# 2023 CMAQ/CRP, TAP-L, and STP-SF Planning Liaison Application Review

For the 2023 call for projects, Planning Liaisons are required to complete this certification (shaded box) for every application submitted by a municipality or county within their council area and to attach this file to the project application in eTIP. Completing the checklists and documentation of changes section is highly recommended, but not required.

Certification

Project TIP ID:       Planning Liaison Name:

 Status of review:

 [ ]  I did not review this application.

 Reason(s): [ ]  It was “saved as final” too late [ ]  I submitted all applications without reviewing
[ ]  Other:

 [ ]  I reviewed this application using the checklists below, and did not make any changes.

 Reason(s): [ ]  No changes needed [ ]  There was only time to complete the checklists, not to make changes
[ ]  I was not sure of appropriate change(s) to make [ ]  I suggested the applicant make changes
[ ]  Other:

 [ ]  I reviewed this application using the checklists below, and made the changes described after the checklists.

## Project Information Checklist

[ ]  The county/municipality are within the selected council

[ ]  Major Imp Group field includes CMAQ, STP-Shared, and/or TAP-Local and does not include any other selections.

[ ]  Project title and description make sense when considered together (the public should be able to get a general gist of the project from these two fields)

[ ]  The project type makes sense for the title/description, the work types selected, and the fund source(s) being sought. Examples:

* If the fund source is CMAQ, the type cannot be “… Expansion”
* If the fund source is only TAP-L, the type should probably be “Bicycle and Pedestrian”
* If the type is “Emissions Reduction”, CMAQ is the only fund source that should be selected
* These types are generally not appropriate for any of the fund sources: “Other Trails”, “Safe Routes to Schools”, “Road Maintenance”, “Transit Equipment & Furnishings”, “Study”, “Environmental Mitigation”, “Other”, “Transportation Enhancements”, and “Drainage”

[ ]  The work types match the title/description *and* any attached narrative

* Note: CMAP staff relies on information provided in eTIP, not the project narrative, so it is critical that the work types, description, locations, etc. that are included in any attached narrative are accurately reflected in eTIP

[ ]  The location(s) type, limits, and description match the project title/description, the work types selected, any attached narrative, and the project map. Examples:

* If a B-xxx work type is selected or the project type includes the word bridge, there is at least one “bridge” location and at least one triangle symbol selected on the map
* If the project type is intersection improvement, or any intersection work type is selected, there is at least one “intersection” location and at least one square symbol selected on the map.
* Every feature selected on the map should have a corresponding location in the location information. If these don’t match, review the project description to determine if they should be excluded from the map or if they should be listed as a location. For example, if there are any bridges (triangles) selected on the map, there must be a corresponding location in the location information section.

[ ]  Model information is provided for the appropriate location(s) if any Not Exempt or Exempt Tested work types have been selected

[ ]  Documents are attached to support the selections made regarding preliminary engineering, phase 2 engineering, and ROW status. The Funding and Schedule information and attached quarterly status update form also supports the selected status.

## Funding Table Checklist

It is a common mistake for applicants to select the fund source they’re applying for instead of “Requested Federal” – **check this carefully** – CMAP will only program amounts with the “Requested Federal” fund source!

[ ]  All phases are accounted for (including ENG1 and, if required, ROW) either with a funding line(s) or in the total cost

[ ]  The funding table in eTIP matches the attached Detailed Estimate of Cost

* Typically the detailed estimate is for construction only, but some sponsors will include engineering phases, etc. in the table. Read it carefully before assuming that it does/does not match the eTIP funding table.
* If the sponsor is seeking consideration for different fund sources for different portions of the project, the costs for the different portions must be split up into sections. The section header should include the fund source(s) being sought for that section.

[ ]  The FFY for each phase makes sense

* Typically, no two phases (except ENG2 and ROW) should be in the same FFY
* The FFYs match the schedule info
* The timing is logical for the scope of the project

[ ]  Any fund source other than “Required Federal” or “Local” is actually committed in the TIP project listed in the “Project is related to…” question or as evidenced by attached funding award letters, LOIs, capital improvement programs, etc.

[ ]  All “Requested Federal” lines have a corresponding line item (by FFY and phase) for local match that is at least 20% of the phase total; match for committed federal funds and any over match or non-participating costs are included as separate line items.

[ ]  If TDCHs are proposed for match: The sponsor community is an FY22 Cohort 4 community (see [this list](https://www.cmap.illinois.gov/documents/10180/10751/01%2BCommunity_Cohorts_FY22_2022-04-01.pdf/b6a323b0-f7a3-7e0d-b2b6-c2f818ec8daa?t=1657657414339)) and/or the project is wholly located within an FY22 Cohort 4 community (or meets the logical termini exception in the [TDCH policy](https://www.cmap.illinois.gov/documents/10180/967935/CMAP_TDCH_Policy_IDOTapproved11-20-2020.pdf/c016ca84-a76b-cdd5-dc61-7cd35698e8b8?t=1609973432183)), the “Requested Federal” amount is 100% of the phase cost, and the TDCH amount is 20% of the phase total. If the sponsor is seeking some TDCH, but not the full 20% in order to improve the STP Shared Fund financial commitment score, contact Kama Dobbs for assistance/confirmation of correct entry

## Schedule Information and Project Questions Checklist

[ ]  The current implementation status makes sense relative to the selections made regarding preliminary engineering, phase 2 engineering, and ROW status, and for STP-SF, relative to the quarterly update form

[ ]  The open to traffic year is not sooner than the FFY of construction, and makes sense relative to how long construction would be expected to take for the scope of the project and it matches the construction completion year listed in the quarterly update form. For Not Exempt or Exempt Tested projects, the Open to Traffic Year matches the completion year in the model info section.

[ ]  The schedule information makes sense:

* Target authorization month/year matches the funding FFY for each phase
* Construction phase targets correspond to the typical IDOT letting schedule (for example, there is typically not a state letting in May, so no construction should have a target letting of May).
* For the STP-SF, targets in eTIP match the quarterly update form

[ ]  The TIP ID(s) of any funding that is committed for any portion of the project is listed in the “Project is related to…” question

[ ]  All TIP ID(s) listed in the “Project is related to…” question are at the same general location of the project that is applying for funding.

[ ]  The performance target questions selected make sense per the guidance for those questions (included in the eTIP User Guide, starting on page 34)

## Document attachments Checklist

[ ]  Application workbook in Excel format (required for all projects)

[ ]  Detailed estimate of cost (required for all projects)

[ ]  Quarterly status update form and any attachments required on that form (required for all projects)

[ ]  Before *and* After Input Module worksheets (required for all intersection improvement and bottleneck elimination projects applying for CMAQ)

[ ]  If project not mapped: location map with sufficient detail for CMAP staff to map in GIS

[ ]  Attachments required to demonstrate Preliminary Engineering status

[ ]  (Optional) Project Narrative description

[ ]  Any attachments required in response to any question(s) in the application workbook, such as pages from plans, policies, or documents, commitments from partners, etc. are attached

## Application Workbook Checklist

[ ]  The correct worksheets are completed, based on the fund source and project type (see instructions tab of the workbook) and no red X’s appear on the Summary and Error Checking worksheet

[ ]  The TIP ID used throughout the workbook matches the ID assigned in eTIP

[ ]  All URLs provided are good, working links and go where expected

[ ]  Files listed as attachments are actually attached in eTIP

## Documentation of Planning Liaison changes to application materials

* On the TIP Programming tab: [ ]  No changes [ ]  See table below

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Field** | **Applicant Entered/Selected***(Hint: Copy/paste from eTIP)* | **My changes** | **Reason for change***(suggested common reasons in italics)* |
| [ ]  | Project Title |       |       |      *(too long, too short, inappropriate)* |
| [ ]  | Project Description |       |       |      *(too long, too short, repeated title, inappropriate)* |
| [ ]  | Eng/ROW status |       |       |      *(doesn’t match quarterly update form status, doesn’t match IDOT status)* |
| [ ]  | Project Type |       |       |       |
| [ ]  | Work Type(s) |       |       |       |
| [ ]  | Maj Imp Group (represents funding requested) |       |       |      *(selected something other than CMAQ, STP-Shared, or TAP-Local)* |
| [ ]  | Lead agency, County, Muni, contact, Sponsor, etc. |       |       |       |
| [ ]  | Location(s), including model info |       |       |      *(wrong system, wrong type, missing information, incorrect or missing model information, model info not needed for exempt proejct)* |
| [ ]  | Proposed Funding |       |       |      *(missing “Requested Federal”, missing/incorrect local match, incorrect TDCH entry, FFYs don’t align with schedule/quarterly status update, costs don’t align with attached cost estimate)* |
| [ ]  | Schedule Info |       |       |      *(doesn’t align with funding FFYs, doesn’t match quarterly status update, open to traffic is inappropriate for scope, open to traffic doesn’t match model completion year)* |
| [ ]  | Project Questions |       |       |      *(missing related TIP IDs, related TIP IDs are not related, too many or too few performance targets selected)* |
| [ ]  | Narrative |       |       |      *(too much information, repetitive information, missing information)* |

* On the eTIP project map: [ ]  No changes [ ]  As follows:
*(updated to match location/description, too many/few features selected)*
* On the eTIP Project IDs tab: [ ]  No changes [ ]  As follows:
*(added known IDs, removed/edited incorrect IDs, edited project segments)*
* On the documents tab: [ ]  No changes [ ]  As follows:
*(added or removed attachments, updated file description, updated file type)*
* In the application workbook: [ ]  No changes [ ]  As follows:
*(include worksheet name and description)*
* In the detailed cost estimate: [ ]  No changes [ ]  As follows:
* In the schedule/quarterly status update form: [ ]  No changes [ ]  As follows:

## FYI: Red Flags in eTIP

It is never too soon to start reviewing applications! Start with a quick review of the “In Progress” list and look for these red flags:

* Projects with your council as the Lead Agency, but a TIP ID that doesn’t go with your council. *These applications need to be started over to get a correct ID assigned. (Reminder: for municipal projects the lead agency field is the key to getting the right ID!)*
* Projects with sponsors and/or locations that are not within your council. *These applications need to be started over to get a correct ID assigned. Please look-up what the correct council is and contact that PL and CMAP staff. (Reminder: for municipal projects the lead agency field is the key to getting the right ID!)*
* Multiple instances of what appears to be the same project
*Work with the applicant to identify the version to keep, then use the delete (x) icon to remove other instances*
* “Resurfacing” in the project title
*Only full reconstruction is eligible in this call for projects and only for the STP Shared Fund*
* “Improvements” in the project title, particularly if there are no limits in that title
*What kind of improvements? Safety, bike/ped, etc.*
* “Road Maintenance” as the project type
*Regular maintenance, such as resurfacing, is not eligible.*
* Missing project type
*All projects must have an overall project type. See guidance starting on page 17 of the eTIP User Guide.*
* Any “Fund Match Warning”
*This means there are federal funds in the listed FFY that don’t have the required minimum non-federal match in that same year. While there may be exceptions (such as when TDCHs are requested), this warning means you should check the math in the funding table.*
* Any project without a map icon or doc icon
*With a few exceptions (generally bike/ped or new/extended roads) all projects must have an eTIP map and all projects (no exceptions) should have at least 2 attachments: application workbook and detailed cost estimate.*
* There is no [SUBMIT] link for the project
*This indicates that there is an error/missing required information that eTIP has detected.*