

**NORTHWEST MUNICIPAL CONFERENCE**

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**NORTHWEST COUNCIL OF MAYORS  
TECHNICAL COMMITTEE**

**Agenda**

**Friday, June 14, 2019**

**8:30 a.m.**

**BARRINGTON VILLAGE HALL**

**Board Room**

**200 S. Hough Street**

**Barrington, Illinois 60010**

- I. Call to Order**
- II. Approval of April 19, 2019 Meeting Minutes (Attachment A)**  
*Action Requested:* Approval of minutes
- III. Agency Reports**
  - a. CMAP Report
  - b. CMAP Council of Mayors Executive Committee
  - c. IDOT Highways Report
  - d. IDOT Local Roads Update
  - e. Cook County Department of Transportation and Highways
  - f. Metra
  - g. Pace*Action Requested: Informational*
- IV. Northwest Council Surface Transportation Program (STP)**
  - A. CMAP Update**

CMAP Staff will provide an update on regional STP programming and current Northwest Council STP Projects.

*Action Requested: Discussion*
  - B. Current Program Update (Attachments B and C)**

Staff will provide an update on projects currently programmed in the Council's Surface Transportation Program. The program has been updated to show target obligation and letting dates of all project phases.
  - C. Approval of Changes to the Current Program**

Committee approval is needed to include any changes in the current program.

*Action Requested: Approval*

**V. Draft STP Methodology Presentation (Attachments D and E)**

Staff will provide a brief overview of the draft Northwest Council STP Methodology. The committee is asked to provide input on the proposed methodology and suggest potential revisions. Staff will submit the revised draft methodology to CMAP staff by the end of June for comments, and will bring a final draft of the methodology before the committee in August for approval.

**Action Requested:** Discussion

**VI. Other Business**

**VII. Next Meeting**

The next Northwest Council of Mayors Technical Committee meeting is scheduled for Friday August 16, 8:30 a.m. at the Barrington Village Hall.

**VIII. Adjourn**

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**NORTHWEST COUNCIL OF MAYORS  
TECHNICAL COMMITTEE**

**Minutes**

**Friday, April 19, 2019**

**8:30 a.m.**

**Barrington Village Hall**

The Northwest Council of Mayors Technical Committee met on Friday, February 15, 2019 at the Barrington Village Hall. The following persons were in attendance:

President Karen Darch, Chair  
Sharon Caddigan (representing President Billie Roth)  
President Tom Hayes  
Jim Norris  
Reid Ottesen  
Ray Rummel  
Brian Townsend  
Michael Cassidy

Josh Klingenstein  
Greg Summers  
Akram Chaudhry  
Mike Klemens  
Rob Horne  
Scott Kasper  
Mike Pagones  
Mark Fowler  
Jack Melhuish  
Alan Wenderski  
Brian Fairwood  
Kristin Mehl  
Katie Renteria  
Jerry Heimsoth  
Jeff Wulbecker  
Jarrod Cebulski  
Sam Trakas  
Darren Monico

Village of Barrington  
Village of Streamwood  
Village of Arlington Heights  
Village of Hoffman Estates  
Village of Palatine  
Elk Grove Village  
Village of Schaumburg  
Village of Mount Prospect

NWMC  
Village of Barrington  
HR Green  
Lake County DOT  
City of Rolling Meadows  
Chastain and Associates  
Village of Arlington Heights  
NWMC  
HR Green  
Village of Hoffman Estates  
Transystems  
Village of Schaumburg  
Metra  
Ciorba Group  
Village of Mount Prospect  
Patrick Engineering  
Village of Inverness  
Village of Buffalo Grove

**I. Call to Order**

***President Darch called the meeting to order at 8:32 a.m. and those present provided introductions.***

**II. Approval of April 5, 2019 Meeting Minutes**

***The minutes of the April 5, 2019 Technical Committee meeting were approved on a motion from President Hayes, seconded by Mr. Rummel.***

### **III. STP Shared Fund Bonus Point Discussion**

Mr. Klingenstein summarized the rankings of the projects which were provided by the members of the committee. He noted that the three projects with the most votes were the US 14 underpass project in Barrington, the Irving Park Road and Bartlett Road intersection improvement in Streamwood, and the Rand Road-Central Road-Mount Prospect Road intersection improvement project in Mount Prospect.

***The Committee voted to limit discussion to the three top-ranking projects on a motion by Mr. Norris, seconded by Mr. Rummel.***

Mr. Ottesen asked when the next shared fund call for projects would take place. Mr. Klingenstein responded that it would take place in 2021. Mr. Norris asked if the next opportunity would only be for projects targeting construction in FY 2025 and 2026, or if projects targeting earlier years would be considered if there were funding gaps. Mr. Klingenstein and Mr. Klemens said that both out year projects and active year projects would be considered.

Mr. Norris noted that there was a need to balance project readiness and regional impact. President Darch noted that the Village of Barrington had applied for bonus points from the McHenry County Council of Mayors, and she reiterated the regional impact that the US 14 underpass project would have. President Hayes noted that he looked at which project would have the largest regional impact when deciding on his rankings.

Mr. Rummel asked how the voting would translate to a ranking. Mr. Klingenstein said that the committee had not established a system, but that the Barrington and Streamwood projects were very close. Mr. Ottesen noted that if projects were assigned points based on their rankings, the overall ranking would still be very close. Mr. Rummel asked if every committee member had voted. Mr. Klingenstein responded that they had.

Mr. Norris noted that the Streamwood and Barrington projects were more regional in nature than the Mount Prospect project. Ms. Caddigan noted that she voted for the Barrington project first, but that project readiness worked in Streamwood's favor. Mr. Norris and Mr. Ottesen noted that in light of the discussion, they would likely change their votes to rank Barrington first.

***The Committee voted to assign 15 points to the US 14 underpass project in Barrington and 10 points to the Irving Park Road and Bartlett Road intersection improvement project in Streamwood on a motion from Mr. Ottesen, seconded by Mr. Norris.***

Mr. Rummel mentioned the potential need to evaluate the bonus point process and recommend any changes to the committee. Mr. Klingenstein said he would do so, and Mr. Norris said that it might be better to wait until closer to the next shared fund call for projects.

### **IV. Northwest Council Surface Transportation Program (STP)**

#### **A. Confirmation of MYB list and FY 2020 Projects**

Mr. Klingenstein provided an overview of the issue, noting that the Village of Schaumburg had inquired about the status of the Rodenburg Rd. reconstruction project after the December 2018 vote to move all projects in MYB into the active program. He also noted that the information in attachment C was pulled from

technical committee meeting minutes and the consent agenda of the October 2017 NWMC Board Consent Agenda. Finally, Mr. Klingenstein said that he was not making a recommendation to the committee, but was rather asking for clarification as to which projects should be included in the council's active program.

Mr. Ottesen said that communities which had moved their projects out of the program voluntarily to free up funding should have their projects reinstated. Mr. Ottesen also noted that he had discussed the Meacham Road reconstruction project with Rolling Meadows staff, and that it was determined that the project was not a priority before FY 2020. Mr. Ottesen also asked President Darch about the status of the Barrington Metra Station Parking Garage project. President Darch noted that the project would not be advancing before FY 2020 and could be removed from consideration from the program.

The committee discussed options for handling lighting projects, including moving them all back into the active program and removing all lighting projects from consideration. Mr. Rummel said that all projects should be eligible so that ready-to-go projects could be moved into the active program to spend down available regional funding. Mr. Norris said that the council should not prioritize lighting projects over road projects.

***The committee voted to move the Palatine Road reconstruction project and the Rodenburg Road reconstruction project into the active program on a motion by Mr. Norris, seconded by Mr. Rummel.***

The committee requested that CMAP staff attend the next committee meeting and, if possible, provide the committee with a list of all the programmed projects in the region. The committee also requested a chart showing how much the Northwest Council has obligated or programmed compared to the council's usual annual allotment.

#### **B. Approval of Changes to the Current Program**

The committee also declined to take action on the remaining projects listed in attachment C, saying that it would wait until the June meeting to make a decision.

#### **V. Other Business**

There was no other business to report.

#### **VI. Next Meeting**

The committee discussed potential dates for their next meeting. The date for the next meeting was chosen to be June 12 at 8:30 a.m. at the Barrington Village Hall. The date for the meeting was later changed to June 14, at the same time and location.

#### **VII. Adjourn**

***The committee voted to adjourn on a motion by Mr. Norris, seconded by Ms. Caddigan.***

STP Projects												Green means funds have been expended			
Municipality	TIP ID	Project	Limits	Scope	Phase	Programmed Year	Total \$	Federal STP \$	Letting/Obligation	Project Status	Phase I	Phase II	ROW	Construction (other than STP)	
Elk Grove Village	03-17-0008	JF Kennedy/Elk Grove	Arlington Hts to Victoria	Resurface, bridge rehab	Construction	2018	\$ 2,968,000	\$ 1,979,200	Let - January	Project was let	Local	Local	Local		
Palatine	03-16-0008	Palatine Rd	Quentin to Smith	Reconstruction, widening, new shared use path	Phase I	2018	\$ 380,000	\$ 190,000	March 2018	Agreement executed	STP	STP	STP		
Rolling Meadows	03-17-0006	Kirchoff Road	Wilke to Hicks Rd	Resurfacing	Phase II	2018	\$ 95,424	\$ 47,712	March 2018	Agreement executed	Local	STP	None		
Schaumburg	03-16-0015	Roselle Rd Bike Bridge	Bike Bridge	Bike bridge	Construction	2018	\$ 3,865,085	\$ 3,374,409	Let - April	Project was let	Local	STP	None		
Streamwood	03-16-0012	East Ave @ Irving Park Rd	Intersection Improvement	Intersection improvement	Construction	2018	\$ 650,000	\$ 520,000	Let - April	Project was let	Local	STP	None		
Streamwood	03-16-0013	North Ave @ Lake St	Intersection Improvement	Intersection improvement	Construction	2018	\$ 1,082,750	\$ 866,200	Let - April	Project was let	Local	STP	None		
Schaumburg	03-14-0020	Plum Grove Rd	Golf to Wiley	Reconstruction	Construction	2018	\$ 6,600,000	\$ 4,000,000	Let - August	Phase II and ROW acquisition underway	Local	STP	STP		
Schaumburg	03-14-0020	Plum Grove Rd	Higgins to Golf	Reconstruction	Construction	2018	\$ 6,500,000	\$ 4,000,000	Let - August	Phase II and ROW acquisition underway	Local	STP	STP		
Rolling Meadows	03-17-0006	Kirchoff Road	Wilke to Hicks Rd	Resurfacing	Construction	2018 (AC)	\$ 2,042,500	\$ 1,634,000	Let - November	Project was let	Local	STP	None		
Palatine	03-18-0009	Smith St	Palatine Rd to Dundee	Resurfacing	Construction	2018 (AC)	\$ 1,650,000	\$ 1,320,000	Let - November	Project was let	Local	Local	None		
Schaumburg	03-16-0010	State/National	Plum Grove to Golf	Reconstruction	Construction	2019	\$ 6,593,011	\$ 4,000,000	Let - January	ROW certified, final plans submitted to IDOT	Local	STP	STP		
Elk Grove Village	03-18-0018	Lively Blvd	Devon to Landmeier	Resurfacing	Construction	2019	\$ 1,575,039	\$ 1,096,000	Let - January	Phase placed in Advance Construction	Local	Local	None		
Schaumburg	03-18-0010	Walnut Lane	Schaumburg Rd to Weathersfield	Reconstruction	Construction	2019	\$ 3,591,045	\$ 2,560,000	Let - January	ROW certified, final plans submitted to IDOT	Local	Local	None		
Streamwood	03-09-0073	Irving Park Rd	Bartlett to Schaumburg	Reconstruction, widening	ROW	2019	\$ 1,000,000	\$ 500,000	Let - March	Project was let	Local	STP/IDOT	STP/IDOT		
Streamwood	03-09-0073	Irving Park Rd	Bartlett to Schaumburg	Reconstruction, widening	Construction	2019	\$ 6,800,000	\$ 4,786,668	Let - March	Project was let	Local	STP/IDOT	STP/IDOT		
Schaumburg	03-14-0017	Woodfield Rd	Meacham to Martingale	Reconstruction	Construction	2019	\$ 6,652,742	\$ 4,000,000	Let - April	Final Agreements Submitted	Local	STP	STP		
Schaumburg	03-14-0017	Woodfield Rd	Martingale to East Frontage	Reconstruction	Construction	2019	\$ 7,632,500	\$ 4,000,000	Let - April	Final Agreements Submitted	Local	STP	STP	CMAQ	
FY 2019/FY 2020															
Buffalo Grove	03-11-0020	Lake Cook Rd Improvements	Buffalo Grove Rd to Hastings	Intersection improvement	Construction	2019	\$ 15,108,750	\$ 4,000,000	July 2019 (local let)	ROW cleared, target summer 2019 letting	County	County	County	CMAQ, County	
Buffalo Grove	03-11-0020	Weiland Rd Extension	Buffalo Grove to Lake Cook	Reconstruction	Construction	2019	\$ 10,285,400	\$ 4,000,000	July 2019 (local let)	ROW cleared, target summer 2019 letting	County	County	County	CMAQ, County	
Buffalo Grove	03-11-0020	Lake-Cook Rd	Raupp to Hastings	Lighting	Construction	2019	\$ 3,025,000	\$ 1,815,000	July 2019 (local let)	ROW cleared, target summer 2019 letting	County	County	County	County	
Barrington	10-00-0129	US 14 @ Hart Rd	Intersection Improvement	Intersection improvement	Construction	2019	\$ 14,375,425	\$ 4,000,000	September 2019	Target letting delayed due to IDOT agreement process issues	County	CMAQ	CMAQ/Local/STP	CMAQ, County	
Des Plaines	03-14-0006	Lee/Forest	Intersection Improvement	Intersection improvement	ROW	2018	\$ 320,000	\$ 160,000	In Advance Construction	ROW acquisition ongoing, using IDOT quick-take	Local	STP	STP		
Des Plaines	03-14-0006	Lee/Forest	Intersection Improvement	Intersection improvement	Construction	2019	\$ 2,530,000	\$ 2,024,000	November 2019	ROW acquisition ongoing, using IDOT quick-take (Needs TIP Change)	Local	STP	STP		
Barrington	03-06-0005	Barrington Metra Access Road	Access Road	New access road to Metra Station	ROW	2019	\$ 95,000	\$ 47,500	In Advance Construction	Phase II underway - IDOT approved ROW acquisition	Local	STP	STP		
Barrington	03-06-0005	Barrington Metra Access Road	Access Road	New access road to Metra Station	Construction	2019	\$ 2,300,500	\$ 1,840,400	November 2019 (tentative)	ROW acquisition ongoing	Local	STP	STP		
Schaumburg	03-03-0102	Algonquin Rd @ Meacham Rd	Intersection Improvement	Intersection improvement	ROW	2018	\$ 2,400,000	\$ 625,000	In Advance Construction - targeting final certification September 2019	ROW Agreement Executed	Local	STP/IDOT	STP/IDOT/CMAQ	CMAQ/IDOT	
Schaumburg	03-03-0102	Algonquin Rd @ Meacham Rd	Intersection Improvement	Intersection improvement	Construction	2020	\$ 6,272,000	\$ 2,697,600	January 2020	ROW acquisition underway	Local	STP/IDOT	STP/IDOT/CMAQ	CMAQ/IDOT	
Barrington	03-14-0010	Lake Zurich Road Realignment	Intersection Improvement	Realign intersection	Construction	2020	\$ 4,213,739	\$ 3,363,071	January 2020	Phase II underway, ROW issues	Local	STP	STP	IDOT	
Niles	03-13-0010	Howard St	Milwaukee to Lehigh	Reconstruction, new shared use path	Construction	2020	\$ 6,321,700	\$ 3,975,000	November 2019	Timeline dependent on ROW	Local	STP	None	TAP for bike/ped	
Resurfacing															
Arlington Heights	03-19-0005	Kensington Rd	Dryden to Village Limits	Resurfacing and multi-use path	Construction	2020	\$ 1,759,300	\$ 1,407,440	March 2020	Phase I approved, Phase II kickoff in October	Local	Local	None		
Bartlett		North Ave	Oak Ave to Lake St	Resurfacing	Construction	2020	\$ 809,010	\$ 647,208	2019	Phase I approved, ready to proceed if funded	Local	Local	None		
Elk Grove Village		Clearmont Ped Bridge	Over Salt Creek	Pedestrian Bridge	Construction	2020	\$ 2,000,000	\$ 1,800,000	June 2020	Phase I underway	Local	Local	None		
Elk Grove Village	03-19-0023	Nerge Rd	Devon to Rohlwing	Resurfacing	Construction	2020	\$ 1,195,000	\$ 956,000	January 2020	Phase I underway	Local	Local	None		
Hoffman Estates		Salem Dr	Bode Rd to village limits	Resurfacing	Construction	2020	\$ 200,000	\$ 160,000	TBD	Phase I approved, local funds ready for Phase II if STP funding for construction becomes available	Local	Local	None		
Hoffman Estates		Huntington Blvd North	Palatine Rd to Westbury Dr	Resurfacing	Construction	2020	\$ 510,000	\$ 408,000	TBD	Phase I approved, local funds ready for Phase II if STP funding for construction becomes available	Local	Local	None		
Hoffman Estates		Beverly Rd	Prairie Stone Pkwy to I-90	Resurfacing	Construction	2020	\$ 270,000	\$ 216,000	TBD	Phase I approved, local funds ready for Phase II if STP funding for construction becomes available	Local	Local	None		
Hoffman Estates		Jones Rd	Rosedale Ln to Highland Blvd	Resurfacing	Construction	2020	\$ 372,000	\$ 340,000	TBD	Phase I approved, local funds ready for Phase II if STP funding for construction becomes available	Local	Local	None		

Rolling Meadows		Old Wilke/Weber/Wilke	Various	Resurfacing	Construction	2020	\$ 3,270,000	\$ 2,289,000	TBD	Not started	Local	Local	None	
Schaumburg		Meacham Rd	Higgins to Golf	Resurfacing	Construction	2020	\$ 3,500,000	\$ 2,800,000	TBD 2020	Not started	Local	Local	None	
Schaumburg		Weathersfield Way	Braintree Dr to Salem Dr	Resurfacing	Construction	2020	\$ 1,750,000	\$ 1,400,000	TBD 2019	Phase I and Phase II complete, waiting for available funding	Local	Local - Have been expended	None	
Streamwood	03-19-0028	Buttitta Dr	Barrington to East	Resurfacing	Construction	2020	\$ 350,000	\$ 280,000	January 2020	Phase II kick-off meeting held	Local	Local	Local	
Streamwood	03-19-0028	Woodland Heights Blvd	Buttitta Dr to Park Blvd	Resurfacing	Construction	2020	\$ 780,000	\$ 624,000	January 2020	Phase II kick-off meeting held	Local	Local	Local	
Streamwood	03-19-0030	East Ave	Buttitta Dr to Schaumburg Rd	Resurfacing	Construction	2020	\$ 700,000	\$ 560,000	January 2020	Phase II kick-off meeting held	Local	Local	Local	
Streamwood	03-19-0029	Park Blvd	Irving Park to Schaumburg	Resurfacing	Construction	2020	\$ 960,000	\$ 768,000	January 2020	Phase II kick-off meeting held	Local	Local	None	
TBD lettings														
Barrington	03-14-0010	US 14 Grade Separation	Grade Separation	Grade separation	Phase II	2020	\$ 3,120,000	\$ 1,560,000	TBD 2020	ROW acquisition underway	TIGER	STP	State/STP	Seeking additional funding
Barrington	03-14-0010	US 14 Grade Separation	Grade Separation	Grade separation	Construction	2020	\$ 38,084,000	\$ 4,000,000	TBD 2020	ROW acquisition underway	TIGER	STP	State/STP	Seeking additional funding
Elk Grove Village		Arlington Hts Rd	Devon to Elk Grove	Widening, resurfacing	Construction	2020	\$ 5,325,000	\$ 4,000,000	January 2020	Phase I underway	Local	Local	None	
Elk Grove Village		Tonne Rd	Devon to Elk Grove	Reconstruction	Construction	2020	\$ 4,706,000	\$ 3,764,800	January 2021	Not started	Local	Local	None	
Elk Grove Village		Tonne Rd	Elk Grove to Landmeier	Reconstruction	Construction	2020	\$ 5,462,000	\$ 4,000,000	September 2021	Not started	Local	Local	None	
Niles		Touhy @ Gross Point/Harts	Intersection Improvement	Intersection improvement	Phase II	2020	\$ 400,000	\$ 200,000	TBD 2020	Phase I, expected design approval Spring 2019	Local	STP	Local	
Niles		Touhy @ Gross Point/Harts	Intersection Improvement	Intersection improvement	Construction	2020	\$ 2,787,500	\$ 2,230,000	TBD 2020	Phase I, expected design approval Spring 2019	Local	STP	Local	
Palatine		Palatine Rd	Quentin to Smith	Reconstruction, widening, new shared use path	Phase II	2020	\$ 344,640	\$ 133,750	TBD 2023	Phase I agreements executed	STP	STP	STP	
Palatine		Palatine Rd	Quentin to Smith	Reconstruction, widening, new shared use path	ROW	2020	\$ 250,000	\$ 100,000	TBD 2023	Phase I agreements executed	STP	STP	STP	
Palatine		Palatine Rd	Quentin to Smith	Reconstruction, widening, new shared use path	Construction	MYB	\$ 4,470,313	\$ 3,576,250	TBD 2023	Phase I starting late 2017	STP	STP	STP	
Rolling Meadows	03-03-0006	Algonquin @ New Wilke	Intersection Improvement	Intersection improvement	Construction	2020	\$ 3,310,000	\$ 2,000,000	TBD 2020	Phase I starting late 2017	Local	Local	Local	
Schaumburg		Knollwood Rd	Bode Rd to Golf Rd (IL 58)	Reconstruction	Construction	2020	\$ 3,821,250	\$ 3,057,000	March 2019	Pre-final plans submitted to IDOT	Local	Local - Have been expended	None	
Schaumburg		Algonquin Rd at Hammond Dr	Intersection Impr	Intersection improvement	Phase II	2020	\$ 70,000	\$ 35,000	TBD 2020	Phase I complete	Local	STP	STP	
Schaumburg		Algonquin Rd at Hammond Dr	Intersection Impr	Intersection improvement	ROW	2020	\$ 180,000	\$ 90,000	TBD 2020	Phase I complete	Local	STP	STP	
Schaumburg		Rodenburg Rd	CP RR to Irving Park (IL 19)	Reconstruction	Construction	MYB	\$ 1,693,750	\$ 1,355,000	TBD 2021	Phase I starting soon	Local	Local	None	
Schaumburg	03-19-0006	National Pkwy	Woodfield to Golf	Reconstruction	Phase II	2020	\$ 1,200,000	\$ 600,000	Potentially Locally funded	Phase I near completion	Local	STP	STP	

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**Memorandum**

TO: Northwest Council of Mayors Technical Committee

FROM: Joshua Klingenstein, Northwest Council of Mayors Planning Liaison

RE: Northwest Council of Mayors STP Program Updates

DATE: June 4, 2019

The following table summarizes updates to the Council's program since the April 5, 2019 Technical Committee Meeting. Updates are only included for projects with at least one phase in an active year in the eTIP database.

Project	Target Letting and Status
Barrington – US 14 @ Hart Road Current FY: 2019 (Construction: \$14,375,425/\$4,000,000) Scope: Intersection improvement/railroad crossing improvement	<b>Target Letting:</b> September 2019  <b>Status:</b> Target letting moved back from August due to IDOT agreement review process.
Barrington – Metra Access Road Current FY: 2019 (ROW \$95,000/\$47,500) 2020 (Construction: \$2,300,500/1,840,400) Scope: New Access Road to Metra Station	<b>Target Letting:</b> November 2019 (tentative)  <b>Status:</b> Target letting moved back due to ROW acquisition timeline, target letting may need to be updated further.
Buffalo Grove- Lake Cook Rd (Buffalo Grove Rd to Hastings) Current FY: 2019 (Construction: \$15,108,750/\$4,000,000) Scope: Intersection improvement	<b>Target Letting:</b> July 2019 (local let)  <b>Status:</b> Final plans completed, ROW has cleared.
Buffalo Grove - Weiland Rd Extension (Buffalo Grove to Lake Cook) Current FY: 2019 (Construction: \$10,285,400/\$4,000,000) Scope: Intersection improvement/new road	<b>Target Letting:</b> July 2019 (local let)  <b>Status:</b> Final plans completed, ROW has cleared.
Buffalo Grove - Lake-Cook Rd lighting (Raupp to Hastings) Current FY: 2019 (Construction: \$3,025,000/\$1,815,000) Scope: Lighting	<b>Target Letting:</b> July 2019 (local let)  <b>Status:</b> Final plans completed, ROW has cleared.
Des Plaines – Lee/Forest Intersection Improvement Current FY: 2019 (Construction: \$2,530,000/\$2,024,000) Scope: Intersection Improvement	<b>Target Letting:</b> November 2019  <b>Status:</b> ROW acquisition is ongoing, using IDOT quick-take



<p>Schaumburg – Algonquin Road at Meacham Road Intersection Improvement</p> <p>Current FY: 2020 (Construction: \$6,272,000/\$2,697,600)</p> <p>Scope: Intersection Improvement</p>	<p><b>Target Letting:</b> January 2020</p> <p><b>Status:</b> ROW acquisition continuing.</p>
<p>Schaumburg – Woodfield Rd (Meacham to Martingale)</p> <p>Current FY: 2019 (Construction: \$6,652,742/\$4,000,000)</p> <p>Scope: Reconstruction</p>	<p><b>Project was let in April.</b></p>
<p>Schaumburg – Woodfield Rd (Martingale to East Frontage)</p> <p>Current FY: 2019 (Construction: \$7,632,500/\$4,000,000)</p> <p>Scope: Reconstruction</p>	<p><b>Project was let in April.</b></p>

***Northwest Council of Mayors  
Surface Transportation Program  
Handbook***

***June 2019***

## ***I. INTRODUCTION: A GUIDE FOR STP FUNDING APPLICATIONS***

The following municipalities form the Northwest Council of Mayors:

Arlington Heights	Niles
Barrington	Palatine
Bartlett (Cook County portion only)	Park Ridge
Buffalo Grove (Cook County portion only)	Prospect Heights
Des Plaines	Rolling Meadows
Elk Grove Village	Schaumburg
Hanover Park (Cook County portion only)	South Barrington
Hoffman Estates	Streamwood
Inverness	Wheeling
Mount Prospect	

As a member of the Northwest Council of Mayors, you are eligible to submit project proposals to the Council for federal Surface Transportation Program (STP) funding. The STP utilizes funds from the Fixing America's Surface Transportation Act or "FAST Act" federal transportation legislation to assist sponsoring municipalities with implementing eligible transportation projects.

The Northwest Council of Mayors has assembled this guidebook, which is divided into the following sections, in order to help facilitate the application process:

- Background description of the Surface Transportation Program
- Program Development
- Program Management
- Description of eligible projects
- Project selection criteria used by the Council's Technical Committee
- The project submittal process

Please note that in order for a potential project to be eligible for STP funding, the following criteria need to apply:

1. The project is on a Surface Transportation Program eligible route.
2. The project work type is eligible under the STP component of the FAST Act.
3. The project sponsor can fund the required local match.

Your main point of contact for initiating the STP funding process is the Planning Liaison to the Northwest Council of Mayors. The Liaison should be contacted to begin the process or answer any questions regarding the program. The Liaison can be reached through the Northwest Municipal Conference at (847) 296-9200.

## ***II. THE NORTHWEST COUNCIL OF MAYORS SURFACE TRANSPORTATION PROGRAM***

### ***A. Fixing America's Surface Transportation Act or "FAST Act"***

The Fixing America's Surface Transportation Act, or "FAST Act," provides federal funding, guidelines and requirements for all transportation projects seeking federal funding. Within the FAST Act there are various funding programs. The most important of these sources, from the Council of Mayors perspective, is the Surface Transportation Program (STP).

The STP allocates funding directly to state departments of transportation. In Illinois, the Illinois Department of Transportation designates a portion of this funding for the Council of Mayors system. Northeastern Illinois is comprised of eleven regional Councils of Mayors and the City of Chicago. Each local Council oversees the planning and programming of these STP funds within their own region.

### ***B. The Council's Role in the Surface Transportation Program***

Each year the Council receives federal funds to be programmed for transportation projects within the Northwest region. Local municipalities apply for these funds during a call for projects by contacting the local Council Planning Liaison at the Northwest Municipal Conference, and by completing the appropriate application form. See section III c., "New Project Programming" for more details.

Each Council has developed a set of project selection guidelines. As its name implies, these guidelines set the parameters by which the Councils select which of the locally submitted projects will receive federal funding.

### ***C. How the Council Utilizes STP Funding***

The Northwest Council funds Phase II engineering, right-of-way acquisition, construction, and Phase III engineering (also known as construction engineering) for highway, transit, bicycle and other transportation projects. See section Vb., "Eligible Project Types," for more information. A 20% local match is required for construction and Phase III engineering phases. For Phase II engineering and right-of-way acquisition, a 50% local match is required. Phase I engineering will be the responsibility of the municipal sponsor.

### ***D. Technical Committee Membership***

The Northwest Council of Mayors Technical Committee shall be comprised of four mayors and four managers from municipalities within the Northwest Council of Mayors. Alternates may be chosen by members, with notification given to the Technical Committee and the Planning Liaison. No municipality shall have more than one representative on the Technical Committee.

The Chairman or Chairwoman of the Technical Committee, elected by the members of the Technical Committee, will serve as one of the Northwest Council's two representatives on the

Council of Mayors Executive Committee. The second Executive Committee representative shall be chosen by the Council as a whole.

When a vacancy occurs on the Technical Committee, the whole Northwest Council will be asked for nominations. Only a mayor may fill a vacancy left by a mayor, and only a manager can fill a vacancy left by a manager. The seats on the committee belong to the individual, not the municipality. A municipality's replacement for a departing Technical Committee member does not by default become their replacement on the Technical Committee.

The nominees will be voted on by the Technical Committee. The chosen nominee must then receive the approval of the Northwest Council of Mayors and the president of the Northwest Municipal Conference.

### ***III. PROGRAM DEVELOPMENT***

#### ***A. Match Ratio***

The match ratio for the Northwest Council of Mayors for the construction phase is an 80/20 federal/local split. Federal funds may be used for up to 80% of the eligible expenses. The sponsoring agency is responsible for the remaining 20%. Phase II engineering and right-of-way acquisition are funded at 50% federal funds and 50% local funds. A sponsor may elect to provide a local match greater than the minimum required for each phase.

#### ***B. Maximum Federal Participation***

The maximum total amount of federal participation for any STP project is \$3,500,000, inclusive of all phases. Based on an 80/20 federal/local split, this would equate to a maximum total project cost of \$4,375,000. Any expense over the maximum federal participation amount will be the sole responsibility of the sponsoring agency.

#### ***C. New Project Programming***

The Council will hold a call for projects every two years, with the first call occurring in January 2020. Each call will solicit projects covering the next five federal fiscal years (FFYs). The call will open in January, and final applications will be due on March 15<sup>th</sup> of each call year. From April to August, applications will be scored by NWMC staff using the methodology outlined in the project selection criteria section of this document. Recommended active and contingency programs will be released after scoring has been complete, which will be followed by Technical Committee review and a public comment period. A CMAP TIP Amendment to incorporate the recommended program will be prepared in the fall for CMAP Transportation Committee consideration, with final approval of the program occurring when the MPO Policy Committee takes action in October. The project application workbook will be posted on the NWMC website prior to the opening of the call for projects.

Proposed new projects and previously programmed projects with significant changes to scope and/or schedule that include not exempt work types cannot be included in the TIP until the next semi-annual conformity analysis. Work types that will require a project to undergo

conformity analysis include adding or widening lanes, constructing a new road or bridge, signal interconnect projects, and other miscellaneous projects that may affect roadway capacity. These projects will be identified and recommended for inclusion in the Northwest Council of Mayors program, contingent upon the next conformity determination. Based on the semi-annual conformity amendment schedule, not exempt projects cannot be programmed within the first year of either an active or contingency program. Please see the [conformity analysis](#) page on the CMAP website for more information.

#### ***D. Active Programs***

The result of each Call for Projects will be the development of a fiscally constrained, multi-year program of projects to be completed, in whole or in part, with STP funds. Active programs will be included in the region's TIP and are therefore subject to fiscal constraint. The amount of funding programmed in each FFY will be based on each program's projected available funding levels provided by CMAP. The first year of the active program will be considered the "current year" and will be subject to obligation deadlines described in the Program Management section of this document. The next four years will be considered the "out years." Project phases programmed in out years are not subject to obligation deadlines and can be actively reprogrammed in other out years at any time, subject to each year of the multi-year program maintaining fiscal constraint at all times.

Since the active program contains projects selected through a performance-based ranking process, sponsors of project phases that are programmed in out years should reaffirm their commitment to the scheduled implementation in subsequent calls, but should not be required to re-apply, as described in the program management section of this document. Please note that funding is awarded to a specific project, and therefore funding awarded to a specific project cannot be reallocated from the awarded project to another project even if it is in the same community.

#### ***E. Contingency Programs***

It is anticipated that during each call for projects there will be more applications than can be programmed within the years of the call cycle. Additionally, in order to facilitate the region's goal of obligating 100% of available funding each year, the Northwest Council of Mayors can effectively "over program" by developing a contingency program of projects during each call cycle. The contingency program should include, in rank order, the next highest ranked projects that were unable to be funded in the call for projects (CFP) due to fiscal constraint. Sponsors of contingency projects must be committed to keeping projects active and moving forward toward obligation of federal funding in the two years between calls for projects. If sponsors of potential contingency program projects are not committed to moving forward, for example because funding was requested in an out year, those projects should not be included in the contingency program. Projects requiring a conformity determination that are not already included in the current conformed TIP may be included in contingency programs, but cannot be reprogrammed into the current year of the active program after the TIP change submittal deadline for the spring semi-annual conformity analysis. These projects can be reprogrammed into an out year of the program at any time. Projects, or phases of projects, that did not apply for funding during

a call for projects cannot be added to a contingency program until the next applicable call for projects. **No applications will be accepted outside of a regular call for projects.**

Inclusion of a project in a contingency program is not a guarantee of future federal funding for any phase of a project. The contingency program will expire with each subsequent call for projects. Projects included in the contingency program from the prior CFP must reapply for funding consideration during the next call. If the first phase of a project in the contingency program is moved to the active program, there is no guarantee that the subsequent phases will be funded via the contingency program or future active programs. There shall be no “automatic” reprogramming of subsequent phases from the contingency program to the active program.

Active projects that are reprogrammed in the contingency program, either voluntarily or due to missing an obligation deadline, must also reapply for funding consideration during the next call. This reapplication will reset all deadlines associated with project phases and make phases eligible for obligation deadline extensions, as discussed in more detail in the Program Management section of this document. If unsuccessful with future applications for STP funding, the sponsor may complete the project using another fund source. If the project is not completed within the timeframe required by federal law, the sponsor will be required to pay back federal funds used for previous phases of the project.

#### ***F. Grandfathering***

Project phases which are currently part of the Northwest Council of Mayors active program that are not expected to be obligated prior to the end of Federal Fiscal Year 2020 (September 2020) will *not* be automatically reprogrammed into the active or contingency programs that result from the 2020 call for projects. Any project phase that remains unobligated after September 2020 will need to reapply as part of the upcoming call for projects.

In addition, any programmed project phase targeting obligation in FFY 2020 that has not been obligated before the call for projects in January 2020 will be required to reapply for funding, should the sponsor wish to maintain the project’s eligibility for funding in FFY 2021 or later. If funding for the project phase is obligated by September 2020, the project phase will be dropped from the Northwest Council’s FY 2021-2025 program, and may be replaced by a project on the contingency list, subject to available funding and Technical Committee approval. See the Program Management section below for more information.

## **IV. PROGRAM MANAGEMENT**

### **A. Training**

Stakeholders throughout the region, including public and private sector implementers, have indicated that a thorough understanding of the project implementation process is critical for the successful completion of projects. An understanding of the process leads to realistic expectations and better overall scheduling and project planning. NWMC staff will work with CMAP, FHWA, and IDOT to develop an STP workshop and training materials for project sponsors and consultants. While not required, it is strongly recommended that project sponsors attend a training session prior to their project being formally adopted into the Northwest Council of Mayors STP program. Details on training will be transmitted to project sponsors after the conclusion of the STP application period in March.

### **B. Designated Project Managers**

Communication is critical at all levels of project implementation. Throughout project implementation there are a number of agencies and individuals involved in the process, including state and federal staff, CMAP programming staff, councils of mayors' staff and officials, consulting firms, sponsor staff, elected leaders, and the public. The staff of the various agencies will monitor project progress and finances. To facilitate comprehensive understanding and communication regarding projects, each sponsor shall designate the following from their staff upon inclusion in an active or contingency program:

1. A Technical Project Manager that will be responsible for overseeing the implementation of the project, managing any consultants involved in the project, ensuring that all federal, state, and local requirements are met and, in conjunction with the Financial Project Manager, ensuring that the required agreements between the sponsor agency and IDOT are approved and executed in an appropriate and timely manner.

2. A Financial Project Manager that will be responsible for ensuring that any required local matching funds are included in the sponsor agency budget in the appropriate fiscal year(s) in which federal obligation and/or project expenditures will occur, and, in conjunction with the Technical Project Manager, that the required agreements between the sponsor agency and IDOT are approved and executed in an appropriate and timely manner.

The Technical Project Manager and Financial Project Manager generally should not be the same person, unless the Technical Project Manager has a direct role in developing the sponsor's budget and/or securing local funding. For each project phase utilizing consulting services, a Consultant Project Manager must also be designated.

The project managers must be reported to the Northwest Council of Mayors Planning Liaison and should also be documented in the CMAP eTIP database. In the event of staff changes, a new designee(s) shall be assigned as soon as possible. These managers should be familiar with the federally funded project implementation process and are strongly encouraged to take advantage of training opportunities. Required project status updates described below may only be submitted by one of these managers, and all managers are jointly responsible for the content and timely submittal of updates. Correspondence from the Northwest Council of



Mayors and/or CMAP regarding project status, upcoming programming deadlines, or any other information regarding the programming status of projects will be sent to each of these managers. Correspondence from the Northwest Council and/or CMAP regarding the technical details of projects may be sent only to the Technical Project Manager and/or Consultant Project Manager, as appropriate.

### ***C. Status Updates***

Upon inclusion of any phase of a project within an active or contingency program, quarterly status updates detailing initial (time of application) estimated dates, current adjusted estimated dates (based on progress made since the application was submitted), and actual accomplishment dates of all project milestones, regardless of the phase(s) programmed with STP funds, shall be submitted by one of the project's designated project managers through CMAP's eTIP website. These updates are required to be submitted in December, March, June, and September of every federal fiscal year. Updates submitted any day within the required month will be considered to have met the deadline. Updates submitted in any other month of the year will not be considered an official quarterly update.

Submittals shall be verified by the Northwest Council Planning Liaison assigned to the project sponsor in consultation with IDOT District 1 Bureau of Local Roads and Streets (BLRS) staff. Status updates may be submitted more often than required, at the sponsor's discretion. Status updates must be submitted even if no progress has been made since the prior update. Failure to submit required status updates, as outlined in Table 1, may result in significant project delay or the loss of funding for current and subsequent phases of projects.

**Table 1**

	If required quarterly updates are not submitted...
Projects with any phase programmed in the current FFY	The project phase, and all subsequent phases, will be moved from the active program to the contingency program. Funds programmed in the CMAP TIP for these phases will be moved to "MYB", and a formal TIP amendment will be required to reinstate these phases
Projects with any phase(s) programmed in an out year (years 2-5)	The project phase, and all subsequent phases, will be removed from the active program. Out year projects removed will not be placed in the contingency program, and must re-apply for funding during the next CFP.
Contingency projects	The project phase, and all subsequent phases, will be removed from the contingency program, and must re-apply for funding during the next CFP.

#### ***D. Obligation Deadlines***

Any project phase programmed in the current FFY on or after the first day (October 1) of that FFY is required to fully obligate the programmed federal funds prior to the end of that FFY. For the purposes of obligation deadlines, a project phase is considered to be obligated if federal funds have been authorized as “current” or “Advance Construction (AC)” in FHWA’s FMIS database. The entire phase must be obligated, up to the programmed amount or the final engineer’s estimate, whichever is less, to be considered fully funded. “Staged” construction, or “combined” engineering phases are not considered fully obligated until all stages/phases under a single State Job or Federal Project Number are fully obligated. The table below describes the actions necessary to obligate each federally funded phase, and the milestone deadlines that should be met in order to meet the obligation requirement. Please note that average IDOT agreement review times are currently averaging six to nine months. As such, project sponsors may need to submit agreements well ahead of the milestone deadline for the relevant phase in order to ensure timely obligation of federal funds.

Table 2

<b>Federally Funded Phase</b>	<b>Federal Obligation Action</b>	<b>Milestone(s)</b>	<b>Milestone Deadline</b>
Phase II Engineering	Execution of Local Agency Agreement and Engineering Agreement	1. Phase II QBS Completed	1. Before submitting draft agreements (may be completed with Phase I QBS; may begin before DA received).
		2. Phase I Design Approval (DA) received	2. Before submitting draft agreements
		3. Draft agreements	3. April 30 <sup>th</sup> (approx.)
Right-of-Way	Execution of Local Agency Agreement	1. Phase I Design Approval (DA) received	1. Before submitting documents
		2. Approved plats and legals, cost estimates, and documentation of use of approve firms	2. Before submitting draft agreement
		3. Draft agreements submitted to IDOT district 1	3. April 30 <sup>th</sup> (approx.)

Construction (state let)	Execution of Local Agency Agreement (approx. 6 weeks prior to letting)	1. Phase II pre-final plans submitted	1. Date specific on the IDOT region 1 Letting schedule for the November State Letting (typically late May-early June)
Construction (local let)	For construction phases that will be locally let, the sponsor must reasonably demonstrate that construction funds will be authorized within the federal fiscal year.		

If these milestones are not anticipated to be achieved, based on the March status update, the project sponsor may by April 15<sup>th</sup>:

1. Request a six (6) month extension of the phase obligation deadline.

a. For Phase 1 Engineering, Phase 2 Engineering, and Right-of-Way, the extended deadline will be March 30 of the following calendar year.

b. For Construction/Construction Engineering, the extended deadline will be the federal authorization date for the April state letting in the following calendar year.

Programmed funds will be eligible to be carried over (subject to carryover limitations described later in this document) to the next FFY if the request is approved. Each project phase may only be granted one extension. If an extended project phase misses the extended obligation deadline, the phase, and all subsequent phases of the project, will immediately be moved to the contingency program, and the funds programmed in the current year will be removed from the selecting body's programming mark. If not moved back into the active program prior to the next call for projects, the sponsor must reapply for funding consideration. If the end of the six-month extension period has been reached, and the phase remains unobligated solely due to agreement review and the agreement was submitted to IDOT before August 1st of the prior year in a good faith attempt to ensure timely obligation of funds within the programmed FFY, an additional three-month extension will be automatically granted for that phase. The additional extension will be to June 30 for engineering and right-of-way phases, and to the federal authorization date for the August state letting for construction/construction engineering phases.

2. Request the current phase and all subsequent phases be immediately removed from the active program and placed in the contingency program. Programmed funds will not be automatically carried over, but will be available for immediate active reprogramming in the current FFY as described below. The obligation deadline for the phase will be removed, and the phase will remain eligible for a future extension request. If not moved back into the active program prior to the next call for projects, the sponsor must reapply for funding consideration.

3. Proceed at their own risk. If the programmed funds are not obligated as of September 30, the programmed phase and all subsequent phases will be removed from the active program, and will not be added to the contingency program. Programmed funds will not be carried over or available for reprogramming, and will be permanently removed from the Northwest Council's programming mark. The sponsor may reapply for funding during the next call for projects.

Requests for extensions will be reviewed by NWMC staff, in consultation with CMAP, IDOT, and/or FHWA staff as needed. Extension requests will be granted based only on the ability of the sponsor to meet the extended obligation deadline. Program updates including extension requests will need to be approved by the Northwest Council of Mayors Technical Committee before being published. **The reason for delay, whether within sponsor control or not, shall not be a factor in decisions to grant extensions.** If an extension request is denied by staff, the sponsor may appeal to the Northwest Council of Mayors Technical Committee, or may choose another option. Following review of the March status updates, and any subsequent requests for extensions, sponsors of project phases included in the Contingency Program that have indicated potential for current year obligation of funds will be notified of the possible availability of funding and will be encouraged to take necessary actions to prepare for obligation of funds between June and October. Program changes to move project phases from the Contingency Program to the Active Program will occur no later than June 30. Formal TIP Amendments will be required to move contingency project phases into the current year of the TIP, the current CMAP TIP Amendment schedule should be considered when making re-programming decisions.

#### ***E. Active Reprogramming***

It is the goal of the region to obligate 100% of the federal STP funding allotted to the region each year. Recognizing that implementation delays can and do occur, the Northwest Council of Mayors shall have the flexibility to actively reprogram funds. Staff will provide a recommendation to the committee when an opportunity to actively reprogram funds presents itself. However, all program updates will need to be approved by the Northwest Council of Mayors Technical Committee prior to the updates being published. If necessary, the Technical Committee may approve of program updates electronically via email correspondence with the Planning Liaison. This may be done in order to ensure that TIP revision deadlines are met and projects remain on schedule. TIP revision deadlines typically fall four to five months before the target construction letting date for a project.

Within the current FFY, active reprogramming can be used for:

- Cost changes for already obligated phases
- Cost changes for current FFY phases that are expected to meet the obligation deadline
- Accelerating phases programmed in out years of the active program that are ready to obligate in the current FFY
- Accelerating phases included in the contingency program that are ready to obligate in the current FFY

When considering active reprogramming, the fiscal constraint of the program must be maintained at all times. It may be necessary to move another project phase(s) out of the current FFY in order to accommodate ready to obligate phases.

Within out years of the active program, reprogramming from one out year to another out year or making cost changes in out years shall be limited only by fiscal constraint in those years. Any project moved into the current FFY through active reprogramming is subject to the same obligation deadlines as all other current year phases.

Each call for projects is an additional opportunity to request reprogramming in a different FFY. Sponsors may request to have project phases reprogrammed in a different FFY, based on the implementation status of those projects, without the need to re-apply or be re-ranked as long as the sponsor reaffirms their commitment to completing the project according to the requested schedule. Sponsors may reaffirm their commitment by doing one of the following:

1. Submitting a resolution specific to the project(s) and schedule(s);
2. Submitting a resolution or appropriate record of elected body action within one year of the CFP adopting a Capital Improvements Program (CIP), or similar, containing the project(s).
3. Submitting a letter signed by the Village Manager/Administrator, Clerk, Mayor/President, or similar, that addresses the sponsor's commitment to the project(s) and schedule(s).

For sponsors with multiple projects being reaffirmed, a single resolution or letter may be submitted that addresses each project.

In the event that a project included in the active program has not started phase 1 engineering (or equivalent) since the prior call for projects, whether that phase is to be federally or locally funded, that project must re-apply in the next call, except if the project is for pavement preservation techniques that were selected and programmed in out years to align with sponsor/subregional/regional pavement management system recommendations.

#### ***F. Cost Increases***

A project that has already received the maximum federal funding allowed by the Northwest Council of Mayors is not eligible for a cost increase. All cost increases will be considered by the Technical Committee on a case-by-case basis, subject to the availability of additional STP funding within the requested Federal Fiscal Year. The cost increase will need to be approved by the full Northwest Council of Mayors before it can be included in a published program update. The Technical Committee may also vote to approve a cost increase that is lower than the amount requested. Cost increases can only be requested for project phases which have already been obligated, or which are targeting obligation in the current federal fiscal year.

Cost increases may only be requested for right-of-way and construction phases. Cost increase requests will not be considered for Phase II engineering.

For cost increases within the current federal fiscal year, including for already obligated phases, the project sponsor must wait until April to see if local council funds will be available to accommodate the requested increase due to active reprogramming. Additionally, obligation deadlines must be met for each phase requesting an increase. Any phase of a project that does not meet the relevant obligation deadline will not be eligible for a cost increase within the current year.

If the Northwest Council is projected to have a balance of STP funds at the end of the fiscal year, cost increases will be reviewed by the Technical Committee in the order they are received, until funds are exhausted. If Northwest Council funds have been exhausted, cost increases will be requested through the STP Shared Fund. If funds are not available through the Northwest Council or the STP Shared Fund, sponsors must notify the Northwest Council Planning Liaison about how they intend to proceed with the project. By June 1<sup>st</sup>, sponsors must declare their intent to:

1. Delay the project phase and actively reprogram it into either an out year of the current program or onto the contingency list; or
2. Keep the project in the current year and fund the increased project cost with local funds.

#### ***G. Carryover Limitations and Redistribution of Unobligated Funding***

The Northwest Council is responsible for obligating 100% of the funding available to it each FFY. The amount of unobligated funding at the end of each FFY that can be carried over to the next year shall be limited to the Northwest Council's allotment (not including prior year carryover) for the year. Funds can only be carried over under the following circumstances:

1. The unobligated funds were programmed for a project that was granted an extension.
2. The unobligated funds are the result of an "obligation remainder" that occurs when the actual federal obligation was less than the funding programmed for the project phase.
3. The unobligated funds were unprogrammed at the end of the FFY due to one of the following:
  - a. The cost of ready to obligate project(s) exceeds the unprogrammed balance available, no funds are available from the shared fund to fill the gap, and the selecting body has not accessed the shared fund in the current FFY; or
  - b. No projects are ready to obligate the available funds, but the Northwest Council can demonstrate a reasonable expectation for using the carried over funds in the following FFY.

The Northwest Council must "pay back" any shared funds used in the current FFY before carrying over any unprogrammed balance. Any unobligated funding resulting from other circumstances, or in excess of the maximum allowed, will be removed from the Northwest

Council's programming mark and redistributed to the shared fund, where it will be available to all selecting bodies as described below.

Funds carried over with an extended project will expire on the obligation deadline of the extension. All other funds carried over will expire on March 31 of the following calendar year. Expired carryover that remains unobligated will be removed from the selecting body's balance on the expiration date and will be placed in the shared fund where it will be available to all selecting bodies as described below.

#### ***H. Accessing Unobligated Funds***

Unobligated funds which are redistributed to the shared fund can be used for project cost increases or to advance ready to obligate local program and shared fund projects if all of the selecting body's current year funds have been obligated, including any funds carried over from the previous FFY. Access to funds redistributed to the shared fund will be on a "first ready, first funded" basis. Requests can only be made when obligation of funds is imminent. CMAP staff will determine if funds are available and will approve requests upon verification of obligation readiness. In the event that there are more requests for funds than those available, priority shall be given as follows:

- Regional program projects shall be accommodated before local program projects
- Construction phases shall be accommodated before right-of-way, right-of-way before phase 2 engineering, and phase 2 engineering before phase 1 engineering
- Cost increases shall be accommodated before advancing active or contingency project phases
- Active out year phases shall be accommodated before contingency project phases
- Readiness for obligation will have more weight than the date of the request for funding

Shared funds may be requested for increases in STP-eligible costs at the time of obligation, based on the IDOT approved estimated cost at the time, or for cost increases after obligation due to higher than estimated bids, change orders, or engineering supplements. STP funds cannot be requested for increased costs on project elements specifically funded with other sources (such as CMAQ, TAP, Economic Development, ICC, Invest in Cook, etc.). Cost increases from the shared fund are limited to 20% of the programmed STP funds. Cost increases from the shared fund cannot be used to exceed the \$3.5 million Northwest Council funding limit. Shared funds may also be requested to advance ready to obligate phases from out years of the Northwest Council's active program or from the contingency program.

If a project sponsor requests and receives shared funds, but is unable to obligate those funds by the end of the current FFY, future requests from that sponsor may be denied. Extended phases that missed the extended obligation deadline are never eligible to utilize shared funds.



## ***V. ELIGIBLE PROJECTS***

### ***A. STP Eligible Routes***

All projects must be on STP eligible routes. STP eligible routes serve a regional purpose and must serve more than a local land access function. Routes must be designated as a "collector" or higher. The IDOT Road Classification shall govern. Please contact the Planning Liaison if you are unsure if a project is along an STP eligible route.

Agencies may ask the Council to request a reclassification of a particular route by IDOT and the Federal Highway Administration (FHWA). The Council shall decide if such a request is appropriate, using the Council's Functional Classification Change Request scoring form as a guide. Approval of a functional classification change request by IDOT and FHWA can be a lengthy process, so please consider this when deciding on the timing of the project's implementation.

### ***B. Eligible Project Types***

The following list provides a general description of the types of projects eligible for STP funding:

- Construction, reconstruction, restoration and rehabilitation of roads and bridges (including Local Agency Functional Overlays, Local Agency Structural Overlays, and Resurfacings).
- Highway and transit safety improvements
- Traffic signalization projects
- Intersection improvements
- Facilities that provide access to transit, if undertaken in conjunction with a different approved project type (e.g. park and ride facilities, pedestrian accommodations, commuter parking lots, etc.)
- Bicycle and pedestrian facilities if undertaken in conjunction with a different approved project type.
- Lighting improvements if undertaken in conjunction with a different approved project type.
- Phase III engineering for any eligible project
- Right-of-way acquisition for any eligible project
- Phase II engineering for any eligible project

If you are unsure of a project's eligibility, contact the Council Planning Liaison.

### ***C. County and Transit Agency Access***

County transportation departments and regional transit agencies (CTA, Metra and Pace) may have access to Surface Transportation Program funds for capital costs of projects by obtaining the co-sponsorship of the project from at least one member of the Northwest Council of Mayors. This municipality would ultimately need to submit the application to the Northwest Council of Mayors for consideration.



## **VI. PROJECT SELECTION CRITERIA**

Each project under consideration by the Council's Technical Committee shall be assigned a ranking based upon the following point system. The maximum amount of points a project can receive is 200. Each category is worth a subset of the total maximum amount of points.

Regional Transportation Significance	35points (17.5%)
Safety	35 points (17.5%)
Project Scope	10 points (5%)
Complete Streets/Multimodal Improvements	50 points (25%)
Congestion Mitigation	30 points (15 %)
Project Readiness	40 points (20 %)

### **A. Regional Transportation Significance (35 Points)**

Points for regional transportation significance will be based off of both the existing annual average daily traffic of the subject roadway and the number of participants who are financially contributing to the project, either directly or in-kind.

#### **Traffic Volume**

Points for annual average daily traffic will be awarded using the following formula:

$$Points = \frac{AADT}{800}$$

(Maximum 25 possible points)

Projects occurring on roadways with an AADT of 20,000 or greater will receive the maximum 25 points.

If the project is at an intersection, the higher AADT will be used. If the traffic volume of a project changes within the project's limits, the higher count will be used.

#### **Contributing Participants**

Participants must either make a direct financial contribution to the project or contribute in-kind via the donation of right-of-way or the granting of easements. Projects will not earn points for having additional sponsors who are not financially contributing. A letter of intent or other documentation of financial or in-kind support must be submitted in order for a project to receive points in this category.

Number of Contributing Participants	Points
3 or more participants	10
2 participants	5
1 participant	0

### ***B. Safety (35 Points)***

Safety scores are calculated based on both need and improvement. Safety need is calculated using IDOT's safety road index (SRI) for roadway segments, which is based on a road segment's or intersection's Potential for Safety Improvement score. PSI scores are categorized within peer groups, ensuring that crash rates are compared across similar road types. IDOT has developed SRI scores for local and state routes, and that data will be available to NWMC staff.

The safety improvement score is based off of the expected benefit from the safety improvements included in the project. CMAP staff is developing a list of common safety improvements and their related crash reduction factors (CRFs). CRFs will be developed based on information from IDOT, the Crash Modification Clearinghouse, and the Highway Safety Manual. If multiple countermeasures are included in the project, NWMC staff will use the highest CRF when scoring the project's safety improvement. Only countermeasures which address type K and/or A (fatal or serious injury) crashes will be considered when assigning scores for this section.

More information on the calculation of SRI is available [here](#). More information on the SMART SCALE Safety Factor Evaluation is available [here](#).

#### **Safety Need**

SRI Category	Points
Critical	20
High	15
Medium	10
Low	5
Minimal	0

#### **Safety Improvement**

CRF	Points
Above 50%	15
36%-49%	11.25
26%-35%	7.5
16%-25%	3.75
15% and under	0

### ***C. Project Scope (10 Points)***

Projects will be awarded points in this category if the project adds capacity or leads to a change in lane use or configuration. Such changes include, but are not limited to, adding or removing through lanes, adding or removing turn lanes, changing lane width, constructing a new road, or constructing a new roundabout. A project will also receive points in this category if it involves the installation of new traffic signals (pedestrian signals excluded). In-kind reconstructions or resurfacings will not earn points in this category. The construction of off-street bicycle or pedestrian features (sidewalks, shared-use path, etc.), and/or the modernization of existing signals, will also not be considered sufficient to obtain points in this category unless the project also involves a more significant geometric change as described above.

Scope	Points
Project with geometric changes to a roadway and/or new signals	10
In-kind reconstruction, resurfacing, and/or signal modernization work	0

### ***D. Complete Streets/Multimodal Improvements (50 Points)***

Projects can receive up to 50 points in this category. 30 points will be awarded if a community has adopted a complete streets policy or ordinance. NWMC staff will use guidelines from Smart Growth America to evaluate each complete streets policy. Based on these guidelines, policies should include as many of the following as possible:

- **Vision and Intent** – includes an equitable vision for how and why the community wants to complete its streets. Specifies need to create complete and connected network and specifies at least four modes, two of which must be walking or biking.
- **Diverse Users** – Benefits all users equitably, particularly vulnerable users and the most underinvested and underserved communities.
- **Commitment in all projects and phases** – Applies to new, retrofit/reconstruction, maintenance and ongoing projects.
- **Clear, accountable expectations** – Makes any exceptions specific and sets a clear procedure that requires high-level approval and public notice prior to exceptions being granted.
- **Jurisdiction** – Requires interagency coordination between government departments and partner agencies on Complete Streets.
- **Design** – Directs the use of the latest and best design criteria and guidelines and sets a time frame for their implementation.
- **Land use and context sensitivity** – Considers the surrounding community's current and expected land use and transportation needs.
- **Performance Measures** – Establishes performance standards that are specific, equitable, and available to the public.

- **Project Selection Criteria** – Provides specific criteria to encourage funding prioritization for Complete Streets implementation.
- **Implementation steps:** Includes specific next steps for implementation of the policy.

NWMC Staff will evaluate each Complete Streets policy to determine the allocation of points within this category. Examples of Complete Streets policies from around the region are available on the [Active Transportation Alliance website](#).

20 points will be awarded if the project includes complete streets elements or has documented an exception to complete streets elements in Phase I or Phase II engineering. Possible exceptions include, but are not limited to:

- The costs of including accommodations for bicyclists, pedestrians, or transit are excessively disproportionate to the need for those accommodations.
- Construction of multimodal accommodations is not possible due to environmental concerns or surrounding land use.
- The use of certain modes of transportation is prohibited by law along the affected roadway.
- An existing project along the same corridor provides a comparable level of multimodal service to similar destinations as the proposed project.

Exceptions must be documented and submitted to the Planning Liaison as part of the application process. Ideally, these exceptions would also be documented in a municipality's Complete Streets policy. NWMC staff will evaluate each exception on a case-by-case basis, subject to approval by the Technical Committee. More information on Complete Streets policies and design elements can be found in the [CMAP Complete Streets Toolkit](#).

Action Taken	Points
Community has adopted a Complete Streets policy	30
Project includes Complete Streets Elements	20

#### ***E. Congestion Mitigation (30 Points)***

Congestion mitigation points will be awarded based on the subject roadway's existing level of service and projected level of service improvement. Applicants will be required to demonstrate a projected level of service improvement in order to receive points.

#### **Existing Level of Service**

Level of Service	Points
F	15
E	10
A-D	0

### **Level of Service Improvement**

<b>Improvement</b>	<b>Points</b>
3 levels	15
2 levels	10
1 level	5
No improvement	0

### ***F. Project Readiness (40 Points)***

Points will be awarded in this category based on the status of Phase I or Phase II Engineering, as well as the completion of right-of-way acquisition. Projects will also earn points if right-of-way acquisition is not required. Documentation will need to be submitted to the Planning Liaison in order for the project to earn points in any of the following categories.

### **Current Project Status**

<b>Project Status</b>	<b>Points</b>
Draft Phase II engineering contract submitted to IDOT, or applicant has committed to funding phase II locally	30
Design Approval granted by IDOT	22.5
Draft Phase I Engineering Report (PDR) Submitted to IDOT	15
Applicant has entered into Phase I engineering contract, or has committed to completed Phase I locally	7.5
Project has not started Phase I	0

### **Right-of-Way Acquisition Status**

<b>Right-of-Way Status</b>	<b>Points</b>
ROW acquisition is complete or ROW acquisition is not required	10
ROW acquisition underway*	5
ROW acquisition has not started	0

\*Right-of-way acquisition will be considered as “underway” if the applicant is able to provide documentation that appraisal of the subject properties has been completed and can reasonably demonstrate that negotiation is underway. An executed Right-of-Way agreement with IDOT will also be sufficient to earn points in this category, if land acquisition is being federally funded. Documentation must be submitted as part of the application process.

# **Northwest Council of Mayors STP Methodology Update – June 2019**

# **1**

## **Program Development**

### Match Ratio and Maximum Participation

- Remains 80/20 for construction, 50/50 for Phase II and ROW
- Phase I will no longer be funded
- New maximum federal participation of \$3,500,000
  - Based on 80/20 split, would be \$4,375,000 total

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### New Project Programming

- Call for projects every two years
- Open in January, close March 15
- Projects requiring conformity analysis cannot be programmed in first year of program

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## Active Programs

- Highest-ranked projects subject to fiscal constraint
- First year is “current year,” next four years are “out years”
- Each call will fill current year and out years

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## Contingency Program

- Next highest ranked projects in rank order that could not be funded due to fiscal constraint
- Sponsors must keep projects active and moving forward toward obligation of federal funds
- Not a guarantee of future federal funding for any phase

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## Grandfathering

- Projects not expected to be obligated before end of FFY 2020 (September 2020) will need to re-apply
- Projects that haven't obligated by January 2020 should re-apply just in case

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# 2

## Program Management

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## Training

- NWMC staff will work with CMAP, FHWA, and IDOT to create a training for project sponsors
- Training highly recommended but not required

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## Project Managers

- Each sponsor must designate two project managers
  - Technical Project Manager – manages consultants and ensures timely agreement submission and execution
  - Financial Project Manager – ensures that local matching funds are budgeted in correct fiscal years, and ensures timely agreement submission and execution

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## Status Updates

- Quarterly status updates must be submitted for all projects
- Must be submitted in December, March, June, and September of each FFY
- Penalties for not submitting

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## Status Updates

	If required quarterly updates are not submitted...
Projects with any phase programmed in the current FFY	The project phase, and all subsequent phases, will be moved from the active program to the contingency program. Funds programmed in the CMAP TIP for these phases will be moved to "MYB", and a formal TIP amendment will be required to reinstate these phases
Projects with any phase(s) programmed in an out year (years 2-5)	The project phase, and all subsequent phases, will be removed from the active program. Out year projects removed will not be placed in the contingency program, and must re-apply for funding during the next CFP.
Contingency projects	The project phase, and all subsequent phases, will be removed from the contingency program, and must re-apply for funding during the next CFP.

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## Obligation Deadlines

- Any project phase in current FFY must be obligated before the end of current FFY
- Three options if phase will not meet obligation deadline:
  - 1) Request a six month extension of phase obligation deadline
  - 2) Request that the current phase and all subsequent phases be placed in the contingency program
  - 3) Proceed at own risk

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Federally Funded Phase	Federal Obligation Action	Milestone(s)	Milestone Deadline
Phase II Engineering	Execution of Local Agency Agreement and Engineering Agreement	1. Phase II QBS Completed	1. Before submitting draft agreements (may be completed with Phase I QBS; may begin before DA received).
		2. Phase I Design Approval (DA) received	2. Before submitting draft agreements
		3. Draft agreements	3. April 30 <sup>th</sup> (approx.)
Right-of-Way	Execution of Local Agency Agreement	1. Phase I Design Approval (DA) received	1. Before submitting documents
		2. Approved plats and legals, cost estimates, and documentation of use of approve firms	2. Before submitting draft agreement
		3. Draft agreements submitted to IDOT district 1	3. April 30 <sup>th</sup> (approx..)
Construction (state let)	Execution of Local Agency Agreement (approx. 6 weeks prior to letting)	1. Phase II pre-final plans submitted	1. Date specific on the IDOT region 1 Letting schedule for the November State Letting (typically late May-early June)
Construction (local let)	For construction phases that will be locally let, the sponsor must reasonably demonstrate that construction funds will be authorized within the federal fiscal year.		

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## Extension Requests

- NWMC staff will review and make recommendation to Technical Committee
- Technical Committee will need to approve before publishing program updates
- Reason for delay shall NOT be a factor in decisions to grant extensions

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## Active Reprogramming

- NW Council has ability to actively reprogram funds due to implementation delays
- NWMC staff will recommend changes based on status updates, Technical Committee will need to approve (electronically or in person)
- Active program projects only need to re-affirm commitment to completing project during each CFP

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## Cost Increases

- Cost increases can be granted for already obligated projects or projects targeting obligation in current FFY
- Only eligible for ROW and construction, not Phase II
- Increases will be reviewed by Technical Committee in order they are received
- Increases cannot push project over \$3.5 million limit

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## Carryover Limitations

- Funds can be carried over if one of the following conditions is met:
  - Funds were funded for a project that is granted an extension
  - Actual federal obligation was less than programmed funding
  - Cost of ready to obligate projects exceeds unprogrammed balance
  - NW Council can demonstrate reasonable expectation for using carried over funds next FFY
- Carryover not obligated by March 31 of following calendar year will be redistributed to shared fund

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## Accessing Unobligated Funds

- If NW Council has used all of its funds and has ready-to-obligate projects, it may attempt to access unobligated funds redistributed to shared fund from other councils
- Requests will be first ready, first funded

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## Project Evaluation

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## Eligible Project Types

- Construction, reconstruction, restoration and rehabilitation of roads and bridges (including Local Agency Functional Overlays, Local Agency Structural Overlays, and Resurfacings).
- Highway and transit safety improvements
- Traffic signalization projects
- Intersection improvements
- Facilities that provide access to transit, if undertaken in conjunction with a different approved project type (e.g. park and ride facilities, pedestrian accommodations, commuter parking lots, etc.)

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## Eligible Project Types (cont'd)

- Bicycle and pedestrian facilities if undertaken in conjunction with a different approved project type.
- Lighting improvements if undertaken in conjunction with a different approved project type.
- Phase III engineering for any eligible project
- Right-of-way acquisition for any eligible project
- Phase II engineering for any eligible project

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## Project Selection Criteria

- Regional Transportation Significance (35 points, 17.5%)
- Safety (35 points, 17.5%)
- Project Scope (10 points, 5%)
- Complete Streets/Multimodal Improvements (50 points, 25%)
- Congestion Mitigation (30 points, 15%)
- Project Readiness (40 points, 20%)

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## Regional Transportation Significance

- Based of traffic volume and the number of contributing participants
- Traffic volume formula:  $\frac{AADT}{800} = Points$
- Maximum possible points is 25
- Any project with AADT of 20,000 or more will receive the maximum 25 points

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## Regional Transportation Significance

- Contributing Participants must make direct financial contribution or contribute in-kind via donation of ROW or easements

Number of Contributing Participants	Points
3 or more participants	10
2 participants	5
1 participant	0

25

## Safety

- Scores will be calculated based on need and improvement
- Need measured using IDOT's safety road index (SRI)
- Improvement based off of crash reduction factors (CRFs) for common safety improvements

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## Safety

### Safety Need

SRI Category	Points
Critical	20
High	15
Medium	10
Low	5
Minimal	0

### Safety Improvement

CRF	Points
Above 50%	15
36%-49%	11.25
26%-35%	7.5
16%-25%	3.75
15% and under	0

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## Project Scope

- Projects that add capacity, lead to changes in lane use or configuration, or involve installing new traffic signals will receive 10 points
- In-kind reconstructions/resurfacings or signal modernizations will receive 0 points

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## Complete Streets/Multimodal Improvements

- Projects will receive 30 points if the sponsor has adopted a Complete Streets Policy
- 20 points will be awarded for including Complete Streets elements in a project
- Complete Streets Policy guidelines and exceptions for including Complete Streets elements are included in the methodology document

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## Congestion Mitigation

- Points will be awarded based on existing level of service and projected level of service improvement

### Existing Level of Service

Level of Service	Points
F	15
E	10
A-D	0

### Level of Service Improvement

Improvement	Points
3 levels	15
2 levels	10
1 level	5
No improvement	0

30

## Project Readiness

- Points awarded based off of two sets of criteria
  - 1) Status of Phase I or Phase II engineering
  - 2) Status of Right-of-Way Acquisition

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## Project Readiness

### Current Project Status

Project Status	Points
Draft Phase II engineering contract submitted to IDOT, or applicant has committed to funding phase II locally	30
Design Approval granted by IDOT	22.5
Draft Phase I Engineering Report (PDR) Submitted to IDOT	15
Applicant has entered into Phase I engineering contract, or has committed to completed Phase I locally	7.5
Project has not started Phase I	0

### Right-of-Way Acquisition Status

Right-of-Way Status	Points
ROW acquisition is complete or ROW acquisition is not required	10
ROW acquisition underway*	5
ROW acquisition has not started	0

\*Documentation must be submitted as part of the application process. Please see the draft Northwest Council STP handbook for more information.

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# Thank You!

Questions/Comments: [jklingenstein@nwmc-cog.org](mailto:jklingenstein@nwmc-cog.org)