

## NORTHWEST MUNICIPAL CONFERENCE

1600 East Golf Road, Suite 0700  
Des Plaines, Illinois 60016  
(847) 296-9200 • Fax (847) 296-9207  
[www.nwmc-cog.org](http://www.nwmc-cog.org)



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Mark L. Fowler

### Northwest Municipal Conference Bicycle and Pedestrian Committee Tuesday, September 18, 2018

10:30 a.m.

NWMC Offices

1600 E. Golf Road, Suite 0700, Des Plaines


- I. **Call to Order/Introductions**
- II. **Approval of July 17, 2018 Meeting Minutes (Attachment A)**  
*Action Requested: Approval of Minutes*
- III. **NWMC Multimodal Plan Update**  
Staff will provide an update on the NWMC multimodal plan.  
*Action requested: Informational*
- IV. **STP Project Selection Committee Update (Attachments B, C, and D)**  
Staff will discuss the recent activities of the STP Project Selection Committee. The NWMC and the Northwest Council of Mayors Technical Committee recently submitted the attached comment letters to the STP Project Selection Committee. Staff will discuss the updated scoring methodology and the potential implications for bicycle and pedestrian projects.  
*Action Requested: Information/Discussion*
- V. **Available Grants and Opportunities (Attachment E)**  
Staff will provide information on the recently-announced Safe Routes to School program and the CMAP and RTA Local Technical Assistance and Community Planning programs.  
*Action Requested: Informational*
- VI. **Local Project Updates**  
Municipalities and others will be asked to provide updates on bicycle and pedestrian related projects.  
*Action Requested: Information/Discussion*
- VII. **Other Business**
- VIII. **Next Meeting**  
The next meeting of the NWMC Bicycle and Pedestrian Committee is scheduled for October 16, 2018, 10:30 a.m. at the NWMC offices.

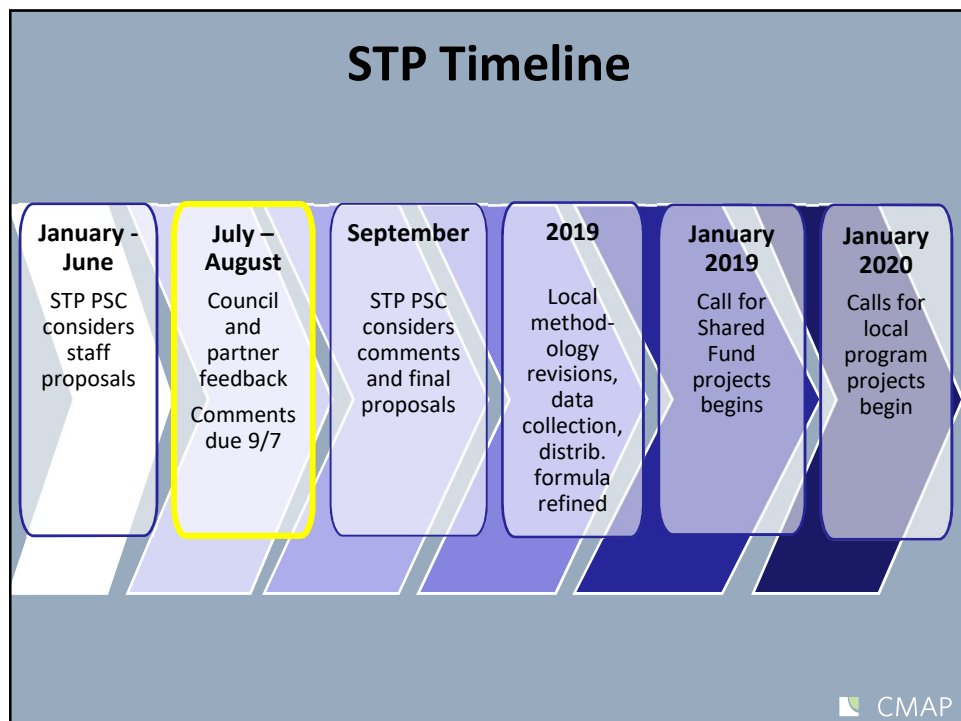
**Adjournment**

ON TO 2050

# STP Shared Local Fund and Active Program Management

Northwest Council  
August 16, 2018

 CMAP



## Shared Fund

- **Set-aside of region's allotment + additional funding from IDOT**
- **Estimated \$40M per year**
- **Meant for larger projects that Council allotments cannot readily fund**
- **Shared Fund Project Selection Committee oversees program**
- **CMAP staff proposal**
  - Project Types
  - Eligibility
  - Project Evaluation



## Eligible project types:

- **Road reconstructions**
- **Transit station rehab/reconstructions**
- **Bridge rehab/reconstructions**
- **Highway/rail grade crossing improvements**
- **Road expansions**
- **Bus speed improvements**
- **Corridor-level or small area safety improvements**
- **Truck route improvements**



## **Additional eligibility requirements**

- **Minimum project cost: \$5 million in total project cost**
- OR**
- **Multijurisdictional: joint application from at least 3 local partners**
  - At least one municipality
  - Other potential partners- Forest Preserve, Pace, IDOT, county, etc.
  - Partners must demonstrate financial or in-kind project involvement (more than just a “letter of support”)
- **If selected, project should then have funding to proceed**



## **Engineering eligibility**

- **High need communities are eligible for Phase I funding (need defined same as LTA program)**
- **Additional phases may not be programmed until Phase I is complete**
- **Same as CMAQ/TAP programs**



## Draft rolling focus schedule

	First call (2019)	Second call (2021)	Third call (2023)	Fourth call (2025)
		<i>Draft: update based on outcome of first call for projects</i>		
<b>Program years:</b>	2020-2024	2025-2026	2027-2028	2029-2030
<b>Focus areas:</b>	ALL FOCUS AREAS ELIGIBLE	Grade crossing improvements	Road expansion	truck route improvements
		Road reconstruction	Bridge replacement/ reconstruction	Road reconstruction
		Bus speed improvements	Corridor/small area safety improvements	Transit station improvement



## Project Evaluation

### Goals:

- Leverage available data and analysis
- Be transparent and clear
- Tie to federal performance measures
- Incorporate qualitative information (ex: council support, ability to deliver project)
- Have “family resemblance” to CMAQ, TAP, Council methodologies

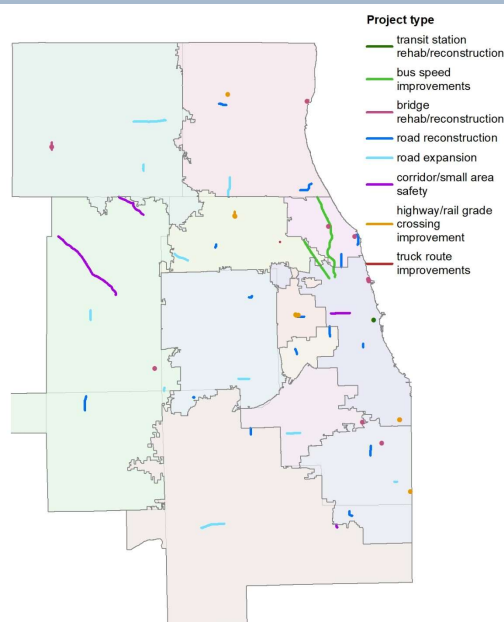


Project types	Project readiness			Transportation impact			Planning factors				
	Engineering /ROW completion	inclusion in plans	financial commitments	current condition/ need	population/ job benefit	improvement	green infrastructure	freight movement	Inclusive growth	complete streets	transit supportive density
Highway/rail grade crossing improvements	10	10	5	20	10	20	5	-	10	10	-
Truck route improvements							5	-	10	10	-
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Road reconstructions							5	5	10	5	-
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Corridor-level or small area safety improvements							-	5	10	10	-
Transit station rehab/ reconstructions							-	-	10	5	10
Bus speed/reliability improvements							-	-	10	5	10
							Maximum: 25			Maximum: 50	
Total: 100 + Council/CDOT support bonus											
CMAP											



## “Proof of Concept” draft project evaluation

- Working draft- meant for illustrative purposes to work through scoring mechanics
- Completed or fully funded projects used as sample projects
- Wide range of projects from throughout the region
- CMAP staff made best effort to find historical information about projects through TIP and public records
- Evaluation of submitted projects will use info provided in application process



## Evaluation component: project readiness

**25 total points:**

- **Engineering completion and ROW acquisition (10 points)**
- **Financial commitments (5 points)**
- **Inclusion in plans (10 points)**



## Engineering Completion and Right of Way acquisition

Phase 2 substantially complete: +5 points

ROW complete/not needed: +5 points

Total 10 points

**Information needed from sponsors:**

- **Status of engineering and ROW acquisition**



## Financial commitment

**less than 20% of project cost  
(after match requirement):**

**5 points**

**20%-40%:**

**4 points**

**40%-60%:**

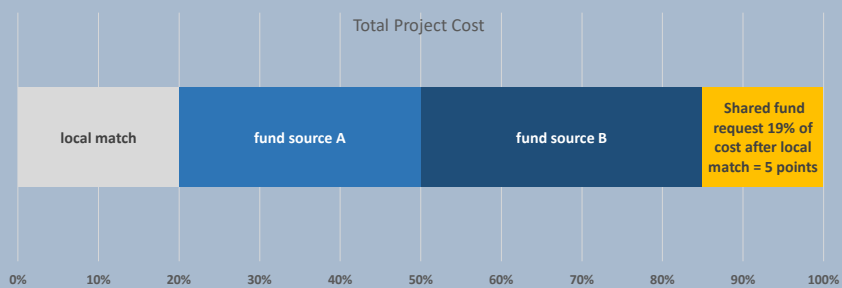
**3 points**

**60%-80%:**

**2 points**

**80%-100%:**

**1 point**



CMAP

## Inclusion in local/agency plans

**Plan offers support for project type**

**3 pts**

**Plan identifies specific project:**

**10 pts**

**Information needed from sponsors:**

- link to relevant plan

CMAP



## Examples:

- Waukegan Lakefront Downtown master plan
- Joliet Arsenal Area Long Range Transportation Plan
- CREATE
- Pace Vision 2020
- Chicago Central Area Plan
- DuPage County Transportation Coordination Initiative
- O'Hare Subregion Truck Route Plan



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## Evaluation component: transportation impact

**50 total points:**

- **Existing condition/need (20 points)**
  - Varies by project type
  - Scaled
- **Improvement (20 points)**
  - Varies by project type
  - Cost effectiveness of improvement compared to other applications
- **Jobs/household impact (10 points)**
  - All project types



## Transportation impact: Transit stations

- **Existing condition/need (20 points)**
  - **Average Transit Economic Requirements Model (TERM) condition score of major station components**
  - **Capacity limitations**
- **Improvement (20 points)**
  - **Cost effectiveness of condition and capacity improvements**

**Information needed from sponsors:**

- **TERM score for major station assets before and after project**
- **Passenger area (square feet) before and after project**



## Transportation impact: Bus speed improvements

- **Existing condition/need (20 points)**
  - On-time performance of routes
  - Bus travel time vs auto
- **Improvement (20 points)**
  - Cost effectiveness of on-time performance and time savings

### Information needed from sponsors:

- On-time performance before and after project
- Bus travel time before and after project



## Transportation impact: bridge reconstruction

- **Existing condition/need (20 points)**
  - Sufficiency rating from National Bridge Inventory
- **Improvement (20 points)**
  - Cost effectiveness of condition improvement
  - Amount of improvement adjusted based on type of work (deck replacement, substructure replacement, full reconstruction, etc.) based on factors from IDOT major bridge program

### Information needed from sponsors:

- Type of condition improvement



## **Transportation impact: rail-highway grade crossing**

- **Existing condition/need (20 points)**
  - Grade Crossing Screening level 2 rating
  - Score includes motorist delay, safety, truck volume, and bus ridership
- **Improvement (20 points)**
  - Cost effectiveness of delay and safety improvements

### **Information needed from sponsors:**

- Projected reduction in delay as a result of project



## **Transportation impact: Corridor/small area safety**

- **Existing condition/need (20 points)**
  - IDOT safety road index, which compares number of crashes to the number expected for that type of road
- **Improvement (20 points)**
  - Cost effectiveness of design improvements that reduce major sources of crashes

### **Information needed from sponsors:**

- Design improvements in project



## Transportation impact: Truck route improvements

- Existing condition/need (20 points)
  - Roadway need score and truck ADT
- Improvement (20 points)
  - Cost effectiveness of improvements



## Transportation impact: road reconstructions

- Existing condition/need
  - Combination of condition, mobility, reliability, and safety
  - Condition weighted highest
- Improvement (20 points)
  - 10 points: cost effectiveness of *condition* improvements
  - Up to 10 points: incorporation of operations technology/strategies (like CMAQ)



## Transportation impact: road expansions

- **Existing condition/need**
  - Combination of condition, mobility, reliability, and safety
  - Mobility and reliability weighted highest
- **Improvement (20 points)**
  - 10 points: cost effectiveness of *mobility* improvements
  - Up to 10 points: incorporation of operations technology/strategies (like CMAQ)



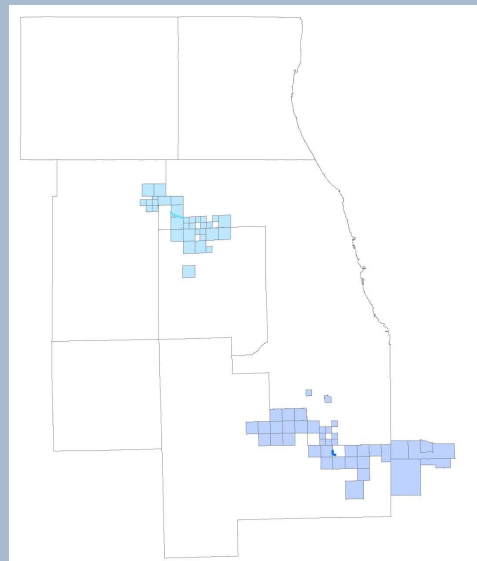
## Population/Job Benefit


**Total points: 10**

**Proposal: calculate households and jobs in project's "travel shed"- where people live and work who use the facility**

**Similar to RSP evaluation of arterials**

**Examples of travel sheds:**



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Bus speed/reliability improvements							-	-	10	5	10
							Maximum: 25			Maximum: 50	
Total: 100 + Council/CDOT support bonus											
											



Project types	Planning factors				
	green infrastructure	freight movement	Inclusive growth	complete streets	transit supportive density
Highway/rail grade crossing improvements	5	-	10	10	-
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Bus speed/reliability improvements	-	-	10	5	10
	Maximum: 25				

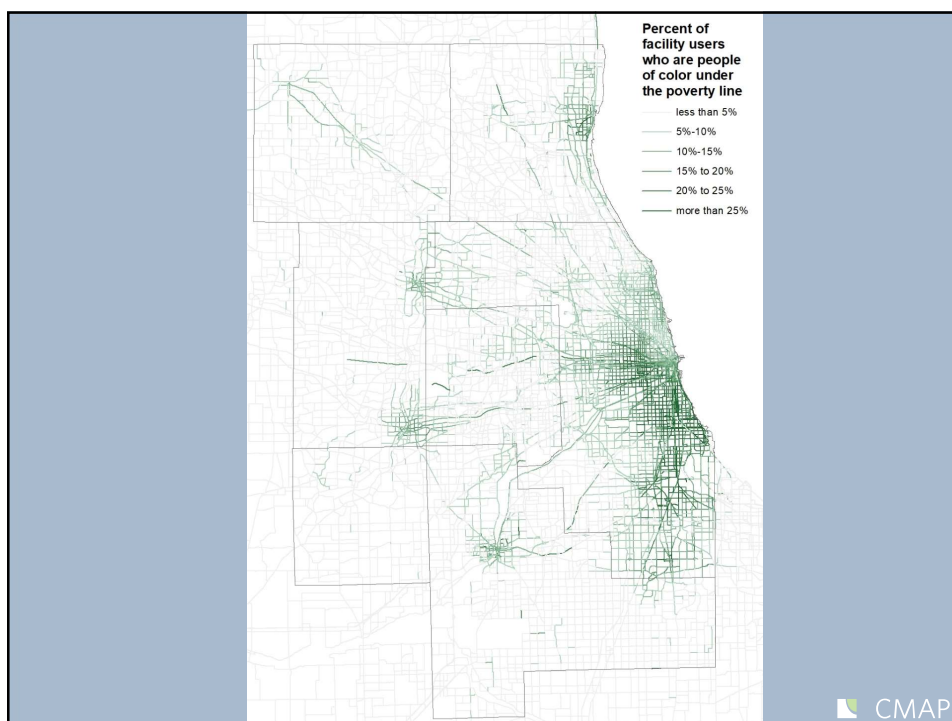


## Inclusive growth evaluation

*(all project types)*

### Percent of facility users who are nonwhite and under poverty line

0%-5%	0 points
5%-10%:	2 points
10%-15%:	4 points
15%-20%:	6 points
20%-25%:	8 points
25% or more:	10 points





## Complete Streets: *(all project types)*

**Municipality has policies  
supporting complete streets:**

**+5 points,**

**(2.5** for road expansions,  
reconstructions, and  
transit projects)

**Project has complete streets  
components:**

**+5 points**

**(2.5** for road expansions,  
reconstructions, and  
transit projects)

**maximum 10 points**

**(maximum 5** for road expansions,  
reconstructions, and transit  
projects)

**Information needed from sponsors:**

- link to policy or ordinance and Information about complete streets components



## Multimodal freight movement

*(road expansions and reconstructions, bridge  
rehab/reconstructions, safety projects)*

**Percent heavy duty vehicles:**

<b>0%-2%</b>	<b>0 points</b>
<b>2%-4%:</b>	<b>1 points</b>
<b>4%-6%:</b>	<b>2 points</b>
<b>6%-8%:</b>	<b>3 points</b>
<b>8%-10%:</b>	<b>4 points</b>
<b>10% or more:</b>	<b>5 points</b>



## Green Infrastructure:

*(grade crossings, truck routes, road expansions and reconstructions)*

**Municipality has policies supporting green infrastructure: +2 points**

**Project has green infrastructure components: +3 points**

**Total 5 points**

**Information needed from sponsors:**

- link to policy or ordinance
- Information about green infrastructure components of project



## Transit Supportive Land Use:

*(transit stations, bus speed improvements)*


**Permitted density and parking requirements +7 points**

**Mixed use zoning: +3 points**

**Total 10 points**

**same as CMAQ evaluation**



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							Maximum: 25			Maximum: 50	
Total: 100 + Council/CDOT support bonus											
											



## Bonus: Council/CDOT support

- Each council and CDOT gets 25 points to allocate to projects
  - No project may receive more than 15 of any individual council/CDOT's points
  - Coordination between councils is encouraged
  - No project may receive more than 25 points total



## Shared Fund: Questions



## Active Program Management Overview

- **Applies to Local Programs (Councils and CDOT) and the Shared Fund**
- **Four components:**
  - Program Development: Uniform calls to develop Active and Contingency programs
  - Project Management: Training, designated managers, and quarterly status updates
  - Program Management: Obligation deadlines, reprogramming, and redistribution of funds
  - Additional Provisions: GATA, QBS, assistance for disadvantaged, etc.



## APM Proposal: Program Management

- **Obligation Deadlines**
  - Current year phases only
  - Options to extend if delayed
- **Active Reprogramming**
  - Used to meet 100% obligation goal
  - Adjust programs according to status
  - Accommodate cost and schedule changes
- **Carryover Limitations and Redistribution of Unobligated Funding**
  - Unobligated funds are not available indefinitely
  - Redistributed for use by any council, CDOT, or Shared Fund



## APM Proposal: Obligation Deadlines

- **Project phases in the current FFY must obligate funds (start the phase) by 9/30**
- **Use status updates to identify delay risk in early spring**
- **Sponsor chooses a course of action, based on risk**
  - Request a one-time 6 month extension of deadline (any phase)
  - Move from active program to contingency program (removes deadline)
  - Proceed at own risk
- **Missed deadline = project to contingency program and funds transferred from council to shared fund**



## **APM Proposal: Active Reprogramming**

- Cost changes for obligated/programmed phases
- Accelerating phases programmed in out years of the active program that are ready to obligate
- Accelerating phases included in the contingency program that are ready to obligate
- Reprogramming delayed phases in later years
- Subject to maintaining fiscal constraint in each FFY



## **APM Proposal: Carryover Limitations and Redistribution of Unobligated Funding**

- Within each council, CDOT, or Shared Fund program, no more than the annual allotment can be carried over at the end of each FFY from:
  - Obligation Remainders
  - Funds programmed for a project phase(s) granted an extension
  - Unprogrammed funds, under certain circumstances
- Carryover will only be available for 6 months
- Unobligated funds from projects that proceeded at their own risk cannot be carried over
- Funds not carried over will be redistributed to the Shared Fund and made available to all councils, CDOT, and Shared Fund projects



## APM Proposal: Accessing Redistributed Funds

- **For cost increases**
  - Local council/CDOT current year unprogrammed balance must be used first
  - At time of obligation
  - After obligation (high bid, change order, engineering supplement)
  - Lesser of: 20% of programmed STP or Local Program increase limits
  - STP-eligible costs only
- **Advancing “ready” out year or contingency projects**
  - Must obligate all local council/CDOT program funds before accessing the shared fund to advance projects
  - Extended phases that missed the extended deadline are never eligible to utilize shared funds
- **Same guidelines for Shared Fund projects to access redistributed funds**



## Active Program Management: Questions



## Next Steps

- **July – August: CMAP staff and planning liaisons discuss details with councils and other stakeholders**
    - Draft Policy Documents – Distributed through planning liaisons
    - Comments to CMAP by September 7<sup>th</sup>
  - **September: STP PSC finalizes proposal based on summer feedback**
  - **Programming cycle begins with call for shared fund projects in January 2019 and local program projects in January 2020**
- 
- **Council methodology updates to include Active Program Management and Regional Planning Factors to be completed by September 2019**
  - **2019: Data collection, allotments, and methodology for recalibrating distribution to account for improved performance**



# Thank you

### CMAP Staff Contacts:

**Kama Dobbs**  
 kdobbs@cmapp.illinois.gov  
 312-386-8710

Active Program Management

**Elizabeth Irvin**  
 eirvin@cmapp.illinois.gov  
 312-386-8669

Shared Fund Methodology





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*Executive Director*

Mark L. Fowler

August 3, 2018

Mr. Joe Szabo

Executive Director

Chicago Metropolitan Agency for Planning

233 S. Wacker Drive Suite 800

Chicago, IL 60606

Dear Mr. Szabo,

On behalf of the Northwest Municipal Conference (NWMC), please accept the following comments on the Active Program Management and Shared Fund development by the Surface Transportation Programming (STP) Project Selection Committee. The Conference has been a strong advocate for changes and clarifications in the revised STP process. We are pleased to see recommendations from the Conference and the Council of Mayors as a whole incorporated into the draft proposals and believe that additional changes and clarifications are still needed to ensure the new process is truly viable for all communities.

Below are specific issues and concerns that we believe still need to be addressed. We look forward to further discussion and the development of a process beneficial to the region.

***Shared Fund:***

1. Before applying to the Shared Fund, non-municipal agencies should, at the very least, have their projects reviewed and endorsed by the benefitting councils. They would be judged against other council projects for potential bonus points. This option is similar to how the Northwest and North Shore Councils currently require outside agencies to have a municipal sponsor and is the preferred option of the councils.
2. We need clarification on the types of plans which can be used to receive points under the "Inclusion in Local/Agency Plans" category. Would a municipal Comprehensive Plan, Capital Improvement Plan, etc. qualify as an acceptable plan?
3. The Conference supports the move to include Complete Streets policies at equal weight to Complete Streets Ordinances.
4. While we understand the importance of inclusive growth in the region's comprehensive plan, the higher point value on inclusive growth for all project types risks undervaluing vital transportation projects from all parts of the region.
5. We require additional specifics on all of the planning factors, especially green infrastructure and transit supportive land use, to best prepare our members to develop their policies and potential projects.

6. Similarly, the councils and municipalities require as much information as possible on the outside evaluation data (i.e. safety improvement score, cost effectiveness calculations) before the allocation cycle.
7. We need clarification on whether there are limits on the number of applications an individual municipality or council can submit each cycle.
8. We believe that the Project Selection Committee should remain open to modifying the “rolling focus” of subsequent calls for projects based on regional demand for certain project types in previous calls.
9. We request clarification on the use of Toll Development Credits (TDC) and their impact on the region’s STP funds. Will the use of TDCs reduce the amount of STP funds that some or all Councils will receive?
10. Finally, echoing concerns we first raised in 2017 as the regional STP agreement was being developed, we encourage a regular review of the projects selected by the Project Selection Committee to ensure that the past projects chosen meet the goals of the memorandum’s signatories and the regional comprehensive plan.

***Active Program Management:***

1. Under the current proposal, unspent funds from a previous fiscal year could be used in the first six months (before March 31) of the next fiscal year. Given the inherent uncertainty of the agreement approval and project review schedule, even when a municipality has done its due diligence to move a project forward, we strongly urged the adoption of a longer period (9-12 months) to reprogram the funds.
2. We are also concerned with the ability to manage the contingency list of projects (currently our MYB list), specifically the difficulty in keeping a list of ready-to-go projects that are not guaranteed to receive funding. This aspect could make it difficult, if not impossible, to fully utilize the available funding allotted to each council.
3. We request clarification on whether the Active Program Management rules apply to council projects after the rules are adopted in 2019 or after the first call under the new council methodologies in 2020.

Thank you for your consideration of these questions and recommendations and look forward to your response. Please do not hesitate to contact Conference staff if you have any questions.

Sincerely,



Arlene Juracek  
President, Northwest Municipal Conference  
Mayor, Village of Mount Prospect

Cc: CMAP STP Project Selection Committee

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August 21, 2018

Mr. Joe Szabo  
Executive Director  
Chicago Metropolitan Agency for Planning  
233 S. Wacker Drive Suite 800  
Chicago, IL 60606

Dear Mr. Szabo,

On behalf of the Northwest Council of Mayors Technical Committee, please accept the following comments on the Active Program Management and Shared Fund development by the Surface Transportation Programming (STP) Project Selection Committee. We appreciate the presentation by Kama Dobbs at our August 16<sup>th</sup> meeting and her willingness to engage in a constructive discussion of our concerns.

However, a number of additional changes and clarifications are still necessary to create an effective and viable process. Below are specific issues and concerns that, in addition to those raised in the August 3, 2018 letter from the Northwest Municipal Conference, we believe still need to be addressed.

***Shared Fund:***

1. While we understand the goal to provide "high need" communities with funding for Phase I engineering, we believe there should be a factor in the scoring that measures the ability of a potential sponsor to deliver the project to completion before awarding bonus points.
2. It is premature to formalize the focus of the second through fourth calls for projects. Focusing on a specific subset of projects in these calls prevents municipalities from responding to specific transportation needs at a given point in time. The project selection process should allow for a broad, multi-faceted program rather than limiting its focus.
3. It is possible that large projects, such as a grade separation, may be considered across multiple categories, but not score well enough in any one category to qualify for funding. Consideration should be given to large projects that satisfy multiple categories.
4. It is often difficult to confirm individual funding commitments during the early phases of larger projects. The proposed scoring for existing financial commitments may penalize some projects for not having funding sources officially obligated, which in many cases is an unrealistic expectation.
5. We believe that, rather than offering 5 points for Phase II engineering that is 85-90% complete, there should be a scale that allows projects to gain partial points based on either the cost of Phase II engineering or the

percentage of engineering that has been completed prior to the application for funding.

6. We request confirmation that any local planning document will secure points under the “inclusion in plans” scoring criteria. Are there any limitations to the types of plans that would be allowed for consideration?
7. We request clarification as to how the scoring criteria for inclusive growth was developed. Were the criteria created by CMAP, or is it based off the approach of another region?
8. Up to 10 points are given to projects that serve those who are “nonwhite and under the poverty line.” Could you provide the rationale for specifying “nonwhite”? Would the map look significantly different if it only considered the percentage of the population under the poverty line?
9. We request more information on how “facility users” are determined for the inclusive growth evaluation. The inclusive growth criteria appear to disregard whether the area being served by a particular project provides access to jobs or transit that may benefit low-income individuals, even if that area does not have a high proportion of low-income residents.
10. We request clarification as to why the inclusive growth and complete streets planning factors apply to all project types. Why, for example, are complete streets considered when evaluating transit station rehabilitation or reconstruction projects? Similarly, why is inclusive growth a factor in evaluating rail-highway grade crossings?
11. There is a lack of clarity as to how green infrastructure components will be scored. We request more concise criteria to be released prior to adoption.
12. It is unclear how density, parking, and zoning directly impact bus speed and reliability improvements. Can CMAP clarify the intent of this factor?
13. Will school buses be included when bus counts are included in a project evaluation? If not, why not?
14. We are concerned that permitted density is weighted too heavily in the transit-supportive land use project category, as density is not the only factor that impacts transit usage. There should be some credit applied for transit that serves major destinations.

Thank you for your consideration of these questions and recommendations. We look forward to further discussion and the development of a process beneficial to the region. Please do not hesitate to contact Conference staff if you have any questions.

Sincerely,



Karen Darch  
Chair, Northwest Council of Mayors Technical Committee  
President, Village of Barrington

**Cc: CMAP STP Project Selection Committee  
Northwest Council of Mayors Technical Committee**



# Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

August 22, 2018

## **CIRCULAR LETTER 2018-14**

### **SAFE ROUTES TO SCHOOLS**

COUNTY ENGINEERS / SUPERINTENDENTS OF HIGHWAYS  
MUNICIPAL ENGINEERS / DIRECTORS OF PUBLIC WORKS / MAYORS  
METROPOLITAN PLANNING ORGANIZATIONS – DIRECTORS  
TOWNSHIP HIGHWAY COMMISSIONERS  
CONSULTING ENGINEERS

IDOT provided a Notice of Funding Opportunity (NOFO) on July 20, 2018. The Funding Opportunity Number is 19-1002-01. The NOFO for this program is available here: ([NOFO](#)). This program is listed in the Catalog of State Financial Assistance ([CSFA](#)) as 494-00-1002.

IDOT will be accepting applications for the SRTS Funding Cycle 2019 from Monday, September 24, 2018 through Monday, November 19, 2018. Announcement of Selected Projects is planned for March 2019

This webpage has all details related to the program including the application forms. [IDOT SRTS](#)

The Illinois Safe Routes to School Program (SRTS) is a federal program administered by the Illinois Department of Transportation (IDOT). The SRTS supports projects and programs that enable and encourage walking and bicycling to and from school. The program applies to schools serving grades Kindergarten through 8th grade. Public grade schools, middle and junior high schools and grade centers that serve these ages are eligible. High schools and early childhood centers (that serve only pre-school children) are not eligible.

### **Program Overview**

The Safe Routes to School Program uses a multi-disciplinary approach to improve conditions for students who walk or bike to school. The program has three main goals:

1. To enable and encourage children, including those with disabilities, to walk and bicycle to school;
2. To make bicycling and walking to school a safer and more appealing transportation alternative, thereby encouraging a healthy and active lifestyle from an early age.

3. To facilitate the planning, development, and implementation of projects and activities that will improve safety and reduce traffic, fuel consumption and air pollution in the vicinity (within two miles) of both public and private primary and middle schools (grades K-8).

The program funds both infrastructure improvements to the physical environment, as well as non-infrastructure projects. Eligible project sponsors include schools and school districts, governmental entities and non-profit organizations. Projects may be organized on a variety of jurisdictional levels; however, infrastructure projects must have a local government sponsor.

Key features of the Illinois SRTS Program include:

- Projects are funded at 100%, up to the approved federal amount, with no local match required.
- Right-of-way (ROW) and easement costs are NOT reimbursable. Necessary ROW and easement should be secured before a project can be considered for award.
- For infrastructure projects, Preliminary Engineering is not eligible for reimbursement and must be completed using local funds, prior to obligation of an award from this program.
- Each applicant is limited to one infrastructure and one non-infrastructure application.

The Safe Routes to School program utilizes the five "E's" in seeking to improve the school walking and cycling environment: Engineering, Education, Enforcement, Encouragement and Evaluation. It funds the following types of activities:

1. Engineering: A broad term that describes physical changes to the walking and bicycling infrastructure within two miles of schools. Engineering solutions include planning, design, and construction of changes to the infrastructure.
2. Education: Education activities include teaching pedestrian, bicyclist and traffic safety and creating awareness of the benefits and goals of SRTS.
3. Encouragement: Encouragement strategies are about having fun. They generate excitement and interest in walking and bicycling. Special events, mileage clubs, contests and ongoing activities all provide ways for parents and children to discover, or rediscover, that walking, and bicycling are doable and a lot of fun.

4. Evaluation: Evaluation will help you measure the impact of your efforts. The two main categories for measurement are changes in travel mode (increases in walking/bicycling) and safety (decreased crashes, improved safety behaviors and knowledge). Evaluation also helps keep track of progress made toward goals and reports any changes or updates to the School Travel Plan.
5. Enforcement: Enforcement strategies act to deter unsafe behaviors of drivers, pedestrians and bicyclists; to encourage all road users to obey traffic laws; and to share the road safely.

### **Funding Procedures**

Once a project is selected, IDOT will notify the applicant to schedule a kick-off meeting and begin the process of formalizing a funding agreement. Infrastructure projects will be coordinated by the District Bureau of Local Roads and Streets. Typical infrastructure projects will involve sidewalks, bike paths, traffic signals, pavement marking, installation of bike racks, and permanent signs. Non-infrastructure projects will be coordinated directly with the State Safe Routes to School Coordinator.

It is important to remember that all funds are provided on a reimbursement basis, so the sponsor must first complete the activity or project and then send an invoice to IDOT to receive reimbursement funds. **Local sponsors are responsible for paying all initial costs, then seeking reimbursement based on proof of payment.**

An exception to this will be construction of infrastructure projects that utilize the scheduled IDOT state lettings. Projects on the IDOT state letting will be administered through IDOT procedures where the state pays the contractor directly, receives federal reimbursement for SRTS approved funds, and then bills the SRTS sponsoring agency for their responsible portion. As long as the project cost does not exceed the approved SRTS funds or activities, the local sponsor should not receive billing for any funds for construction projects on the state letting. However, cost overruns and unapproved items will be the responsibility of the sponsor.

Use of in-house engineering or day labor construction should be closely coordinated with the District Bureau of Local Roads and Streets to ensure reimbursement for work effort. In-house engineering and construction performed by qualified personnel for infrastructure projects selected through the SRTS program are eligible for reimbursement only for work performed after the formal notice to proceed has been given. There will be no retroactive funding for costs incurred prior to the notice to proceed. **A notice to proceed is a separate document from the project selection notification.**

Scoping the project to match the available funds is a critical step for the local sponsor, recognizing that federal procedures must be followed. Use of professional engineering services in determining cost estimates and project scopes is required.

### **Regulatory Requirements**

Safe Routes to School funds are federal funds originating from the Federal Highway Administration (FHWA). The FHWA is required by the National Environmental Policy Act of 1969 (NEPA) to consider environmental factors through a systematic, interdisciplinary approach before committing to a course of action. The Federal Highway Administration must also follow requirements of the Americans with Disabilities Act (ADA). NEPA Section 4f relates to public parks and recreational areas and must be considered for projects that extend outside of existing right of way limits. NEPA Section 106 relates to cultural and historic areas and must be considered for all construction projects. The Americans with Disabilities Act design criteria must be followed on all infrastructure projects. Infrastructure improvements that are significant in scope or entail work outside of existing public right of way could require substantial cost to comply with these regulations. The department expects that most projects will not impact lands outside of existing right of way; and therefore, should qualify for categorical exclusions and have minimum environmental considerations.

### **Who to Contact**

Questions related to this program may be directed to your District Local Roads and Streets Engineer, or the state Safe Routes to School Coordinator, John Paris, at (217) 785-1250 or [john.paris@illinois.gov](mailto:john.paris@illinois.gov).

Sincerely,



Maureen E. Kastl, P.E.  
Engineer of Local Roads and Streets

MK/tp

cc: Dave Marth, Illinois Association of County Engineers  
Bryan Smith, Township Officials of Illinois  
Charlie Montgomery, Township Highway Commissioners of Illinois