



SURFACE TRANSPORTATION PROGRAM

Project Selection and Programming Procedures

Adopted: November 17, 2016

McHenry County Council of Mayors
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TABLE OF CONTENTS

I. INTRODUCTION.....	3
II. CALL FOR PROJECTS INITIATION.....	3
A. Determination	3
B. Releasing Call for Projects.....	4
C. Review Committee.....	4
III. PROGRAM REQUIREMENTS	5
A. Applicant Eligibility	5
B. Project Eligibility	5
C. Funding Levels.....	6
IV. SCORING CRITERIA	6
A. Categories	6
B. Small Community Set-Aside.....	6
V. PROJECT SELECTION PROCESS	6
A. Application.....	6
B. Small Community Set-Aside.....	7
C. Project Selection	7
D. MYB List	8
E. Programmed	9
VI. PROGRAM MANAGEMENT	10
A. Project Goals.....	10
B. Project Status Updates	10
C. Project Scope Changes.....	10
D. Project Cost Increases	11
E. Sunset Provision.....	12
VII. ADVANCED FUNDING	12
VIII. APPENDIX.....	12
A. Council Member List	13
B. Eligible Project List	14
C. Small Community List	15
D. STP Project Application	16
E. Sample Local Funding Match Resolution.....	25
F. Advance Funding Analysis Memo	26

I. INTRODUCTION

The Chicago Metropolitan Agency for Planning (hereinafter “CMAP”) is the official Metropolitan Planning Organization (hereinafter “MPO”) for northeastern Illinois. As such, CMAP is required to complete many tasks to ensure the Chicago region’s compliance with the Intermodal Surface Transportation Efficiency Act of 1991, which is the act establishing the Surface Transportation Program.

The Council of Mayors was created and authorized by CMAP. There are currently eleven Council of Mayors in our metropolitan planning region.

The main purpose of the Council of Mayors is to establish priorities of the local Surface Transportation Program (hereinafter “STP”) and implement programmed STP projects.

STP projects are partially federally funded through the Fixing America’s Surface Transportation Act (hereinafter “FAST Act”), with the remaining amount funded by the Local Public Agency.

Once a Council of Mayors awards projects to be programmed on their STP five-year scheduled program, the Planning Liaison submits the project to be added to CMAP’s Transportation Improvement Program (hereinafter “TIP”).

The TIP lists the project, which will be federally funded during the current federal fiscal year (hereinafter “FFY”) and during the following four years, which together comprises the five-year TIP for the entire six-county region. Before any project can receive federal funding and be placed in the TIP, it must be recommended by the CMAP Transportation Committee and then approved by CMAP’s MPO Policy Committee for inclusion in the TIP.

II. CALL FOR PROJECTS INITIATION

A. DETERMINATION

- i. The Planning Liaison (hereinafter “PL”) will annually determine whether there are sufficient STP funds available for the McHenry County Council of Mayors (hereinafter “Council”) to release a Call for Projects. Said determination will typically coincide with CMAP’s Council of Mayors Executive Committee approval of the STP-L Marks Table that CMAP staff prepared and the Council’s annual Project Status Updates.

B. RELEASING CALL FOR PROJECTS

- i. If funding is sufficient, then the Council may vote on releasing a Call for Projects. A Call for Projects STP total funding award amount shall be constrained by the projected amount of Council STP funds that will be available to the Council over a five-year period.
- ii. If needed, the Council may vote on releasing a special Call for Projects for specific project types such as Local Agency Functional Overlay (LAFO)/ Local Agency Pavement Preservation (hereinafter "LAPP") or projects that can be completed in a certain amount of time or at certain funding levels.
- iii. The Council may restrict or limit the number and/or percentage of certain projects depending on funding levels or regional need. Specific guidelines will be determined before an official Call for Projects is released.

C. REVIEW COMMITTEE

- i. Prior to a Call for Projects being officially released, the Planning Liaison shall provide the Council with the current STP Project Selection and Programming Procedures and STP project application form for their review.
- ii. The Council may vote on convening a Programming and Procedures Review Committee (hereinafter "Review Committee") to review and recommend revisions to the current STP Project Selection and Programming Procedures and STP project application form.
- iii. The Review Committee, with assistance from the Planning Liaison, shall provide recommended revisions to the Project Selection and Programming Procedures and STP project application form for the Council's approval.
- iv. The Council shall vote on the proposed revisions to the STP Project Selection and Programming Procedures and STP project application form.

III. PROGRAM REQUIREMENTS

A. APPLICANT ELIGIBILITY

- i. Any Council member (see Appendix A) is eligible to submit a STP project application(s), which are commonly referred to as “Local Public Agency”.
- ii. A township or transit agency with a municipal or county co-sponsor is eligible to submit a STP project application(s).

B. PROJECT ELIGIBILITY

- i. The route/roadway has a functional classification of collector and above on the Federal Highway Administration’s (hereinafter FHWA) map.
- ii. Is a STP eligible project type as specified in the FAST Act and is listed on the Council’s Eligible Projects List (see Appendix B).
- iii. The applicant can fund the required local match and adopts a resolution to this effect.
- iv. The applicant completes a project application.
- v. The project location is within the boundaries of the Council (the geographic area used to determine the funding allocated to the Council).
- vi. The routes eligible for the STP funding should be those, which promote regional and/or sub-regional travel. STP routes must serve more than a local land access function.
- vii. The improvement of the STP system routes shall require adherence to federal and state standards and policies. (For example, the simple resurfacing of a STP system route is not possible unless the completed project meets federal/state standards.)

Projects must coincide with CMAP’s approved regional plan titled “GO TO 2040”. Local Public Agencies are asked to follow GO TO 2040 recommendations when considering projects. Projects that are multi-modal, ease congestion and are regionally significant are highly encouraged. The GO TO 2040 plan states: *“To improve the efficiency and effectiveness of our transportation system, the first requirement is to spend existing resources more wisely. Investment decisions should be based on performance-driven criteria, rather than arbitrary formulas. The region should prioritize efforts to modernize our significant existing assets we have, rather than continuing to expand the system. Investments of all types should take a multimodal approach, with consideration for transit users, bicyclists and pedestrians.”*

C. FUNDING LEVELS

- i. Phase I Engineering, Phase II Engineering and Right-of-Way/Land Acquisition will be the complete (100%) responsibility of the Local Public Agency.
- ii. Construction and Phase III Engineering (aka “Construction Engineering/CE”) will be matched at a ratio of 80% federal and 20% local.
- iii. The maximum federal funding available for any single project will be \$1,500,000. Any amount exceeding \$1,500,000 will be the complete (100%) responsibility of the Local Public Agency.
- iv. An awarded project (i.e. on the Council’s five-year STP programmed schedule) will be funded at their STP project application amount.

IV. SCORING CRITERIA

A. CATEGORIES

- i. The scoring for each category is cited in the STP Project Application document (see Appendix D).

B. SMALL COMMUNITY SET-ASIDE

- i. For small communities (see Appendix C) to facilitate competitiveness for projects in communities with populations less than 10,000.
- ii. Small Community projects will also be eligible for an extra ten (10) points on their application. This “set-aside” will also permit Local Area Pavement Preservation (LAPP) projects on STP eligible routes.
- iii. The “set-aside” concept has the added benefit in that these projects will be ranked first with all projects submitted, and then separately within the small community project category.

V. PROJECT SELECTION PROCESS

A. APPLICATION

- i. Interested applicants may contact the Planning Liaison to schedule a Project Scoping meeting with themselves, the PL, and the Illinois Department of Transportation (hereinafter “IDOT”) to discuss the proposed project scope and the associated IDOT federal road project requirements.
- ii. When federal funding is programmed or anticipated for project construction, the Local Public Agency will be required to advise IDOT of Phase I Engineering, Phase II Engineering, and Right-of-Way Acquisition initiation. A letter detailing the following information should be forwarded to IDOT District One Bureau of Local Roads and Streets prior to initiating each phase of the project:

1. Project location and termini
 2. Local Public Agency contact person
 3. Project consultant contact person
 4. A copy of the draft contract between the Local Public Agency and consultant including the scope of services
 5. A preliminary schedule for each project stage completion
- iii. If the project is eligible, a STP project application form should be completed. The individual who prepares said application form should plan to be involved in the development of the project from start to finish (i.e. municipal engineer or municipal manager/administrator).
- iv. Applications must include the following:
1. A cover letter on a municipal letterhead that is signed by either the designated Council representative/alternate representative or municipal Mayor/President.
 2. A letter(s) of support from the adjoining jurisdiction(s) for projects that enter or include an adjoining jurisdiction (county, municipal or township).
 3. One (1) certified resolution stating that the Local Public Agency will fund the required twenty percent (20%) local match. A sample resolution is included in Appendix E.
- v. STP project applications must be submitted by the deadline date cited in the Council's official Call for Projects release. Submit one (1) paper copy of the application to the PL. An electronic version may also be submitted via email to the PL.

B. SMALL COMMUNITY SET-ASIDE

- i. \$800,000 per federal fiscal year will be "set-aside" for small communities (see Appendix C) to facilitate competitiveness for projects in communities with populations less than 10,000.
- ii. Any unused funds in the "set-aside" will not "roll-over" from year to year. The money will be returned to the general STP allocation for the federal fiscal year. Projects will be awarded based on points.

C. PROJECT SELECTION

- i. All projects will be self-evaluated by the applicant based on the Council's Scoring Criteria (see Section IV).
- ii. Each project application will receive a total point value, which will be used to prioritize projects.

- iii. The PL shall review each project application for completeness and accuracy. Once reviewed, project applications may be submitted to CMAP and IDOT for review of federal funding eligibility.
- iv. The PL shall review the self-rating score of each project application using the Council's Scoring Criteria (see Section IV).
- v. The PL's project application scoring evaluation results will be returned to the applicant as soon as they are completed.
- vi. The Council shall be given the submitted project applications, project summary information, and project evaluation results for all proposed projects in the Council meeting packet for the subsequent Council meeting following the Call for Projects period.
- vii. The Council shall vote on the projects to be funded and added to the Council's five-year STP programmed schedule at the subsequent Council meeting based on the following:
 - 1. Project scoring rating based on Council's Scoring Criteria (see Section IV). Projects with the highest scores (i.e. number of points) should be selected.
 - 2. STP funding mark amount.
 - 3. Other factors the Council wishes to consider.

D. MYB LIST

- ii. Projects that are not selected for inclusion in the Council's five-year STP programmed schedule may be placed on an Multi-Year B-List (hereinafter "MYB List").
- iii. The MYB list shall be constrained by one (1) year's worth of STP programming/mark funds.
- iv. The Council may vote on adding a MYB List project(s) to the Council's five-year STP programmed schedule if at least one of the following occurs:
 - 1. A programmed project is removed from the Council's five-year STP programmed schedule due to the Sunset Provisions cited in Section VI.E.
 - 2. A Local Public Agency voluntarily removes their programmed project from the Council's five-year STP programmed schedule.
- v. MYB List projects will be added to the Council's five-year STP programmed schedule in order of their original project selection ranking from their Call for Projects cycle.

- vi. At the time the Council releases a new Call for Projects, all MYB List projects from the previous Call for Projects cycle will be removed from the MYB List. Local Public Agency will need to reapply their project application during the newly released Call for Projects and will be re-ranked with the new proposed projects.

E. PROGRAMMED

- i. The PL will add Council funded/selected projects to the Council's five-year STP programmed schedule based on funding availability and project readiness after the following occurs:
 - 1. A project is approved by the Council during an official Call for Projects.
 - 2. PL enters the project into TIP.
 - 3. Project is approved by CMAP for inclusion into the TIP.
- ii. The PL will work directly with CMAP/IDOT to enter, update, and award projects in the TIP. Projects can also be managed in the TIP by the Council's Executive Director (aka McHenry County Principal Transportation Planner).
- iii. Once programmed, a meeting with the Local Public Agency, PL, IDOT, and any other affected agencies shall be held to identify and discuss any issues confronting the selected project. This can occur during the project's IDOT Phase I kick-off meeting.
- iv. Subsequent project update/kick-off meetings will be held throughout the project implementation.
 - i. Local Public Agency should reference IDOT's *Bureau of Local Roads and Street Manual* for direction on what requirements must be met for federally funded projects.
 - i. Reference the *Federal Highway Administration Process for Project Implementation* document for assistance.
 - i. Engineering and land acquisition must be accomplished in accordance with federal requirements for projects to be constructed utilizing federal funds.
- ii. All forms and correspondence between the Local Public Agency, project consultant, and IDOT shall be coordinated and sent to the PL.

VI. PROGRAM MANAGEMENT

A. PROJECT GOALS

To ensure projects proceeding timely, the following are the typical project phase timeframes:

- i. Initiate Phase I Engineering with IDOT within one (1) year of being accepted onto the Council's five-year STP programmed schedule.
- ii. Complete right-of-way acquisition within three (3) years of being accepted onto the Council's five-year STP programmed schedule.
- iii. Complete Phase II Final Plans, Specifications and Estimates (PS&E) within three (3) years of being accepted onto the Council's five-year STP programmed schedule.
- iv. Scheduled for an IDOT bid letting within three (3) years of receiving IDOT Design Approval.

B. PROJECT STATUS UPDATES

- i. Annual Project Status Updates:
 1. Each year, the Local Public Agencies will submit a Project Status Update report to the Planning Liaison. This will typically occur in October/November.
 2. The annual updates assist the Planning Liaison in updating the Council's five-year STP programmed schedule based on funding availability and project readiness.
- ii. Special Project Status Updates:
 1. Project(s) that have not initiated Phase I Engineering with IDOT and have been on Council's five-year STP programmed schedule for one (1) year, shall submit a Special Project Status Update report to the Planning Liaison three (3) weeks prior to a regularly scheduled Council meeting. Said update report will be included in the Council's meeting packet for discussion.

C. PROJECT SCOPE CHANGES

Project Scope Change requests are for changes in the type(s) of work being done, changes to the location/project limits, and any changes that depart from the original project application. The Council shall not consider Project Scope Change request(s) until a Phase 1 kick-off meeting with IDOT, PL, and Local Public Agency has occurred. The Council expects that Project Scope Changes are based on review comments from IDOT/FHWA.

- i. The Council will not consider requests that changes the original project location to an entirely different location (i.e. Road "A" to Road

“B”) or a location that directly abuts the original project location limits.

- ii. The Council shall vote on requests that shorten or lengthen the original project termini's (i.e. start and end) on the original roadway/project location.
- iii. The Council shall vote on all other requests.

D. PROJECT COST INCREASES

Project cost increase requests shall not be considered by the Council until Phase I Engineering has been approved by IDOT.

- i. Projects are guaranteed a funding increase up to ten percent (10%) over the original STP programmed amount (i.e. STP project application). The PL will administratively approve said funding increase requests.
- ii. When project costs exceed 110% of the STP programmed amount, the amount exceeding 110% will be the complete (100%) responsibility of the Local Public Agency.
- iii. A Local Public Agency may submit a request to increase their project's STP programmed amount over one-hundred and ten percent (110%) of the original STP programmed amount (i.e. STP project application). The Council shall vote on said cost increase request.
- iv. The amount of federal STP funding approved and programmed by the Council for a particular project will be considered “capped” at the approved STP programmed amount, which includes any approved project cost increase request(s). When the Joint Agreement is enacted between the Local Public Agency and IDOT, a note shall be included stating the capped nature of the maximum available STP funds for the project.
- v. STP funding increase request for projects that have been bided on at an IDOT letting will not be considered or approved by the Council. Any amounts exceeding the STP programmed amount will be the complete (100%) responsibility of the Local Public Agency.
 - 1. Exception: The Council may vote on a Local Public Agency's STP funding increase request if the Council has sufficient funds in the Council's five-year STP programmed schedule and that other programmed STP projects will not be impacted (i.e. project removal, bumped to later FFY or funding decreased).

E. SUNSET PROVISION

- i. Project(s) that have not initiated Phase I Engineering with IDOT and have been on Council's five-year STP programmed schedule for two (2) years may be permanently removed from the Council's five-year STP programmed schedule by a vote of the Council.
- ii. Project(s) that have received IDOT Design Approval and have not been scheduled for an IDOT bid letting within three (3) years said approval may be permanently removed from the Council's five-year STP programmed schedule by a vote of the Council.

VII. ADVANCED FUNDING

In the event that the Council's mark allocation of STP funds has been spent, the Council will need to request Advance Funding to fund projects. Projects that need Advance Funding in order to be placed on an IDOT letting must have met IDOT deadlines and submitted to the Council no less than four months before the IDOT letting date. The Planning Liaison will work with the Local Public Agency to ensure CMAP and IDOT deadlines are met and the project remains on schedule.

Advance Funding requests are pursuant to Council of Mayor's Executive Committee procedures and requirements (see Appendix F).

VIII. APPENDIX

Appendix A - Council Member List

Appendix B - Eligible Project List

Appendix C - Small Community List

Appendix D - STP Project Application

Appendix E - Sample Local Funding Match Resolution

Appendix F - Advance Funding Analysis Memo

COUNCIL MEMBER LIST

The following municipalities/county are members of the McHenry County Council of Mayors:

- Village of Algonquin
- Village of Barrington Hills
- Village of Bull Valley
- Village of Cary
- City of Crystal Lake
- Village of Fox River Grove
- Village of Greenwood
- City of Harvard
- Village of Hebron
- Village of Holiday Hills
- Village of Huntley
- Village of Johnsburg
- Village of Lake in the Hills
- Village of Lakemoor
- Village of Lakewood
- City of Marengo
- Village of McCullom Lake
- City of McHenry
- Village of Oakwood Hills
- Village of Port Barrington
- Village of Prairie Grove
- Village of Richmond
- Village of Ringwood
- Village of Spring Grove
- Village of Trout Valley
- Village of Union
- Village of Wonder Lake
- City of Woodstock
- McHenry County

**MCHENRY COUNTY COUNCIL OF MAYORS
ELIGIBLE PROJECT LIST**

- Roadway projects that are of regional and/or national significance including:
 - Reconstruction improvements
 - Rehabilitation improvements
 - Resurfacing improvements
 - Operational improvements
- Capital and operating costs for traffic monitoring, management and control facilities.
- Capital costs for transit projects.
- Bicycle and pedestrian paths and facilities including:
 - Bicycle lanes
 - Multi-use side paths
 - Sidewalks
 - Crosswalks
 - Grade-separated bridge structures
 - Bicycle racks
 - Directional signage
- Carpool programs, fringe and corridor parking facilities (Park n' Ride lots), pedestrian walkways and modification of public sidewalks to comply with the Americans with Disabilities Act of 1990.
- Safety projects.
- Projects with a route/roadway that has a functional classification of collector or above on the Federal Highway Administration's (hereinafter FHWA) map.
- Infrastructure-based intelligent transportation systems capital improvements.
- Advanced truck stop electrification systems.
- Intersection improvements with disproportionately high accident rates and/or high congestion.
- Environmental restoration/pollution abatement (limit expenditures to 20% of the total cost of the reconstruction, rehabilitation, resurfacing and/or restoration).
- Control of terrestrial and aquatic noxious weeds and establishment of native species.

NOTE: The McHenry County Council of Mayors does not fund signal preemption projects.

SMALL COMMUNITY LIST

	MUNICIPALITY NAME	POPULATION
1	Village of Barrington Hills	4,209
2	Village of Bull Valley	1,077
3	Village of Fox River Grove	4,854
4	Village of Greenwood	255
5	City of Harvard	9,447
6	Village of Hebron	1,216
7	Village of Holiday Hills	610
8	Village of Johnsburg	6,337
9	Village of Lakemoor	6,017
10	Village of Lakewood	3,811
11	City of Marengo	7,648
12	Village of McCullom Lake	1,049
13	Village of Oakwood Hills	2,083
14	Village of Port Barrington	1,517
15	Village of Prairie Grove	1,904
16	Village of Richmond	1,874
17	Village of Ringwood	836
18	Village of Spring Grove	5,778
19	Village of Trout Valley	537
20	Village of Union	580

Source: April 1, 2010, United States Census population, *2010 Demographic Profile*.

**MC HENRY COUNTY COUNCIL OF
MAYORS**
16111 Nelson Road
Woodstock, Illinois 60098

Surface Transportation Program (STP)
Project Application for Inclusion
on the Five-Year Project List

*Before completing the application below, project sponsors are required to review the current McHenry County Council of Mayors Methodology available at www.mchenrycountycom.org. If the application is missing any information or does not follow the Council's Methodology, it will not be ranked or considered for funding. **Applications are due Friday, August 15, 2014.***

General Information

- 1.) Date of Application _____
- 2.) Municipality/Lead Agency _____
 Contact Person _____
 Organization _____
 Street _____
 City, State, Zip _____
 Phone _____
 Fax _____
 E-mail _____
- 3.) Name of Facility to be Improved _____

- 4.) Project Limits
 A. North/West Reference Point/Cross Street _____
 Municipality/Township _____
 B. South/East Reference Point/Cross Street _____
 Municipality/Township _____
- 5.) Project Length _____ FAU Route Number _____
- 6.) Other Project Location Information _____

- 7.) Brief Description of the project _____

- 8.) Indicate primary work type categories (up to a maximum of three). (See CMAP TIP WORK TYPE CODES attached to this document.)

- 9.) Please check (✓) the stages complete that coincide with the project:

Need K/O Meeting

A kick-off meeting needs to be scheduled with IDOT and the planning liaison.

☐

PH I Not Initiated

A kick-off meeting has been held but PH I has not begun.

☐

PH I Underway

The project sponsor is currently working on PH I engineering.

☐

PH I Complete

PH I has been completed and the municipality is awaiting design approval from IDOT.

☐

Awaiting PH II Initiation

The project sponsor has received design approval and is waiting PH II initiation.

☐

PH II Underway

The project sponsor is currently working on PH II.

☐

PH II Complete

The project sponsor is awaiting a bid letting.

☐

Note:

LAPP projects do not require PH I, therefore it is determined that they are awaiting PH II initiation.

SCORING CRITERIA

Multiple Partner Participation

If additional project participants (i.e. adjacent municipality, county, township, IDOT, transit agency), are identified as contributing at least 20% of the total project cost, the project will receive an additional five (5) points per additional participant up to a maximum of ten (10) points. If a private developer is an additional participant, the project will receive an additional three (3) points per additional participant up to a maximum of six (6) points. A letter or documentation from each participating partner is required.

Additional Participant: _____
Participation Amount: _____ % or \$ _____
Contact Person: _____
Organization: _____
Street: _____
City State, Zip: _____
Phone: _____
E-mail: _____

Additional Participant: _____
Participation Amount: _____ % or \$ _____
Contact Person: _____
Organization: _____
Street: _____
City State, Zip: _____

Phone:
E-mail:

Average Daily Traffic (ADT)

Please list current ADT and source of ADT. Future ADT will not be accepted. Some ADT numbers are listed on the IDOT website. For new alignment projects, include CMAP projected opening day traffic counts. A letter from CMAP stating projected traffic is required for new alignment projects.

Current ADT: _____
Source: _____

Please complete the following formula:

$$\frac{\text{Current ADT} \times 20}{10,000}$$

For example, a current traffic count shows a 6,000 ADT of a road segment that needs resurfacing. The point calculation would be:

$$\frac{6000 \times 20}{10,000} = \frac{120,000}{10,000} \quad \boxed{=12}$$

Point Value:

$$\frac{\text{Current ADT} (\quad) \times 20}{10,000} =$$

Point values for this factor will be based on a ratio of the existing ADT to the ADT corresponding to the maximum point possible. Point value for a project with an **existing ADT of 10,000 or more will be 20.**

Guidelines for Interpretation:

For intersections, the ADT will be considered the average of the ADTs for each approach. If a road project includes both intersection improvements and road segment improvements, the point value will be based on the existing ADT for the intersection. The point value for a road resurfacing or reconstruction project, which does not include intersection channelization, signalization, or other intersection improvements, will be based on the highest ADT for the road segment.

Air Quality Benefit

Projects reducing emissions with significant traffic flow improvements	8	<input type="checkbox"/>
New signalization projects (where warranted)		
Full intersection channelization/roundabouts		
Add lanes projects		
Projects reducing emissions with moderate traffic flow improvements	4	<input type="checkbox"/>
Improving existing signals		
Bottleneck elimination or auxiliary lane additions		
Realignment of offset intersection pairs		
Providing a missing road segment link		
Consolidation of access (i.e. reducing the number of driveways)		
Minor channelization improvements		

Complete Streets/Multimodal

The Complete Streets/Multimodal category aims to prioritize projects that account for all users of the transportation network and enhance the safety of pedestrians. This category would include components to Complete Streets and could include bicycle and pedestrian paths and/or facilities. Please check all that apply and add two points for each component. The maximum points per category is two.

Project Includes New Access to Transit	2	<input type="checkbox"/>
Project Includes a New Pedestrian/Shared Use Path	2	<input type="checkbox"/>
Project Improves Multimodal Traffic (i.e. bike lanes, sidewalk widening)	2	<input type="checkbox"/>
Project Bridges a Pedestrian Gap	2	<input type="checkbox"/>

TOTAL POINTS AIR QUALITY & COMPLETE STREETS/MULTIMODAL

Continuity of Improvement

Five points (5) will be awarded for each recently completed (within 3 years from the date of the application) or programmed (by a public agency within 5 years of the date of the application) immediately adjacent improvement up to a maximum of ten (10) points. The proposed project's scope must be of equal or greater scope of the adjacent improved or programmed project to be eligible (i.e. a resurfacing adjacent to recent road widening is not eligible). The proposed project must meet or exceed the capacity of the adjacent improvement. The goal of these points is to encourage contiguous and simultaneous projects.

Adjacent Project: _____
Brief Project Description: _____

Programming Agency: _____
Programmed _____
/Completed Year: _____
Contact Person: _____
Street: _____
City, State, Zip: _____
Phone: _____
Fax: _____

E-mail: _____

Adjacent Project: _____

Brief Project Description: _____

Programming Agency: _____

Programmed _____

/Completed Year: _____

Contact Person: _____

Street: _____

City, State, Zip: _____

Phone: _____

Fax: _____

E-mail: _____

A total of two (2) continuities are available. Please add five points to your total score for every continuous improvement.

Total Continuity of Improvement Points:

Conditions of Pavement.

Using the IDOT CRS pavement rating system please select the condition of the road pavement.
(Attach Supporting Information) *Note: The score selected will be averaged with the Planning Liaison's determination.*

CRS Score	Pavement Category	Point Value	Check (✓) One
0-4.5	Poor	10	<input type="checkbox"/>
4.6-6.0	Fair	5	<input type="checkbox"/>
6.1-7.5	Good	1	<input type="checkbox"/>
7.6-9.0	Excellent	0	<input type="checkbox"/>
New Alignment		3	<input type="checkbox"/>

Please explain the above determination:

Project Readiness

Projects will receive project readiness points based on their status relative to completion of engineering and land acquisition.

	<u>Point Value</u>
Phase II engineering and right of way acquisition completed	15
Phase II engineering completed and approved by IDOT	10
Phase I engineering report completed and has IDOT design approval	5
Phase I engineering report completed and submitted to IDOT	3
Pre-phase I engineering	0

TOTAL POINTS

Small Community Consideration

If your community has a population less than 10,000 people the project is eligible for ten (10) extra points.

TOTAL POINTS

Further Project Description Information

Highway Designation

Indicate appropriate facility designations within project limits. Please check (×) all that apply

- | | |
|--|---|
| <input type="checkbox"/> Strategic Regional Arterial | <input type="checkbox"/> State or Federal Highway |
| <input type="checkbox"/> Other Arterial Highway | <input type="checkbox"/> County Highway |
| <input type="checkbox"/> Collector Road | <input type="checkbox"/> Township Road |
| <input type="checkbox"/> Local Road | <input type="checkbox"/> Municipal Road/Property |
| <input type="checkbox"/> Strategic Regional Transit Facility
(METRA/Park n' Ride) | <input type="checkbox"/> Private Road/Property |
| <input type="checkbox"/> Bicycle/Pedestrian Facilities | <input type="checkbox"/> Park District/Forest Preserve |
| | <input type="checkbox"/> Transit Facility (Bus Stop/Bus Shelters) |

Project Description

Please provide a detailed description of the project.

If necessary, provide a brief narrative advising the council of any related issues that have not previously been identified in this application.

Complete the following project improvement table where appropriate.

<i>Improvement</i>	<i>Before</i>	<i>After</i>
Number of unrestricted driving lanes		
Driving Lane width(s) (feet per lane)		
Shoulder width (in feet or indicate if curbed)		
Overall pavement cross section (in feet)		
Number of signalized intersections within project limits		
Number of parking lanes/spaces		
Continuous bidirectional turn lane (yes or no)		
Number of restricted driving lanes (describe restriction)		
Posted speed limit(s)		

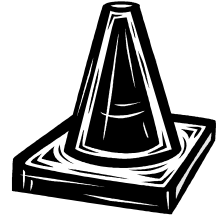
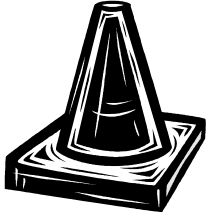
Funding – Please note STP funds can only be 80% of the total construction costs. The McHenry County Council of Mayors requires a 20% local match per project.

A Detailed Estimate of Cost (attached) is needed for each project.

	<i>Starting Date</i>	<i>Local Funds</i>	<i>STP Funds</i>
Phase			0
Phase I Engineering			0
Phase II Engineering			0
Right of Way Acquisition			
Construction (w/Engineering III)			
Project cost by Fund Source			
<i>Total Project Cost</i>	\$		
<i>Total STP Funding Request</i>	\$		

Scoring Summary

<u>Ranking Criteria</u>	<u>Page</u>	<u>Maximum Points Available</u>	<u>Points Received</u>
Multiple Jurisdiction Participation	2	10	
ADT	3	20	
Air Quality Benefit & Complete Streets/Multimodal	4	16	
Continuity of Improvement	4-5	10	
Conditions of Pavement	5	10	
Project Readiness	5	15	
Small Community Consideration	6	10	
Totals		91	



The Council Liaison will verify the information submitted on this application. If there are any discrepancies in the information disclosed in this application the project sponsor will be contacted to clarify the issue. If no agreement is reached, the full Council will be consulted.

Note, any changes to the cost estimates must be reported to the Planning Liaison immediately.

Exhibits

1.) Please attach the following exhibits to the completed application form submittal. In order to allow multiple reproductions, please ensure that all exhibits are suitable for photocopying (maximum paper size not to exceed 11X17):

- A.) A map showing the location of the project within the region;
- B.) A map showing the location of the project within the municipality or township;
- C.) Any additional project design plans which may be of assistance in evaluating the project application;
- D.) A copy of a recent Board/Council resolution (or minutes) requesting consideration of the project by the Council of Mayors and the project sponsors ability to fund the required local match;
- E.) Copies of accident reports from the last three years. (A summary is acceptable).

One completed project application and attachments should be forwarded to cldaigle@co.mchenry.il.us.

Applications can be mailed to:

**McHenry County Council of Mayors
STP Project Applications
16111 Nelson Road
Woodstock, IL 60098**

If submitting by email, please include a PDF copy.

DETAILED ESTIMATE OF COSTS

Item	Description	Unit	Quantity	Unit Price	Total
1	Earth Excavation	Cu Yd			
2	Pavement Removal	Sq Yd			
3	Furnished Excavation	Cu Yd			
4	Subbase	Sq Yd			
5	HMA Base Course	Sq Yd			
6	HMA Binder Course	Ton			
7	HMA Surface Course	Ton			
8	HMA Surface Course (Multi-Use Path)	Ton			
9	Agg Base Course	Sq Yd			
10	Patching	Sq Yd			
11	Sidewalk	Sq Ft			
12	Combination Curb & Gutter Removal	Foot			
13	Combination Conc. Curb & Gutter	Foot			
14	Pavement Marking	Foot			
15	Street Lighting	Each			
16	Signal Construction	L Sum			
17	Landscaping	Sq Yd			
18	Erosion Control (2%)	L Sum			
19	Traffic Control & Protection (4%)	L Sum			
20	Proposed Drainage (20%)	L Sum			
21	Mobilization (4%)	L Sum			
22	Other				
SUBTOTAL					
ADD 15% CONTINGENCY					
TOTAL CONSTRUCTION COST					
ROW ACQUISITIONS					
TEMPORARY EASEMENT					
TOTAL ROW COST					
UTILITY ADJUSTMENTS (5%)					
PHASE II ENGINEERING (9%)					
PHASE III ENGINEERING (10%)					
TOTAL ENGINEERING					
TOTAL COST OF ITEMS:					

SAMPLE LOCAL FUNDING MATCH RESOLUTION

**A RESOLUTION APPROVING THE LOCAL MATCH FOR CERTAIN STREET IMPROVEMENTS
THROUGH THE McHENRY COUNTY COUNCIL OF MAYORS
SURFACE TRANSPORTATION PROGRAM**

WHEREAS, the municipality is a member of the McHenry County Council of Mayors; and

WHEREAS, the McHenry County Council of Mayors has adopted policies for the implementation of the Surface Transportation Program (hereinafter “STP”) of the Fixing America’s Surface Transportation Act (hereinafter “FAST Act”), and

WHEREAS, those policies require that to receive STP funding through the Council of Mayors, a Local Public Agency must submit a STP project application and a resolution stating that the required local 20% match for that project will be available through the life of the project.

NOW THEREFORE BE IT RESOLVED that the municipality applies for STP funding for the specified type of improvement to the specified route.

BE IT FURTHER RESOLVED that the municipality hereby agrees that it will allocate the required 20% local match, estimated to be (\$000,000.00), to the improvement of the specified route so long as the project is programmed in the McHenry County Council of Mayors’ Five Year Program or is on its Multi-Year B-List (hereinafter “MYB List”) of projects.

ADVANCED FUNDING ANALYSIS MEMO

November 12, 2013

“SEE ATTACHED”



MEMORANDUM

APPENDIX F

To: Council of Mayors Executive Committee

From: CMAP Staff

Date: November 12, 2013

Re: Advanced Funding

The first iteration of Advanced Funding occurred in 1978 to address concerns that the region may lose funding if there was an unobligated balance. This was before the existence of the Council of Mayors Executive Committee, which was created in 1981.

Consistent concerns have been expressed since the inception of advanced funding, including maintaining the equitable distribution of funding and not allowing advanced funding of one project to delay the implementation of another.

To address these concerns, the Councils and Council of Mayors Executive Committee required municipalities requesting advanced funding to guarantee repayment from other sources if the federal funding source was discontinued. They also limited the amount of funding councils could advance fund based on the expiration of the current transportation authorization bill.

Currently advanced funding is done in the following manner:

1. A council makes a request to CMAP for advanced funding.
2. CMAP verifies the need for advanced funding by checking to make sure that a council has spent/obligated all of their funds before the letting prior to the letting that the project is scheduled to be on.
3. The letting schedule and readiness for the project is also confirmed with IDOT.
4. Once a project is deemed "eligible" CMAP staff checks to see if the advanced funding request will have an impact on any existing projects that are scheduled to be let in the current FFY by other councils.
 - a. If STP-L funds in the region are available and IDOT has identified additional state appropriation to fulfill the Advanced Funding request, the request is forwarded to the Council of Mayors Executive Committee for consideration.
 - b. If the Advanced Funding request is approved then CMAP changes the approved marks in the TIP for the requesting Council in both the current and future FFY's as the total available STP funds for the region over the multi-year TIP haven't changed. For example an approved request for advanced funding in FFY 14

would show an increase in a Council's FFY 14 mark and a subsequent decrease in their FFY 15 mark.

The legal validity of resolutions guaranteeing repayment if the fund source was to be discontinued in future transportation authorizations has been questioned and therefore is no longer required. Additionally, limiting the amount of funding councils could advance fund has not been implemented due to the large regional balance and the looming threat of rescissions. Another reason for not limiting the amount of advanced funding is the desire to demonstrate the tremendous transportation needs in the region and the ability of the region to accomplish projects.

Currently, advanced funding is calculated as a deficit against the future allotments of the council requesting the funding. This method assumes constant reauthorization of the STP-L program (or a similar program). If the STP-L program (or a similar program) is not included in a transportation authorization bill, each council's mark will be reduced proportionally by the current amount that is advanced funded. Currently, there is roughly \$6.6 million in advanced funding federally authorized. If no additional STP-L (or similar program) funding was given to the region, each Council with a positive STP balance would have its funding mark reduced proportionally to cover the advanced funding amount. Please see the table below for the amount each regional council would lose if STP-L (or a similar program) was not reauthorized or extended. This is based on the current amount of advanced funding that has been authorized and does not include any requests presented before you at your November 19, 2013 meeting.

Council	Current Mark	Federally Authorized Advanced Funding	2010 Population	Portion of loss	Amount Loss Due to Advanced Funding	Potential mark
North Shore	\$4,783,328		326,078	6.05%	-\$399,965.60	\$4,383,362
Northwest	\$21,919,945		713,803	13.25%	-\$875,547.10	\$21,044,398
North Central	\$6,324,566		310,457	5.76%	-\$380,804.97	\$5,943,761
Central	\$769,365		257,867	4.79%	-\$316,298.34	\$453,066
Southwest	\$13,798,245		377,340	7.00%	-\$462,843.31	\$13,335,401
South	\$7,561,372		519,918	9.65%	-\$637,728.76	\$6,923,644
DuPage	\$9,759,951		926,125	17.19%	-\$1,135,980.18	\$8,623,971
Kane/Kendall¹	\$12,567,367		668,116	12.40%	-\$819,507.66	\$11,747,859
Lake	\$15,150,275		699,057	12.98%	-\$857,459.74	\$14,292,815
McHenry	\$0	-\$6,608,275	325,211	0.00%		\$0
Will	\$10,683,879		588,735	10.93%	-\$722,139.34	\$9,961,740
Suburban Total	\$103,318,293		5,387,496	100.00%	-\$6,608,275	\$96,710,018

CMAP supports the use of advanced funding to effectively use the region's available funding. Having a low regional balance shows policy makers in Washington that the region's municipalities have substantial needs and the capacity to accomplish valuable surface transportation projects.

Advanced funding has proved beneficial to the region. Given that IDOT and CMAP count the use of advanced funding against future allotments, the risk of using advanced funding is for

those Councils that do not spend their balance and allotment. Those councils also create a risk for the region by allowing the regional balance to grow and be at risk for rescissions. Given the data in the table, depending on the size of the rescission and if it were be applied proportionally, the suburban councils would be at risk of losing their entire remaining mark of \$103 million.

Each Advanced Funding request is a unique situation that needs to be assessed to determine if the funding and state appropriation is available. If either the funding or state appropriation is not available or the region is close to using all funding or state appropriation it is possible that other regularly programmed projects may be delayed. CMAP staff checks the availability of funding and state appropriation for each advance funding request and reports to the committee if other regularly programmed projects may be delayed. This is a challenging question to answer, because each approved request has the potential to delay projects in the future, but generally the far future. There is only so much funding the region has and as that funding is used by any project (advanced funded or not), other projects cannot use that funding.

Another concern is that fiscal constraint for the region must be maintained. As councils spend, they spend into their future allotment, but what happens if they spend past the five years of the approved marks table? There is no anticipated allotment past the five years of the marks table. If a council were to spend past the five years of the marks table, other Council's marks would need to be decreased to account for that over spending.

The authority to decide whether to approve advanced funding and/or limit advanced funding rests with the Council of Mayors Executive Committee and the MPO Policy Committee. Some options to increase awareness of the risk to councils would be to include a table, similar to the one above, with every advanced funding request that appears before the Council of Mayors Executive Committee. CMAP staff has taken steps to raise awareness with the creation and distribution of the STP-L expenditure report and by reporting regularly on expenditures of the region. If members of the Council of Mayors Executive Committee has additional suggestions, we look forward to hearing them.