# DuPage Mayors and Managers Conference STP Workshop

SEPTEMBER 21, 2023

# DMMC Surface Transportation Program (STP) Call for Projects-FY25-29

SEPTEMBER 21, 2023 – STP WORKSHOP

#### Surface Transportation Program (STP)

- Federal funds appropriated by Congress
- Chicago Area: STP-Shared and STP-Local
- "STP provides flexible funding that may be used by States and localities for projects to preserve and improve the conditions and performance on any Federal-aid highway, bridge, and tunnel projects on any public road, pedestrian and bicycle infrastructure..."

#### DMMC STP Handbook

- Revised August 2023
- Includes program
   policies, scoring
   methodology, and
   CMAP Active Program
   Management Policies
   (APM)



**DuPage Mayors and Managers Conference** 

S urface

T ransportation

Program

Policies and Procedures of the DuPage Council

Revised August 2023

# Transportation Technical Committee (TTC)

- Guides DMMC STP and sets
   Program policies and
   procedures, including scoring
   methodology
- All DMMC communities are eligible to appoint a member to TTC
- Director: Steve May, Westmont
- Dep. Director: Jim Grabowski, Elmhurst



#### **DMMC Funding Availability**

Five-Year STP Funding Marks from CMAP – March 2023 Memo

- FFY 25: **\$17,678,497**
- FFY 26: \$17,980,086
- FFY 27: **\$18,287,70**6
- FFY 28: \$18,601,479
- FFY 29: **\$18,601,479**

#### Eligible Projects

Highway and TCM Project Categories

<u>Highway</u>

- Resurfacing/rehabilitation
- Reconstruction
- Roadway widening
- Intersection improvements
- Grade separations

#### TCM

- On-street
   bike/pedestrian facilities
- Trail projects
- ITS improvements
- Signal interconnects

#### **Scoring Methodology**

Revised Roadway and Trail scoring methodologies

Roadway Methodology

- All Highway projects
- Signal interconnects (TCM)
- On-street bike/ped facilities (TCM)
- ITS improvements (TCM)

Trail Methodology

Trail projects

#### Roadway Scoring Methodology

- 10 categories, weighted between 5 and 15 points:
- Safety Improvement (10 Points) Safety
   countermeasures to improve safety (CMAP/Crash
   Modification Clearinghouse Spreadsheet)
- 2. <u>Safety Need</u> (10 Points) Safer Road Index (SRI) based on potential for safety improvement (IDOT)
- 3. <u>Project Readiness</u> (15 Points) Status of Phase I Engineering and Right-of-Way (**Project Applicant**)

#### Roadway Scoring Methodology (cont.)

- 4. <u>Annual Average Daily Traffic</u> (AADT) (10 Points) Traffic volume of the roadway (IDOT)
- 5. <u>Pavement Condition</u> (10 Points) Pavement Condition Index (PCI) score **(CMAP)**
- 6. <u>Local Needs</u> (10 Points) Years since applicant was last awarded an STP project through DMMC (**DMMC**)
- 7. <u>Financial Commitment</u> (10 Points) Percentage of non-DMMC STP funds committed to project (based on federally eligible share of CON/CE) (**Project Applicant**)

#### Roadway Scoring Methodology (cont.)

- 8. <u>Complete Streets Planning Factor</u> (10 Points) Adopted Complete Streets Policy (5 Points) and inclusion of one or more Complete Streets elements (5 Points) (Project Applicant)
- Green Infrastructure Planning Factor (10 Points) 5
   eligible Green Infrastructure elements (2 points each)
   (Project Applicant)
- 10. <u>Freight Planning Factor</u> (5 Points) Location of project in relation to area zoned industrial (**Project Applicant**)

#### Trail Scoring Methodology

- 10 categories, weighted between 5 and 20 points:
- Project Connectivity (20 Points) Connectivity of proposed trail (Project Applicant)
- Market for Facility (15 Points) Population and employment density in area served by proposed trail (CMAP)
- 3. <u>Project Readiness</u> (15 Points) Status of Phase I Engineering and Right-of-Way (**Project Applicant**)

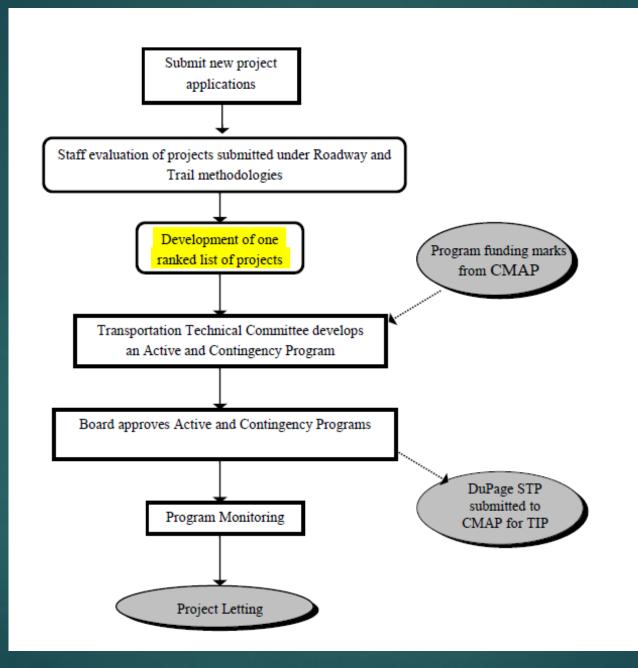
#### **Trail Scoring Methodology (cont.)**

- 4. <u>Local Needs</u> (10 Points) Years since applicant was last awarded an STP project through DMMC (**DMMC**)
- 5. <u>Financial Commitment</u> (10 Points) Percentage of non-DMMC STP funds committed to project (based on federally eligible share of CON/CE) (**Project Applicant**)
- 6. <u>Consistency with Adopted Plans</u> (5 Points) Project inclusion in adopted state, regional, or local plan

#### (Project Applicant)

#### **Trail Scoring Methodology (cont.)**

- 7. <u>Complete Streets Planning Factor</u> (5 Points) Adopted Complete Streets Policy (**Project Applicant**)
- 8. <u>Green Infrastructure Planning Factor</u> (10 Points) 5 eligible Green Infrastructure elements (2 points each) (**Project Applicant**)
- 9. <u>Inclusive Growth Planning Factor</u> (5 Points) Percentage of low/moderate income residents in Block Group where project is located (**DuPage County GIS**)
- 10. <u>Transit Supportive Land Use Planning Factor</u> (5 Points) Project location in proximity to a Metra Station or Pace Bus stop (Project Applicant)



#### **Program Policies**

- TCM 25 % Maximum
- Cost Increases First come first served
- Project sponsorship: Projects submitted by DuPage County, Forest Preserve, or a township must be cosponsored by one or more municipalities
- Funding Match:
  - Highway: 70 (Federal)/30 (Local)
  - TCM: 75 (Federal)/25 (Local)
    - Points awarded for overmatch

#### **Program Policies**

- No more than 50% of available funding in a given year committed to one project
- Only CON/CE costs eligible for STP
- No funding for projects on state facility unless approved by Transportation Technical Committee

#### **Application Procedures**

- Submittal through CMAP's eTIP
- Upload Scoring Supplemental Form to eTIP
- Upload other scoring documents to eTIP (Complete Streets Policy, Phase I Confirmation from IDOT, etc.)
- All application materials will be posted to DMMC website

#### **Timeline**

- October 23, 2023: Call for Projects opens
- December 15, 2023: Call for Projects closes
- January 25, 2024: Draft scores reviewed by TTC
- February 22, 2024: Draft program reviewed by TTC
- February 23 March 25, 2024: Public comment period
- March 28, 2024: Public comments and program reviewed by TTC
- May 2, 2024: DuPage Council approves program
- June 2024: CMAP MPO Policy Committee approves programs

# Questions?



### **STP Local Call for Projects**





















September 2023

"The Councils and City agree to use a uniform active program management (APM) system for the shared fund and local distributions to ensure projects are obligated in a timely manner..."



### **Policy contents**

https://www.cmap.illinois.gov/committees/advisory/council-of-mayors/stp

Definitions of key program and APM terms

Program development policies governing calls for projects

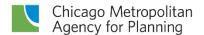
Program management policies

Sponsor responsibilities

Selecting body (council) responsibilities

CMAP oversight responsibilities

Accounting procedures





# Sponsor responsibilities



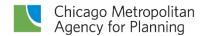
# Designated Project Managers

Technical: The sponsor staff responsible for the implementation, including managing consultants hired

Financial: The sponsor staff responsible for ensuring correct local match is included in the budget

Consultant PM (optional): If using consulting services, the person at the consulting firm responsible for the project

Keep up to date!



# Quarterly Status Updates

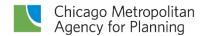
December, March, June, September (any day during the month, even if no progress since last update)

Must be submitted by Technical or Financial Manager

Includes all phases/years – not just those using STP

Milestone based – meant to identify early obstacles and facilitate active reprogramming

Project moved from active to contingency or removed from contingency if not completed when required



#### Quarterly Status Update Form for CMAQ, CRRSAA, STP, and TAP-L projects processed through IDOT/FHWA

Project:	My Sample Project				TIP ID:	08-22-xxxx	For CMAP/Council use onl				use only:	
UPDATE INFORMATION				PROJECT INFORMATION			_	CMAQ TAP-L Active	☐ CRRSSA-SF ☐ CRRSAA-L ☐ Contingency	<ul><li>□ STP-SF</li><li>☑ STP-L</li><li>□ Deferred</li></ul>		
1015-901 NO 102 NO	Completed By:	Date:	1									
nitial Submittal	Kama Dobbs	3/1/2021	Environmental Class of Action:			of Action:	CE, Group 1, with	report (State Approval) Ant	icipated		<date></date>	
Most Recent Prior Update	Kama Dobbs	6/1/2021		Target Construction Letting:			Jan-2025	an-2025 Enter the current target date (m/d/yy)				
Current Update	Kama Dobbs	12/1/2021	1		Current construction	cost estimate:	\$10,000,000	Enter the current estimate, e.	xcluding C	g CE		
Final "Actual" Dates					Change in estimate si	nce prior update:	\$0	Enter 0 if no change, or enter				
			-		Most recent PPI appro	nval:	<date></date>	If no PPI approved, do not er	nter a dati	ate		
						riodic report (BoBS 2832):	<date></date>	If no report submitted yet, de				
MILESTONE INFORMATION	□ No changes from prior update											
	Milestone (Shaded lines required for federally-funded phases only)	Initial Estimated Date (m/yyyy)	Complete?	Updated Estimated Date (m/yyyy)	Actual Date (m/d/yyyy)	Attachments (R - Required, O - Optional)		nenter Comments f notes are added)		N	Notes/Instructions	
Pre-phase 1	Project Scoping	300 - 33900000	yes		3/1/2020						(a)	
	Application for ENG1 Funds		yes		4/1/2020	nia-						
	Phase 1 QBS Advertisement	4/2021			4/1/2021		1					
	Phase 1 QBS Closed	4/2021			4/30/2021							
	Consultant Selected by Local Council/Board	5/2021		6/2021		Meeting minutes (O)				is .		
Phase 1 ENG	Engineering Agreement submitted (BLR 5530)	6/2021	- Indiana	7/2021			3		- 1	3		
☑ Federally-funded	LAA submitted (BLR 5310)	6/2021	Andrew Company	7/2021	7/1/2021				1			
	Engineering Agreement Approved (BLR 5530)	12/2021	A STATE OF THE PARTY OF THE PAR	1/2022		Notice to proceed (O)	_			The second secon	nths after draft submittal	
	LAA approved (BLR 5310)	12/2021		1/2022		Approved agreement (R)	-			expected 8-12 mo	nths after draft submittal	
	Phase 1 Kick-off Held	1/2022		2/2022		Meeting minutes (R)	-		-	-		
	Initial PPI Submittal	1/2022		2/2022		DDI Farre (D)	-		-			
	Initial PPI Approval  1st State/Fed Coord Meeting	4/2022		2/2022		PPI Form (R) Meeting minutes (R)	-			expected 5-10 day	s after draft submittal	
	Environmental Action Concurrence	4/2022				Copy of email/letter/form (R)	-		-			
	Environmental Survey Request (ESR) submitted	4/2022	n/a			Copy of request (O)			- 20	See BI BS manual f	or environmental requirements	
	Cultural		n/a	1		copy of request (0)	8			See bens manuary	or environmentariequirements	
	Section 4(f) approval		n/a	t		Copy of approval form/letter (O)				If "n/a" selected, a	attach form BLR 22410	
	Section 6(f) approval		n/a			Copy of approval form/letter (O)				y nya senetea, a		
	Historic Preservation Compliance		n/a			Copy of approval form/letter (O)						
	Noise		n/a									
	Floodplain		n/a				-			-		
	Wetland		n/a				-					
	Wetland Impact Evaluation (WIE)		n/a									
	Bio - USFWS Coordination		n/a									
	EcoCAT submitted		n/a	1								
	Special Waste		n/a				3		- 4			
	PESA Requested		n/a			Copy of request	3		1	4		
	PESA Completed		n/a									

### **Training**

Sponsors must attend training sessions when required by CMAP or the council



#### **Commitments**

Funding – sponsors must provide required match and any additional funds necessary to complete projects

Communication – sponsors must communicate with the council about projects

Federal and state requirements (NEPA, QBS, etc.) – sponsors must comply





**Program Management** 



## Active Reprogramming

All years must remain fiscally constrained at all times

Based on status updates, council can move projects forward or backward in five-year program

Goal is for "ready" projects to move forward to obligation and "delayed" projects to move to a realistic program year

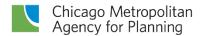


# Obligation Deadlines for the Council

Each council is expected to use (obligate) their allotment of funds every federal fiscal year

Funds are not carried over indefinitely in the council's balance if not used

When all funds are obligated, council can access regional pool of funds (a.k.a. redistribution)



# Obligation Deadlines for project phases

If projects don't meet deadlines, funds removed from council balance (project may continue)

Deadline of Sept 30

Only applies to project phases in the current FFY

Funding can be extended once, for 6 months if project is meeting milestones ("carried over" in council balance)

#### **DID YOU KNOW?**

Obligations occur at the *beginning* of a phase – when FHWA agrees to participate financially in a project.

For Construction, this occurs about 6 weeks prior to a letting

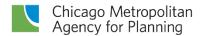


## (More) Active Reprogramming

Cost increases – per Council policy

Contingency projects – when ready for obligation

Use of redistribution – when council obligates all funds, projects can still move forward





### **APM questions?**







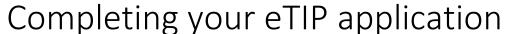






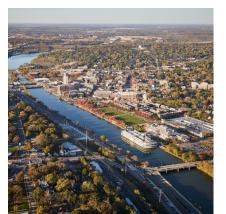


### **STP Local Call for Projects**





















September 2023



Accessing the Call for Projects in eTIP



#### https://etip.cmap.illinois.gov/secure

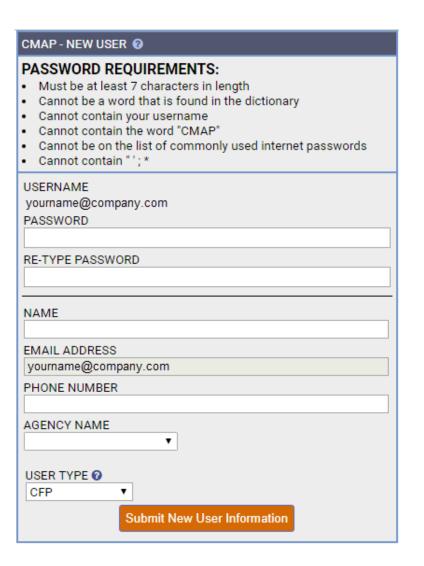


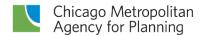
Select **DuPage Council** as the Agency Name

Completing applications for multiple sponsors?

Select "Not Available/Other" as the Agency Name – email CMAP staff

All sponsors: select CFP as the User Type





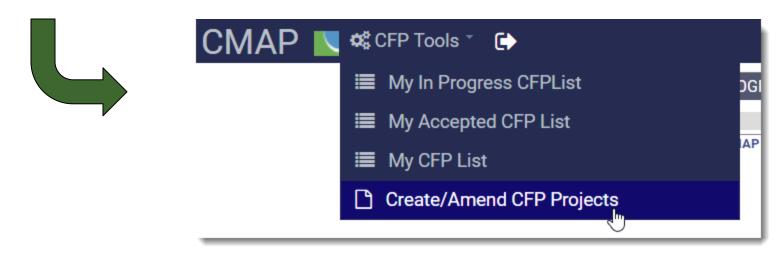


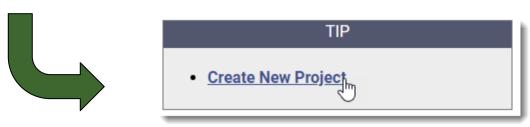
Starting a new project or finding an "In Progress" project



#### **New Projects**







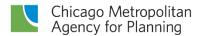
## **In Progress Projects**

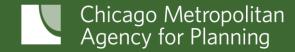


Click ID to open project



Cannot change project if status is "Save As Final" – contact your PL/TIP programmer to unlock





# Completing the eTIP application form

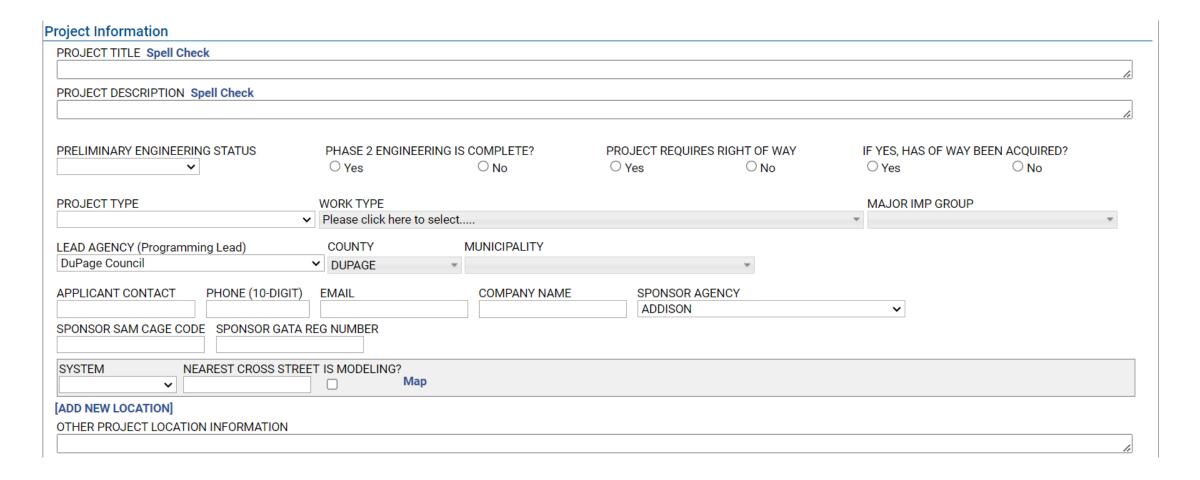


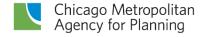


## **Project Information**



## **Project Information**





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## **Project Title**

DO...

DON'T...

Use a public-friendly title

Use a "branded" name

Include the facility name and limits (that will match IDOT paperwork, including plan sets and agreements, and FTA grants)



## **Project Description**

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## **Project Description**

DO...

DON'T...

Be BRIEF – less than 500 characters (you can include a longer description in the Application Workbook or as an attachment)

Repeat the project title

Include extra words like "This project includes..."

Include general scope, such as "resurfacing and sidewalks"



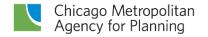
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## **Work Type**

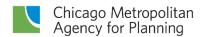
DO...

DON'T...

Select *every* work type that is a part of the project scope

Be aware of the exempt status of the work type(s) you are selecting Select work types that are inappropriate for the project mode/type

Avoid selecting Not Exempt work types just to avoid conformity



## **Work Type**

**Common Errors** 

Selecting a work type that is not appropriate for the type (highway vs. transit) of project

"Add lanes" vs. "Widen"

Help

Bike/Ped: Start with E-

Bridge: Start with B-

Highway: Start with A- H-, I-, S-

Transit: Start with C-, D-, F-, J- M-,

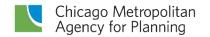
O-, P-, R-, T-, U-, V-, X-

See guidance document linked in eTIP User Guide



## Major Imp Group

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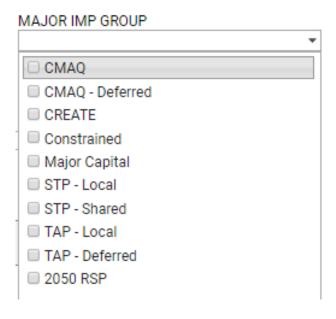
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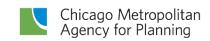
DO...

DON'T...

Select STP – Local

Select any other values





# **Lead Agency**

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# Lead Agency

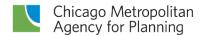
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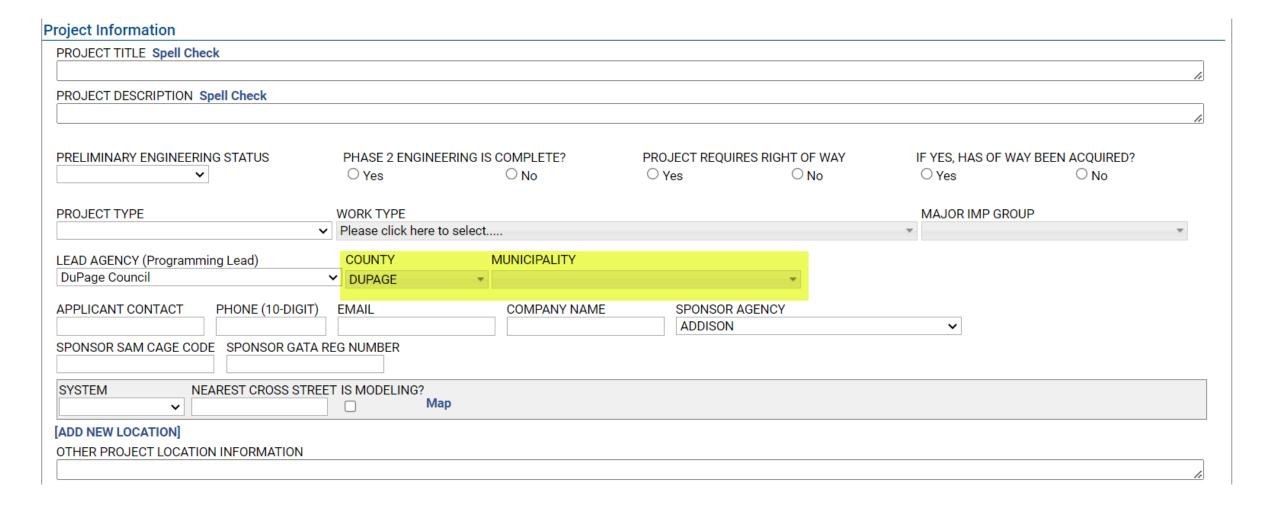
Select DuPage Council

Select any other values

If you realize after saving the project for the first time that you made the wrong selection, you will have to start your application again as a new project!



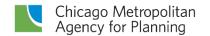
## **County and Municipality**





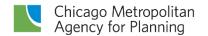
## **Applicant Contact**

Project Information							
PROJECT TITLE Spell Check							
							14
PROJECT DESCRIPTION Spell Check							
PRELIMINARY ENGINEERING STATUS	PHASE 2 ENGINEERIN	IG IS COMPLETE?	PROJECT REQUIRES R		IF YES, HAS OF WAY		
<b>v</b>	O Yes	○ No	O Yes	○ No	○ Yes	○ No	
PROJECT TYPE	WORK TYPE				MAJOR IMP GROUF		
		lect			*		~
LEAD AGENCY (Programming Lead)	COUNTY	MUNICIPALITY					
DuPage Council	<b>∨</b> DUPAGE	*		*			
APPLICANT CONTACT PHONE (10-DIGIT)	EMAIL	COMPANY NAME	SPONSOR AGEN	ICY			
			ADDISON		~		
SPONSOR SAM CAGE CODE SPONSOR GATA I	REG NUMBER						
CVOTENA NEADEST ODOGS STDE	ET IC MODELINGS						
SYSTEM NEAREST CROSS STREE	Map						
[ADD NEW LOCATION]							
OTHER PROJECT LOCATION INFORMATION							
							11



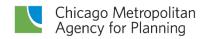
## **Sponsor Agency**

Project Information							
PROJECT TITLE Spell Check							
							h
PROJECT DESCRIPTION Spell Check							
							10
PRELIMINARY ENGINEERING STATUS	PHASE 2 ENGINEERING IS	S COMPLETE?	PROJECT REQUIRES R	IGHT OF WAY	IF VES HAS OF W	/AY BEEN ACQUIRED?	
V V	O Yes	O No	O Yes	O No	O Yes	O No	
PROJECT TYPE	WORK TYPE				MAJOR IMP GRO	DUP	
<u> </u>	Please click here to select.				v		~
LEAD AGENCY (Programming Lead)	COUNTY	MUNICIPALITY					
DuPage Council	<b>∨</b> DUPAGE ▼			~			
APPLICANT CONTACT PLICATE (40 PICIT)	FMANI	COMPANIVALANE	ODONICOD ACEN	01/			
APPLICANT CONTACT PHONE (10-DIGIT)	EMAIL	COMPANY NAME	SPONSOR AGEN ADDISON	CY	~		
SPONSOR SAM CAGE CODE SPONSOR GATA F			ADDISON		<u> </u>		
SPONSOR SAIN CAGE CODE SPONSOR GATA I	ALG NOWIDER						
CVCTEM NEADEST CDOSS STDEE	ET IC MODELINGS						
SYSTEM NEAREST CROSS STREE							
[ADD NEW LOCATION]							
[ADD NEW LOCATION] OTHER PROJECT LOCATION INFORMATION							
OTTER PROJECT LOCATION INFORMATION							
							11

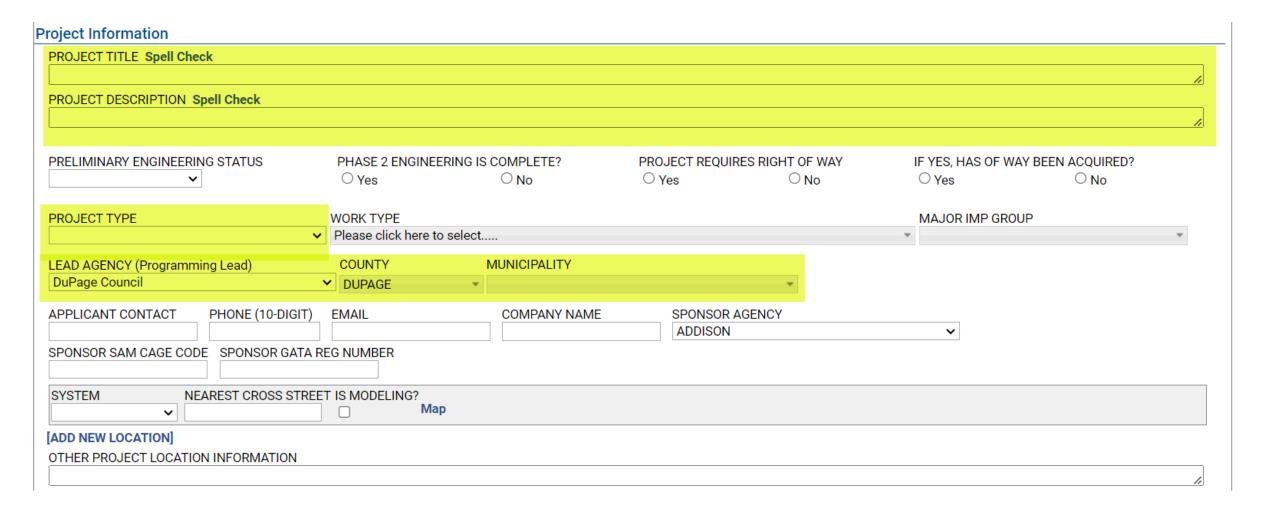


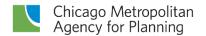
#### **GATA**

Project Information							
PROJECT TITLE Spell Check							
PROJECT DESCRIPTION Spell Check							//
PROJECT DESCRIPTION Spell Clieck							
PRELIMINARY ENGINEERING STATUS	PHASE 2 ENGINE	ERING IS COMPLETE?	PROJECT REQUIRES	RIGHT OF WAY	IF YES, HAS OF WA	AY BEEN ACQUIRED?	
<b>~</b>	○ Yes	○ No	○ Yes	○ No	○ Yes	○ No	
PROJECT TYPE	WORK TYPE				MAJOR IMP GRO	UP	
	✔ Please click here t	o select			▼		~
LEAD AGENCY (Programming Lead)	COUNTY	MUNICIPALITY					
DuPage Council	<b>∨</b> DUPAGE	v		w			
APPLICANT CONTACT PHONE (10-DIGIT	) EMAIL	COMPANY NAME	SPONSOR AGE	ENCY			
			ADDISON		~		
SPONSOR SAM CAGE CODE SPONSOR GATA	A REG NUMBER						
SYSTEM NEAREST CROSS STR	REET IS MODELING?	ıp.					
[ADD NEW LOCATION]							
OTHER PROJECT LOCATION INFORMATION							
							1.



## Now is a good time to save!







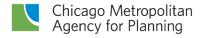
Location and Funding Information



#### **Location Information**

SYSTEM LOCATION TYPE TRAIL / PATH FROM TO DIST MILE(S) IS MODELING?    Cocal Streets	* MAP LINK WILL AP	PEAR AFTER YOU CLICK	SAVE			
REMOVE LOCATION TYPE	SYSTEM	LOCATION TYPE	TRAIL/ PATH	FROM	T0	DIST MILE(S) IS MODELING?
LOCATION TYPE LOCAL NAME OF ROUTE BRIDGE # IS MODELING?  [REMOVE LOCATION]  LOCATION TYPE LOCAL NAME OF ROUTE PRIM CROSS STREET SEC CROSS STREET IS MODELING?  [Intersection v	Local Streets	▼ Trail/Path Segment	▼			
Bridge   T	[REMOVE LOCATION	]				
[REMOVE LOCATION]  LOCATION TYPE LOCAL NAME OF ROUTE PRIM CROSS STREET SEC CROSS STREET IS MODELING?  Intersection ▼  LOCATION TYPE LOCAL NAME OF ROUTE NEAREST CROSS STREET IS MODELING?  Point location ▼  [ADD NEW LOCATION]		LOCATION TYPE	LOCAL NAME OF ROUTE	BRIDGE # IS MODE	ELING?	
LOCATION TYPE LOCAL NAME OF ROUTE PRIM CROSS STREET SEC CROSS STREET IS MODELING?  [REMOVE LOCATION]  LOCATION TYPE LOCAL NAME OF ROUTE NEAREST CROSS STREET IS MODELING?  Point location ▼  [ADD NEW LOCATION]		Bridge	<b>v</b>			
Intersection     ▼       [REMOVE LOCATION]       LOCATION TYPE     LOCAL NAME OF ROUTE     NEAREST CROSS STREET IS MODELING?       Point location     ▼    [ADD NEW LOCATION]	REMOVE LOCATION					
[REMOVE LOCATION]  LOCATION TYPE LOCAL NAME OF ROUTE NEAREST CROSS STREET IS MODELING?  Point location ▼  [ADD NEW LOCATION]		LOCATION TYPE	LOCAL NAME OF ROUTE	PRIM CROSS STREET	SEC CROSS STREET	IS MODELING?
LOCATION TYPE LOCAL NAME OF ROUTE NEAREST CROSS STREET IS MODELING?  Point location   [ADD NEW LOCATION]		Intersection	<b>v</b>			
Point location   [ADD NEW LOCATION]	REMOVE LOCATION					
[ADD NEW LOCATION]		LOCATION TYPE	LOCAL NAME OF ROUTE	NEAREST CROSS STREE	ET IS MODELING?	
		Point location	▼			
OTHER PROJECT LOCATION INFORMATION	[ADD NEW LOCATION	1]				
	OTHER PROJECT LO	CATION INFORMATION				

SYSTEM	TYPE	ROUTE/LOCATION DESCRIPTION	NEAREST CROSS STREET IS MODELING?
Transit ▼	Train Station ▼		



## **Proposed Funding Information**

Y (00T-8	SEPT)	FUND TYPE	ENG I	ENG II	ROW	CON	CE	TOTAL	
2019	•	Local Funds ▼	\$100,000					\$100,000	
2020	•	Requested Federal ▼		\$80,000				\$80,000	
2020	•	Local Funds ▼		\$20,000				\$20,000	
2021	•	Requested Federal ▼			\$160,000			\$160,000	
2021	•	Local Funds ▼			\$40,000			\$40,000	
2022	•	Requested Federal ▼				\$800,000	\$80,000	\$880,000	
2022	•	Local Funds ▼				\$200,000	\$20,000	\$220,000	
2022	•	Local Funds ▼				\$50,000	\$10,000	\$60,000	
	•							\$0	
		FFY 2019	\$100,000	\$0	\$0	\$0	\$0	\$100,000	
		Local Funds	\$100,000	\$20,000	\$40,000	\$250,000	\$30,000	\$440,000	
		Requested Federa	\$0	\$80,000	\$160,000	\$800,000	\$80,000	\$1,040,000	
		GRAND TOTAL	\$100,000	\$100,000	\$200,000	\$1,050,000	\$110,000	\$1,560,000	

Proposed Fu	nding Information (\$0)					Prior Fund(s) Funding History	<b>G</b>
FFY (OCT-SEPT)	FUND TYPE	ENG	IMP	CON	TOTAL		
▼	•				\$0		
▼	•				\$0		
	GRAND TOTAL	\$0	\$0	\$0	\$0		
■ ESTIMATE	ED TOTAL PROJECT COST IS EQUAL TO T	OTAL PROGRAM	MED \$			\$0	1
						Cnicag Agenc	go Metro cy for Pla

## **Proposed Funding Information**

DO...

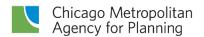
DON'T...

Select the FFY in which you are requesting to *start* each phase

Request funding for multiple phases in the same FFY

Select "Requested Federal" for the financial line(s) for which you are requesting funding

Select STP-Local as the fund source



## **Proposed Funding Information**

DO...

DON'T...

Include all phases of the project, including those completed in the past

Separate required local match from "over match" or non-participating costs



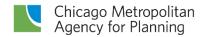


Schedule, Additional Information, and Narrative



#### **Schedule Info**

Schedule Info		
CURRENT IMPLEMENTATION STATUS	OPEN TO TRAFFIC	
	<b>T</b>	
TARGET FEDERAL AUTHORIZATIONS AND CONSTRUCTI	ION LETTING (MONTH/YEAR)	
ENG I ENG II	ROW CON/CE SEGMENT	
MTH/QTR YEAR MTH/QTR YEAR	R MTH/QTR YEAR MTH/QTR YEAR	
SCHEDULED START ▼ ▼ ▼	<b>v</b>   <b>v</b>   <b>v</b>   <b>v</b>   <b>v</b>	<b>▼</b> X
[ADD NEW SCHEDULE]		
Schedule Info		
CURRENT IMPLEMENTATION STATUS	OPEN TO TRAFFIC	
	<b>T</b>	
TARGET FTA GRANT APPLICATION(S) SUBMITTAL (MON	NTH/YEAR)	
ENG MP	CON/CE SEGMENT	
MTH/QTR YEAR MTH/QTR YEAR	R MTH/QTR YEAR	
SCHEDULED START ▼ ▼ ▼	▼	X
[ADD NEW SCHEDULE]		_



#### Schedule Info

DO...

DON'T...

Select the latest milestone that has been accomplished in the Current Implementation Status field

Select a milestone that hasn't been accomplished yet

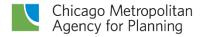
Select a target month/quarter and year for every phase that has not yet started



## **Project Questions**

_		_		
Dra		(1)	octi	anc
Pro	ICLL	Out	ะอน	UHO

Project is split from another project. The TIP ID is				
Project is a combination of multiple projects. The TIP ID(s)				
Project is related to another project(s). The TIP ID(s)				
☐ Includes an ITS component? Estimated total cost				
☐ Includes elements to specifically address the movement of freight? Estimated total cost				
Project is identified in a Pavement Management System. The adopting agency and date of adoption of that plan are				
Project may influence HIGHWAY SAFETY performance targets				
Project may influence TRANSIT SAFETY performance targets				
Project may influence TRANSIT ASSET CONDITION performance targets				
Project may influence PAVEMENT CONDITION performance targets				
Project may influence BRIDGE CONDITION performance targets				
□ Project may influence TRAVEL RELIABILITY/CONGESTION performance targets				
Project may influence NON-SOV TRAVEL performance targets				
Project may influence EMISSIONS REDUCTION performance targets				
None of the questions above apply to this project				



## **Project Questions**

DO...

DON'T...

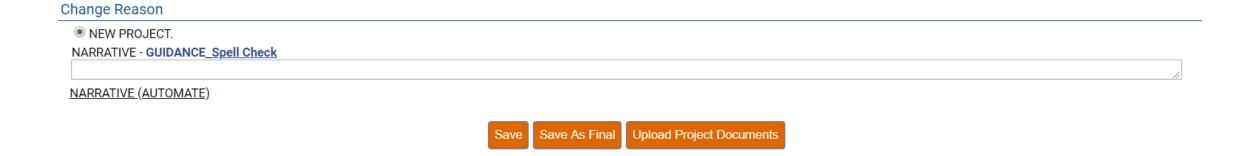
Review all questions

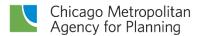
Forget to check "None..." if no other choices are selected

Review Performance Targets guidance in the eTIP User Guide before selecting these questions Select every performance target choice



# **Change Reason Narrative**





# **Change Reason Narrative**

DO...

Use this space to clarify responses if necessary, such as listing project partners that are not the lead sponsor

DON'T...

Repeat any information provided elsewhere on the form or in any attachments

Enter more than a few sentences – attach a separate document instead!





Mapping, adding IDs, and attaching documents



# **Project Map**





# **Project Map**

DO...

Zoom in to ensure all segments of the project are selected and all locations listed on the form are included in the map

Select all features (roads, bridges, etc.) included in the project

DON'T...

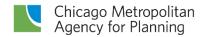
Select intersections along a roadway project unless there is separate/distinct work being done there

Forget to "save" your map on the mapping page



# **Project IDs**

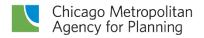
TIP Programming	Obligation	Мар	Project IDS	Documents	Amendment History		
Project Alternative II	OS - For multip	ole ids, a	dd commas fo	ollowing each II	D		
FTA GRANT			FTA ALI CODES		STATE JOB # C-91-279-16		
FEDERAL PROJ # 4003736, 4003737, WXJJ747				PPS#		SECT # 16-00313-00-MS	
SPONSOR ID			SRTS ID		CMAQ ID TI09164051		
ITEP			REC TR ID		HPP ID		
CREATE ID			SEG NOTES		PROJECT WEBSITE		
SECTION NAME							
							<i>h</i>
Save							
CREATE ID  SECTION NAME					HPP ID	HPP ID	

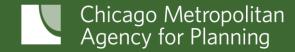


### **Documents**



Upload Project Documents								
	Enter A Descr	iption And Then Select The Document You War	t To Upload By Clicking On The "Choose File" Button.					
Document Date	Document Description (Optional)	Document Type	Filename					
			▼ Choose File No file chosen					
			▼ Choose File No file chosen					
			▼ Choose File No file chosen					
			▼ Choose File No file chosen					
			▼ Choose File No file chosen					
			▼ Choose File No file chosen					
		Upload Selected						





Submitting for Council (PL) review



### Save and Save As Final

DO...

DON'T...

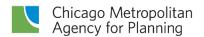
Save your work often

Save at least once before adding a map or attaching any documents

Click on "Save As Final" until the project has been mapped, IDs have been added, and all documents have been attached

"Save as final" only when your application is complete

Navigate away from the page without saving your work

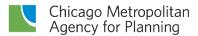




eTIP User Guide

#### **Table of Contents** Accessing eTIP.... Account Setup and Login. Navigating eTIP... Home Page .. Contact CMAP or eTIP Help CFP Tools Menu My In Progress CFP List. My Accepted CFP List. My CFP List. Create/Amend CFP Projects .. Log Out... Viewing Projects .... Project Pages . Header Information. TIP Programming tab... Obligation tab. Map tab ... Project IDs tab Documents tab. Amendment History tab. Completing the Application Form.... Data Field Types and Data Entry Tools... Project Information. Project Location ... Proposed Funding Information. Schedule Info... Project Questions. Change Reason... Saving and Submitting Project Applications... Mapping Projects... Uploading Project Documents . Data Validation and Error Messages... Data Validation Errors... Server Errors. Additional Resources .. Appendix A: Information for Current eTIP Users... Home Page: CFP project status ... Project Tools: My CFP List. Starting a New Application . Reviewing and Submitting Applications System Notifications .... Appendix B: Sample application

https://www.cmap.illinois.gov/committees/advisory/council-of-mayors/stp





# eTIP application questions?















### Kama Dobbs kdobbs@cmap.lllinois.gov





















# Thank you!







# DMMC STP Workshop Thursday, September 21, 2023

Chad Riddle



# (PROJECT ADMINISTRATION SEMINAR Highlights)

Presentation and Talking Points



# PROJECT PROGRAM INFORMATION (PPI)



#### PPI FORM PROCESS

- Submit to DOT.D1.BLRS@illinois.gov
- Job Number Assignment
- Federal Project Number
- Job Authorization
- Project Information input into IDOT Databases
- Return to Project Contacts



#### PPI FORM

### Notable Requirements:

SAM (System for Award Management)
 CAGE CODE number

- GATA (Grant Accountability & Transparency Act) number
- Funding Letter
- IDOT Right of Way
- Maintenance Addendums
- Intergovernmental or Railroad Agreements

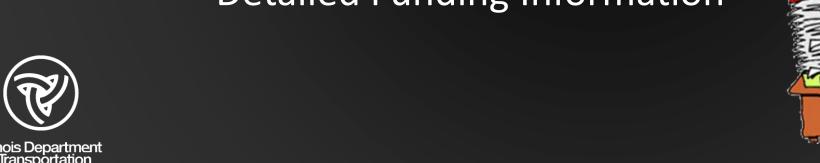




#### PPI FORM

# Notable Requirements cont.:

- IDOT Right of Way
- Maintenance-Jurisdiction Info
- Intergovernmental or Railroad Agreements
- Local Agency Information
- Detailed Funding Information





#### GATA PROCEDURES

- Update PPI Information
- Draft GATA Agreements initiated by District
- Revised Letting Schedule





#### **PPI ISSUES**

- Older Version
- Incomplete Project
   Information
  - -TIP ID Number
  - Funding Number
  - Section Number
  - Key Route Designation #,Project Limits, GIS Stationing
  - Target Letting Date
  - TIN, DUNS, SAM, GATA
  - Contact Information





### **AGREEMENTS**



### Agreements

- State Let
  - BLR05310
- Local Let
  - GATA UIGA
- ITEP, SRTS, EDP funds
  - GATA UIGA





#### **GATA AGREEMENTS**

#### **Main Sections**

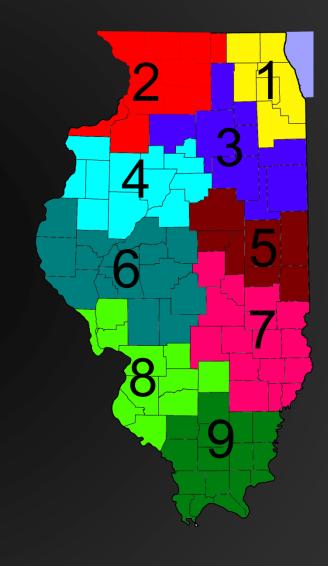
- Pages 1 & 2
- Exhibit A: Project Description
- Exhibit C: Division of Cost





### AGREEMENT ADDENDUMS

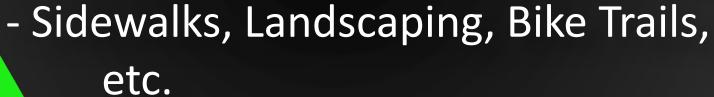
- Address Maintenance
- IDOT Jurisdiction
- Other LPA's Jurisdiction





# AGREEMENT ADDENDUMS (cont'd)

- Maintenance
  - Traffic Signals
  - Lighting







# AGREEMENT ADDENDUMS (cont'd)

- Railroad Agreements
- Funding
- JT Agreements





# LAND ACQUISITION (ROW) AGREEMENT

ROW Agreement will need to include:

Plat of Highway & Legal Descriptions

of the proposed ROW

Land Acquisition Fee Consultants

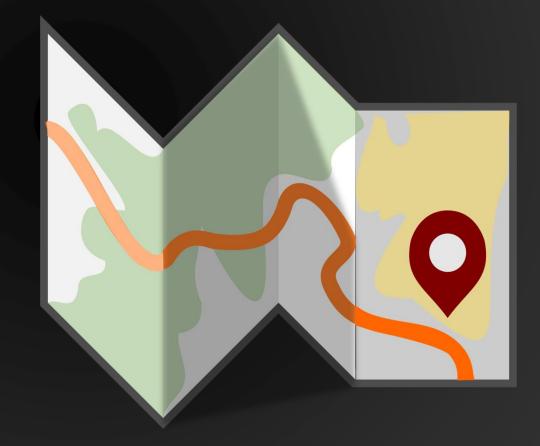
Cost Estimate by Parcel





# JURISDICTIONAL TRANSFER AGREEMENT

- JT Agreements will need to include:
  - -JT Agreement
  - Resolution
  - Location Map





### DRAFT AGREEMENTS

- District
- Central Office
- Revised agreement returned





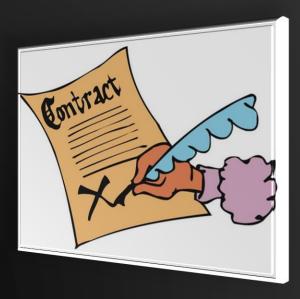
#### AGREEMENT EXECUTION

#### **Local Agency Agreements**

- CO Office Review
- CO Final Execution
- CO forwards executed agreement to District & LPA

#### **Engineering Services Agreement**

- Project Control Audit Section
- FHWA for Authorization
  - CO forwards 'Notice to Proceed' Letter LPA





#### AGREEMENT DELAYS

- Submitted prior to PPI approval
- PPI, Agreement & TIP (do not match)
- Submitted w/o Design Approval
- Missing Exhibits
- Signed Agreements not dated
- Incorrect Resolution
- Project Scope Change
- Fund Source Changes





# ENGINEERING PROPOSAL PACKAGE

- BLR Form
- CECS
- Payroll Rates
- Overhead Approval Letter
- Direct Cost Backup BDE 436
- Signed BC 775 & 776





# ENGINEERING PROPOSAL PACKAGE (OPTIONAL)

- Liability Insurance
- Drug-Free Work Place Certification
- DBE/MBE/WBE Certifications





#### MASTER TASK ORDERS

- Engineering Service Contract
- Short List Engineering Services
- Contract Term 5 years





# QUALIFICATIONS-BASED SELECTION (QBS)

QBS compliance with Federal Regulations

- Advertisement
- Evaluation
- Selection of Consultant Contracts
   (hire a Consultant using Competitive Negotiation Procedures)
- Written Procedure approved by IDOT





## REASONS FOR DELAY ON ENGINEERING AGREEMENTS



- Incomplete submittal
- Payroll Rate/Classifications missing or do not match the Current Payroll Rate listing
- Sub-Consultant not Pre-Qualified
- Profit formula not consistent
- Not submitted w/ LPA Agreements
- Project description must match the TIP



#### AMENDMENTS & SUPPLEMENTS

- Changes in Funding Amounts
- Changes in Scope
- Changes in Schedule





# Always use Forms Off the Website to Ensure you have the Current Version!





### REIMBURSEMENT REQUEST GUIDELINES



### REVIEWING & PROCESSING INVOICES

- BLR 05620 Cost Plus Fixed Fee Invoice
- Amendments / Supplements





#### REIMBURSEMENT PROCESS

- Submission (Quarterly)
- District Review
- CO BLRS Review
- Illinois Comptroller's
   Office Payment





#### INACTIVE PROJECT

FHWA Financial Integrity Review & Evaluation (FIRE) Program

- Invoice on a Quarterly Basis
- Inactive over 12 Months:
  - Reason for inactivity
  - Plan for corrective action
  - Date of next invoice





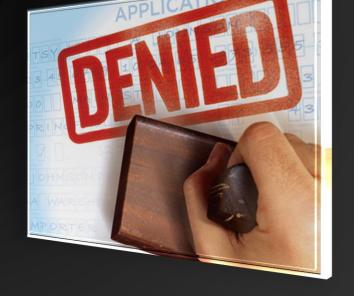
### REIMBURSEMENT ISSUES THAT CAUSE DELAYS

- Math errors/calculating fixed fee
- Wrong project numbers
- Missing Project Amendment/Supplement
- Missing Consultant Payroll Rates
- Subconsultant not approved
- Missing or Incorrect BLR 05620 cover sheet



#### REIMBURSEMENT ISSUES (CONT')

- Incorrect version of the form
- Invoicing prior to authorization
- Proof of Payments
- Certified Timesheets
- Agreement expired
- Not marked as FINAL





#### PROJECT FINALS & CLOSE-OUT



#### LOCAL CONTRACT CLOSE-OUT

- Phase I after Design Approval
- Phase II after Construction is Awarded
- Right of Way after Final Invoice





#### **CLOSE-OUT PROCESS**

- Final Invoice
- District Review (Reconcile cost, JCN)
- State Obligation
- Federal Obligation
- MFT Section





## LOCAL CONTRACT CLOSE-OUT FORMS

- BLR 05620 Final Invoice
- Engineering Payment Report from (new)
- BLR 13231 Engineer's Final Payment Estimate
- BLR 13510 Final Report of Improvement Constructed Under the Illinois Highway Code / Statement of Final Cost



## LOCAL LET CONSTRUCTION CLOSE-OUT FORMS

- Closure Letter
- BC 111 Checklist for Engineer's
   Final Payment
- BC 239 100% Weekly Report
- BC 608 Local Agency Certification to Accompany Engineer's Final Pay Estimate
- BC 1777 Contractor Evaluation Form





#### CLOSEOUT

- Final Reimbursement of Federal Funds
   90 Days after End Date
- Project Close-Out 1 year from End Date





#### **SUMMARY**



#### KEY THINGS TO REMEMBER

- Use of Federal funds requires following FHWA
   & State guidelines
  - Agreement provisions
  - Federal-aid essentials for Local Public Agencies
- Federal funds are reimbursed
- FHWA authorization required
- Open & Close Project Numbers
- Timing is everything





#### D1 PROJECT INITIATION

PPI

**GATA UIGA** 

• effective September 22, 2017 letting

D1 Letting Schedule





### FHWA AUTHORIZATION 23 CFR 630

- No reimbursement for work performed prior to FHWA authorization required
- Applies to Advanced
   Construction Provision
- Forgiveness Request Letter





#### STATE OBLIGATION END DATE

- Start Date:
  - Agreement Execution
- End Date:
  - -PE & CON End Date: 3 or 5 years
- Amendment & Affidavit to extend obligation



### FEDERAL OBLIGATION END DATE 2 CFR 200.309

- Start Date
  - -FHWA Authorization
- End Date
  - -PE End Date: 10 years
  - -CON End Date: 3 or 5 years
- Time Extension





# PRELIMINARY ENGINEERING COSTS REPAYMENT 23 CFR 630.112(c)(2)

#### 10 Year Rule

Project advance to ROW/CON

 Avoid repayment of Preliminary Engineering Costs

- -PE 'No Build' Alternative
- Time Extension Request



#### REIMBURSEMENT REQUEST

Checklist

BLR 05620 Invoice Form

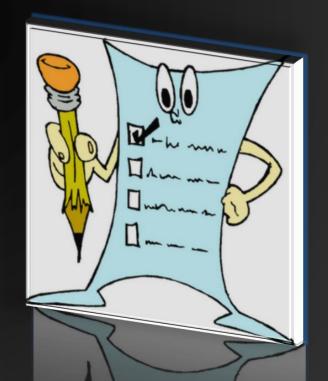
BLR 05621 Cost Plus Fixed Fee Invoice Form

**Supporting Documents** 

- Certified time sheets
- Direct cost receipts

Invoice quarterly basis





### FINAL INVOICE – PROJECT CLOSE OUT

- FHWA close out 12 months after project end date
- 90 days after the agreement end date
- Time Extension





The Bureau of Local Roads and Streets (BLRS) subscription service

https://idot.illinois.gov/transportation-system/local-transportation-partners/county-engineers-and-local-public-agencies/index

- •Issue BLRS' Informational Circular Letters.
- Issue BLRS' Procedure Memorandums
- Notify users of changes to LR Special Provisions and BLR Forms
- Notify users of funding opportunities
- Distribute the Illinois Technology Transfer Center's newsletter, training program, and updates



#### QUESTIONS

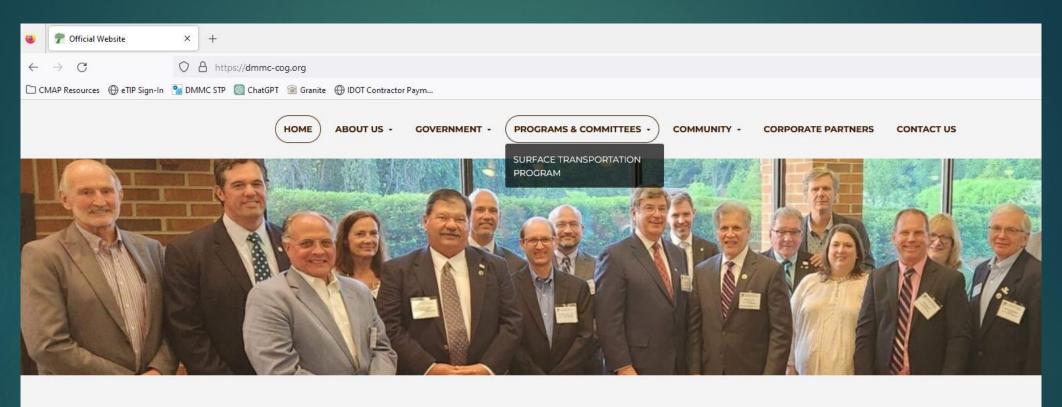




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#### www.dmmc-cog.org



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