

CMAP Outline APM – Draft Proposal

1. Program Development

a. Calls for Projects

- i. Every 2 years
- ii. Open in January close in March
- iii. Final programs submitted as TIP amendment for MPO Policy approval in October

b. Active Programs

i. Fiscally constrained, five-year program

1. Current Year and four Out Years

- a. Current Year is subject to obligation deadlines.
 - i. Obligation deadline is defined as when the funds for the project have been obligated.
- b. Out Years – no deadlines
- c. Project expire only due to inactivity, as long as sponsor commitment continues
 - i. Sponsor commitment is defined as quarterly status updates (even if the status update is “no change” a quarterly update is required)

c. Contingency Programs

- i. Ranked projects from regular calls that were not selected.
- ii. Sponsors must be committed to keeping projects active.
- iii. Sponsors will need to reapply the next call.

2. Project management

a. Training

- i. Requirements are at the discretion of each Council.

b. Designated Project Managers (Defining responsibilities)

i. Technical Project Manager

1. Responsible for overseeing project implementation and communicating project information.

ii. Financial Project Manager

1. Responsible for ensuring required match is budgeted and available and communicating project information

iii. Consultant Project Manager (if applicable)

1. Responsible for completing and communicating implementation to other managers and stakeholders

c. Status Updates

- i. Quarterly at minimum, required throughout the life of the project.

d. Penalties for not submitting updates

i. Projects with any phase programmed in the current FFY

1. The project phase, and all subsequent phases, will be moved from the active program to the contingency program.

ii. Projects with any phases programmed in an out year (years 2-5)

1. 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 reapply for funding during the next CFP.
 - iii. **Contingency projects**
 1. The project phase, and all subsequent phases, will be removed from the contingency program, and must reapply for funding during the next CFP.
- 3. Program Management**
- a. **Obligation Deadlines (Further defined)**
 - i. Obligations occur when IDOT requests federal funds for a project
 - ii. Requests follow execution of funding agreements
 - iii. Obligation occurs at the beginning of each phase
 - iv. Project phases in the current FFY must obligate funds by 9/30
 - v. Request extension
 1. Phase 1 or phase 2 or right of way: 3 months (to Dec 31)
 2. Construction: 6 months (to the date associated with the April state letting.
 3. Must request by TBD date in April.
 4. Selecting body staff decides, based on ability to meet extended deadline.
 5. If denied, can appeal or select other options (contingency)
 6. If not obligated by deadline:
 - a. Projected moved to contingency program and programmed funds are withdrawn from balance
 - vi. Request to be moved to Contingency
 1. Programmed funds remain in current year and are reprogrammed to next available project.
 2. Can be moved out of contingency if funds are available.
 - vii. Proceed at your own risk (local programs only) if funds not obligated by September 30
 1. Project removed from active program and must reapply next call or complete the project with other funding.
 2. Funds are removed from Council and go to shared fund.
 - b. **Carryover limitations & Redistribution of Unobligated Funding**
 - i. No more than the annual allotment can be carried over at the end of each FFY.
 - ii. Carryover can be from: Obligation remainders, fund programmed for a project granted an extension.
 - iii. Carryover cannot be from: unprogrammed funds, projects that proceeded at their own risk.
 - iv. Unobligated funds not carried over will be redistributed to the shared fund for immediate use.
 - c. **Active Reprogramming**
 - i. Can occur at any time with revised active and contingency programs
 - ii. Can occur as part of a call for projects
 - iii. If phase 1 has not started since prior call, sponsor must reapply unless...

1. The project is for pavement preservation techniques that align with pavement management system recommendations; or
2. Only phase 1 was programmed in the prior CFP
- iv. Out year reprogramming subject only to maintaining fiscal constraint
- v. Reprogramming in the current year can occur when funds become available due to:
 1. Obligation remainders
 2. Projects voluntarily moving to the contingency program
- vi. Funds can be actively reprogrammed for:
 1. Cost changes for programmed (current year) or already obligated (current or past) phases
 2. Accelerating phases programmed in out years of the active program that are ready to obligate
 3. Accelerating phases included in the contingency program that are ready to obligate.

4. Additional Provisions

a. Grant Accountability and Transparency Act (GATA)

- i. Must complete Illinois GATA pre-qualification and Fiscal and Administrative Risk Assessment (ICQ) prior to submitting an application
- ii. Must maintain qualified status each subsequent year
- iii. Must complete the GATA programmatic Risk assessment by the first day (Oct 1) of the federal fiscal year in which the first federally funded phase is programmed
 1. Must agree to and comply with any special conditions that are imposed as a result of the assessment

b. Qualifications Based Selection (QBS)

- i. Must use Qualifications Based Selection (QBS) procedures for hiring the consultant for each federally funded engineering

c. Assistance for Disadvantaged Communities – use of TDCs (Toll Credits) for local match

- i. Municipal capacity measures determine eligibility (similar to LTA, CMAQ, TAP-L)
- ii. Cannot be used for ROW phase
- iii. Must be requested on application and included in approved program
- iv. At discretion of councils (local program) and STP PSC (shared fund)
 1. TDCs require councils to use additional STP funds.

d. Methodology Considerations

- i. Consider points for project readiness/current status as an incentive for making progress
- ii. Consider Pavement Management System provisions
- iii. Consider minimum scoring to receive funding

e. Special Provisions for Initial Calls for Projects – Grandfathering Existing Projects

- i. Programmed projects started during transition period should be completed
 1. Option: Use readiness or current status as part of project rankings
 2. Option: Give “bonus points” to these projects when ranking
- ii. Projects programmed, but not started during transition should reapply

1. Reaffirms local commitment
 2. Provides opportunity for consideration of use of TDCs (where eligible)
- iii. Grandfathered status expires with next call for projects
1. All other APM policies (status updates, obligation deadlines, extension options, etc.) apply