    |                           |   |   |  |
|  | Section 4(f) approval   |                                    | <yes/no or n/a> |                                    |                           | Copy of approval form/letter (O)            |   | If "n/a" selected, attach form BLR 22410       |
|  | Section 6(f) approval   |                                    | <yes/no or n/a> |                                    |                           | Copy of approval form/letter (O)            |   |  |
|  | Historic Preservation Compliance                                      |                                    | <yes/no or n/a> |                                    |                           | Copy of approval form/letter (O)            |   |  |
|  | Noise   |                                    | <yes/no or n/a> |                                    |                           |   |   |  |
|  | Floodplain  |                                    | <yes/no or n/a> |                                    |                           |   |   |  |
|  | Wetland   |                                    | <yes/no or n/a> |                                    |                           |   |   |  |
|  | Wetland Impact Evaluation (WIE)                                       |                                    | <yes/no or n/a> |                                    |                           |   |   |  |
|  | Bio - USFWS Coordination  |                                    | <yes/no or n/a> |                                    |                           |   |   |  |
|  | EcoCAT submitted  |                                    | <yes/no or n/a> |                                    |                           |   |   |  |
|  | Special Waste   |                                    | <yes/no or n/a> |                                    |                           |   |   |  |
|  | PESA Requested  |                                    | <yes/no or n/a> |                                    |                           |   | Copy of request   |  |
|  | PESA Completed  |                                    | <yes/no or n/a> |                                    |                           |   |   |  |
|  | PSI Requested   |                                    | <yes/no or n/a> |                                    |                           |   | Copy of request   |  |
|  | PSI Completed   |                                    | <yes/no or n/a> |                                    |                           |   |   |  |
|  | Public Meeting  |                                    | <yes/no or n/a> |                                    |                           |   |   |  |
|  | Subsequent State/Fed Coord Meeting                                    |                                    | <yes/no or n/a> |                                    |                           |   |   |  |
|  | Subsequent State/Fed Coord Meeting                                    |                                    | <yes/no or n/a> |                                    |                           |   |   |  |
|  | Subsequent State/Fed Coord Meeting                                    |                                    | <yes/no or n/a> |                                    |                           |   |   |  |
| Project Dev. Report (BLR 19100 or 22210) Submitted       |   | <yes/no or n/a>                    |                 |                                    |                           | Copy of transmittal/cover only (R)          |   |  |
| Project Dev. Report (BLR 19100 or 22210) Approved        |   | <yes/no or n/a>                    |                 |                                    |                           | Signature page (R)                          |   |  |
| <b>Phase 1 Design Approval Received</b>                  |   | <yes/no>                           |                 |                                    |                           | <b>Signature page (R)</b>                   |   |  |
| Initial Invoice (BLR 5620, 5621, 5621-A, -B, -C)         |   | <yes/no or n/a>                    |                 |                                    |                           |   |   |  |
| Final Invoice/Final Report (BLR 5613 or 13510)           |   | <yes/no>                           |                 |                                    |                           |   |   |  |

CMAQ/TAP-L Quarterly Status Update (projects processed through IDOT/FHWA)

|                 |                                   |                |                             |
|-----------------|-----------------------------------|----------------|-----------------------------|
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**PROJECT INFORMATION**

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**Target Construction Letting:**  
**Current construction cost estimate:**  
**Change in estimate since prior update:**  
**Most recent PPI approval:**  
**Most recent GATA periodic report (BoBS 2832):**

| <class of action> | <status>   | <date> |
|-------------------|--|--------|
| <date>            | Enter the current target date (m/d/yy)                   |        |
| <whole dollars>   | Enter the current estimate, excluding CE                 |        |
| <whole dollars>   | Enter 0 if no change, or enter amount of change (+ or -) |        |
| <date>            | If no PPI approved, do not enter a date                  |        |
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**MILESTONE INFORMATION**

- No changes from prior update

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|--|---|------------------------------------|-----------------|------------------------------------|--------------------------------|---|---|--|
| Phase 2 ENG<br><input type="checkbox"/> Federally-funded   | Application for ENG2 Funds  |                                    | <yes/no or n/a> |                                    |                                |   |   |  |
|  | Phase 2 QBS Advertisement   |                                    | <yes/no or n/a> |                                    |                                |   |   |  |
|  | Phase 2 QBS Closed  |                                    | <yes/no or n/a> |                                    |                                |   |   |  |
|  | Consultant Selected by Council/Board                                  |                                    | <yes/no or n/a> |                                    |                                | Meeting minutes (O)                         |   |  |
|  | Updated PPI Submittal   |                                    | <yes/no or n/a> |                                    |                                |   |   |  |
|  | Updated PPI Approval  |                                    | <yes/no or n/a> |                                    |                                |   |   | expected 5-10 days after draft submittal   |
|  | Engineering Agreement submitted (BLR 5530)                            |                                    | <yes/no or n/a> |                                    |                                |   |   |  |
|  | LAA submitted (BLR 5310)  |                                    | <yes/no or n/a> |                                    |                                |   |   |  |
|  | Engineering Agreement Approved (BLR 5530)                             |                                    | <yes/no or n/a> |                                    |                                | Notice to proceed (O)                       |   | expected 8-12 months after draft submittal |
|  | LAA approved (BLR 5310)   |                                    | <yes/no or n/a> |                                    |                                | Approved agreement (R)                      |   | expected 8-12 months after draft submittal |
|  | Phase 2 Kick-off Held   |                                    | <yes/no or n/a> |                                    |                                | Meeting minutes (R)                         |   |  |
|  | State/Fed Coord Meeting   |                                    | <yes/no or n/a> |                                    |                                | Meeting minutes (R)                         |   |  |
|  | Pre-final plans submitted   |                                    | <yes/no>        |                                    |                                | Copy of transmittal only (R)                |   | Do not attach a full set of plans          |
|  | Comments received   |                                    | <yes/no>        |                                    |                                |   |   | expected 1-4 months after draft submittal  |
| <b>Final Plans, Specs, and Estimates submitted</b>   |   | <yes/no>                           |                 |                                    | <b>Copy of transmittal (R)</b> |   | <b>Do not attach a full set of plans</b>                            |  |
| Initial Invoice (BLR 5620, 5621, 5621-A, -B, -C)   |   | <yes/no>                           |                 |                                    |                                |   |   |  |
| <b>Final Invoice/Final Report (BLR 5613 or 13510)</b>  |   | <yes/no>                           |                 |                                    |                                |   |   |  |
| ROW<br><input type="checkbox"/> None required<br><input type="checkbox"/> Federally-funded                       | Application for ROW funds   |                                    | <yes/no or n/a> |                                    |                                |   |   |  |
|  | Updated PPI Submittal   |                                    | <yes/no or n/a> |                                    |                                |   |   |  |
|  | Updated PPI Approval  |                                    | <yes/no or n/a> |                                    |                                | Approved PPI (R)                            |   | expected 5-10 days after draft submittal   |
|  | LAA submitted (BLR 5310)  |                                    | <yes/no or n/a> |                                    |                                |   |   | expected 4-6 months after draft submittal  |
|  | LAA approved (BLR 5310)   |                                    | <yes/no or n/a> |                                    |                                | Approved Agreement (R)                      |   | expected 4-6 months after draft submittal  |
|  | Initiated   |                                    | <yes/no>        |                                    |                                |   |   |  |
|  | Completed   |                                    | <yes/no>        |                                    |                                |   |   |  |
|  | <b>Certified</b>  |                                    | <yes/no>        |                                    |                                |   |   |  |
|  | Initial Invoice (BLR 5620, 5621, 5621-A, -B, -C)                      |                                    | <yes/no>        |                                    |                                |   |   |  |
|  | <b>Final Invoice/Final Report (BLR 5613 or 13510)</b>                 |                                    | <yes/no>        |                                    |                                |   |   |  |
| Construction/CE<br><input type="checkbox"/> CON federally-funded<br><input type="checkbox"/> CE federally-funded | Application for CON/CE funds  |                                    | <yes/no or n/a> |                                    |                                |   |   |  |
|  | Updated PPI Submittal   |                                    | <yes/no or n/a> |                                    |                                |   |   |  |
|  | Updated PPI Approval  |                                    | <yes/no or n/a> |                                    |                                | Approved PPI (R)                            |   | expected 5-10 days after draft submittal   |
|  | Draft Construction Agreement submitted (BLR 5310)                     |                                    | <yes/no or n/a> |                                    |                                |   |   |  |
|  | Draft Construction Eng Agreement submitted (BLR 5530)                 |                                    | <yes/no or n/a> |                                    |                                |   |   |  |
|  | Final Construction Agreement submitted (BLR 5310)                     |                                    | <yes/no or n/a> |                                    |                                |   |   | expected 4-6 months after draft submittal  |
|  | Final Construction Eng Agreement submitted (BLR 5530)                 |                                    | <yes/no or n/a> |                                    |                                |   |   | expected 4-6 months after draft submittal  |
|  | Final Construction Agreement approved (BLR 5310)                      |                                    | <yes/no or n/a> |                                    |                                | Approved Agreement (R)                      |   | expected 3-4 months after draft submittal  |
|  | Final Construction Eng Agreement approved (BLR 5530)                  |                                    | <yes/no or n/a> |                                    |                                | Approved Agreement (R)                      |   | expected 3-4 months after draft submittal  |
|  | <b>Letting</b>  |                                    | <yes/no>        |                                    |                                |   |   |  |
|  | Bid Acceptance  |                                    | <yes/no>        |                                    |                                |   |   |  |
|  | Notice to Proceed   |                                    | <yes/no>        |                                    |                                |   |   |  |
|  | Initial Invoice (BLR 5620, 5621, 5621-A, -B, -C)                      |                                    | <yes/no>        |                                    |                                |   |   |  |
| <b>Final Invoice/Final Report (BLR 5613 or 13510)</b>  |   | <yes/no>                           |                 |                                    |                                |   |   |  |
| Other project activities   | Project groundbreaking ceremony                                       |                                    | <yes/no or n/a> |                                    |                                |   |   |  |
|  | Project ribbon cutting ceremony                                       |                                    | <yes/no or n/a> |                                    |                                |   |   |  |
|  | <enter activity>  |                                    | <yes/no or n/a> |                                    |                                |   |   |  |
|  | <enter activity>  |                                    | <yes/no or n/a> |                                    |                                |   |   |  |
|  | <enter activity>  |                                    | <yes/no or n/a> |                                    |                                |   |   |  |