



**NORTH SHORE COUNCIL OF MAYORS  
TECHNICAL COMMITTEE MEETING  
Thursday April 4, 2019  
8:30 a.m.  
Skokie Village Hall  
5127 Oakton Street, Skokie, IL**

**AGENDA**

**MEMBERS**  
Antioch  
Arlington Heights  
Bannockburn  
Barrington  
Bartlett  
Buffalo Grove  
Carpentersville  
Crystal Lake  
Deer Park  
Deerfield  
Des Plaines  
Elk Grove Village  
Evanston  
Fox Lake  
Glencoe  
Glenview  
Grayslake  
Hanover Park  
Highland Park  
Hoffman Estates  
Kenilworth  
Lake Bluff  
Lake Forest  
Lake Zurich  
Libertyville  
Lincolnshire  
Lincolnwood  
Morton Grove  
Mount Prospect  
Niles  
Northbrook  
Northfield  
Northfield Township  
Palatine  
Park Ridge  
Prospect Heights  
Rolling Meadows  
Schaumburg  
Skokie  
Streamwood  
Vernon Hills  
Wheeling  
Wilmette  
Winnetka  
  
*President*  
Arlene Juracek  
Mount Prospect  
  
*Vice-President*  
Daniel DiMaria  
Morton Grove  
  
*Secretary*  
Kathleen O'Hara  
Lake Bluff  
  
*Treasurer*  
Ghida Neukirch  
Highland Park  
  
*Executive Director*  
Mark L. Fowler

- I. Call to Order**
- II. Approval of Meeting Minutes – December 19, 2018 (Attachment A)**  
*Action Requested: Approval of the Minutes*
- III. Agency Reports**
  - A. Pace**
  - B. IDOT Highway Report**
  - C. Cook County Department of Transportation and Highway**
  - D. Illinois Tollway**
  - E. IDOT Local Roads**
  - F. Chicago Metropolitan Agency for Planning (CMAP)**
- IV. North Shore Council of Mayors Surface Transportation Program (STP) (Attachment B)**  
Staff will provide an overview of the North Shore Council's STP Program  
*Action Requested: Discussion*
- V. STP Project Selection Methodology Update (Attachment C)**  
Staff will give an overview of the STP project selection methodology update process so far. Staff will present a draft methodology for review.  
*Action Requested: Discussion*
- VI. STP Shared Fund Points Distribution Methodology (Attachment D)**  
Staff will give an overview of STP shared fund applications received by the North Shore Council of Mayors. Staff will present a draft methodology for distributing the council's shared fund bonus points and request approval of that methodology.  
*Action Requested: Approval*
- VII. CMAP STP Funding Update**  
CMAP staff will be available to answer questions about the STP funding process and the process by which projects are placed on the Multi-Year B (MYB) list.  
*Action Requested: Discussion*
- VIII. Other Business**
- IX. Next Meeting**  
To be determined (TBD)
- X. Adjournment**

**NORTHWEST MUNICIPAL CONFERENCE**

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*A Regional Association of Illinois  
Municipalities and Townships  
Representing a Population of Over One Million*

**NORTH SHORE COUNCIL OF MAYORS  
TECHNICAL COMMITTEE MEETING**

**December 19, 2018**

**8:30 a.m.**

**Skokie Village Hall**

**5127 Oakton St.**

**Skokie, IL 60077**

**AGENDA**

**I. Call to Order**

Eric Cook called the meeting to order at 8:30 a.m.

**II. Approval of Meeting Minutes – October 24, 2018 (Attachment A)**

Sat Nagar made a motion to approve the minutes which were approved

**III. Agency Reports**

**A. Pace**

Steve Andrews from Pace The 2019 budget has been approved and mentioned that there were 3 million in service improvements including their first rapid transit service. Andrews also mentioned that there will also be 1.2 million in service reductions though none of these reductions directly impact routes in the north shore. Additionally, Pace has new interim director.

**B. IDOT Highway Report**

Travis Farmer from IDOT gave an update on the Management Monitoring Schedule for FY 2019-2024 for the proposed highway improvement program and introduced new terminology on standard overlay.

**C. Cook County Department of Transportation and Highway**

Alex Beata gave an update on Cook County projects in the North Shore area. Beata mentioned the Counties freight plan had been accepted and the Cook County transit plan is funded.

**D. Illinois Tollway**

N/A

**E. Chicago Metropolitan Agency for Planning (CMAP)**

Russell Pietrowiak from CMAP updated the committee on the upcoming call for projects for CMAQ, TAP-L, and the regional Shared Fund. Pietrowiak mentioned that the call for projects for these funding sources would open in January. Additionally, the region's STP funding, particularly for suburban councils, is higher than typical years putting the regional under increased pressure from fiscal constraint. CMAP is working with IDOT to acquire additional funds and that believes that there is enough funding for lettings until June which should be in the correct fiscal year in the TIP. CMAP also recently completed its long-range plan ON TO 2050 which will affect project selection.

CMAP is working on a pavement study which will affect project rankings and will have robust pavement data. This will allow for better pavement management to preserve pavement for longer and reduce costs.

The My Daily Travel household travel survey is open for households to provide information on their daily travel habits. Households that take the survey will receive \$50. School districts can use a unique link provided by CMAP and will earn \$10 for each student who takes the survey in addition to the \$50 that the household receives. Information is available on the CMAP website.

**MEMBERS**

Antioch  
Arlington Heights  
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Carpentersville  
Crystal Lake  
Deer Park  
Deerfield  
Des Plaines  
Elk Grove Village  
Evanston  
Fox Lake  
Glencoe  
Glenview  
Grayslake  
Hanover Park  
Highland Park  
Hoffman Estates  
Kenilworth  
Lake Bluff  
Lake Forest  
Lake Zurich  
Libertyville  
Lincolnshire  
Lincolnwood  
Morton Grove  
Mount Prospect  
Niles  
Northbrook  
Northfield  
Northfield Township  
Palatine  
Park Ridge  
Prospect Heights  
Rolling Meadows  
Schaumburg  
Skokie  
Streamwood  
Vernon Hills  
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Wilmette  
Winnetka

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Highland Park

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Larry Bury asked how much STP funding was projected to be obligated and how much was available. Mr. Pietrowiak stated that there was approximately \$141 million available though CMAP is seeking an additional \$50 million. This is for the entire region not just the suburban councils. CMAP is working with IDOT on funding.

Mr. Pietrowiak stated that in the region's STP program individual council marks have been eliminated so if a council had over-spent its allotment it is not held against them. There is also no carry-over of funds for individual councils in 2021. There is now a pool of available regional funds not individual council marks.

The North Shore projects currently in MYB cannot be moved into the active program as there is inadequate funding available. The committee asked who moved the projects to MYB and on whose decision it was to move the projects. The north shore was in deficit spending and projects had to be moved to MYB to make up for the deficit spending and balance the marks. Larry Bury stated that the previous planning liaison had moved these projects with the understanding they would be moved back in though this decision should have been made by the committee. Mr. Bernahl asked if projects move back in FY19 or FY20 can the MYB projects be moved back in. Mr. Pietrowiak stated that it was unlikely because the time and paperwork needed by IDOT and fiscal constraint. If the council moves a project in the active program to MYB those funds could be used to move a MYB project of equal or lesser cost back into the active program. Mr. Patrick asked that because the MYB projects were moved in error if projects would be able to be moved in to FY20. Mr. Pietrowiak stated it was unlikely but that CMAP would have a better idea after March or April and progress on City of Chicago projects is known. Mr. Patrick asked if the North Shore MYB projects were viewed any differently than other MYB projects because their placement in MYB was an error. Mr. Pietrowiak said that they are not viewed any differently and that moving projects into MYB was a regular practice by PLs to maintain fiscal constraint. Mr. Bernahl asked if a project comes in under-budget can those funds be used to move the MYB projects into the active program. Mr. Pietrowiak said no because without marks any unused funds go back to the region and it takes a significant amount of time for funds to come back to the region in a situation which less funding is needed than originally estimated. Mr. Pietrowiak then stated that the committee should prioritize the projects on its MYB list.

A question was raised about the number of applications for the regional shared fund. Mr. Pietrowiak stated there was significant interest in the shared fund which may provide nearly \$40 million in funding. Pietrowiak also stated that IDOT had been receptive and may be willing to team up with other groups to reach the three partner threshold to apply for the shared fund.

**F. IDOT Local Roads**

N/A

**IV. North Shore Council of Mayors Surface Transportation Program (STP)**

**A. North Shore Council STP FFY 2018-2020 (Attachment B)**

N/A

**B. Project Selection Methodology Update (Attachment C)**

Mr. Jackson stated that a group was needed to develop a need STP project selection methodology. Mr. Jackson also asked the committee if the attached schedule could be sent to CMAP. The committee agreed the schedule was acceptable and Mr. Nagar suggested meeting in January at the NWMC offices. Mr. Jackson stated he would organize the meeting.

**V. 2019 Meeting Schedule**

Staff will present a draft meeting schedule outlining quarterly meetings held on the third Thursday of the month (March 21, June 20, September 19, December 19) at Skokie Village Hall.

**Action Requested:** Discussion and Approval

**VI. Other Business**

John asked about the state of the Capital Bill in Springfield. Larry Bury stated that the Northwest Municipal Conference had put out a survey asking about the 10-year capital needs of member communities.

**VII. Next Meeting**

Wednesday March 21, 2019 8:30 a.m. at Skokie Village Hall.

**VIII. Adjournment**

Sat Nagar made a motion to adjourn which was seconded by Andrew Letson and unanimously approved.

<b>Fiscal Year 18 PROJECTS</b>	<b>Sponsor</b>	<b>TIP Number</b>	<b>Phase</b>	<b>Let</b>	<b>Correct Amount</b>	<b>In Tip</b>	<b>Notes</b>
Locust Rd.	Wilmette	02-13-0003	ENG II	Already Let	\$ 1,813,482	\$ 1,813,482	Project Complete
Northfield Rd.	Northfield	02-16-0014	ENG II	Already Let	\$ 103,172	\$ 103,172	Project Complete
Skokie Blvd.	Wilmette	02-07-0013	ENG II	Already Let	\$ 63,888	\$ 63,888	Project Complete
<b>TOTAL</b>					<b>\$ 1,980,542</b>	<b>\$ 1,980,542</b>	

<b>Fiscal Year 19 PROJECTS</b>	<b>Sponsor</b>	<b>TIP Number</b>	<b>Phase</b>	<b>Let</b>	<b>Correct Amount</b>	<b>In Tip</b>	<b>Notes</b>
Willow Road	Winnetka	02-06-0021	ENG II	Late 2019	\$ 405,745	\$ 393,927	Ongoing VOW/IDOT di
Locust Rd	Wilmette	02-13-0003	Construction	Nov. 2018	\$ 2,256,389	\$ 2,267,583	
Austin/Oakton Intersection	Morton Grove	02-13-0002	ENG II	March 2019	\$ 14,002	\$ 14,002	
Austin/Oakton Intersection	Morton Grove	02-13-0002	Construction	June 2019	\$ 2,314,282	\$ 2,314,282	
Northfield Rd.	Northfield	02-16-0014	Construction	March 2019	\$ 1,222,900	\$ 1,222,900	
Devon Avenue	Lincolnwood	02-16-0004	ENG II	2019	\$ 109,574	\$ 106,383	Reflects Lincolnwood's
Central Ave.	Wilmette	02-13-0004	ENG II	2018	\$ 373,286	\$ 362,414	
Howard Street	Evanston	02-16-0002	ENG II	Jan 2020	\$ 167,516	\$ 162,637	Reflects Evanston's Poi
Kenilworth Avenue	Kenilworth	02-16-0003	ENG II	2019	\$ 37,132	\$ 36,050	
<b>TOTAL</b>					<b>\$ 6,900,826</b>	<b>\$ 6,880,178</b>	

<b>Fiscal Year 20 Projects</b>	<b>Sponsor</b>	<b>TIP Number</b>	<b>Phase</b>	<b>Let</b>	<b>Correct Amount</b>	<b>In Tip</b>	<b>Notes</b>
Devon Avenue	Lincolnwood	02-16-0004	Construction	Apr. 2020	\$ 3,019,534	\$ 2,931,586	MYB. Reflects Lincolnw
Gross Point Road	Skokie	02-06-0035	Construction	Jan 2020	\$ 2,525,000	\$ 2,852,000	
Howard Street	Evanston	02-16-0002	Construction	Jan. 2020	\$ 2,324,580	\$ 2,256,874	MYB. Reflects Evanstor
Kenilworth Avenue	Kenilworth	02-16-0003	Resurfacing	Nov. 2019	\$ 514,060	\$ 514,060	MYB.
Skokie/Lake Intersection	Wilmette	02-16-0005	ENG II	2019	\$ 54,640	\$ 53,048	
Central Ave.	Wilmette	02-13-0004	Construction	Jan 2020	\$ 4,069,631	\$ 3,951,099	
Willow Road	Winnetka	02-06-0021	Construction	Likely 2020	\$ 2,543,290	\$ 2,469,214	MYB.
Skokie/Lake Intersection	Wilmette	02-16-0005	Construction	Sept. 2020	\$ 751,305	\$ 729,422	
<b>TOTAL</b>					<b>\$ 15,802,040</b>	<b>\$ 15,757,303</b>	

## Introduction

### Overview

Federal surface transportation funding operates under multiyear authorizations. In Illinois a portion of this funding is designated by the Illinois Department of Transportation (IDOT) for the Council of Mayors system. Northeastern Illinois is comprised of eleven regional Councils of Mayors and the City of Chicago. Each local council oversees the planning and programming of these STP funds within their own region. The STP provides flexible funding states and localities can use for projects on any federally eligible roadways, bridge projects on any public road, transit capital projects, or intercity and intercity bus terminals and facilities. Each Council has developed a set of project selection guidelines. These guidelines set the parameters by which the Councils program STP funds to locally submitted projects.

At the beginning of each federal fiscal year (FFY), the Chicago Metropolitan Agency for Planning (CMAP) Council of Mayors Executive Committee approves the STP funding allocations. Local municipalities in the North Shore Council apply for these funds. The North Shore Council is comprised of Evanston, Glencoe, Glenview, Golf, Kenilworth, Lincolnwood, Morton Grove, Northbrook, Northfield, Skokie, Wilmette and Winnetka. Project applications are reviewed by the North Shore Council of Mayors Technical Committee. The Technical Committee recommends projects to the North Shore Council of Mayors which makes final decisions based on Council vote.

### Key Terms

1. **Planning Liaison** - The Planning Liaison coordinates 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.
2. **North Shore Council of Mayors** - A cooperative body of municipalities comprised to plan and program the Surface Transportation Program for the North Shore region. The North Shore Council of Mayors membership includes the mayor or president from each municipality in the North Shore Council.
3. **North Shore Council of Mayors Technical Committee** - The committee contains municipal engineers (or other staff) that review and recommend projects for STP funds. Membership on the Technical Committee is made up of one engineer from each municipality.

## Project Application and Selection Process

### Project Submittal Process

#### 1. Call for Projects

The North Shore Council of Mayors will develop a five-year program with a call for project every two years. The Planning Liaison may accept applications outside of a call for projects; however, the Technical Committee will only consider programming new projects after a call for projects. Project applicants should be given adequate notice of call for projects. In addition, project applicants should have no less than sixty days between the call for projects and the application deadline.

#### 2. Project Scoping

Project applicants wishing to apply for STP funds must first contact the Planning Liaison and the Bureau of Local Roads at the Illinois Department of Transportation (IDOT) to discuss the

scope of the project. Project applicants should get initial concurrence from IDOT regarding the project's scope, federal and state requirements and schedule. Project scoping prior to submittal of an application is extremely important. Requirements associated with the use of federal funds and the IDOT review process can delay and add costs to projects. Poorly scoped projects can face significant delays and considerable cost increases.

### 3. Project Application

Following project scoping, project applicants will complete the project application form provided to them by the Planning Liaison and located at the back of this packet.

### 4. Project Review

The Planning Liaison, with the assistance of the Technical Committee, shall review each project application in accordance with the project prioritization system outlined in Section III. The Planning Liaison will assign a "benefit number" which shall be used to compare project applications.

Once each project has been assigned a benefit number, the project applications will be placed on the agenda of a Technical Committee meeting. Prior to the project selection meeting of the Technical Committee, the Planning Liaison shall distribute copies of the project applications to all committee members. At the meeting, the project applicants should be prepared to give a brief presentation and answer questions concerning the project. The Technical Committee will review project applications, project rankings and available funding in making programming recommendations. The Technical Committee will recommend projects within the five-year program and may choose to recommend projects for inclusion on a multi-year "B" (MYB) list.

### 5. Project Selection

The North Shore Council of Mayors will consider the Technical Committee's programming recommendation at its next regular scheduled meeting. Following the North Shore Council's approval, the Planning Liaison will submit the required documentation to the Chicago Metropolitan Agency for Planning (CMAP) so that the project may be considered for addition to the region's Transportation Improvement Program (TIP).

### 6. Project Kick-Off

Following inclusion in the TIP, the project sponsor and Planning Liaison will schedule a kick-off meeting with IDOT's Bureau of Local Roads. Similar to the project scoping, this meeting will confirm the project scope, engineering requirements and schedule. Although Phase I Engineering is not an eligible for STP funding, the project sponsor must hold a kick-off meeting at the beginning of Phase I Engineering to ensure that all federal and state requirements will be met.

The municipality must work closely with IDOT's Bureau of Local Roads. Any work that proceeds without the consent of IDOT may be ineligible to receive STP funding.

## Outside Agency Applications

Outside agencies, such as Cook County, townships and transit agencies have access to STP 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 North Shore Council of Mayors Technical Committee for consideration for STP funding. Any applications from outside agencies must be for STP eligible projects.

## Project Prioritization

### Overview

The following project selection categories shall be considered by the Technical Committee in formulating their recommendations for STP projects.

<b>Project Selection Category</b>	<b>Weight</b>
A. Safety	20 %
B. Pavement Condition	20 %
C. Congestion Mitigation	10 %
D. Project Readiness	10 %
E. Local Needs	15 %
F. Complete Streets	15 %
G. Inclusive Growth	3 %
H. Green Infrastructure	2 %
I. Transit Supportive Land Use	5 %

The Planning Liaison will score each project on a 100-point scale. Point totals in the Congestion Mitigation and Complete Streets/Multimodal categories will be multiplied by a weighting factor.

### A. Safety

The Safety category aims to prioritize projects where major safety concerns exist and can be addressed by appropriate engineering solutions. For vehicular crashes, the project sponsor is asked to provide the average number of crashes over the last three years. CMAP data will be used for pedestrian and bicycle crashes. The project must address the accident situation and be reasonably expected to lower the accident rate to qualify for safety points. Consequently, a project sponsor must submit information on project components that will address safety issues.

<u>Vehicular Crashes</u>	<u>Points (5 point maximum)</u>
Top 25% of all applications	5
Top 50% of all applications	3
Bottom 50% of all applications	0

<u>Pedestrian Crashes</u>	<u>Points (5 point maximum)</u>
Top 25% of all applications	5
Top 50% of all applications	3
Bottom 50% of all applications	0

<u>Bicycle Crashes</u>	<u>Points (5 point maximum)</u>
Top 25% of all applications	5

Top 50% of all applications	3
Bottom 50% of all applications	0

<u>Crash Severity<sup>1</sup></u>	<u>Points (5 point maximum)</u>
Type K and/or A crashes	5
No Type K and/or A crashes	0

**B. Pavement Condition**

The Pavement Condition category aims to prioritize projects most in need of rehabilitation and repair. A subgroup of the Technical Committee will review pavement conditions for all project applications and rank on scale of 1 to 10 as follows.

<u>Condition Rating</u>	<u>Points (20 point maximum)</u>
1 (extremely poor)	20
2 to 3 (poor)	15
4 to 6 (fair)	10
7 to 10 (good)	5

**C. Congestion Mitigation**

The Congestion Mitigation category aims to prioritize projects on roadways with severe congestion that threatens the transportation utility of a roadway or intersection. The project must address the level of service to qualify for congestion mitigation points. The project sponsor is asked to provide supporting documentation of the level of service improvement.

<u>Level of Service (Existing)</u>	<u>Points (5 point maximum)</u>
F	5
E	4
A-D	3

<u>Level of Service Improvement</u>	<u>Points (5 point maximum)</u>
3 levels	5
2 levels	4
1 level	3
No improvement	0

**D. Project Readiness**

The Project Readiness category aims to prioritize those projects that are closer to construction. Given the complexities that go along with federal funding, project readiness is important for spending STP funds within a reasonable timeframe.

<u>Project Status</u>	<u>Points (10 point maximum)</u>
IDOT approved Phase I Report	10

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<sup>1</sup> Type "K" crashes include a fatality and Type "A" crashes include an incapacitating injury.

Phase I underway through IDOT	5
Project has not started Phase I	0

**E. Local Needs**

The Local Need category aims to prioritize projects in communities that have not had the assistance of STP funding for their transportation system.

<u>Years Since Last STP Project</u>	<u>Points (15 point maximum)</u>
5 years	5
10 years	15

**F. Complete Streets (15 points max)**

The Complete Streets/Multimodal category aims to prioritize projects that account for all users of the transportation network. The Chicago Metropolitan Agency for Planning will conduct a proximity analysis for bicycle and pedestrian network improvements. The Planning Liaison will determine scoring based on the proximity analyses and application information.

<u>Transit*</u>	<u>Points (10 point maximum)</u>
Transit Improvement	5
Transit Access Improvement	5
No Transit Improvements	0

<u>Pedestrian</u>	<u>Points (10 point maximum)</u>
Pedestrian Network Improvement	Up to 10
Pedestrian Improvement	5
No Pedestrian Improvements	0

<u>Bicycle</u>	<u>Points (10 point maximum)</u>
Bicycle Network Improvement	Up to 10
Bicycle Improvement	5
No Bicycle Improvements	0

<u>Planning</u>	<u>Points (5 point maximum)</u>
Project appears in local, subregional or regional plan	5
Project not in any adopted plans	0

\*A project with transit components can receive points for an improvement (bus pullout, transit shelter, transit signal priority, etc.) and for an access improvement (sidewalk to transit stop or station, bicycle access, etc.).

**G. Inclusive Growth (3 points max)**

Percent of users that are low-income and people of color	
10%+	3
5-10%	2
0-5%	0

**H. Green Infrastructure (2 points max)**

<u>Element</u>	<u>Points</u>
Project incorporates a green infrastructure element (bioretention, bioswale, street trees, permeable pavement, native plants, other elements as approved by technical committee on a case-by-case basis)	2
Project does not incorporate green infrastructure elements	0

**I. Freight Movement (0 points max)**

<u>Percent heavy duty vehicles</u>	<u>Points</u>
0-2%	0
2-4%	0
4-6%	0
6-8%	0
8-10%	0
10%+	0

**J. Transit Supportive Land Use (Up to 5 points total)**

<u>Element</u>	<u>Points</u>
A project adjacent zoning district has eliminated parking minimums	2
A project adjacent zoning district has parking maximums	2
A project adjacent zoning district allows for vertical mixed uses	1
A project adjacent zoning district allows for shared parking	1
A project adjacent zoning district requires parking behind, to the side, or underneath buildings	1

## Programming Guidelines

### Eligible Routes

All projects must be on STP eligible routes (federal-aid eligible). Routes must have a functional classification as a "collector" or higher. STP eligible routes serve a regional purpose and must serve more than a local land access function. Project applicants can review current roadway classifications at the following website:

<https://www.cmap.illinois.gov/mobility/roads/roadway-functional-classification>

The STP provides flexible funding. Under federal provisions, bridge projects on any public road are eligible for STP funding. In addition, carpool, pedestrian, bicycle and safety projects may be implemented with STP funding on roads of any functional classification.

## Eligible Projects

The following is a partial list of projects eligible for STP funding. Should a project applicant be unsure of a project's eligibility, contact the Planning 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
- Wetland mitigation, wetland banking, landscaping and mitigation of water quality impacts if undertaken with an approved STP project

## Project Requirements

Before submitting an STP application, project applicants must complete the following:

- Contact the Planning Liaison and the Illinois Department of Transportation to discuss the project's scope, timetable and estimated costs
- Confirm that the project is on a STP eligible route
- Confirm that the project work type is STP eligible
- Confirm that the project sponsor can fund the required local match

## Regional Projects

The Technical Committee shall accept proposals for regional projects and may develop its own project proposals. Proposals for regional projects must go through project scoping and have the support of the relevant jurisdictions before the Technical Committee will consider programming funds to regional projects.

## Resurfacing and Local Agency Pavement Preservation (LAPP) Projects

Over the five-year program, the North Shore Council of Mayors will fund a minimum of five resurfacing or LAPP projects; however, resurfacing and LAPP projects cannot exceed twenty percent of the STP funding in the five-year program.

## 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.

## Funding Parameters and Policies

### Eligible Phases

The North Shore Council of Mayors dedicates STP funding for Phase II Engineering and Construction (including Construction Engineering). Phase I Engineering and any Right-of-Way acquisition are the responsibility of the project sponsor.

### Local Match Requirements

The North Shore Council of Mayors allocates STP funding to projects based on a 70/30 federal/local match ratio for phase II engineering. If an applicant does not utilize STP funds for phase II engineering they may receive an 80/20 federal/local match for construction and construction engineering. Project sponsors are responsible for the local match and any non-participating expenses.

### Funding Limit

The North Shore Council of Mayors limits the funding of a single project to 5 million. This can be waived by a majority vote from the technical committee.

### Cost Increase Policies

All cost increases will be funded at the same match ratio they are receiving for the project unless otherwise specified. Project sponsors seeking cost increases will be required to submit a written request to the Planning Liaison. The written request must outline the updated project costs, explain the cause for the cost increase and state that the project sponsor agrees to pay the percent local match.

All cost increases will be subject to approval by the North Shore Council of Mayors via the Technical Committee. Approval will be contingent upon the following:

- a. Programming constraints and funding availability within that fiscal year.
- b. 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 not considered in during the project scoping process.
- c. Project sponsor has not petitioned the Council for cost increases for the same project during that particular fiscal year.

### Limit on Cost Increases

The Technical Committee shall limit large cost increase requests as outlined below:

- a. If the programmed STP funding for a project phase is less than 25 percent of the Council's annual STP allocation, then the Council will not consider cost increases in excess of 100 percent of programmed STP funding for the project phase.
- b. If the programmed STP funding for a project phase is between 25 and 50 percent of the Council's annual STP allocation, then the Council will not consider cost increases in excess of 75 percent of the programmed STP funding for the project phase.
- c. If the programmed STP funding for a project phase is more than 50 percent of the Council's annual STP allocation, then the Council will not consider cost increases in excess of 50 percent of the programmed STP funding in the project phase.

Percent of Annual Allocation	Maximum Cost Increase Request
< 25 percent	100 percent
Between 25 and 50 percent	75 percent
> 50 percent	50 percent

If the cost increase request exceeds the limits outlined above, the project sponsor may choose to remove the project from the program and have it reconsidered during the next programming cycle.

Proper project scoping (see Section II.A.2) is important in developing project application cost estimates in order to avoid large cost increases.

#### Cost Increase Requests with a Negative Balance

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

#### 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 before the next quarterly meeting. In such cases, the Technical Committee can vote via fax/email, 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:

- Over 35 percent of the currently programmed project cost estimate, or
  - Over 25 percent of the North Shore Council's annual STP allotment for the federal fiscal 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.

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#### Council Prerogative

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.

## **Surface Transportation Program (STP) Shared Fund Voting Process for Allocating North Shore Council Bonus Points**

**Point Allocation:** The North Shore Technical Committee will award 25 bonus points to shared fund applications located within North Shore Council of Mayors communities. Bonus points will be allocated after a vote from Technical Committee members. The North Shore Technical Committee will award 15 bonus points to the project with the highest vote count. The remaining 10 points will either be distributed entirely to the second ranking project or be split between the second and third ranking projects.

**Voting Eligibility:** Only Transportation Technical Committee members are eligible to vote. Only one Committee member per municipality is allowed to vote. All Transportation Technical Committee municipal members will be given 5 votes to allocate to one or more Shared Fund applications.

**Meeting Date:** The Committee will meet at the transportation committee meeting immediately following the end of the call for projects for the presentations and vote. A majority vote by the committee will allow for the presentations and vote at an alternative date.

**Presentation Process:** The North Shore Council Bonus Points Application Form and full Shared Fund applications will be distributed to all Transportation Technical Committee one week before the meeting. Each project sponsor requesting North Shore Council bonus points shall be given five minutes to explain their project to the Committee and discuss benefits of the project. PowerPoint presentations, videos or other technology may be utilized.

**Vote:** Once all project sponsors have presented to the Committee, ballots will be distributed to each Committee member (only one per municipality). Members will allocate their 5 points (in whole number increments) to one or more projects. The person voting must sign their ballot. NWMC staff will collect the ballots and tally the votes. The application that receives the most votes will receive 15 bonus points. Staff will present the second and third ranked application to the Committee and request a motion on either awarding 10 points to the second ranked application or 5 points to the second and third ranked applications.