



Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

July 27, 2016

CIRCULAR LETTER 2016-15

FY 2022 MAJOR BRIDGE PROGRAM

COUNTY ENGINEERS / SUPERINTENDENTS OF HIGHWAYS
MUNICIPAL ENGINEERS / PUBLIC WORKS DIRECTORS / MAYORS
METROPOLITAN PLANNING ORGANIZATIONS - DIRECTORS
TOWNSHIP HIGHWAY COMMISSIONERS
CONSULTING ENGINEERS

The department intends to add a FY 2022 local increment to the Illinois Major Bridge Program as we develop our FY 2018-2023 proposed Highway Improvement Program.

Local and state major highway bridges that meet all the criteria will be eligible. This is a discretionary program, and all proposed projects must compete statewide based on the following criteria:

- Each candidate project must be a deficient bridge eligible for Surface Transportation Program-Bridge (STP-Bridge) funding. Funding is for existing structures that meet STP-Bridge eligibility, not for constructing new structures. In addition, the structure must carry a highway.
- The total project cost for all engineering, utilities, land acquisition, and construction costs, including minimal approach work, must total a minimum of \$1,000,000 for local major bridge candidates. However, only the construction and construction engineering cost will be eligible for funding from the Major Bridge Program. The federal share is 80 percent of the eligible cost. The local agency is responsible for the 20 percent matching funds and any costs above the approved major bridge funding.
- Any proposed local bridge must be under the jurisdictional responsibility of a county, municipality or township and located on a route with appropriate jurisdictional responsibility. If local public agencies are willing to accept a jurisdictional transfer of certain private bridges, such as a highway bridge over a railroad or bridges that are in jurisdictional dispute between the state and local agency, and an agreement can be signed, these bridges may be submitted as candidates. Actual transfer of jurisdiction should be withheld until candidate bridges have been approved for funding.

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If you have a candidate project, please work with your District Local Roads Engineer to complete the required major bridge fund request form (attached) along with a briefing paper. This [Form OPP 2171](#) has been revised and is also available on the IDOT website under “Resources” and “Forms” and “Planning and Programming.”

The briefing paper should include the following information:

1. Completed major bridge fund request form (attached)
2. Structure number
3. Location and general description of project
4. Proposed improvement and detailed cost estimate (Identify costs for each phase of the project.)
5. Source and extent of local participation. (Specify cost estimates for local participation, including estimated railroad cost participation, if applicable.)
6. Preconstruction activity status
7. Tentative letting dates for proposed improvements
8. Load posting, if applicable
9. Current Structure Inspection and Appraisal sheet
10. Explanation of proposed jurisdictional transfer agreement required for eligibility for private bridges (if applicable)

In addition, under the Government Accountability and Transparency Act (GATA), each candidate project must also complete the “Uniform Application for State Grant Assistance” which is attached.

Also attached is the rating factor formula and explanation that is used in determining the eligibility of a candidate project. Therefore, before submitting your application, please feel free to evaluate your project’s eligibility with this formula.

Please note an important change to the application submittal process: When submitting applications for local projects, the local public agency is now required to submit the application under a cover letter from the local public agency, which clearly defines the responsible local public agency contact person. A new section titled, “Local Agency Contact Information,” has been added to the bottom of the Major Bridge Application form (OPP 2171), which requires additional contact information.

Questions should be directed to your District Local Roads Engineer. We encourage you to submit electronic copies of your applications (either via e-mail or on a CD) to your appropriate district. The districts must receive all program candidates by **September 15, 2016**.

Announcement of the selected FY 2022 local major bridge candidate projects will occur with the release of the IDOT proposed FY 2018 – 2023 Highway Improvement Program in the spring of 2017.

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In summary, each candidate application submittal should contain the following information:

1. Local Public Agency cover letter with contact information
2. Project briefing paper
3. Form OPP 2171
4. Uniform Application for State Grant Assistance

If you have any questions pertaining to this program, please contact Melinda Kos at (217) 785 – 5178 or Melinda.Kos@illinois.gov.

Sincerely,

A handwritten signature in blue ink that reads "Salmon O. Danmole". The signature is written in a cursive style with a long horizontal stroke at the end.

Salmon O. Danmole, P.E.
Acting Engineer of Local Roads and Streets

MK/tw

Attachments

cc: Dan Brydl, FHWA – Illinois Division
Gary Iles, Illinois Department of Natural Resources
Elias Ajami, Illinois State Toll Highway Authority
Eric Seibring, Illinois Association of County Engineers
Joe Schatteman, Illinois Municipal League
Bryan Smith, Township Officials of Illinois
Christine Filbert, Township Highway Commissioners of Illinois

RATING FACTOR FORMULA INFORMATION

Only candidate bridges with a computed rating factor (RF) of 100 or less will be eligible for consideration. The following formula will be used in the selection process for ranking candidate bridges:

$$RF = (SR / FC) \times [(TPC / LN) / ADT']$$

Where:

SR = Sufficiency Rating (if less than 1.0, use 1.0).

The sufficiency rating is a numeric value resulting from an FHWA method used to evaluate data by calculating four different factors: Structural Adequacy and Safety, Serviceability and Functional Obsolescence, Essentiality for Public Use and Special Reductions (based on certain limiting features). This value is a percentage indicative of a bridge's sufficiency to remain in service. It is expressed as a percentage in which 100 percent represents an entirely sufficient bridge and zero percent represents an entirely insufficient or deficient bridge.

Note: Only those structures carrying a highway receive a sufficiency rating. Structures not carrying a highway are not eligible for Major Bridge funding.

FC = Functional Classification Status

A value of 1.0 is assigned for FC if the bridge route is functionally classified as a local road or local street.

A value of 1.5 is assigned for FC if the bridge route is functionally classified as a major or minor collector highway.

A value of 2.0 is assigned if the bridge route carries a functional classification higher than a major collector, such as arterial, principal arterial, freeway, or expressway.

TPC = Total Project Cost in millions of dollars.

Total Project Cost (TPC) includes preliminary engineering, land acquisition, utilities, hazardous waste mitigation, construction engineering and construction. It is used for calculating the rating factor and must exceed \$1 million for project eligibility.

NOTE: Only the construction and construction engineering costs are eligible for funding from the Illinois Major Bridge Program. Any funds expended on a project prior to selection for the Illinois Major Bridge Program are not reimbursable.

LN = Number of Lanes.

For replacement projects, the number of lanes (LN) for the proposed structure should be used in the rating factor calculation. This element will increase the selection potential for **replacement** candidates when competing with rehabilitation candidates that generally cost much less than bridge replacement projects.

For rehabilitation projects, the number of lanes (LN) equals 1.0.

ADT ' = ADT Prime which is the Average Daily Traffic plus Average Daily Truck Traffic (heavy commercial trucks) in thousands.



Bridge Name	IDOT District	County	Structure Number(s)	City
<input type="text"/>				

Facility Carried	Facility/Feature Crossed	Owner
<input type="text"/>	<input type="text"/>	<input type="text"/>

Jurisdictional Agreement Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	Type of Work <input type="checkbox"/> Rehab <input type="checkbox"/> Replace	Date of Last Inspection	Sufficiency Rating (SI&A Sheet)
		<input type="text"/>	<input type="text"/>

Number of Lanes	Functional Class Value	Load Posted? <input type="checkbox"/> Yes <input type="checkbox"/> No	List the load posting (if yes)
<input type="text"/>	<input type="text"/>		<input type="text"/>

ADT (from SI&A Sheet)	ADTT	ADT'	ADT Year
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

(Do not use Future/Projected ADT or AADT counts here. Use the last official recorded counts.)

FY ____ REQUEST (in dollars)			
	Estimated Project Cost * (PE, CE, ROW, Utilities, Construction)	Major Bridge Total (CE, Construction)	Major Bridge Request (CE, Construction)
Total Cost			
	Federal Share (80%)		
	Non-Federal Match (20%)		

*Cost estimate of bridge and bridge approach work to be used in rating factor calculation.

Describe construction activity planned (rehabilitation of substructure, deck, main, span, etc. or total replacement) below and **attach a current briefing about the entire project:**

Special Consideration:

Contact Person Information

Name	Phone	E-mail
<input type="text"/>	<input type="text"/>	<input type="text"/>

Street Address	City
<input type="text"/>	<input type="text"/>

Required for Local Projects Only: Local Agency Contact Information (if different from contact information above)

Name	Phone	E-mail
<input type="text"/>	<input type="text"/>	<input type="text"/>

Street Address	City
<input type="text"/>	<input type="text"/>

Uniform Application for State Grant Assistance

Agency Completed Section

1.	Type of Submission	<input type="checkbox"/> Pre-application <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed / Corrected Application
2.	Type of Application	<input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation (i.e. multiple year grant) <input type="checkbox"/> Revision (modification to initial application)
3.	Date / Time Received by State	Completed by State Agency upon Receipt of Application
4.	Name of the Awarding State Agency	Illinois Department of Transportation
5.	Catalog of State Financial Assistance (CSFA) Number	494-00-1006
6.	CSFA Title	Illinois Major Bridge Program
Catalog of Federal Domestic Assistance (CFDA) <input type="checkbox"/> Not applicable (No federal funding)		
7.	CFDA Number	20.205
8.	CFDA Title	Highway Planning and Construction
9.	CFDA Number	XX
10.	CFDA Title	XX
Funding Opportunity Information		
11.	Funding Opportunity Number	17-1006-01
12.	Funding Opportunity Title	Illinois Major Bridge Program
13.	Funding Opportunity Program Field	Bridge Construction
Competition Identification <input checked="" type="checkbox"/> Not Applicable		
14.	Competition Identification Number	
15.	Competition Identification Title	

Applicant Completed Section

Applicant Information

16.	Legal Name	Name used for DUNS registration and grantee pre-qualification
17.	Common Name (DBA)	
18.	Employer / Taxpayer Identification Number (EIN, TIN)	
19.	Organizational DUNS number	
20.	SAM Cage Code	
21.	Business Address	Street address: City: State: County: Zip + 4:

Applicant's Organizational Unit

22.	Department Name	
23.	Division Name	

Applicant's Name and Contact Information for Person to be Contacted for *Program* Matters involving this Application

24.	First Name	
25.	Last Name	
26.	Suffix	
27.	Title	
28.	Organizational Affiliation	
29.	Telephone Number	
30.	Fax Number	
31.	Email address	

Applicant's Name and Contact Information for Person to be Contacted for *Business/Administrative Office* Matters involving this Application

32.	First Name	
33.	Last Name	
34.	Suffix	
35.	Title	
36.	Organizational Affiliation	
37.	Telephone Number	
38.	Fax Number	
39.	Email address	

Areas Affected		
40.	Areas Affected by the Project (cities, counties, state-wide)	Add Attachments (e.g., maps)
41.	Legislative and Congressional Districts of Applicant	
42.	Legislative and Congressional Districts of Program / Project	Attach an additional list, if needed
Applicant's Project		
43.	Description Title of Applicant's Project	Text only for the title of the applicant's project.
44.	Proposed Project Term	Start Date: End Date:
45.	Estimated Funding (include all that apply)	<input type="checkbox"/> Amount Requested from the State: <input type="checkbox"/> Applicant Contribution (e.g., in kind, matching): <input type="checkbox"/> Local Contribution: <input type="checkbox"/> Other Source of Contribution: <input type="checkbox"/> Program Income: <div style="text-align: right;">Total Amount</div>
<p>Applicant Certification:</p> <p>By signing this application, I certify (1) to the statements contained in the list of certifications* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil or administrative penalties. (U.S. Code, Title 218, Section 1001)</p> <p>(*) The list of certification and assurances, or an internet site where you may obtain this list is contained in the Notice of Funding Opportunity.</p> <p style="text-align: center;"><input type="checkbox"/> I agree</p>		
Authorized Representative		
46.	First Name	
47.	Last Name	
48.	Suffix	
49.	Title	
50.	Telephone Number	
51.	Fax Number	
52.	Email Address	
53.	Signature of Authorized Representative	
54.	Date Signed	

Grant Accountability and Transparency Act Pre-Award Requirements

In alignment with the Grant Accountability and Transparency Act (GATA) and Federal Uniform Guidance (2 CFR 200), grantee entities must complete the below requirements prior to receiving a Fiscal Year 2017 (FY17) grant award from the State of Illinois. This process went live for the State on Monday, June 27, 2016. Visit the *Grantee Links* tab on grants.illinois.gov to learn more.

There are four (4) Grantee Pre-Award Requirements:

1. **Grantee Registration**
2. **Grantee Pre-Qualification**
3. **Fiscal and Administrative Risk Assessment/Internal Control Questionnaire**
4. **Programmatic Risk Assessment**

Please see below for details on completing each of the requirements.

1. **Grantee Registration (Required one-time at the organization/entity level)**

Please note: Entities with multiple departments, divisions, etc. (primarily affects Local Governments – Counties and Cities) should register and complete the ICQ based upon their fiscal and administrative responsibility and reporting structure. In general this will be at the highest level (i.e. County or City level). However if the various departments or divisions of a local government are *independent* in their fiscal and administrative responsibility and reporting structure (separate audited financial statements, single audit determination, etc.) then each department or division would be requested to register and complete the ICQ. The registrations can use the same FEIN but would require a unique DUNS numbers. In every case, the various departments or divisions will be responsible at the program level of the risk assessment profile (programmatic risk assessment).

All grantee entities must be registered with the State of Illinois. To complete the Grantee Registration,

- Go to the *Grantee Links* tab on grants.illinois.gov, or
- Click here to access the Grantee Registration form directly: <https://grants.illinois.gov/registration/>
- Complete all required fields
- Click 'Submit'
- Completion of the Grantee Registration triggers the remaining grantee pre-award requirements

2. **Grantee Pre-Qualification (Required one-time at the organization/entity level; periodically validated)**

All grantee entities must be qualified to do business with the State of Illinois. To be qualified for an FY17 grant award, an entity must:

- a) Have a current DUNS number (click [HERE](#) to view instructions on obtaining a DUNS number);
- b) Have a current SAM CAGE Code (click [HERE](#) to view instructions on obtaining a SAM Cage Code);
- c) Not be on the Federal Excluded Parties List (click [HERE](#) to verify utilizing the Quick Search); and
- d) Be in Good Standing with the Illinois Secretary of State (click [HERE](#) to verify).

The pre-qualification status will be verified by a state agency after the Grantee Registration is submitted. If an entity has a pre-qualification issue, a state awarding agency will notify the entity. Entities on the Federal Excluded Parties List are not eligible to do business with the State of Illinois. Entities may remediate all other pre-qualification issues.

3. **Fiscal & Administrative Risk Assessment/ICQ (Required annually at the organization/entity level)**

All grantee entities must complete an Internal Controls Questionnaire (ICQ). The ICQ is completed once, annually. All state agencies will utilize the results of the ICQ. A link to the automated ICQ will be sent to the contact email address provided during the Grantee Registration process (#1).

4. **Programmatic Risk Assessment (Required for each grant application)**

All grantee entities must complete a Programmatic Risk Assessment for each grant application. The grant-specific Programmatic Risk Assessment is administered by the awarding agency. The programmatic risk assessment will be completed during the application process. Additional instructions will be forthcoming.