

NORTHWEST MUNICIPAL CONFERENCE

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



*A Regional Association of Illinois
Municipalities and Townships
Representing a Population of Over One Million*

MEMBERS

Antioch
Arlington Heights
Bannockburn
Barrington
Bartlett
Buffalo Grove
Deer Park
Deerfield
Des Plaines
Elk Grove Village
Evanston
Fox Lake
Glencoe
Glenview
Grayslake
Hanover Park
Highland Park
Hoffman Estates
Kenilworth
Lake Bluff
Lake Forest
Lake Zurich
Libertyville
Lincolnshire
Lincolnwood
Morton Grove
Mount Prospect
Niles
Northbrook
Northfield
Northfield Township
Palatine
Park Ridge
Prospect Heights
Rolling Meadows
Schaumburg
Skokie
Streamwood
Vernon Hills
West Dundee
Wheeling
Wilmette
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Mark L. Fowler

Northwest Municipal Conference

Transportation Committee

Agenda

September 26, 2019

8:30 a.m.

NWMC Offices

1600 East Golf Road, Suite 0700

Des Plaines, IL 60016

(map/parking permit attached)

- I. Call to Order/Introductions**
- II. Approval of May 23, 2019 Meeting Minutes (Attachment A)**
Action Requested: Approve of minutes
- III. Local Government Motor Fuel Tax (MFT) Distribution (Attachment B)**
The Rebuild Illinois capital plan funds transportation projects through bonding and “pay-as-you-go” revenues and includes a \$0.19 per gallon increase in the state motor fuel tax, bringing the state motor fuel tax rate to \$0.38 per gallon. Staff will provide an overview of how the additional revenue generated by this increase will be distributed, and will outline concerns regarding the potential impact of the infusion of capital projects on the IDOT project review process.
Action Requested: Discussion
- IV. Surface Transportation Program (STP) Update (Attachments C, D, and E)**
The Northwest and North Shore Councils of Mayors recently approved updated methodologies for selecting and programming STP projects. Staff will provide an overview of the methodology development process and changes made to each methodology. Additionally, staff will review the activities of the CMAP STP Project selection committee, which recently approved a five-year program of projects funded through the STP Shared Fund.
Action Requested: Informational
- V. NWMC Multimodal Plan Update**
Staff will provide an update on the progress of the Conference’s multimodal plan and next steps in its development.
Action Requested: Informational
- VI. Transportation Committee Topics for 2019-2020 (Attachment F)**
Staff will discuss potential Transportation Committee agenda items for the coming year, as outlined in the attached memo. The committee is encouraged to identify other topics of interest.
Action Requested: Discussion
- VII. Agency Reports (Attachment G)**
- VIII. Other Business**

IX. 2019-2020 Committee Meeting Dates (Attachment H)

The next meeting of the NWMC Transportation Committee will be held on October 24, 2019 at 8:30 a.m. at the NWMC Offices. A list of remaining meeting dates is provided in the attached memo.

Action Requested: Informational

X. Adjourn

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Schaumburg
Skokie
Streamwood
Vernon Hills
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Mark L. Fowler

Northwest Municipal Conference

Transportation Committee

Minutes

May 23, 2019

8:30 a.m.

NWMC Offices

**1600 E. Golf Road, Suite 0700
Des Plaines, IL 60016**

Members Present

Bill McLeod, Mayor, Village of Hoffman Estates, *Co-Chair*
Greg Summers, Director of Development Services, Village of Barrington
Tim Frenzer, Village Manager, Village of Wilmette
Bill Grossi, Trustee, Village of Mount Prospect
Bob Benton, Trustee, Village of Deerfield
Karyn Robles, Director of Transportation, Village of Schaumburg
Jeff Brady, Director of Community Development, Village of Glenview
Matt Farmer, Village Engineer, Village of Northbrook
Phil Kiraly, Village Manager, Village of Glencoe
Maria Lasday, Village Manager, Village of Bannockburn
Peter Falcone, Assistant City Administrator, City of Prospect Heights
Sean Dorsey, Director of Public Works, Village of Mount Prospect
Mark Janeck, Director of Public Works, Village of Wheeling
Joan Frazier, President, Village of Northfield
Mike Hankey, Director of Transportation and Engineering, Village of Hoffman Estates

Others Present

Katie Renteria, Legislative Affairs Liaison, Metra
Rick Mack, Community and Legislative Affairs Administrator, Metra
Steve Andrews, Community Relations, Pace
Andy Plummer, Consultant, RTA
Rocco Zuccherro, Deputy Chief of Engineering for Planning, Illinois Tollway
Vicky Czaprynski, Community Relations Coordinator, Illinois Tollway
Mark Fowler, Executive Director, Northwest Municipal Conference
Larry Bury, Deputy Executive Director, Northwest Municipal Conference
Josh Klingenstein, Program Associate for Transportation, Northwest Municipal Conference

I. Call to Order/Introductions

Mayor McLeod called the meeting to order at 8:30 a.m. and those present gave introductions.

II. Approval of April 25, 2019 Meeting Minutes

The committee voted to approve the minutes on a motion by Trustee Benton, seconded by Ms. Robles.

III. Illinois Tollway Project Updates

Rocco Zuccherro, Deputy Chief of Engineering for Planning with the Illinois Tollway, presented on a number of projects being constructed in the North and Northwest suburbs. Mr. Zuccherro first reviewed work taking place as part of the O'Hare Western Access project, noting the projects on I-490 that were currently under construction. He then provided an overview of the future I-490 and I-90 interchange near O'Hare airport, as well as interchanges with Illinois Route 83 and a western access ramp into O'Hare. Mr. Zuccherro next provided an overview of the I-490 Tollway South Segment construction, consisting largely of work along I-294. Finally, Mr. Zuccherro outlined improvements on the Central Tri-State Tollway, which includes resurfacing and widening of the roadway from Balmoral Avenue to North Avenue.

Mr. Plummer asked about the construction that was currently underway on I-90. Mr. Zuccherro said that the work was being done to improve collectors and construct bridge abutments. He also noted that the work on I-490 involved multiple contracts, and that the construction would take place in multiple phases as a result. Trustee Grossi asked about what was being built near I-90 at Roselle Road. Ms. Robles responded that it was a bicycle and pedestrian bridge.

IV. Council of Mayors Letter on Transportation Funding

Mr. Klingenstein reported that the Council of Mayors Executive Committee had recently approved a letter to the Illinois General Assembly outlining the need for adequate, reliable, and sustainable transportation funding. Mr. Klingenstein summarized the letter and noted that it touched on a number of issues that had previously been discussed by the Transportation Committee.

Mr. Klingenstein then provided an overview of the Rebuild Illinois Capital Program proposed by Governor Pritzker. He reported that the proposal would raise the motor fuel tax (MFT) and vehicle registration fees to fund transportation infrastructure. He also noted that the proposal would fund vertical infrastructure using a number of different taxes on things like liquor, ride-share, and cable and satellite streaming. Mr. Klingenstein said that the proposal would provide NWMC municipalities with an additional \$31.4 million in motor fuel tax revenue each year, and that overall the proposal allocated \$8 billion to roads and bridges and \$3.2 billion to transit. However, Mr. Klingenstein also noted that NWMC staff had concerns about the long-term viability of MFT as a sustainable funding source. He also said that there were concerns that the amount of money that would be allocated to transit was too low.

Ms. Lasday asked if there was any connection between the progressive income tax being proposed by the Governor and the capital bill proposal. Mr. Bury responded that he did not believe so. Ms. Lasday asked about vertical infrastructure funding. Mr. Bury said that it would be funded through a number of different taxes, but that MFT revenue would not go toward non-transportation infrastructure. Mr. Grossi asked if the committee was being asked to take a position on the plan. Mr. Klingenstein said they were not. Mr. Plummer noted that the RTA did not support the Governor's proposal, saying that it did not include enough money for transit. He also said that the RTA was

disappointed that the proposal did not include a dedicated funding stream for transit, but rather relied on bonding.

V. FY 2020 Planning Liaison Scope of Services and Budget

Mr. Klingenstein provided background on the Unified Work Program (UWP) and gave an overview of the FY 2020 Planning Liaison Scope and Budget. He noted that a resolution was required to pass through the Transportation Committee and the NWMC Board in order to secure UWP funding.

The resolution was approved on a motion by Ms. Robles, seconded by Trustee Grossi.

VI. NWMC Multimodal Plan Update

Mr. Klingenstein thanked the committee for helping to promote the Multimodal Plan public survey, noting that they had received 551 responses in total. He also reported that there would be new interactive activities posted on the website over the next few months, and that the site would continue to be the main resource for public engagement. He then provided an update on the plan's progress thus far, noting that a draft bicycle analysis had been completed. He also said that a sidewalk inventory had been finished and that an access to transit analysis was currently underway. Finally, Mr. Klingenstein reported that the Multimodal Plan Steering Committee would hold its second meeting in June.

VII. CMAP Update

No report.

VIII. Agency Reports

a. Metra – Ms. Renteria noted that Metra was launching a new program on the Union Pacific North and Northwest lines. She also directed committee members to the Metra at a Glance newsletter included in the meeting packet.

b. Pace – Mr. Andrews noted that special wraps would be installed on buses over the summer to commemorate Pace's 35th anniversary. Mr. Grossi asked if these would be installed system-wide. Mr. Andrews said that they would. He also said that construction of the Pulse Milwaukee line would be continuing throughout the summer.

c. RTA – Mr. Plummer said that the RTA would be monitoring capital bill proposals, and that the agency may request support if a bill materialized.

IX. Other Business

Ms. Lasday noted that the draft Lake County Surface Transportation Program (STP) methodology was currently out for public comment. She also said that their call for projects would take place in January 2020.

X. Next Meeting

Mr. McLeod informed the committee that the next meeting would take place on September 26, 2019 at 8:30 a.m.

XI. Adjourn

The Committee voted to adjourn on a motion by President Frazier, seconded by Trustee Grossi.



Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

September 6, 2019

CIRCULAR LETTER 2019-18

LOCAL GOVERNMENT COMPONENT OF REBUILD ILLINOIS CAPITAL PLAN

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

On June 28th, 2019 Governor Pritzker signed the REBUILD ILLINOIS capital plan to fund transportation projects along with many other investments. This circular letter intends to provide a summary of the Public Acts [101-0029](#), [101-0030](#), and [101-0032](#), as they pertain to local highway transportation.

Beginning July 1st, 2019, the Motor Fuel Tax (MFT) law was amended to impose a tax rate increase from 19 cents to 38 cents per gallon on motor fuel which will be adjusted annually if any on July 1st of each subsequent year based on the Consumer Price Index. A tax rate of 7.5 cents per gallon on diesel fuel was also effective beginning July 1st, 2019. These Public Acts also amend the State Finance Act to create the Transportation Renewal Fund as a new fund in the State Treasury. This special fund will collect each month an amount equal to the amount of tax collected from the additional 19 cents taxes on motor fuel and will be distributed monthly as shown in Attachment A.

It is important to note that although the tax rate on motor fuel has doubled, local agencies will **not** receive an amount equal the double of their current allotment, rather, Agencies should anticipate receiving two allotments of different amounts each month. The first allotment will be based on the previous tax rate of 19 cents per gallon and will continue to follow the existing distribution shown in attachment B. The second allotment will be based on the additional taxes and will follow the distribution in attachment A. Both allotments are expected to be distributed within a few days of each other. Even though agencies will receive separate payments, for accounting purposes these distributions should be combined in their MFT account. Both allotments shall be administered in accordance with MFT standards, policies, and procedures.

The Illinois Department of Revenue informed Illinois Department of Transportation (IDOT) that transfer of money into the Transportation Renewal Fund has begun in August for the month of July which means that local agencies should expect the first additional payment from the Transportation Renewal Funds in September.

Municipalities in Cook County are authorized to impose an additional 3 cents per gallon on motor fuel with the tax to be administered by the Illinois Department of Revenue. This new local tax requires the Department of Revenue to develop new forms, make programming changes, and provide guidance to affected taxpayers. The Department of Revenue is working to implement these changes and will provide additional details soon for municipalities in Cook county who are interested in imposing this tax.

In addition to DuPage, Kane and McHenry counties, the county boards of Lake and Will counties may, by ordinance or resolution impose a rate between 4 cents and 8 cents per gallon on motor fuel sold at retail within their county.

As part of the REBUILD ILLINOIS capital plan, the sum of \$1.5 Billion is appropriated to the IDOT from the Transportation Bond Series A fund for grants to the local public agencies. The allocation of these funds will be as follow:

Municipalities	\$736,500,000.
Counties with or over 1,000,000 population	\$251,100,000.
Counties under 1,000,000 population	\$274,050,000.
Road Districts	\$238,350,000.

Funds received from the bonded grants must be deposited into the local agencies' MFT accounts and expended in accordance with MFT standards, policies and procedures. IDOT will distribute these funds to the local agencies based on the regular MFT formula. These grants will be distributed over a number of years, not all at once. The Governor's Office of Management and Budget will be coordinating the timing of the bond sales. Once the sales have been completed, IDOT will inform the local agencies through another circular letter on when they should expect these funds.

In Spring of this year, when developing the Multi Year Program (MYP 2020-2025) and facing a low State Road Fund balance, the Department made the difficult choice of cutting many State programs in order to have a balanced program. Unfortunately, local benefit programs such as Consolidated County, Needy Township and High Growth Cities programs were cut by 75% with the State Match Assistance being cut by 50%. The State budget signed into law on June 5th, 2019 reflected those cuts. After the approval of the capital program on June 28th, 2019, IDOT intends to fully restore these local benefits back to their original total amounts contingent upon receiving a supplemental appropriation from the General Assembly during the fall veto session. The Department has already restored the State Match Assistance back to 100% and the commitment was sent on August 15th through [Circular Letter 2019-15](#).

[Public Act 101-0032](#) contains additional funding and some additional requirements for the Illinois Transportation Enhancement Program. Additional guidance will be provided on the Illinois Transportation Enhancement Program webpage as soon as all the information is available.

[Public Act 101-0029](#) includes appropriations from the Build Illinois Bond Fund to the Department of Commerce and Economic Opportunity for grants for specific local agency projects. The Department encourages local agencies to read the Act for a complete list of all those projects.

If you have any questions regarding this circular letter, please contact Stephane B. Seck-Birhame, Local Program Development Engineer at (217) 782-3972 or Babilbile.Seck@illinois.gov.

Sincerely,

A handwritten signature in blue ink, appearing to read "Osman, Omer".

Omer M. Osman, P.E.
Acting Secretary

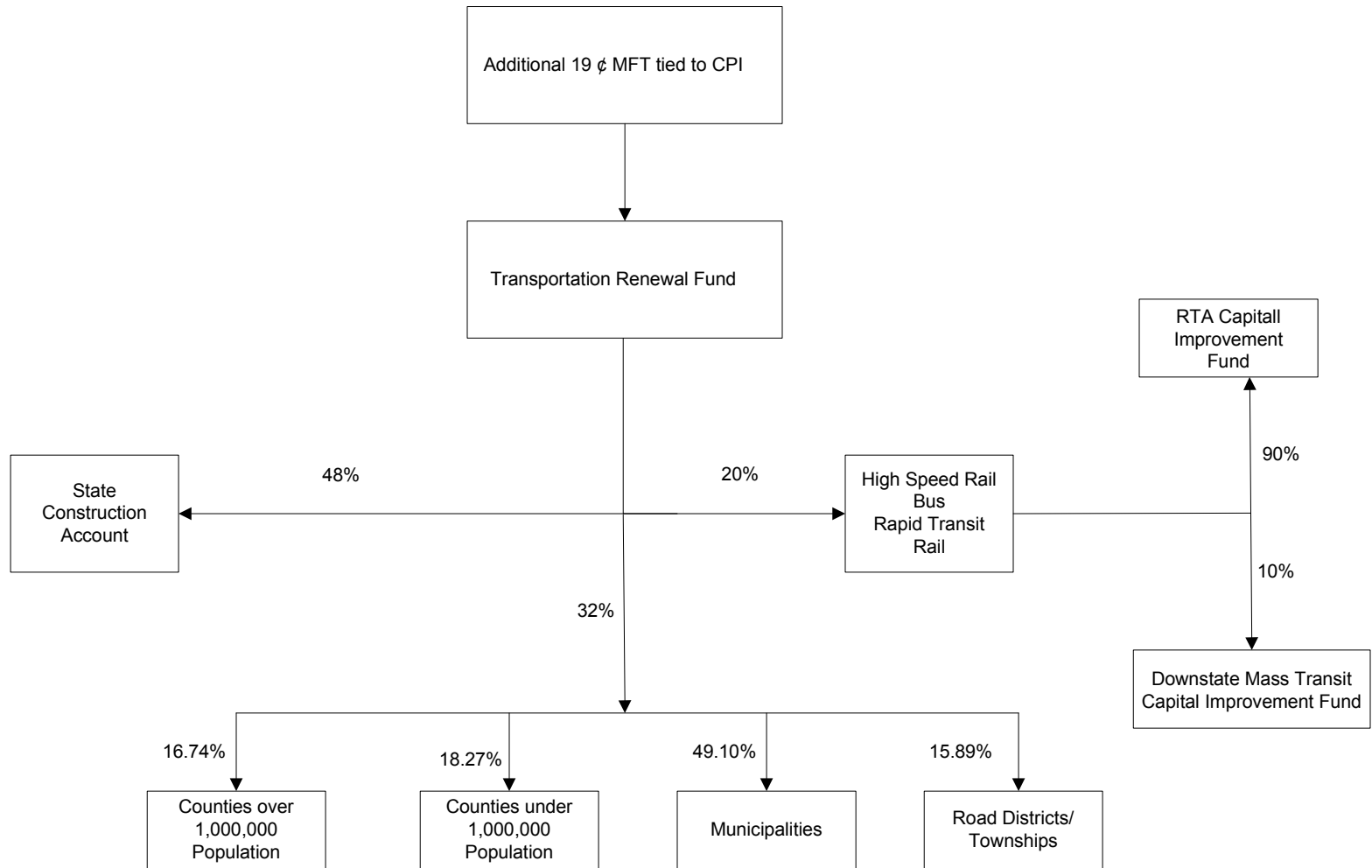
Attachment

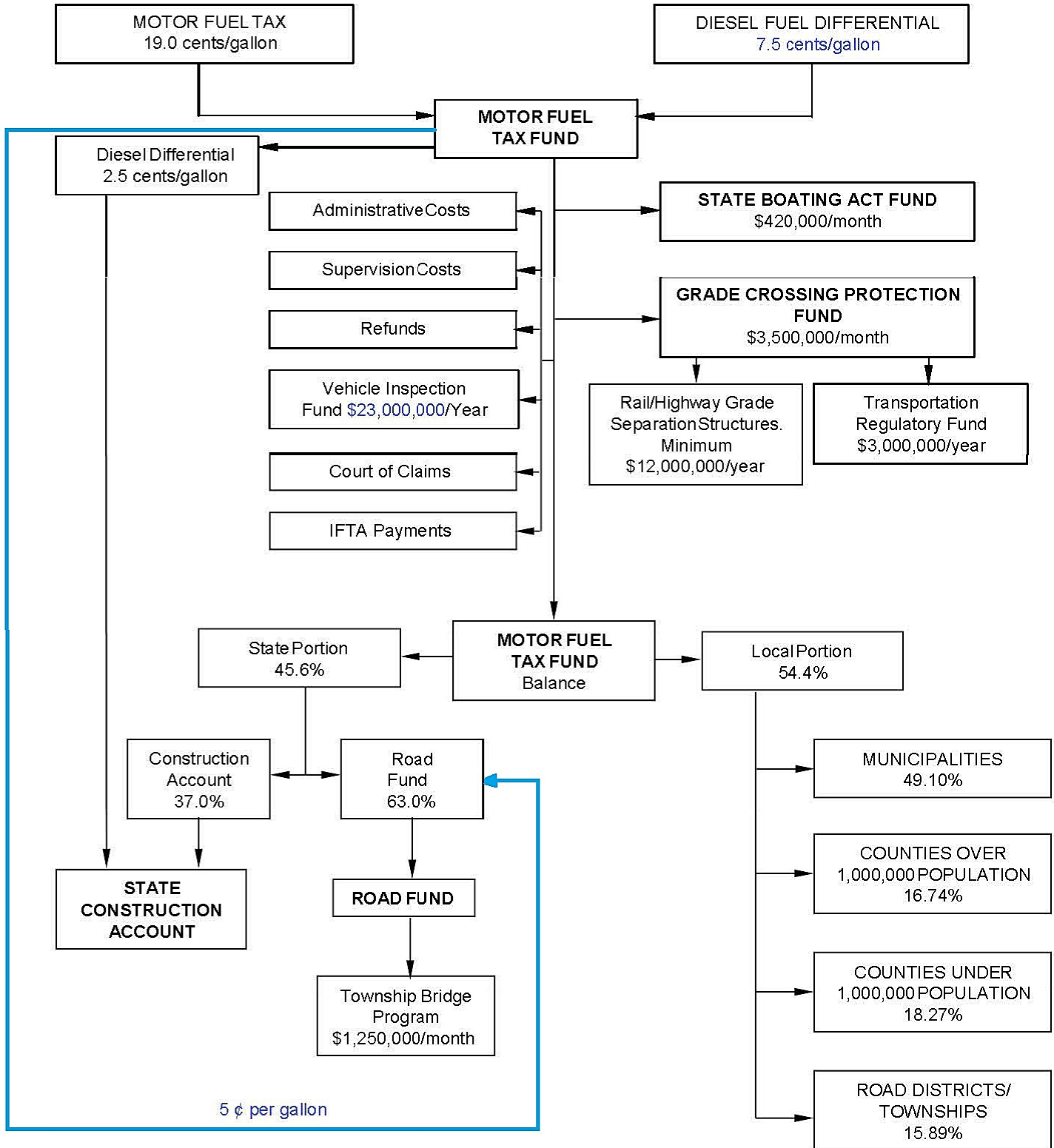
cc: Arlene Kocher, FHWA – Illinois Division
Mike Pedigo, Illinois Association of County Engineers
Brad Cole, Illinois Municipal League
Bryan Smith, Township Officials of Illinois
Charlie Montgomery, Township Highway Commissioners of Illinois

bcc: Matt Magalis
Doug House
Paul A. Loete
Anthony Quigley
Masood Ahmad
Kensil Garnett
Jeff Myers
Keith Roberts

Attachment A

Transportation Renewal Fund Distribution



DISTRIBUTION OF THE ILLINOIS MOTOR FUEL TAX FUND



FFY 2020 - 2024 STP - Shared Fund Staff Recommended Active Program

Green - Recommended for funding as requested Yellow - Recommended for funding in later year(s)														
PROJECT INFORMATION							RECOMMENDED PROGRAM						REQUESTED	
Rank	CMAP ID	Project	Council/Lead	Muni/Lead	Project category	Phases	2020	2021	2022	2023	2024	5-year Total	5-year Total	TDCHs
1	CFP03-19-0009	U.S. Route 14 Grade Separation at the Canadian National Railway -- Barrington	Northwest Council	Barrington	highway rail grade crossing	E2, R, C/CE	\$10,664,000	\$0	\$0	\$37,947,672	\$0	\$48,611,672	\$48,611,672	
2	CFP12-19-0017	143rd Street East Extension-IL Route 59 to IL Route 126	Will Co Council	Plainfield	truck route improvement	R, C/CE	\$5,014,225	\$0	\$12,169,985	\$0	\$0	\$17,184,210	\$17,184,210	
3	CFP01-19-0013	Canal Street Viaducts - Adams to Madison stage	CDOT	CDOT	bridge rehab or reconstruction	C/CE	\$0	\$16,000,000	\$0	\$0	\$0	\$16,000,000	\$64,000,000	
4	CFP01-19-0017	LaSalle Street Bridge and Viaduct over Chicago River	CDOT	CDOT	bridge rehab or reconstruction	C/CE	\$0	\$0	\$0	\$0	\$39,200,000	\$39,200,000	\$39,200,000	
5	CFP01-19-0015	Milwaukee Avenue from Gale St to Jefferson St	CDOT	CDOT	road reconstruction	C	\$0	\$10,750,000	\$0	\$0	\$0	\$10,750,000	\$10,750,000	
7	CFP18-19-0007	Homewood Station Renovation	South Council	Metra	transit station	I	\$9,250,212	\$0	\$0	\$0	\$0	\$9,250,212	\$9,250,212	
8	CFP07-19-0011	Burnham Avenue Grade Separation	South Council	Burnham	highway rail grade crossing	E1	\$3,800,000	\$0	\$0	\$0	\$0	\$3,800,000	\$3,800,000	\$760,000
9	CFP05-19-0006	Depot District Streetscape Project	Central Council	Berwyn	road reconstruction	C	\$0	\$5,398,000	\$0	\$0	\$0	\$5,398,000	\$5,398,000	
12	CFP16-19-0033	CTA Green Line Austin Station Accessibility Improvements	CTA	CTA	transit station	E2, C/CE	\$6,334,000	\$0	\$13,930,000	\$0	\$0	\$20,264,000	\$20,264,000	
16	CFP03-19-0019	Irving Park Road at Bartlett Road	Northwest Council	Streamwood	corridor or small area safety	E2, C	\$80,000	\$3,505,600	\$0	\$0	\$0	\$3,585,600	\$3,585,600	
19	CFP07-19-0007	Joe Orr Road Extension	South Council	Cook Co DOTH	road expansion	C	\$0	\$2,500,000	\$0	\$0	\$0	\$2,500,000	\$2,500,000	
21	CFP08-19-0010	North Aurora Rd (FAU Route 1509) Pennsbury Ln to Frontenac Rd	DuPage Council	Naperville	road expansion	C	\$0	\$0	\$9,800,000	\$0	\$0	\$9,800,000	\$9,800,000	
24	CFP09-19-0012	East New York Street	Kane/Kendall Council	Aurora	road reconstruction	C	\$3,125,600	\$0	\$0	\$0	\$0	\$3,125,600	\$3,125,600	
25	CFP07-19-0017	University Park Metra Reconstruction	South Council	University Park	transit station	E1	\$0	\$0	\$2,500,000	\$0	\$0	\$2,500,000	\$2,500,000	\$500,000
31	CFP05-19-0004	IDOT East Avenue Improvements (Joliet Road to 55th Street)	Central Council	Countryside	truck route improvement	C	\$894,542	\$0	\$0	\$0	\$0	\$894,542	\$894,542	
40	CFP07-19-0009	Cottage Grove Avenue grade separation (CREATE GS23a)	South Council	Dolton	highway rail grade crossing	E1	\$0	\$0	\$0	\$2,000,000	\$0	\$2,000,000	\$2,000,000	\$400,000
67	CFP09-19-0017	Prairie Street Improvements - Wilson Street to Pine Street	Kane/Kendall Council	Batavia	road reconstruction	E2, R, C/CE	\$166,600	\$93,100	\$1,527,050	\$0	\$0	\$1,786,750	\$1,786,750	
Grand Total							\$39,329,179	\$38,246,700	\$39,927,035	\$39,947,672	\$39,200,000	\$196,650,586	\$211,752,645	\$1,660,000
Unprogrammed Balance							\$670,821	\$1,753,300	\$72,965	\$52,328	\$800,000	\$3,349,414		

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

Approved September 11, 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

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

Roadways and Intersections

The match ratio for the construction phase of a roadway or intersection project 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.

Resurfacing, LAFOs, and LASOs

The match ratio for the construction phase of a resurfacing, Local Agency Functional Overlay (LAFO), or Local Agency Structural Overlay (LASO) project is a 75/25 federal/local split. Federal funds may be used for up to 75% of the eligible expenses. STP funding may not be used for Phase II engineering or right-of-way acquisition for resurfacing, LAFO, or LASO projects.

If it is determined during the course of Phase I engineering that the project's scope will expand to a full reconstruction, the funding ratio for the construction phase of the project will remain at 75/25.

B. Maximum Federal Participation

The maximum total amount of federal STP participation for any project is \$3,500,000, inclusive of all phases. Any expense over the maximum federal STP 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 15th 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 a given fiscal year of the active program may not exceed the Northwest Council'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.

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. The Northwest Council Planning Liaison will send out reminder notices to each community with a project in the active or contingency program at the beginning of each month in which a status update is due. 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 milestone deadlines may need to be adjusted based on IDOT agreement review times.

Table 2

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 th (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 th (approx..)
Construction (state let)	Execution of Local Agency Agreement (approx. 6 weeks prior to letting)	1. Phase II pre-final plans submitted	1. Date specified 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 15th:

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, except as it pertains to the likelihood that the phase will be obligated before the extended obligation deadline. 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, therefore the current CMAP TIP Amendment schedule should be considered when making reprogramming 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. No active reprogramming decision can be made that would push the council over its projected amount of available funds in any year of the active program, unless funds have been authorized for carry over. 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 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 increase requests will be reviewed by the Technical Committee at its next scheduled meeting. If requests for cost increases are greater than the Council's remaining balance of STP funds, the Technical Committee will determine approval based on project ranking and the potential for timely obligation of federal funds. Increases will continue to be reviewed 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 1st, 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 Northwest Council 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 shall be accommodated before phase 2 engineering, and phase 2 engineering shall be accommodated 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
- Local Agency Functional Overlays (LAFO), Local Agency Structural Overlays (LASO), 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 – ROADWAYS AND INTERSECTIONS

The following scoring methodology shall be used to score all roadway and intersection projects, except for resurfacings, Local Agency Functional Overlays (LAFOs) and Local Agency Structural Overlays (LASOs). Although roadway and intersection projects will be scored using a different system than resurfacing, LAFO, and LASO projects, all projects will ultimately be ranked in a single program of projects in order to generate the staff recommended program.

The maximum amount of points a project can receive is 200, and each category is worth a subset of the total maximum amount of points. Scoring will be carried out by Northwest Council staff once all applications have been received. Draft rankings will be released one month prior to the final rankings, during which time project sponsors will have the opportunity to provide comments on their scores. Staff will consider these comments and adjust rankings as necessary, before releasing final rankings and a draft recommended program to the Technical Committee for review. If staff is unable to come to a decision on a project's ranking, it may refer the issue to the Technical Committee for review and approval.

The Technical Committee will review the project rankings and draft recommended program before they are released for a 30-day public comment period. After the comment period, Northwest Council staff will revise the recommended program if necessary and will bring the final program before the Technical Committee for approval.

Regional Transportation Significance	35 points (17.5%)
Safety	35 points (17.5%)
Prior Agency Funding	5 points (2.5%)
Complete Streets/Multimodal Improvements	50 points (25%)
Congestion Mitigation	30 points (15 %)
Project Readiness	40 points (20 %)
Inclusion in Current Northwest Council STP Program	5 points (2.5%)

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 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. Prior Agency Funding (5 points)

In an effort to allow all communities equal access to funding, projects will earn points in this category based on the amount of STP-Local funding per capita that the sponsor agency has had obligated or federally authorized (i.e. in Advance Construction status in the eTIP database) in the past three federal fiscal years (FFYs). Funding data will be taken from the CMAP Transportation Improvement Program (TIP) database. Population figures will be based on the most recent U.S. Census. Funding which was originally programmed in a year prior to 2017, but which was eventually obligated between 2017-2019 due to the conversion of phases in advance construction, will not count toward a community's total. Funding allocated to a municipality through the STP-Shared Fund also will not count toward a community's total.

Any project being undertaken on a minor arterial or higher will receive the full five points in this category, regardless of the sponsor agency's previous level of STP funding.

STP Funding Per Capita in Previous Three Years	Points
≤ \$100	5
> \$100 and ≤ \$300	2.5
> \$300	0
Project on roadway classified as a minor arterial or above	5

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.

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 incorporation of new complete streets elements. 10 points will be awarded if the project only involves the replacement or maintenance of existing complete streets infrastructure. If the project involves a substantial change to the design or function of a pedestrian, bicycle, or transit facility (i.e. replacing an on-street bicycle facility with an off-street multi-use path, or replacing sidewalks with a multi-use path), the project will receive the 20 points for the incorporation of new complete streets elements.

If the project has documented an exception to the inclusion of complete streets elements in Phase I or Phase II engineering, the project will receive 10 points in this category. 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 new or upgraded Complete Streets elements	20
Project includes replacement or maintenance of existing Complete Streets infrastructure OR sponsor has documented an exception in Phase I or Phase II	10

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. If the subject project does not address congestion mitigation, the project will receive zero points in this category.

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

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

Project Status	Points
Phase II engineering contract executed	25
Design Approval granted by IDOT	20
Draft Phase I Engineering Report (PDR) Submitted to IDOT	10
Applicant has entered into Phase I engineering contract, or has committed to completing Phase I locally	3
Project has not started Phase I	0

Right-of-Way Acquisition Status

Right-of-Way Status	Points
ROW acquisition is complete or not required	15
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.

G. Inclusion in Current Northwest Council STP Program (5 Points)

Projects which are included in the current Northwest Council STP program, but for which construction funding has not yet been obligated, will receive five points. This provision will only apply for the 2020 call for projects.

VII. PROJECT SELECTION CRITERIA – RESURFACINGS

The following scoring methodology shall be used for LAFO, LASO, and resurfacing projects. The maximum amount of points a project can receive is 200.

Regional Transportation Significance	50 points (25%)
Complete Streets/Multimodal Improvements	50 points (25%)

Project Readiness	40 points (20%)
Pavement Condition	50 points (25%)
Prior Agency Funding	5 points (2.5%)
Inclusion in Current Northwest Council STP Program	5 points (2.5%)

A. Regional Transportation Significance (50 Points)

Points for regional transportation significance will be awarded based on the existing annual average daily traffic of the subject roadway.

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

$$Points = \frac{AADT}{400}$$

(Maximum 50 possible points)

Projects occurring on roadways with an AADT of 20,000 or greater will receive the maximum 50 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.

B. 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, which are listed in section VI D. of this handbook. 20 points will be awarded if the project includes incorporation of new complete streets elements. 10 points will be awarded if the project only involves the replacement or maintenance of existing complete streets infrastructure. If the project involves a substantial change to the design or function of a pedestrian, bicycle, or transit facility (i.e. replacing an on-street bicycle facility with an off-street multi-use path, or replacing sidewalks with a multi-use path), the project will receive the full 20 points for the incorporation of new complete streets elements.

Projects will also earn 10 points in this category if an exception to the inclusion of complete streets infrastructure has been documented by the project sponsor in Phase I or Phase II engineering. More information on possible exceptions is provided in section VI D.

Action Taken	Points
Community has adopted a Complete Streets policy	30
Project includes new or upgraded Complete Streets elements	20

Project includes maintenance or replacement of existing Complete Streets infrastructure OR sponsor has documented an exception in Phase I or Phase II	10
---	----

C. 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.

Engineering Status

Project Status	Points
Phase II engineering contract executed	25
Design Approval granted by IDOT	20
Draft Phase I Engineering Report (PDR) Submitted to IDOT	10
Applicant has entered into Phase I engineering contract, or has committed to completing Phase I locally	3
Project has not started Phase I	0

Right-of-Way Acquisition Status

Right-of-Way Status	Points
ROW acquisition is complete or not required	15
ROW acquisition underway*	5
ROW acquisition is required and 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.

D. Pavement Condition (50 points)

Points in this category will be awarded based on Pavement Condition Index data provided by CMAP. Condition ratings range from poor to excellent, and are based on ratings for the International Roughness Index (IRI), percent cracking, rutting, and faulting. Data will be provided for all federal-aid eligible routes. Data collection is consistent with federal pavement performance measures.

IDOT’s Condition Rating Survey (CRS) data will be used where PCI data is not available. If neither data source is available, local pavement testing data will be considered. If no testing data is available, Council staff will estimate pavement condition index score.

Pavement Condition Rating	Points
Poor (0-45)	50
Fair (46-60)	30
Good (61-75)	10
Excellent (76-100)	0
New Roadway/Alignment	15

E. Prior Agency Funding (5 points)

In an effort to allow all communities equal access to funding, projects will earn points in this category based on the amount of STP-Local funding per capita that the sponsor agency has had obligated or federally authorized (i.e. in Advance Construction status in the eTIP database) in the past three federal fiscal years (FFYs). Funding data will be taken from the CMAP Transportation Improvement Program (TIP) database. Population figures will be based on the most recent U.S. Census. Funding which was originally programmed in a year prior to 2017, but which was eventually obligated between 2017-2019 due to the conversion of phases in advance construction, will not count toward a community's total. Funding allocated to a municipality through the STP-Shared Fund also will not count toward a community's total.

Any project being undertaken on a minor arterial or higher will receive the full five points in this category, regardless of the sponsor agency's previous level of STP funding.

STP Funding Per Capita in Previous Three Years	Points
≤ \$100	5
> \$100 and ≤ \$300	2.5
> \$300	0
Project on roadway classified as a minor arterial or above	5

F. Inclusion in Current Northwest Council STP Program (5 Points)

Projects which are included in the current Northwest Council STP program, but for which construction funding has not yet been obligated, will receive five points. This provision will only apply for the 2020 call for projects.

NORTH SHORE COUNCIL OF MAYORS

STP Project Selection Methodology

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Introduction

Overview

Federal surface transportation funding operates under multiyear authorizations. 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. The STP provides flexible funding states and localities can use for projects on any federally eligible roadways, bridge projects on any public road, transit capital projects, or intercity and intercity bus terminals and facilities. Each Council has developed a set of project selection guidelines. These guidelines set the parameters by which the Councils program STP funds to locally submitted projects.

The North Shore Council is comprised of Evanston, Glenco, Glenview, Golf, Kenilworth, Lincolnwood, Morton Grove, Northbrook, Northfield, Skokie, Wilmette and Winnetka. Project applications are reviewed by the North Shore Council of Mayors Technical Committee. The Technical Committee recommends projects to the North Shore Council of Mayors which makes final decisions based on Council vote.

Key Terms

1. **Planning Liaison** - The Planning Liaison coordinates the Surface Transportation Program for the North Shore Council of Mayors. The liaison also represents the Council to county, state, regional and federal transportation agencies and performs other duties described in the contract scope of work with CMAP.
2. **North Shore Council of Mayors** - A cooperative body of municipalities comprised to plan and program the Surface Transportation Program for the North Shore region. The North Shore Council of Mayors membership includes the mayor or president from each municipality in the North Shore Council.
3. **North Shore Council of Mayors Technical Committee** - The committee contains municipal engineers (or other staff) that review and recommend projects for STP funds. Membership on the Technical Committee is made up of one engineer from each municipality.

Project Application and Selection Process

Project Submittal Process

1. Call for Projects

The North Shore Council of Mayors will develop a five-year program with a call for project every two years. The Technical Committee will only consider programming new projects after a call for projects. Project applicants should be given adequate notice of call for projects. In addition, project applicants should have no less than sixty days between the call for projects and the application deadline.

2. Project Scoping

Project applicants wishing to apply for STP funds must first contact the Planning Liaison to discuss the scope of the project. Project applicants may (but are not required to) get initial concurrence from the Bureau of Local Roads at the Illinois Department of Transportation (IDOT) regarding the project's scope, federal and state requirements and schedule. Project scoping prior to submittal of an application is extremely important. Requirements associated

with the use of federal funds and the IDOT review process can delay and add costs to projects. Poorly scoped projects can face significant delays and considerable cost increases.

3. Project Application

Following project scoping, project applicants will complete the project application form provided to them by the Planning Liaison and located at the back of this packet.

4. Project Review

The Planning Liaison, with the assistance of the Technical Committee, shall review each project application in accordance with the project prioritization system outlined in Section III. The Planning Liaison will assign a "benefit number" which shall be used to compare project applications.

Once each project has been assigned a benefit number, the project applications will be placed on the agenda of a Technical Committee meeting. Prior to the project selection meeting of the Technical Committee, the Planning Liaison shall distribute copies of the project applications to all committee members. At the meeting, the project applicants should be prepared to give a brief presentation and answer questions concerning the project. The Technical Committee will review project applications, project rankings and available funding in making programming recommendations. The technical Committee will recommend projects with the five-year program and will recommend projects for inclusion in a Contingency Program.

5. Project Selection

The North Shore Council of Mayors will consider the Technical Committee's programming recommendation at its next regular scheduled meeting. Following the North Shore Council's approval, the Planning Liaison will submit the required documentation to the Chicago Metropolitan Agency for Planning (CMAP) so that the project may be considered for addition to the region's Transportation Improvement Program (TIP).

6. Project Kick-Off

Following inclusion in the TIP, the project sponsor and Planning Liaison will schedule a kick-off meeting with IDOT's Bureau of Local Roads. Similar to the project scoping, this meeting will confirm the project scope, engineering requirements and schedule. Although Phase I Engineering is not an eligible for STP funding, the project sponsor must hold a kick-off meeting at the beginning of Phase I Engineering to ensure that all federal and state requirements will be met.

The municipality must work closely with IDOT's Bureau of Local Roads. Any work that proceeds without the consent of IDOT may be ineligible to receive STP funding.

Outside Agency Applications

Outside agencies, such as Cook County, townships and transit agencies have access to STP funds for capital costs of projects by obtaining the co-sponsorship of the project from at least one North Shore Council of Mayors member. This municipality would then present the project to the North Shore

Council of Mayors Technical Committee for consideration for STP funding. Any applications from outside agencies must be for STP eligible projects.

Project Prioritization

Overview

The following project selection categories shall be considered by the Technical Committee in formulating their recommendations for STP projects.

Project Selection Category	Weight
A. Safety	20 %
B. Pavement Condition	20 %
C. Congestion Mitigation	10 %
D. Project Readiness	15 %
E. Local Needs	10 %
F. Complete Streets	15 %
G. Inclusive Growth	3 %
H. Green Infrastructure	2 %
I. Transit Supportive Land Use	5 %

The Planning Liaison will score each project on a 100-point scale. Point totals in the Congestion Mitigation and Complete Streets/Multimodal categories will be multiplied by a weighting factor.

A. Safety

The Safety category aims to prioritize projects where major safety concerns exist and can be addressed by appropriate engineering solutions.

Safety Need

The safety need score is calculated using IDOT's safety road index (SRI) for roadway segments and intersections. The SRI score is based on the locations Potential for Safety Improvement (PSI) score. IDOT developed SRI scores for local and state routes and categorized them by peer group into critical, high, medium, low, or minimal. Within each peer group, locations categorized as critical have the highest PSIs, and locations categorized as minimal are less likely to have safety benefits from treatments. CMAP will provide the data on SRI scores. The proposed project's safety need score will be the highest SRI category along the project location. This will include both segment and intersection locations.

SRI Category	Points
Critical	10
High	8
Medium	6
Low	4
Minimal	2

Safety Improvement

This score is based on the improvement of the project and the planning level expected safety benefit (reduction of crashes) after implementing the improvement. The planning level safety improvement score is modeled after the SMART SCALE Safety Factor Evaluation method developed by the Virginia Department of Transportation (VDOT). Similar to VDOT's method, NWMC staff will develop a list of common improvement types (countermeasures) and the accompanying planning level crash reduction factors (CRFs). The planning level CRFs will be developed using information from CMAP, IDOT, Crash Modification Clearinghouse, and Highway Safety Manual. NWMC staff will review project details from the application to determine the relevant countermeasure and the assigned planning level CRF for that countermeasure. If multiple countermeasures are to be employed as part of the project, NWMC staff will assign points based off the maximum planning level CRF. Planning level crash reduction factor (CRF) point assignments are as follows:

CRF	Points
Above 50%	10
36-49%	8
26-35%	6
15-25%	4
Under 15%	2

B. Pavement Condition

The Pavement Condition category aims to prioritize projects most in need of rehabilitation and repair. Scoring will be based on CMAP pavement condition data for all federally-eligible routes.

<u>Condition Rating</u>	<u>Points (20 point maximum)</u>
1.0 to 4.5 (poor)	20
4.6 to 6.0 (fair)	15
6.1 to 7.5 (good)	10
7.6 to 9.0 (excellent)	0

C. Congestion Mitigation

The Congestion Mitigation category aims to prioritize projects on roadways with severe congestion that threatens the transportation utility of a roadway or intersection. The project must address the level of service to qualify for congestion mitigation points. The project sponsor is asked to provide supporting documentation of the level of service improvement.

<u>Level of Service (Existing)</u>	<u>Points (5 point maximum)</u>
F	5
E	4
D	3
C	2
B	1
A	0

<u>Level of Service Improvement</u>	<u>Points (5 point maximum)</u>
3 levels	5
2 levels	4
1 level	3
No improvement	0

D. Project Readiness

The Project Readiness category aims to prioritize those projects that are closer to construction. Given the complexities that go along with federal funding, project readiness is important for spending STP funds within a reasonable timeframe. Project sponsors will need to provide documentation to receive points for project readiness. In order for Phase I to be underway, the applicant must either have entered into a Phase I engineering contract with an outside firm, or be able to provide documentation showing that Phase I work has begun in-house. Documentation of in-house work may include interim work products, timesheets indicating that work on the project is underway, or some other form of documentation that clearly demonstrates that Phase I has begun. NWMC staff may bring documentation before the Technical Committee to ensure that it is sufficient.

<u>Project Status</u>	<u>Points (15 point maximum)</u>
Project has received Design Approval from IDOT	15
A Phase I Project Development Report (PDR) has been submitted to IDOT	10
Phase I underway through IDOT	5
Project has not started Phase I	0

E. Local Needs

The Local Need category aims to prioritize projects in communities that have not had the assistance of STP funding for their transportation system.

<u>Years Since Last STP Project</u>	<u>Points (5 point maximum)</u>
10 years	5
5 years	2.5

<u>Planning</u>	<u>Points (5 point maximum)</u>
Project appears in local, subregional or regional plan	5
Project not in any adopted plans	0

F. Complete Streets (Up to 15 points total)

The Complete Streets/Multimodal category aims to prioritize projects that account for all users of the transportation network. For transit projects, scoring is based off of the presence of a transit improvement or an improvement that makes transit more accessible. For bicycle and pedestrian projects, the full 10 points will be awarded to a project if it involves the construction of a new facility that connects users to one or more existing facilities, or if it involves a significant enhancement to an existing facility. Enhancements must make a substantial change to the design or function of the existing facility in order to earn the maximum 10 points. Projects that involve standard maintenance of an existing bicycle or pedestrian facility, or the construction of a new isolated facility, will receive five points in this category. The Planning Liaison will determine scoring based on information provided in the application, as well as online resources such as Google Maps or Google Street View.

<u>Transit*</u>	<u>Points (10 point maximum)</u>
Transit Improvement	5
Transit Access Improvement	5
No Transit Improvements	0

<u>Pedestrian</u>	<u>Points (10 point maximum)</u>
New Connected Facility or Enhancement to Existing Facility	Up to 10
Maintenance of Existing Pedestrian Facility or New Isolated Facility	5
No Pedestrian Improvements	0

<u>Bicycle</u>	<u>Points (10 point maximum)</u>
New Connected Bicycle Facility or Enhancement to Existing Facility	Up to 10
Maintenance of Existing Bicycle Facility or New Isolated Facility	5
No Bicycle Improvements	0

*A project with transit components can receive points for an improvement (bus pullout, transit shelter, transit signal priority, etc.) and for an access improvement (sidewalk to transit stop or station, bicycle access, etc.).

G. Inclusive Growth (3 points max)

Inclusive growth is a regional priority from ON TO 2050. The [CMAP inclusive growth map, which is created using data from CMAP's travel demand model](#), will be used to determine the allocation of points in this category.

<u>Percent of users that are low-income and people of color</u>	<u>Points</u>
10%+	3
5-10%	2
0-5%	0

H. Green Infrastructure (2 points max)

<u>Element</u>	<u>Points</u>
Project incorporates a green infrastructure element (bioretention, bioswale, street trees, permeable pavement, native plants, other elements as approved by technical committee on a case-by-case basis)	2
Project does not incorporate green infrastructure elements	0

I. Transit Supportive Land Use (Up to 5 points total)

<u>Element</u>	<u>Points</u>
A project adjacent zoning district has eliminated parking minimums	2
A project adjacent zoning district has parking maximums	2
A project adjacent zoning district allows for greater than 16 dwelling units/acre	2
A project adjacent zoning district allows for shared parking	1
A project adjacent zoning district requires parking behind, to the side, or underneath buildings	1
A project adjacent zoning district allows for between 6 and 16 dwelling units/acre	1

Programming Guidelines

Eligible Routes

All projects must be on STP eligible routes (federal-aid eligible) prior to applying for STP funds. Routes must have a functional classification as a "collector" or higher. STP eligible routes serve a regional purpose and must serve more than a local land access function. Project applicants can review current roadway classifications at the following website:

<https://www.cmap.illinois.gov/mobility/roads/roadway-functional-classification>

The STP provides flexible funding. Under federal provisions, bridge projects on any public road are eligible for STP funding. In addition, carpool, pedestrian, bicycle and safety projects may be implemented with STP funding on roads of any functional classification.

Eligible Projects

The following is a partial list of projects eligible for STP funding. Should a project applicant be unsure of a project's eligibility, contact the Planning Liaison.

- Construction, reconstruction, restoration and rehabilitation of roads and bridges
- Highway and transit safety improvements

- Traffic signalization projects
- Intersection improvements
- Bicycle and pedestrian facilities in conjunction with another approved STP project type
- Wetland mitigation, wetland banking, landscaping and mitigation of water quality impacts if undertaken with an approved STP project

Project Requirements

Before submitting an STP application, project applicants must complete the following:

- Contact the Planning Liaison to discuss the project's scope, timetable and estimated costs
- Confirm that the project is on a STP eligible route
- Confirm that the project work type is STP eligible
- Confirm that the project sponsor can fund the required local match

Regional Projects

The Technical Committee shall accept proposals for regional projects and may develop its own project proposals. Proposals for regional projects must go through project scoping and have the support of the relevant jurisdictions before the Technical Committee will consider programming funds to regional projects.

Active Program Management

Applicants must follow the guidelines in CMAP's [STP Active Program Management Policies](#). Training, when available, is encouraged for applicants but not required. Applicants will be required to provide quarterly status updates as outlined in the Active Program Management Policies document. Applicants are highly encouraged, but not required, to have projects in their capital improvement programs. The North Shore technical committee must approve requests for the six month extensions of the phase obligation deadlines allowed in the active program management program. If denied, the applicant may appeal to the North Shore Council of Mayors.

All cost increases must be approved by the North Shore Technical Committee. No project can be moved out of the active program without approval of the North Shore Technical Committee except as required in the active program management policies. NWMC staff may make other active reprogramming decisions without the need for technical committee approval. This includes accelerating projects into the active program and current FFY (if the project is ready to obligate and funding is available). NWMC staff must log any changes and present them to the North Shore Technical Committee at the next meeting.

Funding Parameters and Policies

Eligible Phases

The North Shore Council of Mayors dedicates STP funding for Phase II Engineering and Construction (including Construction Engineering). Phase I Engineering and any Right-of-Way acquisition are the responsibility of the project sponsor.

Local Match Requirements

The North Shore Council of Mayors allocates STP funding to projects based on a 70/30 federal/local match ratio for phase II engineering. If an applicant does not utilize STP funds for phase II engineering they may receive an 80/20 federal/local match for construction and construction engineering. Project sponsors are responsible for the local match and any non-participating expenses.

Funding Limit

The North Shore Council of Mayors limits the funding of a single project to 5 million. This can be waived by a majority vote from the technical committee.

Cost Increase Policies

All cost increases will be funded at the same match ratio they are receiving for the project unless otherwise specified. Project sponsors seeking cost increases will be required to submit a written request to the Planning Liaison. The written request must outline the updated project costs, explain the cause for the cost increase and state that the project sponsor agrees to pay the percent local match.

All cost increases will be subject to approval by the North Shore Council of Mayors via the Technical Committee. Approval will be contingent upon the following:

- a. Programming constraints and funding availability within that fiscal year.
- b. Special circumstances that resulted in an increase in project costs such as additional improvements that are being required by federal, state and/or county transportation agencies not considered in during the project scoping process.
- c. Project sponsor has not petitioned the Council for cost increases for the same project during that particular fiscal year.

Limit on Cost Increases

The Technical Committee shall limit large cost increase requests as outlined below:

- a. If the programmed STP funding for a project phase is less than 25 percent of the Council's annual STP allocation, then the Council will not consider cost increases in excess of 100 percent of programmed STP funding for the project phase.
- b. If the programmed STP funding for a project phase is between 25 and 50 percent of the Council's annual STP allocation, then the Council will not consider cost increases in excess of 75 percent of the programmed STP funding for the project phase.
- c. If the programmed STP funding for a project phase is more than 50 percent of the Council's annual STP allocation, then the Council will not consider cost increases in excess of 50 percent of the programmed STP funding in the project phase.

Percent of Annual Allocation	Maximum Cost Increase Request
< 25 percent	100 percent
Between 25 and 50 percent	75 percent
> 50 percent	50 percent

If the cost increase request exceeds the limits outlined above, the project sponsor may choose to move the project to the contingency program or remove the project from the program and have it reconsidered during the next programming cycle.

Proper project scoping (see Section II.A.2) is important in developing project application cost estimates in order to avoid large cost increases. Requests for increases from the Shared Fund, per the regional APM policies, are subject to these same limitations

Cost Increase Requests Between Regular Technical Committee Meetings

All cost increase requests submitted between regular quarterly meetings of the Technical Committee shall be added to the agenda of the next quarterly meeting, unless a project's letting or local agency agreement is contingent on approval of the cost increase request before the next quarterly meeting. In such cases, the Technical Committee can vote via fax/email, with a simple majority of the twelve members constituting the requisite votes for passage. A fax/email vote shall not be used if the cost increase request is:

- Over 35 percent of the currently programmed project cost estimate, or
- Over 25 percent of the North Shore Council's annual STP allotment for the federal fiscal year.

If either of these two conditions is met, then the project shall require a special meeting of the Technical Committee to act on the request.

Grandfathering

The North Shore Council of Mayors has a current program of projects that are targeting authorization beyond September 30, 2020. The North Shore Council will accommodate currently programmed projects in the Council's program that will be developed through the 2020 Call for Projects without the need for these projects to reapply. Projects grandfathered into the new program will be subject to all active program management policies, including obligation deadlines, beginning on October 1, 2020.

Council Prerogative

The North Shore Council of Mayors has the authority to grant special exceptions to any of the above guidelines if in its opinion the circumstances so dictate and the exceptions are within federal and state guidelines, the provisions of the October 2017 agreement between the Council of Mayors, Chicago DOT, and CMAP Active Program Management policies.

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Mark L. Fowler

TO: NWMC Transportation Committee

FROM: Josh Klingenstein, Program Associate for Transportation
Kendra Johnson, Program Associate for Transportation

DATE: September 20, 2019

RE: Potential Topics – 2019-2020 NWMC Transportation Committee

The following are potential agenda items for the 2019-2020 NWMC Transportation Committee. The items are sorted by lead agency and do not represent all potential agenda items for the coming year.

Illinois Tollway*Elgin-O'Hare Western Access/I-490 Construction*

Construction of I-490, a new toll road connecting the Jane Addams Memorial Tollway (I-90) and the Central Tri-State Tollway (I-294) is ongoing, with work already underway on the I-490/I-90 interchange. I-490 will also connect to I-390 -- which was completed in 2017 -- with the goal of eventually providing access to O'Hare airport from the west.

Central Tri-State Reconstruction

The Central Tri-State Tollway (I-294) is being reconstructed from Balmoral Avenue to 95th Street. In 2019, work will continue to resurface and widen the roadway between Balmoral Avenue and Wolf Road.

Edens Spur

The Tollway is currently reconstructing the Edens Spur Tollway (I-94) between Pfingsten Road and the Edens Expressway to the south. The work includes replacement of the mainline asphalt and bridges, and is expected to be complete by 2020.

Pace*Pulse*

Pace launched its first Arterial Rapid Transit (ART) service, the Pulse Milwaukee Line, on August 11. The line provides faster and more frequent service along Milwaukee Avenue between the Golf-Mill Shopping Center in Niles and the Jefferson Park Transit Center in Chicago. The line makes fewer stops than the local route 270, and utilizes transit signal priority (TSP) to help improve travel times. All-new stations and updated buses also contribute to an enhanced passenger experience.

In addition to the currently-operational Milwaukee Line, Pace is also in the process of planning its second Pulse along the Dempster Street Corridor. The Dempster Line will connect the Davis CTA and Metra stations in Evanston with O'Hare airport, and will feature the same service enhancements as the Milwaukee Line. Design for this line is ongoing.

North Shore Coordination Plan

In 2017, Pace and CTA completed a study of existing bus routes in Evanston, Lincolnwood, Skokie, and Wilmette, as well as the northernmost neighborhoods of Chicago and portions of

surrounding communities. The study sought to help the two agencies better coordinate their service in the North Shore service area, while also identifying potential opportunities for new service. Implementation of the plan's recommendations began in 2018, with the realignment of Pace Routes 208 and 213 and the elimination of CTA Route 205. Further implementation of the plan's recommendations is expected in the coming years.

IDOT

Capital Bill Implementation and Multi-Year Plan

The Rebuild Illinois capital plan allocates \$45 billion to capital projects in the areas of transportation, education, state facilities, environment/conservation, broadband deployment, health care, human services, and economic development. In addition to identifying specific horizontal and vertical infrastructure projects, the capital plan also provides additional revenue for transportation through bonding and an increase in the Motor Fuel Tax (MFT). Additional MFT revenue will flow to the State Road Fund, counties, municipalities, and the RTA. According to CMAP, however, only about 10% of new transportation revenue provided by Rebuild Illinois is dedicated to specific projects. IDOT is still in the process of updating its 2020-2025 Multi-Year Plan (MYP), which should provide local agencies with a better sense of exactly how the new revenue will be spent.

CMAP

Local Technical Assistance

CMAP's Local Technical Assistance (LTA) program provides technical assistance to communities using grant funding from a number of federal and state agencies and non-profit organizations. The program funds a variety of planning projects, including land use and transportation plans, parking management and pricing plans, planning assessments or reports on special topics, planning priorities reports, transit-oriented development (TOD) plans, and sustainability plans. Applications for the program opened in September and are due October 17.

On to 2050 Implementation

CMAP will continue to implement the recommendations in its regional plan, On To 2050, by administering funding and technical assistance programs, producing relevant policy updates, and engaging with local communities.

Sidewalk Inventory

CMAP has completed its regional sidewalk inventory, which identifies the presence of sidewalks in Cook, DuPage, Kane, Kendall, Lake, McHenry, and Will counties as of spring 2018. The inventory also indicates whether a sidewalk has a traffic barrier or buffer and allows users to determine how to get between two locations using only sidewalks (if possible). Communities may access the inventory GIS files on the CMAP Data Hub, which can be used to perform a number of analyses.

Metra

Agency Budget and Capital Projects

Due to the passage of the state capital bill this summer, Metra has been able to budget approximately \$2.6 billion in improvements in the next five years to go towards capital expenditures such as improved passenger cars and locomotives, bridge work, and station improvements. Specifics on Metra's latest capital improvement program will be released in the fall.

RTA

Community Planning Program

The RTA Community Planning program offers technical assistance to local governments and intergovernmental organizations to help them complete planning projects related to land use and transportation. The program is initiated jointly with the CMAP Local Technical Assistance (LTA) program.

Access To Transit

The RTA's Access to Transit program provides funding to small-scale projects which help improve pedestrian and/or bicycle access to transit stations. The program utilizes funds from the Congestion Mitigation and Air Quality Improvement (CMAQ) program, along with local and RTA funds. The RTA will solicit projects in 2020 in advance of the CMAQ call for projects in 2021.

NWMC Multimodal Plan

NWMC staff is working with Sam Schwartz Engineering, TranSystems, and the Lakota Group on an update to the Conference's 2010 Bike Plan. The project team has already completed an initial analysis of the priority corridors identified in the 2010 plan, and is in the process of updating those corridors based on feedback from the plan's Steering Committee.

Additionally, we anticipate releasing an analysis of sidewalk gaps and access to transit in the region within the next few weeks. Stakeholder engagement will continue throughout the fall with focus groups, stakeholder interviews, and a member open house all scheduled between now and November. Additionally, the project team will be attending a number of events in the region during the holiday season to collect feedback from members of the public.

Lake County

Regional Trails Projects

Lake County has undertaken a number of projects to improve bicycle and pedestrian travel within the county. These ongoing efforts are intended to connect and complete existing trails and promote recreational opportunities through key partnerships between Lake County Department of Transportation and Lake County Forest Preserve District. These projects also help to advance the planning goals included in Lake County's current long range "2040 Transportation Plan."

Bike Path Wayfinding and Signage Study

LCDOT has begun its countywide Bike Path Wayfinding and Signage study to develop a unified wayfinding strategy and develop signage templates for bikeways in Lake County. The goal is to enhance the trail user experience by providing navigation assistance and information on nearby amenities. NWMC plans to coordinate with the county as it develops wayfinding and signage recommendations as part of the NWMC Multimodal Transportation Plan update.

FOR IMMEDIATE RELEASE

No Metra fare increase in 2020

Agency will budget nearly \$2.6 billion for capital work from 2020-2024

CHICAGO (Sept. 11, 2019) – Metra today announced that it will not raise fares in 2020, the second year in a row that it has not asked customers to pay more. The agency also announced that, thanks to the new state capital program, it will budget \$2.6 billion for capital improvements over the next five years, with a priority on railcars, locomotives, stations, bridges and service improvements.

“We are happy to give our customers a double dose of good news this budget season,” said Metra CEO/Executive Director Jim Derwinski. “First, we have been able to keep our operating expenses in check and will not need to raise fares to cover higher operating costs. Second, thanks to Springfield stepping up, we do not need to raise fares for capital needs – in fact, we now have a significant infusion of capital dollars to help us begin to attack our backlog of capital work.”

As it does every year, Metra searched for ways to control or reduce its operating costs to head off the need for a fare increase. This year it identified about \$5 million in efficiencies. In addition, it expects to save about \$7 million by not filling vacancies and about \$9 million by reducing overtime and other miscellaneous expenses.

Those \$21 million in reductions will help offset an expected \$26 million increase in operating expenses next year, including about \$7 million in new operating expenses associated with Positive Train Control (PTC), a federally mandated safety system, and about \$19 million in labor and various other operating expenses.

That means that, preliminarily, Metra expects its overall operating budget to increase by \$5 million next year, from \$822 million in 2019 to \$827 million in 2020. Higher revenues from the regional transportation sales tax, which funds a little more than half of Metra’s operating budget, will cover that \$5 million and no fare increase will be needed.

Metra also unveiled a preliminary capital program that includes nearly \$2.6 billion in funding over the next five years, a significant increase from recent years thanks to the new state capital program. Metra expects to receive about \$215.5 million in each of the next five years from the sale of state bonds, and an additional \$73.8 million a year from “Pay Go” funding tied to a higher state fuel tax, for a total of \$1.45 billion in new state money. That money will be added to \$962 million in expected federal funding, \$145.8 million in expected RTA funding and \$26 million in Metra fare revenue devoted to capital needs.

A list of specific projects to be funded by the program is still being drafted and will be presented when the capital program is proposed in October. Broadly, however, Metra will prioritize spending on cars and locomotives; stations, including ADA improvements; bridges, including many that are more than 100 years old; and service enhancements.

###

About Metra

Metra is one of the largest and most complex commuter rail systems in North America, serving Cook, DuPage, Will, Lake, Kane and McHenry counties in northeastern Illinois. The agency provides service to and from downtown Chicago with 242 stations over 11 routes totaling nearly 500 route miles and approximately 1,200 miles of track. Metra operates nearly 700 trains and provides nearly 290,000 passenger trips each weekday.

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Mark L. Fowler

TO: NWMC Transportation Committee

FROM: Josh Klingenstein, Program Associate for Transportation
Kendra Johnson, Program Associates for Transportation

DATE: September 26, 2019

RE: NWMC Transportation Committee Meeting Dates for FY 2019-2020

Below are the NWMC monthly Transportation Committee meeting dates for 2019-2020. All meetings will be held at NWMC Offices at Oakton Community College, 1600 E. Golf Road, Suite 0700 in Des Plaines.

Thursday	September 26, 2019	8:30 a.m. – NWMC Offices
Thursday	October 24, 2019	8:30 a.m. – NWMC Offices
Thursday	December 5, 2019	8:30 a.m. – NWMC Offices
Thursday	January 23, 2020	8:30 a.m. – NWMC Offices
Thursday	February 27, 2020	8:30 a.m. – NWMC Offices
Thursday	March 26, 2020	8:30 a.m. – NWMC Offices
Thursday	April 23, 2020	8:30 a.m. – NWMC Offices
Thursday	May 28, 2020	8:30 a.m. – NWMC Offices