

# Transportation Alternatives Program Guidance & Application Packet

Call for Projects: April 5<sup>th</sup>, 2018 –May 11<sup>th</sup>, 2018

## Introduction

The Region 1 Planning Council, in its capacity as the Metropolitan Planning Organization (MPO) for the Rockford metropolitan area is responsible for programming various federal and state transportation funding programs. This document describes the competitive application and selection process that the MPO will use to solicit, select, and award federal Transportation Alternatives Program (TAP) funds that are sub-allocated to the MPO as authorized under the Fixing America's Surface Transportation Act (FAST Act) Transportation Alternatives (TA) set-aside.

## Background

The Transportation Alternatives Program (TAP) was authorized under the Moving Ahead for Progress in the 21st Century Act (MAP-21) and provided funding for programs and projects that expand transportation choices with a focus on non-traditional transportation projects. This single funding source served to enhance the transportation system and provided funding for surface transportation projects including bicycle and pedestrian facilities; safe routes to school programs and projects; scenic viewing areas and overlooks; and transportation-related community improvement projects that may include historic preservation, wildlife mortality mitigation, water and environmental quality improvements.

On December 4, 2015, the Fixing America's Surface Transportation Act (FAST Act) was signed into law. The FAST Act eliminated the MAP-21 Transportation Alternatives Program (TAP) and replaced it with a set-aside of Surface Transportation Block Grant (STBG) program funding for transportation alternatives authorized under Section 1109 of the FAST Act (23 U.S.C. 133(h)). This new STBG program set-aside provides funding for TAP, and all projects and activities that were previously eligible under TAP continue to be eligible under the STBG set-aside.

The goal of TAP 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. TAP requires communities to coordinate efforts to develop and build safe, valuable and functional projects in a timely manner.

Under TAP, RMAP works jointly with Illinois Department of Transportation (IDOT), local governments, interest groups and citizens in enhancing the transportation system and building more livable communities. The Transportation Alternatives 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.

## Intent & Purpose

The purpose of this document is to establish procedure and criteria for the selection of projects to be funded with that portion of the Transportation Alternatives set-aside funds (STBG program under the FAST Act / TAP under prior Federal Transportation Laws) annually allocated to the Rockford Urbanized Area/MPO Planning Area through the Illinois Department of Transportation and commonly referred to as TAP funds.

It is the general intent of this document to direct the use of Transportation Alternatives Set-Aside program funds toward projects which have regional significance and which will further the goals, objectives, and projects outlined in the Transportation for Tomorrow (2040): A Long Range Transportation Plan for the Rockford Region, *Bicycle and Pedestrian Plan for the Rockford Metropolitan Area* and *Greenways: A Green Infrastructure Plan for Boone and Winnebago Counties*.

## Funding

The MPO's sub-allocation for FY 2015 is \$314,732, \$320,853 for FY 2016, and \$320,853 FY 2017, for a current fund accrual of \$956,438. This application cycle will award funds for all three years, FY 2015, FY 2016, and FY 2017.

### Match Ratio

TAP projects will be funded at a ratio of 80% federal funds and 20% local funds for eligible project activities. Preliminary engineering, utility relocation, construction engineering, and construction are eligible for funding at an 80/20 match. However, Preliminary Engineering (Phase I & Phase II) as well as Construction Engineering (CE) costs funded by local sources is encouraged.

The past practice of requiring ROW (including relocation expenses) to be funded from local sources is encouraged but not recommended as mandatory. Requiring local ROW funding has the effect of increasing the local commitment to a project and spreading the limited federal funds over a larger number of projects. However, certain projects may have excessive ROW needs and federal assistance may need to be considered on a case by case basis. Also, ROW acquisition far in advance of projects or "opportunity purchases" of properties far in advance of complete project engineering may be advantageous in some instances if not in conflict with federal guidelines and procedures. Right-of-way acquisition are eligible for funding at a **50/50 match**; i.e., 50% is TAP funding matched by 50% local funding.

Project sponsor organization must have the required TAP local match (minimum 20% of total project cost) committed from a verified funding source or if ROW acquisition costs are allowed, local match for said ROW is 50% total acquisition cost. As TAP is a reimbursable program, the project sponsor must be able to front the costs of the project and then seek reimbursement for eligible TAP costs. The project applying for TAP funds should be at the time of project submittal identified in the sponsor organization's Capital Improvement Program (CIP), sponsor organization's Comprehensive Plan, MPO Transportation Improvement Program (TIP), MPO Long-Range Transportation Plan (LRTP), RMAP Greenways Plan, and/or MPO Bicycle and Pedestrian Plan.

## Eligible Projects

Projects are eligible for TAP funding when they meet the eligibility criteria outlined in the section below. Project recommendation is based upon project evaluation criteria (later in this application), except where said project evaluation criteria are explicitly waived or altered by the MPO Policy Committee. Also, TAP funding is generally restricted to eligible projects that are within the officially defined boundaries of the RMAP Adjusted Urbanized Area.

The following activities, as authorized in the FAST Act for TA set-aside funding<sup>1</sup>, are considered eligible activities for the MPO's program. A project must demonstrate a relationship to surface transportation.

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<sup>1</sup> TA Set-Aside funds may be obligated for projects or activities described in FAST Act § 1109; 23 U.S.C. 133(h), as such provisions were in effect on the day before the date of enactment of the FAST Act.

The TAP projects must enhance the transportation system either by serving a transportation need or providing a transportation use or benefit. Eligible projects should meet at least one of the following project types to be considered eligible:

1. Construction, planning, and design of on-road and off-road trail facilities for pedestrians, bicyclists, and other non-motorized forms of transportation, including sidewalks, bicycle infrastructure, pedestrian and bicycle signals, traffic calming techniques, lighting and other safety-related infrastructure, and transportation projects to achieve compliance with the Americans with Disabilities Act of 1990.
2. Construction, planning, and design of infrastructure-related projects and systems that will provide safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs.
3. Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other non-motorized transportation users.
4. Construction of turnouts, overlooks, and viewing areas.
5. Community improvement activities, *which include but are not limited to*:
  - inventory, control, or removal of outdoor advertising;
  - historic preservation and rehabilitation of historic transportation facilities;
  - vegetation management practices in transportation rights-of-way to improve roadway safety, prevent against invasive species, and provide erosion control; and
  - archaeological activities relating to impacts from implementation of a transportation project.
6. Any environmental mitigation activity, including pollution prevention and pollution abatement activities and mitigation to address stormwater management, control, and water pollution prevention or abatement related to highway construction or due to highway runoff or reduce vehicle-caused wildlife mortality or to restore and maintain connectivity among terrestrial or aquatic habitats.
7. Safe routes to school program infrastructure- or noninfrastructure-related activities eligible under section 1404(f) of the SAFETEA-LU.

Activities are not eligible if they are routine maintenance projects such as re-striping a trail, cleaning up debris or repairing broken curb or landscaping as a stand-alone project. Items such as sidewalk repair and curb cuts for persons with disabilities (as a stand-alone project) are considered routine activities and therefore ineligible for the transportation alternatives program. Curb cuts as part of a larger improvement program (i.e. new bicycle or pedestrian facility) would be eligible. For a complete listing of eligible and ineligible items can be found in [FAST Act § 1109; 23 U.S.C. 133\(h\)](#).

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

Some cost items will not be eligible for Transportation Alternatives funding even if the overall project is approved. Examples of cost items that will not be approved include trash bins, picnic tables, campgrounds, and general park facilities.

Ineligible Items:

- Scenic or historic highway programs (including the provision of tourist and welcome center facilities)
- Provision of safety and educational activities for pedestrians and bicyclists
- Acquisition of scenic easements and scenic or historic sites
- Establishment of transportation museums
- State or MPO administrative purposes
- Promotional activities
- Routine maintenance and operation
- General recreation and park facilities, playground equipment, sports fields, campgrounds, picnic areas and pavilions
- Road work (i.e. resurfacing)
- Bike sharing programs – capital and operational costs
- Bike/bus/picnic shelters
- Equestrian and snowmobile trails
- Landscape work as a stand-alone project
- Parking lots
- Storm sewers
- Trash receptacles
- Courthouses
- Purchasing a building
- Alleyway improvements
- Trail resurfacing (maintenance)
- Bicycle lockers/racks (as a stand-alone project)
- Pedestrian crossings (as a stand-alone project)
- Street/pedestrian lighting (as a stand-alone project)
- Fences
- Recreational trails
- Benches (unless permanent in nature)

## Eligible Sponsors

Eligible project sponsors are also determined by FHWA, and include the following entities:

- Local governments;
- Regional transportation authorities;
- Transit agencies;
- Natural resource or public land agency;
- School district;
- Tribal government;
- Nonprofit entity responsible for the administration of local transportation safety programs (e.g. safe routes to school program); and
- Any other local or regional governmental entity with responsibility for oversight of transportation or recreational trails.<sup>2</sup>

## PROJECT SELECTION & PROGRAMMING PROCESS

For any transportation alternative project located within MPO Adjusted Urbanized Area, the MPO follows a process for the assignment of Transportation Alternative Set-Aside (TA) funds of the Federal Surface Transportation Block Grant program. As part of this process, there is also an understanding that TA funds are distributed equitably in the entire MPO planning area. The MPO follows a process for the purpose of determining how the area's allocated Transportation Alternatives Program funds shall be used. The steps of this process are outlined below.

**Step 1 – Solicitation of Projects:** The official selection process starts with the Call for Projects and interested agencies completing the appropriate application to apply for the TAP funding prior to the start of the annual TIP preparation procedure which typically begins in March of each year. To the extent possible, and for the purpose of easing the task of comparing projects that are competing for the same funds, an application form will need to be submitted. An example of the application can found in Appendix A.

Download the application here: [http://www.rmapil.org/wp-content/uploads/2018\\_tap\\_application.pdf](http://www.rmapil.org/wp-content/uploads/2018_tap_application.pdf)

**Step 2 - Staff Review & Scoring:** MPO staff will review the proposed project applications for completeness and verify that the project is located within the MPO Adjusted Urbanized Area. MPO staff will conduct an initial project selection to determine if the submitted project will proceed to the evaluation process. If the project does not clear the initial selection process the applicant will be notified and may be provided an opportunity to submit additional information to support approval of the project. The MPO will use the *eligibility criteria* detailed above as the initial selection process.

After the initial selection process, based on the project eligibility criteria, the MPO will collect the data for reviewers to evaluate and score applications using the MPO Project Evaluation Criteria (found in Appendix B). Five evaluation criteria are used to score the projects based on MPO evaluation process to select and prioritize projects to receive TAP funding. The total possible score that any project can receive is 100 points. Specifically, proposed projects will be evaluated on the following characteristics:

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<sup>2</sup> See more detailed FHWA guidance on eligible (and non-eligible) entities at the FHWA website: [https://www.fhwa.dot.gov/environment/transportation\\_alternatives/guidance/guidance\\_2016.cfm](https://www.fhwa.dot.gov/environment/transportation_alternatives/guidance/guidance_2016.cfm)

Regional Significance & Planning Document Consistency	Maximum	20	points
Project Readiness	Maximum	20	points
Demand	Maximum	20	points
Connectivity	Maximum	25	points
Additional Considerations	Maximum	15	points
		<u>Total</u>	<u>100</u> points

After completion of the evaluation process, MPO staff will prepare a priority list with all of the projects evaluated based on the ranking system. Staff will then submit the priority list to the RMAP Alternative Transportation Committee for consideration and project recommendation.

**Step 3 - Committee Review & Allocate Funds:** Once MPO staff has submitted the priority list to the MPO Alternative Transportation Committee for review, the MPO Alternative Transportation Committee will meet and discuss the proposed candidates' project submittals. Proposals will be reviewed and discussed in light of the Project Selection Criteria (above). Based on the feedback of the MPO Alternative Transportation Committee, MPO staff will present and discuss the MPO Alternative Transportation Committee's recommendation to the MPO Technical Committee. Once the MPO Technical Committee has reviewed and discussed the recommendation, MPO staff will submit a draft TAP project(s) to the MPO Technical Committee for recommendation to the MPO Policy Committee.

If approved, the MPO Technical Committee will make a recommendation to the MPO Policy Committee.

**Step 4 - Policy Committee Review and Approval:** The MPO Policy Committee will review the proposed candidates or changes and recommendations. The MPO Policy Committee will then take an official action based on staff and Technical Committee recommendations and render a decision.<sup>3</sup>

**Step 5 – TIP Programming:** The action of the MPO Policy Committee will be incorporated by formal resolution via an amendment to the current TIP and placed into the draft TIP for the coming fiscal year. The formal resolution, upon adoption by the MPO Policy Committee, will be forwarded to the Illinois Department of Transportation (IDOT).

## PROJECT STATUS UPDATES

Project sponsors have the responsibility of ensuring their projects are constructed in a timely manner. If awarded TAP funds, the lead agency is required to update the MPO on the status of the project. A Project Status Form will be sent prior to the quarterly meetings for those jurisdictions that have TAP projects utilizing MPO STBG TA Set Aside funds. The form is to be filled out regarding specific project status details. The form should identify the critical milestones accomplished to date, as well as, any delays or difficulties encountered. A meeting can be requested from the lead agency in place of the quarterly form. For your reference, a copy of the form has been included in Appendix C of this document. Additionally, project sponsors will include MPO staff in their correspondence with the Illinois Department of Transportation (IDOT) at each stage in the development process according to the IDOT/local agency agreement. This will increase coordination and allow MPO staff to better serve its member governments.

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<sup>3</sup> Policy Committee action on matters involving federal funds requires the approval of a super-majority of the total members of the Policy Committee (6 out of 8).

APPENDIX A: PROJECT APPLICATION

# Transportation Alternatives Program - Project Application *EXAMPLE*

The Region 1 Planning Council is accepting applications for transportation alternatives program improvement projects within the MPO Adjusted Urbanized Area. **Completed applications must be delivered electronically to [jpdiipla@r1planning.org](mailto:jpdiipla@r1planning.org) no later than 5:00 p.m. on May 11th, 2018.**

DATE:

PROJECT TITLE:

Project Contact

LEAD AGENCY:

AGENCY TYPE: *Select Type*

CONTACT NAME:

TITLE:

DIVISION/OFFICE:

ADDRESS:

CITY:

STATE:

ZIP:

TELEPHONE NO:

EMAIL ADDRESS:

CO-SPONSOR(S) *if applicable*:

## Project Category Eligibility Checklist

The eligibility criteria listed under each category must be met to qualify for funding. This check list will be used to determine project eligibility. Your project may fall into more than one category, however, check only the **one** most relevant category.

- Construction, Planning, or Design of Pedestrian/Bicycle Facilities
  - Facilitates transportation from one destination to another
  - Included in a local, regional or statewide plan
  - Should include one of the following elements ADA compliant sidewalks, bicycle infrastructure, pedestrian and bicycle signals, traffic calming techniques, lighting and other safety-related infrastructure
- Landscape/Streetscape and Other Scenic Beautification
  - Located on publicly owned and operated property
- Conversion of Abandoned Railway Corridors to Trails
  - Facilitates transportation from one destination to another
  - Included in a local, regional or statewide plan
- Historic Preservation and Rehabilitation of Historic Transportation Facilities
  - Property must be or have been used for surface transportation activities
  - Listed on at least one of the five historic designations and located on publicly owned and operated property
  - Funds are for exterior use only
- Vegetation Management Practices in Transportation Rights-of-Way
  - Improves roadway safety, prevents against invasive species and provides erosion control
- Archeological Activities Relating to Impacts from Implementation of a Transportation Project
  - Must focus on physical evidence of historic or prehistoric human life or artifacts recovered from locations within or along highway corridors
  - Demonstrates consistency with the Secretary of the Interior's Standards for Preservation Projects
- Storm Water Management, Control and Water Pollution Prevention or Abatement Related to Highway Construction or Due to Highway Runoff
  - Identifies source of water pollution in the project application
  - Demonstrate mitigation benefits beyond what is considered standard environmental mitigation of a project
- Reduce Vehicle-Caused Wildlife Mortality or to Restore and Maintain Connectivity Among Terrestrial or Aquatic Habitats
  - Identifies types of wildlife that would benefit and outline their migration patterns, habitat use and current mortality rates
  - Demonstrates restoration, improvement or maintenance of habitat connectivity
- Construction of Turnouts, Overlooks and Viewing Areas
- Safe Route to School Activity

## Project Information

DESCRIPTION OF THE PROJECT:

PROJECT LOCATION:

BEGINNING TERMINI:

ENDING TERMINI:

PROJECT RELATIONSHIP TO SURFACE TRANSPORTATION:

PROJECT RELATIONSHIP TO EXISTING/PROPOSED BICYCLE & PEDESTRIAN FACILITIES:

PROJECT LOCATION MAP AND PROJECT LENGTH: *Please provide, as an attachment, a depiction of the location of the project and its vicinity on a base map such as a town road map, GIS map, aerial photo, or another base map suitable to clearly depict the projects overall location. Other photos, diagrams, maps, etc. are strongly encouraged. Additionally, please identify total length of the project facility.*

BRIEF JUSTIFICATION OF THE PROJECT:

PROPOSED SCOPE OF WORK & TIMELINE:

PROJECT STATUS: *Provide the current status of the project. Identify the stage of work the project is in: Environmental Review, Design, or Right of Way, not started, in progress, completed?*

IS RIGHT-OF-WAY ACQUISITION REQUIRED? Yes No

IS THERE CURRENTLY A MAINTENANCE PLAN FOR THIS PROJECT?

ANTICIPATED CONSTRUCTION/PROGRAM TO BEGIN:

Month Year

## Project Funding

ESTIMATED COST OF PROJECT:

	TOTAL	SPONSOR'S CONTRIBUTION
Preliminary Engineering I:	\$	\$
Preliminary Engineering II:	\$	\$
Right-of-Way Acquisition (50/50):	\$	\$
Utility Relocations:	\$	\$
Construction:	\$	\$
Construction Engineering:	\$	\$
Total Cost:	\$	\$
TAP Funds Requested:	\$	

PREVIOUS ITEP/TAP FUNDS: *Have funds from IDOT's ITEP or MPO's TAP programs been previously committed to the proposed project?*

Yes    No

AMOUNT RECEIVED:

*If yes, list the amount of funds and explanation for resubmittal?*

RELATED PROJECTS RECIEVING ITEP/TAP FUNDS: *Have funds from IDOT's ITEP or MPO's TAP programs been previously committed to any projects related to the proposed project?*

Yes    No

AMOUNT RECEIVED:

*If yes, list the amount of funds and briefly describe the relationship?*

AVAILABLE FUNDING: *Indicate whether the non-federal match can reasonably be secured by the project sponsor for the project if Transportation Alternatives Program funds are awarded, including dedicated/secured funding sources, and the capacity to maintain the project in the future.*

## Expected Benefits

REGIONAL SIGNIFICANCE: *Briefly describe how this project directly relates to the region and community, local and regional planning documents, including anticipated benefits and fit with the character of the area served.*

SAFETY: *Briefly describe how this project will address known safety issues. How will this project improve the safety of pedalcyclists and/or pedestrians or helps achieve the goals of the regional bicycle and pedestrian plan?*

ENVIRONMENT: *Briefly describe how this project will address environmental issues, including but not limited to air quality, GHG emissions, and environmentally sensitive lands or cultural areas. Will any renewable energy or green technologies be used during the construction phase of this project or are any green technologies included in the final design?*

## APPENDIX B: PROJECT EVALUATION CRITERIA

The MPO will evaluate and score applications using the following selection criteria and relative weighting (maximum of 100 points):

<b>Regional Significance &amp; Planning Document Consistency</b>	
A project can match more than one criteria and can earn a maximum score of 20 points.	
<b>Criteria</b>	<b>Project Score</b>
Project is identified within the MPO Long Range Transportation Plan, Bicycle & Pedestrian Plan, and/or Regional Greenways Plan.*	4
Project is identified in applicant's local comprehensive plans or capital improvement program	4
Project supports the Regional Plan for Sustainable Development's livability principles.	4
Project is sponsored by two or more partner agencies.	4
Project spans multiple jurisdictions.	4

<b>Project Readiness</b>	
Points are awarded to a project in each of the categories below. A project can earn a maximum score of 20 points in all three categories below.	
<b>Local Match</b>	<b>Project Score</b>
Project has verified local matching funds, above the 20% of total project cost minimum, to be applied to the TAP funds.	4
Project has verified local matching funds meeting the minimum 20% of total project cost to be applied to the TAP funds.	2
<b>Engineering</b>	<b>Project Score</b>
Preliminary Engineering (Phase I) is underway or complete.	4
Phase II Engineering is underway or complete	4
<b>Environmental Process</b>	<b>Project Score</b>
Environmental process is complete or not applicable.	4
<b>Right-of-Way Acquisition</b>	<b>Project Score</b>
Right-of-Way acquisition will need to use TAP funds	0
Right-of-Way acquisition (if needed) will be funded with local funds	2
Right-of-Way is complete or not required for applicant's proposed project	4

<b>Demand</b>	
A project can match more than one criteria and can earn a maximum score of 20 points.	
<b>Criteria</b>	<b>Project Score</b>
Project within area of significant employment centers/commercial centers.	2
Project is within a mile of a school.	3
Is the project within 1/4 mile of a school?	4
Is the project within 1/2 mile of a park?	2
Is the project within 1/2 mile of a transit stop?	3
Project provides aesthetics and scenic value or supports placemaking.	2
Project mitigates or eliminates physical barriers and supports active transportation	2
Is there a shown path (goat path), pre-existing facility, high volume of cyclists or pedestrians along a roadway, or documented community request?	2

<b>Connectivity</b>	
A project can match more than one criteria and can earn a maximum score of 25 points.	
<b>Criteria</b>	<b>Project Score</b>
Project connects existing on-street bicycle facility, shared use paths, and/or sidewalks	10
Project addresses identified gaps / missing links within the regional active transportation network	6
Improves access to public transit and facilities adjacent to a current fixed route	4
Project is proposed to be developed and implemented with another project	1
Project is an extension of a completed project	1
Project completes a previously ITEP and/or TAP funded project	2
Project connects to a previously awarded ITEP / TAP funded project	1

Additional Considerations	
A project can match more than one criteria and can earn a maximum score of 15 points.	
Criteria	Project Score
Project is located within or adjacent to Census geography that represents concentrations of minority and/or low-income populations (Title VI and Environmental Justice considerations).	5
Project addresses a documented safety concern or site specific crash problem	5
Project is part of a Context Sensitive Solutions (CSS) engagement process with the public involvement	1
Project can demonstrate GHG emission reduction or other air quality benefits	1
Project preserves or restores environmentally sensitive lands or cultural areas	1
Project includes elements that use renewable energy or green technologies	1
Project removes a threat to an historic resource or facility	1

Note: Please note that the above listed project evaluation criteria will be discussed at the April 19<sup>th</sup>, 2018 MPO Technical Committee meeting for recommendation and the May 3<sup>rd</sup>, 2018 MPO Policy Committee meeting for adoption. Any modifications to the project evaluation criteria that result from the upcoming MPO Technical Committee and MPO Policy Committee meetings will be reflected in the application and notice of changes in the evaluation criteria will be posted to the MPO website and distributed through our mailing list.

\*Hyperlinks to the above mentioned regional transportation planning documents are provided below:

- [Bicycle & Pedestrian Plan for the Rockford Metropolitan Area](#)
- [Greenways: A Green Infrastructure Plan for Boone and Winnebago Counties and the regional Greenways map](#)
- [Title VI and Environmental Justice Considerations](#)
- [Transportation for Tomorrow \(2040\): A Long Range Transportation Plan for the Rockford Region](#)
- [Regional Plan for Sustainable Development](#)

APPENDIX C: QUARTERLY PROJECT STATUS REPORT

# Transportation Alternatives Program Quarterly Project Status Report

The Region 1 Planning Council is requesting this form to be completed quarterly by jurisdictions / sponsor agencies that have been awarded TAP funding through the MPO Policy Committee. A meeting can be requested from the lead agency in place of this quarterly form. To schedule a meeting, contact Jon Paul Diipla at the email address below. **Completed reports must be delivered electronically to [jpdiipla@r1planning.org](mailto:jpdiipla@r1planning.org) no later than 5:00 p.m. on the last business day of the following months: January, April, July, and October.**

DATE:

PROJECT TITLE:

PROJECT TIP NUMBER:

LEAD AGENCY:

## Current Project Status

### PE CONSULTANT ACQUISITION

- Not applicable
- RFP advertised
- Consultant selected
- Pre-award audit complete

### DESIGN

- Preparing plans
- 50% plans submitted to IDOT for review
- 100% plans submitted to IDOT for review
- Bid documents submitted to IDOT for review

### ENVIRONMENTAL

- Preparing NEPA documents
- NEPA document approved

### RIGHT-OF-WAY

- Requested authorization from IDOT
- ROW acquisition complete
- Utility relocation complete
- ROW certification received

### CONSTRUCTION AUTHORIZATION

- Requested authorization from IDOT
- Authorization received

### CONTRACTOR ACQUISITION

- Project advertised
- Recommended award to IDOT
- Construction contract awarded

### CONSTRUCTION

- Project under construction

### PROJECT COMPLETED

- Project Completed

Provide a brief description of progress made since last report:

Explain any delays experienced and efforts made to correct:

Describe anticipated work efforts over the next three (3) months:

COMPLETED BY:

TITLE:

DIVISION/OFFICE: