

# **NORTH SHORE COUNCIL OF MAYORS**

## **SURFACE TRANSPORTATION PROGRAM POLICIES, GUIDELINES, AND APPLICATIONS**

On August 10, 2005 President Bush signed the Safe, Accountable, Flexible, Efficient Transportation Equity Act – A Legacy for Users (SAFETEA-LU). SAFETEA-LU provides federal funding, guidelines and requirements for all transportation projects seeking federal funding. Included in this legislation are several funding sources. The most important of which, at least from the Council of Mayors perspective, is the Surface Transportation Program (STP).

The 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.

Your municipality falls within the boundaries of the North Shore Council of Mayors. The North Shore Council is comprised of Evanston, Glencoe, Glenview, Golf, Kenilworth, Lincolnwood, Morton Grove, Northbrook, Northfield, Skokie, Wilmette and Winnetka.

Each year the Council receives federal funds to be programmed by the Council for transportation projects within the North Shore region. Local municipalities apply for these funds by contacting their Council Liaison at the Northwest Municipal Conference, and completing the appropriate application form.

Each Council has developed a set of project selection guidelines. As its name implies, these guidelines set the parameters by which the Councils select which of the locally submitted projects will receive federal funding. Among other considerations, the guidelines must demonstrate the close link between SAFETEA-LU and the Clean Air Act Amendments (CAAA).

The North Shore Council funds Right-of-Way (ROW) Acquisition, Phase II engineering, Phase III engineering and construction/implementation of highway, transit, bicycle and other transportation projects. A 30% local match is required for all phases receiving federal funds. The North Shore Council of Mayors will pay the remaining 70% match through Surface Transportation Program (STP) funds. Phase I engineering is the responsibility of the municipal sponsor.

Project applications are reviewed by the North Shore Council's Technical Committee. The Technical Committee is comprised of a representative of each municipal member. Each year, the Technical Committee recommends which projects it feels are most deserving of placement in the Council's Surface Transportation Program. The recommendation is made to the North Shore Council of Mayors which is comprised of the Mayor/President or their designated representative, of each municipal member.

Projects may be submitted on an on-going basis but projects are programmed (selected), only once each year. This allows the Technical Committee to compare each project submitted in a given year and thereby program those most worthy. This selection process is timed to coincide with the Chicago Metropolitan Agency for Planning's (CMAP) programming schedule. All selected projects must be submitted to CMAP for inclusion in the region's Transportation Improvement Program (TIP).

Project selection is based partly on the quantitative analysis contained in section II of these guidelines. The Council will normally program projects up to five (5) years in the future.

The Council's Technical Committee will seek out projects that qualify as Transportation Control Measures (TCMs). TCMs are projects that encourage modes of transportation other than the single occupant vehicle. Example of such projects include, but are not limited to, bicycle facilities, commuter rail stations and commuter parking lots.

Any questions should be directed to the Council Liaison, Christopher Staron, at the Northwest Municipal Conference at (847) 296-9200, ext. 31.

## **I. PROJECT SELECTION PROCESS**

### **A. PROJECT SUBMITTAL**

Any member of the North Shore Council of Mayors may submit a project proposal for the Surface Transportation Program (STP) given the following:

- 1) They have contacted the North Shore Council Liaison and the Illinois Department of Transportation to discuss the project's scope, timetable and estimated costs.
- 2) The project is on a Surface Transportation Program (STP) eligible route.
- 3) The project work type is eligible under the STP component of the SAFETEA-LU.
- 4) The project sponsor can fund the required local match.

### **B. TRANSIT AGENCY ACCESS**

Transit agencies have access to Surface Transportation funds for capital costs of projects by obtaining the co-sponsorship of the project from at least one North Shore Council of Mayors member. This municipality would then present the project to the Council for consideration for STP funding.

### **C. PROJECT SUBMITTAL PROCESS**

#### **1) Council Liaison**

Municipalities wishing to place a project in the North Shore Council of Mayors Surface Transportation Program (STP) must first contact the Council Liaison at the Northwest Municipal Conference and the Bureau of Local Roads at the Illinois Department of Transportation. If after discussing the project there is not an agreement on the project's scope, timetable and estimated costs, the Liaison will arrange a meeting between the involved parties to come to agreement on these issues.

Assuming the municipality wishes to proceed, they will complete the appropriate project application form provided to them by the Liaison and located at the back of this packet.

The completed application will be submitted to the Liaison along with a municipal resolution stating the municipality's intention to proceed with this project as well as their ability to meet the required local match. Project applications are accepted on an on-going basis.

The Liaison shall review each project application and complete the Quantitative Analysis Sheet for each project using the ranking formula approved by the Council and contained in Section II of this document. The project shall be assigned a "benefit number" which shall be used to compare this project against other projects received

by the Council for funding consideration. See Section II for more details.

The Liaison will confer with representatives from the Illinois Department of Transportation (IDOT) and the Chicago Metropolitan Agency for Planning (CMAP) to confirm the project's eligibility for STP funds. If the project is deemed ineligible by either CMAP or IDOT, the municipality may still present the project to the Council's Technical Committee. If the Technical Committee feels that the project is worthwhile and should be funded through the STP process, the Council may resubmit the project with their reasons why the project should be funded. The Liaison will work with CMAP and/or IDOT to reach a mutually agreeable decision.

## 2) Council Technical Committee

Upon receiving confirmation of the project's eligibility, the project application will be placed on the agenda of the Technical Committee. Projects may be presented at any time. However, projects shall be selected for inclusion in the Council's Surface Transportation Program (STP) only once per fiscal year. Projects shall be selected at a meeting whose date coincides with the project submittal schedule developed by the Chicago Metropolitan Agency for Planning (CMAP).

Prior to the project selection meeting of the Technical Committee, the Liaison shall distribute copies of the project proposal to all Committee members. At the meeting, the municipality should be prepared to give an oral presentation and answer questions concerning the project.

## 3) Council of Mayors

Upon receiving the recommendation of the Technical Committee, the project shall be presented by the sponsoring municipality at the appropriate meeting of the North Shore Council of Mayors. Upon receiving approval from the Council, the Liaison will submit the required documentation to the Chicago Metropolitan Agency for Planning so that the project may be added to the region's Transportation Improvement Program (TIP).

The municipality must not proceed with any work until receiving confirmation from the Illinois Department of Transportation's Bureau of Local Roads that the project has been added to the TIP. Any work performed prior to the project being officially added to the region's TIP and the Council's Annual Element will be ineligible for federal funding.

The municipality is advised to work very closely with IDOT's Bureau of Local Roads. Any work that proceeds without the consent of IDOT may be ineligible to receive federal/state funding.

Since Phase I Engineering is not funded by the Council, the municipality may proceed with it at any time. However, should the project be denied funding for any reason, the engineering costs are not recoverable. Even though it is not eligible for federal funding, the Council strongly recommends that the sponsoring agency coordinate the Phase I engineering through IDOT.

## **II. PROJECT SELECTION CRITERIA**

The following criteria shall be considered by the Council's Technical Committee in formulating their recommendations for Surface Transportation Program projects.

1. Air Quality Benefits
2. Regional Transportation Significance
3. Intergovernmental Importance
4. Safety
5. Pavement Condition
6. Project Readiness
7. Local Need
8. Roadway Jurisdiction
9. TCM Components
10. Funding

### **QUANTITATIVE ANALYSIS FOR RANKING HIGHWAY STP PROJECTS**

<u>AIR QUALITY BENEFITS</u>	<u>POINTS</u>
Projects which eliminate automobile trips	20
Projects that reduce vehicle miles traveled	15
Projects which reduce emissions	10
Projects that are air quality neutral	0
Projects with negative air quality effects	-5
 <u>REGIONAL TRANSPORTATION SIGNIFICANCE</u>	
Road Classified as an Arterial	10
Road Classified as Collector	5
 <u>INTERGOVERNMENTAL IMPORTANCE</u>	
Projects sponsored by 3 or more jurisdictions	10
Projects sponsored by 2 jurisdictions	5

**NOTE:** A project sponsor must contribute financially to the portion of the project for which funding is sought

## SAFETY

The average of the last three year's accident reports are to be used and compared against the IDOT average for that type of roadway. The project must address the accident situation and be reasonably expected to lower the accident rate to qualify for safety points. Averages listed are per million miles traveled. Projects which include an at-grade crossing when the project includes the installment of a supplemental safety device which can be used to establish an extended quiet corridor according to FRA rules.

### ROADWAYS

	2 Lane Road	4 Lane Road	<u>POINTS</u>
125% of IDOT Avg	8.27	8.35	15
IDOT Avg	6.62	6.68	10
75% of IDOT Avg	4.96	5.01	5
50% or less of IDOT Avg	3.31	3.34	0

### INTERSECTIONS

125 % of IDOT Avg	8.006	12.944	15
IDOT Avg	6.405	10.35	10
75% of IDOT Avg	4.804	7.766	5
50% or less of IDOT Avg	3.203	5.178	0

### AT-GRADE CROSSINGS

Supplementary safety device	5
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### PAVEMENT CONDITION

0.0 - 4.5	Poor	15
4.6 - 6.0	Fair	10
6.1 - 7.5	Good	5
7.6 - 9.0	Excellent	0

### PROJECT READINESS

IDOT Approved Phase I Report Completed	10
Municipal Council Approval for Phase I Study	5
Proof of dedicated funding	1

### LOCAL NEED/EFFORT

Project dependant on STP funding	10
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### ROADWAY JURISDICTION

Local Roadway	15
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County Roadway	10
State Roadway	5

**TRANSPORTATION CONTROL MEASURE COMPONENT**

Each TCM within project	5
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Projects classified as Transportation Control Measures (TCMs) shall be considered independent of the quantitative analysis. See Section IV. B. for a list of eligible TCMs.

**FUNDING**

Any project which is a jurisdictional transfer and the Illinois Department of Transportation is providing the matching funds will have a 5 point deduction.

State funds as match for jurisdictional transfer	-5
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**III. ELIGIBLE ROUTES**

All projects must be on STP eligible routes. STP eligible routes serve a regional purpose and must serve more than a local land access function. Routes must be designated as a "collector" or higher. The IDOT Road Classification shall govern.

**IV. ELIGIBLE PROJECTS**

**A. STANDARD PROJECTS**

The Safe, Accountable, Flexible, Efficient Transportation Equity Act – A Legacy for Users (SAFETEA-LU) is closely tied to the Clean Air Act Amendments (CAAA). The following list of projects eligible for STP funding should be considered a partial list. Should you be unsure of a project's eligibility, contact the Council Liaison.

- Construction, reconstruction, restoration and rehabilitation of roads and bridges
- Highway and transit safety improvements
- Traffic signalization projects
- Intersection improvements
- Park & ride facilities
- Bicycle and pedestrian facilities if undertaken in conjunction with an approved STP project or if they are commuter related
- Wetland mitigation, wetland banking, landscaping and mitigation of water quality impacts if undertaken with an approved STP project
- Right-of-way acquisition for an approved STP project
- Phase II engineering for an approved STP project

## **B. TRANSPORTATION CONTROL MEASURES**

The Transportation Equity Act encourages funding for projects classified as Transportation Control Measures. These projects are:

- Programs for improved public transit (capital costs only)
- Restriction or construction of certain roads or lanes for use by high occupancy vehicles
- Employer-based transportation management plans, including incentives
- Trip reduction ordinances
- Traffic flow improvement programs that achieve emission reductions
- Fringe and transportation corridor parking facilities serving high occupancy vehicle programs or transit service
- Programs to limit or restrict vehicle use in downtown areas or other areas of emission concentration
- Programs for secure bicycle storage facilities and other facilities including bicycle lanes, for the protection and convenience of bicyclists, in both private and public areas
- Programs for provision of all forms of high occupancy vehicles
- Programs to limit portions of road surfaces or certain sections of the metropolitan area to the use of non-motorized vehicles or pedestrian use, both as to time and place
- Programs to control extended idling of vehicles
- Employer-sponsored programs to benefit flexible work schedules
- Programs and ordinances which, as part of the transportation planning and development efforts of a locality:
  - 1) facilitate non-automobile travel
  - 2) encourage the provision and utilization of mass transit, or
  - 3) generally reduce the need for single-occupant vehicle travelThese include programs and ordinances applicable to new shopping centers, special events and other centers of vehicle activity
- Programs for new construction and major reconstruction of paths, tracks or areas solely for use by pedestrians or other non-motorized means of transportation when economically feasible and in the public interest.

## **V. LOCAL MATCH**

The match ratio for the North Shore Council of Mayors is a 70/30 federal/local split. Federal funds may be used for up to 70% of the eligible expenses. The sponsoring agency is responsible for the remaining 30%.

## **VI. REGIONAL TCM PROJECT**

The North Shore Council of Mayors will research, on an annual basis, the potential for funding a region wide project that qualifies as a Transportation Control Measure. The Technical Committee shall accept proposals for this type of project from member communities and shall develop its own project proposals for consideration by the Council of Mayors.

## **VII. RIGHT-OF-WAY**

The anticipated date to initiate right-of-way (ROW) acquisition and the anticipated letting date for construction must be at a minimum of 18 months apart. The 18-month period must be kept if any revisions to the project schedule are made. If ROW is acquired before the 18-month mark, the project will be eligible to be moved up in the program, contingent on available funding.

## **VIII. PROJECT IMPLEMENTATION**

Once a project is programmed for construction in a fiscal year, the project may only be moved back two fiscal years. If a further delay is sought, the municipality must make their case to the Technical Committee, who then has the option of granting the programming change, or dropping the project from the program.

## **IX. COST INCREASE POLICY**

All cost increases for highway projects and transportation control measures will be funded at a 70/30 match ratio. Project sponsors seeking cost increases will be required to submit a formal request in writing to the Council Planning Liaison. The written request must outline the updated project costs and state that the local municipality agrees to pay the federal required 30% local match.

### **A. Cost Increase Requests Less Than 20%**

A project cost increase will be automatically funded up to and including 20% of the final cost estimates outlined in the IDOT approved Phase I report. Approvals will be subject to review and consideration by the Council Planning Liaison based on the following criteria:

1. Project eligibility (see Eligible Projects section in Council Guidelines)
2. Funding availability – In the event that funding is not available during that particular fiscal year, the Council Planning Liaison may recommend deferring another project to a latter fiscal year in order to free up funding to accommodate the cost increase. This will be subject to Council approval via the Technical Committee (see also IX.C).

### **B. Cost Increase Requests Exceeding 20%**

Project cost increases that exceed 20% of the guaranteed amount within that particular fiscal year will be subject to approval by the Council's Technical Committee. Approval will be contingent upon the following:

1. Programming restraints and funding availability within that fiscal year.
2. Special circumstances that resulted in an increase in project costs such as additional improvements that are being required by federal, state, and/or county transportation agencies after the original Phase I cost estimates were submitted and approved by IDOT.
3. Project sponsors have not petitioned the Council for cost increases for the same project during that particular fiscal year.<sup>1</sup>

#### **C. Cost Increase Requests with a Negative Balance**

If the Council has a negative program balance and the cost increase request will require an advanced funding request, then the Council, via the Technical Committee, must approve the cost increase request, regardless of the size of the request.

#### **D. Cost Increase Requests Between Regular Technical Committee Meetings**

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

1. Over 35% of the currently programmed project cost estimate, or
2. Over 25% of the North Shore Council's annual STP allotment for the program year.

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

#### **E. Inflationary Cost Increases**

The Council Planning Liaison will automatically adjust project costs for all programmed and MYB list projects annually by 3% to account for inflation. These changes will be subject to Council approval.

### **X. COUNCIL PREROGATIVES**

The North Shore Council of Mayors has the authority to grant special exceptions to any of the above guidelines if in its opinion the circumstances so dictate.

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<sup>1</sup> In the event that a project sponsor receives approval from the Council for a cost increase that exceeds 20% of the guaranteed amount then any cost increases that arise thereafter for the same project during that fiscal year will be the responsibility of the local agency.

## **PROJECT APPLICATION FORM INSTRUCTIONS**

Any municipality wishing to place a project in the Surface Transportation Program (STP) of the North Shore Council of Mayors shall submit a project application form for each project proposal.

There are two application forms. The first is for the standard highway project. The majority of proposals will use this form. The second is for projects classified as Transportation Control Measures (TCMs). TCMs are not subject to the point system for project ranking. TCMs shall be judged independently of other projects. If they are found to contain sufficient merit, they shall receive priority over other new project proposals.

Application forms should be mailed to:  
Christopher Staron, Planning Liaison  
Northwest Municipal Conference  
1616 E. Golf Road  
Des Plaines, IL 60016

Prior to completing the application form, please contact the Liaison at (847) 296-9200.

Thank you.

**IT IS VITAL THAT ANY CHANGES TO THE PROJECT  
FROM THE INITIAL APPLICATION  
BE IMMEDIATELY REPORTED TO THE LIAISON**

**LIST OF NORTH SHORE COUNCIL OF MAYORS MUNICIPALITIES**

The North Shore Council of Mayors is comprised of the following municipalities.

Evanston  
Glencoe  
Glenview  
Golf  
Kenilworth  
Lincolnwood  
Morton Grove  
Northbrook  
Northfield  
Skokie  
Wilmette  
Winnetka

## GLOSSARY OF STP TERMINOLOGY

The following definitions are to be used in connection with the Council of Mayors Surface Transportation Program only. For a more complete listing of transportation-related definitions, please refer to the Northwest Municipal Conference's Transportation Glossary.

**Advance Funding** - The practice of borrowing against future funding to pay for a project now. The CATS Council of Mayors Executive Committee must approve advance funding requests

**Air Quality Conformity** - The process of determining the air quality impacts of transportation projects submitted for inclusion in the Transportation Improvement Program (TIP). Conformity analysis is done by the Chicago Metropolitan Agency for Planning (CMAP) to assure that the TIP meets the federal requirements of ISTEA and the Clean Air Act Amendments (CAAA).

**Annual Average Daily Traffic (AADT)** – The total yearly volume of vehicles on a roadway divided by the number of days in the year.

**Annual Element** - A listing of the projects expected to have their contracts awarded within the current fiscal year. The Surface Transportation Program (STP) is made up of the Annual Element and the Multi-Year Program.

**Arterial** - The functional classification of a roadway whose primary function is to serve through traffic. Ideally, arterials should not penetrate identifiable neighborhoods.

**CMAP** - The Chicago Metropolitan Agency for Planning. The regional, member-run agency designated as the Metropolitan Planning Organization (MPO) for the region. Among other responsibilities, CMAP coordinates the Surface Transportation Program for northeastern Illinois including the North Shore Council area.

**Collector** - The functional classification for a roadway whose primary function is to connect residential areas with the arterial system.

**Construction Engineering (ENG III)** - Also called phase III engineering. The cost of ENG III is combined with the construction costs of the project and is eligible for STP funding.

**Council Planning Liaison** - The person employed by the Northwest Municipal Conference to coordinate the Surface Transportation Program for the North Shore Council of Mayors. The Liaison also represents the Council to county, state, regional and federal transportation agencies.

**Fiscal Year (FY)** - The Councils of Mayors Surface Transportation Program operates within the federal fiscal year (October 1 -September 30).

**IDOT** - The Illinois Department of Transportation. IDOT implements the STP program.

**Letting** - The public opening of bids for a contract. IDOT has up to 45 days after the letting to award the contract or reject all bids.

**Level of Service (LOS)** - A method of grading the performance of an intersection of roadway segment. An "A" indicates free traffic flow while an "F" is gridlock.

**Minor Arterial** - Arterials not designated as Strategic Regional Arterials.

**Multi-Year Program (MYP)** - A listing of projects to be completed in future years. The Surface Transportation Program (STP) is made up of the Annual Element and the Multi-Year Program.

**North Shore Council of Mayors** - A voluntary, cooperative effort by municipalities to plan and implement the Surface Transportation Program for the North Shore region of the Council of Mayors System.

**North Shore Council of Mayors Technical Committee** - The committee includes Mayors/Presidents, managers/administrators and/or their representatives, that review all projects and proposals made to the North Shore Council of Mayors. Membership on the Technical Committee is at the discretion of the President of the Northwest Municipal Conference and the North Shore Council of Mayors.

**Phase I Engineering (ENG I)** - A conceptual engineering report involving geometry, design, right-of-way requirements and environmental studies. ENG I is not eligible for STP funding.

**Phase II Engineering (ENG II)** - Translates the concepts of a Phase I report into specifics for the preparation of the contract plans and land acquisition.

**Planning Liaison (PL)** - See Council Planning Liaison.

**Strategic Regional Arterial (SRA)** - An arterial roadway designated by the Illinois Department of Transportation as part of the Strategic Regional Arterial System.

**Surface Transportation Program (STP)** - The federal program that provides federal funding for locally initiated transportation projects. The Program, contained in the Safe, Accountable, Flexible, Efficient Transportation Equity Act – A Legacy for Users (SAFETEA-LU), is administered by CMAP and implemented by IDOT.

**Transportation Control Measures (TCM)** - Projects designed to reduce the impact/use of single occupant vehicles by encouraging the use of alternate modes of transportation, non-peak period travel or greater system efficiency.

**Safe, Accountable, Flexible, Efficient Transportation Equity Act – A Legacy for Users (SAFETEA-LU)** - The federal transportation bill enacted in 2005 which authorizes the federal surface transportation programs for highways, highway safety and transit for the five year period of 2005-2009. The Act establishes guidelines and provides sources of funding for transportation projects.

**Transportation Improvement Program (TIP)** - A unified document indicating coordination of all transportation agencies in the Chicago metropolitan area. All transportation projects, other than those entirely funded by locally monies, are included in the TIP.

**Vehicle Miles Traveled (VMT)** - The VMT is the length of the proposed improvement multiplied by the number of vehicles that travel the route daily.



# Chicago Metropolitan Agency for Planning

Attachment C

233 South Wacker Drive  
Suite 800, Sears Tower  
Chicago, IL 60606

312-454-0400 (voice)  
312-454-0411 (fax)  
www.chicagoareaplanning.org

## TIP Work Types - Codes and Definitions

Type Code	Definition	Investment Origin Code	Program Group	PAQB	
				Candidate	Exempt Status
A-BAR	Safety - Barriers	Improvement	Safety Projects		Exempt
A-BEA	Safety - Beacons	Improvement	Safety Projects		Exempt
A-FNC	Safety - Fencing	Improvement	Safety Projects		Exempt
A-GRD	Safety - Guardrails	Improvement	Safety Projects		Exempt
A-LTS	Safety - Lighting	Improvement	Safety Projects		Exempt
A-MED	Safety - Median Projects	Improvement	Safety Projects		Exempt
A-OPT	Safety - Opticom Equipment	Improvement	Safety Projects		Exempt
A-PMRK	Safety - Pavement Marking	Improvement	Safety Projects		Exempt
A-RRXING	Safety - Railroad Crossing Improvements	Improvement	Safety Projects		Exempt
A-SHDR	Safety - Shoulder Improvements	Improvement	Safety Projects		Exempt
A-SKIDT	Safety - Skid Treatments	Improvement	Safety Projects		Exempt
B-NEW	Bridge/Structure - New	Expansion	No Group - Non-Exempt		Not Exempt
B-PNT	Bridge/Structure - Paint	Improvement	Bridge Projects (Except Transit)		Exempt
B-RECNFG	Bridge/Structure - Reconst/Rehab Chng in Lane Use/Widths	Improvement	Bridge Projects (Except Transit)	Yes	Exempt Tested
B-REPAIR	Bridge/Structure - Reconst/Rehab No Chng in #, Wdth, or Lane	Improvement	Bridge Projects (Except Transit)		Exempt
B-REPLACE	Bridge/Structure - Replace	Improvement	Bridge Projects (Except Transit)		Exempt
C-IMP	Station - Improve with Change in Service	Improvement	Stations - Maintain/Rehab Commuter/Rapid Transit	Yes	Exempt Tested
C-MAINT	Rail Stations - Maintain, Rehabilitate, Replace	Improvement	Stations - Maintain/Rehab Commuter/Rapid Transit		Exempt
C-NEW	Station - New	Expansion	No Group - Non-Exempt	Yes	Not Exempt
C-RELOC	Station - Relocate	Improvement	Stations - Maintain/Rehab Commuter/Rapid Transit	Yes	Exempt Tested
D-FAC	ADA - Facility Improvements	Improvement	ADA Access Improvements		Exempt
D-VEH	ADA - Vehicle Improvements	Improvement	ADA Access Improvements		Exempt
E-BIKE	Bicycle Facility	Bike/ped	Bicycle/Pedestrian Projects	Yes	Exempt
E-HIS	Historic Preservation	Miscellaneous	Miscellaneous Exempt Projects		Exempt
E-LS	Enhancement – Landscaping	Improvement	Miscellaneous Exempt Projects		Exempt
E-NOIS	Noise Attenuation	Improvement	Miscellaneous Exempt Projects		Exempt
E-PED	Pedestrian Facility	Bike/ped	Bicycle/Pedestrian Projects	Yes	Exempt
F-OFC	Facility - Office Facilities/Equipment	Miscellaneous	Transit Support Facilities And Equipment		Exempt
F-REV	Facility - Revenue Collection Equipment	Improvement	Transit Support Facilities And Equipment		Exempt
F-SHOP	Facility - Shop Facilities/Equipment	Improvement	Transit Support Facilities And Equipment		Exempt
F-SPTV	Facility - Signal Priority for Transit	Improvement	Intersection Improvements	Yes	Exempt
F-TRN	Facility - Bus Turnaround	Improvement	Transit Support Facilities And Equipment	Yes	Exempt
F-YRDS	Facility - Towers and Yards	Improvement	Transit Support Facilities And Equipment		Exempt
H-AL	Highway/Road - Add Lanes	Expansion	No Group - Non-Exempt		Not Exempt
H-ALIGN	Highway/Road - Vertical/Horizontal Alignment (e.g. Clearance)	Improvement	Exempt Paving Projects		Exempt
H-C/G	Highway/Road - Curb and Gutter	Improvement	Exempt Paving Projects		Exempt
H-CLTL	Highway/Road - Continuous Bi-Directional Turn Lanes	Improvement	Exempt Paving Projects		Exempt Tested
H-COR	Highway/Road - Corridor Improvement	Improvement	No Group - Non-Exempt		Not Exempt
H-EXT	Highway/Road - Extend Road	Expansion	No Group - Non-Exempt		Not Exempt
H-HOV	Highway/Road - HOV Lanes	Expansion	No Group - Non-Exempt	Yes	Not Exempt
H-INFO	Highway/Road - Directional/Informational Signs	Improvement	Miscellaneous Exempt Projects	Yes	Exempt

## TIP Work Types - Codes and Definitions – Page 2

Type Code	Definition	Investment Origin Code	Program Group	PAQB	
				Candidate	Exempt Status
H-INTIMP	Highway/Road - Intersection Improvement	Improvement	Intersection Improvements	Yes	Exempt
H-INTRC	Highway/Road - Intersection Reconstruction	Improvement	Exempt Paving Projects	Yes	Exempt
H-IPASS	Highway/Road - I-Pass Improvement	Improvement	Miscellaneous Exempt Projects	Yes	Exempt Tested
H-IRS	Highway/Road - Intermittent Resurfacing	Improvement	Exempt Paving Projects		Exempt
H-NEW	Highway/Road - New Road	Expansion	No Group - Non-Exempt		Not Exempt
H-PATCH	Highway/Road - Pavement Patching	Improvement	Exempt Paving Projects		Exempt
H-RCINKND	Highway/Road - Reconstruct in Kind	Improvement	Exempt Paving Projects		Exempt
H-RCNST	Highway/Road - Reconst With Change in Use or Width of Lane	Improvement	Exempt Paving Projects	Yes	Exempt Tested
H-RS	Highway/Road - Resurface ( With No Lane Widening)	Improvement	Exempt Paving Projects		Exempt
H-WRS	Highway/Road - Widen Lanes and Resurface	Improvement	Exempt Paving Projects	Yes	Exempt Tested
I-EXP	Interchange - Expand (New Movements Added To Interchange)	Expansion	No Group - Non-Exempt		Not Exempt
I-NEW	Interchange - New	Expansion	No Group - Non-Exempt		Not Exempt
I-RCNST	Interchange - Reconstruction	Improvement	Exempt Paving Projects		Exempt
J-EXP	Rolling Stock - Expand Fleet	Expansion	No Group - Non-Exempt	Yes	Not Exempt
J-REHAB	Rolling Stock - Rehabilitate Vehicles	Improvement	Rolling Stock - Rehabilitate Vehicles		Exempt
J-REP	Rolling Stock - Replace Existing Vehicles	Improvement	Rolling Stock - Replacement/Minor Expansions		Exempt Tested
M-IMP	Multi-Modal Center - Improve With Change in Service	Improvement	Multi-modal Centers - Construct/Maintain/Rehab	Yes	Exempt Tested
M-MAINT	Multi-Modal Center - Maintain, Rehabilitate, Replace	Improvement	Multi-modal Centers - Construct/Maintain/Rehab	Yes	Exempt
M-NEW	Multi-Modal Center - New	Expansion	Multi-modal Centers - Construct/Maintain/Rehab	Yes	Exempt Tested
M-RELOC	Multi-Modal Center - Relocate	Improvement	Multi-modal Centers - Construct/Maintain/Rehab	Yes	Exempt Tested
O-C&A	Contingency and Administration	Miscellaneous	Transit Contingency/Administration		Exempt
O-OPS	Operations - Transit Operating Assistance	Miscellaneous	Transit Operating	Yes	Exempt
P-EXP	Parking - Expand Number of Spaces	Expansion	Multi-modal Centers - Construct/Maintain/Rehab	Yes	Exempt Tested
P-MAINT	Parking - Maintain, Rehabilitate, Replace	Improvement	Multi-modal Centers - Construct/Maintain/Rehab		Exempt
P-NEW	Parking - New Lot or Garage	Expansion	Multi-modal Centers - Construct/Maintain/Rehab	Yes	Exempt Tested
P-RELOC	Parking - Relocate Lot or Garage	Improvement	Multi-modal Centers - Construct/Maintain/Rehab	Yes	Exempt Tested
R-EXP	Rail Line - Extend Line	Expansion	No Group - Non-Exempt	Yes	Not Exempt
R-IMP	Rail Line - Improve Line	Improvement	Rail Line - Maintain/Rehab Commuter/Rapid Transit		Exempt Tested
R-MAINT	Rail Line - Maintain, Rehabilitate, Replace	Improvement	Rail Line - Maintain/Rehab Commuter/Rapid Transit		Exempt
R-NEW	Rail Line - New Line	Expansion	No Group - Non-Exempt	Yes	Not Exempt
S-ASNG	Signals - Add Signals at Single Intersection	Improvement	Intersection Improvements		Exempt
S-MOD	Signals - Modernization	Improvement	Intersection Improvements	Yes	Exempt
S-NEW	Signals - New Signals for Multiple Intersections	Improvement	No Group - Non-Exempt	Yes	Not Exempt
S-TIM	Signals - Interconnects and Timing	Improvement	No Group - Non-Exempt	Yes	Not Exempt
T-EXP	Bus Routes - Major Expansion	Expansion	No Group - Non-Exempt	Yes	Not Exempt
T-IMP	Bus Routes - Major Service Improvement	Improvement	No Group - Non-Exempt	Yes	Not Exempt
U-COM	CPS - Communications	Improvement	Transit Communications/Power/Signals		Exempt
U-POW	CPS - Power	Improvement	Transit Communications/Power/Signals		Exempt
U-SIGS	CPS - Signals	Improvement	Transit Communications/Power/Signals		Exempt
V-MAINT	Vehicle Facility - Maintenance	Improvement	Transit Storage/Maintenance Facilities		Exempt
V-STOR	Vehicle Facility - Storage	Improvement	Transit Storage/Maintenance Facilities		Exempt
X-IMP	Transfer Facility - Improve with Change in Service	Improvement	Transfer Facilities - Construct/Maintain/Rehab	Yes	Exempt Tested
X-MAINT	Transfer Facility - Maintain, Rehabilitate, Replace	Improvement	Transfer Facilities - Construct/Maintain/Rehab		Exempt
X-NEW	Transfer Facility - New	Expansion	Transfer Facilities - Construct/Maintain/Rehab	Yes	Exempt Tested
X-RELOC	Transfer Facility - Relocate	Improvement	Transfer Facilities - Construct/Maintain/Rehab	Yes	Exempt Tested
Z-OTH	Miscellaneous - Project Types Not Listed	Miscellaneous	No Group - Non-Exempt	Yes	Not Exempt
Z-OTHEX	Miscellaneous - Exempt Projects	Miscellaneous	Miscellaneous Exempt Projects	Yes	Exempt
Z-OTHXTST	Miscellaneous - Exempt Tested Projects	Miscellaneous	Miscellaneous Exempt Projects	Yes	Exempt Tested

**HIGHWAY PROJECTS**

**A. GENERAL INFORMATION**

1. Date of Application \_\_\_\_\_
2. Municipality/Lead Agency \_\_\_\_\_
3. Project Street \_\_\_\_\_ Route # \_\_\_\_\_
4. Limits of Project:
  - a) 1st Reference Point/Cross Street \_\_\_\_\_  
Marked Route # \_\_\_\_\_ County \_\_\_\_\_
  - b) 2nd Reference Point/Cross Street \_\_\_\_\_  
Marked Route # \_\_\_\_\_ County \_\_\_\_\_
  - c) Other Project Location Information (optional)
  
5. Name & Phone # of Contact Person
  
6. Other agencies participating in this project and contact people at those agencies
  
7. Year for which funding is sought (give date)



3. Provide the raw accident counts for each of the last three years and the source of this information.
  
4. Provide the most recent Condition Rating Survey (no more than 2 years old), who conducted the rating, how it was conducted and when.
  
5. Is the roadway designated by IDOT as a (please circle one):  
  
Strategic Regional Arterial  
  
Other Arterial  
  
Collector

**C. PLANNING & IMPLEMENTATION**

1. Does the project require right-of-way acquisition?
  
2. If yes, is the project currently undergoing this acquisition process?
  
3. Are there issues that may delay the project? (ie: environmentally sensitive areas)?  
If yes, please explain.

**D. PROJECT DESCRIPTION AND/OR WORK TYPE**

1. Primary Work Type (please show no more than three)

\_\_\_\_\_

**VALID WORK TYPES:**

See the CMAP FY 05-09 TIP Work Type Codes Sheet for a complete list of eligible work types

2. Project Description
3. Project length in miles
4. Number of signalized intersections within project limits
5. Number and level of service of intersections to be improved by the project

6. Complete the following table using the best estimates of minimum measurements within the project limits.

BEFORE \_\_\_\_\_ AFTER

# of Unrestricted Driving Lanes

Driving Lane Widths (feet per lane)

# of Parking Lanes  
(& lane width)

Bi-Directional Left Turn Lane (Y or N)

Traffic Signal Interconnect

# of Restricted Lanes  
(Peak/Off Peak; describe restriction)

Paved Roadway Cross Section (feet)

Posted Speed Limit

# of At-Grade Crossings

# of New Supplementary Safety Device  
at Crossings (please state location of each)

7. Project Cost and Schedule

	Starting Year	Local\$	County\$	State\$	Fed\$ (Council)	Other Federal
ENG I	_____	_____	_____	_____	<u>  0  </u>	_____
ENG II	_____	_____	_____	_____	_____	_____
R.O.W.	_____	_____	_____	_____	_____	_____
Const (inc ENG III)	_____	_____	_____	_____	_____	_____
PROJECT COST	_____	_____	_____	_____	_____	_____
TOTAL PROJECT COST \$ _____						

**NOTE: ANY CHANGES TO THE ESTIMATED COST OF A PROJECT  
MUST BE IMMEDIATELY REPORTED TO THE COUNCIL LIAISON**

8. Please attach a copy of a recent Board/Council resolution (or minutes) requesting consideration of the project by the Council of Mayors and the municipality's ability to fund the required local match. If funding is currently programmed, please include recent Board/Council resolution (or minutes) or capital budget showing funding.

**E. OTHER ISSUES**

1. Are there any other features or issues you feel the Council should be aware of? If yes, please explain.

**F. EXHIBITS**

Please attach the required exhibits to this form. Since this form will be photocopied, please make sure that all exhibits are photocopyable.

1. Map showing location of project within region.
2. Map showing location of project within municipality.
3. Existing typical section.
4. Proposed typical section
5. Proposed alignment if realignment is proposed.
6. Please refer to Section II. Project Ranking Point Scale, circle the point value in each category that you feel your project deserves and submit that page along with the application form. The Council is the final authority on a projects point value.

**NORTH SHORE COUNCIL OF MAYORS  
PROPOSED HIGHWAY PROJECT SCHEDULE**  
*(Must be submitted to the Council of Mayors at time of project application)*

Municipality: \_\_\_\_\_

Project Location & Limits: \_\_\_\_\_

**ACTIVITY**

**ESTIMATED DATE**

Initial Phase I “Kick-off” meeting with IDOT,  
Liaison and consultants: \_\_\_\_\_

IDOT/FHWA/Municipality Coordination Meeting: \_\_\_\_\_

Categorical Exclusion Concurrence/Design Variance Approval: \_\_\_\_\_

Submit draft Phase I Engineering Report (PDR) to IDOT:  
(3-6 month review period) \_\_\_\_\_

Public Hearing/Meeting: \_\_\_\_\_

Final Phase I Design Approval: \_\_\_\_\_

Submit Phase II Engineering Agreement to IDOT: \_\_\_\_\_

Initial Phase II Engineering Meeting: \_\_\_\_\_

Submittal of Pre-Final Plans w/ Estimates to IDOT:  
(1-4 month review period) \_\_\_\_\_

Submit Phase III Engineering Agreement to IDOT: \_\_\_\_\_

Submittal of Final Plans, Spec. & Estimates (PS&E) to IDOT:  
(7 to 10 days before Springfield BLR due date) \_\_\_\_\_

Expected letting for construction: \_\_\_\_\_

**RIGHT-OF-WAY**

Does ROW Need to be Acquired?: \_\_\_\_\_ If yes, # of Parcels to be Acquired: \_\_\_\_\_  
(min. 18 months required)

ROW “Kick-off” Meeting: \_\_\_\_\_

Initiate ROW Acquisition: \_\_\_\_\_ Complete ROW Acquisition: \_\_\_\_\_

Please list any potential delays that would interfere with the schedule for this project:

**TRANSPORTATION CONTROL MEASURE PROJECTS**

**A. GENERAL INFORMATION**

1. Date of Application\_\_\_\_\_
2. Municipality/Lead Agency\_\_\_\_\_
3. Name of facility to be improved/implemented:
4. Limits of Project:
  - a) 1st Reference Point/Cross Street\_\_\_\_\_
  - Marked Route #\_\_\_\_\_ County\_\_\_\_\_
  - b) 2nd Reference Point/Cross Street\_\_\_\_\_
  - Marked Route #\_\_\_\_\_ County\_\_\_\_\_
5. Other Project Location Information:
6. Name & Phone # of Contact Person
7. Other agencies participating in this project & contact people at those agencies
8. Year for which funding is sought (give date)

## **B. EXISTING CONDITIONS**

1. Provide a brief description of the existing facility:

2. Modes served by the existing facility (bus, rail etc):

## **C. PLANNING & IMPLEMENTATION**

- 1) Does the project require right-of-way acquisition?
- 2) If yes, is the project currently undergoing the acquisition process?
- 3) Are there any issues that may delay the implementation of this project?

**D. PROJECT DESCRIPTION AND/OR WORK TYPE**

1) Primary Work Type (please show no more than three)

VALID WORK TYPES:

D-ADA	ADA IMPROVEMENTS
E-BIKE	BICYCLE PROJECTS
E-PED	PEDESTRIAN PROJECTS
P-EXP	ADD PARKING SPACES (at transit)
P-NEW	NEW PARKING LOT OR GARAGE (at transit)
P-RELOC	RELOCATE PARKING LOT OR GARAGE (at transit)
C-IMP	IMPROVE EXISTING STATION
C-NEW	NEW STATION
C-RELOC	RELOCATE STATION
A-RRXING	SAFETY-RAILROAD CROSSING IMPROVEMENT
X-IMP	IMPROVE TRANSFER FACILITY
X-NEW	NEW TRANSFER FACILITY
X-RELOC	RELOCATE TRANSFER FACILITY
M-IMP	IMPROVE MULTI-MODAL CENTER
M-MAINT	MULTI-MODAL CENTER-REHAB/REPLACE
M-NEW	NEW MULTI-MODAL CENTER
M-RELOC	RELOCATE MULTI-MODAL CENTER
Z-OTH	PROJECT TYPES NOT LISTED

2) Project Description

3) Modes served by improved/new facility (bus, rail, bike etc)

4) Project Cost and Schedule

Starting Year	local\$	County\$	State\$	FED\$ (Council)	Transit Agency	Other Federal
ENG I _____	_____	_____	_____	0	_____	_____
ENG II _____	_____	_____	_____	_____	_____	_____
R.O.W. _____	_____	_____	_____	_____	_____	_____
CONST. _____	_____	_____	_____	_____	_____	_____
PROJECT COST - _____	_____	_____	_____	_____	_____	_____
TOTAL PROJECT COST\$ _____						

**NOTE: ANY CHANGES TO THE ESTIMATED COST OF A PROJECT MUST BE IMMEDIATELY REPORTED TO THE COUNCIL LIAISON**

- Please attach a copy of a recent Board/Council resolution (or minutes) requesting consideration of the project by the Council of Mayors and the municipality's ability to fund the required local match. If funding is currently programmed, please include recent Board/Council resolution (or minutes) or capital budget showing funding.

**E. OTHER ISSUES**

- Are there any other issues that you feel the Council should know about? Please explain.

## **F. EXHIBITS**

Please attach the required exhibits to this form. Since this form will be photocopied, please make sure that all exhibits are photocopyable.

1. Map showing location of project within region.
2. Map showing location of project within municipality.
3. Overhead sketch of project.

**NORTH SHORE COUNCIL OF MAYORS  
PROPOSED HIGHWAY PROJECT SCHEDULE**  
*(Must be submitted to the Council of Mayors at time of project application)*

Municipality: \_\_\_\_\_

Project Location & Limits: \_\_\_\_\_

**ACTIVITY**

**ESTIMATED DATE**

Initial Phase I “Kick-off” meeting with IDOT,  
Liaison and consultants: \_\_\_\_\_

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(3-6 month review period) \_\_\_\_\_

Public Hearing/Meeting: \_\_\_\_\_

Final Phase I Design Approval: \_\_\_\_\_

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Submittal of Pre-Final Plans w/ Estimates to IDOT:  
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Submit Phase III Engineering Agreement to IDOT: \_\_\_\_\_

Submittal of Final Plans, Spec. & Estimates (PS&E) to IDOT:  
(7 to 10 days before Springfield BLR due date) \_\_\_\_\_

Expected letting for construction: \_\_\_\_\_

**RIGHT-OF-WAY**

Does ROW Need to be Acquired?: \_\_\_\_\_ If yes, # of Parcels to be Acquired: \_\_\_\_\_  
(min.18 months required)

ROW “Kick-off” Meeting: \_\_\_\_\_

Initiate ROW Acquisition: \_\_\_\_\_ Complete ROW Acquisition: \_\_\_\_\_

Please list any potential delays that would interfere with the schedule for this project: