Northwest Council of Mayors

Surface Transportation Program (STP) Project Application

**Application Instructions**

1. Before submitting a project application, the applicant must contact the Planning Liaison to discuss the proposed project. It is highly encouraged for project sponsors to also meet with IDOT Bureau of Local Roads staff to discuss project scoping.
2. Certain sections of the application may not apply to the applicant’s project. If this is the case, please leave these sections blank.
3. Project applications and the necessary exhibits should be submitted to [Eczarnota@nwmc-cog.org](mailto:Eczarnota@nwmc-cog.org). Hard copies are discouraged.
4. The deadline to submit project applications is December 15 at 5:00 p.m.

**General Information**

1. Name of Municipality/Lead Agency: Click or tap here to enter text.
2. Contact Person: Click or tap here to enter text.
3. Contact Phone: Click or tap here to enter text.
4. Contact Email: Click or tap here to enter text.
5. Project Title: Click or tap here to enter text.
6. Project limits:
   1. First reference point/street: Click or tap here to enter text.
   2. Second reference point/street: Click or tap here to enter text.
   3. Project length: Click or tap here to enter text.

**Existing and Proposed Condition**

1. Describe the existing condition:

Click or tap here to enter text.

1. Describe the proposed improvements:

Click or tap here to enter text.

1. What are the work types? ([see guide](https://www.cmap.illinois.gov/documents/10180/33012/TIP+Work+Types_Updated+2-19-13.pdf/780844b6-4d26-4c00-9eeb-0a19e296b9f7))

Click or tap here to enter text.

1. If any “Non-Exempt” work types are listed above, please provide the following information for the portion of the project for which the Non-Exempt work type applies to:
   1. Length: Click or tap here to enter text.
   2. Before # of Lanes: Click or tap here to enter text.
   3. After # of Lanes: Click or tap here to enter text.
   4. Before Lane Width: Click or tap here to enter text.
   5. After Lane Width: Click or tap here to enter text.
   6. Before Speed Limit: Click or tap here to enter text.
   7. After Speed Limit: Click or tap here to enter text.
   8. Are signals currently interconnected? Choose an item.
   9. Will signals be interconnected after the improvements? Choose an item.

**Scope of Project**

1. Please enter the scope of work for the project:

Click or tap here to enter text.

**Regional Transportation Significance**

1. Please provide the annual average daily traffic (AADT) for the subject roadway or intersection\*: Click or tap here to enter text.

*\*Note: If the project is at an intersection, or the traffic volume changes within the project limits, please provide the higher AADT value.*

1. Please indicate the number of financially contributing participants in the proposed project, and attach relevant documentation to this application: Choose an item.

**Safety**

1. Is there a safety issue at this location that will be addressed by the proposed project? Choose an item.
2. If yes, please check all safety improvements expected to be included in the project on the attached Safety Sheet. If improvement is not listed, please describe it below:

Click or tap here to enter text.

**Complete Streets/Multimodal**

1. Has the sponsor agency adopted a complete streets policy or ordinance?\* If yes, please attach the relevant policy or ordinance to this application. Choose an item.
2. Please describe any proposed Complete Streets-related improvements:

Click or tap here to enter text.

1. Number of Replaced/Maintained Complete Streets elements: Click or tap here to enter text.
2. Number of New/Upgraded Complete Streets elements: Click or tap here to enter text.
3. If applicable, please describe any exceptions to the inclusion of complete streets elements in this project, and attach relevant documentation to this application: Click or tap here to enter text.

\*Please note, in order to receive points in this category, only complete streets policies that have received municipal board/council approval will be considered. Please refer to [CMAP’s Complete Streets toolkit](https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fwww.cmap.illinois.gov%2fprograms%2flocal-ordinances-toolkits%2fcomplete-streets%2ftreatments-types-gallery%23facilitytypes&c=E,1,dhchBsJDDTVUwdRm95AZNxYIov_iSQFuqRfiPgS8YUJKA6R_0pGZghXhJ36ffRzZAF642mGtSG9KL73T8iROEIHpwF8x453XxXJJdoeU6QH4F48,&typo=1) or the [NWMC Multimodal Plan Street Design Toolbox](https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fnwmc-cog.org%2ftransportation%2fbike-and-pedestrian-planning%2fbike-pedestrian-documents%2fnwmc-multimodal-transportation-plan-02-28-20.aspx%23NWMC%2520Final%2520Plan%2520Draft_022120.indd%253A.108997%253A2118&c=E,1,fudjxzhR4BNRoCDbE39DNM4_RUufUOW4d5P--zDC11_T_7ljSf1rxzPDM6wefR8vLPC3EJZHcwny8tif4BdNA4ff_NL0ZJDr6AI7amHV7EgFFxlZwa8,&typo=1) for examples of eligible Complete Streets design elements.

**Congestion Mitigation** *(If project does not address congestion mitigation, leave this section blank)*

1. Does the project improve the level of service (LOS)? Choose an item.
2. If yes, please select the current LOS category and the degree of improvement. Attach LOS analysis as evidence of improvement:
   1. Pre-implementation LOS: Choose an item.
   2. LOS Improvement: Choose an item.
3. Describe any congestion mitigation infrastructure that will be added that is anticipated to improve air quality through reduction in idling or motorist delay.

Click or tap here to enter text.

**Project Readiness\***

1. Has the project sponsor:
   1. Entered into a Phase I engineering contract? Choose an item.
   2. Committed to completing Phase I locally? Choose an item.
2. Has a Phase I Project Development Report been submitted to IDOT? Choose an item.
3. Has the project received Design Approval from IDOT? Choose an item.
4. Has a Phase II engineering contract been executed? Choose an item.
5. Is ROW acquisition required as part of the proposed project? Choose an item.
   1. If yes, please indicate the status of ROW acquisition: Choose an item.

*\*Please attach relevant documentation demonstrating project readiness to this application.*

**Project cost estimate**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Federal | | Local | | | Total |
|  | STP | Other (ITEP, CMAQ, Etc.) | Municipal | State | County |  |
| Phase I Engineering (only for  CMAQ/TAP projects) | N/A | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Phase II Engineering | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Right-Of-Way Acquisition | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Construction | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Phase III Engineering (CE) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

**Please note:** The Northwest Council of Mayors limits match ratios depending on project types and project phases. The maximum federal funding a single project can receive is $3.5 million. Please see the Northwest Council of Mayors STP Handbook for more information.

**Project Schedule** *(list date)*

|  |  |
| --- | --- |
| **Activity** | **Estimated Date** |
| 1. Initial Phase I Engineering Kick-off Meeting: | Click or tap to enter a date. |
| 1. Submit draft Phase I Engineering Report (PDR) to IDOT (3-6 month review period) | Click or tap to enter a date. |
| 1. Submit Final PDR: (BLR 19100 without report) | Click or tap to enter a date. |
| 1. Submit Draft Local Agency Agreement (BLR 5310) for Phase II Engineering: | Click or tap to enter a date. |
| 1. Phase I Engineering Design Approval: | Click or tap to enter a date. |
| 1. Execute Local Agency Agreement (BLR 5310) for Phase II Engineering: | Click or tap to enter a date. |
| 1. Submit of Pre-Final Plans w/ Estimates to IDOT (1-4 month review period) | Click or tap to enter a date. |
| 1. Submit Draft Local Agency Agreement (BLR 5310) for Construction and Phase III Engineering Agreement: | Click or tap to enter a date. |
| 1. Submit final Plans, Spec. & Estimates (PS&E): | Click or tap to enter a date. |
| 1. Execute Local Agency Agreement (BLR 5310) for Construction and Phase III Engineering Agreement: | Click or tap to enter a date. |
| 1. Right-of-Way Certification (if applicable): | Click or tap to enter a date. |
| 1. Target Letting: | Click or tap to enter a date. |

**Required Documents**

1. Please submit the following with this application
   1. Map showing location of project within the region
   2. Map showing location of project within municipality
   3. Existing typical section
   4. Proposed typical section
   5. Evidence of additional financial contributors to proposed project, if applicable
   6. Completed Safety Sheet, if applicable
   7. Local Complete Streets policy or ordinance, if applicable
   8. Evidence of level of service (LOS) improvement, if applicable
   9. Evidence of project readiness

STP Safety Sheet

|  |  |  |  |
| --- | --- | --- | --- |
| **Facility** | | **Check all that apply:** | **Countermeasure** |
| **Intersection** | **Signal/Stop Control** |  | Convert stop/yield control to signal |
|  | Convert pedestal to mast arm |
|  | Convert span wire to mast arm |
|  | Improve signal visibility |
|  | Install pedestrian countdown timer |
|  | Install adaptive signal control |
|  | Add protected phase to left turn |
|  | Increase all red clearance interval |
|  | Provide flashing beacons at stop controlled intersections |
|  |  |
| **Turn Lanes** |  | New turn lane (none present) |
|  | Add turn lane (to existing) |
|  | Extend turn lane |
|  | Positive left turn lane offset |
| **General** |  | Remove minor approach left turns (use right turn and downstream U-turn) |
|  | Convert signal to roundabout |
|  | Convert stop/yield control to roundabout |
|  | Improve intersection lighting |
|  | Convert unsignalized intersection warning beacons from static to dynamic |
|  | Improve skew angle – 3 leg intersection |
|  | Improve skew angle – 4 leg intersection |
|  | Median treatment for pedestrian/bike safety (pedestrian island) |
|  | Implement systemic signing and visibility improvements |
|  | Improve at-grade pedestrian crossing |
|  |  |
| **Segments** | **General** |  | Intelligent Transportation System for Advanced Traffic Management |
|  | Alignment reconstruction |
|  | Shoulder/clear zone improvement |
|  | Add shoulder where not provided (0’-4’) |
|  | Add shoulder where not provided (4’ or greater) |
|  | Access management |
|  | Improve roadway lighting |
|  | Add sidewalk |
|  | Add bike lane |
|  | Add separate 10’ mixed-use trail |
|  | Install curve warning signs |
|  | Install raised median |
|  | Install guardrail |
|  | Install median barrier |
|  | Install centerline rumble strips |
|  | Increase pavement friction |
|  | Prohibit on-street parking |
|  |  |
| **Lane Configuration** |  | Widen travel lanes (by 2’-3’) |
|  | Widen 2-lane to 4-lane divided |
|  | Widen 2-lane to 6-lane divided |
|  | Widen 4-lane to 6+-lane divided |
|  | Addition of truck climbing/passing lanes |
|  | Two-Way-Left-Turn-Lane – 4 to 5-lane conversion |
|  | Two-Way-Left-Turn-Lane – 2 to 3-lane conversion |
|  | Pavement re-utilization (road diet) |
|  | Convert from 2-way to 1-way traffic |
|  |  |
| **Bridges** |  | Widen shoulders |
|  | Widen 2-lanes to 4-lane divided |
|  | Widen 2-lane to 6-lane divided |
|  | Widen 4-lane to 6+-lane divided |