

ILLINOIS TRANSPORTATION ENHANCEMENT PROGRAM

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Illinois Transportation Enhancement Program

2012 ITEP Application - Getting Started

User Accounts

To create an application, you will first need a login for the system.

If you submitted an application during a previous cycle you can and are encouraged to reuse your existing account. As of the 2012 application cycle applicants will have the ability to copy portions of an application submitted during the previous cycle to save time. If you do not have an existing login you will need to create a new login.

Creating a new account

When creating your login and password be mindful that others may need to use this login in the future to access application information either to assist with the application or in the event of personnel changes. Therefore, it is advised that the login not be specific to one person and that the password is unique and something you will be comfortable sharing if needed.

To create a new login, utilize the “New User? Create an Account” link, located under the login form on the ITEP application homepage [Fig. 1].



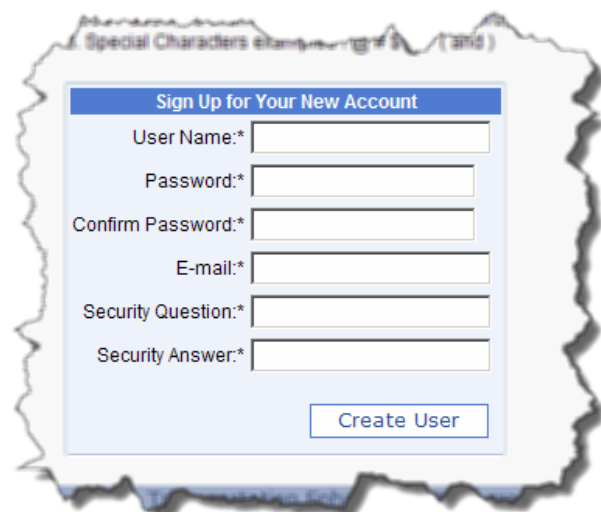
(Fig. 1: Create Account Link, located beneath the login form)

This will bring you to the new account sign up page [Fig. 2].

Your new account will require a unique username, a password, a valid email address, and a security question and answer. Be sure to keep this information in your records.

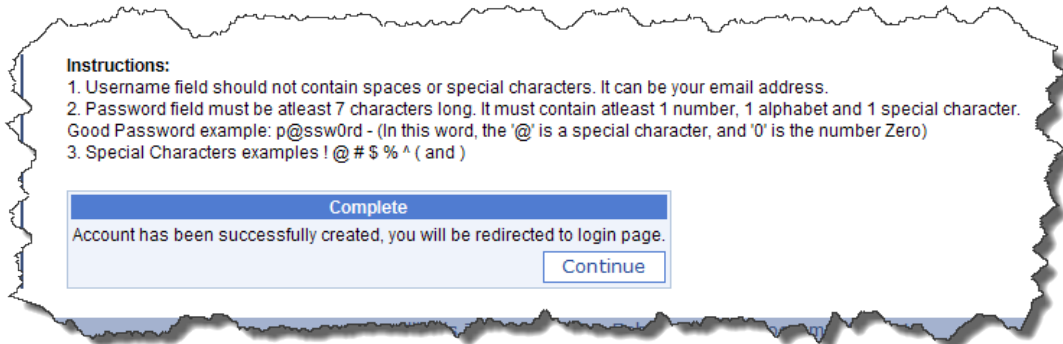
Your password will need to meet the following criteria:

- be at least 7 characters long
- contain at least 1 number
- contain at least 1 upper case letter
- contain at least 1 lower case letter
- contain at least 1 special character such as: ! @ # \$ % ^ (or)

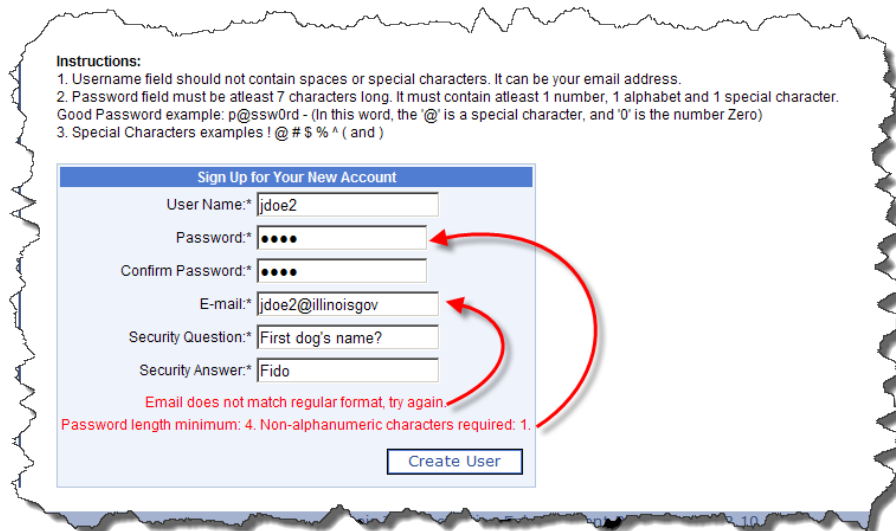


(Fig. 2: New account sign up form)

When you have completed all fields with the required information click the “Create User” button located at the bottom of the form. If all fields have been correctly filled out you will receive a confirmation notice [Fig. 3], otherwise you will receive an error indicating corrections that need to be made [Fig. 4].



(Fig. 3: New account successfully created)



(Fig. 4: Identified errors must be corrected before the account can be created)

Recovering an existing account

Forgotten user name

If you have a user account from a past application cycle and would like to try to reuse it and cannot remember the user name then, we might be able to find it for you. If you send us the name of the application which you submitted under that user name we can attempt to look it up.

However, you will still need either the password or the answer to the security question to login to the account; see “Lost Passwords and Security Answers” for more information.

Lost Passwords and Security Answers

If you have lost your password you can use the ‘lost password’ functionality to reset your password. To utilize this function you will need the answer to your security question.

To reset your password click the “Forgot Password?” button located under the login form on the ITEP Application homepage [Fig. 5].



(Fig. 5: Forgot password button)

You will then be prompted for the username of the account for which you are trying to reset the password. Enter it in the box and click the ‘Next’ button.

The reset password form will prompt you for the answer to your security question and a new password. Fill in the fields to reset your password [Fig. 6].

When successfully reset, you will be directed back to the ITEP Application homepage.

A screenshot of the password reset form. The title is "Change Password - Confirm Identity and Password." Below the title, there is a message: "If your password has been successfully changed then you will be redirected to Login page." The main heading is "Answer your security question." Below this, there are three fields: "User Name: jdoe", "Question: First dog's name?", and "Answer: Fido". Below the answer field, there is a message: "Enter a new password, your previous password will be overwritten." Below this, there are two password fields: "New Password:" and "Confirm Password:". At the bottom right, there are two buttons: "Previous" and "Finish".

(Fig. 6: Password reset form, will require the answer to your security question)

We cannot reset your password for you, nor can we reset the answer to your security question. Therefore, it is important that you keep a record of your password and the answer to your security question.

Locked accounts

Repeated failed attempts to login will result in your account being locked for security purposes. If you have tried to login multiple times and cannot, contact itep@dot.il.gov with your username to have your account unlocked and receive further assistance.

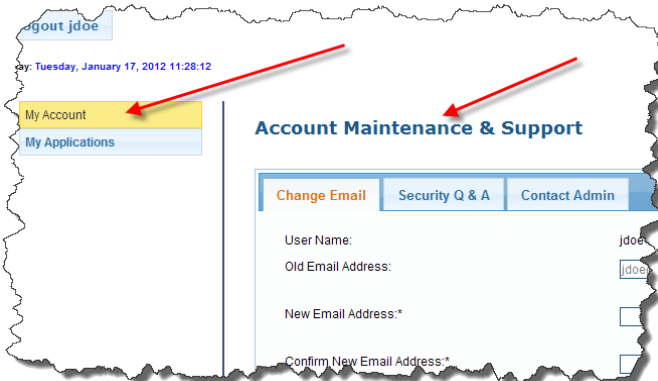
Logging In

Once you have setup a user account, you can login via the login form on the ITEP Application homepage [Fig. 7].

A screenshot of the ITEP login form, presented with a torn paper effect. The form is titled "Sign in to ITEP" and contains a "User:" field with the text "jdoe", a "Password:" field with ten dots, and a "Login" button. Below the form are two links: "New User? Create an Account" and "Forgot Password".

(Fig. 7: Login Form on ITEP Application Homepage)

Account Management

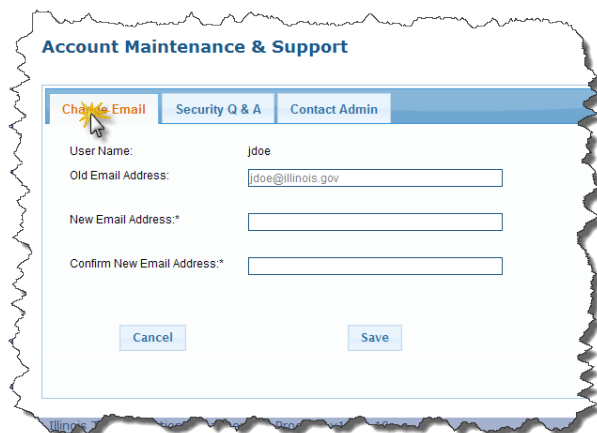
A screenshot of the "Account Maintenance & Support" page, also with a torn paper effect. On the left is a navigation menu with "My Account" highlighted in yellow and "My Applications" below it. Two red arrows point from the "My Account" menu item to the "Change Email" and "Security Q & A" tabs. The "Change Email" tab is active, showing fields for "User Name:" (jdoe), "Old Email Address:" (jdoe), "New Email Address:*" (empty), and "Confirm New Email Address:*" (empty).

(Fig. 8: 'My Account' screen options)

Once you have logged in you access the "Account Maintenance and Support" page by clicking the "My Account" menu item on the left hand side of the screen. From this screen [Fig. 8] you will be able to manage your email, password, security question and answer, and contact the admin.

Changing your email

To change your email, choose the “Change Email” tab on the “Account Maintenance and Support” page. In the form [Fig. 9] enter your new email address, confirm your new email address and then choose “Save” to update your email.

The screenshot shows a web interface titled "Account Maintenance & Support". At the top, there are three tabs: "Change Email" (highlighted with a mouse cursor), "Security Q & A", and "Contact Admin". Below the tabs, the "Change Email" form is displayed. It includes a "User Name:" field with the value "jdoe". The "Old Email Address:" field contains "jdoe@illinois.gov". There are two empty text input fields for "New Email Address:" and "Confirm New Email Address:". At the bottom of the form, there are two buttons: "Cancel" and "Save".

(Fig. 9: Change email form)

Changing your password

To change your password, choose the “Security Q&A” tab on the “Account Maintenance and Support” page. In the form [Fig. 10] enter your current password in the “Old Password” field. Then enter your new password in both the “Enter New Password” and “Confirm Password” fields. Click “Change Password” to update your password.

The screenshot shows a web interface titled "Account Maintenance & Support" with the "Security Q & A" tab selected. The "User Name:" field shows "testtim" and the "Security Question:" is "What state is this?". Below this, a heading reads "Here you may change your password or security question." The form is divided into two columns. The left column contains fields for "Old Password", "Enter New Password:", and "Confirm Password:", followed by a "Change Password" button. The right column contains fields for "Current Password", "New Security Question:", and "New Security Answer:", followed by a "Change Question" button. A "Cancel" button is located at the bottom left of the form.

(Fig. 10: Update Password Form)

Changing your security question and answer

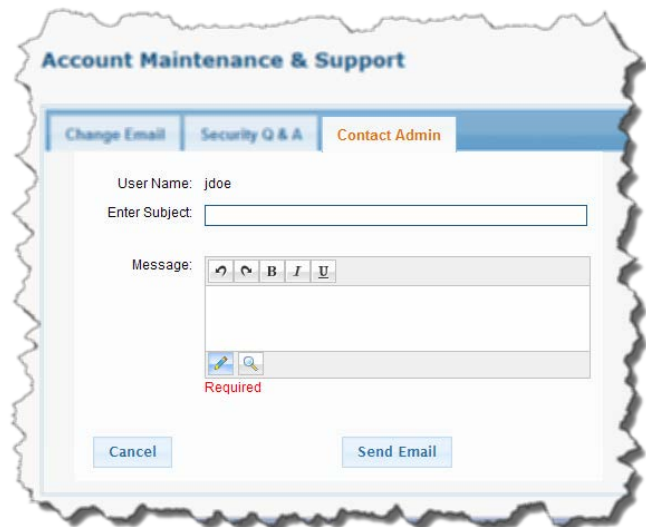
To change your security question settings, choose the “Security Q&A” tab on the “Account Maintenance and Support” page. In the form [Fig. 11] enter your current password in the “Current Password” field. Then enter your new security question and new security answer in the “New Security Question” and “New Security Answer” respectively. Click “Change Question” to update your security question settings.

The screenshot shows a web interface titled "Account Maintenance & Support" with the "Security Q & A" tab selected. The "User Name:" field shows "testtim" and the "Security Question:" is "What state is this?". Below this, a heading reads "Here you may change your password or security question." The form is divided into two columns. The left column contains fields for "Old Password", "Enter New Password:", and "Confirm Password:", followed by a "Change Password" button. The right column contains fields for "Current Password", "New Security Question:", and "New Security Answer:", followed by a "Change Question" button. A "Cancel" button is located at the bottom left of the form.

(Fig. 11: Update Security Question Form)

Contact the Administrator

You can contact the system administrator via the “Contact the Admin” form [Fig. 12] located on the “Account Maintenance and Support” page if at any time you experience a problem with the system or need assistance.



The screenshot shows a web interface titled "Account Maintenance & Support". At the top, there are three tabs: "Change Email", "Security Q & A", and "Contact Admin". The "Contact Admin" tab is selected. Below the tabs, the form contains the following fields and elements:

- User Name:** A text input field containing the value "jdoe".
- Enter Subject:** An empty text input field.
- Message:** A large text area with a rich text editor toolbar above it. The toolbar includes icons for undo, redo, bold (B), italic (I), and underline (U). Below the text area, there are icons for inserting a link and a search icon, followed by the word "Required" in red text.
- Buttons:** Two buttons at the bottom: "Cancel" on the left and "Send Email" on the right.

(Fig. 12: Contact the Admin Form)

Illinois Transportation Enhancement Program

2012 ITEP Application Instructions

Information & Instructions

Transportation Secretary Ann Schneider recently announced a call for project applications for the Illinois Transportation Enhancement Program. **Applications will start being accepted on February 1, 2012.** Project Sponsors will have approximately four months to prepare their project application and submit it on-line.

All Applicants must read and acknowledge that they have read and understood the below instructions before proceeding any further. You will need to verify this by clicking on the “We have read and understood the instructions” at the bottom of the page.

Application Submittal

All applications must be submitted through the on-line application process. In addition, two hard copies of the application with attachments will be required to be submitted and if applicable, five (5) additional copies of any supplemental attachments you were unable to download.

- **On-line application process opens on Wednesday, February 1, 2012 at 7:00 AM (CST)**
- **All on-line applications must be submitted by 11:59 PM (CST), Tuesday, May 29, 2012**
- **In addition to the on-line submittal you must submit to IDOT within three (3) working days of the date of your final on-line application submittal:**
 - **Two (2) hard copies of the entire application, including attachments**
 - **One bound copy and one unbound copy please**
 - **Five (5) additional copies of any attachments you were unable to download**
- **Final deadline: All hard copies of applications with attachments must be delivered to IDOT by Close of Business (4:30 PM CST) on Friday, June 1, 2012**
- **Applications received beyond the deadline will not be accepted**

Required Attachments

Once you have submitted your on-line application please immediately mail two (2) copies of your application including all attachments (required and supplemental) to IDOT.

- **Required attachments are:**
 - Detailed Cost Estimate
 - Project Location Maps
 - Colored Photographs
 - Local Assurance Page*
 - Government Resolution (if applicable)
 - Public Involvement (if applicable)
 - Letters of Support (if applicable)
- ***Local Assurance Page (see Attachments to download a copy)**

Supplemental Attachments

If additional space is required to provide sufficient details when responding to a question, the attachment must be clearly labeled with the ITEP # and Project Title as well as the specific question it relates to and should be uploaded as a miscellaneous document.

Submittal of Application

Once an on-line application is submitted, the account user will receive an e-mail notification that the application has been received which will include an ITEP number. Each application will be assigned a unique ITEP number, which will be displayed in the upper right hand corner of the General Information page after you have finalized and submitted the application.

- **Do not submit hard copies of your application until you have completed the on-line application process and have your unique ITEP number.**
- All hard copies are to be collated – IDOT will not put your applications together for you.

Please submit all material to the following address:

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

General On-Line Application Tools

- **Auto Save:** Although **you will be logged out after a 30 minute period of inactivity**, IDOT has built-in an auto save mechanism that will save your input data on a regular basis (every five minutes). However, user still must exercise caution when moving from one page to the next. Always use the “Save or Next” button after inputting data or editing data.
- **Required data:** All fields with an asterisk (*) are required. Provide answers to all required questions and be as concise as possible.
- **Save:** This will SAVE any data you have input up to this point. User can stop at any given point and return to the application but you should hit SAVE before you leave for an extended period of time or before you log off.
- **Save or Next:** By selecting the SAVE or NEXT button the on-line application will check for any missing data. Do not use the Menu on the left hand side to navigate between pages until you hit Save or Next to save your input data for the page you are on.
- **Menu:** the menu on the left hand side of the screen allows you to move back and forth between pages and also tracks which pages have been completed (green check mark). However, do not use the Menu to move back and forth between pages until you have selected Save or Next.
- **Cut and paste:** If you choose, you can cut and paste information from a word or excel file to fill in any required information field.
- **Character Counter:** Many of the data fields have limitations as to how many characters they will accept. A character counter has been provided and will be displayed once you start to type in information. Be advised that spaces and special characters also count.
- **If you exceed the maximum characters** for a given field, you will need to further summarize your answer or attach an additional sheet. See supplemental attachments for directions.
- **Cancel:** This will cancel your last action.
- **Error Messages** - If you get an error message related to data input, the system will allow you to either correct the errors on that page or return to that page later. Error messages are shown at the top of the page.
- **Fix Errors Later:** If you chose this option and then come back to that page, the error message(s) will no longer be displayed. Select SAVE or NEXT to display the error messages again.
- You will not be able to finalize and submit your application until all errors have been fixed. The menu on the far left side will show which pages need to be completed (those with a red X). Once any errors are corrected, user should either select SAVE or NEXT to move onto the next page.
- **Designate only one project category** for each application submitted
- **Help Menu:** If you are uncertain about the meaning of a particular question, access the Help Menu (?) available in the Instructions box at the top of the page or review the 2012 ITEP Guidelines Manual

- **Sample Projects:** The Federal Highway Administration (FHWA) website explains the ITEP categories and provides sample projects for each category, <http://www.fhwa.dot.gov/environment/te/index.htm>.
- **IDOT Assistance:** An additional resource for information about the ITEP Program is the local IDOT District Enhancement Coordinator in your area (refer to Appendix 2 of the 2012 ITEP Guidelines Manual for a list of District Enhancement Coordinators, www.dot.il.gov/opp/itep.html).
- **Technical Difficulties:** If user experiences technical difficulties with the on-line application itself, please e-mail ITEP@dot.il.gov with an explanation of what the problem is and how it occurred. Be as descriptive as possible how the problem occurred and what if any error messages are being displayed. Please be sure to include a phone number so we can call you if necessary.
- **Instructions:** Page by page instructions is available by clicking the help icon at the top of each page. In addition, an on-line tutorial has been posted on the ITEP website, (www.dot.il.gov/opp/itep.html) which will walk you thru the application itself.

General Information

Submittal Date – The system will auto populate this field when you submit/finalize the application.

ITEP # - The system will auto populate this field when you submit/finalize the application. This number, assigned by IDOT, is a project identifier and is unique to your project. All future correspondence should include this ITEP number.

Project Sponsor – list who is to be the sponsor for this project. Please do not include “City of” or “Village of” in this space. (City of Neoga should simply be entered as Neoga). This data will be collected later. Sponsors must be a taxing authority and cannot be a private or commercial business or a Not-for-Profit organization. (Refer to Section D for more information on eligible project sponsors)

Project Title – Used to help identify the project. It should capture the significant aspects of the project. The project title should be preceded by the name of the lead sponsor. Listed below are a few examples:

1. Lake County Division of Transportation – Deerfield Road Bike Path
2. Tinley Park – Harlem Avenue Median Planting and Enhancement
3. Saline Valley Conservancy District – Equality to Glen O. Jones Lake Trail
4. Skokie – Skokie Boulevard (US 51) Streetscape Improvements.

Project Located In – If the project lies within or passes through more than one community or county, list them all. If the project is in a rural area list the county and a reference point to the nearest town, county highway or township road or other recognizable landmark (For example; Sangamon County 2 miles west of Village of Loami along County Highway16 or Clinton County near southern edge of Lake Carlye). If you select Statewide this field will not be displayed.

Statewide Projects – select this option for projects not limited to one or two IDOT Districts but instead will be spread out across three or more IDOT Districts or the entire state. Once you select Statewide, the button will default to “My Project is Location Specific” in case you need or want to change your selection back. Examples of a statewide project would be an interpretive signing project along the entire length of the Great River Road or maybe Control and Removal of Outdoor Advertising along I-55 between Collinsville.

You must first plot your project limit(s) on the interactive map before the following features apply

Mayoral Council(s) - (for northeastern Illinois, IDOT District 1 and portions of IDOT District 3 projects only) After you have plotted your project location and if your project is within IDOT District 1 or District 3, the Mayoral Council selection drop down box will be displayed. All projects within IDOT District 1 must select a Mayoral Council. If your project is within Kendall County or Aux Sable Township (Grundey County) in IDOT District 3 then you must select a Mayoral Council. Any projects in District 3 outside of Kendall County or Aux Sable Township should select ‘N/A’ in the Mayoral Council drop down selection since your project is not included in a Mayoral Council. If your project is a district wide project you should select Dist Wide, otherwise select all appropriate Mayoral Councils. For “Statewide Projects” this information will not currently be recorded. See “Interactive Map” for more information.

IDOT District Number – This information will be populated when you plot your project on the GIS map. Please be sure to verify the information after you have completed plotting your project. For “Statewide Projects” the District number will be zero “0”. An IDOT Region & District map can be found in Appendix 4 of the 2012 ITEP Guidelines Manual. See “Interactive Map” for more information.

Metropolitan Planning Organization (MPO) – This information will be populated when you plot your project on the GIS map. Please be sure to verify the information after you have completed plotting your project. For “Statewide Projects” this information will not currently be recorded. A list of the Illinois Metropolitan Planning Organizations is listed under Appendix 5 of the 2012 ITEP Guidelines Manual. See “Interactive Map” for more information.

County, Senate, Congressional and Legislative Districts – This information will be populated when you plot your project on the GIS map. Please be sure to verify the information after you have completed plotting your project. For “Statewide Projects” this information will not currently be recorded. See “Interactive Map” for more information.

Following is a link to the Illinois Legislative site, http://www.illinois.gov/government/gov_legislature.cfm.

Interactive Map: All applicants are required to use this feature (except Statewide Projects).

Mapping your project limits: (Required for all applications)

- **If you select “My Project is Statewide,” the map will not be available to you. However you still must submit a general location map and if appropriate a detailed location map. (See Attachments page and instructions)**
- **This map will serve as your “general location map” – one of the two required maps.** This map is used to pull vital information to populate certain required information on your application so **it is critical that your project limits are as accurate as possible.** The information that will be obtained from the interactive map include:
 - IDOT District
 - County
 - Metropolitan Planning Organization (if appropriate)
 - Congressional & Representative, and Senate Districts

Please check and verify this information before submitting your application.

Zoom in at a detailed level to accurately plot the project limits. Additional details can be added under “Mapping” at a later time. If you already have detailed maps of your project (or wish to develop one thru a different process) you should attach your map(s) as an Attachment, **but you still must plot your project on the interactive map provided (Unless project is a Statewide project).**

- **Search** – Type the name of the community or county where your project will be located in and it will appear on screen. Click on that identifier and the map will zoom in to that general area.
- **Aerial, Aerial with Labels, Roads** – Select which type of map you wish to plot your project limits on. An aerial map may provide more details such as land features or structures which may make it easier for you to identify your project limits. Once you plot your project limits, you can view under either type of map. **Please Note: If you elect to print this map as part of your hard copy submittal, please use the Road Map when printing the map for submission to IDOT.**
- **Zoom** – You can use the scroll button on your mouse to zoom in and out or double click on the area you wish to zoom in to. Another option is to use the scale bar provided on the map.
- **Pan** – while the pointer is on the map, click and hold down the primary mouse button (left button for most) which will allow you to shift the map in any direction to the desired area.

- **Project Area** – This feature allows you to define a project area by defining a shape to encompass the limits of your project. **Caution needs to be exercised when using this feature. It is easy to cross boundaries for a city/village, county and/or a legislative district. The information being pulled from the project limits you establish may not be accurate. Also, you may be required to provide additional details to further define the exact areas to be improved as part of your application.**
 - First click on the “Project Area” icon
 - Use your primary mouse button (left button for most) and click once on the point at which you wish to start defining the project area. A line should appear and will follow your pointer.
 - Click a second time to establish the second point of your area and continue this process until the project area has been established. A minimum of three points are required to establish a polygon shape file. The project area will fill in automatically as you continue to select points. Once you establish the final point to define the project area, double click at that point and the project area will be saved.
 - **Do not try and close the area by selecting the last point at or near the first point. If you cross over an existing line and try to save the data an error message will appear and you will have to clear the project area and redefine it.** You can however establish more than one project area and these areas can overlap if they are done separately.
 - **Error Message: Error Adding Item – Error while inserting populated row into insert cursor.** This message will appear if you have not defined enough points to designate the polygon shape for your project area (minimum of three points required). This message will also appear if you have crossing lines in your polygon shape. (Dec 19)
 - If you have several streets within a downtown area to be improved as a Landscape/Streetscape project this is a good way to define that area. You may choose to define the project area for each street to be improved separately rather than as one large area.
 - If there are gaps in the project limits, you may want to define a different Project Area to establish each project limit separately.
 - Once you complete defining a specific project area you should see on the screen a message “Calculating Underlying Jurisdictions”. This is searching for the data to populate the IDOT District, County, MPO, Congressional, Representative & Senate Districts, and if appropriate the Mayoral Council. This will be done separately for each project area you define, as you define it. **Be sure to check and verify the data for the aforementioned fields by going back to the top of the page each time you enter a Project Area. This will be the only time you can use the “Undo Last” to remove that one specific item.**
 - **Changing incorrect data for IDOT District, County, MPO, Congressional, Representative & Senate Districts:** If you are aware that some of the data is incorrect you may need to remove the current project area and redefine it. Suggest to zoom in to a detailed level to more accurately define your project area. Another option is to manually override the data. For example if you know that your project does not actually fall within one of the representatives district listed, simply click on the representatives names listed and a drop down box will appear with a complete list of representatives. To remove the incorrect representative (which will be highlighted) click on it to remove his/her name. To add a representative click on his/her name to add it to the list. This works the same for IDOT District, County, MPO, Congressional, Representative & Senate Districts. Once completed please verify the information listed is correct.
 - **Later on in the application process you can use the features under “Mapping” to better define specific locations for improvements within the defined project area or a secondary map can be attached to your application which specifically designates locations to be improved.**
 - Be sure to include in your project description specifics as to what and where the improvements are supposed to be within the defined area. For example, if the project area you defined encompasses four blocks on each side of the downtown square, but not all streets within that four block area are to be improved, you need to define exactly which streets are to be improved as part of this application.

- **Project Line** – Recommend for most projects to use this feature. You can use this feature similar to the Project Area but it allows you to be more exact when trying to define project limits. You can draw a line along a single or multiple streets if trying to define which streets is to be part of a landscape/streetscape project for instance. Also would be recommended for defining a bike path or bike trail which may only be along the north or south side of a street for instance. If you have a statewide project that is along a scenic byway, this option could be used to define the scenic byway route in the areas proposed for improvement(s).
 - First click on the “Project Line” icon
 - Click once on the map at the desired starting point
 - Continue to click at points to define the line (such as to follow a roadway or other land feature)
 - Once you reach the end of the project to be defined double click to establish the end point which will enact the save feature, saving this line.
 - Once you complete defining a project line you should see on the screen a message “Calculating Underlying Jurisdictions”. This is searching for the data to populate the IDOT District, County, MPO, Congressional, Representative & Senate Districts, and if appropriate the Mayoral Council. This will be done separately for each project line you define, as you define it. **Be sure to check and verify the data for the aforementioned fields by going back to the top of the page each time you enter a Project Point. This will be the only time you can use the “Undo Last” to remove that specific item.**
 - **Changing incorrect data for IDOT District, County, MPO, Congressional, Representative & Senate Districts:** If you are aware that some of the data is incorrect you may need to remove the current project area and redefine it. Suggest to zoom in to a detailed level to more accurately define your project area. Another option is to manually override the data. For example if you know that your project does not actually fall within one of the representatives district listed, simply click on the representatives names listed and a drop down box will appear with a complete list of representatives. To remove the incorrect representative (which will be highlighted) click on it to remove his/her name. To add a representative click on his/her name to add it to the list. This works the same for IDOT District, County, MPO, Congressional, Representative & Senate Districts. Once completed please verify the information listed is correct.
 - Additional project lines can be added to define other project limits associated with your proposed improvement. If there are gaps in the project use a different line to establish each project limit separately.
 - Crossing/overlapping of these lines will not cause an error.

- **Project Point** - For spot improvements such as a historic rehabilitation project of a building or bridge, locating a museum or visitors center use the Project Point indicator.
 - First click on the “Project Point” icon
 - Click on the map to define the location (Click only once)
 - The map will save this location after you click to establish the location to be flagged.
 - Once you have flagged a location you should see on the screen a message “Calculating Underlying Jurisdictions”. This is searching for the data to populate the IDOT District, County, MPO, Congressional, Representative & Senate Districts, and if appropriate the Mayoral Council. This will be done separately for each flagged location as you define it. **Be sure to check and verify the data for the aforementioned fields by going back to the top of the page each time you enter a Project Point. This will be the only time you can use the “Undo Last” to remove that specific item.**
 - **Changing incorrect data for IDOT District, County, MPO, Congressional, Representative & Senate Districts:** If you are aware that some of the data is incorrect you may need to remove the current project area and redefine it. Suggest to zoom in to a detailed level to more accurately define your project area. Another option is to manually override the data. For example if you know that your project does not actually fall within one of the representatives district listed, simply click on the representatives names listed and a drop down box will appear with a complete list of representatives. To remove the incorrect representative (which will be highlighted) click on it to remove his/her name. To add a representative click on his/her name to add it to the list. This works the same for

IDOT District, County, MPO, Congressional, Representative & Senate Districts. Once completed please verify the information listed is correct.

- If you have more than one spot location to define, establish a Project Point for each one separately.
 - Additional details for each project point should be either added under “Mapping” or a second map which the applicant may develop separately can be added as an attachment.
- **Be sure to include in your project description exactly what each specific project location is and the type of improvements planned at that location.**
 - Cancel – Cancels the last action but only while the mapping feature is still active. Once it saves a feature you cannot cancel it (see Undo Last).
 - Undo Last – this can be used to remove/delete your last input such as a Project Area, Project Line, or Project Point. Using this function will re-activate the “Calculating Underlying Jurisdictions”
 - Clear All – **CAUTION, this will clear all images on the map and require you to start over.**
 - Project – Once you have established project limits you can use this button to zoom back into your project location.
 - IL – this will zoom the map to show the general area of the State of Illinois. All ITEP funded projects must be within the boundaries of the State of Illinois.
 - Printing the Map – If you chose to do so, you can use this map to submit as the General Location map by zooming out to a county level for instance. For the detailed map submittal we suggest to add additional features under “Mapping.” If you elect to print the map as part of your hard copy submittal, please use the Road Map when printing the map for submission to IDOT. Many times aerial maps don’t print as well and details will be lost. **If you do chose to print the aerial map use the “Aerial with Labels”.**

Sponsor Information

Agency Type & Sponsor Type - select from the drop down menu. Please be sure to read Section D of the ITEP Guidelines Manual to see if you qualify as a project sponsor.

Project Sponsor - list who is to be the sponsor for this project, the primary contact. Any co-sponsor(s) can be listed further down the page.

Contact Person Details - Enter name, address, phone number and e-mail address for the local project manager who will receive project-related correspondence and provide project information, as required. Be sure to include Mayor, Village President or Head of Agency information in the next section.

Mayor/Village President/Agency Head – If the contact person listed above is not the Mayor, Village President, or Agency Head, please provide contact information for that person. If the contact person is the Mayor, Village President, or Agency Head select “Same as Contact Person” and it will copy the Contact Person information for you. This information is required to insure any official correspondence can be addressed to an elected official or agency director.

Category Eligibility Checklist

Select only one project category for each application by clicking on that category. It will be highlighted once you select it. A separate application must be submitted for each project category. All criteria listed under the project category must be met for your project to qualify under that category. If the project appears to qualify under more than one category, the project sponsors must use their discretion to select one category under which to submit the project. Typically it should be based on the main reason for the project or where most of the project funds will be utilized.

For more details about the project categories, refer to the 2012 ITEP Guidelines Manual, Section B (www.dot.il.gov/opp/itep.html).

Project Costs

- **Cost Estimate Prepared by:** Enter name, phone number and agency of the person responsible for preparing the project cost estimate. Estimates prepared by a professional experienced with the type of work being proposed are generally the most accurate and may reduce the need for project modifications later.
- **Cost Table**
 - Cost information should be entered in whole dollars (no cents) and will be rounded to the nearest \$10.
 - Do not use dollar signs (\$) or commas (,) to separate your numbers.
 - This chart is not set up to calculate the federal and local percentages (%). The applicant must perform this function.
- Enter estimated cost for each type of work anticipated, broken down by work item. A minimum 20% local match is required, except for Land Acquisition which requires a 50% local match. Also, please note that Street Lighting is only covered at 50% (unless in a designated Historic District) and should be split out here and in your detailed cost estimate as such.
- Checks have been built in to assure that the minimum sponsor share has been met, that Construction Engineering does not exceed 15% of the Total Construction Cost minus Ineligible Costs (not Total Project Cost) and that the combined PE I, PE II and Construction Engineering does not exceed 30% of the Total Construction Cost minus Ineligible Costs (not Total Project Cost). Because some values may have been rounded, you will get an error message if either of the above mentioned conditions is not met. A slight adjustment to your numbers will be required.
- User only needs to add costs to those cells as required for your particular project. The cells will default to zero (\$0) as you Tab thru them. Row and Column Totals will be calculated by the system.
 - **Federal Share Column:** If this field has an entry, you must also enter a sponsor share. The maximum is 80% federal (for eligible items only) with a minimum 20% sponsor share.
 - **Sponsor Share Column:** This field must have an entry if you have requested federal funds for a particular line item. Project sponsors may elect to provide more than the minimum 20% match, but be advised that if you commit to a share greater than 20%, you will be required to honor that commitment for this project for the line item selected (unless extenuating circumstances prevail). It is not uncommon for sponsors to elect to fund 100% or some share greater than 20% for PE I or PE II with local funds or some other fund source. Local funded portions of the preliminary engineering or land acquisition can be eligible for Federal Flexible Match. However, Federal Flexible Match cannot be included at this time as part of the Sponsor Share. (See Section C and Appendix 6 of the 2012 ITEP Guidelines Manual for more details on Local Agency Federal Flexible Match).
 - **Ineligible Items Column:** Please consult the 2012 ITEP Guidelines Manual Section B, Section C and Appendix 7 for specifics on ineligible items, www.dot.il.gov/opp/itep.html. This does not count towards the required sponsor share. Any ineligible items are the responsibility of the project sponsor and should be separated out when you are preparing the detailed cost estimate and included in this chart as Ineligible Items. For additional information on ineligible items consult the IDOT District Enhancement Coordinator in your area or submit your question to itep@dot.il.gov.
- **Preliminary Engineering:** (PE I and PE II) and Construction Engineering (CE) – typically based on a percentage of the estimated project construction cost.
 - Combined engineering costs (PE I, PE II and CE) must not exceed a maximum of 30% of the estimated project construction cost.
 - Please note: percentages are calculated on the Total Construction Costs minus Ineligible Items and not on the Total Project Cost.
 - If requesting funding for individual engineering cost elements, the following ranges can be used as a guide: PE I (8-12%), PE II (8-12%) and CE (10-15%).

- **Street Lighting:** Enter anticipated costs for Street Lighting only. Street lighting will be funded at 50% unless project sponsor can validate that the project is within a Designated Historic District (documentation should be provided as part of the application). Pedestrian Lighting is eligible for 80% participation and should not be included on this line.
 - If the Street Lighting is not within a Designated Historic District, it needs to be listed as a separate item in the detailed cost estimate showing a 50% participation rate. If your project has both Street and Pedestrian Lighting, quantities should be separated out in your detailed cost estimate.
 - If the Street Lighting is within a Designated Historic District and project sponsor can provide sufficient evidence to support this claim, then you do not need to use this line. The Street Lighting Costs will become part of your overall construction project costs to be funded at 80%.
 - Refer to the 2012 ITEP Guidelines Manual Section B for category specific information and Appendix 7 for more information on ITEP participation for pedestrian and street lighting.

- **Right-of-Way Acquisition** – Enter anticipated costs for purchasing land or easements. Buildings are not eligible for purchase with enhancement funds. Right-of-Way Acquisition requires a 50% match. Strict federal regulations govern the purchase of property with federal funds. Refer to Sections I and J in the 2012 ITEP Guidelines Manual for more details on R.O.W. acquisition (www.dot.il.gov/opp/itep.html) for more details. Buildings or land purchased or donated for the project may be eligible for credits through the Local Agency Federal Flexible Match Program (FFM). See Section C and Appendix 6 of the Guidelines Manual for more details on the FFM program.

- **Construction** – The “Federal Share” and “Sponsor Share” columns should include only amounts for items that are eligible for enhancement program funds. Ineligible items must be listed in the column provided. For a description of eligible and ineligible items refer to Section B, Section C and Appendix 7 in the 2012 ITEP Guidelines Manual, www.dot.il.gov/opp/itep.html.

- **Construction Engineering** - Maximum allowable Construction Engineering is 15% (based on Construction Subtotal minus Ineligible Items). Combined engineering costs (PE I, PE II and CE) must not exceed a maximum of 30% of the estimated total project construction cost minus Ineligible Items..

- **Local Agency Federal Flexible Match Program (FFM)** – Do not submit for the FFM credits at this time. If your project is selected, sponsors can elect to apply for eligible credits at that time. However, if you meet the eligibility requirements, please estimate the amount of credits for which you would qualify. Do not include any estimated FFM credits in the Cost Table. This will have to be determined later.

- **Other Funding Sources** – Enter information about funds you already have or are planning to seek from other sources to be used in conjunction with the submitted project.

Project Description

Describe the project relationship to surface transportation. All enhancement projects must have a relationship to surface transportation. What is that relationship? How will your project affect it? (Improve efficiency, attractiveness, comfort, increase historical/technical information or understanding, provide alternative transportation, etc.).

Project Location - What is the exact location of the project? Where applicable, please mention the name of the street where the project lies. Also list the IL Route or US Route (if applicable). Example: Illinois Route 137 (Sheridan Road) and 7th Street.

Project Limits - List all the various limits of the project (if applicable). Example: Illinois Route 137 (Sheridan Road) – 7th Street to 12th Street and on Central Avenue from 2nd Street to 5th Street.

Project Length (if applicable) - As an example, a bike trail would typically be measured in miles. Provide length to nearest tenth of a mile (2.3 miles). A streetscape project would likely be measured by the number of blocks it encompasses (3 blocks), but could also be expressed in feet or miles. For a spot improvement enter N/A (Not applicable) or “Spot Improvement”.

Proposed Scope of Work - Briefly describe what project elements will be included with your project. For example: Will your bike trail be asphalt, concrete or limestone? Will it be a multi-use path? Will it be a bike path, bike trail, or marked bike route? On-road, off-road or combination thereof? Does it provide connectivity to existing or planned trails? For a landscape/streetscape project will it include new or reconstructed sidewalks, ADA provisions, pedestrian or street lighting, curb & gutter, storm sewers, resurfacing of the roadway? Is it part of a downtown or economic development plan for your community? For historic preservation projects is the facility designated as a historic site or within a designated historic district? What types of improvements are proposed? Interior, exterior, roof, foundation, ADA compliance updates? Will landscaping be included? What is the existing or proposed use of the facility once improvements are completed? If your project is on a State or US Highway, is it to be done in conjunction with a state or community roadway improvement? Have you coordinated your proposed improvement with IDOT? Is the project currently in the Annual or Multi-Year program? If so, for what year is it programmed? Also mention who currently has maintenance and jurisdiction of the roadway/bridge/structure/building.

Anticipated Benefits - Briefly list the anticipated economic, social and/or environmental benefits of the proposed project. Is this part of a Sustainable & Livable Community development? Does it provide better access to businesses or a transit center or provide an alternative transportation mode. Will it help raised awareness and promote tourism within the community or region?

Safety - If the project addresses a safety issue, explain the existing problem and describe the mitigating effects of your proposed project. For example, an off-road bicycle facility would eliminate auto-bicycle conflicts or a pedestrian/bike bridge would eliminate crossings at a busy intersection. Does this improvement provide an ADA accessible route?

Project Status

- **Project Relationship** – Identify whether application is for a new project, a continuation of an existing project or relates to a similar project. The information you provide on the Project Description page should further explain this relationship.
- **Previous Project Funding** – Indicate whether funds have previously been committed to this project or a related project (along with the amount and the reason for a second request); then indicate whether the project relates to another ITEP project and describe how. For example a previously funded historic rehabilitation project might be followed by a landscape/streetscape or bike/pedestrian trail to complement. Perhaps you only received partial funding for a landscape/streetscape project and wish to complete the project with additional funding.
- **Predicted usage of the facility** – Examples – for a bike trail, state who the intended users are. For a visitors center or a historic rehabilitation project, describe the types of activities that will be supported, how much space will be utilized for public versus private use and anticipated hours of operation. If available, you should attach a layout of the proposed facility and what the uses are for the spaces.
- **Who will own and operate the facility** – will the facility be publicly or privately owned? Who will manage the facility – volunteers or paid employees? Will an admission be charged?
- **Land Acquisition and Easements** – You must mark one of these boxes. If you are unsure, suggest to check that ROW or easements will be required and add appropriate comment in the text box provided. Refer to Sections I and J in the 2012 ITEP Guidelines Manual for information regarding the use of federal funds for Land Acquisition.
- **Property ownership** – provide information as to who owns the property (properties) to be acquired or leased such as private individuals, commercial entities or public entities. Will some or all of the land be donated? Will an easement be required from a railroad, utility company or other faction?
- **Amount of land to be purchased or leased** – provide an estimate as to how much property will be required to construct the project. This could be listed in acreage or square feet for smaller acquisitions. Also include how many separate parcels of land will be required.
- **Project Readiness** – Check all appropriate boxes. This allows the department to assess the potential project duration and time frame.
 - Construction to begin: Month – select from the drop down box. Year - must enter a year between 2012 and 2018, but not before November 2012. If your project will not be ready for construction within this timeframe, IDOT may elect to fund only the engineering phase of the project. You can apply for construction funding in future rounds.
 - Project implementation timelines are discussed in the **Sunset Clause** (Refer to Section H in the 2012 ITEP Guidelines Manual, www.dot.il.gov/opp/itep.html).
- **Public Involvement** – Indicate public involvement activities you have completed to demonstrate public awareness and support for the proposed project. This is an area of emphasis for IDOT and for the Federal Highway Administration. Provide a copy of any resolution by the city or county board to document approval of the project and funding for local share. Attach summaries of any public meetings showing positive and negative comments. It is recommended to have a project specific public informational meeting to gather public input on the project and not simply be “on the agenda” at your monthly board or city council meeting before you submit your application (and later on as the project develops).
- **Adverse impacts** – list any anticipated adverse impacts (environmental, social, economic or otherwise) from the project such as impacts to a wetland, homes, or businesses that will be displaced or disrupted. Include any proposed mitigation measures to reduce or eliminate said impacts.

- **Letters of Support** – include any letters of support from public or elected officials, special interest groups, or outside agencies that may be involved in the project. Please limit support letters to a maximum of three (3).

Project Maintenance Plan

Provide information relating to your plan for maintaining the proposed project. Federal regulations require enhancement projects to be maintained for a period of time commensurate with the size of the investment. **Unless otherwise determined, IDOT requires a minimum 20 year maintenance period on all ITEP funded projects.**

The local sponsor is responsible for project maintenance (or other parties which may be defined in a separate agreement between the project sponsor and responsible party). A maintenance clause will be included in the project intergovernmental agreements between the department and the local sponsor. Leases or easements of ROW and property are required to have a minimum 20 year lease/easement for maintenance purposes.

Your maintenance plan for this particular project does not have to be a separate maintenance plan, rather it can be part of your agency's annual or multi-year maintenance plan for all agency owned and operated facilities. If the facility in question is to be operated and maintained by someone outside your agency, be sure to include language in your agreement(s) for the required minimum 20 year period.

If you select "Other" in either the *Who will provide maintenance* question or the *How is the maintenance plan funded* question, a dialogue box will be displayed and you will be required to identify what is meant by "Other".

Mapping

You must first use the interactive map under “General Information” to plot your project limits before accessing this map feature. Do not use this Map to change project limits. That must be done on the map provided under “General Information.”

Adding details to this map is optional if you already have or want to develop detailed maps through another source. Just be sure to attach your map(s) as part of the application. Details are very important to your application and to those who review the applications and can have a significant impact on how well your project rates.

Keep in mind IDOT will have the ability to view your map as part of the on-line application. Many of the existing features will be available for review already as an aerial map, but you are encouraged to define and provide descriptive information that is significant to your project.

A detailed map is one of the required attachments.

- **As appropriate to your project location, features that should be included on a detailed project map include (but not limited to):**
 - Major waterways (lakes, streams, rivers, canals)
 - Wetlands or other environmental features
 - Existing or proposed bike trails, bike paths and bike routes
 - Major utility lines
 - Railroads (who owns and operates the rail line?)
 - Parks
 - Schools
 - Transit stations
 - Historic properties or structures, designated historic district(s)
 - Major employment, industrial or activity centers that may be served by the proposed improvements such as stadiums, hospitals, business parks, convention centers, etc
 - Other connecting or related improvements that may or may not have been funded with ITEP funds
 - Any other significant identifiers

Mapping features are basically the same as those used when you plotted the project limits.

- Project – Clicking on this icon will bring up the project limits you entered previously.
- Aerial, Aerial with Labels, Roads – Select which type of map you wish to add additional details. For adding details it is suggested you use the “Aerial with Labels” map when trying to identify existing structures or land features. Please Note: If you elect to print the map as part of your hard copy submittal, IDOT suggests to use the “Aerial with Labels Map” since the existing features are important in many cases. Please check the quality of the printed map since many times aerial maps don’t print as well and details may be lost. If you chose not to print the aerial map use the “Roads” map instead.
- Zoom – You can use the scroll button on your mouse to zoom in and out or double click on the area you wish to zoom in to. Another option is to use the scale bar provided on the map.
- Pan – while the pointer is on the map, click and hold down the primary mouse button which will allow you to shift the map in any direction to the desired area.

Line Feature – use this to define other features or points of interest as mentioned above.

- If appropriate, it is suggested that you first use the “Point Features” icon to establish any spot features you wish to highlight because the Point Features will take precedence over the Line Features when they are assigned a Map Key number.
- First click on the “Line Feature” icon
- Click once on the map at the desired starting point
- Continue to click at points to define the line (such as to follow a roadway, a bike path or other land feature)
- Once you reach the end of the feature to be defined double click to establish the end point which will enact the save feature, saving this line.
- Additional lines can be added to define other features associated with your proposed improvement. You will need to click on Line Feature each time to enter another one.
- Crossing/overlapping of these lines will not cause an error.
- Once you save a line feature it is assigned a number attached to that line feature. Just under the map you will see Delete Feature, Map Key and Description field. Use the Description field to define the numbered feature you have entered.
- Note: the numbers assigned to your Line Features will change if you add Point Features afterwards. The descriptive information will change accordingly, but be cautious if you have not entered the descriptive information already as the original number may have changed.
- Use the Delete Feature to delete any unwanted Line Feature by its number
- Point Feature – use this to define other features or points of interest as mentioned above
 - First click on the “Project Point” icon
 - Click on the map to define the location (Click only once)
 - The map will save this location after you click to establish the location to be flagged.
 - If you have more than one spot location to define, establish a Project Point for each one separately. You will need to click on Point Feature each time to enter another one.
 - Once you save a Point Feature it is assigned a number attached to that Feature. Just under the map you will see a Map Key and Description field. Use these to define the numbered feature as entered.
 - Use the Delete Feature to delete any unwanted Point Feature by its number
- Delete Feature – use this to delete any unwanted Line or Point Feature by its Key Map number. **Please notice that the Key Map numbers will change as you delete an item.** The project limits stored on the map created under General Information cannot be altered or deleted on this map.
- Map Key – each Line and Point Feature is assigned a Key Map number as you define each item on the map. Please note that **Point Features will take precedence over the Line Features when they are assigned a Map Key number.**
- Description – (255 Characters Max) Use this field to enter descriptive information about each Line or Point Feature you have provided on the map. Click “OK” to accept the description information you provided. The descriptive information will be displayed at the bottom of your map. Go to Finalize and Submit to view or print your map.
- Printing the Map – If you elect to print the map as part of your hard copy submittal, IDOT suggests to use the “Roads Map”. If you elect to use an aerial map, please use the “Aerial with Labels Map”. Please check the quality of the printed map since many times aerial maps don't print as well and details will be lost.

Attachments

Starting with the 2012 application cycle, applicants will be able to submit all required and supplemental attachments on-line. However, each application is limited to 35Mb of storage space. If this limit is exceeded you will receive an error message and will need to reduce the total size of your attachments before you can submit your application. The system will track for you how much space has been used and percentage of capacity used based on your attachments (displayed at the bottom of the page)

- If you reach the limit of your storage space while uploading your attachments there are steps you can take to reduce the size of your attachments.
 1. Utilize file types which are naturally smaller, when appropriate. For example, when uploading pictures utilize the JPEG file type. JPEG image files require less storage space while maintaining the physical dimensions and general level of detail of other file types. Similarly, large Microsoft Word files can be saved as PDF files to reduce storage requirements.
 2. Combining pictures into a Microsoft Word document and exporting that document as a PDF also reduces the file size while still maintaining enough image detail for review. In addition it provides the opportunity for you to add descriptions under each of the images.
 3. Review your picture files. Images are more likely to take up larger amounts of storage space than text files. If there is an image which seems to be taking up a large amount of your storage consider reducing its dimensions, which in turn will reduce the storage space it requires.
 4. Large documents such as maps can often be converted to PDF files as well.
- If you have tried these measures and still exceed the size limitations you may have to reduce the total number of attachments. At this point consider what each attachment demonstrates. Some attachments are required and you will want to make sure not to remove these. However, if you have several images which depict the same element of a project you may wish to only include the strongest of the set, the one which best supports the application.

Required Attachments

(See also Finalize and Submit for additional information on attachments)

1. Detailed Cost Estimate
2. Project Location and Detailed Project Maps
 - a. **A minimum of two maps is required.**
 - b. If you elect to use the maps you created through the on-line application process as your project location and detailed project map, you do not have to submit an additional map.
 - c. If your project is a Statewide Project (selected under General Information), you are still required to either use the interactive mapping features under the Mapping section or submit a Project Location Map as an attachment.
 - d. Please note that both a Project Location Map and a Detailed Map is required.
3. Colored Photographs
4. Local Assurance Page (available for downloading under Instructions at top of page)
5. Public Involvement (*if applicable*)
6. Letters of Support (*if applicable*)
7. Government Resolution (*if applicable*)

How to upload attachments

1. Select the attachment type you will be uploading from the drop down list.
2. Click the [Browse] button.
3. A file dialog window will open from which you can navigate to and select the file you would like to upload. Choose the file you would like to upload based upon the attachment type you selected in step 1 and click [Open]
4. You will now see a blue loading bar with a % loaded indicator. Allow the file to upload.
 - o Certain things including your internet connection speed, the size of the attachment, and the amount of other users on the ITEP Application system can affect the speed of the upload.
 - o If an upload appears to 'freeze' or stop you can click [Save], refresh the page, and attempt the upload again.
 - o Do not move to another page while attachments are downloading. This will interrupt the download process and your files will not be downloaded. You will have to repeat the process.
5. Once the file has completely uploaded it will be added to a list below the upload button and a text box will be placed below it. You can use this text box to enter a brief description of the data contained in the attachment or how this attachment supports the application. This may be especially important if you attached anything as a "Miscellaneous Document"
6. You will also notice that there is a small trash can icon to the left of the name of the uploaded file. If you decide you need to remove the attachment you can do so by clicking this icon and confirming the removal when prompted. If you delete a required attachment you must re-submit another in its place.
7. Repeat steps 1 through 6 for all attachments.
8. You can begin the upload of another attachment before the upload bar of the previous has completed. This allows you to upload several attachments at once. However, attempting to upload too many attachments at once can lead to a higher probability of an upload failing.
9. If you exceed the maximum file space allowed, you will have to try and reduce the size of one or more of your attachments or possibly delete one or more supplemental attachments (do not delete any of the required attachments)
 - o If you feel one of the attachments is critical to your project but are unable to download it then attach a hard copy and submit it as part of your hard copy submittals. You must identify it as a Supplemental attachment that you were unable to download through the on-line application process and include a copy of the first page of your application (General Project Information) as a cover sheet. Please be sure to send **five additional copies** of any supplemental attachment you are unable to download so it can be distributed to others as part of the application review process.

Please be patient. Large files will take time to download. Also if there are a number of users downloading files at the same time this will also affect the speed at which your files will be downloaded.

Finalize and Submit

Required attachments: Verify that you have included all required and any additional attachments

- **Detailed Cost Estimate** – A detailed cost estimate is required and necessary for accurately defining the project, outlining project responsibilities and assuring adequate funding.
 - A few examples of detailed cost estimates are provided in the ITEP Guidelines Manual under Appendix 8 for various types of projects.
 - Not every project sponsor will have as many details available but each cost estimate should provide specific line items, estimated quantities, unit costs, eligible and ineligible items (if appropriate).
 - Items such as Land Acquisition and Street Lighting that is to be funded at 50% should also be separated from eligible items that qualify for 80% funding.
 - **Contingencies and Inflation Factors are not an allowable line item and cannot be included as such.** There are other ways to account for contingencies and inflation in your cost estimate.
 - **Applications with “Lump Sum” Cost Estimates with little or no detail will be marked ineligible and not considered for funding.**
- **Project Location Maps** – A minimum of two maps is required. Every applicant must complete a project location map under General Information. This fulfills one of the mapping requirements. In addition a detailed map must also be completed under the Mapping section or applicant may choose to create their own map or download an existing map you may already have. When appropriate, your detailed map should include other specifics such as bike trails, other related improvements that may or may not have been funded with ITEP funds, street names, features such as streams or rivers, parks, schools, transit stations or any other significant identifiers.
- **Colored Photographs** – At a minimum, you must include color photographs of existing project conditions. If your project is selected for funding, additional photographs will be required upon project completion.
- **Local Assurance Page:** This form must be signed by a legal representative of the project sponsor such as the Mayor, Village President, County Board Chairman, Agency Head, etc.... You can download the Local Assurance Page from the on-line application. Go to the Attachments page and at the top under Instructions you will see the link to the Local Assurance Page. Once it is signed, submit it as an attachment.
- **Public Involvement:** If you answered Yes to the question under Project StatusIndicate public involvement activities you have completed to demonstrate public awareness and support for the proposed project. This is an area of emphasis for IDOT and for the Federal Highway Administration. Attach summaries of any public meetings showing positive and negative comments.
- **Letters of Support:** If you answered Yes to the question under Project Statusinclude any letters of support from public or elected officials, special interest groups, or outside agencies that may be involved in the project. Please limit support letters to a maximum of three (3).
- **Government Resolution:** If you answered Yes to the question under Project Statusinclude a copy of any resolutions passed by the governing board or council for your agency in support of this project.
 - **Supplemental Attachments:** If additional space is required to provide sufficient details when responding to a question you can submit any additional information as a supplemental attachment. This can also be used for submittal of additional details about the project such as plan sheets, architectural drawings, examples of planned improvements, or project specific items such as a picture of the type of street or pedestrian lights proposed for your project or other related appurtenances.

- If you feel one of the attachments is critical to your project but are unable to download it then attach a hard copy and submit it as part of your hard copy submittals. You must identify it as a Supplemental attachment that you were unable to download through the on-line application process and include a copy of the first page of your application (General Project Information) as a cover sheet. Please be sure to send **five (5) additional copies** of the attachment so it can be distributed to others as part of the application review process.

Finalize & Submit Application: Clicking on this button will submit your application to IDOT. Once the application is finalized/submitted, the application will be locked from further edits (see Request to Unlock below). Before you submit your application it is suggested that you review it one last time and verify all attachments are there. A notification e-mail will be automatically generated to the user's e-mail address verifying that the application has been received. If you have not received a verification e-mail within a 24 hour period, please send a notice to ITEP@dot.il.gov with specific project information such as the ITEP number, Project Title and date you submitted your application.

View or Print Application: This can only be used at any time to print your application or review it on-screen, whether it has been completed or not. We suggest you select Print Application and review the materials before you Finalize it. You must print a copy of the entire application and all attachments for submittal to IDOT. As mentioned above, once you Finalize your application you will no longer be able to edit it unless you submit a request to Unlock. **However, you must Finalize your application before it will be assigned an ITEP number and submission date.**

Request to Unlock: Use this button only if you have revisions to your application (after you have finalized it). This will open up an e-mail box enabling the user to submit a request to IDOT to unlock your application. The ITEP number will be displayed on the e-mail in the Subject line. You must provide an explanation as to why you are requesting the application to be unlocked. An e-mail will be sent back to the user's e-mail address confirming your application has been unlocked. IDOT cannot edit your application for you.

- **Once edits have been completed, you must resubmit your application by clicking on the Finalize Application button.** The ITEP number will remain unchanged but the submittal day/time will be updated accordingly. Don't forget to update the information for your hard copy submittal as well.

Submittal of Application and Attachments: Once an on-line application is submitted, the account user will receive an e-mail notification that the application has been received which will include an ITEP number. Each application will be assigned a unique ITEP number, which will be displayed in the upper right hand corner of the General Information page after you have finalized and submitted the application.

- Do not submit hard copies of your application until you have completed the on-line application process and have your unique ITEP number.
- Once you have submitted your on-line application, two (2) hard copies of your project application(s) and attachments must be delivered to IDOT within three (3) working days of the date of your on-line application submittal.
- All hard copies are to be collated – IDOT will not put your applications together for you. They do not have to be bound but it is recommended at least one copy be bound in some fashion.
- Two hard copies of the application and attachments must be delivered to IDOT by Close of Business (4:30 PM CST) on Friday, June 1, 2012. Applications received beyond the deadline will not be accepted.

Application Deadlines

All applications must be submitted through the on-line application process. In addition, two hard copies of the application with attachments will be required to be submitted and if applicable five (5) additional copies of any supplemental attachments you were unable to download.

All on-line applications must be submitted by 11:59 PM (CST), Tuesday, May 29, 2012

In addition to the on-line submittal you must submit to IDOT within three (3) working days of the date of your final on-line application submittal:

- **Two (2) hard copies of the entire application, including attachments**
- **One bound copy and one unbound copy please**
- **Five (5) additional copies of any attachments you were unable to download**

Final deadline: All hard copies of applications with attachments must be delivered to IDOT by Close of Business (4:30 PM CST) on Friday, June 1, 2012

Applications received beyond the deadline will not be accepted

Please submit all material to the following address:

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