

**ILLINOIS
TRANSPORTATION
ENHANCEMENT PROGRAM**

Funding Application Guidance -
Cycle 15 - 2022



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Section A - Program Background

Purpose of Guidelines

The purpose of this guidance is to assist project sponsors in understanding the requirements, eligibility, and the application process of the Illinois Transportation Enhancement Program.

About the Program

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

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

ITEP funds projects on a bi-annual cycle with the application period opening in the fall of each even numbered year. All project applications must be submitted through the on-line application process and should be complete and accurate. The application timeline can be found on the ITEP website and will be updated accordingly as the ITEP cycle progresses throughout the application fiscal year.

Projects must meet the following criteria to qualify for ITEP funds:

1. The project must have an eligible project sponsor.
2. The project must relate to surface transportation.
3. The project must fit within one of the eligible categories.
4. The project must be selected through a competitive process.

Federal Funding

The federal transportation bill, Fixing America's Surface Transportation Act changed the method by which transportation alternative projects are funded. Funding moved to a set-aside of the Surface Transportation Block Grant (STBG) Program. The latest federal highway funding bill: Infrastructure, Investment, and Jobs Act (IIJA), authorized five years of the Transportation Alternatives Set-aside (TA Set-Aside) of the STBG Program.

State Funding

The Civil Administrative Code of Illinois (20 ILCS 2705) was amended as part of the Rebuild Illinois Capital Program. Section. 2705-615, Supplemental funding for the Illinois Transportation Enhancement Program, was added and requires IDOT to annually set aside \$50 million from the Road Fund for pedestrian and bicycle facilities and the conversion of

abandoned railroad corridors to trails projects. At least 25% of projects funded will be directed towards projects in high-need communities. Furthermore, the assistance with local matching funds shall be determined on a sliding scale based on community size, median income, and total property tax base. Projects will be mapped in the ITEP on-line application database to determine the community score. Eligible projects will receive 0%, 50%, or 100% of the matching funds from the state supplemental funding.

Matching Funds

Preliminary engineering, utility relocations, construction engineering and construction are eligible for funding at an 80/20 match; i.e., 80% is Transportation Alternatives Set-Aside funding and 20% matching funds. Acquisition of right-of-way and easements and Street Lighting are eligible for funding at a 50/50 match; i.e., 50% is federal Transportation Alternatives Set-Aside funding and 50% matching funds. The required match is the responsibility of the project sponsor unless they qualify for state matching funds based on high-need criteria. Other federal transportation funds are ineligible to use as local matching funds. Donations may be used as ROW match.

Federal Flexible Match (FFM) Program

It allows local agencies to apply for credits to be used as a part of their local match against the construction or construction engineering portion of the project. There is no need to apply for these credits until you have received notification that your project has been selected. Contact your local IDOT District ITEP Coordinator for further information relating to the FFM program.

Eligible alternate funding sources for local match

1. Illinois Bicycle Path Grant Program (IDNR)
2. Other IDNR Grant Programs (based on IDNR eligibility)
3. Department of Commerce and Economic Opportunity Tourism Funding Options
4. Federal programs for youth conservation or service corps (42 U.S.C. 12571)
5. Community Development Block Grants (42 U.S.C. 5305(a)(9))
6. State and Local Motor Fuel Tax Funds (MFT)
7. Local General Revenue Tax Funds
8. Federal funds that are not included in the ISTEA, TEA-21, SAFETEA-LU, MAP-21 or FAST Act federal highway bills
9. Non-Profit Organization Funds donated to the ITEP sponsor
10. Private or Corporate Funds donated to the ITEP sponsor
11. Soft Match (See Local Agency Federal Flexible Match (FFM) Program)
12. State Road Fund set aside for ITEP

Ineligible funding sources for local match

1. National Recreational Trails Program
2. Public Lands Highways Discretionary Fund Program (Forest Highway Program)
3. National Scenic Byway Program
4. ISTEA federal highway funds
5. TEA-21 federal highway funds

6. SAFETEA-LU federal highway funds
7. MAP-21/TAP federal highway funds
8. FAST Act federal highway funds
9. Safe Routes to School (SRTS) program funds

Key Points

These key points need to be understood and addressed before a sponsor applies for ITEP funding:

1. Projects must enhance the transportation system by serving a transportation need or providing a transportation use or benefit. Project funds must be for public benefit and public use and cannot be used to solely benefit private or commercial businesses or individuals.
2. Projects must have an eligible project sponsor which are local entities with taxing authority that can guarantee matching funds (if applicable) to carry out the proposed project.
3. The ITEP is a reimbursable grant program, which requires an interagency/joint funding agreement that details the project scope of work and cost participation. The project sponsor must pay preliminary engineering costs up-front and will be reimbursed as the sponsor submits the paperwork documenting implementation. Depending upon whether the project is local-let or state-let, the same conditions may apply for the construction phase.
4. Federally funded projects must follow all federal right-of-way and easement requirements regardless of whether enhancement funding is involved in the acquisition. This may cause additional time and should be considered in the project timeline
5. Projects must be implemented in a timely manner in accordance with the Sunset Clause. Projects involving Railroad coordination will require additional time and should consider that this may cause delays to the project timeline.
6. If more than one application is submitted by a project sponsor, each application will be reviewed and scored based on its own merit, regardless of category or relationship to any other application submissions.
7. Before any work qualifies for federal reimbursement: 1) all costs must be approved for funding; 2) authorization must be received from the Federal Highway Administration (FHWA); and 3) any required agreements must be in place. Operation and maintenance costs, along with contingency fees, are ineligible for ITEP funds. Road work (i.e., resurfacing) and parking lot improvements that support cars, trucks, and buses are ineligible for ITEP funds.
8. Local agency policy that intends on limiting the access (such as time-of-day restrictions) without adequate safety justification or prohibits transportation to any of its intended users will be ineligible. Future use of the facility must not violate the intended use throughout the designed life of the facility. Facilities must be maintained with full ADA accessibility and must continue to function as designed throughout the facility life.
9. The maximum ITEP award, including any awarded local match assistance, per project is capped at \$3 million. Any unused ITEP funds remaining after project completion will be returned to the program. They may not be used for additional work or for another project.

Applicant vs. Sponsor:

An applicant can be any representative on behalf of the sponsor to complete the ITEP application. The applicant should be experienced with the ITEP grant process and familiar with the project. This representative will be the primary point of contact for all communication relating to the application.

The Sponsor is the agency authorized through SAMs.gov to accept a federal grant. The point of contact for the Sponsor must be the senior representative authorized to accept financial liability for the grant. The Sponsor has the responsibility for implementation of the project.

Eligible Project Sponsors:

Under 23 U.S.C. 213(c)(4)(B), the eligible entities to receive enhancement funds are:

1. local governments;
2. regional transportation authorities;
3. transit agencies;
4. natural resource or public land agencies;
5. school districts, local education agencies, or schools;
6. tribal governments;
7. nonprofit entities;
8. MPO that represents an area with a population 200,000 or fewer;
9. a State, at the request of another eligible entity; and
10. any other local or regional governmental entity with responsibility for oversight of transportation that the State determines to be eligible, consistent with the goals of this subsection.

State DOTs are not eligible entities as defined under 23 U.S.C. 133(h)(4)(A) unless requested by another eligible entity. (23 U.S.C. 133(h)(4)(A)(x)). MPOs representing urbanized areas over 200,000 population are not eligible entities. (23 U.S.C. 133(h)(4)(A)(ix)). State DOTs and MPOs may partner with any eligible entity project sponsor to carry out a project. After projects have been selected, the State DOT may manage projects.

Projects with more than one agency supporting the project must identify a sponsor. It is the responsibility of the sponsor to obtain support from all affected jurisdictions.

Metropolitan Planning Organization (MPO).

The project sponsor is responsible for ensuring that approved projects within an MPO area are included in the most current Transportation Improvement Program (TIP) for that MPO.

Section B - Program Categories

Funding Categories:

1. Pedestrian/Bicycle Facilities
2. Streetscapes (Stand-alone Landscape projects are ineligible)
3. Conversion of Abandoned Railroad Corridors to Trails
4. Historic Preservation and Rehabilitation of Historic Transportation Facilities
5. Vegetation Management in Transportation Rights-of-Way
6. Archaeological Activities Relating to Impacts from Implementation of a Transportation Project
7. Storm Water Management, Control and Water Pollution Prevention or Abatement Related to Highway Construction or Due to Highway Runoff
8. Reduce Vehicle-Caused Wildlife Mortality or Restore and Maintain Connectivity Among Terrestrial or Aquatic Habitats
9. Construction of Turnouts, Overlooks, and Viewing Areas

The following activities are ineligible for ITEP funds:

1. Road work (i.e., resurfacing)
2. Parking lots/parking spaces/stripping that support traditional modes of transportation such as cars, trucks, and buses
3. General recreation and park facilities, playground equipment, sports fields, campgrounds, picnic areas and pavilions
4. Recreational trails
5. Equestrian and snowmobile trails
6. Bike sharing programs – capital and operational costs
7. Scenic or historic highway programs (including the provision of tourist and welcome center facilities)
8. Acquisition of scenic easements and scenic or historic sites
9. Routine maintenance and operation such as re-stripping a trail, cleaning up debris or repairing broken curb
10. Trail resurfacing (maintenance)
11. Bike/bus/picnic shelters
12. Courthouses
13. Building purchase
14. Establishment of transportation museums
15. Landscape work (as a stand-alone project)
16. Storm sewers (see storm sewers in streetscape category)
17. Trash receptacles

18. Alleyway improvements
19. Bicycle lockers/racks (as a stand-alone project)
20. Pedestrian crossings (as a stand-alone project)
21. Street lighting (with no co-located alternate transportation facility or as a stand-alone project; unless in a designated historic district)
22. Pedestrian lighting (as a stand-alone project)
23. Fences (unless addressing a significant safety issue)
24. Benches (unless permanent in nature, limited use)
25. Utility Relocations 50% or more of the project's total construction costs
26. Any work performed before FHWA authorization
27. Utility relocation as a result of a Federal-Aid funded roadway improvement such as a widening project
28. Provision of safety and educational activities for pedestrians and bicyclists
29. State or MPO administrative purposes
30. Promotional activities
31. Feasibility and planning studies
32. Contingencies and inflation factors

Category-Specific Information Including Eligible and Ineligible Items

The following defines the ITEP eligible project categories and eligible/ineligible items within each category:

1. Pedestrian / Bicycle Facilities

These types of projects create alternative transportation options to complement the existing transportation system. By providing access to workplaces, businesses, schools, universities and shopping centers, communities have an alternative mode of transportation. Projects that improve existing facilities by making them more accommodating and/or accessible for pedestrian and bicycle use are eligible for funding. Projects can be at new locations or can improve existing facilities by providing connections to other regional facilities. Bike facilities, multi-use paths and sidewalks are eligible items in this category. Routine maintenance such as striping and repairing cracks are ineligible for ITEP funds.

Projects under this category must:

1. provide a mode of transportation from one destination to another or make a transportation facility more accessible or accommodating for pedestrians or bicyclists (projects cannot be solely for recreational uses)
2. be included in a local, regional, or statewide plan (bikeway, trail, or greenways) and must be consistent with the Metropolitan Planning Organization (MPO) plan
3. be constructed in reasonable, useable segments and provide logical termini
4. include signing in bikeway projects for directions, permitted users and rules of the bikeways

2. Streetscapes

Streetscapes are eligible as a part of community improvement activities. They are also eligible if they are being done in conjunction with a Federal-Aid funded highway/roadway improvement or other TASA/STBG funded improvement.

Landscaping elements that enhance the aesthetic or ecological value of an area may be eligible as a part of the overall streetscape project. Eligible streetscape projects focus on improving the infrastructure to accommodate the traveling public. Landscape work as a stand-alone project is ineligible.

Streetscape lighting funding eligibility criteria:

1. Street lighting, federally reimbursable at 50%
2. Pedestrian lighting, federally reimbursable at 80%
3. Aesthetic lighting: Street lighting purely for aesthetic purposes will be ineligible. State right-of-way projects that do not provide lighting elements meeting BDE Manual design standard for an alternate transportation facility will be ineligible.

4. Bike path lighting: (see the section on Pedestrian Bicycle Facilities – Project elements eligible for funding as part of pedestrian/bicycle projects).
5. Historical district lighting: Lighting within a historical designated district and germane to a historical preservation project is eligible for 80% federal funding.

Lighting design standards: Projects on State right-of-way will provide street and pedestrian lighting designs in accordance with Chapter 56 of the BDE Manual. Pedestrian lighting must meet standards outlined in RP-8-18. All lighting designs must be evaluated by submitting an AGi32 lighting design for approval during PE II.

3. Conversion of Abandoned Railroad Corridors to Trails

This category provides for the acquisition of abandoned railway corridors for the development of pedestrian or bicycle trails. Intent must be shown that a pedestrian and bicycle trail will be built within ten years of the acquisition of the corridor. Projects that are for right-of-way purchase only are ineligible. A greater emphasis will be placed on projects that have capital improvements planned within the near future. Funds may be used for transaction costs including appraisals, surveys, legal costs, and the actual purchase costs for acquiring the corridors.

1. Projects must be included in a local, regional, or statewide plan (bikeway, trail or greenways plan).
2. Projects cannot be solely for recreational uses. Projects can be new construction or can improve existing facilities by providing connections for users to other main facilities.
3. Projects acquiring land must adhere to the provisions of the Federal Uniform Relocation Assistance and Real Property Acquisition Act of 1970 as amended. This can be accomplished by following the IDOT's land acquisition policies and procedures.
4. Requires extensive work with the railroad and may need to include the Illinois Commerce Commission. It is strongly recommended that this coordination effort be completed or in progress.

4. Historic Preservation and Rehabilitation of Historic Transportation Facilities

Through historic preservation and rehabilitation activity, communities rehabilitate and restore transportation facilities significant to the history of transportation in Illinois. The exterior and interior structural components of the building may be eligible for funding. Interior amenities are typically the sponsor's responsibility but may be eligible depending on the end use.

1. Historic projects should be related to active or inactive transportation systems that enhance the transportation experience. These properties must have been used or are still being used for surface transportation activities.
2. Properties must be publicly owned and operated.
3. Historic projects must follow the Secretary of the Interior's Standards for Historic Preservation Projects. For a copy, please contact the Division of Historic Preservation within the Illinois Department of Natural Resources. (Appendix 3). Coordination for

these projects should go through the IDOT Bureau of Design and Environment (Appendix 2).

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

1. properties listed on the National Register of Historic Places
2. properties contributing to a National Register Historic District
3. properties designated as historic by a Certified Local Government that is approved by the Illinois Historic Preservation Agency and the Department of the Interior
4. properties contributing to the historic districts designated by a Certified Local Government that is approved by the Illinois Historic Preservation Agency and the Department of the Interior
5. properties in historic central business districts designated as an Illinois Main Street Community

The historic properties and/or districts must be designated prior to submission of the project application. If your project is selected for ITEP funding, coordination with the IDNR State Historic Preservation Office is required as soon as you receive your award letter. Contact your respective IDOT District Enhancement Coordinator for guidance.

If your project includes street or pedestrian lighting that is germane to the historic preservation project and within a designated historic district, the street and pedestrian lighting would be eligible for 80% federal funding.

5. Vegetation Management in Transportation Rights-of-Way

Through vegetation management activities, communities improve roadway safety, prevent against invasive species, and provide erosion control along transportation corridors. Routine maintenance such as mowing, brush burning, tree trimming or weeding an existing landscaped area are ineligible however, if the proposed work can be shown to address a specific safety issue, it may be eligible as a one-time consideration.

1. Projects funded under this category cannot be used to replace what would typically be required on a Federal-Aid highway improvement but can be used to add to or supplement what would be considered as the standard required treatment.
2. Project improvements will be limited to the public roadway right-of-way. If justification can be provided that merits the project extending beyond the public right-of-way, either an easement or right-of-way will be required.

6. Archaeological Activities Relating to Impacts from Implementation of a Transportation Project

The archaeological activity allows communities to explore the history in America with archaeological excavations and surveys in conjunction with highway construction projects. The activity also helps build local economies by attracting tourists interested in history.

Projects in this category must focus on physical evidence of historic or prehistoric human life or activity relating to artifacts recovered from locations within or along highway corridors or along areas affected by a STBG program funded project. The project must be consistent with the Secretary of the Interior's Standards for Preservation Projects.

Examples of eligible planning and research projects include:

1. research, preservation, planning, and interpretation of archeological artifacts
2. curation for artifacts related to surface transportation
3. curation for artifacts recovered from locations within or along highway corridors
4. extending the limits of an archeological survey beyond what is required for a highway improvement

7. Storm Water Management, Control and Water Pollution Prevention or Abatement Related to Highway Construction or Due to Highway Runoff

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

Storm water management allows communities to decrease the negative impact of roads on the natural environment. Rainwater runoff washing over road surfaces carries pollutants into water supplies, endangering human health and the ecological balance of local streams and rivers. Projects funded in this category seek to reduce these environmental impacts by going beyond the environmental mitigation already required for Federal-Aid highway projects. Storm sewer improvements as a stand-alone project are ineligible in this category.

Examples of eligible projects include:

1. retrofitting an existing highway by creating a wetland to filter highway runoff based on the impacts from the road in terms of water pollution
2. stream channel stabilization within the roadway right-of-way through landscaping to promote filtering and improve the overall water quality conditions of receiving channels. If improvements are required to extend beyond the roadway right-of-way, a permanent easement (or right-of-way) will be required
3. establishment of permeable sidewalks or related infrastructure to trap and store urban runoff which may require storm water detention areas

4. provide vegetation and other related controls to filter pollutants before they enter a stream or other public body of water
5. storm drain stenciling and river clean-ups
6. detention and sediment basins
7. water pollution studies

Maximum Expenditure: In a case in which a transportation facility is undergoing reconstruction, rehabilitation, resurfacing, or restoration, the expenditure of funds under this Section for environmental restoration or pollution abatement shall not exceed 20 percent of the total cost of the reconstruction, rehabilitation, resurfacing, or restoration of the facility.

8. Reduce Vehicle-Caused Wildlife Mortality or Restore and Maintain Connectivity Among Terrestrial or Aquatic Habitats

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

Examples of eligible projects include:

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

9. Construction of Turnouts, Overlooks, and Viewing Areas

The construction of turnouts, overlooks, and viewing areas allow communities to develop the scenic and historic character of highways. These projects make the travel experience educational and attract tourists to local roads. Eligible facilities in this category may be equivalent to those provided in safety rest areas described in 23 CFR 752.5 (Former 23 U.S.C. 101(a)(29)(D)).

Projects in this category are no longer limited to national scenic byways or state historic highways. If a project is proposed along, adjacent to, or in association with a nationally designated scenic byway or state historic highway, the project sponsor must provide a letter of support from the scenic byway or historic highway organization.

Examples of eligible projects include:

1. Related lighting, interpretation, and pedestrian amenities
2. Observation decks/facilities
3. Interpretive displays

Examples of ineligible projects include:

1. The construction of visitor centers
2. Marketing or promotional material
3. Staffing, operating or maintenance costs

Section C - Project Sponsor Requirements and Responsibilities

Eligible project sponsors are local entities with taxing authority that can guarantee matching funds to carry out the proposed project. Sponsors assume responsibility and accountability for the use and expenditure of program funds. Sponsors must be able to comply with all the federal and state laws, regulations, policies, and procedures required to enter into project agreements.

The project sponsor is responsible for the following:

1. Submit an approved government resolution committing to all required local matching funds to complete the project.
2. Ensure necessary environmental studies, clearances, permits, and mitigations are sign-off by appropriate federal, state, and local agencies
3. Complete GATA pre-award requirements
4. Submit all GATA documents required in the application
5. Complete all GATA periodic reporting requirements and consolidated year-end financial review CYFER
6. Coordinate project with Local IDOT District Office

Section D - Pre-Application Requirements

There are five GATA grantee pre-award requirements. These requirements must be completed, and your DUNS number registered and up to date with Sam.gov before starting the on-line application. It is strongly recommended to complete pre-application requirements early as possible before the application period begins. Instructions on completing GATA pre-award requirements can be found on the Illinois Governor's Office of Management and Budget - [GATA Portal](#). Questions regarding GATA should be emailed to DOT.GATA@illinois.gov.

Pre-Award Requirements (GATA):

1. Authentication – One Time (Grantee Portal)
2. Grantee Registration – One Time (Grantee Portal)
3. Grantee Pre-qualification – One Time (Grantee Portal)
4. Fiscal and Administrative Risk Assessment Internal Control Questionnaire (ICQ) – Must be updated annually each state fiscal year (Grantee Portal)

Note: Indirect Cost Rate Declaration – Not required for ITEP!

Section E - Application Process

ITEP funds projects on a bi-annual cycle with the application period opening in the fall of each even numbered year. All project applications must be submitted through the on-line application process and should be complete and accurate. The application timeline can be found on the ITEP website and will be updated accordingly as the ITEP cycle progresses throughout the application fiscal year. Applications received beyond the deadline will not be accepted. The application instructions are provided in appendix 2 and 3.

The application consists of the following:

1. Set the community score on “My Community Map” page.
2. Project General Information
3. Sponsor Information
4. Category Checklist
5. Project Costs
6. Project Description
7. Project Status
8. Maintenance Plan
9. Mapping
10. Attachments
11. Finalize and Submit

All application project limits must first be mapped within the “My Community Map”(GIS map) provided in the on-line application. The project limits provided on the map must match those provided within your application description. The project location on the map will be used to determine the community need scores.

Section F - Project Evaluation, Selection, and Approval Process

Project Evaluation

All ITEP projects are selected through a competitive merit-based review process. The application score is derived from the merits of the project and separate from the Community Map Score. To comply with federal and state guidelines, IDOT has developed a numerically based scoring process. After IDOT receives the candidate project applications, an initial review will be conducted to determine eligibility and GATA compliance. If there are significant errors or project misrepresentations in the cost estimates, it may be determined that the application is incomplete and is not eligible to be evaluated within the merit-based selection process. All eligible project applications are organized and assigned to reviewers statewide for a more comprehensive review based on established review criteria listed below. These reviewers consist of MPOs, IDOT districts, other state agencies and internal IDOT staff. A Selection Committee will review the candidate projects in ranking order from highest to lowest and discuss the cut off for approval based on the funding available.

Review Criteria

1. Eligibility
2. Strength of transportation relationship
3. Project meets category intent
4. Public benefits and accessibility
5. Cost effectiveness
6. Project support/Local commitment
7. Connectivity to existing facilities/Linkage
8. Prior sponsor investment
9. Inclusion in a local, state, or regional plan
10. Planning and coordination
11. Project sponsor capacity and past performance
12. Project readiness
13. Status of Land Acquisition
14. Status of Preliminary Engineering
15. Application completeness/Information provided
16. Safety Improvements

Project Selection and Approval

1. Once the Selection Committee completes a review, a final list of projects is compiled. This list contains the recommended projects for funding.

2. The recommended project list is forwarded to the Secretary of Transportation and then to the Governor for announcement.
3. An award status notification letter will be sent to all applicants after the awards are announced. These letters will contain the award amount and deadlines for your specific project based on phases of work approved for funding.
4. A kick-off meeting must be scheduled within 8 weeks of award notification. Immediately contact your IDOT District Enhancement Coordinator after receiving award notification. Contact information can be found at the bottom of the notification letter.
5. There must be an executed Local Agency agreement in place for each phase of work for which ITEP funds will be used. Separate agreements will be required for preliminary engineering, land acquisition and construction. Any work done prior to the date of the executed agreement cannot be reimbursed.

Appendix 1 – Getting Started with The Application

User Accounts

To begin an application, you will need to create a user account with a username and password to login to the on-line Illinois Transportation Enhancement Program (ITEP) application database.

If you submitted an application during a previous cycle, you can and are encouraged to reuse your existing account. Within the latest 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 account, you will need to create a new one.

Creating a New Account

When creating your username and password – or login – 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].



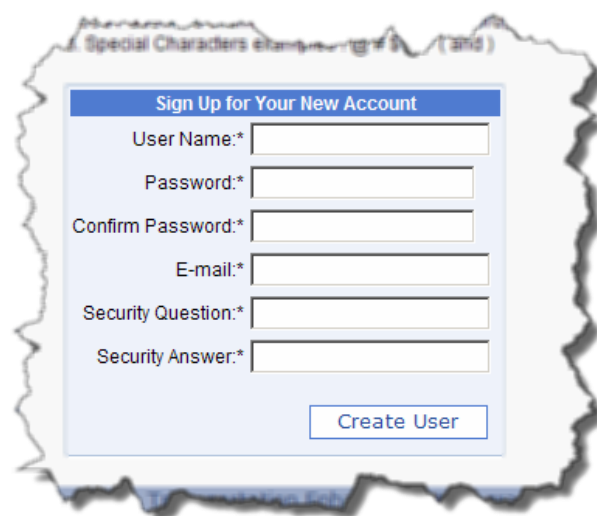
(Fig. 1: Create Account Link, located beneath the login form)

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 e-mail address, and a security question and answer. Be sure to keep this information for your records.

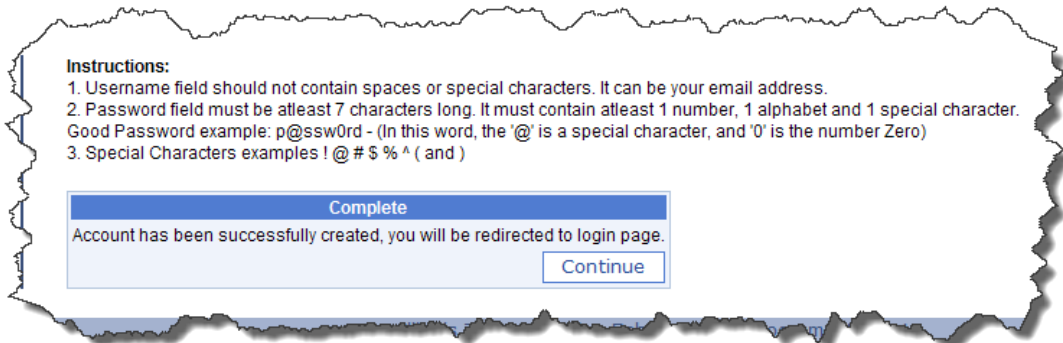
Your password will need to meet the following criteria:

- 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)

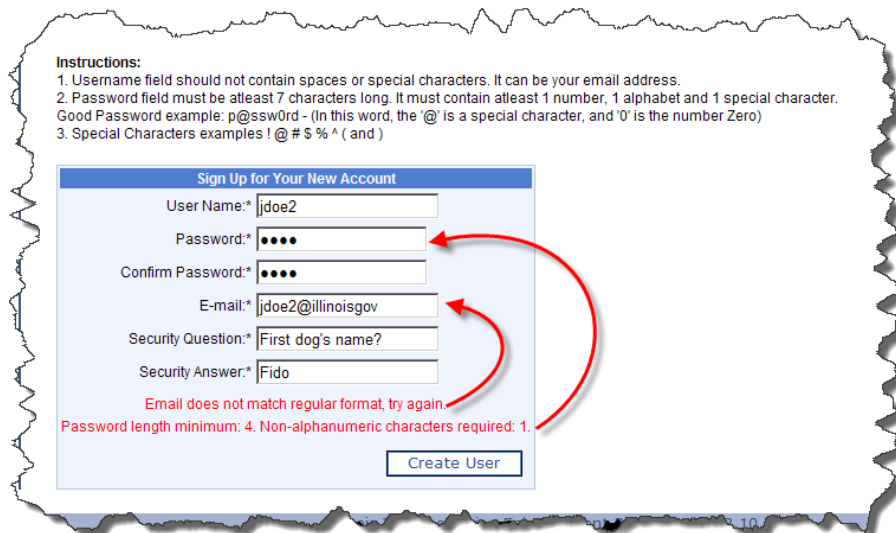


(Fig. 2: New account sign-up form)

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 message indicating the 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 Username

If you have a user account from a past application cycle and would like to try to reuse it and cannot remember the username, then we might be able to find it for you. If you send us the name of the application which you submitted under that username, 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 lost your password, you may 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].

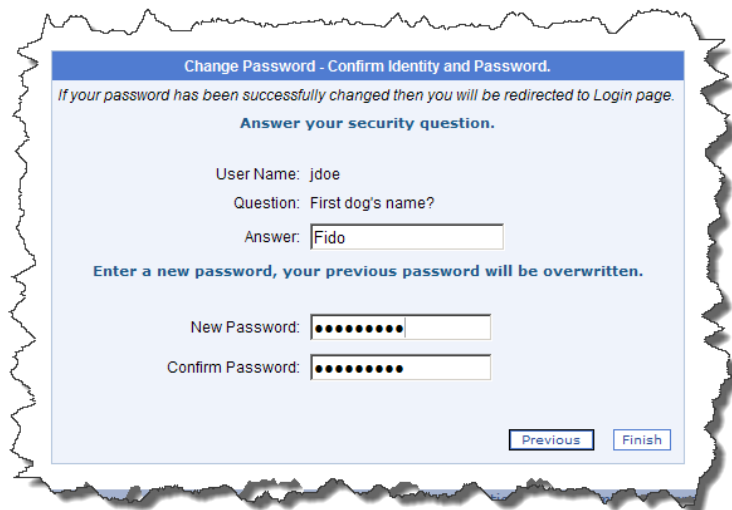


(Fig. 5: Forgot password button)

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.



(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 DOT.ITEP@illinois.gov with your username to request to have your account unlocked.

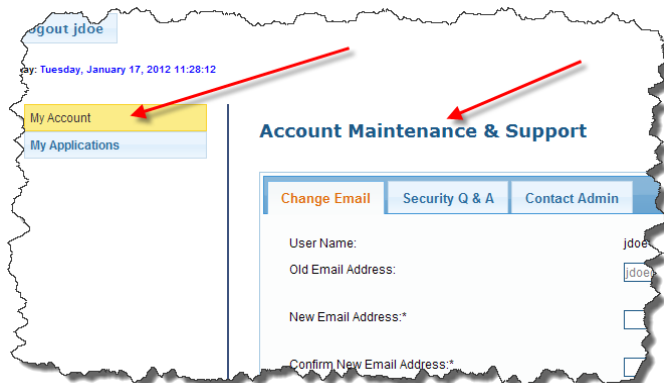
Logging In

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

A screenshot of the ITEP login form, titled "Sign in to ITEP". It features a "User:" field with the text "jdoe" and a "Password:" field with masked characters. A "Login" button is positioned to the right of the password field. Below the form, there are two links: "New User? Create an Account" and "Forgot Password". The entire screenshot is framed with a torn paper effect.

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

Account Management

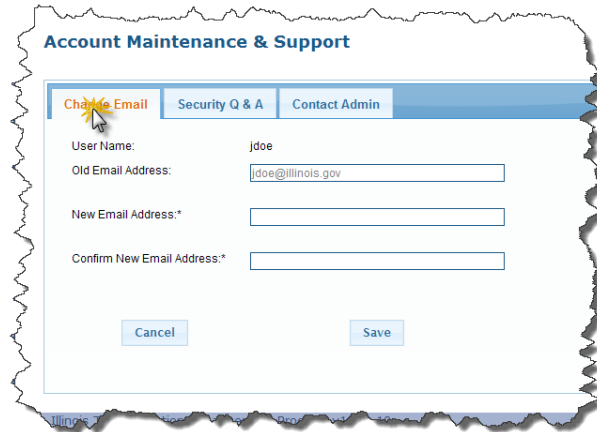
A screenshot of the "Account Maintenance & Support" page. On the left, a navigation menu includes "My Account" (highlighted in yellow) and "My Applications". The main content area has three tabs: "Change Email", "Security Q & A", and "Contact Admin". Below the tabs, there are form fields for "User Name:" (jdoe), "Old Email Address:" (jdoe), "New Email Address:*", and "Confirm New Email Address:*". Two red arrows point from the text on the right to the "My Account" menu item and the "Change Email" tab.

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

Once you have logged in, 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 e-mail, password, security question and answer, and contact the administrator.

Changing Your E-mail

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



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

(Fig. 9: Change e-mail 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". At the top, there are three tabs: "Change Email", "Security Q & A" (highlighted in blue), and "Contact Admin". Below the tabs, the "Update password" form is displayed. It includes the following fields: "User Name:" with the value "testtim", "Security Question:" with the value "What state is this?", "Old Password", "Enter New Password:", "Confirm Password:", "Current Password", "New Security Question:", and "New Security Answer". At the bottom of the form are two buttons: "Change Password" and "Change Question".

(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” fields. Click “Change Question” to update your security question settings.

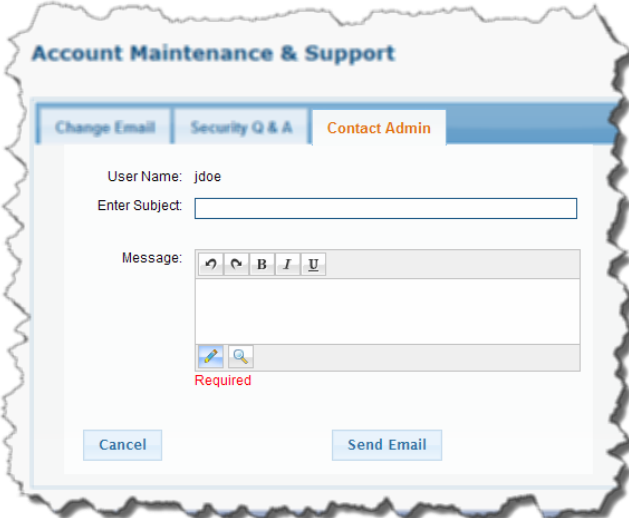


The screenshot shows a web interface titled "Account Maintenance & Support". At the top, there are three tabs: "Change Email", "Security Q & A" (highlighted in blue), and "Contact Admin". Below the tabs, the "Update security question" form is displayed. It includes the following fields: "User Name:" with the value "testtim", "Security Question:" with the value "What state is this?", "Old Password", "Enter New Password:", "Confirm Password:", "Current Password", "New Security Question:", and "New Security Answer". At the bottom of the form are two buttons: "Change Password" and "Change Question".

(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", with "Contact Admin" being the active tab. Below the tabs, the form contains the following elements:

- "User Name: jdoe" (pre-filled text)
- "Enter Subject:" followed by an empty text input field.
- "Message:" followed by a rich text editor toolbar with icons for undo, redo, bold (B), italic (I), and underline (U), and a large empty text area below it.
- Below the message area, there are icons for a pencil and a magnifying glass, with the word "Required" in red text underneath.
- At the bottom of the form, there are two buttons: "Cancel" on the left and "Send Email" on the right.

(Fig. 12: Contact the administrator form)

Appendix 2 – ITEP Application Instructions

Information & Instructions

IDOT will announce a call for project applications for the Illinois Transportation Enhancement Program on the ITEP website as well as through the state NOFO and provide notification through Bureau of Local Roads and Streets Circular Letter. The application timeline will be posted and circulated. Dates will include the on-line application opening and the deadline to submit applications. Updates to the cycle timeline will be posted on the website. All applications must be submitted through the on-line application process.

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.

General On-Line Application Database Tools

1. **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.
2. **Required data:** All fields with an asterisk(*) are required. Provide answers to all required questions and be as concise as possible.
3. **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.
4. **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.
5. **Menu:** The menu on the left-hand side of the screen allows you to move back and forth between pages, and 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.
6. **Cut and paste:** If you choose, you can cut and paste information from a Word or Excel file to fill in any required information.
7. **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.
8. **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.
9. **Cancel:** This will cancel your last action.

10. **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.
11. **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.
12. **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.
13. **Designate only one project category** for each application submitted.
14. **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 ITEP Manual.
15. **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 this guide for a list of District Enhancement Coordinators).
16. **Technical Difficulties:** If user experiences technical difficulties with the on-line application itself, please e-mail DOT.ITEP@illinois.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.
17. **Instructions:** Page-by-page instructions are available by clicking the help icon at the top of each page.

My Community Score Page

All projects must be mapped first and receive a community score before starting the application, however, only the categories of Bicycle and pedestrian facilities and Conversion of abandoned railroad corridors to trails projects will use the Community Score Map to determine the state match assistance. You can redraw your project limits and rename the saved community score, however you cannot delete the score and map. To select the score and map to use for your application navigate to the “General Information” page. Select the Community Score drop down and find the title of your community score. This will attach your community score to your application. Once a community score is selected in an application the community score and map are locked. To change the limits of the project on the map the community score must first be deselected in the application. To further create more details on your project map you have the option to use the detailed project map on the “Mapping” page.

Community Score Map: All applicants are required to map the project limits using this feature.

1. **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:
 - a. IDOT District

- b. County
 - c. Metropolitan Planning Organization (if applicable)
 - d. Congressional & Representative, and Senate Districts
 - e. Community Score
2. **Please check and verify this information on the General Information page before submitting your application.**
3. Zoom in at a detailed level to accurately plot the project limits. Additional details can be added on the “Mapping” page at a later time. If you already have detailed maps of your project (or wish to develop one through a different process) you should attach your map(s) as an Attachment, **but you still must plot your project on the Community Score Map provided.**
4. **Search** – Type the name of the community or county in which your project will be located, and it will appear on the screen. Click on that identifier and the map will zoom in to that general area.
5. **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.**
6. **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.
7. **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.
8. **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.**
- a. First click on the “Project Area” icon.
 - b. 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.
 - c. 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.
 - d. **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.

- e. **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.
 - f. 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.
 - g. If there are gaps in the project limits, you may want to define a different project area to establish each project limit separately.
 - h. Once you complete defining a specific project area you should see a message on the screen that says, “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.**
 - i. **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 zooming in to a detailed level to more accurately define your project area
 - j. **Later on in the application process you can use the features under “Mapping” tab 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.**
 - k. Be sure to include specifics regarding what and where the improvements are supposed to be in your project description 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 the application.
9. **Project Line** – Most projects will use this feature. You can use this feature similar to the Project Area feature, 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. The Project Line feature would also be recommended for defining a bike path or bike trail which may only be along the north or south side of a street.
- a. First click on the “Project Line” icon.
 - b. Click once on the map at the desired starting point.
 - c. Continue to click at points to define the line (such as to follow a roadway or other land feature).

- d. 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.
 - e. Once you complete defining a project line, you should see a message on the screen, “Calculating Underlying Demographics”. This is searching for the data to populate the Census Tract, Tax Per Capita, Population, Below Poverty(%), Median Household Income, 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.
 - f. **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 zooming in to a detailed level to more accurately define your project area.
 - g. 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.
 - h. Crossing/overlapping these lines will not cause an error.
10. Project Point - For spot improvements such as a historic rehabilitation project of a building or bridge or locating a museum or visitors center, use the Project Point indicator.
- a. First click on the “Project Point” icon.
 - b. Click on the map to define the location (click only once).
 - c. The map will save this location after you click to establish the location to be flagged.
 - d. Once you have flagged a location, you should see a message on the screen, “Calculating Underlying demographics”.
 - e. **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 zooming in to a detailed level to more accurately define your project area.
 - f. If you have more than one spot location to define, establish a Project Point for each one separately.
 - g. 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.
11. **Be sure to include the specific project location and the types of improvements planned in your project description.**
12. 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).
13. 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.”
14. Clear All – **CAUTION, this will clear all images on the map and require you to start over.**
15. Project – Once you have established project limits you can use this button to zoom back into your project location.

16. IL – this will pan out 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.
17. Printing the Map – If you chose to do so, you can print this map as a General Location map by zooming out to a county level, for instance. For the detailed map submittal, we suggest adding additional features under the “Mapping” page.

General Information

1. **Submittal Date** – The system will auto-populate this field when you submit/finalize the application.
2. **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. The ITEP number should begin with your IDOT District number followed by “51” and then an auto generated 3 digit number. For example, District 1 project that is the 101st project submitted will have an ITEP number of 151101.
3. **Project Sponsor** – List who will be the sponsor for this project. Please do not include “City of” or “Village of” in this space. (The City of Neoga should simply be entered as Neoga.) This data will be collected later. Refer to the ITEP Manual for more information on eligible project sponsors.
4. **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:
 - a. Vermillion County Conservation District – Kickapoo Rail Trail
 - b. Carbondale – Downtown Pedestrian and Bicycle Path
 - c. Skokie – Skokie Boulevard (US 51) Streetscape Improvements
5. **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 another recognizable landmark. (For example, Sangamon County 2 miles west of Village of Loami along County Highway 16 or Clinton County near the southern edge of Lake Carlye).
6. **Projects Located in a Transportation Management Area:** If your project falls within one of the five Illinois MPOs that are considered Transportation Management Areas (TMAs), then check the box that says, “I have a Transportation Management Area.” For more information on TMAs, please refer to the ITEP Manual.

You must first select your community score in the drop-down box before the following features apply.

1. **Mayoral Council(s) - (For northeastern Illinois, IDOT District 1 and portions of IDOT District 3 projects only).**
 - a. If your project is mapped within IDOT District 1 or District 3, the Mayoral Council selection drop-down box will be displayed.
 - b. All projects within IDOT District 1 must select a Mayoral Council.
 - c. If your project is within Kendall County or Aux Sable Township (Grundy County) in IDOT District 3 then you must select a Mayoral Council.

2. 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.
3. **IDOT District Number** – This information will be populated when you select your community score. Please be sure to verify the information after you have selected your community score and the project map is loaded. An IDOT Region & District map can be found on the IDOT website: <https://idot.illinois.gov/transportation-system/Network-Overview/highway-system/maps#>.
4. **Metropolitan Planning Organization (MPO)** – This information will be populated when you select your community score. Please be sure to verify the information after you have selected your community score and the project map is loaded. A list of the Illinois Metropolitan Planning Organizations can be found on the IDOT website: [https://idot.illinois.gov/Assets/uploads/files/About-IDOT/Maps-&-Charts/IDOT MPO Managers.pdf](https://idot.illinois.gov/Assets/uploads/files/About-IDOT/Maps-&-Charts/IDOT_MPO_Managers.pdf).
5. **County, Senate, Congressional and Legislative Districts** – This information will be populated when you select your community score. Please be sure to verify the information after you have selected your community score and the project map is loaded.

Sponsor Information

1. **Agency Type & Sponsor Type** - Select from the drop-down menu. Please be sure to read ITEP Funding Guidelines to see if you qualify as a project sponsor.
2. **Project Sponsor** - List who is to be the sponsor (primary contact) for this project. Any co-sponsor(s) can be listed further down the page.
3. **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.
4. **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 ensure 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 for more than one category, the project sponsor should use discretion to select one category that fits the project the best.

Project Costs

1. **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.
2. **Cost Table**
 - a. Cost information should be entered in whole dollars (no cents) and will be rounded to the nearest \$10.
 - b. Do not use dollar signs (\$) or commas (,) to separate your numbers.
 - c. This chart is set up to calculate the ITEP Funds Requested and the Required Match Columns.
 - d. The cost for each type of work anticipated is broken down by work item. A minimum 20% match is calculated, except for Land Acquisition which requires a 50% match. Also, please note that Street Lighting is only covered at 50% (unless in a designated Historic District or is co-located with a Bike/Pedestrian facility and should be split out here and in your detailed cost estimate as such.
 - e. 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.
3. **Columns** - User only needs to add costs to Phase Total Costs and Local only cells as required for your particular project. The cells will default to zero (\$0) as you tab through them. ITEP Funds Requested and Required Match rows and Column Totals will be calculated by the system.
 - a. **Phase Total Cost Column:** Enter total cost for each phase of the project.
 - b. **Local Only (Ineligible Items) Column:** The sponsor can elect to provide additional Local Only funds. This amount does not count towards the required match amount. Any ineligible items are the responsibility of the project sponsor and should be separated out when you are preparing the detailed cost estimate. For additional information on ineligible items consult the IDOT District Enhancement Coordinator in your area or submit your question to DOT.ITEP@illinois.gov.
 - c. **ITEP Funds Requested Column:** This is the calculated amount of ITEP funds requested. The amounts are automatically calculated at 80% or 50% based on the type of work. Amounts over \$3 million will not be excepted by the system.
 - d. **Required Match Column:** This column is the full match amount and will be used to determine what portion, if any, can be covered by state match assistance. The amounts are automatically calculated at 50% or 20% based on the type of work. Project sponsors may elect to provide more than the minimum 50% or 20% match. Enter this amount in the Local Only Column but be advised that if you commit to funding a share with local only funds, 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's Share (total match required) of the matching funds.

4. Type of Work / Project Cost Categories

- a. **Preliminary Engineering:** (PE I and PE II) and Construction Engineering (CE) – Typically based on a percentage of the estimated project construction cost.
 - 1) Combined engineering costs (PE I, PE II and CE) must not exceed a maximum of 30% of the estimated project construction cost.
 - 2) Please note: Percentages are calculated on the Total Construction Costs minus Ineligible Items and not on the Total Project Cost.
 - 3) 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%).
 - b. **Street Lighting:** Enter anticipated costs for Street Lighting only. Street Lighting (co-located with a Bike/Pedestrian facility) 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, not co-located with a street, is eligible for 80% participation and should not be included in 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.
 - c. **Right-of-Way Acquisition** – Enter anticipated costs for purchasing land or temporary 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. Buildings or land purchased or donated for the project may be eligible for credits through the Local Agency Federal Flexible Match Program (FFM).
 - d. **Construction** – The “ITEP Requested Funds” and “Required Match” columns should include only amounts for items that are eligible for enhancement program funds. Ineligible items must be listed in the “Local Only” column provided.
 - e. **Construction Engineering** – The maximum allowable Construction Engineering amount is 15% of the Total Construction Cost (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.
5. **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? (Consider improving efficiency, attractiveness, comfort, increasing historical/technical information or understanding, providing alternative transportation, etc.).

1. **Brief Description of Project** – Please provide a complete description of the project.
2. **Relationship to Surface Transportation** – How does this project relate to surface transportation?
3. **Project Location** - What is the exact location of the project? Where applicable, please mention the name of the street(s) where the project lies. Also list the IL Route or US Route (if applicable). For example: Illinois Route 137 (Sheridan Road) and Central Avenue.
4. **Project Limits** - List all the various limits of the project (if applicable). For example: Illinois Route 137 (Sheridan Road) – 7th Street to 12th Street and on Central Avenue from 2nd Street to 5th Street.
5. **Project Length** (if applicable) - 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 (675 feet). For a spot improvement, enter N/A (Not applicable) or “Spot Improvement”.
6. **Scope of Work** – Briefly describe what project elements will be included with your project. For example:
 - a. Will your bike trail be asphalt, concrete or limestone? What is the proposed width of the trail or path? 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? Is it part of your community bike plan or greenways plan?
 - b. 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? Who owns the building or structure in question?
 - c. 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 or parking lanes? Is it part of a downtown or economic development plan for your community? If your project is on a State or US Highway, is it to be done in conjunction with a state or community roadway improvement or with a TAP funded project under a different category? Will the landscape/streetscape project be done at the same time as the roadway improvement? If not, how soon after the roadway improvement will the landscape/streetscape project be started? Have you coordinated your proposed improvement with IDOT? Is the project currently in the Annual or Multi-Year program? What is the Annual/Multi-Year Program Number (PPS number)? Also mention who currently has maintenance and jurisdiction of the section of roadway in question.

7. **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? Will it help raise awareness and promote tourism within the community or region?
8. **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; a pedestrian/bike bridge would eliminate crossings at a busy intersection or eliminate an at-grade RR crossing. Does this improvement provide an ADA accessible route?

Project Status

1. **Project Relationship** – Identify whether your 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.
2. **Previous Project Funding** – Indicate whether funds were previously committed to this project (along with specific information regarding the related project). If you are applying for funds to continue with another construction phase, extend, or fund another phase of a previously funded ITEP project, information identifying the related project will need to be provided. For example, a previously funded historic rehabilitation project might be followed by another construction phase such as landscape/streetscape or bike/pedestrian trail to compliment that project. Perhaps you only received funds for Preliminary Engineering Phase 1 or Phase 2 and wish to complete the construction phase of the project with additional funding. Provide necessary details if the project's previous award was withdrawn due to delays or lack of funds available to complete the project. The sponsor will need to provide the following information:
 - a. ITEP number
 - b. Project Title
 - c. Amount of federal funding provided previously
 - d. Any state job numbers tied to the previous ITEP project
 - e. Project status and reason for a second request
3. **Related Project Funding**– Provide details of any closely related projects that have funds previously committed or closely related projects that is applied for in current ITEP cycle. A project is closely related if it has overlapping project limits or is built adjacent to each other. Provide at a minimum the following information:
 - a. ITEP number (if known, include for all related projects already submitted in current cycle)
 - b. Project Title
 - c. Project Description
 - d. Project Location
4. **Predicted usage of the facility** – State who the intended users are or describe the types of activities that will be supported.
5. **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?
6. **Land Acquisition and Easements** – You must mark one of these boxes. If you are unsure, you should check that ROW or easements will be required and add appropriate comment in the text box provided.
7. **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 the land be donated? Will an easement be required from a railroad, utility company or other faction?
8. **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.

9. **Project Readiness** – Check all appropriate boxes. This allows the department to assess the potential project duration and time frame.
 - a. Construction to begin within 4 years of the award date: Month – select from the drop-down box. Year - must enter a year between 2023 and 2027.
 - b. If PE1 has been completed, ensure that the Final Phase I Project Development Report (PDR) submittal information and date is included and can be verified.
10. **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 all comments. It is recommended to have a project-specific public informational meeting to gather public input on the project before you submit your application (and later as the project develops).
11. **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.
12. **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.

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 plot your project on the "My Community Score" page. You can plot multiple projects on the community score map. Then, you may select the appropriate community score on the "General Information" page which will populate the map on the Mapping page. Do not use this map on the "Mapping" page to change project limits. That must be done on the map provided under your community score.

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.

As an attachment, a detailed map is also required.

1. **As appropriate to your project location, features that should be included on a detailed map attachment may include (but are not limited to):**
 - a. Major waterways (lakes, streams, rivers, canals)
 - b. Wetlands or other environmental features
 - c. Existing or proposed bike trails, bike paths and bike routes
 - d. Major utility lines
 - e. Railroads (who owns and operates the rail line?)
 - f. Parks

- g. Schools
 - h. Transit stations
 - i. Historic properties or structures, designated historic district(s)
 - j. Major employment, industrial or activity centers that may be served by the proposed improvements such as stadiums, hospitals, business parks, convention centers, etc.
 - k. Other connecting or related improvements that may or may not have been funded with ITEP funds
 - l. Any other significant identifiers
 - m. Mapping features are basically the same as those used when you plotted the project limits.
2. Project – Clicking on this icon will bring up the project limits you entered previously.
 3. Aerial, Aerial with Labels, Roads – Select which type of map you wish to add additional details to. For adding details, it is suggested that 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, DOT suggests using 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.
 4. 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.
 5. 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.
 6. Line Feature – Use this to define other features or points of interest as mentioned above.
 - a. 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.
 - b. First click on the “Line Feature” icon.
 - c. Click once on the map at the desired starting point.
 - d. Continue to click at points to define the line (such as to follow a roadway, a bike path or other land feature).
 - e. 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.
 - f. 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.
 - g. Crossing/overlapping these lines will not cause an error.
 - h. 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.
 - i. 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.

- j. Use the Delete Feature to delete any unwanted Line Feature by its number.
7. Point Feature – use this to define other features or points of interest as mentioned above.
 - a. First click on the “Project Point” icon.
 - b. Click on the map to define the location (click only once).
 - c. The map will save this location after you click to establish the location to be flagged.
 - d. 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.
 - e. 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.
 - f. Use the Delete Feature to delete any unwanted Point Feature by its number.
8. 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.
9. 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.**
10. 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.
11. Printing the Map – If you elect to print the map and upload it as an attachment, IDOT suggests using 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

Applicants must 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 how much space has been used and percentage of capacity used based on your attachments (displayed at the bottom of the page).

- A. If you reach the limit of your storage space while uploading your attachments, there are steps you can take to reduce the size:
 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.
- B. 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.)

Required GATA Documents

1. GATA Uniform Grant Application - ITEP Template is available on the ITEP website and also available on the Illinois GATA Website
2. GATA Programmatic Risk Assessment - ITEP Template is available on the ITEP website
3. GATA Uniform Grant Budget Template - ITEP Template is available on the ITEP website and also on the Illinois GATA Website
4. BoBS 2831: Uniform Grant Agreement Affidavit of Disclosure of Conflicts of Interest - Grantee (09/13/16) - Available on the ITEP website and also on the IDOT Website under Forms
 - i. Conflict of Interest and Financial Disclosure Statement - Available on the Illinois GATA Website

Required Attachments:

1. Government Resolution of Financial Support
2. Detailed Cost Estimate
3. Detailed Project Map
4. Allowance Letter (IDOT District office approval letter for projects on state right-of-way)
5. Colored Photographs

Additional Attachments:

1. Public Involvement (*if applicable*)
2. Letters of Support (*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.
 - a. Your internet connection speed, the size of the attachment, and/or the number of other users on the ITEP Application system can affect the speed of the upload.
 - b. If an upload appears to 'freeze' or stop you can click [Save], refresh the page, and attempt the upload again.
 - c. 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. A small trash can icon is 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 previous upload bar 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).

If you feel one of the attachments is critical to your project but are unable to upload 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 upload through the on-line application process and include a copy of the first page of your application (General Project Information) as a cover sheet.

Finalize and Submit

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

1. **Government Resolution:** A government resolution is required. Include a copy of any resolutions passed by the governing board or council for your agency in support of this project.
2. **Detailed Cost Estimate** – A detailed cost estimate is required and is necessary for accurately defining the project, outlining project responsibilities, and assuring adequate funding.
 - a. An example of a detailed cost estimate is provided in Appendix 1.
 - b. 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).
 - c. 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.
 - d. **Contingencies and Inflation Factors are not an allowable line item and are ineligible for ITEP funds.** There are other ways to account for contingencies and inflation in your cost estimate.
 - e. **Applications with “Lump Sum” Cost Estimates with little or no detail will be marked ineligible and not considered for funding.**
3. **Detailed Project Map** – An applicant may create a detailed project map on the “Mapping” page, may choose to create their own detailed map, or upload 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.
4. **Allowance Letter** – If your project is on or adjacent to state right-of-way, the application requires a letter of allowance from IDOT District office. This letter should identify your project and give IDOT approval to complete planned improvements.
5. **Colored Photographs** – You must include color photographs of existing project conditions.
6. **Public Involvement:** If you answered Yes to the question under Project Status – 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. Attach summaries of any public meetings showing all comments.
7. **Letters of Support:** If you answered Yes to the question under Project Status – Include any letters of support from public or elected officials, special interest groups, or outside agencies that may be involved in the project.
8. **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. The attachment must be clearly labeled with the ITEP #, Sponsor Name, and Project Title as well as the specific question it relates to and should be uploaded as a miscellaneous document

9. **View or Print Application** – This may be used 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. Please note: Once you click on the View or Print Application icon it may take some time for the map itself to upload. Be sure to wait for the map to upload or it will not print. Also, the scale of the map will default to show the entire limits of your project and you will not be able to change the scale of the map.
10. **Finalize & Submit Application** – **Clicking on this button will submit your application to IDOT.** Once the application is finalized and 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 that 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 DOT.ITEP@illinois.gov with specific project information such as the ITEP number, Project Title, and date you submitted your application. 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.
11. **Request to Unlock** – **Use this button only if you have revisions to your application (after you have finalized it).** This will open an e-mail box enabling the user to submit a request to IDOT to unlock your application. The ITEP number will be displayed in the e-mail 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.
12. **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.

Appendix 1 - Cost Estimates

IDOT encourages project sponsors to have someone (i.e., an engineering or architectural firm) familiar with the type of project, complete or review the detailed cost estimate. The estimate should be detailed enough to show improvement or material categories and cost estimates reported separately for each phase or construction location. At a minimum it should provide the following data fields: cost category, material description, unit, quantity, unit price, total cost. There should be separate columns for cost breakdown by funding source which includes Federal Share, match Share, Ineligible items, and percent federal funds on eligible items (50% or 80%). Lump Sum estimates are not acceptable.

NOTE: The following sample cost estimate is for illustrative purposes only and is not meant to imply eligibility or quality of the project. Unit costs are in no way meant to be reflective of today's current costs.

FY 2020 Engineer's Opinion of Probable Costs of Construction (within 10% accuracy)

Village of _____

Downtown Area Improvements - Main Street, 1st Avenue, Green Street, 2nd Street

Item No.	Items	Unit	Quantity	Unit Price	Total	Ineligible (Local Only)	Federal Share	Match Share	%
Main Street (1st Street to RR Tracks) Landscape, Signage, and Hard Surface Improvements									
1	Roadway Reconstruction (With Bike Lane)	FOOT	420	\$350.00	\$147,000.00	\$91,600.00	\$44,320.00	\$11,080.00	80/20
2	Deciduous Tree, Species Tbd	EACH	6	\$550.00	\$3,300.00	\$0.00	\$2,640.00	\$660.00	80/20
3	Ornamental Tree, Species Tbd	EACH	4	\$450.00	\$1,800.00	\$0.00	\$1,440.00	\$360.00	80/20
6	Shrub (L), Species Tbd	EACH	4	\$25.00	\$500.00	\$0.00	\$400.00	\$100.00	80/20
7	Perennial, Ornamental Type, Species Tbd	UNIT	2	\$1,500.00	\$3,000.00	\$0.00	\$2,400.00	\$600.00	80/20
8	Tree Removal (6 To 15 Units Diameter)	UNIT	50	\$25.00	\$1,250.00	\$0.00	\$1,000.00	\$250.00	80/20
9	Topsoil	CUYD	48	\$30.00	\$1,440.00	\$0.00	\$1,152.00	\$288.00	80/20
10	Refuse And Recycling Containers	EACH	2	\$2,000.00	\$4,000.00	\$0.00	\$3,200.00	\$800.00	80/20
11	Permenant Bench (Limit: Ea. Block-2 Per Side Of Street)	EACH	3	\$2,200.00	\$6,600.00	\$0.00	\$5,280.00	\$1,320.00	80/20
12	Ornamental Bike Rack	EACH	1	\$1,500.00	\$1,500.00	\$0.00	\$1,200.00	\$300.00	80/20
13	Permenant Planter Box	EACH	4	\$5,600.00	\$22,400.00	\$0.00	\$17,920.00	\$4,480.00	80/20
14	Sidewalk Removal	SQ FT	4200	\$2.50	\$10,500.00	\$0.00	\$8,400.00	\$2,100.00	80/20
15	Colored, Patterned Concrete	SQ FT	12150	\$15.00	\$182,250.00	\$0.00	\$145,800.00	\$36,450.00	80/20
Sub-Total					\$385,540.00	\$91,600.00	\$235,152.00	\$58,788.00	
Street Lighting									
16	Electric Service Installation			\$1,500.00	\$3,000.00	\$0.00	\$1,500.00	\$1,500.00	50/50
17	Electric Utility Service Connection			\$2,500.00	\$5,000.00	\$0.00	\$2,500.00	\$2,500.00	50/50
18	Light Pole Foundation, 24" Diameter			\$40,000.00	\$80,000.00	\$0.00	\$40,000.00	\$40,000.00	50/50
19	Underground Conduit, Pvc, 2 1/2" Dia.			\$52,500.00	\$105,000.00	\$0.00	\$52,500.00	\$52,500.00	50/50
20	Electric Cable In Conduit, 600V (Xlp-Type Use) 1/C No. 6			\$437,500.00	\$875,000.00	\$0.00	\$437,500.00	\$437,500.00	50/50
21	Master Controller Special			\$7,500.00	\$15,000.00	\$0.00	\$7,500.00	\$7,500.00	50/50
22	Light Fixture Assembly-Type A			\$125,000.00	\$250,000.00	\$0.00	\$125,000.00	\$125,000.00	50/50
Sub-Total					\$1,333,000.00	\$0.00	\$666,500.00	\$666,500.00	
First Avenue (Main Street to Green Street) Landscape, Signage, and Hard Surface Improvements									
1	Roadway Reconstruction (With Bike Lane)	FOOT	480	\$1,150.00	\$552,000.00	\$496,200.00	\$44,640.00	\$11,160.00	80/20
3	Ornamental Tree, Species Tbd	EACH	5	\$450.00	\$2,250.00	\$0.00	\$1,800.00	\$450.00	80/20
9	Topsoil	CUYD	48	\$30.00	\$1,440.00	\$0.00	\$1,152.00	\$288.00	80/20
10	Refuse And Recycling Containers	EACH	2	\$2,000.00	\$4,000.00	\$0.00	\$3,200.00	\$800.00	80/20
11	Permenant Bench (Limit: Ea. Block-2 Per Side Of Street)	EACH	3	\$2,200.00	\$6,600.00	\$0.00	\$5,280.00	\$1,320.00	80/20
13	Permenant Planter Box	EACH	4	\$5,600.00	\$22,400.00	\$0.00	\$17,920.00	\$4,480.00	80/20
14	Sidewalk Removal	SQ FT	4800	\$2.50	\$12,000.00	\$0.00	\$9,600.00	\$2,400.00	80/20
15	Colored, Patterned Concrete	SQ FT	13300	\$13.00	\$172,900.00	\$0.00	\$138,320.00	\$34,580.00	80/20
Sub-Total					\$773,590.00	\$496,200.00	\$221,912.00	\$55,478.00	
Green Street (2nd Street to 4th Street) Landscape, Signage, and Hard Surface Improvements									
1	Roadway Reconstruction (With Bike Lane)	FOOT	890	\$350.00	\$311,500.00	\$265,300.00	\$36,960.00	\$9,240.00	80/20
5	Shrub (M), Species Tbd	EACH	10	\$75.00	\$750.00	\$0.00	\$600.00	\$150.00	80/20
8	Clearing And Grubbing	ACRE	1	\$35,000.00	\$35,000.00	\$0.00	\$28,000.00	\$7,000.00	80/20
9	Tree Removal (6 To 15 Units Diameter)	UNIT	50	\$25.00	\$1,250.00	\$0.00	\$1,000.00	\$250.00	80/20
10	Topsoil	CUYD	72	\$30.00	\$2,160.00	\$0.00	\$1,728.00	\$432.00	80/20
11	Refuse And Recycling Containers	EACH	6	\$2,000.00	\$12,000.00	\$0.00	\$9,600.00	\$2,400.00	80/20
15	Sidewalk Removal	SQ FT	8900	\$2.50	\$22,250.00	\$0.00	\$17,800.00	\$4,450.00	80/20
16	Colored, Patterned Concrete	SQ FT	25100	\$13.00	\$326,300.00	\$0.00	\$261,040.00	\$65,260.00	80/20
Sub-Total					\$711,210.00	\$265,300.00	\$356,728.00	\$89,182.00	
2nd Street (Green to RR Tracks) Landscape, Signage, and Hard Surface Improvements									
1	Topsoil	CUYD	20	\$30.00	\$600.00	\$0.00	\$480.00	\$120.00	80/20
2	Seeding, Class 2A	ACRE	0.05	\$2,000.00	\$100.00	\$0.00	\$80.00	\$20.00	80/20
3	Refuse And Recycling Containers	EACH	2	\$2,000.00	\$4,000.00	\$0.00	\$3,200.00	\$800.00	80/20
5	Sidewalk Removal	SQ FT	2500	\$2.50	\$6,250.00	\$0.00	\$5,000.00	\$1,250.00	80/20
6	Colored, Patterned Concrete	SQ FT	5000	\$13.00	\$65,000.00	\$0.00	\$52,000.00	\$13,000.00	80/20
Sub-Total					\$75,950.00	\$0.00	\$60,760.00	\$15,190.00	
					Total	Ineligible (Local Only)	Federal Share	Match Share	
					Construction	\$853,100.00	\$874,552.00	\$218,638.00	80/20
					Street Lighting (Not Co-Located with Alt. Transportation Facility)		\$666,500.00	\$666,500.00	50/50
					Construction Sub-Total	\$3,279,290.00	\$1,541,052.00	\$885,138.00	
					Construction Engineering (Approx. 10%)	\$393,514.80	\$102,372.00	\$28,020.00	
					Phase One Engineering (Approx. 8%)	\$262,343.20	\$68,248.00	\$70,811.04	
					Phase Two Design Engineering (PE II) (Approx. 8%)	\$262,343.20	\$68,248.00	\$70,811.04	
					Land Acquisition	\$40,000.00	\$20,000.00	\$20,000.00	50/50
					GRAND TOTAL	\$4,197,491.20	\$1,091,968.00	\$1,899,700.32	\$1,054,780.08

Appendix 2 - IDOT Enhancement Program Coordinators

<u>District</u>	<u>Local Roads and Streets Engineer</u>
1	Chad Riddle (847) 705-4201
2	Tony Baratta (815) 284-5381
3	Steve Cherry (815) 434-8426
4	Tony Sassine (309) 671-3690
5	Brian Trygg (217) 466-7252
6	Brian Wright (217) 782-4690
7	Brett Walker (217) 342-8259
8	Rebecca Tharp (618) 346-3330
9	Jay Kranz (618) 351-5260

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