

**ILLINOIS TRANSPORTATION
ENHANCEMENT PROGRAM**

**2012 GUIDELINES MANUAL
CYCLE 10**

PREPARED BY



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ILLINOIS TRANSPORTATION ENHANCEMENT PROGRAM

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SECTION A

PROGRAM BACKGROUND

Purpose of Guidelines

These guidelines are intended to assist project sponsors in understanding the eligibility of their projects and the responsibilities of all parties involved. The guidelines explain how the projects are nominated, approved and implemented. A list of abbreviations and acronyms appear in Appendix 1.

Key Points about the Program

These key points need to be understood and addressed before a sponsor applies for funding. The key points of the Illinois Transportation Enhancement Program (ITEP) include:

- ✓ **Projects must enhance the transportation system by serving a transportation need or providing a transportation use or benefit.**
- ✓ **Projects must have a local government or state agency sponsor.**
- ✓ **This is a reimbursable program, which requires an interagency/joint funding agreement that details the project scope of work and cost participation. It is not a grant program.**
- ✓ **Illinois ITEP program should be considered as a means to supplement funding for a project. In some cases projects will only be partially funded. Local project sponsors may have to seek alternative funding sources or be able to provide additional local funds to complete a project.**
- ✓ **Project sponsors must provide the matching funds, follow the appropriate federal and state guidelines, manage the project and maintain the project after completion.**
- ✓ **Federally funded projects must follow all federal right-of-way and easement requirements regardless of whether enhancement funding is involved in the acquisition.**
- ✓ **Projects must be implemented in accordance with the Sunset Clause (Section H).**

About the Program

In August of 2005, Congress passed the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users SAFETEA-LU. This act continued the requirement of states setting aside 10 percent of their Surface Transportation Program (STP) funds for projects that serve to enhance the transportation system.

The enhancement program allows the scope of transportation projects to expand beyond the traditional accommodations for cars, trucks and transit. Each state has flexibility to create a program that best suits its needs, within the limits of the law.

The goal of ITEP is to allocate resources to well-planned projects that provide and support alternate modes of transportation, enhance the transportation system through preservation of visual and cultural resources and improve the quality of life for members of the communities. ITEP requires communities to coordinate efforts to develop and build worthwhile projects in a timely manner

Under ITEP, the Illinois Department of Transportation (IDOT) works jointly with other state agencies, local governments, interest groups and citizens in enhancing the transportation system and building more livable communities. The enhancement program allows the opportunity for the public to become directly involved in transportation projects. Public participation is encouraged throughout the entire program planning, development and implementation process. The public may provide comments on the program guidelines, as well as individual projects.

Funding

As with any federal transportation program, federal budgetary constraints will control the total amount of federal funds that are available annually. Additionally, state budget constraints could impact the level of the program in any year.

Federal funds will provide reimbursement up to 50 percent for right-of-way and easement acquisition costs, and up to 80 percent for preliminary engineering, utility relocations, construction engineering and construction costs. The 20 percent or 50 percent sponsor participation must come from a local government or state agency.

The Illinois Transportation Enhancement Program (ITEP) should not be thought of as a sole funding source to complete your project from beginning to end. Rather, the ITEP program should be considered as an assistance program to help communities achieve their vision. Some projects may only receive partial funding. Project sponsors need to consider phasing of larger more expensive projects and build in flexibility in their designs should they receive only partial funding. Sponsors should seek alternative funding sources or be able to make up funding shortfalls with local funds. There are a variety of other funding sources available to communities (see Matching Funds under Section C).

SECTION B

PROGRAM CATEGORIES

In order to be eligible for enhancement funding, a project must demonstrate a relationship to surface transportation. The enhancement projects must enhance the transportation system either by serving a transportation need or providing a transportation use or benefit.

For example, a bike trail that connects to existing facilities is serving a need for the people traveling to and from the facilities or communities. Scenic beautification along a highway provides a transportation benefit and significantly enhances the transportation experience. A visitor center facility providing information on the current transportation system or the history of a road serving the transportation system provides a transportation use.

Activities are not eligible if they are routine maintenance projects such as striping a trail, cleaning up debris and filling potholes. Items such as roadway resurfacing, sidewalk repair and curb cuts for the disabled (as a standalone project) are considered routine activities and therefore ineligible for the enhancement program. Curb cuts as part of a new pedestrian facility or landscape/streetscape project would be eligible.

Please be advised if your project involves sidewalk work you most likely will be required to update the facility to meet current ADA Accessibility Standards. That would include, but not limited to, curb cuts and handicapped ramps at intersections and corrective measures to fix cross slopes that exceed the ADA standards. For example, curb cuts for the disabled as a stand alone project would not be eligible but if they are required as a part of the overall project they would be.

Using the SAFETEA-LU federal categories, IDOT is accepting project applications for ITEP funding in the following twelve categories:

1. Provision of facilities for pedestrians and bicycles
2. Scenic or historic highway programs (including the provision of tourist and welcome center facilities)
3. Landscaping and other scenic beautification
4. Historic preservation
5. Rehabilitation of historic transportation buildings, structures, or facilities (including historic railroad facilities and canals)
6. Provision of safety and educational activities for pedestrians and bicyclists
7. Acquisition of scenic easements and scenic or historic sites
8. Preservation of abandoned railway corridors for the conversion and use thereof for pedestrian and bicycle trails
9. Control and removal of outdoor advertising
10. Establishment of transportation museums
11. Environmental mitigation to address water pollution due to highway runoff or reduce vehicle-caused wildlife mortality while maintaining habitat connectivity
12. Archeological planning and research

The following defines the ITEP eligible project categories and eligible items within each category. Examples of projects for each category can be found under the FHWA website, www.fhwa.dot.gov/environment/te/index.htm.

1. Provision of facilities for pedestrians and bicycles

These types of projects create linkages to the existing transportation system. By providing access to workplaces, businesses, schools, universities and shopping centers, communities have an alternative mode of transportation. Projects that improve existing facilities by making them more accommodating and/or accessible for pedestrian and bicycle use are eligible for funding. Projects can be at new locations or can improve existing facilities by providing connections to other regional facilities.

ITEP funds cannot be used as a match to or in combination with Safe Routes to School Program funds. However, projects can be funded that would compliment or extend a project funded under Safe Routes to School Program.

Projects under this category must:

- ✓ provide a mode of transportation from one destination to another or make a transportation facility more accessible or accommodating for pedestrians or bicyclists (projects cannot be solely for recreational uses)
- ✓ be included in a local, regional or statewide plan (bikeway, trail or greenways) and consistent with the Metropolitan Planning Organization (MPO) plan
- ✓ include signing in bikeway projects for directions, permitted users and rules of the bikeways

Project elements eligible for funding as part of pedestrian/bicycle projects or as stand-alone projects are:

- ✓ bikeways (lane, path, route and trail)
- ✓ pedestrian/bicycle structures crossing rivers, railroads and roads
- ✓ pedestrian crossings
- ✓ bikeway connections through local communities
- ✓ bicycle lockers/racks (Revised February 28, 2012 – removed “at transit stations”. Bicycle lockers and bicycle racks are eligible for several locations and not restricted to just transit stations)
- ✓ crossing warning lights (per MUTCD)
- ✓ pedestrian modifications to existing signals (ped heads, push buttons, etc)

Eligible amenities in conjunction with pedestrian/bicycle projects include:

- ✓ bicycle racks on bikeways
 - ✓ directional and regulatory signs
 - ✓ pedestrian lighting *
 - ✓ fencing (must be addressing a significant safety issue)
 - ✓ parking lots **
 - ✓ restrooms**
 - ✓ water fountains**
- *Lighting along bike paths will not be eligible unless justification can be provided that would address a significant safety risk and local sponsor can show that the path will be utilized at night time for transportation purposes. Lighting of a box culvert or underpass would be eligible if conditions warrant the need.

Justification for the bike path lighting could come in several ways. For example: if the path connects to other trails that are currently being used at nighttime for commute purposes a survey of existing users would suffice; if the path connects to businesses such as an industrial/manufacturing area that runs multiple shifts; if the path connects up to a transit station; if other significant safety considerations can be provided. It may be only a portion of the trail would be eligible for ITEP funds based on the information provided.

****Parking lots and restrooms and water fountains are eligible as part of a bicycle/ pedestrian project. These amenities will only be eligible if they are to be constructed with your bicycle/ pedestrian project or if they serve as a trailhead for an existing bicycle/ pedestrian facility(s). (Revised January 2012)**

Loop trails within a park are ineligible because they are recreational and do not provide transportation from one destination to another. Ineligible project elements in this category include:

- ✓ park benches
- ✓ trash receptacles
- ✓ picnic tables
- ✓ campgrounds
- ✓ picnic shelters
- ✓ traffic signals

It is the responsibility of the project sponsor or the entity that owns the property to determine what modes of transportation are permitted to use a bikeway. Enhancement projects must be available for public use and access. The enhancement program funding is intended for the design and construction of bikeways for pedestrian and bicycle users. Bikeway designs created in accordance with the appropriate design policies for pedestrians and bicyclists are eligible for funding through the enhancement program. Any extra costs associated with the design and construction of the bikeways for users other than pedestrians and bicyclists are the project sponsor's responsibility.

Projects must follow all federal and state requirements in the design and construction process. Locally and state sponsored bicycle projects must follow IDOT Bureau of Design and Environment Chapter 17, Policies and Procedures for Bicycle Facilities. For a copy of these policies, please contact the IDOT District Enhancement Coordinator (Appendix 2). These policies meet the guidelines established in the American Association of State Highway and Transportation Officials (AASHTO) Guide for the Development of Bicycle Facilities, 1999. Project sponsors should review the policies and procedures prior to submitting project applications to ensure adequate cost estimates.

Special Note: A federal requirement in funding bicycle facilities is to provide viable transportation alternatives to motor vehicles and to provide upkeep and maintenance to that facility. Certain trail surfaces meet this requirement better than others. Trail surfaces are typically asphalt, crushed limestone or concrete. Limestone trails require significantly more maintenance than harder surfaced trails to keep them in a condition suitable for the narrow tired bicycles commonly used by commuters. If a multi-use path is planned the department encourages use of a more durable material that will last longer, require less maintenance and provide a surface more suitable to all users. If a crushed limestone trail is the preferred surface for your project, be able to show how funds will be provided for continued maintenance of the trail to meet the needs of the intended users.

For more information or questions on pedestrian and bicycle facilities for state-sponsored projects, please contact the IDOT Bicycle and Pedestrian Coordinator (Appendix 2) and for local-sponsored projects, please contact the District Local Roads and Streets Enhancement Coordinator (Appendix 3).

2. Scenic or historic highway programs (including the provision of tourist and welcome center facilities)

Projects in this category protect and enhance national scenic byways and state historic highways and include the ability to use tourist and welcome center facilities to educate the public about scenic and historic highways.

Projects eligible for funding must be located on, or adjacent to, a nationally designated scenic byway or state historic highway. The nationally designated scenic byways in Illinois currently eligible for funding are the Great River Road, Historic National Road, Illinois Lincoln Highway, Meeting of The Great Rivers, Illinois River Road National Scenic Byway, Historic Route 66 National Scenic Byway and Ohio River Scenic Byway. As other scenic byways or historic highways become designated, they will be eligible for funding under this category.

IDOT will consider proposals for management planning studies and corridor development projects for other scenic and historic highways, provided that they are part of a multi-state scenic or historic highway corridor. Projects submitted on the scenic byways and historic highways must be endorsed by their respective committees or organizations (Appendix 3), have concurrence from the highway authority having jurisdiction over the highway and be included in their approved corridor management plans or overall project plans. For information on the scenic byways and historic highways, please contact the respective committees or associations.

Eligible items in this category include:

- ✓ signing and information displays (directional and interpretive)
- ✓ landscaping
- ✓ scenic overlook
- ✓ construction or rehabilitation of a building for use as a regional tourist and welcome center facility

The tourist and welcome center facilities must be clearly operating for the primary purpose of the interpretation or commemoration of the scenic byway or historic highway. Information on tourist attractions in the general area can also be provided at the tourist and welcome center facilities but are ineligible for enhancement funding. General tourist and welcome centers are ineligible. The exterior and interior structural components of the building are eligible for funding. Interior components related to interpretation of transportation history are eligible, but the other interior amenities are typically the sponsor's responsibility.

The tourist and welcome center facilities must be:

- ✓ publicly owned and operated
- ✓ on or adjacent to the national scenic byway or state historic highway (in close proximity)

Signing must follow IDOT signing policies for signs being placed on or adjacent to state right-of-way. For more information, please contact the appropriate District Operations Engineer through the District Enhancement Coordinator (Appendix 2).

3. Landscaping and other scenic beautification

This category is for landscaping projects that enhance the aesthetic or ecological value along transportation corridors or complement projects that qualify for funding in other categories. Projects commonly referred to as Streetscapes would be submitted under this category.

Landscaping projects must be located on public property along highways, transit stations or streets in downtown areas. **Landscaping projects in parks are not eligible for funding.** Landscaping projects must follow IDOT landscaping policies and procedures for projects on state right-of-way and off of state right-of-way unless a local ordinance policies and procedures exists for off-state right-of-way projects. For more information on the appropriate policies and manuals to follow, please contact the appropriate District Landscape Architect through the District Enhancement Coordinator (Appendix 2).

Examples of landscaping projects include:

- ✓ planting trees, shrubs and flowers at a transit station
- ✓ landscaping along a highway entering a community
- ✓ streetscape project in a downtown community
- ✓ median landscaping along a street

Specific eligible items in a streetscape project include **but not limited to:** planter boxes (permanent in nature), perennials, wildflowers, trees, shrubs, street and pedestrian lighting, sidewalks, **crosswalks and ADA related accessibility improvements.** **Bicycle racks and benches (benches must be constructed to be permanent in nature) are eligible.**(Rev February 28, 2012) Irrigation systems germane to the project would be eligible. Street lighting will only be eligible for 50% federal funding unless your project falls in a designated historic area and period lighting is being provided. For those historic designated areas street lighting germane to the project will be covered at 80% federal rate. Pedestrian lighting is eligible for 80% federal funding. **Be sure to coordinate with your Local IDOT District for details and clarification as to when IDOT must approve the proposed lighting for your project. At a minimum, all lighting on U.S. or state routes will have to be approved by the Department. (Revised January 2012)**

Curb, curb and gutter, storm sewers and other related items would typically be considered as roadway work and therefore in-eligible for ITEP funds. However, if they are required as a provision of constructing a sidewalk for example then they may be eligible, but only to the extent that they are germane to the project. If a roadway is being widened the curb and gutter work would be in-eligible as it is required for the roadway widening and not the sidewalk construction.

The enhancement funding is not eligible for routine or maintenance activities involved in landscaping such as cutting grass, clearing and removal of vegetation, or replanting and reseeding.

Building facades and awnings in downtown communities have no direct link to transportation and are ineligible for funding in this category.

Supplemental watering beyond what is initially required when planting is considered as maintenance and is ineligible.

4. Historic preservation

Historic preservation projects must enhance the transportation system either by serving a transportation need or providing a transportation use or benefit. Projects having the strongest and most direct tie to the transportation system have a better chance of receiving funding.

Historic preservation is the act or process of applying measures to sustain the existing form, integrity and material of a building or structure; and the existing form and vegetative cover of a site. (From the U. S. Secretary of Interior's Standards for Historic Preservation)

Historic projects must be designated as at least one of the following:

- ✓ properties listed on the National Register of Historic Places
- ✓ properties contributing to a National Register Historic District
- ✓ properties designated as historic by a Certified Local Government that is approved by the Illinois Historic Preservation Agency and the Department of the Interior
- ✓ properties contributing to the historic districts designated by a Certified Local Government that is approved by the Illinois Historic Preservation Agency and the Department of the Interior

- ✓ historic central business districts designated as an Illinois Main Street community

The historic properties and/or districts must be designated prior to submission of the project application. The National Register of Historic Places is the nation's official list of places that are recognized for their historical, architectural, or archeological significance. The National Register provides protection in preserving these places. Properties that may be eligible for listing on the National Register include buildings, districts, sites, structures and objects that are significant to the national, state and/or local history. Anyone can nominate a place for designation in the National Register. Applications are reviewed by the Illinois Historic Preservation Agency (IHPA) and the Illinois Historic Sites Advisory Council. The final designation is made by the National Park Service. For more information on the National Register of Historic Places, please contact the IHPA National Register Coordinator (Appendix 3).

The Certified Local Government (CLG) Program recognizes local governments that have established a local historic preservation ordinance through their own initiative. To qualify as a CLG, specific requirements must be met and maintained. For more information on the CLG Program, please contact the IHPA Local Government Services Coordinator (Appendix 3).

The Illinois Main Street Program is a downtown revitalization program established by the Illinois Lieutenant Governor's office and IHPA. Illinois Main Street focuses on the preservation of historic central business districts and provides direct technical assistance in organization, design, promotion and economical restructuring. For more information on the Illinois Main Street Program, please contact the Illinois Main Street Coordinator (Appendix 3).

The U.S. Secretary of Interior is responsible for establishing standards and for advising federal agencies on the preservation of historic properties listed on the National Register of Historic Places. Historic projects must follow the Secretary of the Interior's Standards for Historic Preservation Projects. For a copy, please contact IHPA Division of Preservation Services (Appendix 3).

Examples of historic preservation projects include:

- ✓ rehabilitation, stabilization and restoration of a historic property
- ✓ rehabilitation of a historic brick street
- ✓ revitalization of a historic downtown (historically compatible streetscape improvements)
- ✓ historical markers at a historic site

Historic rehabilitation projects should return properties to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and features of the property which are significant to its historic, architectural, and cultural values. (From the Secretary of Interior's Standards for Historic Preservation)

Historic stabilization projects should apply measures designed to re-establish a weather-resistant enclosure and the structural stability of an unsafe or deteriorated property while maintaining the essential form as it exists at present. (From the Secretary of Interior's Standards for Historic Preservation)

Historic restoration projects should accurately recover the form and details of a property and its setting as it appeared at a particular period of time by means of the removal of later work or by the replacement of missing earlier work. (From the Secretary of Interior's Standards for Historic Preservation)

The eligible historic buildings must be publicly owned and operated. The exterior and interior structural components of the building are eligible for funding. Interior components related to interpretation of transportation history are eligible, but the interior amenities are typically the sponsor's responsibility. Buildings cannot be purchased with enhancement funding.

Some historic preservation projects include landscape and streetscape elements with their project. If your project includes street or pedestrian lighting that is germane to the historic preservation project they would be eligible for 80% federal funding.

Rehabilitation of rolling stock such as historic trains, automobiles, airplanes, motorcycles and boats are eligible for funding.

Downtown building facades with no transportation link are ineligible for funding in this category.

5. Rehabilitation of historic transportation buildings, structures, or facilities (including historic railroad facilities and canals)

Historic projects should be related to active or inactive transportation systems that enhance the transportation experience. These properties must have been used or are still being used for transportation activities. These properties must be publicly owned and operated. The exterior and interior structural components of the building are eligible for funding. Interior components related to interpretation of transportation history are eligible, but the interior amenities are typically the sponsor's responsibility. Buildings cannot be purchased with enhancement funding.

Historic projects must be designated as at least one of the following:

- ✓ properties listed on the National Register of Historic Places
- ✓ properties contributing to a National Register Historic District
- ✓ properties designated as historic by a Certified Local Government that is approved by the Illinois Historic Preservation Agency and the Department of the Interior
- ✓ properties contributing to the historic districts designated by a Certified Local Government that is approved by the Illinois Historic Preservation Agency and the Department of the Interior
- ✓ properties in historic central business districts designated as an Illinois Main Street community

The historic properties and/or districts must be designated prior to submission of the project application.

The National Register of Historic Places, Certified Local Government, and definitions of historic terms are explained in the fourth program category (Historic preservation).

Historic projects must follow the Secretary of the Interior's Standards for Historic Preservation Projects. For a copy, please contact IHPA Division of Preservation Services (Appendix 3).

Examples of historic rehabilitation projects include:

- ✓ rehabilitation, stabilization and restoration of a historic transportation property
- ✓ rehabilitation of a historic railroad depot and train station
- ✓ rehabilitation of a historic highway bridge or pedestrian bridge to their original historic design (not upgrading to AASHTO design policy)

Rehabilitation of rolling stock such as historic trains, automobiles, motorcycles and boats (limited to ferry boats and boats used on the canal system) are eligible for funding. These typically would be part of a transportation museum or similar publicly owned facility used to promote surface transportation and how these items were a part of that history.

Downtown building facades with no transportation link are ineligible for funding in this category.

6. Provision of safety and educational activities for pedestrians and bicyclists

Projects in this category assist in providing better awareness of safety for pedestrians and bicyclists. IDOT and the Secretary of State have established programs and brochures. Projects that duplicate these efforts are ineligible for funding. Projects must be of regional significance and target the pedestrians and bicyclists safety and educational issues in the project area.

These funds cannot be used as a match to or in combination with Safe Routes to School Program funds. However, projects can be funded under the Bicycle and Pedestrian Category (Category 1) that would compliment or extend a project funded under Safe Routes to School Program.

7. Acquisition of scenic easements and scenic or historic sites

This category involves the acquisition of scenic easements and scenic or historic sites that possess significant scenic, natural, historic, cultural and archeological values.

Projects eligible for funding must be located on, or adjacent to, a nationally designated scenic byway or state historic highway. The nationally designated scenic byways in Illinois currently eligible for funding are the Great River Road, Historic National Road, Illinois Lincoln Highway, Meeting of The Great Rivers, Illinois River Road National Scenic Byway, Historic Route 66 National Scenic Byway and Ohio River Scenic Byway. As other scenic byways or historic highways become designated, they will be eligible for funding under this category.

The property being acquired must be in close proximity in order to show a visible improvement to the scenic or historic beauty of the transportation corridor. Land acquired for their scenic or historic qualities must be maintained for its scenic or historic qualities. Buildings cannot be purchased with enhancement funding.

Transaction costs eligible for funding include appraisals, surveys, legal costs and purchase costs. Projects acquiring land must adhere to the provisions of the federal Uniform Relocation Assistance and Real Property Acquisition Act of 1970 as amended. This can be accomplished by following IDOT's land acquisition policies and procedures. For a copy, please contact the IDOT Manual Sales Office (Appendix 3).

In order to allow federal funding participation, compliance with these policies is required. For more information on the land acquisition requirements, please call the District Land Acquisition Engineer through the District Enhancement Coordinator (Appendix 2). Project sponsors should review the policies and procedures prior to submitting project applications.

Projects submitted for the national scenic byways and state historic highways must be endorsed by their respective committees or organizations (Appendix 3), have concurrence from the highway authority having jurisdiction over the highway and be included in their approved corridor management plans or overall project plans. For information on the scenic byways and historic highways, please contact the respective committees or organizations.

8. Preservation of abandoned railway corridors for the conversion and use thereof for pedestrian or bicycle trails

This category provides for the acquisition of abandoned railway corridors for the development of pedestrian or bicycle trails. Abandoned railway corridors may be acquired that are in danger of being purchased by developers or other users. Intent must be shown that a pedestrian and bicycle trail will be built within ten years of the acquisition of the corridor. A greater emphasis will be placed on projects that have capital improvements planned within the near future.

Projects in this category must be included in a local, regional or statewide plan (bikeway, trail or greenways plan). Corridors will not be purchased unless an established plan is in place.

Projects converting abandoned railway corridors into trails must provide a mode of transportation for people to use to travel to places such as workplaces, businesses, schools, universities, shopping centers or other communities. Projects cannot be solely for recreational uses. Projects can be at new locations or can improve existing facilities by providing connections for users to the main facilities.

Projects should follow all the eligibility requirements, policies and procedures discussed in the first program category (Provision of facilities for pedestrians and bicycles).

Funds may be used for transaction costs including appraisals, surveys, legal costs and purchase costs for acquiring the corridors. Projects acquiring land must adhere to the provisions of the federal Uniform Relocation Assistance and Real Property Acquisition Act of 1970 as amended. This can be accomplished by following the IDOT's land acquisition policies and procedures. For a copy, please contact the IDOT Manual Sales Office (Appendix 3).

In order to allow federal funding participation, compliance with these policies is required. For more information on the land acquisition requirements, please contact the District Land Acquisition Engineer through the District Enhancement Coordinator (Appendix 2).

Project sponsors should review the policies and procedures prior to submitting project applications.

9. Control and removal of outdoor advertising

This category includes the control and removal of existing non-conforming outdoor advertising signs, billboards, displays or devices as defined in the Illinois Highway Advertising Control Act of 1971 (225 ILCS 440). This category helps in exercising effective control of outdoor advertising under Section 131 of Title 23 of the United States Code. The advertising must be located on a primary route to be eligible. This category does not include control or removal of advertising in local ordinances.

10. Establishment of transportation museums

The establishment of transportation museums includes the rehabilitation or construction of a building for use as a transportation museum. The museums must be not-for-profit or publicly owned and operated by a member of the Illinois Association of Museums. The project must have a local government or state agency sponsor. The exterior and interior structural components of the building are eligible for funding. Interior components related to interpretation of transportation history are eligible, but the interior amenities are typically the sponsor's responsibility. The exhibits and collections displayed in the museum must be predominantly transportation-related. Artifacts, collections and materials to be used for museum display purposes are eligible for ITEP funds as long as they relate to surface transportation.

The existing museum must be able to demonstrate it is organized, permanent, non-profit, and essentially educational in purpose. It must have a professional staff, which owns or utilizes tangible objects, cares for the exhibits and displays them to the public on some regular schedule. A long-range management plan and collection policy must be in place.

Projects that involve the construction of new buildings may be partially funded. The exterior and interior structural components of the building are eligible for funding. Interior components related to interpretation of transportation history are eligible, but the interior amenities are typically the sponsor's responsibility. The new museums must be able to demonstrate that they have the governing body, professional staff, technical assistance, long-range plan, collection policy, operating budget, transportation-related exhibits and collections to establish and maintain a museum. These criteria must be met to be eligible for funding as a new museum.

IHPA provides technical support and mentoring for museums that are members of the Illinois Association of Museums. For more information, please contact IHPA, Illinois Association of Museums (Appendix 3).

Examples of eligible transportation museum projects include:

- ✓ rehabilitation of a historic depot or railroad station as a transportation museum
- ✓ stabilization of a railroad round house as a transportation museum

11. Environmental mitigation to address water pollution due to highway runoff or reduce vehicle-caused wildlife mortality while maintaining habitat connectivity

As part of the National Environmental Policy Act (NEPA) process, all Federal-aid transportation projects are required to provide environmental mitigation based on their impacts. Mitigation efforts include measures to avoid and minimize impacts. Projects in this category are not to replace mitigation currently eligible or required under regular Federal-aid funded projects.

Examples of eligible projects regarding the area of water quality improvement in this category include:

- ✓ retrofitting an existing highway by creating a wetland to filter highway runoff based on the impacts from the road in terms of water pollution
- ✓ improving streams and drainage channels through landscaping to promote filtering and improve the overall water quality conditions of receiving channels

This category also addresses activities for the reduction of vehicle-caused wildlife mortality while maintaining habitat connectivity. This category is not limited to threatened and endangered species, but includes any wildlife mortality directly caused by vehicles.

Examples of eligible projects regarding the reduction of vehicle caused wildlife mortality include:

- ✓ projects designated as wildlife underpasses or overpasses
- ✓ bridge extensions to provide or improve wildlife passage and wildlife habitat connectivity
- ✓ monitoring and data collection on habitat fragmentation and vehicle-related wildlife mortality
- ✓ fencing, markings, and other mitigation techniques associated with movement of wildlife across transportation corridors

12. Archeological planning and research

Projects in this category must focus on physical evidence of historic or prehistoric human life or activity relating to surface transportation, or relating to artifacts recovered from locations within or along surface transportation corridors. The project must be consistent with the Secretary of the Interior's Standards for Preservation Projects.

Examples of eligible planning and research projects include:

- ✓ research, preservation, planning, and interpretation of archeological artifacts
- ✓ curation for artifacts related to surface transportation
- ✓ curation for artifacts recovered from locations within or along surface transportation corridors

SECTION C

FUNDING ELIGIBILITY

Eligible costs

The sponsor must prepare (or have prepared by an engineering or architectural firm) an accurate cost estimate for all types of work involved with the enhancement project. Agencies or their consultants should be knowledgeable about estimating these types of project costs.

The costs eligible for reimbursement are preliminary engineering, utility relocations, right-of-way, easements, construction engineering and construction. Preliminary engineering is divided into two phases. The phase I engineering (PE I) is the design and environmental study that determines the best overall approach to and the location of a project, addresses environmental concerns, prepares an estimate of cost and defines the scope of work. The phase II engineering (PE II) consists of preparation of final construction plans, specifications and cost estimates. Utility relocations include any costs not covered in an existing utility agreement for relocation of power lines, telephone lines, gas lines and other utilities affected by the project. **Although utility relocations are eligible, they cannot be the major element in a project. If you are seeking federal participation in utility relocation costs and that amount exceeds fifty percent (50%) of the construction cost, your project will be marked ineligible.** (New for 2012) Right-of-way (ROW) or easements include acquiring land or rights necessary for the construction of the project. **Buildings cannot be purchased with enhancement funds.** Construction engineering (CE) involves the supervision of construction. Construction includes all materials and labor costs necessary to complete the construction of the project.

Any costs associated with the project that are necessary for implementing the enhancement project are eligible. For example, costs for environmental mitigation required for the project would be eligible costs of a project.

Feasibility and planning studies are not project specific and therefore are ineligible costs. Projects can have enhancement eligible items and ineligible items implemented in the same project as long as the project elements are similar in construction procedures. The eligible and ineligible project elements must be separated in the agreement, summary of quantities, plans and contract.

The project sponsor is responsible for 100 percent of the ineligible costs.

COSTS MUST BE APPROVED FOR FUNDING AND FEDERAL AUTHORIZATION MUST BE RECEIVED FROM THE FEDERAL HIGHWAY ADMINISTRATION (FHWA) AND REQUIRED AGREEMENTS EXECUTED BEFORE ANY WORK WOULD QUALIFY FOR REIMBURSEMENT.

Matching funds

The ITEP is a reimbursable program. Once an executed Local Agency Agreement is in place, project sponsors would pay initial engineering costs up-front and will be reimbursed as the sponsor submits the paperwork documenting implementation. Depending upon whether the project is local let or state let, the same conditions may apply for the construction phase (See Sections I & J). Acquisition of right-of-way and easements are eligible for funding at a 50/50 match; i.e., fifty percent is federal enhancement funding matched by fifty percent sponsor share. Street lighting, unless in a designated historical area, also requires a 50% local match. In a designated historic area, street lighting may qualify for 80% federal with a 20% local match. **Proof of the historic designation is the responsibility of the project sponsor. Documentation should be submitted as part of your application to be eligible for 80% funding. If the historic designation has not been obtained before application submittal, the street lighting must be adjusted to a 50% participation rate. If you receive the historic designation before construction, you must notify the department and provide the proper documentation in order to qualify for 80% funding. No additional federal funds will be added to your project just the participation rate will be adjusted accordingly. (New for 2012)**

Preliminary engineering, utility relocations, construction engineering and construction are eligible for funding at an 80/20 match; i.e., eighty percent is federal enhancement funding matched by twenty percent sponsor share.

The federal enhancement funds may be matched by funding from other programs provided the funds are federal non-transportation funds. Federal enhancement funds cannot be matched by other federal transportation funds. Enhancement projects can be accomplished in conjunction with other transportation-funded projects as long as the matching requirements are met for all federal funds being used. Federal enhancement funds cannot be used as local match towards any other federal or state funds.

In March of 2007 a new program was implemented called the **Local Agency Federal Flexible Match Program** which allows local agencies to apply for credits to be used as a part of their local match against the construction portion of the project. There is an application process that must be followed and approval must be obtained from IDOT and FHWA. There is no need to apply for these credits until you have received notification if your project has been selected. Details of the program are under Appendix 6.

Alternate Funding Sources for Local Match

- ✓ Illinois Bicycle Path Grant Program (IDNR)
- ✓ Other IDNR Grant Programs (based on IDNR eligibility)
- ✓ Department of Commerce and Economic Opportunity Tourism Funding Options
- ✓ State and Local Motor Fuel Tax Funds (MFT)
- ✓ Local General Revenue Tax Funds
- ✓ Federal Funds not included in the ISTEPA, TEA-21 or SAFETEA-LU Federal Transportation Bill
- ✓ Non-Profit Organization Funds donated to the ITEP sponsor
- ✓ Private or Corporate Funds donated to the ITEP sponsor
- ✓ State Transit Bond Funds

- ✓ Soft Match (See Local Agency Federal Flexible Match Program - Appendix 6)

Ineligible matching funds include:

- ✓ National Recreational Trails Program
- ✓ Public Lands Highways Discretionary Fund Program (Forest Highway Program)
- ✓ National Scenic Byway Program
- ✓ ISTEA Federal Transportation Funds
- ✓ TEA-21 Federal Transportation Funds
- ✓ SAFETEA-LU Federal Transportation Funds
- ✓ Safe Routes to School (SRTS) funds

Right-of-Way/Easements Procedures

All enhancement projects must comply with specific federal regulations regardless of whether enhancement funds are used to acquire the right-of-way or easements. When a project requires the acquisition of private property or a real estate interest in order to be completed, the sponsor must adhere to the provisions of the federal Uniform Relocation Assistance and Real Property Acquisition Act of 1970 as amended. Compliance with these requirements allows federal participation in funding during the acquisition and construction process. This can be accomplished by following the IDOT Land Acquisition policies and procedures. For more information, on the requirements, please contact the District Land Acquisition Engineer through the District Enhancement Coordinator (Appendix 2).

Right-of-Way Donations

Right-of-way donations from a third party can be credited toward the sponsor share (match) of the construction of a project. Donations must be from a private owner to the project sponsor for the purpose of the enhancement project. Donations must occur after the project report (discussed in Section I) is approved for enhancement funding and prior to having the construction advertised on a letting. Land acquired previously or that is already owned by the project sponsor cannot be used as a donation credit. Code of Federal Regulations 49 CFR Part 24.108 explains the specific requirements that must be followed when donating right-of-way in federally funded projects. For more information on the requirements, please contact the District Land Acquisition Engineer through the District Enhancement Coordinator (Appendix 2). The sponsor share (match) of the construction can be credited up to 25 percent of the appraised value of the land or up to 10 percent of the total estimated cost of the project, whichever is larger.

Urban Youth Corps

The Urban Youth Corps (UYC) is a program established under the National and Community Service Trust Act of 1993 that gives economically disadvantaged youth the opportunity to learn job training skills. In TEA-21, Congress recognized youth corps as appropriate partners for transportation enhancement projects and encouraged the states to enter into partnerships and cooperative agreements to implement projects. IDOT is promoting the use of UYC in implementing enhancement projects. The type of work needs to be suitable for the youth and part of a larger project with a local government sponsor. The UYC operating in Illinois includes the Chicago River Corps, City Year Chicago and Lake County Youth Conservation Corps. For more information, please contact the respective UYC (Appendix 3).

SECTION D

PROJECT SPONSOR

All projects must have a state or local government sponsor or be a taxing body. Some examples of sponsors include counties, municipalities, townships, forest preserve districts, sanitary districts, park districts, airport authorities, publicly owned universities or colleges and mass transit districts.

Nominations can be jointly sponsored. Project sponsors must identify a lead sponsor. It is the responsibility of the sponsor(s) to obtain support from all affected jurisdictions.

Projects require strong state and/or local government commitment throughout the entire process in order for the project to reach fruition.

Responsibilities

The sponsor is responsible for the following:

- ✓ Acquire local assurance from the proper authorities to ensure commitment
- ✓ Provide cash or right-of-way donation for the local government or state agency share
- ✓ Ensure necessary environmental studies and sign-off by appropriate federal, state and local agencies
- ✓ Complete preliminary engineering
- ✓ Prepare contract plans
- ✓ Perform utility relocations
- ✓ Complete environmental documents, clearances, permits and mitigation
- ✓ Schedule start dates for all types of work according to the Sunset Clause – See Section H
- ✓ Acquire sponsor and agency joint agreements
- ✓ Acquire necessary right-of-way and easements
- ✓ Manage, administer and implement the project
- ✓ Maintain the project after completion

SECTION E

PROGRAM ADMINISTRATION

FHWA provides the state guidance on the eligibility of projects and final approval and authorization of projects.

IDOT manages all aspects of the enhancement program. The Bureau of Statewide Program Planning in the Office of Planning and Programming administers the program and makes policy decisions on eligibility and funding issues. It coordinates project evaluation with the appropriate state agencies and programs selected projects. The Central Bureau of Design and Environment reviews and coordinates the development and implementation of the state-sponsored projects. It ensures all the federal and state requirements have been followed, and it requests authorization for funding from FHWA. The Central Bureau of Local Roads and Streets reviews the local-sponsored projects to ensure all requirements have been followed and agreements are written appropriately and executed. This bureau requests authorization of locally sponsored projects from FHWA. IDOT is divided into five regions and nine highway districts (Appendix 4). Each local IDOT District is responsible for the implementation of their district projects and should be the first point of contact for implementation procedures such as submitting a job number request and preparation of local agency joint agreements.

In urbanized areas over 50,000 population, the Metropolitan Planning Organizations (MPOs) review projects to ensure consistency with regional transportation plans, policies and programs. The MPOs also examine proposed projects in the corridor to ensure consistency with projects already programmed. **The project sponsor is responsible for ensuring that approved projects within a MPO area are included in the most current Transportation Improvement Program (TIP) for that MPO.** The MPOs are listed in Appendix 5.

**EACH LOCAL IDOT DISTRICT IS RESPONSIBLE FOR
THE IMPLEMENTATION OF PROJECTS WITHIN
THEIR DISTRICT BOUNDARIES AND SHOULD BE THE
FIRST POINT OF CONTACT FOR IMPLEMENTATION**

SECTION F

2012 APPLICATION PROCESS

All project applications must be submitted through the on-line application process and should be complete and accurate. The project application includes instructions and can be viewed or copied either by accessing the on-line application or downloading a copy from the ITEP website, www.dot.il.gov/opp/itep.html.

IDOT opened the 2012 ITEP application process on Wednesday, February 1, 2012 and has allowed approximately four months for project sponsors to prepare their project application and submit it for review.

The on-line application deadline is Tuesday, May 29, 2012 at 11:59 PM DST.

For 2012, IDOT is also requiring applicants to submit two hard copies of the application to IDOT by Friday, June 1, 2012. Project applications must be delivered to IDOT by Close of Business (4:30 PM DST) on that date. Applications received beyond the deadline will not be accepted.

In addition to the two hard copies of your application, five (5) additional copies of any required or supplemental attachments you were unable to submit as part of the on-line application process must also be submitted to IDOT. These are required for the review process.

All application related materials are to be mailed to the Illinois Department of Transportation at the address below.

TWO HARD COPIES OF YOUR APPLICATION, INCLUDING ALL ATTACHMENTS MUST BE DELIVERED TO IDOT AT THE ADDRESS LISTED BELOW.

Illinois Department of Transportation
Illinois Transportation Enhancement Program
Room 307
2300 South Dirksen Parkway
Springfield, Illinois 62764

SECTION G

PROJECT SELECTION AND APPROVAL PROCESS

Project Evaluation

After IDOT receives the candidate project applications, the Bureau of Statewide Program Planning will organize and assign project applications for review and evaluation.

Projects will initially be evaluated for eligibility and constructability. Then a more comprehensive review will be conducted where projects will be evaluated based on established review criteria. Some projects may be selected for partial funding.

Review Criteria

- ✓ Eligibility
- ✓ Strength of transportation relationship
- ✓ Local commitment/Public support
- ✓ Project readiness
- ✓ Inclusion in a local, state or regional plan
- ✓ Accessibility to the public
- ✓ Connectivity to existing facilities
- ✓ Anticipated benefits
- ✓ Cost effectiveness
- ✓ Past performance of Project Sponsor

Project Approval

Following the review of project applications by the review committee(s), IDOT's Bureau of Statewide Program Planning in the Office of Planning and Programming will assemble the list of projects from all categories and projects that have received a sufficient rating will be forwarded to the Selection Committee for their review. Project recommendations from the Selection Committee will be evaluated to determine appropriate funding amounts based on available funding and ability to partial fund any of the projects.

The recommended project list will next be forwarded to the Secretary of Transportation for approval and then to the Governor for final approval. All project sponsors will receive notification by letter as to whether or not their project receives enhancement funding.

SECTION H

SUNSET CLAUSE

(Revised January 2012)

A sunset clause will be enforced on all ITEP funded enhancement projects. This clause will set requirements for the time a sponsor has to begin and complete a project. The intent of the Sunset clause is to keep projects moving forward and utilize the federal enhancement funds for projects that will be constructed in a timely manner. Un-Authorized federal funds that sit idle for too long are subject to federal rescissions. That is money the state will likely never see again.

If you intent to use ITEP funds for any part of your project from for preliminary engineering through to construction, you must first have an executed Local Agency Agreement in place. Separate agreements will be required for preliminary engineering and construction. Any work done prior to the date of the executed agreement cannot be reimbursed. The processing and execution of these agreements typically takes several months which is why you need to begin this process as soon as possible after you have received your approval notice.

If required, a Local Agency Agreement for Preliminary Engineering must be executed within 12-18 months of the date of selection notification letter. Upon completion of phase I engineering (PE I), the local sponsor must seek approval from IDOT to proceed with phase II engineering. The expectation of IDOT is that construction will be scheduled for letting within 12 months of the completion of PE II but no later than five years after the date of selection notification letter.

If your application indicated all PE had been completed and your project was funded for construction only, your project should be scheduled for a letting within 12-24 months of the date of selection notification letter.

Failure to meet the schedule may result in forfeiture of ITEP funds. Any delays to the above implementation schedule will require appropriate justification and approval by IDOT.

Note: Federal Highways has the authority to pull funds from projects that have not met their limitations for project implementation which could also lead to them requiring a pay back of federal funds that have been used on the project up to that point. For example if your community has performed all the required engineering but have not been able to get the project constructed, FHWA could pull the remaining funds slated for construction and also require the local community to pay back the federal funds used to complete the engineering. Federal regulations require a project to be constructed within 10 years of the date federal funds were authorized for engineering. Communities can apply for a 'no-build' waiver from FHWA if there are circumstances that justify the project not being constructed.

SECTION I

LOCAL-SPONSORED PROJECTS ADMINISTRATION AND IMPLEMENTATION

Projects need to follow all federal and state requirements in the design and construction process. The projects should be constructed according to appropriate design policies to provide basic needs, and any costs associated with amenities above appropriate design requirements are the sponsor's responsibility.

Each step in the process requires separate approvals for initiation and completion. The elements involved in each step are more fully described in this section. Each step is undertaken in accordance with joint funding agreements executed between IDOT and the local sponsor and the procedures spelled out in the various policy manuals. Each step requires the use of qualified consultants or qualified in-house staff to undertake the necessary steps as outlined.

Departmental Processes

Funding Authorization

IDOT submits the project to FHWA for federal funding authorization. Engineering, right-of-way and construction projects will receive federal authorization only if the project is identified in the annual element of the state multi-year program and the appropriate MPOs annual TIP. The approved construction costs identified in the annual element of the state multi-year program will be based on the PE project estimate.

- ✓ The Bureau of Local Roads and Streets in the central office will obtain the federal funding authorization from FHWA for contracts and notify the local sponsor when the work may begin.

NO FEDERAL REIMBURSEMENT WILL BE ALLOWED FOR WORK STARTED PRIOR TO FEDERAL AUTHORIZATION AND NOTIFICATION TO PROCEED WITH A CONTRACT.

Reimbursement

The enhancement program is a reimbursable program, not a grant program. Federal project funds cannot be paid in advance of the work performed. The project documentation and costs are paid by the project's sponsor and then reimbursed by IDOT in accordance with the joint funding agreement.

- ✓ The Bureau of Local Roads and Streets in the central office will establish a contract obligation document (COD) for land acquisition, PE, CE, materials,

utility relocation agreements and local construction contracts to facilitate IDOT reimbursement to the local sponsor for the federal share.

- ✓ The project sponsor pays the engineering, land acquisition, utility relocation and local-let construction cost. After the sponsor has paid these costs, receipts of payment should be forwarded to the District Bureau of Local Roads and Streets for reimbursement of the federal share.
- ✓ Land acquisition, PE, CE and utility relocation bills will be submitted and paid according to the Bureau of Local Roads and Streets' billing procedures.
- ✓ Construction contracts let through the local letting process will have their bills paid through the District Bureau of Local Roads and Streets.
- ✓ Construction contracts let through the state letting process will follow the Bureau of Construction billing procedures. The local sponsor will be billed for their cost share in accordance with the local agency joint agreement.

**NO REIMBURSEMENT WILL BE ALLOWED FOR
EXPENDITURES MADE PRIOR TO THE DATE OF FEDERAL
AUTHORIZATION.**

Project Sequencing

When selected, local-sponsored projects receive notification of project approval. The sponsor should contact the IDOT District Local Roads and Streets Enhancement Coordinator (Appendix 2) to discuss details of the right-of-way and easement acquisition process and obtain guidance on how to proceed with the project development process.

Agreements

Local sponsor professional services agreements and contracts must follow the Bureau of Local Roads and Streets Manual. The procurement procedures are outlined in Chapter 5, Section 6.

- ✓ The local sponsor will coordinate with the District Bureau of Local Roads and Streets and will negotiate a consultant services agreement regarding the scope of professional services. The agreement shall contain the necessary consultant staff-hours to complete the project's architectural or engineering phase.
- ✓ The local sponsor and consultant shall enter into a professional services agreement which contains the necessary state and federal certificates and audit requirements using the standard engineering agreement forms. The forms can be supplemented to add pertinent architectural language for building and landscaping projects where architects are required. These forms can be obtained through the District Local Roads and Streets Enhancement Coordinator (Appendix 2).
- ✓ The local sponsor will execute PE, CE, land acquisition and utility relocation agreements.

- ✓ The district will submit the signed local sponsor consultant agreement along with a joint funding agreement between the local sponsor and IDOT to the Bureau of Local Roads and Streets in the central office. The IDOT district and central office personnel will review agreements for proper project scope and costs. The joint funding agreement form can be obtained through the District Local Roads and Streets Enhancement Coordinator (Appendix 2).
- ✓ The Bureau of Local Roads and Streets in the central office will approve PE, CE, land acquisition and utility relocation agreements.
- ✓ IDOT payments to the local sponsor will be facilitated by the joint funding agreement and will be based on the actual cost of material or work performed, along with a request for payment reimbursement submitted to the District Bureau of Local Roads and Streets.

Engineering

The first phase of project development is the preliminary engineering. If the PE is completed, the right-of-way and/or construction phase may begin after federal authorization and required agreements are in place. The PE includes the environmental assessment, permits and project reports (PE I) and the project plans and contracts (PE II). Consultant construction engineering/supervision agreements must follow the same steps as PE and may have a different firm or qualified sponsor staff.

- ✓ The local agency shall select a consultant with the approval of the District Bureau of Local Roads and Streets.
- ✓ To obtain a list of the IDOT pre-qualified consultants, contact the Preliminary Engineering Section in the Bureau of Design and Environment (Appendix 3) or contact the District Local Roads and Streets Enhancement Coordinator (Appendix 2). Building architects and consultant engineers for local-sponsored projects are not required to be prequalified with IDOT.
- ✓ Local sponsors may choose to perform engineering functions with qualified in-house staff with the approval of the district Bureau of Local Roads and Streets.

Engineering (PE I)

As the project proceeds through the PE I phase, the following areas must be evaluated. Six to eighteen months are typical time periods required to accomplish PE I.

- ✓ Environmental surveys determine involvement and mitigation for such issues as endangered species, wetlands and historic resources and provide a basis for coordination with regulatory agencies. The sponsor should conduct preliminary site assessments to identify any hazardous material concerns to ascertain any liability and determine the appropriate management for any involvement. These surveys and assessments are the responsibility of the sponsoring agency.

- ✓ Project design procedures must meet the design guidelines contained in the Bureau of Local Roads and Streets Manual, Chapters 41-42. Facilities for pedestrians and bicyclists must meet policies and procedures for local pedestrian and bicycle facilities. Building projects must meet applicable building codes and historic buildings must be in conformance with the Secretary of Interior's Standards for Historic Preservation. For more information on building and historic projects, please contact the IHPA Division of Preservation Services (Appendix 3). The Americans with Disabilities Act of 1990 (ADA) must be met where applicable. For more information on design policies and procedures, please contact the District Local Roads and Streets Enhancement Coordinator (Appendix 2).
- ✓ New or modified bridges, with a clear span greater than 10 feet or with an opening greater than 100 square feet will require a preliminary design report and a hydraulic report if necessary. When a preliminary design report must be submitted for a project that modifies an existing bridge as part of an enhancement project, a bridge condition report (BCR) will be required including a hydraulic report if required. All new and modified bridges will be designed to the applicable sections of the AASHTO Standards Specification for highway bridges or appropriate AASHTO Guide Specification. These reports must be approved by the Bureau of Bridges and Structures before proceeding with PE II.
- ✓ Public involvement requirements will be determined based on the nature of the project.
- ✓ District coordination meetings with the sponsor will be held as necessary.
- ✓ A project report must be prepared for each project. This report will be used to obtain environmental approval from FHWA. It will also be used for IDOT approval of the design concepts for the project. The department must approve the project report.
- ✓ Section 4(f) evaluations may be required for projects using lands from public parks, recreational and wildlife areas and from historic properties. Section 106-4f documentation will be required for projects affecting historic properties. These policies are in the IDOT Bureau of Design and Environment Manual (Appendix 3).

Engineering (PE II)

As the project proceeds through the PE II phase, the following areas must be evaluated. Four to twelve months are typical time periods required to accomplish PE II.

- ✓ After environmental and design approval is received, the local sponsor can begin to prepare the final plans and specifications for the project in accordance with the appropriate design policies and approved project report.
- ✓ All permits must be obtained by the local sponsor before advertising the letting for the construction contract (examples include IDNR Office of Water Resources and Corps of Engineers permits). The need for these permits must be identified during PE I.

- ✓ District coordination meetings with the sponsor will be held as necessary.
- ✓ When the final plans, specifications and cost estimates are completed, they shall be submitted to the District Bureau of Local Roads and Streets for approval.

Project Scope

The project scope is the pertinent information on a project such as type of work, costs, location, project limits and funding. A scoping meeting between local sponsors and the department will be scheduled for selected projects.

Project scopes that change from the original approved project scope must be submitted with documentation and justification to the District Local Roads and Streets Enhancement Coordinator for review (Appendix 2). The scope changes are forwarded to the Bureau of Local Roads and Streets in the central office and must be approved by the Office of Planning and Programming, Bureau of Statewide Program Planning. Scope changes may include a location change, adding or deleting a project element, a cost change or design change.

Costs associated with work designed outside the original approved project scope without prior approval will become the sponsor's responsibility. Project scope changes may require additional environmental analysis and may result in deleting projects from funding or reducing the project scope due to funding constraints. Project scope changes that increase the project cost over the approved federal authorization will require an authorization addendum before the project is advertised for letting. Significant project scope and cost changes must be reflected in the MPOs TIP where applicable.

ALL PROJECT SCOPE AND COST CHANGES MUST BE APPROVED BY THE OFFICE OF PLANNING AND PROGRAMMING, BUREAU OF STATEWIDE PROGRAM PLANNING BEFORE FINAL PLANS ARE APPROVED AND THE PROJECT IS ADVERTISED FOR LETTING.

Right-of-Way/Easements

All enhancement projects must identify and certify the status of existing and proposed right-of-way and easements. It is the local sponsor's responsibility to ensure they have the property rights (right-of-way or easements) to construct the enhancement project. IDOT has no authority to purchase property or easements in the name of the local sponsor, nor can IDOT purchase property or easements on local transportation systems in the name of the state.

All right-of-way and easements acquired for federal enhancement projects (regardless whether federal funds are utilized for the acquisition) must be acquired in accordance with Titles II and III of the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 as amended. If right-of-way or easements are necessary, project sponsors will be required to review and follow the Standard Provisions for Enhancement Projects on the State Highway System or follow the Standard Provisions for Enhancement Projects off the State Highway System Utilizing Federal Aid. For a copy of the Bureau of Land Acquisition policies and procedures, please contact the IDOT Manual Sales Office (Appendix 3). The local sponsor shall certify title

for all property necessary for the project. For more information contact the District Land Acquisition Engineer through the District Local Roads and Streets Enhancement Coordinator (Appendix 2).

The environmental process (PE I) should be completed prior to conducting right-of-way or easement acquisition activities. Right-of-way and easement parcels may require a title search and a possible property survey before purchasing or signing the right-of-way certification document. If federal funds will be utilized for right-of-way or easement acquisitions, a joint funding agreement along with preliminary right-of-way plans and cost estimates must be submitted to the District Land Acquisition office for forwarding to the Bureau of Land Acquisition central office.

The Bureau of Local Roads and Streets in the central office will then obtain federal authorization and execute the joint funding agreement. The District Bureau of Land Acquisition will notify the sponsor when acquisition work may proceed.

**ANY NEGOTIATIONS OR ACQUISITIONS PERFORMED
PRIOR TO FEDERAL AUTHORIZATION WILL BE
INELIGIBLE FOR FEDERAL REIMBURSEMENT.**

Billing procedures for right-of-way costs are the same as for PE. The Bureau of Local Roads and Streets in the central office will establish a contract obligation document (COD) to facilitate IDOT reimbursement to the local sponsor for the federal share. Typical implementation time required to appraise, negotiate and acquire right-of-way or easement will range from six to eighteen months.

Letting Process

The requirements for letting and constructing enhancement projects parallel those of other federally funded local-sponsored projects. Prior to letting, all required items included on the IDOT Certification/Project Status form must be completed. The form can be obtained through the District Local Roads and Streets Enhancement Coordinator (Appendix 2). The items include:

- ✓ Plan approval
- ✓ Environmental approvals
- ✓ Right-of-way certification
- ✓ Funding agreements
- ✓ Utility relocation agreements
- ✓ Railroad crossing agreements
- ✓ Signed permits
- ✓ Plan certification by professional engineer
- ✓ Structure certification by structural engineer
- ✓ Traffic signal plan approval
- ✓ Lighting plan approval
- ✓ Regional and State Clearinghouse approvals
- ✓ Inclusion in the Metropolitan Planning Organization (MPO) annual element of the Transportation Improvement Program (TIP)

State-let

Most projects should be advertised in IDOT's Professional Transportation Bulletin (PTB) and included on one of the scheduled state lettings. Final plans must be submitted to the district office 75 days prior to the date of the proposed bid letting for approval. The central office Bureau of Local Roads and Streets must be notified 14 days prior to the project letting to issue addenda. IDOT will make the plans available for contractors to review and submit bids. Contact the District Local Roads and Streets Enhancement Coordinator (Appendix 2) for the submittal requirements for the IDOT letting schedule.

Local-let

Certain types of construction projects may, with IDOT approval, be locally let and awarded. The local sponsor makes contractor payments for locally awarded projects and then obtains reimbursement from IDOT for the federal share. Information on the local letting procedures is contained in the Bureau of Local Roads and Streets Manual, Chapter 24, Section 2.

Examples of projects that may be approved for local lettings are:

- ✓ Enhancement projects being constructed in conjunction with a larger MFT or locally financed project.
- ✓ Small projects where a local letting may be more appropriate.
- ✓ Projects not typically included in IDOT state lettings, such as buildings and historic restoration.
- ✓ Projects for which federal funds are included in materials only.

Construction Process

A typical construction contract may require from six to twelve months to complete. The pre-construction meeting with the sponsor, contractor, Resident Engineer (RE), District Construction Engineer, District Materials Engineer, and District Local Roads and Street Engineer will be held after the construction contract has been awarded. There is different construction billing procedures for state-let and local-let construction contracts.

State-let Procedures

IDOT pays the contractor's billing schedule as the project progresses and then bills the sponsor for the local share of the project.

- ✓ The local sponsor must provide a public-sector Resident Engineer (RE) approved by the Regional Engineer who is responsible for the project documentation, material inspection and direct construction supervision (CE).
- ✓ There are significant material and construction documentation requirements for state-let projects. For assistance, please contact the District Bureau of Implementation through the District Local Roads and Streets Enhancement Coordinator (Appendix 2).

Projects on IDOT lettings will use the Bureau of Construction Manual, Manual of Test Procedures for Materials, the Standard Specifications for Road and Bridge Construction and as appropriate the Secretary of Interior's Standards for Historic Preservation for contract documentation and construction inspection procedures. Please contact the IDOT Manual Sales Office (Appendix 3) for copies or the District Bureau of Implementation for construction procedures through the District Local Roads and Streets Enhancement Coordinator (Appendix 2).

- ✓ After state-let contract bids are received, IDOT will award the construction contract, conduct general administrative project supervision, make contractor payments and request reimbursement from the local sponsor for the local share.
- ✓ State-let contracts will be included in the Bureau of Construction project monitoring and billing system.
- ✓ The Bureau of Construction will prepare blank monthly contract pay estimates to be completed by the RE and submitted to the Bureau of Construction.
- ✓ The RE will submit to the Bureau of Construction the material inspection reports, inspector's daily reports, monthly pay estimates and weekly RE progress reports based on the work completed and billed by the contractor.

With prior agreement IDOT may provide material inspection and certification for material locations currently staffed by IDOT personnel.

- ✓ All contracts shall use inspected material only, and any unapproved material installed shall be removed at no expense to the contract.
- ✓ All contract and contract change orders must follow the construction manual procedures or a special IDOT agreed change order procedure, and conform to the Illinois Procurement Code (30 ILCS 500), the State Finance Act (30 ILCS 105/9.02) and the Criminal Code (720 ILCS 5/33E).

CHANGE ORDERS ABOVE THE AUTHORIZED RESIDENT ENGINEER AND DISTRICT ENGINEER APPROVAL LIMITS MUST HAVE THE FUNDING APPROVED BY THE BUREAU OF CONSTRUCTION AND BUREAU OF LOCAL ROADS AND STREETS FOR STATE-LET PROJECTS BEFORE PROCEEDING WITH ANY WORK.

ACCUMULATED CHANGE ORDER TOTALS EXCEEDING CONTRACT LIMITS SHALL HAVE THE ADDITIONAL FUNDING APPROVED BY THE BUREAU OF STATEWIDE PROGRAM PLANNING BEFORE PROCEEDING WITH ANY WORK.

Local-let Procedures

The local sponsor pays the full amount of the contractor's billing schedule as the project progresses, then documents and requests reimbursement from IDOT for the federal share of the project.

- ✓ The local sponsor must provide a public-sector Resident Engineer (RE) approved by the Regional Engineer who is responsible for the project documentation, material inspection and direct construction supervision (construction engineering).
- ✓ There are significant material and construction documentation requirements for local-let projects. For assistance, please contact the District Bureau of Implementation through the District Local Roads and Streets Enhancement Coordinator (Appendix 2).

Projects on local lettings will use the Bureau of Local Roads and Streets Manual, Chapter 24, Section 2. The District Bureau of Local Roads construction, material inspection and billing process for local contract documentation and procedures information are also available through the district office. The contract will conform to the Manual of Test Procedures for Materials, the Standard Specifications for Road and Bridge Construction and as appropriate the Secretary of Interior's Standards for Historic Preservation for contract documentation and construction inspection procedures (Appendix 3). For more information, contact the District Local Roads and Streets Enhancement Coordinator (Appendix 2).

- ✓ After local-let contract bids are received, the sponsor shall request concurrence from IDOT to award the contract.
- ✓ The sponsor will administer the contract, make contractor payments, and request reimbursement from IDOT for the federal cost share.
- ✓ Local-let contracts will not be included in the Bureau of Construction project monitoring and billing system and are the sponsor's responsibility.
- ✓ The RE will prepare the monthly contract pay estimates.
- ✓ The RE will submit to the district the daily inspector reports, monthly pay estimates and weekly RE progress reports based on the work completed and billed by the contractor.
- ✓ All contracts shall use inspected material only, and any unapproved material installed shall be removed at no expense to the contract.
- ✓ With prior agreement, IDOT may provide material inspection and certification for material locations currently staffed by IDOT personnel.

CHANGE ORDERS ABOVE THE AUTHORIZED RESIDENT ENGINEER AND DISTRICT ENGINEER APPROVAL LIMITS MUST HAVE THE FUNDING APPROVED BY THE BUREAU OF LOCAL ROADS AND STREETS FOR LOCAL-LET PROJECTS BEFORE PROCEEDING WITH ANY WORK.

ACCUMULATED CHANGE ORDER TOTALS EXCEEDING CONTRACT LIMITS SHALL HAVE THE ADDITIONAL FUNDING APPROVED BY THE BUREAU OF STATEWIDE PROGRAM PLANNING BEFORE PROCEEDING WITH ANY WORK.

Contract Completion

After the construction contract is completed, the RE and District Bureau of Local Roads and Streets or District Construction Office will perform the final inspection. The RE will then complete the final pay estimate and final report. Project construction documentation and funding may be audited by IDOT and FHWA staff.

The sponsor may schedule an opening dedication for their project and will be responsible for all maintenance and operational functions for the project.

SECTION J

STATE-SPONSORED PROJECTS ADMINISTRATION AND IMPLEMENTATION

Projects need to follow all federal and state requirements in the design and construction process. The projects should be constructed according to appropriate design policies to provide basic needs, and any costs associated with amenities above design requirements are the sponsor's responsibility.

Each step in the process requires separate approvals for initiation and completion. The elements involved in each step are more fully described in this section. Each step is undertaken in accordance with joint funding agreements executed between IDOT and the local sponsor and the procedures spelled out in the various policy manuals. Each step requires the use of qualified consultants or qualified in-house staff to undertake the necessary steps as outlined.

Departmental Processes

Funding Authorization

IDOT submits the projects to FHWA for federal funding authorization. Engineering, right-of-way and construction projects will receive federal authorization only if the project is included in the annual element of the state multi-year program and the annual program of the appropriate MPO TIP. The approved construction costs identified in the annual element of the state multi-year program will be based on the PE project estimate.

- ✓ The Bureau of Design and Environment, Program Support Unit in the Project Development and Implementation Section, will obtain federal authorization from FHWA for the PE, CE, land acquisition and utility relocation agreements.

NO FEDERAL REIMBURSEMENT WILL BE ALLOWED FOR WORK STARTED PRIOR TO FEDERAL AUTHORIZATION AND NOTIFICATION TO PROCEED WITH A CONTRACT.

- ✓ The Bureau of Design and Environment, Program Support Unit in the Project Development and Implementation Section, will obtain federal authorization from FHWA prior to advertising a construction contract on a letting.

NO FEDERAL REIMBURSEMENT WILL BE ALLOWED FOR CONSTRUCTION CONTRACT OR CHANGE ORDER WORK

**COMPLETED WITHOUT PRIOR FEDERAL
AUTHORIZATION.**

- ✓ The Bureau of Design and Environment, Preliminary Engineering Section, will notify the PE and CE consultant and the utility relocation contractor/company when they may proceed with the work.
- ✓ The Bureau of Land Acquisition will notify the land acquisition agreement contractor when they may proceed with the work.
- ✓ The contractor will be notified to proceed with the contract by the Bureau of Construction for IDOT-let projects and by CDB for CDB-let projects.

Reimbursement

The enhancement program is a reimbursable program not a grant program. Federal project funds cannot be paid in advance of the work performed. The project documentation and costs are paid by IDOT and the sponsor in accordance with the interagency agreement. Contract obligation documents (COD) will establish the level of funding for reimbursement.

- ✓ The Bureau of Design and Environment, Preliminary Engineering Section, will establish a COD for PE, CE and utility relocation agreements to facilitate IDOT payment for the federal share.
- ✓ The Bureau of Land Acquisition will establish a COD for right-of-way or easement acquisition to facilitate IDOT payment for the federal share.
- ✓ The Bureau of Construction will establish a COD for the construction to facilitate IDOT payment for the federal share.

Capital Development Board (CDB) let projects will require IDOT to obligate the federal share and CDB to obligate the non-federal share of the project funds with the Comptroller's Office.

Payments

As the work is accomplished, sponsors should forward the bills for payment to the appropriate area. The project sponsor will pay the consultant, utility company or contractor the non-federal share of all agreements and contracts.

- ✓ The Bureau of Design and Environment, Preliminary Engineering Section, will process the consultant utility relocation bills for payment of the federal share.
- ✓ For CDB-let projects, the CDB Fiscal Section will collect and forward all engineering, land acquisition, utility relocation and construction pay requests to the Bureau of Design and Environment, Program Support Unit.
- ✓ The Bureau of Land Acquisition will pay the warrants for right-of-way or easements to facilitate IDOT payment for the federal share.
- ✓ The Bureau of Construction will process the bills for construction contracts to facilitate IDOT payment for the federal share.

NO REIMBURSEMENT WILL BE ALLOWED FOR EXPENDITURES MADE PRIOR TO THE DATE OF FEDERAL AUTHORIZATION.

Project Sequencing

After a state-sponsored project is selected and has received notification of project approval, a meeting should be scheduled with the appropriate IDOT State Enhancement Coordinator (Appendix 2) to discuss requirements of the right-of-way and easement acquisition process and the project development process. One of the first procedures is developing and executing an interagency agreement specifying scope of work, cost and participation for the selected project.

Agreements

- ✓ IDOT sponsored projects will be engineered and administered by the appropriate district and central office staff. IDOT may elect to use outside engineering/architectural consulting services for IDOT projects requiring special services or expertise. IDOT will negotiate and execute an interagency agreement with the state agency to identify the project funding and scope. All department agreements will be processed through the Preliminary Engineering Section in the Bureau of Design and Environment (Appendix 3).
- ✓ State agencies must advertise their project scope and services in IDOT's Professional Transportation Bulletin (PTB) or use the CDB process to select a pre-qualified engineering or architectural consultant. To obtain a list of the IDOT pre-qualified engineering consultants contact the Preliminary Engineering Section in the Bureau of Design and Environment (Appendix 3).
- ✓ CDB-let projects will follow the Bureau of Design and Environment ITEP Procedures for design contracts, bid documents, document review and bidding and CDB Minority Business Enterprises/Female Business Enterprises (MBE/FBE) goals.
- ✓ All agreements will be reviewed by IDOT's auditing section to ensure all costs are within federal guidelines.
- ✓ State agencies and consultants will enter into a professional services agreement which contains the necessary state and federal certificates and audit requirements. Professional services agreements can be modified to add pertinent architectural language for building and landscaping projects where architects are required. Appropriate forms can be obtained through the Preliminary Engineering Section in the Bureau of Design and Environment (Appendix 3).
- ✓ All agreements must be signed by the appropriate agency heads and the Secretary of Transportation.

- ✓ The project sponsor will negotiate a consultant services agreement with IDOT assistance as appropriate regarding scope of professional services and the necessary consultant staff-hours to complete the project architectural or design PE I or PE II phases.
- ✓ After the PE II project design is approved, the next procedures are advertising, selecting and negotiating a consultant services agreement regarding scope of professional services and the necessary consultant staff-hours to complete the project construction engineering phase (CE).
- ✓ Agreement addenda will be processed through the Bureau of Design and Environment, Preliminary Engineering Section. CDB agreement addenda will be processed through the Bureau of Design and Environment, Preliminary Engineering Section subject to funding approval.
- ✓ The Bureau of Design and Environment, Preliminary Engineering Section, will approve and execute sponsor agreements and will notify all state agencies when the consultant may proceed with the preliminary engineering.

**NO FEDERAL REIMBURSEMENT WILL BE ALLOWED FOR
WORK STARTED BEFORE NOTIFICATION TO PROCEED
WITH CONTRACT.**

The project sponsor shall execute their PE, CE, land acquisition and utility relocation agreements.

Engineering

The first phase of project development is the preliminary engineering. If the PE is completed on the project, the right-of-way and/or construction phase may begin after federal authorization. The PE includes the environmental assessment, permits and project reports (PE I) and the project plans and contracts (PE II). PE and CE may be performed by qualified state agency staff or by outside engineering/architectural consulting services.

Engineering (PE I)

As the project proceeds through the PE I phase, the following areas must be evaluated. Six to eighteen months are typical time periods required to accomplish PE I.

- ✓ Environmental surveys determine involvement and mitigation for such issues as endangered species, wetlands and historic resources and provide a basis for coordination with regulatory agencies. The sponsor should conduct preliminary site assessments to identify any hazardous material concerns to ascertain any liability and determine the appropriate management for any involvement. These surveys and assessments are the responsibility of the sponsoring agency.

- ✓ Project design must meet the design policies contained in the Bureau of Design and Environment Manual. To obtain a copy, please contact the IDOT Manual Sales Office (Appendix 3). Building projects must meet applicable building codes and historic buildings must be in conformance with the Secretary of Interior's Standards for Historic Preservation. For more information, please contact the IHPA Division of Preservation Services (Appendix 3). The Americans with Disabilities Act of 1990 (ADA) must be met where applicable. For more information, please contact the appropriate State Enhancement Coordinator (Appendix 2).
- ✓ New or modified bridges greater than 10 feet or with an opening greater than 100 square feet, will require type, size and location (TS&L) and a hydraulic report if needed. Projects that modify an existing bridge as part of an enhancement project will require a bridge condition report (BCR) when TS&L information must be submitted for the project. All new and modified bridges will be designed to the applicable sections of the AASHTO Standards Specification for Highway Bridges or the appropriate AASHTO Guide Specification. These reports must be approved by the Bureau of Bridges and Structures before proceeding with PE II.
- ✓ Public involvement requirements will be determined based on the nature of the project.
- ✓ As necessary, coordination meetings should be held between the project sponsor, IDOT, CDB and FHWA.
- ✓ A project report must be prepared for each project. This report will be used to obtain environmental approval from FHWA. It will also be used for IDOT approval of the design concepts for the project. The department must approve the project report.
- ✓ Section 4(f) evaluations may be required for projects using lands from public parks, recreational and wildlife areas and from historic properties. Section 106-4f documentation will be required for projects affecting historic properties. These policies are in the Bureau of Design and Environment Manual (Appendix 3).

Engineering (PE II)

As the project proceeds through the PE II phase, the following areas must be evaluated. Four to twelve months are typical time periods required to accomplish PE II.

- ✓ After environmental and design approval and federal authorization is received, the state sponsor can begin to prepare the final plans and specifications for the project in accordance with the appropriate design policies and approved project report.
- ✓ The sponsor must obtain all permits before advertising the letting for the construction contract (examples include IDNR Office of Water Resources and Corps of Engineers permits). The need for these permits should be identified during PE I.

- ✓ As necessary, coordination meetings should be held between the project sponsor, IDOT, CDB and FHWA.
- ✓ When the final plans, specifications, permits and cost estimates are completed, the Certification Acceptance/Project Status (BDE 488) and plans shall be submitted to the Bureau of Design and Environment, Program Development and Implementation Section. The Bureau of Design and Environment or District Engineer must sign the final plans. The BDE 488 form can be obtained through the appropriate State Enhancement Coordinator (Appendix 2).

Project Scope

The project scope is the pertinent information on a project such as type of work, costs, location, project limits and funding. Project scopes that change from the original approved project scope must be submitted with documentation and justification to the appropriate State Enhancement Coordinator for review. The scope changes are forwarded to the Office of Planning and Programming, Bureau of Statewide Program Planning for review and approval. Scope changes include a location change, adding or deleting a project element or a cost or design change.

Costs associated with work designed outside the original approved project scope without prior approval will become the sponsor's responsibility. Project scope changes may require additional environmental analysis and may result in deleting projects from funding or reducing the project scope due to funding constraints. Project scope changes that increase the project cost over the approved federal authorization will require an authorization addendum before the project is advertised for letting.

ALL PROJECT SCOPE AND COST CHANGES MUST BE APPROVED BY THE OFFICE OF PLANNING AND PROGRAMMING, BUREAU OF STATEWIDE PROGRAM PLANNING BEFORE FINAL PLANS ARE APPROVED AND THE PROJECT IS ADVERTISED FOR LETTING.

Right-of-way/Easements

All enhancement projects must identify and certify the status of existing and proposed right-of-way and easements. It is the sponsor's responsibility to ensure they have the property rights (right-of-way or easements) to construct the enhancement project. IDOT has no authority to purchase property or easements in the name of a local agency, nor can IDOT purchase property or easements on the local transportation systems in the name of the state.

All right-of-way and easements acquired for federal enhancement projects (regardless whether federal funds are utilized for the acquisition) must be acquired in accordance with Titles II and III of the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 as amended. If right-of-way or easements are necessary, project sponsors will be required to review and follow the Standard Provisions for Enhancement Projects on the State Highway System or follow the Standard Provision for Enhancement Projects off the State Highway System Utilizing Federal Aid. For a copy of the Bureau of Land Acquisition policies and procedures, please contact the IDOT Manual Sales Office (Appendix 3). For more information contact the District Land Acquisition Engineer through the appropriate State Enhancement Coordinator (Appendix 2).

The environmental process (PE I) must be complete prior to conducting right-of-way or easement acquisition activities. Property and easement parcels may require a title search and a possible property survey before purchasing or signing the right-of-way certification document. If federal funds will be utilized for right-of-way or easement acquisitions, an interagency agreement between the state sponsor and IDOT, along with preliminary right-of-way plans and cost estimates, must be submitted to the Bureau of Land Acquisition. The Bureau of Design and Environment, Program Support Unit, will obtain federal authorization. The Bureau of Design and Environment, Preliminary Engineering Section will approve and execute the interagency agreement. The Bureau of Land Acquisition then will notify the sponsor when work may begin.

**ANY NEGOTIATIONS OR ACQUISITIONS PERFORMED
PRIOR TO FEDERAL AUTHORIZATION WILL BE
INELIGIBLE FOR FEDERAL REIMBURSEMENT.**

Billing procedures for on and off state right-of-way are the same as for PE. The Bureau of Land Acquisition will establish a contract obligation document (COD) to facilitate payment for the federal share, and the project sponsor shall pay the non-federal share. Typical implementation time required to appraise, negotiate and acquire right-of-way or easement will range from six to eighteen months.

Letting Process

The requirements for letting and constructing enhancement projects parallel that of other federally funded state-sponsored projects. Before advertising the projects for letting, all projects must be reviewed by the Project Development and Implementation Section in the Bureau of Design and Environment (Appendix 3) when the plans are 75 percent and 100 percent complete. The 100 percent review shall include final contract and bidding documents. Prior to letting, all required items included on the IDOT Certification Acceptance/Project Status form (BDE 488) must be completed. The BDE form can be obtained through the appropriate State Enhancement Coordinator.

The items include:

- ✓ Plan approval
- ✓ Environmental sign-off
- ✓ Right-of-way certification
- ✓ Funding agreements
- ✓ Utility relocation agreements
- ✓ Railroad crossing agreements
- ✓ Signed permits
- ✓ Plan certification by professional engineer
- ✓ Structure certification by structural engineer
- ✓ Traffic signal plan approval
- ✓ Lighting plan approval
- ✓ Regional and State Clearinghouse approvals
- ✓ Inclusion in the Metropolitan Planning Organization (MPO) annual element of the Transportation Improvement Program (TIP)

All projects will be advertised in the IDOT Transportation Bulletin or the CDB-Bid Information Newsletter (BIN) and included on one of the scheduled state lettings. Final plans must be submitted to the Project Development and Implementation Section in the Bureau of Design and Environment (Appendix 3) 75 days prior to the date of the proposed bid letting for approval. The Project Development and Implementation Section must be notified 14 days prior to the letting to issue addenda. IDOT will make the plans available for contractors to review and submit bids. Contact the appropriate State Enhancement Coordinator (Appendix 2) for the submittal requirements for the IDOT letting schedule.

Construction Process

A typical construction contract may require from six to twelve months to complete. For projects awarded on an IDOT or a CDB letting, IDOT pays the federal share of the contractor's billing schedule and CDB or the project sponsor will pay the sponsor share as the project proceeds. The pre-construction meeting with the sponsor, contractor, Resident Engineer (RE), District Construction Engineer and District Materials Engineer will be held after the construction contract has been awarded.

Other state agencies must provide a Resident Engineer (RE) for their sponsored projects and are responsible for the project documentation, material inspection and direct construction supervision (CE). Projects on IDOT lettings will use the Bureau of Construction Manual, Manual of Test Procedures for Materials, the Standard Specifications For Road and Bridge Construction, and as appropriate the Secretary of Interior's Standards for Historic Preservation for contract documentation and construction inspection procedures (Appendix 3). For more information, contact the District Bureau of Implementation for construction procedures through the appropriate State Enhancement Coordinator (Appendix 2).

- ✓ After IDOT state-let contract bids are received, IDOT will award the construction contract and conduct general administrative project supervision.
- ✓ Bureau of Construction will make contractor payments for the federal share and project sponsor will make contractor payments for the non-federal share.
- ✓ IDOT will submit requests to FHWA for reimbursement of the federal share.
- ✓ State-let contracts will be included in the Bureau of Construction project monitoring and billing system.
- ✓ The Bureau of Construction will prepare blank monthly contract pay estimates to be completed by the RE and submitted to the Bureau of Construction.
- ✓ The RE will submit to the Bureau of Construction the material inspection reports, inspector's daily reports, monthly pay estimates and weekly RE progress reports based on the work completed and billed by the contractor.
- ✓ All Contracts shall use inspected material only, and any unapproved material installed shall be removed at no expense to the contract.
- ✓ With prior agreement, IDOT may provide material inspection and certification for material locations currently staffed by IDOT personnel.
- ✓ There are significant material and construction documentation requirements for state-let projects. For assistance, please contact the District Bureau of Implementation through the appropriate State Enhancement Coordinator (Appendix 2).

Projects on a CDB letting will use CDB's construction manuals and as appropriate the Secretary of Interior's Standards for Historic Preservation for contract documentation, construction and material inspection procedures.

- ✓ Projects that are CDB-let will follow CDB procedures except for contract change orders and contract administration fees.

IT IS THE SPONSOR'S RESPONSIBILITY TO PROVIDE ALL CONSTRUCTION DOCUMENTATION, MATERIAL INSPECTION AND MATERIAL CERTIFICATION DOCUMENTS.

Change Orders

All contract and contract change orders must follow the construction manual procedures or a special IDOT agreed change order procedure, and conform to the Illinois Procurement Code (30 ILCS 500), the State Finance Act (30 ILCS 105/9.02) and the Criminal Code (720 ILCS 5/33E). CDB change orders will be processed through the established procedures. Failure to notify the Project Development and Implementation Section in the Bureau of Design and Environment of a change order prior to the contractor(s) proceeding with any work will jeopardize federal funding. Prior to any work proceeding, all change orders must be signed by all parties including IDOT.

CHANGE ORDERS ABOVE THE AUTHORIZED RESIDENT ENGINEER AND DISTRICT ENGINEER APPROVAL LIMITS MUST HAVE THE FUNDING APPROVED BY THE BUREAU OF CONSTRUCTION AND THE BUREAU OF DESIGN AND ENVIRONMENT BEFORE PROCEEDING WITH ANY WORK.

ACCUMULATED CHANGE ORDER TOTALS EXCEEDING CONTRACT LIMITS SHALL HAVE THE ADDITIONAL FUNDING APPROVED BY THE BUREAU OF STATEWIDE PROGRAM PLANNING BEFORE PROCEEDING WITH ANY WORK.

Contract Completion

After the construction contract is completed, the RE and District Bureau of Construction will perform the project final inspection for IDOT-let contracts. CDB and the RE will perform the project final inspection for CDB-let contracts. The RE will then complete the project final pay estimate and final construction reports. Project construction documentation and funding may be audited by IDOT and FHWA.

The sponsor may schedule an opening dedication for their project and will be responsible for all maintenance and operational functions for the project.

APPENDIX 1

LIST OF ABBREVIATIONS AND ACRONYMS

AASHTO	American Association of State Highway and Transportation Officials
ADA.....	Americans with Disabilities Act
BCR	Bridge Condition Report
CDB	Capital Development Board
CE	Construction Engineering
CLG	Certified Local Government
COD.....	Contract Obligation Document
DCEO	Department of Commerce and Economic Opportunity
FFM.....	Federal Flexible Match Program
FHWA.....	Federal Highway Administration
FY	Fiscal Year (State)
IDNR.....	Illinois Department of Natural Resources
IDOT.....	Illinois Department of Transportation
IHPA.....	Illinois Historic Preservation Agency
ISTEA	Intermodal Surface Transportation Efficiency Act of 1991
ITEP.....	Illinois Transportation Enhancement Program
MFT	Motor Fuel Tax
MPO.....	Metropolitan Planning Organization
MYP.....	Multi-Year Program
PE I.....	Phase I Preliminary Engineering
PE II.....	Phase II Preliminary Engineering
PTB	Professional Transportation Bulletin
RE	Resident Engineer
ROW	Right-of-Way
SAFETEA-LU.....	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users
STIP	Statewide Transportation Improvement Program
SRTS.....	Safe Routes to School
TEA-21	Transportation Equity Act for the 21 st Century
TIP	Transportation Improvement Program
TS&L.....	Type Size & Location
UYC.....	Urban Youth Corps

Appendix 2

IDOT DISTRICT ENHANCEMENT PROGRAM COORDINATORS

<u>District</u>	<u>Program Development (state-sponsored projects)</u>	<u>Local Roads and Streets (local-sponsored projects)</u>
1	Brian Carlson (847) 705-4080	Christopher Holt (847) 705-4201
2	Kristine Tobin (815) 284-5444	Jason Nelson (815) 284-5380
3	Tom Magolan (815) 434-8472	Roger Blakely (815) 434-8402
4	Eric Therkildsen (309) 671-3491	Tony Sassine (309) 671-3670
5	Jeannie Bland (217) 466-7312	Darla Latham (217) 466-7358
6	Laura Mlacnik (217) 782-7331	Terry Fountain (217) 782-4690
7	Tim Hemmen (217) 342-8242	Maureen Kastl (217) 342-8321
8	Tiffany Brase (618)346-3150	Lora Rensing (618) 346-3330
9	Doug Keirn (618) 351-5285	Lance Gribble (618) 351-5264 Dennis Hillebrenner (618) 351-5260

Central Office State Enhancement Coordinators

<u>Project Category</u>	<u>Coordinator</u>
Pedestrian/Bicycle Projects	Todd Hill (217) 785-2148
Historic Projects	John Walthall (217) 785-2831
Environmental Projects	Tom Brooks (217) 785-2943
Scenic/Historic Highway Projects	Melissa Hendricks (217) 785-1250

APPENDIX 3

CONTACT LIST

<u>Contacts</u>	<u>Name/Address/Phone Number</u>
IDOT Office of Planning and Programming Bureau of Statewide Program Planning Questions regarding project guidelines and application, program eligibility and program selection and development	Tim Milam IDOT 2300 S. Dirksen Parkway, Room 307 Springfield, Illinois 62764 (217) 785-2910 / (217) 782-2755 1-800-493-3434
IDOT Bureau of Design and Environment Central Office Preliminary Engineering Section Questions regarding consultant selection and agreements	Jan Pisani IDOT 2300 S. Dirksen Parkway, Room 330 Springfield, Illinois 62764 (217) 782-3408
IDOT Bureau of Design and Environment Central Office Project Development and Implementation Section Program Support Unit Questions regarding federal authorization, plans, specifications and cost estimates prior to state lettings	Scott Stitt IDOT 2300 S. Dirksen Parkway, Room 326 Springfield, Illinois 62764 (217) 782-7651
IDOT Bureau of Local Road and Streets Central Office Questions regarding program development	Darrell Lewis IDOT 2300 S. Dirksen Parkway, Room 205 Springfield, Illinois 62764 (217) 782-3827

IDOT Bureau of Local Road and Streets
Central Office
Questions regarding project development and local agreements

Salmon Danmole
(217) 785-2798
Greg Lupton
(217) 782-1670
IDOT
2300 S. Dirksen Parkway, Room 207
Springfield, Illinois 62764

IDOT Bicycle/Pedestrian Coordinator
Questions regarding state-sponsored bicycle/pedestrian facilities

Todd Hill
IDOT
2300 S. Dirksen Parkway, Room 330
Springfield, Illinois 62764
(217) 785-2148

IDOT Division of Highways Manuals
<http://www.dot.il.gov/dobuisns.html#manuals>

Lisa Kidd
IDOT
Manual Sales Office
(217) 782-3464

Great River Road in Illinois

Roger L. Carmack, C.E.O.
Western Illinois Tourism
Development Office
581 South Deere Road
Macomb, Illinois 61455
(309) 837-7460

Historic National Road-Illinois

John Goldsmith, Executive Director
National Road Association
109 E. Main Street, Box 542
Greenville, IL 62246
(618) 664-9343

Illinois Lincoln Highway

Bonnie Heimbach, Byway Director
Northern Illinois Tourism
Development Office
200 South State Street
Belvidere, Illinois 61008
(815) 547-3854

Illinois River Road National Scenic Byway

Anaise Berry, Byway Director
Economic Development Council
100 SW Water Street
Peoria, Illinois 61602
(309) 495-5909

Meeting of the Great Rivers Scenic Byway

Brett Stawar, Director
Alton Region Convention and
Visitor's Bureau
200 Piasa Street
Alton, Illinois 62002
(618) 465-6676

Ohio River Scenic Byway

Sheryl Durham, Byway Director
Ohio River Scenic Byway
PO Box 3
Metropolis, IL 62960
(618) 524-9219

Historic Route 66 National Scenic Byway

William Kelly, Executive Director
Route 66 Heritage Project
700 East Adams Street
Springfield, Illinois 62701
(217) 525-9308

State of Illinois Mississippi River Parkway
Advisory Council (Great River Road)

Leslie Watkins
Office Manager/Promotions
Coordinator
222 State Street
Madison, Wisconsin 53703
(217) 782-2479

IHPA Division of Preservation Services
National Register of Historic Places
Questions regarding historic preservation

www.state.il.us/hpa

Andrew Heckenkamp
National Register Coordinator
1 Old State Capitol Plaza
Springfield, IL 62701
(217) 785-4324

IHPA Certified Local Government

www.state.il.us/hpa

Michael Ward
Local Government Services
Coordinator
IHPA
1 Old State Capitol Plaza
Springfield, Illinois 62701-1507
(217) 785-5042

Illinois Main Street Program

www.illinoismainstreet.org

Mitzi Brandenburg
Illinois Main Street Coordinator
Department of Commerce and
Economic Opportunity
500 East Monroe
Springfield, Illinois 62701
(217) 558-2880

IDNR Division of Realty & Planning

www.dnr.state.il.us

Dick Westfall
IDNR
1 Natural Resources Way
Springfield, Illinois 62702-1271
(217) 782-7940

DCEO Illinois Office of Tourism

www.commerce.state.il.us/dceo

Cindi Fleischli
Tourism Development
Section Manager
620 E. Adams St.
Springfield, IL 62701
(217) 524-2998

IHPA

Questions regarding Illinois Association of Museums

www.state.il.us/hpa

Karen Everingham
IHPA
1 Old State Capitol Plaza
Springfield, Illinois 62701-1507
(217) 524-7080 / (217) 524-6977

Friends of the Chicago River

www.chicagoriver.org

Margaret Frisbie
Executive Director
Friends of the Chicago River
28 East Jackson, Suite 1800
Chicago IL 60604
(312) 939-0490 Ext 22

City Year Chicago

www.cityyear.org/chicago.aspx

Johnny Barr
Director External Affairs
36 South Wabash, Suite 1500
Chicago, Illinois 60603-2953
(312) 423-7176

Lake County Youth Conservation
Corps

www.youthconservationcorps.org

Illinois Finance Authority

www.il-fa.com

Bob McCammon
Youth Conservation Corps, Inc.
221 N. Genesee Street
Waukegan, IL 60085
(847) 623-0900

Eric Watson
Program Administrator
427 East Monroe, Suite 202
Springfield, Illinois 62701
(217) 524-2663

APPENDIX 4

ILLINOIS DEPARTMENT OF TRANSPORTATION REGION and DISTRICT BOUNDARIES

Region 1

Diane M. O'Keefe

DISTRICT 1
201 WEST CENTER COURT
SCHALMBURG, ILLINOIS 60196-1096
PHONE: 847/705-4000

Region 2

Eric S. Therkildsen (Acting)

DISTRICT 2
819 DEPOT AVENUE
DIXON, ILLINOIS 61021-3546
PHONE: 815/284-2271

DISTRICT 3

700 EAST NORRIS DRIVE
OTTAWA, ILLINOIS 61350-1628
PHONE: 815/434-6131

Region 3

Joseph E. Crowe

DISTRICT 4
401 MAIN STREET
PEORIA, ILLINOIS 61602-1111
PHONE: 309/671-3333

DISTRICT 5

13473 IL.Hwy. 133
P. O. BOX 610
PARIS, ILLINOIS 61944-0610
PHONE: 217/465-4181

Region 4

Roger L. Driskell

DISTRICT 6
126 EAST ASH STREET
SPRINGFIELD, ILLINOIS 62704-4792
PHONE: 217/782-7301

DISTRICT 7

400 WEST WABASH
EFFINGHAM, ILLINOIS 62401-2699
PHONE: 217/342-3951

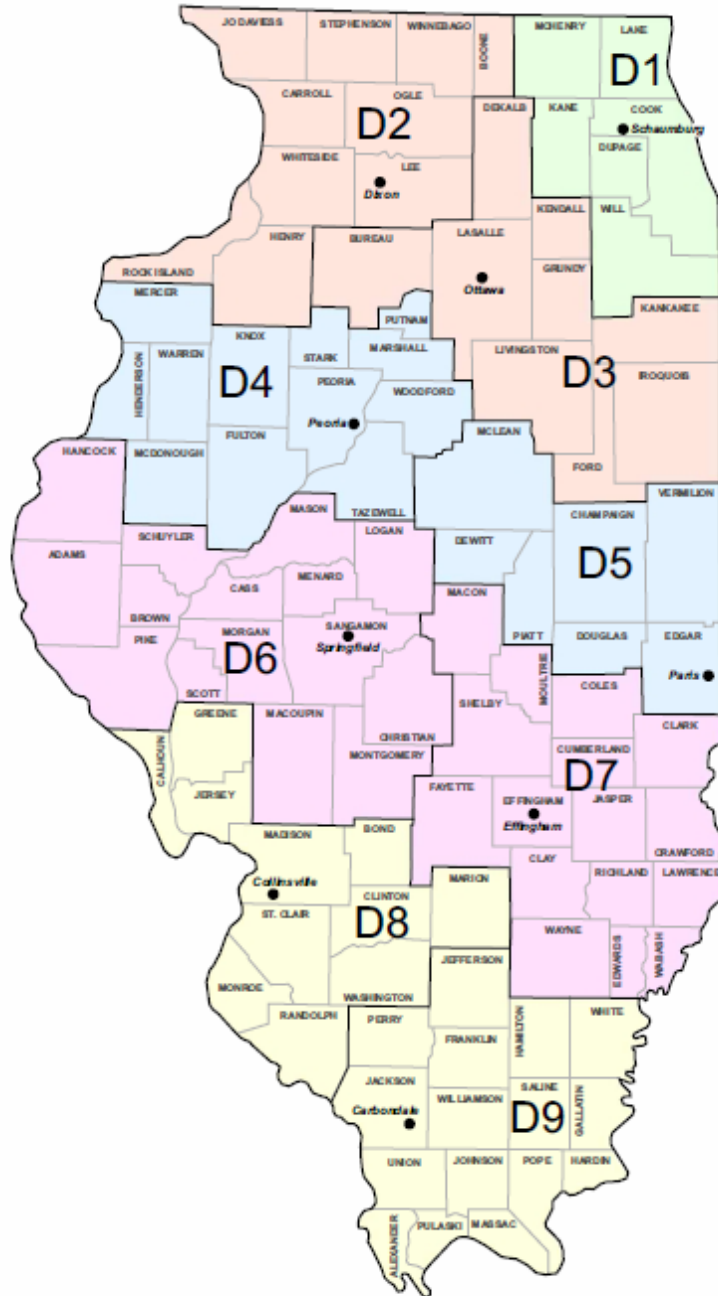
Region 5

Omer Osman

DISTRICT 8
1102 EASTPORT PLAZA DRIVE
COLLINSVILLE, ILLINOIS 62234-6198
PHONE: 618/346-3100

DISTRICT 9

STATE TRANSPORTATION BUILDING
P. O. BOX 100
CARBONDALE, ILLINOIS 62903-0100
PHONE: 618/549-2171



January 2012

APPENDIX 5

ILLINOIS METROPOLITAN PLANNING ORGANIZATIONS

Alton-St. Louis Urbanized Area (Illinois side):
Maggie Hales, Interim Executive Director
East-West Gateway Council of Governments
One S. Memorial Drive
St. Louis, Missouri 63102-2451
(314) 421-4220
Contact: Mr. Jerry Blair
(jerry.blair@ewgateway.org) or
Jim Wild (jim.wild@ewgateway.org)

Bloomington-Normal Urbanized Area:
Mr. Paul Russel, Director
McLean County Regional Planning Commission
115 E. Washington Street, Suite 1
Bloomington, Illinois 61701
(309) 828-4331
Contact: Ms. Jennifer Sicks
(jsicks@mcplan.org)

Danville Urbanized Area:
Mr. Adam Aull, Study Director
Danville Area Transportation Study
City of Danville
17 West Main St.
Danville, Illinois 61832
(217) 431-2325
(aaull@cityofdanville.org)

Decatur Urbanized Area:
Mark L. Smith, Study Director
Decatur Urbanized Area Transportation Study
Economic & Urban Development
#1 Gary K. Anderson Plaza
Decatur, Illinois 62523
(217) 424-2790
(mlsmith@decaturnet.org)
Ms. Joselyn Stewart
(217) 424-2790
(jastewart@decaturnet.org)

Beloit, Wisconsin Urbanized Area (Illinois side):
Mr. Robert Soltau, MPO Coordinator
State Line Area Transportation Study
City of Beloit
100 State Street
Beloit, Wisconsin 53511
(608) 364-6702
(soltaub@ci.beloit.wi.us)

Champaign-Urbana Urbanized Area:
Mr. Cameron Moore, Executive Director
Champaign-Urbana Urbanized Area
Transportation Study
1776 East Washington Street
P.O. Box 17760
Urbana, Illinois 61803-7760
(217) 328-3313
Contact: Ms. Rita Black
(rblack@ccrpc.org)

Davenport, Rock Island, Moline Urbanized Area
(Illinois side):
Ms. Denise Bulat, Executive Director
Bi-State Regional Commission
1504 Third Avenue, P.O. Box 3368
Rock Island, Illinois 61204-3368
(309) 793-6300
Contact: Ms. Gina McCullough
(gmccullough@bistateonline.org)

DeKalb Urbanized Area:
Mr. Joel Maurer, MPO Director
DeKalb/Sycamore Area Transportation Study
City of DeKalb
223 S. Fourth St., Suite A
DeKalb, Illinois 60115
(815) 748-2331
Contact: Mr. Brian Dickson
(brian.dickson@cityofdekalb.com)

Dubuque, Iowa Urbanized Area (Illinois side):
Ms. Kelley Deutmeyer, Executive Director
Dubuque Metropolitan Transportation Study
East Central Intergovernmental Association
3999 Pennsylvania Ave, Suite 200
Dubuque, Iowa 52002
(563) 556-4166
Contact: Chandra Ravada
(cravada@ecia.org)

Kankakee Urbanized Area:
Mr. Michael VanMill, Executive Director
Kankakee County Regional Planning Commission
189 East Court Street
Kankakee, Illinois 60901
(815) 937-2940
Contact: Mike Lammey
(mlammey@k3county.net)

Northeastern Illinois Urbanized Area:
(includes Cook, DuPage, Kane, Lake, McHenry
and Will counties):
Mr. Randy Blankenhorn, Executive Director
Chicago Metropolitan Agency for Planning
233 South Wacker Drive, Suite 800
Chicago, Illinois 60606
(312) 386-8600
Contact: Ms. Jill Leary
(JLeary@cmap.illinois.gov)

Peoria Urbanized Area:
Mr. Terry D. Kohlbuss, Executive Director
Tri-County Regional Planning Commission
411 Hamilton Blvd., Suite 2001
Peoria, Illinois 61602
(309) 673-9330
Contact: Ms. Maggie Martino
(mmartino@tricityrpc.org)

Rockford Urbanized Area:
Mr. Stephen Ernst, Executive Director
Rockford Metro Agency for Planning
City of Rockford Community Development
Department
Public Works
425 East State Street
Rockford, Illinois 61104
(815) 987-5638
Contact: Mr. Gary McIntyre
(gary.mcintyre@ci.rockford.il.us)

Springfield Urbanized Area:
Norm Sims, Executive Director
Springfield-Sangamon County Regional Planning Commission
200 South Ninth Street
Room 212
Springfield, Illinois 62701-1629
(217) 535-3110
Contact: Mr. Dale Schultz
(dales@co.sangamon.il.us)

APPENDIX 6

Local Agency Federal Flexible Match Program

March 19, 2007

CIRCULAR LETTER 2007-03

LOCAL AGENCY FEDERAL FLEXIBLE MATCH PROGRAM

COUNTY ENGINEERS/SUPERINTENDENT OF HIGHWAYS
METROPOLITAN PLANNING ORGANIZATIONS - DIRECTORS
MUNICIPAL ENGINEERS/PUBLIC WORKS DIRECTORS
CONSULTING ENGINEERS

OVERVIEW

Provisions introduced in TEA-21 and expanded by SAFETEA-LU allow new flexibility to the Federal-Aid Highway Program's matching requirements by allowing certain public donations of cash, materials, and services to satisfy the local matching requirements. Title 23 USC - "Highways", Chapter 3 - "General Provisions"; Section 323 - "Donations and Credits" outlines the legal basis for the FHWA Innovative Finance Management tool known as flexible match or soft match. Flexible match allows a wide variety of public and private contributions to be counted toward the non-Federal match (local match). In the current climate of limited local agency cash-flows, coupled with the passage of a new federal highway transportation bill, the Bureau of Local Roads and Streets (BLRS) is implementing a Local Agency Federal Flexible Match Program (FFM).

The following benefits may be realized through the Federal Flexible Match Program:

- Acceleration of projects that receive donated resources
- Allowing local agencies to reallocate funds that otherwise would have been used to meet Federal matching requirements
- Promoting public-private partnerships by providing incentives to seek private donations

The Illinois Department of Transportation (IDOT) intends to allow funds, land or right-of-way and engineering contributions by local agencies during the initial year of implementation of this program due to the readily documented costs associated with these items. IDOT also intends to limit FFM application to use during construction and construction engineering only. As the program proceeds, it may be expanded to include other eligible items and phases.

ELIGIBLE ITEMS FOR FLEXIBLE MATCH

Flexible match, up to 20 percent of the required local share match, may be used for federal highway programs with the **exception** of the Emergency Relief Program. High Priority Projects under previous highway bills and Transportation Enhancements are also eligible to participate in this program. Flexible match can be applied toward all or any portion of the required matching share. This flexible match will only affect individual approved projects; no carryover or credit of soft match funds for other projects will be allowed.

The following table outlines the eligibility of flexible match donations or credits and their associated donors:

Type of Donation/Credit	Source of Donation/Credit	
	<i>Private</i>	<i>Local Government</i>
Funds (see note 1)	Yes	Yes
Land or ROW (see note 2)	Yes	Yes
Materials (see note 3)	Yes	Yes
Services (see note 4)	Yes	Yes

Notes:

1. Funds must be received prior to project authorization by FHWA.
2. Land may be donated by a non-governmental owner in accordance with 23 CFR 710.505 or contributed by a local government in accordance with 23 CFR 710.507. For any donated property that was originally acquired with federal funds, only the non-federal share of the property may be counted as the donation.
3. Federal “Buy America” requirements apply.
4. Local government services are limited to only those services performed by local government employees in accordance with Title 23 Section 323, except in the case of the Transportation Enhancement Program which allows any services in accordance with Title 23 Section 133.

Donations or credits must be earned or given in a previous phase of a project and clearly documented in order to be utilized as flexible match. Anticipation of flexible match will not be allowed. For example: preliminary engineering (PE) or land acquisition may be applied to construction, but construction items cannot be applied to PE or land acquisition. Material contributed to a project may not be applied as credit during construction which utilizes that material; however, after the material is accepted, in-place and its value clearly documented, application to use the material donation as a credit in a later stage of the project which has not yet received federal authorization may be permissible.

The donations or credits can consist of funds, land, materials, equipment rental, and/or services that are directly associated with the specific project. Only that portion germane to the project will be eligible for FFM credit. These flexible match donations must not have been used as match for any other federally-funded project. Also, the dollar amount of the in-kind donations must be included

in the total project cost; these in-kind donations cannot both reduce the project cost and be used as flexible match. See the attached example (Attachment 1b) “Local Agency Federal Flexible Match (FFM).”

REQUIRED DOCUMENTATION

A local agency should notify IDOT as early in the project as possible of its intent to utilize FFM. See Attachment 1, “Request and Intent Letter” for a recommended format. A proposed project description and funding schedule should also accompany this letter (Attachment 1b). IDOT will in turn request FHWA concurrence with the local agency intent.

It is the responsibility of the local agency to maintain adequate records and documentation to verify the flexible match on any given project. The fair market value of the non-monetary donations to be used on a project must be determined and documented by the local agency in

order to be considered for flexible match. Land and materials must be appraised to determine fair market value by an IDOT-approved appraiser. Contributions of land can be by fee title or any lesser property interest, i.e., dedicated right-of-way. The services must be based on the local prevailing wage rate or actual local agency expenditures with supporting invoices or time cards. All documentation supporting the claimed flexible match amount must be submitted and approved by FHWA prior to authorization for utilizing the flexible match.

Preliminary engineering performed by consultants is only eligible to be used as FFM for Transportation Enhancement projects. Local agencies will utilize selection procedures as outlined in Section 5-6.02 of the Bureau of Local Roads and Streets Manual for preliminary engineering performed by consultant services subject to IDOT approval. Flexible match amounts earned will be limited to approved federal compensation methods for engineering services. Preliminary engineering provided by local agency employees may be used as FFM for all federal programs except Emergency Relief and will be approved based upon actual expenditure documentation.

Upon completion, either a local city official, county engineer, or consultant that has been contracted by the local authority to act as the same, will certify the flexible match items have been completed in accordance with all applicable guidelines. See example (Attachment 2), "Certification and Notification of Flexible Match Eligible Cost." This certification should be submitted with all documentation required to justify the requested Federal Flexible Match amount.

To allow sufficient time for review and approval, local agencies should submit all final FFM documentation in a single submission to the District prior to the date of federal authorization. This should be done far enough in advance to allow sufficient time for review by IDOT and approval by FHWA. No changes to the FFM amount will be allowed after final award of the contract.

APPLICATION

Flexible match may only be applied to projects utilizing funds after January 1, 2007. Donations or expenditures which were received or made after July 1, 2004 and which are eligible items may be requested for use as flexible match. If they are documented and approved by FHWA in accordance with these guidelines, they may be utilized for projects federally authorized after January 1, 2007.

IMPLEMENTATION PROCEDURES

Prior to proceeding with a project that utilizes FFM, FHWA approval is required. The initial funding schedule submitted through the district with the "Request and Intent Letter" (as well as the cost estimate submitted at the same time as the joint agreement) should show the type, source and amount of FFM and the particular phases in which it is anticipated to be donated and applied. Metropolitan Planning Organization guidelines should be followed for use of FFM on Surface Transportation Program and Congestion Mitigation and Air Quality Program funds within their respective areas. This FFM cost estimate is to be submitted by the local agency to the IDOT districts.

Any questions regarding this letter may be directed to your IDOT District Local Roads Engineer.

Sincerely,

A handwritten signature in black ink that reads "Charles J. Ingersoll". The signature is written in a cursive style with a large, prominent initial "C".

Charles J. Ingersoll, P. E.
Engineer of Local Roads and Streets

ATTACHMENT 1
REQUEST AND INTENT LETTER

_____, Regional Engineer
Attention: District Bureau of Local Roads and Streets
_____, District Office Address

Date

Subject: Federal Flexible Match Request

_____ Local Agency requests that Section __-____-__-__
located _____ be considered as an eligible
Federal Flexible Match Program project.

I certify that the local agency intends to utilize donations or credits toward this project as outlined in the Illinois Department of Transportation Federal Flexible Match Program. A proposed project description and funding schedule is attached.

.

Sincerely,

_____, Local Agency Highway Official

ATTACHMENT 2

CERTIFICATION AND NOTIFICATION OF FLEXIBLE MATCH ELIGIBLE COST

_____, Regional Engineer
Attention: District Bureau of Local Roads and Streets
_____, District Office Address

Date

Subject: Federal Flexible Match Eligible Cost

_____ Local Agency certifies that Section __-____-____-____
located _____ has proceeded in
accordance with all applicable guidelines of the Federal Flexible Match Program.

I also certify that \$_____ is the final eligible Federal Flexible Match cost which has been donated or credited to the project, and request that 80% of this amount be applied as part of the local matching share for federal funds in the project.

Detailed documentation of the eligible items and evidence of donation, fair market value or payment are attached.

Sincerely,

_____, Local Agency Highway Official

LOCAL AGENCY FEDERAL FLEXIBLE MATCH (FFM)

	<i>Project Phase</i>	<i>Total</i>	<i>Federal Funds Used</i>	<i>% Federal Funds</i>	<i>Local Funds or Contribution</i>	<i>% Local</i>
Step 1: FFM Earned	Land Acquisition	\$20,000	\$0	0%	\$20,000	100%
Step 2: FFM Applied	Construction	\$100,000	80,000+16,000= \$96,000 (80% fed + FFM = total)	96%	\$4,000	4%
	Summary	\$120,000	\$96,000	80%	\$24,000	20%

<i>FFM Earned (80% of Local Contribution)</i>	<i>FFM Applied (additional to 80% fed)</i>
\$16,000	
	\$16,000

APPENDIX 7

Supplement to the ITEP Guidelines Manual

The following provides additional clarification to the ITEP Guidelines Manual and emphasizes some important features about the ITEP program. Applicants are encouraged to consult the Guidelines Manual for details about the ITEP program and specifics about the individual project categories.

Sunset Clause: Projects must be implemented in accordance with the Sunset Clause or risk loss of funds. (See Section H of the Guidelines Manual).

Note: Federal Highways has the authority to pull funds from projects that have not met their limitations for project implementation which could also lead to them requiring a pay back of federal funds that have been used on the project up to that point. For example if your community has performed all the required engineering but have not been able to get the project constructed, FHWA could not only pull the remaining funds slated for construction but can also require the local community to pay back the federal funds used to complete the engineering. Project Sponsors who have determined construction is not feasible must submit a letter to IDOT requesting a “no-build” waiver from FHWA providing justification for the project not being constructed.

Funding Limitations: The Illinois Transportation Enhancement Program (ITEP) should not be thought of as a sole source to complete your project from beginning to end, rather the ITEP program should be considered as an assistance program to help communities achieve their vision. Some projects may only receive partial funding. Sponsors should seek alternative funding sources or be able to make up funding shortfalls with their own funds. There are a variety of other funding sources available to communities.

There is no established minimum or maximum amount of federal funds you can apply for. However, if your total project costs are in the range of \$2.0 - \$2.5 M, the likelihood of being fully funded certainly diminishes. If the total federal amount being requested is approaching the \$2.0 M mark, sponsors should break the project into logical segments that can be constructed separately. Project sponsors need to consider phasing of larger more expensive projects and build in flexibility in their designs and determine which segment(s) is highest priority. This enables the Department to consider partial funding for a project that may have little chance for funding otherwise. This is not a requirement but is strongly encouraged.

(Rev January 2012)

Safe Routes to Schools: These funds cannot be used as a match to Safe Routes to School Program funds. However, projects can be funded that would compliment or extend a project funded under Safe Routes to School Program.

Street & Pedestrian Lighting: Street Lighting is eligible for 50 percent funding unless in a designated Historic District which would qualify for 80 percent funding if period lighting is being utilized. Proof of the historic designation is the responsibility of the project sponsor. Documentation should be submitted as part of your application to be eligible for 80% funding. If the historic designation has not been obtained before application submittal, the street lighting must be adjusted to a 50% participation rate. If you receive the historic designation before construction, you must notify the department and provide the proper documentation in order to qualify for 80% funding. No additional federal funds will be added to your project, just the participation rate will be adjusted accordingly. (New for 2012)

Street lighting as a standalone project is ineligible. This would have to be part of a landscape/streetscape project to be eligible. If your project incorporates pedestrian and street lighting (not within a designated historic district), the street lighting portion should be separated out in the cost estimate. Pedestrian lighting is eligible at 80%.

Cost Estimates: IDOT encourages project sponsors to enlist someone familiar with the type of project proposed to develop the detailed cost estimate. Cost estimates should list any known ineligible items separately. All items should be included in the Total Project Cost but eligible and ineligible items should be separated. Ineligible items will be 100 percent responsibility of the project sponsor and do not count towards the required 20 percent local match. It is not feasible to list all ineligible items for every circumstance but contained below and within Section B are several examples under each category.

Contingencies and inflation factors are not eligible and should not be listed as a separate line item. IDOT realizes that planning estimates need to account for unforeseen costs including the rising costs of construction, but there should be other ways to account for this as you prepare your estimates.

Ineligible Items: Keep in mind some ineligible items will have to be reviewed on a case by case basis and exceptions may be granted based on circumstances. If a project element is questionable, funds may not automatically be deducted during application reviews, but that expenditure will have to be justified as the project is developed.

Examples:

- Roadway work is ineligible – includes, but not limited to: widening or narrowing of the roadway, surface removal and resurfacing, patching unless it is refined to small areas required by construction methods to do the ITEP eligible components. Work involving on-street parking areas and striping of the roadway and parking areas are ineligible.
- Curb or Curb & Gutter – typically considered as part of the roadway. If curb & gutter can be justified as part of the streetscape improvements such as to accommodate sidewalk ADA compliance or if existing sidewalk and curb were constructed together as one component, then the curb & gutter would be eligible.
- Storm sewers – If required due to the ITEP funded project and depending on eligibility of any proposed curb and gutter, storm sewers may be eligible. Only that part germane to the ITEP project and within the established ITEP project limits would be eligible. This will have to be looked at on a case-by-case basis.
- Medians – Removal of raised medians or construction of new medians is considered as roadway work and ineligible. Replacement of deteriorated median curbs is considered maintenance work and is ineligible. Basically only the actual landscaping of a median is eligible which would include median surface removal in the areas being landscaped.
- Sanitary sewers – ineligible
- Water mains – ineligible
- Guardrail – ineligible (decorative or otherwise) unless required as part of a bicycle/pedestrian structure. Other instances may qualify and would have to be looked at on a case by case basis. (New for 2012)
- Street lighting - as a standalone project is ineligible
- Traffic Signals – installation of new, upgrades to, or signal interconnects are ineligible. Only pedestrian related improvements that are germane to the ITEP project are eligible (such as ped buttons, ped head signals, audible ped signals)

- Curb Bump-Outs – If the proposed streetscape/landscape project includes bump-outs and the purpose of the bump outs is to provide for more pedestrian storage or to reduce the travel distance/time for pedestrian crossings, then bump-outs could be justified. However, in the example where the ITEP project is being implemented with a widening & resurfacing project that includes new curb and gutter then the curb bump-outs should be included with the roadway work and would not be eligible for ITEP funds. This would also apply for any work related to the storm sewers as well. ITEP can still be used for the sidewalks and other streetscape/landscape improvements but not the curb itself.
- Parking Lots – only parking areas related to a bikeway trailhead, a visitors center or transportation museum would be eligible. Community parking lots, ride share or transit station parking lots are not eligible. If a section of a community lot is designated for the purpose of museum parking for example, partial funding may be a viable option. These will have to be determined on a case-by-case basis.
- Utility Relocation: Although utility relocations can be eligible, they cannot be the major element in a project. If you are seeking federal participation for utility relocation costs and that amount exceeds fifty percent (50%) of the construction cost, your project will be marked ineligible. (New for 2012). Only utility work directly related to the eligible ITEP funded project would be eligible. For example: If you want to bury overhead utility lines for an additional four blocks beyond what the project limits of the ITEP funded project was, the costs for the additional four blocks would not be eligible.
-

Specific eligible items in a streetscape project are planter boxes (permanent in nature), perennials, wildflowers, trees, shrubs, street and pedestrian lighting, and sidewalks. Irrigation systems germane to the project would be eligible. Supplemental watering beyond what is considered as reasonable and customary for initial plant growth is considered as maintenance and is ineligible.

APPENDIX 8

Supplement to the ITEP Guidelines Manual Sample Cost Estimates (New for 2012)

The following sample cost estimates are provided as a guideline to exhibit the type of details that should be reflected in your cost estimate. Not all projects will require the same pay items, unit costs vary greatly depending on what part of the state you are in, and not all projects will have this amount of detail available to them, but every effort should be made to capture the type of project details displayed in these sample cost estimates.

NOTE: The following sample cost estimates may not accurately reflect what items were approved as eligible nor does it reflect the amount of funds approved for that project. Unit costs are in no way meant to be reflective of today's current costs.

Bicycle and Pedestrian Facility Project Cost Estimate (Urban Area)

This is a good example of the type of details IDOT is looking for when you submit a cost estimate. Notice that the federal and local portions for ROW are shown at 50% as they should be. If there were any ineligible items in this project a separate column should be added to designate those items. Ineligible items are the responsibility of the project sponsor. Lighting of a bicycle facility is very difficult to justify. See "Provision of facilities for pedestrians and bicycles" in Section B for more information on the justification required for lighting a bicycle facility.

Note: Contingencies are not an allowable line item and cannot be included as such. In this example the amount for Contingencies would have to be deducted from the eligible project costs. There are other ways to account for contingencies and inflation in your cost estimate.

ITEM	DESCRIPTION	UNITS	TOTAL QUANTITY	UNIT COST	LOCAL MATCH	FEDERAL SHARE	TOTAL COST
1	EROSION CONTROL	FOOT	2750	8.40	\$ 4,620.00	\$ 18,480.00	\$ 23,100.00
2	PORTLAND CEMENT CONCRETE DRIVEWAY PAVEMENT, 6 INCH	SQ YD	674	60.30	\$ 8,127.48	\$ 32,509.90	\$ 40,637.38
3	PORTLAND CEMENT CONCRETE SIDEWALK 5 INCH	SQ FT	54450	5.36	\$ 58,370.40	\$233,481.60	\$ 291,852.00
4	PAVEMENT AND DRIVEWAY REMOVAL	SQ YD	1530	12.06	\$ 3,690.84	\$ 14,763.37	\$ 18,454.21
5	COMBINATION CURB AND GUTTER REMOVAL	FOOT	1848	6.70	\$ 2,476.32	\$ 9,905.28	\$ 12,381.60
6	SIDEWALK REMOVAL	SQ FT	25988	1.68	\$ 8,705.81	\$ 34,823.25	\$ 43,529.06
7	COMBINATION CONCRETE CURB AND GUTTER	FOOT	1848	33.50	\$ 12,381.60	\$ 49,526.40	\$ 61,908.00
8	INLET REPLACEMENT / RELOCATE / LEVEL	EACH	11	1,700.00	\$ 3,740.00	\$ 14,960.00	\$ 18,700.00
9	TRAFFIC CONTROL AND PROTECTION	EACH	2	26,800.00	\$ 10,720.00	\$ 42,880.00	\$ 53,600.00
10	SIGNING	EACH	1	26,800.00	\$ 5,360.00	\$ 21,440.00	\$ 26,800.00
11	LIGHTING	EACH	79	2,010.00	\$ 31,838.40	\$127,353.60	\$ 159,192.00
12	GRADING AND SHAPING	STA	55	469.00	\$ 5,159.00	\$ 20,636.00	\$ 25,795.00
13	CONSTRUCTION LAYOUT	EACH	1	40,200.00	\$ 8,040.00	\$ 32,160.00	\$ 40,200.00
ESTIMATED CONSTRUCTION COST				Sum :	\$163,229.85	\$652,919.40	\$ 816,149.25
CONTINGENCY 25%					\$ 40,807.46	\$163,229.85	\$ 204,037.31
TOTAL CONSTRUCTION COST					\$204,037.31	\$816,149.25	\$ 1,020,186.56
COMMERCIAL ROW		SQ FT	1750	5.00	\$ 4,375.00	\$ 4,375.00	\$ 8,750.00
RESIDENTIAL ROW		SQ FT	14737.5	1.00	\$ 7,368.75	\$ 7,368.75	\$ 14,737.50
TEMPORARY EASEMENTS		SQ FT	22000	0.50	\$ 5,500.00	\$ 5,500.00	\$ 11,000.00
TOTAL ROW COST					\$ 17,243.75	\$ 17,243.75	\$ 34,487.50

Bicycle and Pedestrian Facility Project Cost Estimate (Rural Area)

This is a good example of the type of details IDOT is looking for when you submit a cost estimate. It describes some of the assumptions and methods used in their calculations. If there were any ineligible items in this project a separate column should be added to designate those items. Ineligible items are the responsibility of the project sponsor.

Note: Contingencies are not an allowable line item and cannot be included as such. In this example the amount for Contingencies would have to be deducted from the eligible project costs. There are other ways to account for contingencies and inflation in your cost estimate.

Item No.	Description	Unit	Quantity	Unit Price	Total Price
1	Tree Removal	Acre	6	\$ 3,000.00	\$ 18,000.00
2	Earth Excavation	Cu. Yd.	22,500	\$ 8.00	\$ 180,000.00
3	Aggregate Base Course	Ton	5,300	\$ 30.00	\$ 159,000.00
4	Hot Mix Asphalt Surface Course	Ton	2,200	\$ 75.00	\$ 165,000.00
5	HDPE Culvert Pipe, 12" Diameter	Foot	500	\$ 25.00	\$ 12,500.00
6	HDPE Culvert Pipe, 24" Diameter	Foot	250	\$ 40.00	\$ 10,000.00
7	24" RCCP Storm Sewer Pipe	Foot	300	\$ 65.00	\$ 19,500.00
8	Inlets for Storm Sewer Pipe	Each	2	\$ 1,000.00	\$ 2,000.00
9	24" Flared End Sections	Each	2	\$ 500.00	\$ 1,000.00
10	PCC Sidewalk, 6"	Sq. Ft.	1,920	\$ 12.00	\$ 23,000.00
11	Detectable Warnings	Sq. Ft.	768	\$ 65.00	\$ 49,900.00
12	Segmental Concrete Block Retaining Wall	Sq. Ft.	900	\$ 50.00	\$ 45,000.00
13	Pavement Striping	Lump Sum	1	\$ 8,000.00	\$ 8,000.00
14	Seed, Fertilize and Mulch	Acre	10	\$ 2,000.00	\$ 20,000.00
15	Temporary Erosion Control Seeding	Acre	10	\$ 300.00	\$ 3,000.00
16	Install, Maintain and Remove Silt Fence	Foot	10,000	\$ 4.00	\$ 40,000.00
Estimated Construction:					\$ 755,900.00
20% Construction Contingency:					\$ 151,000.00
Total Construction:					\$ 906,900.00

Phase I Design Engineering:	\$ 73,000.00
Phase II Design Engineering:	\$ 63,000.00
Construction Engineering & Staking:	\$ 91,000.00
Total Engineering:	\$ 227,000.00

*** Total Estimated Engineering & Construction Costs: \$ 1,133,900.00**

Estimate Reference Information:

1) Estimated Trail Length: 11,800 Feet
2) Estimated Trail Width: 10 Foot Hot Mix Asphalt, 12 Foot Aggregate Base Course
3) Estimated Thickness: 3" Hot Mix Asphalt, 6" Aggregate Base Course
4) Pipe size, location & length roughly estimated from USGS quadrangle maps
5) Assume ADA ramps will be required at all street, alley, and commercial entrance crossings (48 total ramps)
6) Earthwork was roughly estimated using the 10' contour lines on the USGS quadrangle maps
7) Unit prices based on current (2008) construction costs

*** THE ABOVE COSTS DO NOT INCLUDE ANY COST ESTIMATES FOR LAND ACQUISITION, PROPERTY SURVEYS FOR LAND ACQUISITION, LEGAL FEES, UTILITY RELOCATION COSTS, GRANT APPLICATION FEES, OR ANY OTHER MISCELLANEOUS COSTS THAT MIGHT BE INCURRED DURING COMPLETION OF THIS PROJECT.**

Landscape and Scenic Beautification Project Cost Estimate (Streetscape Project)

The following sample cost estimate is a good example of a summary cost sheet since it provides separate columns for Federal Share, Local Share and Ineligible items. What it doesn't provide is the calculations used to determine these costs. A more detailed estimate should be provided that shows how many of each item is proposed and the unit cost associated with that item.

NOTE: Ineligible items in this estimate which should have been shown in the ITEP Ineligible column are Benches and Trash Receptacles. Also Contingencies are not an allowable line item and cannot be included as such. In this example the amount for Contingencies would have to be deducted from the eligible project costs. There are other ways to account for contingencies and inflation in your cost estimate.

Item	Federal Share	Local Share	ITEP Ineligible	Total Cost	Eligibility
Streetscape PCC Sidewalk	\$152,616.00	\$38,154.00	\$0.00	\$190,770.00	80/20
Type A Sidewalk Border Pavers	\$74,100.00	\$18,525.00	\$0.00	\$92,625.00	80/20
Type B Island Pavement Pavers	\$59,760.00	\$14,940.00	\$0.00	\$74,700.00	80/20
Tactile Brick Warning Border for Cross Walks	\$12,096.00	\$3,024.00	\$0.00	\$15,120.00	80/20
Ornamental Trees	\$43,600.00	\$10,900.00	\$0.00	\$54,500.00	80/20
Perennials, Shrubs, Groundcover	\$60,240.00	\$15,060.00	\$0.00	\$75,300.00	80/20
Pedestrian Light Fixtures	\$499,200.00	\$124,800.00	\$0.00	\$624,000.00	80/20
Street Light Fixtures	\$112,000.00	\$112,000.00	\$0.00	\$224,000.00	50/50
Pedestrian Bollards for Decorative Fence	\$44,400.00	\$11,100.00	\$0.00	\$55,500.00	80/20
Decorative Fencing	\$32,400.00	\$8,100.00	\$0.00	\$40,500.00	80/20
Benches	\$22,400.00	\$5,600.00	\$0.00	\$28,000.00	80/20
Trash Receptacles	\$13,600.00	\$3,400.00	\$0.00	\$17,000.00	80/20
Downtown Streetscape Gateway/Arch Feature	\$20,000.00	\$5,000.00	\$0.00	\$25,000.00	80/20
Construction Sub-Total	\$1,146,412.00	\$370,603.00	\$0.00	\$1,517,015.00	
Construction Contingency	\$138,282.00	\$44,703.00	\$0.00	\$182,985.00	
Construction Total	\$1,284,694.00	\$415,306.00	\$0.00	\$1,700,000.00	

Landscape and Scenic Beautification Project Cost Estimate (Streetscape Project)

The following sample cost estimate is a good example since it provides quantities, unit costs and separate columns for Federal Share, Sponsor Share and Ineligible items. It also breaks the project out by specific types of improvements. Please note that although most of the work included under the intersection improvement is roadway related work and not eligible for ITEP funding, it should be included as part of the overall project scope of work.

Items	Unit	Quantity	Unit Price	Total Cost	Cost Breakdown by Funding Source				
					Federal Share	Sponsor Share (Local Match)	Ineligible Items	Total Cost	
STREET LIGHTING AND TRAFFIC SIGNALS									
Traffic Signal Modernization (Batavia Road)	L SUM	1	\$35,000	\$35,000	\$0	\$0	\$35,000	\$35,000	
Emergency Vehicle Pre-emption	L SUM	1	\$16,000	\$16,000	\$0	\$0	\$16,000	\$16,000	
Aesthetic Upgrades to Traffic Signals (Route 59, Batavia Road, Winfield Rd)	EACH	3	\$20,000	\$60,000	\$0	\$0	\$60,000	\$60,000	
Electrical Conduit and Handholes (for Batavia Road Street Lights)	L SUM	1	\$50,000	\$50,000	\$25,000	\$25,000	\$0	\$50,000	
Street Lighting at Batavia Road	EACH	20	\$10,000	\$200,000	\$100,000	\$100,000	\$0	\$200,000	
Street Lighting Aesthetic Upgrade at Route 59	EACH	20	\$5,000	\$100,000	\$50,000	\$50,000	\$0	\$100,000	
Subtotal:				\$461,000	\$175,000	\$175,000	\$111,000	\$461,000	
BRIDGE ENHANCEMENTS									
Guardrail Upgrade at West Branch DuPage River Bridge	FOOT	800	\$25	\$20,000	\$16,000	\$4,000	\$0	\$20,000	
West Branch DuPage River Bridge Enhancements (decorative railings, architectural elements, accent lighting)	L SUM	1	\$150,000	\$150,000	\$120,000	\$30,000	\$0	\$150,000	
Guardrail Upgrade at Ferry Creek Bridge	FOOT	600	\$25	\$15,000	\$12,000	\$3,000	\$0	\$15,000	
Ferry Creek Bridge Enhancements (decorative railings, architectural elements, accent lighting)	L SUM	1	\$100,000	\$100,000	\$80,000	\$20,000	\$0	\$100,000	
Subtotal:				\$285,000	\$228,000	\$57,000	\$0	\$285,000	
LANDSCAPE AND SIGNAGE									
Prairie Path Landscape Improvements (clear invasives, trees, shrubs, seeding, wildflowers)	L SUM	1	\$150,000	\$150,000	\$120,000	\$30,000	\$0	\$150,000	
Irrigation in Civic Center Area	L SUM	1	\$50,000	\$50,000	\$40,000	\$10,000	\$0	\$50,000	
City Entry Signs	EACH	3	\$15,000	\$45,000	\$36,000	\$9,000	\$0	\$45,000	
Central Community Events Sign	EACH	1	\$75,000	\$75,000	\$60,000	\$15,000	\$0	\$75,000	
Wayfinding Signs	EACH	10	\$5,000	\$50,000	\$40,000	\$10,000	\$0	\$50,000	
Subtotal:				\$370,000	\$296,000	\$74,000	\$0	\$370,000	
HARD SURFACE IMPROVEMENTS									
Sidewalk	SQ FT	7671	\$5	\$38,355	\$30,684	\$7,671	\$0	\$38,355	
Bike Path	SQ YD	3791	\$25	\$94,775	\$75,820	\$18,955	\$0	\$94,775	
Colored, Patterned Concrete Crosswalks	SQ FT	9000	\$10	\$90,000	\$72,000	\$18,000	\$0	\$90,000	
Colored, Patterned Concrete Corner Islands	SQ FT	2500	\$10	\$25,000	\$20,000	\$5,000	\$0	\$25,000	
Colored, Patterned Concrete Sidewalk Corners	SQ FT	2500	\$15	\$37,500	\$30,000	\$7,500	\$0	\$37,500	
Colored, Patterned Concrete Median Nosings	SQ FT	7500	\$10	\$75,000	\$60,000	\$15,000	\$0	\$75,000	
Subtotal:				\$360,630	\$288,504	\$72,126	\$0	\$360,630	
ROCKWELL STREET/ ROUTE 56/ PRAIRIE PATH INTERSECTION IMPROVEMENTS									
Clearing and Grubbing	L SUM	1	\$1,875	\$1,875	\$0	\$0	\$1,875	\$1,875	
Mobilization	L SUM	1	\$22,500	\$22,500	\$0	\$0	\$22,500	\$22,500	
Traffic Control and Protection	L SUM	1	\$3,750	\$3,750	\$0	\$0	\$3,750	\$3,750	
Earth Excavation, Special	CU YD	400	\$30	\$12,000	\$0	\$0	\$12,000	\$12,000	
Borrow Excavation	CU YD	750	\$30	\$22,500	\$0	\$0	\$22,500	\$22,500	
Aggregate Base Course, 12"	SQ YD	1420	\$15	\$21,300	\$0	\$0	\$21,300	\$21,300	
HMA Surface Course, 2"	SQ YD	1420	\$12	\$17,040	\$0	\$0	\$17,040	\$17,040	
HMA Binder Course, 11"	SQ YD	0	\$60	\$0	\$0	\$0	\$0	\$0	
HMA Binder Course, 4"	SQ YD	1420	\$22	\$31,240	\$0	\$0	\$31,240	\$31,240	
Concrete Curb and Gutter	FOOT	1150	\$25	\$28,750	\$0	\$0	\$28,750	\$28,750	
Concrete Sidewalk	SQ FT	2100	\$8	\$15,750	\$12,600	\$3,150	\$0	\$15,750	
Aggregate Bike Trail	SQ YD	280	\$25	\$6,500	\$5,200	\$1,300	\$0	\$6,500	
Storm Manhole	EACH	2	\$2,000	\$4,000	\$0	\$0	\$4,000	\$4,000	
Catch Basin	EACH	4	\$1,500	\$6,000	\$0	\$0	\$6,000	\$6,000	
Storm sewer pipe, 15"	FOOT	250	\$50	\$12,500	\$0	\$0	\$12,500	\$12,500	
Storm sewer pipe, 24"	FOOT	0	\$75	\$0	\$0	\$0	\$0	\$0	
Retaining Wall	SQ FT	750	\$50	\$37,500	\$0	\$0	\$37,500	\$37,500	
Landscaping elements	L SUM	1	\$25,000	\$25,000	\$20,000	\$5,000	\$0	\$25,000	
Pavement Marking and Signage	L SUM	1	\$2,250	\$2,250	\$0	\$0	\$2,250	\$2,250	
Colored, Patterned Concrete Crosswalks	SQ FT	1000	\$10	\$10,000	\$8,000	\$2,000	\$0	\$10,000	
Subtotal:				\$280,455	\$45,800	\$11,450	\$223,205	\$280,455	
Construction Total:					\$1,757,085	\$1,033,304	\$389,576	\$334,205	\$1,757,085
Preliminary Engineering I (10%)	L SUM	1	\$175,709	\$175,709	\$103,330	\$38,958	\$33,421	\$175,709	
Preliminary Engineering II (10%)	L SUM	1	\$175,709	\$175,709	\$103,330	\$38,958	\$33,421	\$175,709	
Right-of-Way Acquisition (50/50)	L SUM	1	\$0	\$0	\$0	\$0	\$0	\$0	
Utility Relocations	L SUM	1	\$200,000	\$200,000	\$0	\$0	\$200,000	\$200,000	
Construction Engineering (10%)	L SUM	1	\$175,709	\$175,709	\$103,330	\$38,958	\$33,421	\$175,709	
Project Total:				\$2,484,211	\$1,343,295	\$506,449	\$634,467	\$2,484,211	

Historic Preservation Project Cost Estimate

One of the good features about this sample cost estimate is that the project sponsor listed three separate funding scenarios based on the urgency and scope of work for each phase. If the ITEP program could not fund the full renovation, the estimate allows IDOT to provide enough to complete Level 1, Level 2 or any combination of items to make this a viable project.

Note: Contingencies are not an allowable line item and cannot be included as such. In this example the amount for Contingencies would have to be deducted from the eligible project costs. There are other ways to account for contingencies and inflation in your cost estimate.

Train Station Phased Renovation

Phased Budget Estimates: Level 3		Level 1	Level 2	Level 3
		Emergency Stabilization	Enhanced Stabilization	Full Renovation
Item	Description			
A.	Slate Roof (*Level 1= Asphalt Shingle)	\$ 150,592	\$ 473,200	\$ 473,200
B.	Roof Dormers		\$ 36,837	\$ 36,837
C.	Remove Warming House Gables		\$ 14,830	\$ 14,830
D.	Stucco	\$ 5,200	\$ 15,101	\$ 15,101
E.	Masonry Knee Wall/ Ticket Bay Window			\$ 74,152
F.	Exterior Woodwork	\$ 41,600	\$ 145,600	\$ 444,912
G.	Masonry	\$ 5,200	\$ 36,816	\$ 184,080
H.	Windows		\$ 20,800	\$ 93,288
I.	Doors		\$ 14,560	\$ 61,568
J.	Toilet Room - Option 1			\$ 61,707
K.	Reopen Tunnel Stairs			\$ 50,253
L.	Interior Flooring			\$ 51,755
M.	Plaster Walls			\$ 116,542
N.	Exit Signs/EM Lighting			\$ 97,344
O.	Fire Protection			\$ 64,478
P.	Mechanical			\$ 223,704
Q.	Other			\$ 20,904
	Subtotal	\$ 202,592	\$ 757,744	\$ 2,084,655
	General Conditions (6 months)		\$ 72,800	\$ 218,400
	Bid Documents		\$ 2,080	\$ 5,200
	Subtotal	\$ 202,592	\$ 832,624	\$ 2,308,255
	Fee (4%)	\$ -	\$ 33,305	\$ 92,330
	Insurance (1%)	\$ -	\$ 8,326	\$ 23,083
	Contingency (15%)	\$ 10,130	\$ 124,894	\$ 346,238
	Subtotal Construction Services	\$ 212,722	\$ 999,149	\$ 2,769,906
	Design / Engineering Fees (15%)	\$ -	\$ 113,662	\$ 312,698
	Total Estimated Restoration Cost	\$ 212,722	\$ 1,112,810	\$ 3,082,604

*Estimate for a cedar shake roof is \$248,560.

