

# DuPage Mayors and Managers Conference STP Workshop

September 25, 2025



**DMMC**  
DuPage Mayors & Managers Conference

DuPage Council  
Surface Transportation Program (STP)  
Call for Projects  
FFY 2027-2031

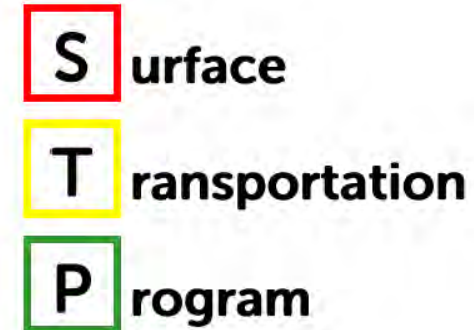
# Surface Transportation Program (STP)

- 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 Manual

- Revised May 2025
- Includes program policies, scoring methodology, and CMAP Active Program Management Policies (APM)



**Policies and Procedures of  
the DuPage Council**

**Revised May 2025**

# 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: Jim Grabowski, Elmhurst
- Dep. Director: Joe Maranowicz, Addison

# DMMC Funding Availability

- FFY 27: \$ 18,358,970
- FFY 28: \$18,652,713
- FFY 29: \$18,951,157
- FFY 30: \$18,951,157
- FFY 31: \$18,951,157

# Eligible Projects

## Highway

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

## Traffic Control Measure (TCM)

- On-street bike/pedestrian facilities
- Trail projects
- Intelligent Transportation Systems (ITS) improvements
- Signal interconnects

# Scoring Methodology

## Roadway Methodology

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

## Trail Methodology

- Trail projects



# Roadway Scoring Methodology

## 1. Safety Improvement (10 Points)

- Safety countermeasures to improve safety
- **Source: CMAP/Crash Modification Clearinghouse Spreadsheet**

## 2. Safety Need (10 Points)

- Safer Road Index (SRI) based on potential for safety improvement
- **Source: IDOT**

# Roadway Scoring Methodology

## 3. Project Readiness (15 Points)

- Status of Phase I Engineering and Right of Way
- **Source: Project Applicant**

## 4. Annual Average Daily Traffic (AADT) (10 Points)

- Traffic volume of the roadway
- **Source: IDOT**

# Roadway Scoring Methodology

## ★ 5. Pavement Condition (10 Points)

- Condition Rating Survey score
- **Source: IDOT**

## 6. Local Needs (10 Points)

- Years since applicant was last awarded an STP projects through DMMC
- **Source: DMMC**

# Roadway Scoring Methodology

## 7. Financial Commitment (10 Points)

- Percentage of non-DMMC STP funds committed to the phase
- **Source: Project Applicant**

## 8. Complete Streets Planning Factor (10 Points)

- Adopted Complete Streets Policy (5 points) and inclusion of one or more Complete Streets elements (5 points)
- **Source: Project Applicant**

# Roadway Scoring Methodology

## 9. Green Infrastructure Planning Factor (10 Points)

- Five eligible Green Infrastructure elements (2 points each)
- **Source: Project Applicant**

## 10. Freight Planning Factor (5 Points)

- Location of project in relation to area zoned industrial
- **Source: Project Applicant**

# Trail Scoring Methodology

## 1. Project Connectivity (20 Points)

- Connectivity of proposed trail
- **Source: Project Applicant**

## 2. Market for Facility (15 Points)

- Population and employment density in area served by proposed trail
- **Source: CMAP**

# Trail Scoring Methodology

## 3. Project Readiness (15 Points)

- Status of Phase I Engineering and Right of Way
- **Source: Project Applicant, IDOT**

## 4. Local Needs (10 Points)

- Years since applicant was last awarded an STP project through DMMC
- **Source: DMMC**

# Trail Scoring Methodology

## 5. Financial Commitment (10 Points)

- Percentage of non-DMMC STP funds committed to phase
- **Source: Project Applicant**

## 6. Consistency with Adopted Plans (5 Points)

- Project inclusion in adopted state, regional, or local plan
- **Source: Project Applicant**



# Trail Scoring Methodology

7. Complete Streets Planning Factor (5 Points)
  - Project Sponsor has an adopted Complete Streets Policy
  - **Source: Project Applicant**
8. Green Infrastructure Planning Factor (10 Points)
  - Five eligible Green Infrastructure elements (2 points each)
  - **Source: Project Applicant**

# Trail Scoring Methodology

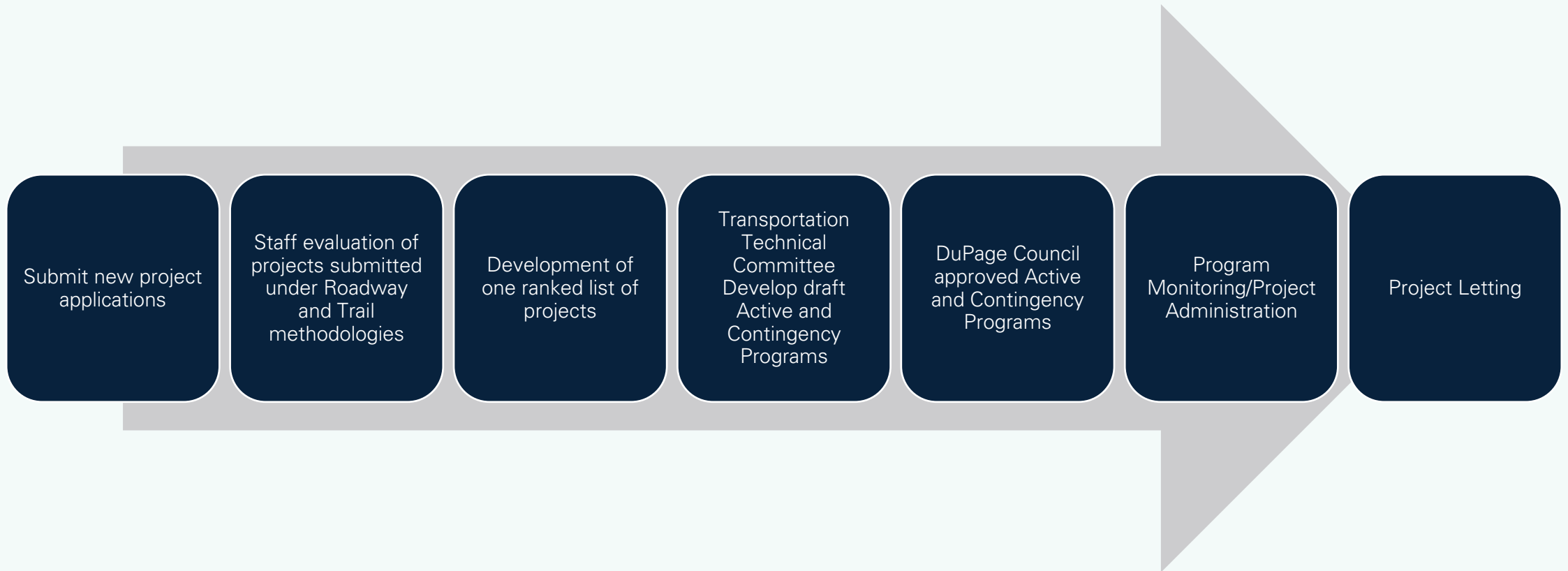
## 9. Inclusive Growth Planning Factor (5 Points)

- Percentage of low/moderate income residents in Block Group where project is located
- **Source: DuPage County GIS**

## 10. Transit Supportive Land Use Planning Factor (5 points)

- Project location in proximity to a Metra Station or Pace Bus stop
- **Source: Project Applicant**

# STP Development and Management Process



# 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 co-sponsored by one or more municipalities
- Funding Match:
  - Highway: 70 (Federal)/30 (Local)
  - TCM: 75 (Federal)/25 (Local)

# Program Policies

- Points awarded for overmatch
- 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 facilities unless approved by Transportation Technical Committee

# Program Policies

- **October 20, 2025:** Call for Projects opens
- **December 12, 2025:** Call for Projects closes
- **January 22, 2026:** Draft scores reviewed by TTC
- **February 19, 2026:** Draft program reviewed by TTC
- **February 20 – March 23, 2026:** Public comment period
- **March 26, 2026:** Public comments and program reviewed by TTC
- **May 7, 2026:** DuPage Council approves program
- **June 2026:** CMAP MPO Policy Committee approves programs

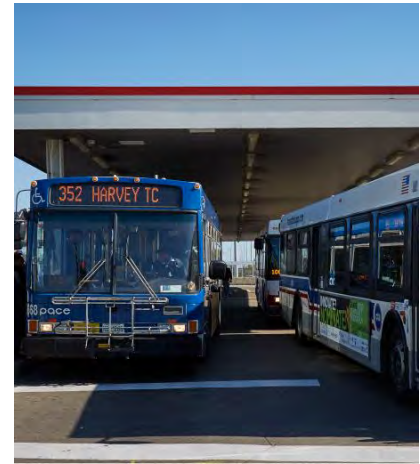
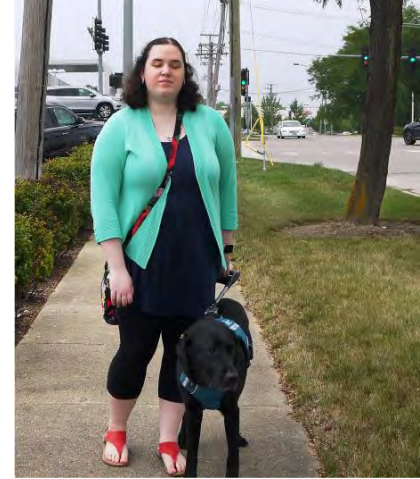
Questions?



Chicago Metropolitan  
Agency for Planning

# CMAP Active Program Management (APM)

**Jon Haadsma**  
**Program Analyst**







Chicago Metropolitan  
Agency for Planning

# 2017 Memorandum of Agreement

The CoM Executive Committee and CDOT executed an agreement for performance-based distribution of STP programming authority to the City and suburban councils and establishes the STP Shared Fund

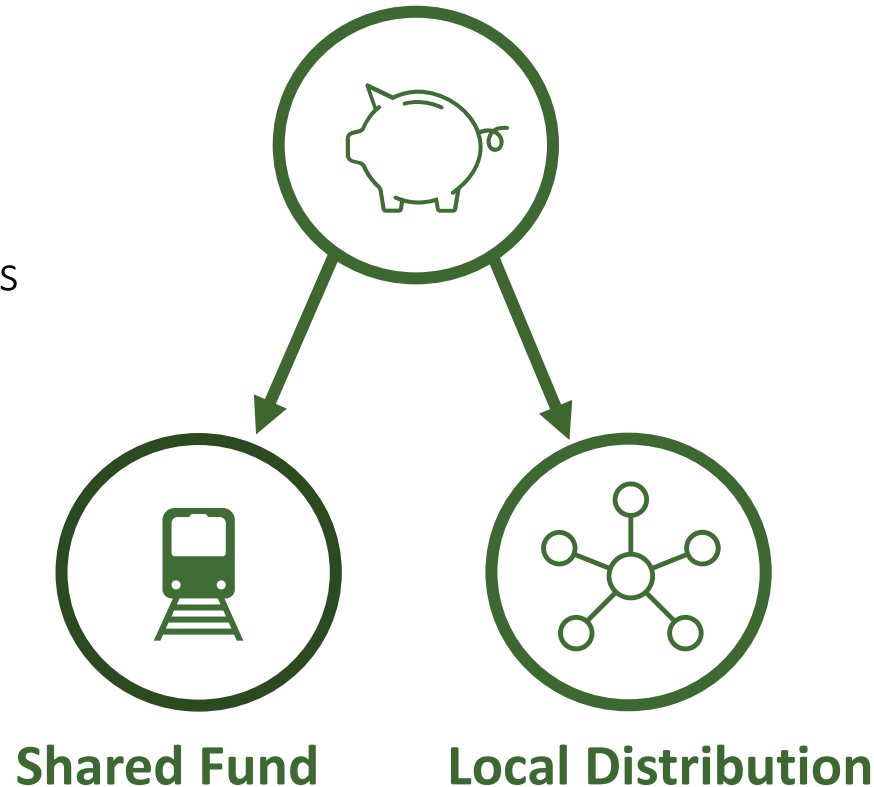


# Surface Transportation Block Grant Program

## NE-IL Allotment

### Regional distribution

- 15% for regional projects (Shared Fund)
- 85% to Councils of Mayors and CDOT (STP-L)



### Local distribution

- Pavement condition
- Bridge condition
- Congestion
- Safety
- SOV travel

# Program Management

The 2017 agreement also establishes the use of a uniform active program management system for both the shared fund and local distributions to ensure projects are obligated in a timely manner.



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Agency for Planning

# STP Requirements



# 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

# Quarterly Status Updates

- **Purpose:** Meant to identify early obstacles and facilitate active reprogramming
- **Reporting periods:** December, March, June, September
- **Submission:** Must be submitted by Technical or Financial Manager
- **Failure to submit:** Removal of project from active or contingency list



UPDATE INFORMATION

Completed By:

Date:

Initial Submittal		12/2/2020
Most Recent Prior Update		3/10/2025
Current Update		6/20/2025
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):

CE, Group 1, with report (State Approval)

Approved

Sep-2025

Enter the current target date (m/d/yy)

\$3,348,614

Enter the current estimate, excluding CE

\$0

Enter 0 if no change, or enter amount of change (+ or -)

4/28/2025

If no PPI approved, do not enter a date

N/A

If no report submitted yet, do not enter a date

MILESTONE INFORMATION								
<input type="checkbox"/> 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)	Sponsor/Implementer Comments (will be shaded if notes are added)	
Pre-phase 1	Project Scoping	2/2020	Yes		2/24/2020			
	Application for ENG1 Funds		N/A					
	Phase 1 QBS Advertisement		N/A					
	Phase 1 QBS Closed		N/A					
	Consultant Selected by Local Council/Board	3/2020	Yes		3/2/2020	Meeting minutes (O)		
Phase 1 ENG <input type="checkbox"/> Federally-funded	Engineering Agreement submitted (BLR 5530)		N/A					
	LAA submitted (BLR 5310)		N/A					
	Engineering Agreement Approved (BLR 5530)		N/A			Notice to proceed (O)		expected 8-12 m
	LAA approved (BLR 5310)		N/A			Approved agreement (R)		expected 8-12 m
	Phase 1 Kick-off Held	1/2021	Yes		2/2/2021	Meeting minutes (R)		
	Initial PPI Submittal	1/2021	Yes		1/27/2021			
	Initial PPI Approval	1/2021	Yes		2/17/2021	PPI Form (R)		expected 5-10 d
	1st State/Fed Coord Meeting	11/2021	Yes	11/2021	12/7/2021	Meeting minutes (R)		
	Environmental Action Concurrence	10/2021	Yes		12/7/2021	Copy of email/letter/form (R)		
	Environmental Survey Request (ESR) submitted	4/2021	Yes	8/2021	7/19/2021	Copy of request (O)		See BLRS manual
	Cultural	10/2021	Yes	7/2022	8/5/2022			
	Section 4(f) approval		N/A			Copy of approval form/letter (O)		If "n/a" selected,
	Section 6(f) approval		N/A			Copy of approval form/letter (O)		
	Historic Preservation Compliance	10/2021	Yes	7/2022	8/5/2022	Copy of approval form/letter (O)		
	Noise	10/2021	Yes	7/2022	8/5/2022			
	Floodplain	10/2021	Yes	7/2022	8/5/2022			
	Wetland	10/2021	Yes	2/2022	6/15/2023		Renewed on June 15, 2023	
	Wetland Impact Evaluation (WIE)	4/2021	Yes	8/2021	9/17/2021			
	Bio - USFWS Coordination	10/2021	Yes	2/2022	6/15/2023		Renewed on June 15, 2023	
	EcoCAT submitted	4/2021	N/A					
	Special Waste	10/2021	Yes		8/30/2021			
	PESA Requested	4/2021	N/A			Copy of request		
	PESA Completed	10/2021	Yes	2/2022	8/30/2021			
	PSI Requested		N/A			Copy of request		
	PSI Completed		Yes	10/2023	10/27/2023			
	Public Meeting	6/2022	N/A				Public meeting not required, Optional for the Village	
	Subsequent State/Fed Coord Meeting		N/A					
	Subsequent State/Fed Coord Meeting		N/A					
	Subsequent State/Fed Coord Meeting		N/A					
	Project Dev. Report (BLR 19100 or 22210) Submitted	9/2022	Yes	10/2022	10/28/2022	Copy of transmittal/cover only (R)		
	Project Dev. Report (BLR 19100 or 22210) Approved	10/2022	Yes	7/2024	5/28/2024	Signature page (R)		



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# Active Reprogramming





# STP-L Reprogramming

- Councils can move projects forward or backward in their five-year program
- All years must remain fiscally constrained at all times
- Goal is for “ready” projects to move forward to obligation and “delayed” projects to move to a realistic program year
- Reprogramming is based on status updates and sponsor correspondence

# Obligation Deadlines

- Obligation occurs with each phase when a funding agreement is executed by the sponsor and IDOT
- Current year phases must be obligated by Sept 30 (end of FFY)
- **What happens if not obligated by Sept 30:** Project's can request a 6-month extension, based on status updates, that brings that phase amount into the next FFY

# Obligation Deadlines

**Example:**

Phase	Year	Fund Source	Amount
Eng 1	2024	Local	\$100,000
Eng 2	2025	STP-L	\$200,000
Con/CE	2027	STP-L	\$1,000,000

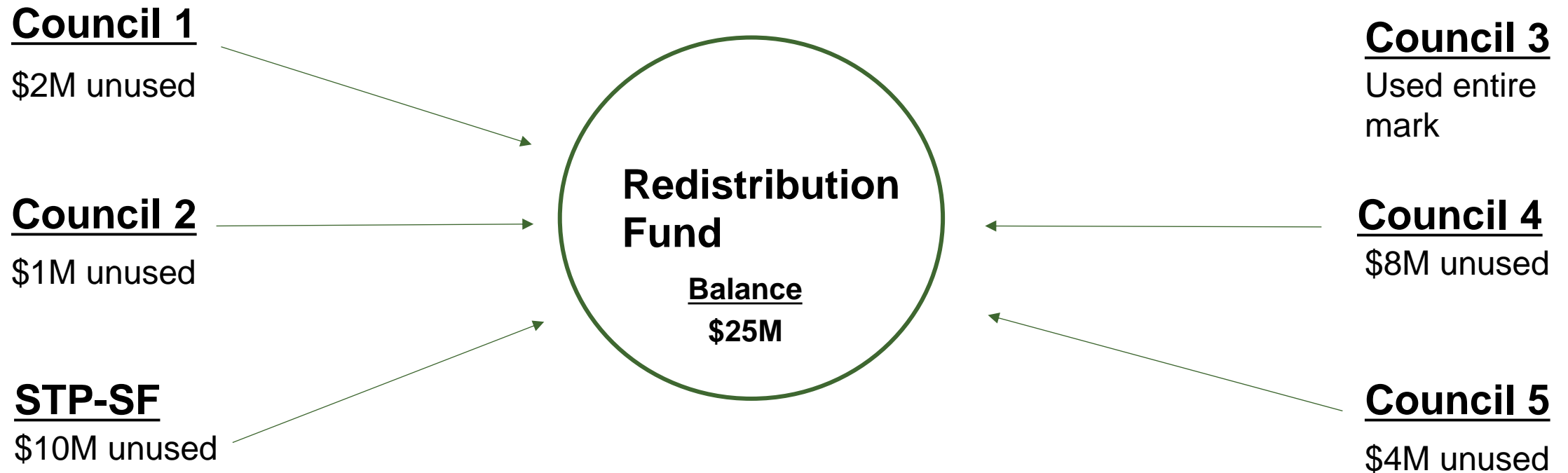
← Requests 6-month extension  
for Eng 2

**2026 Mark**      **Updated 2026 Mark**  
\$18,069,852    →    \$18,269,852

# Redistribution

- A pot of funds that went unused by a selecting body and were transferred to redistribution
- Council's may use the redistribution fund when they use their entire mark in a FFY
- Redistribution can be used to advance ready project phases from out years or the contingency program

# Redistribution



# DMMC STP Workshop

## Thursday, September 25, 2025



Chad Riddle



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# (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



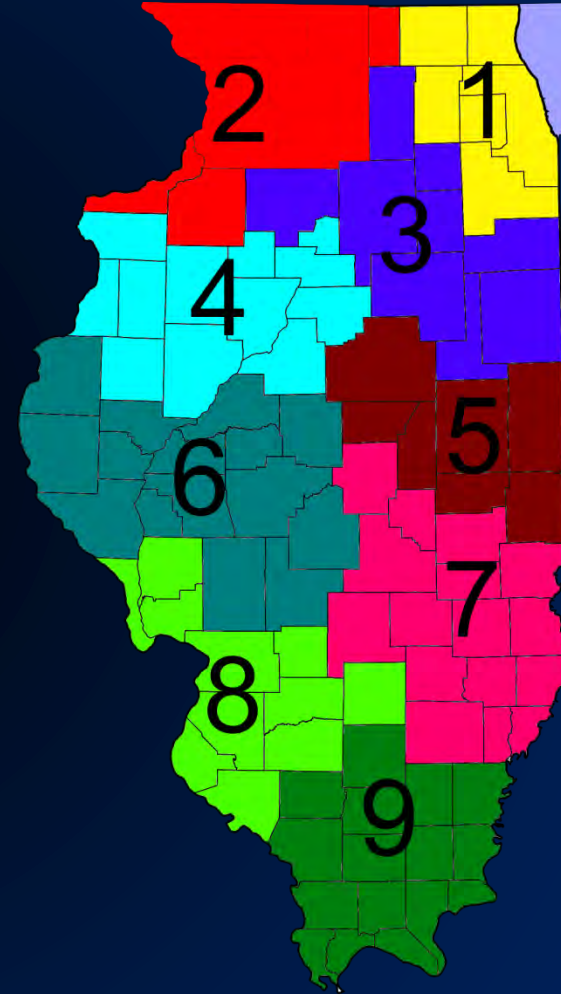
# Agreements

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



# AGREEMENT ADDENDUMS

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





# AGREEMENT ADDENDUMS (cont'd)

- Maintenance

- \_Traffic Signals

- \_Lighting

- \_Sidewalks, Landscaping, Bike Trails,  
etc.



# 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



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QBS

QUALIFICATIONS-BASED SELECTION  
WHEN QUALITY & VALUE MATTER

# 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



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# REVIEWING & PROCESSING INVOICES

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



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# 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



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# 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

Kick-Off Meetings

- Phase 1
- Phase 2



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# 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

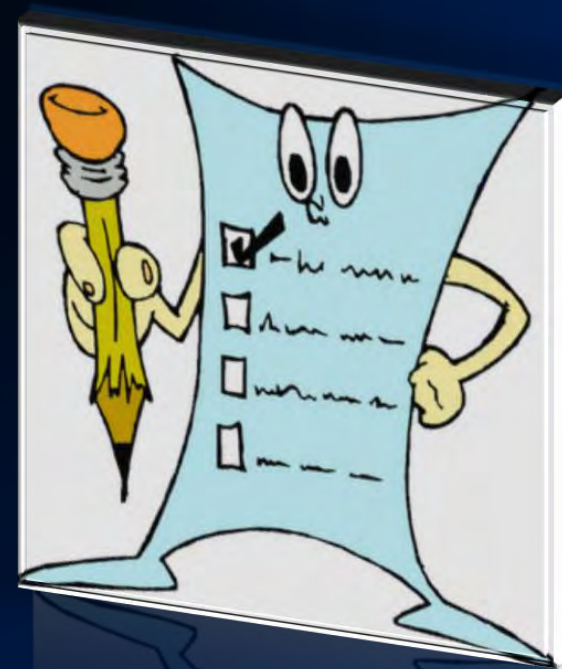
BLR 05620 Invoice Form

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



# DMMC STP Workshop

## Thursday, September 25, 2023



**Chad Riddle**

[charles.riddle@illinois.gov](mailto:charles.riddle@illinois.gov)

847/705-4201



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