Chicago Metropolitan Agency for Planning

MEMORANDUM

To: Council Planning Liaisons, Chicago Department of Transportation Coordinating Planner

CC: IDOT BLRS

From: CMAP Staff

Date: July 28, 2021

Re: Guidance for the programming of ITEP Cycle 14 (2020) projects

As part of the Illinois Transportation Enhancement Program (ITEP) Cycle 14 (2020), federal funds were supplemented by $50 million in a state set-aside from the Road Fund. IDOT intends to program the federal portion of the total funding before applying state funds to projects. CMAP is issuing this clarifying guidance for the programming of ITEP projects awarded in the 2020 cycle. All ITEP funds will initially be programmed as a federal source, and only when the federal funds are all authorized will remaining phases be programmed as state funds. Not all projects will use federal funds, and the determination of which source will be programmed will be made on a phase-by-phase basis for each project. IDOT and CMAP staff will work with the PLs to identify which projects and project phases will ultimately be advanced with federal or state funds. This guidance addresses procedures for programming new projects and existing projects separately.

Guidance

New Projects

1. Matching funds (20%) should be programmed using the fund code that aligns with the source of the matching funds, commonly that is the local funds fund code.
2. Projects receiving state funding assistance (50% or 100%) should insert this as a separate line item, using the fund code IL Funds.
3. Phase I Engineering, Phase II Engineering, and Right-of-Way should be programmed for FFY 2022 unless the Programmer knows that the funds are currently targeting FFY 2023.
   a. Federal fund code should be "TAP-S"
   b. Programmed year is to the discretion of the PL, but it should match the PPI that will be submitted.

4. Construction and Construction Engineering funds programmed with TAP-S should be initially programmed as MYB.
5. Ensure all applicable work types are selected and that the project is accurately mapped.
6. Upload the ITEP award letter to the "Documents" tab of the project page and update the "Project IDs" tab to include the new ITEP ID number. Without the award letting being uploaded in eTIP the project will not be approved for inclusion in the TIP.
7. TIP change to move federal Construction and Construction Engineering funds into an active TIP year will occur no later than the TIP amendment cycle that corresponds to the target letting (per the IDOT Bureau of Local Roads letting schedule).
    a. e.g., TIP amendments for November and January lettings will be accepted in early August and November, respectively.
8. After all federal TAP-S funds have been programmed, any remaining Construction and Construction Engineering phases will be programmed as State funds in the TIP.
    a. This will occur at a later date, not when the project is initially added in eTIP.

Existing Projects

1. New ITEP funds should not be combined with existing TAP-S, TAP-L, or ITEP funds programmed and should instead be entered as a new line item.
    a. Matching funds should likewise not be combined with existing matching funds already programmed.
2. Upload the ITEP award letter to the "Documents" tab of the project page and update the "Project IDs" tab to include the new ITEP ID number.
    a. Amendments with new ITEP funds will not be approved without documenting the ITEP award.
3. As with new projects, all new Construction and Construction Engineering funds should be programmed as MYB.
4. Ensure all applicable work types are selected and that the project is accurately mapped.
5. Update the anticipated completion year and federal authorization target. This information will be used to determine the initial advancement of projects with federal funds.

Please contact Russell Pietrowiak (rpietrowiak@cmap.illinois.gov) if you anticipate federal authorization prior (including for projects that have already been let) to December 3, 2021 to discuss programming procedures or if you have any questions.