



# Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

August 24, 2021

## **CIRCULAR LETTER 2021-19**

### **FY 2027 ILLINOIS SPECIAL BRIDGE PROGRAM (ISBP)**

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

#### **INTENT, PURPOSE AND KEY INFORMATION:**

The purpose of the Circular Letter is that the Illinois Department of Transportation (IDOT or Department) today announced a Notice of Funding Opportunity (NOFO) related to the Illinois Special Bridge Program (ISBP), with a Funding Opportunity Number of 22-1006-01. This program is listed in the Catalog of State Financial Assistance ([CSFA](#)) as 494-00-1006. The below information is provided to our Local Public Agencies (LPA) and industry partners to articulate the information and process to apply for this funding opportunity.

The Department intends to add a FY 2027 local increment to the Illinois Special Bridge Program as we develop our FY 2023-2028 proposed Highway Improvement Program.

Local and state major highway bridges meeting all the criteria as described within this Circular Letter and the below references, will be eligible. As with many Department programs, ISBP is a discretionary program, and all proposed projects must compete statewide, and will be examined, reviewed and determined based on the following criteria:

- a) Each candidate project must be a deficient bridge eligible for Surface Transportation Program-Bridge (STP-Bridge) funding. Funding is for existing structures that meet STP-Bridge eligibility, and not for constructing new structures. In addition, the structure must carry a highway.
- b) The total project cost for all engineering, utilities, land acquisition, and construction costs, including minimal approach work, must total a minimum of \$1,000,000 for local special bridge candidates. However, only the construction and construction engineering cost will be eligible for funding from the Special Bridge Program. The federal share is 80 percent of the eligible cost; with the local agency responsible for the 20 percent matching funds, as well as all costs above that of the approved special bridge funding.
- c) Any proposed local bridge must be under the jurisdictional responsibility of a County, Municipality, or Township; and located on a route with appropriate jurisdictional responsibility. If Local Public Agencies are willing to accept a jurisdictional transfer of certain private bridges, such as a highway bridge over a railroad or bridges that are in jurisdictional dispute between the state and local agency, and an agreement can be

signed, these bridges may be submitted as candidates. Note: Actual transfer of jurisdiction should be withheld until candidate bridges have been approved for funding.

**Please note** it is beneficial to have received approval of the Bridge Condition Report (BCR) from the Department prior to applying for ISBP funding to ensure the scope of the project is appropriate. Also, a 'Bridge Deck Overlay' is considered either preservation or maintenance, but not rehabilitation. 'Bridge Deck Overlay' projects will not be eligible as ISBP rehabilitation candidates.

Priority consideration for ISBP funding will also be given to structurally deficient NHS structures to assist in reducing the number of structures in this category that are reported by FHWA. This criterion does not guarantee the selection of these structures.

### **SUBMITTAL PROCESS, INFORMATION, & COORDINATION:**

If your agency has a candidate project, please work with your District Local Roads Engineer to complete the required special bridge fund request form (attached) along with a briefing paper. This [PRO 2171](#) is available on the IDOT website under "Resources" and "Forms" and "Programming." Please note the application form includes a 'Preservation' check box under the Type of Work selection, along with Rehab and Replace. This field does not apply to local projects and is only for use on state side applications.

The briefing paper should include the following information:

1. Completed special bridge program form (Form [PRO 2171](#) attached)
2. Structure number
3. Location and general description of project
4. Proposed improvement and detailed cost estimate (Identify costs for each phase of the project.)
5. Source and extent of local participation (Specify cost estimates for local participation, including estimated railroad cost participation, if applicable.)
6. Preconstruction activity status
7. Tentative letting dates for proposed improvements
8. Load posting, if applicable
9. Current Structure Inspection and Appraisal sheet
10. Explanation of proposed jurisdictional transfer agreement required for eligibility for private bridges (if applicable)

The application form ([PRO 2171](#)) includes "E-mail" and "Attachments" links. Local Public Agencies are required to submit special bridge applications to their District office using the email feature. The "Attachments" link should be used to include all supporting documentation required for the application. The attachment folder, which is embedded within the pdf application, can be found by selecting the paperclip icon directly to the left of the application. An attachment will not appear until this icon has been selected.

### **RATING FACTOR FORMULA**

$$RF = \{(SC1) \times (SC2) \times (SC3) \times (SR / FCV) \times [TPC / (ADT' / LN)] \times (DF)\} / R_{SR} \times R_{ADT}$$

The above formula will be used in the selection process for ranking candidate bridges. Before submitting your application, please feel free to evaluate your project's eligibility with this formula. An explanation of the formula factors is attached. Only candidate bridges with a computed rating factor (RF) of 100 or less will be eligible for consideration.

**Please note the formula was revised during the FY26 (last year's) Solicitation.** IDOT developed a revision to the ISBP ranking process to adjust the rating factors to more appropriately rank projects that have: (1) significantly different sufficiency ratings and similar ADTs; and (2) similar sufficiency ratings but significantly different ADTs. This revision doesn't change the actual ISBP formula, but instead adjusts the initial calculated rating factor by applying factors for sufficiency rating and ADT to strive for a more equitable ranking of projects.

### **APPLICATION SUBMISSION:**

When submitting applications for local projects, the LPA is also required to submit the application under a cover letter from the Local Public Agency, which clearly defines the responsible local public agency contact person.

A section titled, "Local Agency Contact Information," is included at the bottom of the Special Bridge Application form ([PRO 2171](#)).

In addition, under the Government Accountability and Transparency Act (GATA), each candidate project must also complete the Uniform Application for State Grant Assistance, a Programmatic Risk Assessment Questionnaire, a Uniform Grant Budget, and a Conflict of Interest Form, which are attached. Additional GATA information can be found here: [GATA Website](#).

### **DEADLINES, ADDITIONAL RESOURCES & INFORMATION:**

Questions should be directed to your District Local Roads Engineer. Applications are required to be submitted electronically through the application's email feature to your appropriate District Local Roads office. The Districts must receive all program candidates by **October 5<sup>th</sup>, 2021**.

All local Special Bridge Program candidates must be submitted to the Central Bureau of Local Roads and Streets no later than close of business **October 8<sup>th</sup>, 2021**.

Announcement of the selected FY 2027 local special bridge candidate projects will occur with the release of the IDOT proposed FY 2023 – 2028 Highway Improvement Program in the spring of 2022.

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

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1. Local Public Agency cover letter with contact information
2. Project briefing paper
3. Form [PRO 2171](#)
4. Cost Estimate
5. Location map
6. Photographs
7. Uniform Application for State Grant Assistance
8. Programmatic Risk Assessment Questionnaire
9. Uniform Grant Budget Template
10. Conflict of Interest Form

Any updates or changes to the schedule will be officially announced through the Grant Accountability and Transparency Act (GATA) website via the [NOFO](#).

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

Sincerely,



George A. Tapas, P.E., S.E.  
Engineer of Local Roads and Streets

Attachments

cc: Dan Brydl, FHWA – Illinois Division  
Gary Iles, Illinois Department of Natural Resources  
Elias Ajami, Illinois State Toll Highway Authority  
Brian Otten, Illinois Association of County Engineers  
Brad Cole, Illinois Municipal League  
Bryan Smith, Township Officials of Illinois  
Donald Goad, Township Highway Commissioners of Illinois

## RATING FACTOR FORMULA INFORMATION

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

$$RF = \{(SC1) \times (SC2) \times (SC3) \times (SR / FCV) \times [TPC / (ADT' / LN)] \times (DF)\} / R_{SR} \times R_{ADT}$$

Where:

**SR** = Sufficiency Rating (if less than 1.0, use 1.0). *The sufficiency rating is a numeric value resulting from an FHWA method used to evaluate data by calculating four different factors: Structural Adequacy and Safety, Serviceability and Functional Obsolescence, Essentiality for Public Use and Special Reductions (based on certain limiting features). This value is a percentage indicative of a bridge's sufficiency to remain in service. It is expressed as a percentage in which 100 percent represents an entirely sufficient bridge and zero percent represents an entirely insufficient or deficient bridge. **Only those structures carrying a highway receive a sufficiency rating. Structures not carrying a highway are not eligible for Special Bridge funding.***

**FCV** = Functional Classification Value:

- A value of **1.0** is assigned for FCV if the bridge route is functionally classified as a local road or local street
- A value of **1.25** is assigned for FCV if the bridge route is functionally classified as a Major or Minor Collector highway
- A value of **1.50** is assigned for FCV if the bridge route is functionally classified as a Minor Arterial
- A value of **1.75** is assigned for FCV if the bridge route is functionally classified as an Other Principal Arterial
- A value of **2.0** is assigned for FCV if the bridge route carries a functional classification higher than an Other Principal Arterial

**TPC** = Total Project Cost in millions of dollars (for formula purposes, this value is generated as TPC/1,000,000). *Total Project Cost includes preliminary engineering, land acquisition, utilities, hazardous waste mitigation, miscellaneous items, construction engineering, and construction. It is used for calculating the rating factor and must exceed \$1 million for local project eligibility. **Only the construction and construction engineering costs are eligible for funding from the ISBP. Any funds expended for construction and/or construction engineering on a project prior to selection for the ISBP are not reimbursable.***

**LN** = Number of Lanes:

- For replacement projects, the number of lanes for the proposed replacement are used in the rating factor calculation
- For rehabilitation projects, the actual number of lanes have multipliers as below:
  - **1.6** for deck replacement or (structural steel repair + concrete overlay + expansion joint replacement, etc.)
  - **1.4** for superstructure replacement without substructure widening
  - **1.3** for superstructure replacement with substructure widening

**ADT'** = ADT Prime (for formula purposes, this value is generated as (ADT + ADTT)/100). *ADT is the Average Daily Traffic (ADT) plus Average Daily Truck Traffic (ADTT) (heavy commercial trucks) in hundreds. Adding ADTT one more time to ADT (as it already includes ADTT) to arrive at ADT' is to adequately emphasize the implications of truck traffic on structure condition, and therefore, its serviceability.*

**SC1** = Coefficient for Deck Condition Rating (one of the critical structure condition ratings). It is assigned based on the specified range of this rating as below:

- $< 2 \rightarrow 0.80$
- $= 3 \rightarrow 0.85$
- $= 4 \rightarrow 0.95$
- $> 5 \rightarrow 1.0$

**SC2 & SC3** = Coefficients for Superstructure Condition Rating and Substructure Condition Rating (other critical structure condition ratings). They are assigned based on the specified range of these ratings as below:

- $< 2 \rightarrow 0.75$
- $= 3 \rightarrow 0.80$
- $= 4 \rightarrow 0.85$
- $= 5 \rightarrow 0.95$
- $\geq 6 \rightarrow 1.0$  for all

**DF** = Coefficient for Detour Length. The following scale of this coefficient is considered based on the length of the detour:

- $< 5$  miles  $\rightarrow 1.0$
- $> 5 - < 10$  miles  $\rightarrow 0.95$
- $> 10 - < 15$  miles  $\rightarrow 0.90$
- $> 15 - < 20$  miles  $\rightarrow 0.85$
- $> 20$  miles  $\rightarrow 0.75$

**R<sub>SR</sub>** = Refinement factor to account for low sufficiency ratings. The following scale is used for the sufficiency factor:

- $> 40 \rightarrow 1.0$
- $\leq 40 - > 30 \rightarrow 1.10$
- $\leq 30 - > 20 \rightarrow 1.20$
- $\leq 20 - > 10 \rightarrow 1.35$
- $\leq 10 \rightarrow 1.50$

**R<sub>ADT</sub>** = Refinement factor to account for high ADT. The following scale is used for the ADT factor:

- $< 4,000 \rightarrow 1.0$
- $\geq 4,000 - < 9,000 \rightarrow 0.95$
- $\geq 9,000 - < 14,000 \rightarrow 0.85$
- $\geq 14,000 - < 19,000 \rightarrow 0.80$
- $\geq 19,000 - < 25,000 \rightarrow 0.70$
- $\geq 25,000 - < 35,000 \rightarrow 0.60$
- $\geq 35,000 \rightarrow 0.50$