



## CMAQ and TAP-L Project Change Request Procedures

CMAQ and TAP-L funding is programmed by CMAP on projects with a specific scope. Funds are programmed for individual project phases in multiple federal fiscal years in order to maintain a fiscally constrained program. As projects are implemented, sponsors may request changes to the project scope, schedule or funding that is programmed by completing the appropriate change request form(s) for consideration by CMAP staff and/or the CMAQ Project Selection Committee (PSC).

Requests for each phase of a project will be considered independently of other CMAQ and TAP-L funded phases, except for changes to a project's scope. **Requests submitted without the appropriate form(s) will not be accepted.** To expedite follow-up and proper TIP programming, requests for changes will only be accepted if submitted by the Planning Liaison (PL), except for projects sponsored by IDOT, IEPA, CDOT, RTA, CTA, Pace, Metra or County Departments/Divisions of Transportation, which must be submitted by the Project Contact on record at CMAP. Requests submitted directly from local government sponsors or consultants will not be considered. PL contact information is available on the [Project Contacts](#) web page.

### Types of Requests

**Scope change requests** should be submitted to request a change in the type(s) of work being done, changes to the location or limits of the project, or any other change which may affect the emissions benefit analysis. Forms submitted without all data necessary to re-evaluate emissions benefits for the new scope will not be considered until this information is provided. The first page of the form must be submitted for all scope change requests. Only the emissions benefit page applicable to the project type should be submitted. Scope change requests which result in schedule or cost changes should be indicated and the additional form(s) should also be submitted.

**Cost change requests** should be submitted to request an increase in federal funds for any phase(s) of a project, to request a transfer of unused federal funds from one phase to another phase of the same project, or to request reinstatement of deferred phase funding. If the request is a reinstatement, supporting documentation of phase readiness and prior phase completeness must also be submitted. Projects are evaluated based on total project cost, therefore forms submitted without complete Currently Programmed Funding, Actual/Estimated Costs and Schedule, and Requested Cost Changes for all phases of the project will not be considered.

For construction phases being let by IDOT, please locate the target letting date on the current calendar of [Schedules and Due Dates](#) and ensure that your request is made no later than the CMAQ/TAP-L Change Request deadline listed for that letting date. Late requests cannot be expedited and project lettings will be delayed or the project sponsor will be responsible for additional costs not approved by the CMAQ PSC if requests are not made prior to the deadline. *Requests for the construction phase should not be made prior to the submittal of pre-final plans, to ensure that all cost estimates are up-to-date at the time of the request.*

**Schedule change requests** should be submitted to request a change to a phase's programmed federal fiscal year (FFY). The programmed year is the FFY in which federal funds for the phase will be authorized by FHWA or FTA. The FFY begins on October 1 and ends on September 30 (For example, FFY 2022 began on October 1, 2021 and will end on September 30, 2022). Phases cannot be reprogrammed beyond their designated sunset year. If the requested schedule change moves a phase(s) into any year earlier than the year it was initially programmed in, the phase's sunset year will be changed to a corresponding earlier year. For example, if funds that were initially programmed in FFY 2023, with a sunset of FFY 2025 are reprogrammed in FFY 2022, the sunset will be permanently changed to FFY 2024. Schedule change requests to move a phase(s) to a later year will not, however, result in the sunset year moving back. For example, if funds that were initially programmed in FFY 2023, with a sunset of FFY 2025 are reprogrammed in FFY 2024, the sunset will remain FFY 2025.

Schedule changes should be requested before submitting a new/revised Project Program Information (PPI) form or draft Local Agency Agreement to IDOT to ensure that the forms match the CMAP TIP. Changes to the expected authorization dates of phases reported during CMAQ May and October Status Updates will also be treated as schedule change requests.

**All other requests** can be made via an email from the Planning Liaison (or directly from non-municipal sponsors identified above) to CMAP staff.

## **Review and Approvals**

All requests will be reviewed by CMAP staff. Regardless of the nature of the request, all requests should be submitted according to the schedule outlined on the current calendar of [Schedules and Due Dates](#). Requests received after the CMAQ/TAP-L Change Request deadline for a particular PSC meeting will not be considered until the next scheduled meeting.

**Administrative modifications** to approve project change requests may be performed by CMAP staff for the following requests:

1. Scope change requests which do not require a re-evaluation of air quality benefits;
2. Schedule change requests which do not impact fiscal constraint;
3. Cost increases within the following ranges, on a **per phase** basis, up to a maximum allowable increase of \$500,000. Any request exceeding \$500,000 will require formal approval by the PSC.

<b>Phase Federal Cost Before Change</b>	<b>Maximum Percent Change (\$500,000 limit)</b>
\$0 – \$999,999	100%
\$1,000,000 – \$4,999,999	50%
\$5,000,000 – \$9,999,999	25%
≥ \$10,000,000	20%

**Formal approval** by the PSC is required for the following:

1. Cost change requests to transfer or increase funding that exceeds the thresholds or maximum \$500,000 request allowable for administrative modification;
2. Reinstatement of deferred funds;
3. Change in the scope of work which would require a re-evaluation of air quality benefits;
4. Schedule change advancing a project phase into the current Federal Fiscal Year, which may impact fiscal constraint;
5. A second cost change request for a single project **phase**, regardless of the amount.

Questions about completing these forms and approval procedures should be directed to your Planning Liaison. For non-municipal sponsors listed as exceptions above, questions should be directed to Elliott Lewis at [elewis@cmap.illinois.gov](mailto:elewis@cmap.illinois.gov).