



Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

July 28, 2016

CIRCULAR LETTER 2016-16

FY 2018 TRUCK ACCESS ROUTE PROGRAM (TARP)

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

The Department has proposed the Truck Access Route Program (TARP) continue to be funded in FY 2018 at its existing \$7.0 million funding level. If enabling legislation is passed and signed, we anticipate funding will be available for this program beginning in July 2017.

The TARP application form with instructions is attached. Each candidate project must have a completed application form and a project location map. Applications should include information pertaining to prior commitments by the Department, a description of industries, municipalities, and truck generators along the proposed route, projected growth in the area, and the number of trucks using the proposed route. The project location map should clearly identify the proposed route and each of the project termini. Information pertaining to phase construction that will complete a designated truck route, or if the project is part of a multi-stage construction project, should be provided.

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

Only roadway sections determined to be eligible for upgrading to a designated truck route will be funded from the program (unless phase construction is approved). Eligible routes must terminate at a designated truck route or municipality and begin at a truck generator, another designated truck route, or a municipality. Roadway sections that were previously upgraded with TARP funds are not eligible for funding from this program. The TARP is not intended for use in pavement preservation or maintenance projects. The program will provide \$45,000 per lane mile and \$22,000 per eligible intersection, with total project funding up to one-half of the project cost, subject to a maximum of \$900,000 per project. TARP funds may be used for project construction only.

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Completed project applications and location maps should be submitted to your IDOT District Local Road's office no later than September 15, 2016. The project information will then be submitted to the Central Bureau of Local Roads no later than September 30, 2015 for review.

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

1. Uniform Application for State Grant Assistance
2. TARP project application form
3. Project location map
4. Narrative of the proposed project
5. Photographs of the existing facility

Announcement of the selected FY 2018 TARP candidate projects will occur in December 2016 to allow adequate time for the receiving agencies to include the project with their FY 2018 improvement programs.

Any questions regarding TARP funding should be directed to Thomas Winkelman at (217) 782-0675 or tom.winkelman@illinois.gov. Questions regarding design issues should be addressed to the appropriate District Local Roads Field Engineer.

Sincerely,



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

TW/

Attachment

cc: 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

Illinois Truck Access Route Program (TARP) FY 2018 Application

Project Information

IDOT District		Functional Classification	
County		Route Name / Number	
Local Public Agency		Section Number	
Is this a phased project?	----->	If "yes" which phase?	
Project Length (feet)		ADT	
Project Length (miles)		ADTT	
Number of Lanes	----->	Total Lane Miles	

Project Termini

What is the project beginning termini?

Is this a truck route, municipality, or truck generator?

What is the project ending termini?

Is this a truck route, municipality, or truck generator?

Eligible Intersections

List Intersections Between Designated Truck Routes And The Proposed Route That Will Be Improved

1)

2)

3)

Programming Information

Anticipated Letting Date	
Estimated Total Project Cost	
TARP Funds Requested	
List Other Fund Types To Be Used	1) <input style="width: 600px;" type="text"/>
	2) <input style="width: 600px;" type="text"/>
	3) <input style="width: 600px;" type="text"/>

List All Major Truck Generators (Including Municipalities and Industry) Along The Proposed Route

1)

2)

3)

List All Types Of Projected Growth In The Project Area

1)

2)

List Any Prior Commitments Made By The Department With Regard To This Project

1)

2)

Additional Documentation

		Included?
1)	A narrative of the proposed project improvements and the truck generators in the area	<input style="width: 50px;" type="text"/>
2)	Location map highlighting proposed route and termini	<input style="width: 50px;" type="text"/>
3)	Photographs of the proposed route / truck generators	<input style="width: 50px;" type="text"/>

Application Instructions

Project Information

IDOT District	Indicate the IDOT District within which the project is located.
County	Indicate the County within which the project is located.
Local Public Agency	Indicate the local public agency that is the lead agency for the project.
Is this a phased project?	Indicate "yes" or "no"
Project Length (feet)	Indicate the total project length in feet.
Project Length (miles)	Indicate the total project length in miles.
Number of lanes	Indicate the number of traffic lanes (including bi-directional turn lanes) on the project.
Functional Classification	Indicate the functional classification for the project route. (i.e. Arterial, Collector)
Route Name / Number	Indicate the name and number of the project route. (i.e. John's Creek Road / CH 45)
Section Number	Indicate the project section number.
If "yes" which phase?	If this is a phased project, indicate which phase this application is for.
ADT	Indicate the current average daily traffic for the proposed route.
ADTT	Indicate the current average daily truck traffic for the proposed route.
Total Lane Miles	Multiply the number of lanes by the project length (miles)

Project Termini

What is the project beginning termini?	Indicate the road name, business name, or municipality where the project will begin.
Is this a truck route, municipality, or truck generator?	Indicate which of these the beginning termini is.
What is the project ending termini?	Indicate the road name, business name, or municipality where the project will end.
Is this a truck route, municipality, or truck generator?	Indicate which of these the ending termini is.

Eligible Intersections

List only those intersections between the proposed route and existing designated truck routes that will be improved as part of the proposed project.

Programming Information

Anticipated Letting Date	Indicate the anticipated letting date for the proposed project.
Estimated Total Project Cost	Indicate the total estimated cost to complete the proposed project.
TARP Funds Requested	Indicate the total amount of TARP funds requested for the project. (\$45,000 per lane mile, \$22,000 per eligible intersection, \$900,000 max)
List Other Fund Types to be Used	Indicate the additional fund type sources that will be used to complete the project.

Truck Generators

List the major truck generators along the proposed route.

Projected Growth

List the projected growth in the project area which may lead to an increase in the ADTT on this route.

Prior Commitments

List any project commitments from IDOT for this project or any commitments made by the lead agency.

Additional Documentation

Please supply the additional documentation with the project application.

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	494-00-0958
6.	CSFA Title	Truck Access Route Program
Catalog of Federal Domestic Assistance (CFDA) <input checked="" type="checkbox"/> Not applicable (No federal funding)		
7.	CFDA Number	
8.	CFDA Title	
9.	CFDA Number	
10.	CFDA Title	
Funding Opportunity Information		
11.	Funding Opportunity Number	17-0958-01
12.	Funding Opportunity Title	Truck Access Route Program
13.	Funding Opportunity Program Field	Highway 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.