



WILL COUNTY
GOVERNMENTAL LEAGUE

**Surface Transportation Program Local
Methodology Guidebook**

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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 congressional authorizations and is administered through the U.S. DOT's Federal Highway Administration (FHWA). The current federal authorization is the Fixing America's Surface Transportation Act (FAST Act). The FAST Act provides federal funding, guidelines, and requirements for federally funded transportation projects. Under the FAST Act, the Surface Transportation Block Grant Program (STPBG) provides funding to state departments of transportation.

The STPBG 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 the Illinois Department of Transportation's (IDOT) STPBG funding, known locally as STP funding, is designated for northeastern Illinois through the Chicago Metropolitan Planning Organization, which is housed at the Chicago Metropolitan Agency for Planning (CMAP). Programming authority for a portion of the region's STP funding is delegated to the regional Councils of Mayors and the City of Chicago by the MPO Policy Committee. Additional STP funds are programmed by CMAP for regional projects from the STP-Shared Fund. The distribution of funding and programming procedures are outlined in an [agreement](#) between the Council of Mayors and the City of Chicago.

Made up of units of local governments located within Will County, the Will County Governmental League (WCGL) Transportation Committee is one of eleven regional Councils of Mayors in the Chicago metropolitan region that have been delegated STP programming authority. Each council and the City of Chicago is responsible for programming an annual allocation of STP funds. Allocations by council are based on system needs, as defined in the agreement between the Council of Mayors and the City of Chicago.

Local agencies that wish to participate in the local STP program must do so through their designated sub-regional council, according to the methodology of that council. A list of WCGL Transportation Committee council municipalities can be found on the previous page.

WCGL Implementation Policy

Eligible Routes

The functional classification of a road determines its eligibility for federal funding. The routes eligible for STP funding are those which promote regional and/or sub-regional travel. Roads classified as arterials (principal or minor) or collectors (major or minor) are eligible to receive funding. STP-eligible routes must serve more than a local land access function. Recognizing that the function of a roadway may change as land development and travel patterns change over time, WCGL members may propose additions or deletions to the system (along with justification for the addition or deletion). Additions or deletions to the system will be considered by WCGL members via a written request from the local agency sponsor with jurisdiction of the route. The WCGL Transportation Committee will forward its recommendations for additions and deletions to IDOT for a final determination in consultation with FHWA. The functional classification of a route does not have to be federally eligible at the time of application to be considered for STP funding. However, the functional classification must be approved by IDOT and FHWA in order to be in the current year of the active program.

Eligible Projects

The improvement of federal-aid routes and facilities will require strict adherence to federal and state standards and policies. For example, a project adding capacity will be required to go through a regional air quality conformity analysis by CMAP before the project can be added to the Transportation Improvement Program (TIP). The below list of eligible projects 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 WCGL has determined the following categories of projects are eligible for STP funding:

Category One

- Intersection Channelization
- Add Lanes
- Widening and Resurfacing Traffic Lanes (without adding capacity)
- New Roadway Construction or Extension
- Traffic Signals, Modernization, and/or New Signals (where warranted)
- Structures (waterway, railroad, highway, pedestrian, bikeway)
- Bikeway/Pedway
- Lighting
- Rail Appurtenances
- Wetland Mitigation
- Truck Route Improvements

Category Two- Pavement Rehabilitation

The intended purpose of a pavement preservation program is to maintain or restore the surface characteristics of a pavement and to extend service life of the pavement assets being managed. This category addresses the repair and resurfacing of existing roadways. The following types of Pavement Rehabilitation Projects are eligible for STP funding through WCGL:

- Local Agency Functional Overlay (LAFO)
- Local Agency Structural Overlay (LASO)
- Resurfacing

Funding Eligibility

| Project Phase | Phase I Engineering | Phase II Engineering | ROW Acquisition | Construction | Phase III Construction Engineering |
|---------------------|---------------------|----------------------|-----------------|--------------|------------------------------------|
| Federal | 0% ¹ | 80% Max | 0% | 80% Max | 80% Max |
| Local (non-federal) | 100% | 20% | 100% | 20% | 20% |

Phase I Engineering and Land Acquisition will be 100% local responsibility. Land acquisition must be accomplished in accordance with federal land acquisition requirements. Exceptions for Phase I Engineering are discussed in “Assistance for Disadvantaged Communities” below. Phase II and Phase III Engineering and Construction will be matched at a ratio of 80% federal (maximum), 20% local. Wetland mitigation/purchase of wetland credits for STP funded projects are considered part of Phase II Engineering and therefore are eligible costs.

Pavement Rehabilitation projects are to receive up to 30% of the Council’s STP funding on an annual basis.

The maximum federal funding available for any single project will be 2/3 of the WCGL annual allotment of STP funds. Any costs exceeding the maximum WCGL federal funding plus the required local match will be the responsibility of the local agency.

Assistance for Disadvantaged Communities

As part of the agreement for STP funding, the Council of Mayors Executive Committee and the City of Chicago agreed that aiding disadvantaged communities, so that they may have more opportunities to access the federal funds, was a desired outcome. While not the only barrier to reinvesting in local infrastructure, supplying the required match can be challenging and may discourage local officials in disadvantaged communities from seeking funding for needed projects. Federal law allows states to accrue transportation development credits (TDCs), also known as Toll Credits, when capital investments are made on federally approved tolled facilities. The TDCs can be used in place of the 20% local/state match and a project can be

¹ exceptions for highest need communities are discussed in “Assistance for Disadvantaged Communities.”

funded at essentially 100 percent federal funds. The Illinois Tollway has historically generated a great deal of these credits, considerably more than are used each year, and previously the Illinois Department of Transportation (IDOT) policy has allowed them to be used on transit projects, but not local roads projects. IDOT has now approved a new policy that includes local use on non-transit project types, referred to as Transportation Development Credits for Highways (TDCH).

Eligible municipal jurisdictions are determined based [upon CMAP's Local Technical Assistance \(LTA\) program community need measures](#), which may be updated from time to time. Only jurisdictions in the highest need (cohort 4) are considered eligible to utilize TDCHs as local match for STP-L. Eligibility is determined at the time of application for STP funds. TDCHs cannot be used as local match on the right-of-way acquisition phase of any project. All other project phases are eligible to use TDCHs as match, including Phase I engineering. Eligibility for TDCHs does not guarantee that the project will be selected for STP-L funding or that IDOT will ultimately approve the use of TDCHs for that project.

WCGL will follow both CMAP's and IDOT's policies.

Program Development

Active Program Management (APM) provides both a mechanism for ensuring timely obligations to protect the region's funding from lapse and rescission, and to provide flexibility for moving forward projects that are "ready" in favor of those that are "delayed." APM is achieved through strong project and program management with active monitoring of project implementation status from project selection through obligation of federal funds. Active Program Management begins with the development of a program of projects. To facilitate APM, the WCGL program of projects will be made up of two distinct programs: an active five-year, fiscally constrained program, and a contingency program of projects that can move forward into the active program if additional funds become available. The steps for program development are below:

1. The WCGL will solicit project applications starting in January of even years for the next five federal fiscal years (FFYs). Final applications will be due in March.
2. From April through August, evaluations, development of recommended programs, WCGL Transportation Committee reviews, and public comment will occur.
3. CMAP TIP Amendment(s) to incorporate the recommended program(s) will be prepared in the fall for CMAP Transportation Committee consideration.
4. The CMAP Transportation Committee will be asked to recommend approval of the program(s) and the TIP amendment(s) to the MPO Policy Committee.
5. Final approval of the program(s) will occur when the MPO Policy Committee acts on the TIP Amendment(s) in October.

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 an STP-eligible route and has logical termini, as determined by WCGL and concurred by IDOT, in accordance with FHWA requirements, at the time of creation of a recommended program.
- B. The project is an STP-eligible project type as specified in the current federal transportation program bill, and on the WCGL eligible project list.
- C. The project sponsor(s) can fund the required local match and can adopt a resolution/ordinance allocating the matching funds. Multijurisdictional projects must specify which municipality will be responsible for each component or phase of the project.
- D. The project sponsor is a member of the Will County Governmental League Transportation Committee; any Township Road District within Will County or any transit agency that wishes to apply for a project must have a WCGL member as a co-sponsor.
- E. The project sponsor completes the proper Project Application and submits it for consideration during a Call for Projects.

Projects can only be submitted for consideration when WCGL has issued a Call for Projects. In accordance with the agreement between the Council of Mayors and the City of Chicago, the

WCGL Transportation Committee will solicit project applications starting in January of even years for the next five federal fiscal years (FFYs). Final applications will be due in March and must be submitted by the date approved by WCGL to be considered for funding. For each call for projects, WCGL staff, in conjunction with CMAP staff, will determine how much funding is estimated to be available to keep the five-year active STP program full and to spend the Council's funding mark yearly.

Project Applications

An 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. The person who should prepare the application will depend on the complexity of the project and previous work that has occurred on this project. Project applicants need to provide complete information to allow WCGL staff to apply the approved methodology to submitted projects. In all cases, the applications must be submitted by the Local Agency that is seeking funding, whether it is prepared by the Local Agency directly or prepared by a consultant at the request of a Local Agency.

Project Evaluation Process

Once the call for projects has closed and all applications have been received, the project evaluation process will begin. Project evaluations shall be based on published ranking and programming methodologies. All projects with work types listed under Category 1 (see page 4-5) will be rated using the WCGL Project Selection Methodology (page 20). Projects with work types listed in Category 2 will be ranked using the WCGL Pavement Rehabilitation Methodology (page 24).

WCGL staff will rank each project using the appropriate selection methodology based on project category adopted by the Transportation Committee. While projects will be evaluated using the separate ranking systems as described above, once scored, all projects will be ranked in a single program of projects in order to generate the recommended program. A recommended active program of projects and contingency program will be released at the end of the evaluation period.

The WCGL Transportation Committee will review the recommended program and public comment will occur after all projects have been evaluated. A CMAP TIP Amendment(s) to incorporate the recommended program(s) will be prepared in the fall for CMAP Transportation Committee consideration. The CMAP Transportation Committee will be asked to recommend approval of the program(s) and the TIP amendment(s) to the MPO Policy Committee. Final approval of the program(s) will occur when the MPO Policy Committee acts on the TIP Amendment(s) in October. In accordance with conformity analysis requirements, 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. These projects will be identified and recommended for inclusion in the WCGL program, contingent upon the next conformity determination. Based on the semi-annual

conformity amendment schedule, the WCGL will not program new non-exempt projects in the first year of any program.

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-L funds. Active programs will be included in the region's TIP and are therefore subject to fiscal constraint. 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 active program maintaining fiscal constraint at all times.

Since the Active Program contains projects selected through a performance-based ranking process, funding is awarded to specific phases of a specific project and cannot be reallocated from one awarded project to another project, even if it is in the same community. Additionally, sponsors of project phases that are programmed in out years should reaffirm their commitment to the scheduled implementation in subsequent calls, but will not be required to reapply, as described in the "Program Management" section of this document.

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. To facilitate the region's goal of obligating 100% of available funding each year, the WCGL 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 active program" 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 active program. 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.

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 call for projects 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 from the contingency program to the active program at the time of each call for projects.

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(s). 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.

Project Management

Transportation projects can take many years to implement. With an understanding of the federal process, strong advocacy, and good project management, projects can be more successful in moving from conception to implementation. The relationship and communication between the technical staff, the financial staff, and the elected officials, all of whom set priorities and make budget decisions for the local agency, must be strong.

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. Project sponsors that have projects recommended for inclusion in either the WCGL's active program or the contingency program will be encouraged to attend any and all STP-L workshops.

Designated Project Managers

Communication is critical at all levels of project implementation. Throughout project implementation, there are several 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 officials, 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* who 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* who 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 may also be designated.

The project managers must be reported to WCGL staff 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, and this shall be reported to WCGL staff. 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 WCGL 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, as appropriate. Correspondence from the WCGL 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.

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-L funds, shall be submitted by one of the project's designated project managers through CMAP's eTIP website. These updates are required to be submitted in December, March, June, and September of every federal fiscal year. Updates submitted any day within the required month will be considered to have met the deadline. Updates submitted in any other month of the year will not be considered an official quarterly update.

Submittals shall be verified by WCGL staff, in consultation with IDOT District 1 Bureau of Local Roads and Streets (BLRS) staff. Status updates may be submitted more often than required, at WCGL staff request and/or 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 below, may result in significant project delay or the loss of funding for current and subsequent phases of projects.

| | 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 call for projects. |
| 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 call for projects. |

Active Program Management

Obligation Deadlines

Any project phase(s) programmed in the current Federal Fiscal Year (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 (September 30). 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 action(s) necessary to obligate each federally funded phase, and the milestone deadlines that should be met to meet the obligation requirement, can be found below.

| Federally Funded Phase | Federal Obligation Action | Milestone(s) | Milestone Deadline |
|--------------------------|---|---|--|
| Phase II Engineering | Execution of Local Agency Agreement and Engineering Agreement | 1. Phase I Design Approval (DA) Received | Before submitting draft agreements |
| | | 2. Phase II QBS Completed | Before submitting draft agreements (may be completed with Phase 1 QBS; may begin before DA received) |
| | | 3. Draft agreements submitted to IDOT (8-10 month review) | April 30 th (approx.) |
| Construction (state let) | Execution of Local Agency Agreement ² | 1. Phase II pre-final plans submitted | Date specified on the IDOT Region One BLRS Letting Schedule for the November state letting |

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 one time, 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.

² Approximately 6 weeks prior to letting

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 WCGL'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 be available for reprogramming and will be permanently removed from WCGL's programming mark. The sponsor may reapply for funding during the next call for projects.

Requests for extensions will be reviewed by WCGL staff, in consultation with CMAP, IDOT, and/or FHWA staff as needed, and will be granted based only on the ability of the sponsor to meet the extended obligation deadline. The reason for delay, whether within sponsor control or not, shall not be a factor in decisions to grant extensions. If an extension request is denied by staff, the sponsor may appeal to the WCGL Transportation 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. As formal TIP Amendments will be required to move contingency project phases into the current year of the TIP, the current CMAP TIP Amendment schedule should be considered when making re-programming decisions. Request

for extensions after April 15th will not be accepted and the project will be reprogrammed to a later fiscal year or the contingency list.

Active Reprogramming

It is the goal of the region to obligate 100% of the federal STP-L funding allotted to the region each year. Recognizing that implementation delays can and do occur, the WCGL shall have the flexibility to actively reprogram funds.

Active reprogramming can occur at any time and requires that WCGL publish an updated active program and updated contingency program prior to making TIP changes associated with the reprogramming. WCGL staff shall have the authority to publish routine program updates without calling a meeting of the WCGL Transportation Committee. Within out years of the active program, reprogramming from one out year to another out year shall be limited only by fiscal constraint in those years. Any project phase(s) moved into the current FFY through active reprogramming is subject to the same obligation deadlines as all other current year phases.

WCGL staff will use the following hierarchy when actively reprogramming the current federal fiscal year:

- a. Cost changes for already obligated phases before,
- b. Cost increases for phases already in the current year before,
- c. Accelerating construction phases programmed in out years of the active program before,
- d. Accelerating engineering phases programmed in out years of the active program before,
- e. Accelerating construction phases included in the contingency program before,
- f. Accelerating engineering phase included in the contingency program.

When WCGL has obligated 100% of the current year's programming mark, the WCGL may request additional funding from the STP shared fund, as described in the "Carryover Limitations and Redistribution of Unobligated Funding" section of this document.

Cost Increase Limitations

A project that has already received the maximum federal funding allowed by WCGL rules is not eligible for a cost increase. Projects below the federal funding cap are eligible for a cost increase subject to the WCGL federal funding cap, and the availability of additional STP funds. Cost increases cannot be guaranteed. For projects phases programmed in the first two years of the WCGL active program, cost increases can only be granted for project phases in the current fiscal year that are ready for obligation. Projects that are in the last three years of the WCGL active program can seek cost increases only during the Council's next Call for Projects.

Current Year Cost Increases

Cost increases in the current federal fiscal year are subject to the availability of funding through active reprogramming and the STP shared fund and cannot be guaranteed. If WCGL has the available funding at the time of the request, additional funds will be granted up to the

maximum funding limitation. If funds are not available at the time of the request, an eligible project seeking a cost increase for a project phase in the current fiscal year must wait until April of the current federal fiscal year to see if STP-L funds will be available to accommodate the requested increase due to active reprogramming. To be eligible for a cost increase for:

- a. Phase II Engineering in the current federal fiscal year, the project sponsor must submit draft Phase II engineering agreements to Council staff by April 30th of the current year.
- b. Construction or Phase III Engineering in the current federal fiscal year, Pre-Final Plans must be submitted to IDOT in accordance with the published Bureau of Local Roads and Streets Letting Schedule to make the September bid letting.

If WCGL funds are available due to active reprogramming, cost increases will be funded in the order they were received until WCGL funds are expended or the requests are exhausted. If/when WCGL funds are exhausted, cost increases will be requested from CMAP through the STP Shared Fund. If additional funds are not available from either the WCGL program or the STP Shared Fund to accommodate a cost increase, the project sponsor must notify WCGL how they wish to proceed by June 1st. The options for sponsors are:

- a. Delay the project phase; and actively reprogram it to await additional federal funding;
or
- b. Keep the project in the current year and fund the increased project cost with local funds

Sponsor Commitment

Each call for projects is an additional opportunity for out-year projects 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 if the sponsor reaffirms their commitment to completing the project according to the requested schedule. Sponsors may reaffirm their commitment to completing a project(s) according to the requested schedule(s) by:

- Submitting a resolution specific to the project(s) and schedule(s);
- 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); or
- 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 it is a pavement rehabilitation project utilizing pavement preservation techniques that were selected and programmed in out

years to align with sponsor/subregional/regional pavement management system recommendations.

Carryover Limitations and Redistribution of Unobligated Funding

The WCGL Transportation Committee is responsible for obligating 100% of the funding available each fiscal year. 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 WCGL'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(s) that was granted an extension.
2. The unobligated funds are the result of an "obligation remainder" that occurs when the actual federal obligation was less than the funding programmed for the project phase.
3. The unobligated funds were unprogrammed at the end of the FFY due to one of the following:
 - a. The cost of ready-to-obligate project(s) exceeds the unprogrammed balance available, no funds are available from the shared fund to fill the gap, and the selecting body has not accessed the shared fund in the current FFY; or
 - b. No projects are ready-to-obligate the available funds, but the selecting body can demonstrate a reasonable expectation for using the carried over funds in the following FFY.

WCGL 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 more than the maximum allowed, will be removed from WCGL's programming mark and redistributed to the shared fund, where it will be available to all selecting bodies, including WCGL.

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 WCGL balance on the expiration date and will be placed in the shared fund where it will be available to all selecting bodies, including WCGL.

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 the WCGL'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 shared funds are available and will approve requests upon verification of obligation readiness. If 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 way³, right-of-way before phase 2 engineering, and phase 2 engineering before phase 1 engineering
- Cost increases shall be accommodated before advancing active or contingency project phases
- Active out year phases shall be accommodated before contingency project phases
- Readiness for obligation will have more weight than the date of the request for funding

STP 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 the lesser of 20% of the programmed STP funds or the WCGL maximum increase amount. Shared funds may also be requested to advance ready-to-obligate phases from out years of any selecting body's active program or from any selecting body's 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.

The paragraph above applies only to projects programmed exclusively through the WCGL Local Program. A project may apply and receive funding from both the WCGL Local Program and the STP Shared Fund. Projects within WCGL are encouraged to apply directly to the STP Shared fund to receive additional STP funding, so long as they meet the eligibility requirements of the STP Shared Fund.

³ WCGL does not fund ROW, therefore the shared fund cannot be used to access unobligated funds for ROW for projects within the WCGL program.

Additional Provisions

Grant Accountability and Transparency Act (GATA)

All sponsor agencies applying for federal funding must have completed Illinois GATA pre-qualification and Fiscal and Administration Risk Assessment (ICQ) for the current year prior to submitting an application, and must maintain qualified status each subsequent year, until all phases of the selected project(s) are complete. Failure to maintain qualified status will result in all programmed funds being withdrawn from all phases of all projects programmed for the sponsor, whether programmed in the shared fund or local program. All sponsor agencies with a project(s) included in a recommended program(s) must complete the GATA Programmatic Risk assessment by the first day (October 1) of the federal fiscal year in which the first federally funded phase is programmed, and must agree to and comply with any special conditions that are imposed because of the assessment.

Qualifications Based Selection (QBS)

Local agencies utilizing federal funds for any engineering phase must use Qualifications Based Selection (QBS) procedures for hiring the consultant for each federally funded phase. The QBS process can begin prior to the start of the FFY in which the engineering phase is programmed to facilitate execution of local agency and engineering agreements as soon as possible after the start of the FFY.

WCGL Project Selection Methodology (Project Category 1)

| Project Selection Methodology | | |
|--|------------|----------------------|
| Category | Max Points | Possible Scoring |
| 1. Project Readiness | 25 | 25, 20, 15, 10, 5, 0 |
| 2. Multiple Jurisdiction Participation | 10 | 10, 7.5, 5, 2.5, 0 |
| 3. Traffic Volumes (ADT) | 15 | See Formula |
| 4. Safety (Crashes) | 15 | 15, 12, 9, 6, 0, 3 |
| 5. Pavement Condition Rating | 5 | 5, 3, 1, 0, 2 |
| 6. Community Cohort | 5 | 5, 3, 1, 0 |
| 7. Planning Factor: Green Infrastructure | 5 | 5, 2, 0 |
| 8. Planning Factor: Freight Movement | 5 | 5, 4, 3, 2, 1, 0 |
| 9. Planning Factor: Complete Streets | 15 | 15, 10, 5, 0 |
| Total | 100 | |

1. Project Readiness (25 possible points)

Projects will receive project readiness points based on two categories: right of way and project readiness. Five points are dedicated to ROW being clear or not needed. Additionally, a total of 20 points can be awarded based upon the project’s status relative to completion of Phase I and Phase II Engineering.

| Right of Way | Points |
|-------------------------|--------|
| ROW clear or not needed | 5 |

| Project Readiness | Points |
|--|--------|
| Phase II substantially complete/ready to submit to IDOT | 20 |
| Phase II engineering contract executed | 15 |
| Phase I design approval received | 10 |
| Phase I engineering report (PDR or equivalent) draft submitted to IDOT | 5 |

2. Multiple Jurisdiction Participation (10 possible points)

If additional financial project participants (e.g., adjacent municipality, county, township, IDOT, transit agency, private developer) are identified, the project will receive additional points. Each participant is worth 2.5 points up to four participants, for a maximum of 10 points.

3. Traffic Volumes- ADT (15 possible points)

These points 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 15.⁴ For existing ADT's of less than 10,000, the point value will be determined by the following calculation:

$$\frac{(\text{Existing ADT} \times 15)}{10,000}$$

4. Safety (15 possible points)

Safety is calculated using IDOT's Safety Road Index (SRI) for roadway segments and intersections.⁵ The SRI score is based on the location's 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. If the applicant feels as though SRI data does not properly capture the safety components of their project, an additional narrative may be submitted and WCGL staff will take that into consideration when assigning a safety score.

| Safety | Points |
|---------------|--------|
| Critical | 15 |
| High | 12 |
| Medium | 9 |
| Low | 6 |
| Minimal | 0 |
| New Alignment | 3 |

4 In the event that a project spans multiple roadway segments with varying ADT, the weighted average for the entire segment shall be used.

5 In the event that a project spans multiple roadway segments with varying SRI, the weighted average for the entire segment shall be used.

5. Pavement Condition Rating (5 possible points)

The pavement condition testing done by CMAP will be used to rank all projects where data is available. IDOT’s Condition Rating Survey (CRS) data will be used where Pavement Condition Index (PCI) data is not available.⁶ If neither data source is available, local pavement testing data will be considered. If no testing data is available, WCGL staff will estimate pavement condition index score. The performance measure for pavements shall be based on four condition ratings of Excellent, Satisfactory, Fair and Poor.

| Pavement Condition | Points |
|----------------------|--------|
| Poor (0-45) | 5 |
| Fair (46-60) | 3 |
| Satisfactory (61-75) | 1 |
| Excellent (76-100) | 0 |
| New Alignment | 2 |

6. Community Cohort (5 possible points)

In order to ensure parity between all communities within the Council, [CMAP Community Cohorts](#) will be factored in. Communities are assessed based on four factors: population, median household income, total tax base, and tax base per capita. Once assessed, communities are grouped into cohorts based on their total score. However, cohorts are not calculated for counties. For any County project that applies, their cohort will be assessed based on the municipality the project is located in. If the County project is located in multiple municipal jurisdictions, the average cohort of all municipalities will be used.

| Community Cohort | Points |
|--------------------|--------|
| Community Cohort 1 | 0 |
| Community Cohort 2 | 1 |
| Community Cohort 3 | 3 |
| Community Cohort 4 | 5 |

7. Planning Factor: Green Infrastructure (5 possible points)

Implementing green infrastructure as part of transportation investments can help achieve a number of regional priorities, including reducing flooding, improving water quality, and mitigating the urban heat island effect. The maximum score in this category is 5 points: 2 points if the project has one green infrastructure component or 5 points if the project includes more than one green infrastructure component. Green infrastructure components can include bioswales, infiltration trenches, permeable pavers, and vegetated filter strips. For more resources and examples of green

⁶ In the event that a project spans multiple roadway segments with varying pavement condition ratings, the weighted average for the entire segment shall be used.

infrastructure in transportation projects, see the [US EPA Green Streets Website](#), The Metropolitan Water Reclamation District of Greater Chicago's [technical guidance manual](#), and the National Association of City Transportation Officials [Urban Street Stormwater Guide](#).

8. Planning Factor: Freight Movement (5 possible points)

Projects receive points in this category based on the percentage of truck volume on the road segment:⁷

| Freight Movement | Points |
|------------------|--------|
| 10%+ | 5 |
| 8-9.99% | 4 |
| 6-7.99% | 3 |
| 4-5.99% | 2 |
| 2-3.99% | 1 |
| 0-1.99% | 0 |

9. Planning Factor: Complete Streets (15 possible points)

Complete streets aims to prioritize projects that account for all users of the transportation network. The adoption of a complete streets policy and incorporation of complete streets design elements into all projects is encouraged. A project receives 5 points if the project sponsor has adopted a complete streets policy. Ten separate points can be received if the project contains complete streets elements. For more information about complete streets, see the [CMAP Complete Streets Toolkit](#).

⁷ In the event that a project spans multiple roadway segments with varying freight movement percentages, the weighted average for the entire segment shall be used.

WCGL Pavement Rehabilitation Project Selection Methodology

| Pavement Rehabilitation | | |
|--|-------------------|-------------------------|
| Category | Max Points | Possible Scoring |
| 1. Financial Commitment | 5 | 5, 4, 3, 2, 1, 0 |
| 2. Pavement Condition | 35 | 35, 20, 5, 0 |
| 3. Traffic Volumes | 30 | See Formula |
| 4. Community Cohort | 5 | 5, 3, 1, 0 |
| 5. Planning Factor: Green Infrastructure | 5 | 5, 2, 0 |
| 6. Planning Factor: Freight Movement | 5 | 5, 4, 3, 2, 1, 0 |
| 7. Planning Factor: Complete Streets | 15 | 15, 10, 5, 0 |
| Total | 100 | |

1. Financial Commitment (5 possible points)

Projects can receive points based on their demonstrated leveraging of other funding sources. Points are awarded to projects based on the amount of funding requested from the STP fund as a percent of the federally eligible share of the total project cost:

| Financial Commitment | Points |
|----------------------|--------|
| Less than 20% | 5 |
| 21-40% | 4 |
| 41-60% | 3 |
| 61-80% | 2 |
| 81-100% | 1 |

2. Pavement Condition (35 possible points)

The pavement condition testing done by CMAP will be used to rank all projects where data is available. IDOT’s Condition Rating Survey (CRS) data will be used where Pavement Condition Index (PCI) data is not available.⁸ If neither data source is available, local pavement testing data will be considered. If no testing data is available, WCGL staff will estimate pavement condition index score. The performance measure for pavements shall be based on four condition ratings of Excellent, Satisfactory, Fair and Poor. (Scoring breakdown on following page.)

⁸ In the event that a project spans multiple roadway segments with varying pavement condition ratings, the weighted average for the entire segment shall be used.

| Pavement Condition | Points |
|----------------------|--------|
| Poor (0-45) | 35 |
| Fair (46-60) | 20 |
| Satisfactory (61-75) | 5 |
| Excellent (76-100) | 0 |
| New Alignment | 2 |

3. Traffic Volumes- ADT (15 possible points)

These points 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 15.⁹ For existing ADT's of less than 10,000, the point value will be determined by the following calculation:

$$\frac{(\text{Existing ADT} \times 15)}{10,000}$$

4. Community Cohort (5 possible points)

In order to ensure parity between all communities within the Council, [CMAP Community Cohorts](#) will be factored in. Communities are assessed based on four factors: population, median household income, total tax base, and tax base per capita. Once assessed, communities are grouped into cohorts based on their total score. However, cohorts are not calculated for counties. For any County project that applies, their cohort will be assessed based on the municipality the project is located in. If the County project is located in multiple municipal jurisdictions, the average cohort of all municipalities will be used.

| Community Cohort | Points |
|--------------------|--------|
| Community Cohort 1 | 0 |
| Community Cohort 2 | 1 |
| Community Cohort 3 | 3 |
| Community Cohort 4 | 5 |

5. Planning Factor: Green Infrastructure (5 possible points)

Implementing green infrastructure as part of transportation investments can help achieve a number of regional priorities, including reducing flooding, improving water quality, and mitigating the urban heat island effect. The maximum score in this category is 5 points: 2 points if the project has one green infrastructure component or 5 points if the project includes more than one green infrastructure component. Green infrastructure components can include bioswales, infiltration trenches, permeable pavers, and vegetated filter strips. For more resources and examples of green

⁹ In the event that a project spans multiple roadway segments with varying ADT, the weighted average for the entire segment shall be used.

infrastructure in transportation projects, see the [US EPA Green Streets Website](#), The Metropolitan Water Reclamation District of Greater Chicago's [technical guidance manual](#), and the National Association of City Transportation Officials [Urban Street Stormwater Guide](#).

6. Planning Factor: Freight Movement (5 possible points)

Projects receive points in this category based on the percentage of truck volume on the road segment:¹⁰

| Freight Movement | Points |
|------------------|--------|
| 10%+ | 5 |
| 8-9.99% | 4 |
| 6-7.99% | 3 |
| 4-5.99% | 2 |
| 2-3.99% | 1 |
| 0-1.99% | 0 |

7. Planning Factor: Complete Streets (15 possible points)

Complete streets aims to prioritize projects that account for all users of the transportation network. The adoption of a complete streets policy and incorporation of complete streets design elements into all projects is encouraged. A project receives 5 points if the project sponsor has adopted a complete streets policy. Ten separate points can be received if the project contains complete streets elements. For more information about complete streets, see the [CMAP Complete Streets Toolkit](#).

¹⁰ In the event that a project spans multiple roadway segments with varying freight movement percentages, the weighted average for the entire segment shall be used.