



# **WILL COUNTY GOVERNMENTAL LEAGUE**

## **Surface Transportation Program Guidebook**

**Implementation Policy, Funding Rules,  
Project Selection Methodology and Application Materials**

**Submit to:**

Will County Governmental League  
3180 Theodore Street, Suite 101  
Joliet, IL 60435

Attention: Mike Klemens

Transportation & Member Programs Coordinator  
or via email: [mike.klemens@wcgl.org](mailto:mike.klemens@wcgl.org)



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## **WCGL Transportation Committee Membership**

Beecher  
Bolingbrook  
Braidwood  
Channahon  
Coal City  
Crest Hill  
Diamond  
Elwood  
Frankfort  
Homer Glen  
Joliet  
Lockport  
Manhattan  
Minooka  
Mokena  
Monee  
New Lenox  
Peotone  
Plainfield  
Rockdale  
Romeoville  
Shorewood  
Wilmington  
County of Will

## **Introduction and Overview**

Federal surface transportation funding operates under multiyear authorizations. The current federal authorization is the Moving Ahead for Progress in the 21st Century Act (MAP-21). MAP-21 provides federal funding, guidelines and requirements for federally funded transportation projects.

Under MAP-21, the Surface Transportation Program (STP) provides funding to the state departments of transportation. In Illinois, a portion of this funding is designated by the Illinois Department of Transportation (IDOT) 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.

The primary responsibility of the Will County Governmental League is to program federal Surface Transportation Program (STP) funds. The STP provides flexible funding that states and localities can use for projects on any federally eligible roadways, bridge projects on any public road, transit capital projects, or intracity and intercity bus terminals and facilities. A portion of STP funding is designated for the Chicago metropolitan region. Once STP funding reaches the region, it is split between the suburban Council of Mayors system and the City of Chicago. The Will County Governmental League is one of eleven suburban subregional councils in the Chicago metropolitan region that receives STP funding. There are six councils in suburban Cook County, and there is one council for each of the five collar counties. Each council is responsible for programming an annual allocation of STP funds. The suburban allocations are based on population within a council area. At the beginning of each federal fiscal year (FFY), the Chicago Metropolitan Agency for Planning (CMAP) Council of Mayors Executive Committee approves the STP funding allocations.

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\*\*. For most STP Projects, the Will County Governmental League funds Phase II engineering, Phase III engineering and construction of highway, transit, and other transportation projects. The Council requires a twenty percent local match for all phases receiving federal funds. The Will County Governmental League will pay the remaining 80 percent match through Surface Transportation Program (STP) funds. Phase I engineering and right-of-way acquisition are the responsibility of the project sponsor.

\*\*See Funding Rules and Exception Page 9

# **Initiating A Surface Transportation Project**

The Will County Governmental League (WCGL) has approved a STP Program Implementation Policy. Consult this policy in order to understand the process and determine if the project under consideration is eligible.

A STP Project Application must be prepared on the approved application form for eligible projects to be considered for STP funding. Copies of the application form are available on the WCGL website, [www.wcgl.org](http://www.wcgl.org). The person that should prepare the application will depend on the complexity of the project and previous work that has occurred on this project.

**Submit project application electronically, in a PDF format (USB Drive, or email) to the WCGL:**

Mike Klemens  
Will County Governmental League  
3180 Theodore Street, Suite 101  
Joliet, IL 60435  
[mike.klemens@wcgl.org](mailto:mike.klemens@wcgl.org)

The submission of the application must include a resolution stating that the project sponsor will fund the required local match with the funding identified (resolutions are required to commit local match funding when the time arrives that a project is programmed or anticipated to receive federal funding, not to commit the expenditure of local match monies repeatedly when a project may be unable to be federally programmed). One copy of the resolution is sufficient.

The WCGL will schedule a pavement Condition Rating Survey (CRS) for all new projects and projects with non-current ratings. A rating shall be considered current if it was determined 3 years or less prior to this STP application. A project sponsor may, however, request a CRS for a project with current ratings if there has been a significant change in pavement condition.

WCGL staff and the Transportation Committee will rate each project using the evaluation system (point system) adopted by the Will County Governmental League. The full list of project rankings will be presented to the Transportation Committee for approval. The highest ranking projects will be funded and scheduled with the WCGL, IDOT, and CMAP. The next five highest ranked projects not to receive funding will be put on a Multi-Year B List. Those projects will receive funding if additional funding becomes available. MYB projects are exempt from resolution submittal if funding is not anticipated in a given fiscal year.

After a program of funded projects, and a B-List is developed, a meeting will be scheduled between WCGL staff, IDOT, and the project's sponsoring municipality and consultant during or prior to the Phase I engineering (Phase I Project Kick-off Meeting) in order to discuss the details of the project and to complete a tentative project schedule.

After all projects are scheduled, the WCGL Transportation Committee will be furnished with an updated WCGL STP program.

# **WCGL Implementation Policy**

## **Project Proposals**

Any member of the Will County Governmental League Transportation Committee may propose a project to be funded through the STP program, provided:

- A. The project is on a STP eligible route (or will qualify as an STP eligible route) and has logical termini, as determined by the Will County Governmental League Transportation Committee and concurred by IDOT, in accordance with FHWA requirements;
- B. The project is a STP eligible project type as specified in the current federal transportation program bill, and on the Will County Governmental League Transportation Committee eligible project list;
- C. The project sponsor(s) can fund the required local match and adopts a resolution. Multi-jurisdictional projects must specify which municipality will be responsible for each component of the project. For example, if two municipalities are participating in a project that involves signalization, it must be stated in the application which municipality will be responsible for providing electricity and maintenance to the signal.
- D. The project sponsor completes the proper Project Application.
- E. The project location is a member of the Will County Governmental League Transportation Committee (the geographic area used to determine the funding allocated to the Will County Governmental League).

\*Any transit agency that wishes to propose a project must find a Transportation Committee co-sponsor.

## **Eligible Routes**

The routes eligible for STP funding should be those routes, which promote regional and/or sub-regional travel. STP routes must serve more than a local land access function. Initially, all previously designated federal aid routes will be eligible for STP funding. The Will County Governmental League has a local copy of the federal aid routes (FAU) maps of Will County.

The Will County Governmental League members may propose to IDOT additions or deletions to the map (along with justification for the addition or deletion). Additions or deletions to the FAU system will be considered by WCGL members via presentation of the addition or deletion from the local agency sponsor responsible for the jurisdiction. The Will County Governmental League will forward its recommendations for additions and deletions to IDOT for a final determination.

## **Eligible Projects**

The improvement of STP system routes will require strict adherence to federal and state standards and policies. For example, a STP project adding capacity may be required to go through a regional clean air conformity analysis by CMAP before the project can be added to the Transportation Improvement Program (TIP). This list is subject to change and may be revised based on subsequent interpretation of the current federal transportation, clean air, or other related Acts and the priorities of the WCGL.

The following categories of projects are eligible for STP funding through the WCGL:

### **Category One-Rehabilitation**

- Intersection Channelization
- Widening and Resurfacing Traffic Lanes
- Traffic Signals, Modifications and/or Modernization
- Traffic Signals, Installation
- Signing and Pavement Markings
- Structures (Waterway, Railroad, Highway, Pedestrian, Bikeway)

### **Category Two-Capacity and Safety**

- New Construction
- Bikeway/Pedway
- Widening
- Traffic Signals
- Signing/Pavement Marking
- Lighting
- Car Pool/Van Pool
- Parking

### **Category Three-Economic Development**

- Capacity Increase
- Traffic Signals
- Bus Facilities
- Rail Appurtenances
- Wetland Mitigation

### **Category Four-Transportation Control Measures (TCM's)**

The projects in this category are recognized as TCM's. They include: ride-sharing, van-pooling, flexible work hours, walking or bicycling, parking fees, traffic flow improvement, improved public transit, high occupancy vehicle (HOV) lanes, regional motor fuel tax increase, and coordination of land use. Specific TCM's may also be eligible for Congestion Mitigation and Air Quality (CMAQ) funds, Enhancement funds, and other funds including STP funds, under the TEA-21 legislation of 1998. \* Please note that in recent years, the WCGL Transportation Committee has not been able to fund bicycle and pedestrian projects due to the high demand of roadway project funding; due to this fact, please remember that TCM project funding will be considered on a case-by-case basis.

### **Category Five-Local Area Pavement Preservation (LAPP)**

The LAPP Policy addresses the repair and resurfacing of existing roadways and is intended to provide interim improvement until rehabilitation or reconstruction improvement can be funded. LAPP projects are eligible for Motor Fuel Tax (MFT) and/or federal funding. The WCGL Transportation Committee has agreed that LAPP projects are to receive STP funding on a basis that is secondary to the funding of regularly ranked and programmed projects.

## **Project Selection Process**

Project applications must be submitted to WCGL staff by the date approved by the WCGL Transportation Committee. The WCGL staff will review each project proposal for completeness. All projects in Categories 1, 2, 3, 4 and 5 will be rated using the WCGL Project Selection Methodology. Each project will receive a total point value, which will be used to prioritize projects. The highest rated projects that are also demonstrating the most activity will be placed in the four-year TIP. The number of projects that are placed on the list will be constrained by the amount of STP funds projected to be available to the WCGL over the four-year time period. Once a project is in the program, it will be funded so long as:

- A. All cost increases must come to the WCGL Transportation Committee for approval.\*\*
- B. The WCGL staff will contact each project sponsor, or their designated consultant, quarterly for updated project schedules.
- C. The project sponsor passes a resolution committing funds for the local match.
- D. The project sponsor will submit cost adjustments following Phase I design approval.



It is critical to the annual program that programmed projects continue to move forward in the area of Project Readiness and that the local match requirements can be met. Projects that cannot achieve this may clog the funding system and prevent the WCGL from spending our annual allotment of funds; this may cause a decrease in Council funding for the following year's STP Program. Therefore, projects that continually fail to move forward in a timely manner may be removed from the program at the Council's discretion.

**Projects will be programmed on the basis of "first ready--first funded."**

## **Funding**

The Will County Governmental League will have as its goal that funding will be annually allocated for projects that fall into categories 1, 2, 3, and 4 as follows:

- Category 1-Rehabilitation
- Category 2-Capacity & Safety
- Category 3-Economic Development

### **Considered on a project-by project basis:**

- Category 4-Transportation Control Measures

## **Funding Rules**

The WCGL STP Project Funding Rules are as follows:

Phase I Engineering and Land Acquisition will be a 100% local responsibility. Land acquisition must be accomplished in accordance with federal land acquisition requirements.

Phase II and III Engineering and Construction will be matched at a ratio of 80% federal, 20% local.

### **Maximum Funding Cap**

The maximum federal funding available for any single project will be \$1,000,000. This would require a 20 percent local match of \$250,000. Any amount exceeding \$1,250,000 will be a 100% local responsibility. A community may apply for up to \$2,000,000 for a single project, however, if the community receives federal funding over \$1,000,000 it cannot receive funding the following year (unless project scheduling requires it). Projects cannot be staged by one member unless four years have elapsed since initial programming. Staging refers to the sectioning of one roadway into multiple projects. All projects that are already funded at the WCGL cap cannot receive a cost increase.

## **Funding Rules Exception (Roundabouts)**

Under MAP-21, Roundabouts are eligible for 100% federal funding (Construction & Right of Way)

For Roundabout projects only, the following funding rules apply:

- Phase I Engineering will remain a 100% local responsibility
- Right of Way will be funded at 100% federal
- Phase II and III Engineering will be matched at a ratio of 80% federal, 20% local
- Construction will be funded at 100% federal

The same maximum funding cap as above will apply to Roundabouts.

# WCGL Project Evaluation Methodology

Project applicants need to provide complete information to allow the reviewer to apply the following rating system to certain projects. For example, the application for a new road should provide data regarding the amount of traffic that would be diverted to that new road if it were open today; if that same new road will reduce accidents at another location, traffic volume and accident data about the other location should also be submitted.

The following methodology will be used to evaluate project applications:

Category	Max Points	Percentage	Possible Scoring
<b>1. Project Readiness</b>	35	23%	35, 20, 10, 5, 0
<b>2. Multiple Jurisdiction Participation</b>	20	13%	20, 15, 10, 5, 0
<b>3. Traffic Volumes (ADT)</b>	20	13%	See Formula
<b>4. Safety (Crashes)</b>	20	13%	20, 15, 10, 5, 0, 3
<b>5. Complete Streets/Multimodal</b>	20	13%	20, 15, 10, 5, 0
<b>6. Pavement Condition Rating</b>	12	8%	12, 8, 4, 0
<b>7. Air Quality</b>	8	5%	8,4,0
<b>8. Small Community Bonus</b>	7	5%	Population >10k
<b>9. Community Need</b>	5	3%	Over 10 years since last funded project
<b>10. Sustained Participation</b>	3	2%	1pt per re-submission, max 3
<b>Total</b>	150	100%	

## **1. Project Readiness**

### **(35 Possible Points)**

Projects will receive project readiness points based on their status relative to completion of Phase I and Phase II Engineering and Land Acquisition.

	<u>POINT VALUE</u>
Phase I Engineering Report Completed and IDOT has Reviewed	35
Phase I Engineering Report Completed and Submitted to IDOT	20
Phase I Engineering Contract Entered Into by Applicant Member	10
Pre-Phase I Engineering Contract	05

## **2. Multiple Jurisdiction Participation**

### **(20 Possible Points)**

If additional project participants (i.e., adjacent municipality, county, township, IDOT, transit agency, private developer) are identified, the project will receive an additional 5 points.

One or more participants-----Up to 20  
(5 points per participant up to 4 participants)

### **3. Traffic Volumes-ADT**

**(20 Possible Points)**

Point values for this factor will be based on a ratio of the existing ADT to the ADT corresponding to the maximum points possible. The point value for a project with an existing ADT of 10,000 or more will be 20. For existing ADT's of less than 10,000, the point value will be determined by the following calculation:

$$\frac{\text{Existing ADT X 20}}{10,000}$$

### **4. Safety**

**(20 Possible Points)**

Three year accident history (**most recent three years**)

Scoring is based on a comparison of the average number of accidents per 1,000,000 vehicle miles for the proposed project with the average number of accidents per 1,000,000 vehicle miles reported by IDOT in District 1 for that same period of time and same type of route. The most recent accident rate per 1,000,000 vehicle miles is 6.62 for two-lane roads and 6.68 for four-lane roads. The most currently available accident data from IDOT will be used.

	<u>Point Value</u>
-125% above IDOT average (8.275)	20
-IDOT average rate of 6.62 or greater	15
-75% of three year average rate (4.965)	10
-50% of three year average rate (3.31)	05
-Below 50% of three year average rate	00
-New Alignment	03

Safety Formula  
**Accident Rating**

$$\frac{\# \text{ of accidents in 3 years}}{\frac{(\text{ADT} \times \text{length (in miles)} \times 1095)}{1,000,000}}$$

For Example:

$$\frac{119}{\frac{(12,000 \times 1.34 \times 1095)}{1,000,000}} = 6.76$$

6.76/6.62=102% of the average accident rate for a 2-lane road

## **5. Complete Streets/Multimodal**

### **(20 Possible Points)**

The Complete Streets/Multimodal category aims to prioritize projects that account for all users of the transportation network. WCGL Staff will determine scoring based on the application information.

### **Transit Improvement or Transit Access Improvement (5 points)**

Example- bus pullout, transit shelter, transit signal priority, sidewalk to transit stop or station, bicycle access

### **Pedestrian Improvement (5 points)**

Example- sidewalks, crosswalks, crosswalk enhancements, crossing islands, medians, curb extensions

### **Bicycle Improvement (5 points)**

Example- bike trail, on road bike lane, shared lane markings (sharrows)

### **Regional/Community Trail Connections (5 points)**

Example- Connection to, or between, regional or community trail network

## **6. Conditions of Pavement**

### **(8 Possible Points)**

This criteria will be based on IDOT Condition Rating Survey (CRS) methodology. This IDOT system classifies pavement into four categories--excellent, good, fair, and poor.

<u>CRS SCORE</u>	<u>PAVEMENT CATEGORY</u>	<u>POINT VALUE</u>
0 - 4.5	Poor	8
4.6 - 6.0	Fair	4
6.1 - 7.5	Good	1
7.6 - 9.0	Excellent	0
New Alignment		3

## **7. Air Quality Benefits**

**(8 Possible Points)** Based Traffic Flow Improvement Category:

### **High (8 Points)**

- Traffic signalization projects  
\*including signal interconnects
- New Traffic Signals (where warranted)
- Full intersection channelization
- Add-lanes projects

### **Medium (4 Points)**

- Improving existing signals
- Bottleneck Elimination
- Auxiliary lane additions
- Realignment of offset intersections pairs  
\*single-jog situations
- Provide a missing link  
\*dual-jog situations
- Consolidation of access i.e. reducing # of driveways
- Minor channelization improvements (1 or 2 leg additions)

### **Low (0 Points)**

- Resurfacing
- Widening and resurfacing
- Curb and gutter installation/repair
- Drainage
- Lighting

## **8. Small Community Bonus Points**

### **(7 Possible Points)**

In order to ensure parity between large and small communities within the Council communities with populations of 10,000 or less will receive 7 points added to their final ranking score.

## **9. Community Need**

### **(5 Possible Points)**

The Local Need category aims to prioritize projects in communities that have not had the assistance of STP funding for their transportation system. If a community has gone over 10 years since the last funded STP project, they will receive 5 points added to their final ranking score.

## **10. Sustained Participant Interest**

### **(3 Possible Points)**

When a project is unable to be programmed by the League due to constrained funds and a participant exhibits sustained interest, committed resources, and Project Readiness for such project by re-applying for STP funding for such project, the project shall receive one point per year of re-submission up to three points. MYB List projects are not considered programmed.

## **11. Exceptions to the Ranking/Programming System**

The project selection methodology is a guideline to assist in selecting the Council's Five-year Program. If a community would like a project considered for reasons beyond those listed in the ranking system, a written justification must be provided to the Council on why the project should be approved (**i.e. exceptions to the ranking/programming system**) A 2/3-majority vote of the Transportation Committee is required to approve a project for reasons outside of the ranking system.

**Will County Governmental League**  
**STP Funding Application**

**A. General Information**

1. Municipality
  
2. Contact Information:  
Municipal Contact  
Name Phone Email  
Consultant Contact  
Name Phone Email
  
3. Population
  
4. Other Participating Communities/Agencies

**B. Project Location**

1. Name of Street or facility to be improved & FAU Number
2. Projects Limits  
North or West limit FAU Number  
  
South or East limit FAU Number
  
3. Other Project Location Information

**C. Project Description**

1. Work Types (see attachments with work type codes)  
include all work types from most dominant to least
  
2. Project Description (optional for miscellaneous projects - do not repeat work type)

**D. Existing Conditions**

1. Description of current conditions or projections (including number of lanes, width, etc.)

2. Describe the proposed project in relation to the existing conditions or projections
  
3. Provide the current/projected ADT and the source of that information
  
4. Provide the raw accident counts for each of the last three years, and the source of that information. (Please provide separate counts for fatalities, personal injuries, and property damage accidents)

### E. Proposed Improvement

Describe in detail the proposed improvement and the need for the improvement including, but not limited to, surface width, footage of improvement, curb and gutter, lighting, sidewalks, complete streets/multi-modal components, etc.

### F. Project Costs

Please include what phase(s) of the project are complete (or near completion) and the funding source for the completed phase(s).

	<u>Total</u>	<u>Federal</u>
Phase 1	\$	WCGL does not fund
Phase 2	\$	\$
Right-of-Way	\$	WCGL does not fund
Construction	\$	\$
Total	\$	\$





**Resolution**

**RESOLUTION NO.**

**A RESOLUTION REGARDING THE  
NAME OF PROJECT**

**IN THE VILLAGE/CITY OF \_\_\_\_\_, WILL COUNTY, ILLINOIS**

WHEREAS, the Village/City of \_\_\_\_\_ is a member of the Will County Governmental League Transportation Committee; and

WHEREAS, the Will County Governmental League requires a “local match” resolution of all project sponsors according to its Surface Transportation Program (STP) Implementation Policy; and

WHEREAS, the Village/City of \_\_\_\_\_’s Project Name will be considered by the Will County Governmental League; and

WHEREAS, the Village/City of \_\_\_\_\_ is capable, willing and able to fund the required local match (20% of the total Phase II Engineering and Construction costs) during the programmed year.

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT/ADMINISTRATOR/  
MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE/CITY OF \_\_\_\_\_, WILL  
COUNTY, ILLINOIS AS FOLLOWS:

1. That the President/Administrator /Mayor and Board of Trustees of the Village/City of \_\_\_\_\_, Will County, Illinois do hereby authorize the expenditure of funds from the Village/City of \_\_\_\_\_'s (Identify the Source of Local Match) for the Name of Project to be funded through the Will County Governmental League Surface Transportation Program.

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2014 with \_\_\_\_\_ members voting aye, \_\_\_\_\_ members voting nay, the President/Administrator/Mayor \_\_\_\_\_ voting, and with \_\_\_\_\_ members absent, said vote being:

\_\_\_\_\_

Village Clerk

(List Names of Voting Members) (aye/nay)

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

\_\_\_\_\_  
Village President/Administrator/Mayor

(SEAL)

ATTEST: