

Statewide Planning & Research Funds Fiscal Year 2025 Program Guidance

Illinois Department of Transportation

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Questions?

Michael Vanderhoof

Bureau Chief, Planning

Office of Planning & Programming | Illinois Department of Transportation

Office: 217-782-8080 | Cell: 217-720-6527

michael.vanderhoof@illinois.gov

<http://www.idot.illinois.gov/transportation-system/transportation-management/planning/index>

Introduction

The Illinois Department of Transportation receives approximately \$25 million annually in Federal Highway Administration State Planning and Research Funds to conduct statewide planning and research activities as identified in 23 USC 135 and 49 USC 5304.

Statewide Planning & Research (SPR) funds are used to support planning and research activities. The funds are used to establish a cooperative, continuous, and comprehensive framework for making transportation investment decisions and to carryout transportation planning and research activities throughout the State. Eligible activities include:

- Planning studies
- Data purchase, collection, and/or analysis
- Program development activities
- Performance management activities
- Coordination/outreach activities

IDOT intends to implement an open and competitive process for use of a portion of these funds and is conducting a call for SPR funded projects. All proposed projects should be related to further studying or implementing a goal, strategy, or objective within the State's Long Range Transportation Plan or one of the Department's modal plans. IDOT will evaluate and select projects based on their ability to further study or implement the Long Range Transportation Plan (LRTP) or one of the Department's modal plans.

Eligibility of Funds

SPR funds are **not** for use on preliminary engineering, design, right-of-way, construction, or maintenance projects. Transportation planning is multi-modal in nature and SPR funds may be used for highways, active transportation, rail (passenger and freight), and transit; however, other non-surface transportation modes such as air and water are not generally eligible. Planning studies or data collection related to air and water may be partially funded based on the portion of the study related to goods movement or surface transportation. IDOT, in coordination with FHWA, will determine if project proposals are eligible for SPR funding.

Proposed projects can be used to support internal agency staff, hire a consultant for assistance, and purchase data or equipment. The procurement of these services, data, or equipment must follow federal and state procurement rules.

Eligible entities must meet the requirements identified in [23 USC 135](#) and include a number of government entities, such as IDOT, other state agencies, planning organizations, or local jurisdictions. Joint applications are encouraged, such as when multiple sponsors may be interested in a project. Private entities or non-profits are also eligible to apply if they have a public sponsor such as a municipality, park district, county, etc.

Requesting SPR funds

IDOT's Bureau of Planning will initiate a call for projects allowing other state agencies, planning organizations, or local jurisdictions to identify planning projects that meet the eligibility requirements identified in 23 USC 135 .

Process for Requesting Funds

Public agencies that are interested in applying for these funds must complete the [Online Application](#) by the deadline, April 14, 2024 AT 11:59:59 p.m. CDT. A copy of the application is available in Appendix A.

The application includes general information regarding the project including:

- Project Sponsor
- Type of Agency (Unit of Government)
- Project Sponsor Contact Information
- Scope of Project
- Total Cost of Project
- Federal Amount Request
- Source and Amount of Match Funds
- Timeframe for accomplishing project
- Associated project numbers
- How the project:
 - Implements the goals, objectives, strategies, or performance measures identified in the State's Long Range Transportation Plan (LRTP) or other modal plans
 - Moves an agency towards completing a performance-based program development process
 - Implements the Transportation Asset Management Plan
 - Benefits a disadvantaged/economically distressed community
- Previous associated planning efforts
- Partnerships
- Deliverables
- Final Product

Funding Limitations and Match Requirements

Statewide Planning and Research funds are federal funds. A 20% match is required to use these funds. However, a match greater than 20% will be considered positively when prioritizing projects. Conversely, projects may request a waiver from providing local match assistance. The waiver of the matching requirement will be strongly considered for projects that benefit disadvantaged/economically distressed communities.

These funds are a reimbursement program where the project sponsor is responsible for incurring 100% of the upfront costs and then is reimbursed up to 80% after invoicing IDOT. While soft match is a possibility, it requires increased documentation from the project sponsor and additional administrative

activities by IDOT, so the use of soft match should be avoided. If soft match is requested, IDOT will be seeking additional information on the necessity.

Project Funding Limitations

A total maximum of \$7 million is available for State Fiscal Year (SFY) 25. There is no minimum award amount; however, SPR funds are federal and administered through a grant from IDOT so the amount of paperwork and time for processing should be considered when applying for a project less than \$150,000.

There is no maximum project cost or award size limitation.

Projects that spend out over multiple years are eligible. If a project has multiple phases, such as identification of a new multi-modal transfer center and then studying the economic impact of the new multi-modal transfer center, those types of projects are eligible.

Prioritization of Projects

The goal of this program is to further implement the ongoing planning and performance-based initiatives of the Department. Therefore, IDOT will evaluate projects for:

- How the proposed scope of work supports the Department’s goals and objectives identified in its many policy documents including:
 - [Long Range Transportation Plan](#)
 - [Transportation Asset Management Plan](#)
 - [Freight Plan](#)
 - [Transit Plan](#)
 - [Rail Plan](#)
 - [Bike Plan](#)
 - [All Hazards Vulnerability Assessment](#)
 - [Illinois Maritime System Transportation Plan and Economic Analysis](#)
 - Other modal plans
- If the project is implementing asset management
- If the project is moving an agency forward in implementing performance-based program development
- If the project is benefiting a disadvantaged/economically distressed community
- If the proposed budget is reasonable given the scope of work and funds are available
- If the proposed local match is greater than 20%
- If the project is a continuation of previous planning efforts
- If the project involves multiple jurisdictions
- If the project is scalable to a larger geography such as countywide or statewide
- Climate Change/Carbon Reduction
- Community need
- Geographic diversity

- Equity
- Resiliency Improvement Planning
- Discretionary Grant Program Development

*Inactivity on prior SPR project – projects on FIRE report are excluded from award

Announcement of Successful Projects

Projects that are to receive funding will be included in the State Fiscal Year 2025 SPR-PL Planning Work Program that is effective on or about July 1, 2024. This document outlines the planning activities occurring in the state. Sponsors will be made aware of their selection upon approval of the work program. **Upon receiving an Award Letter**, public agencies will be expected to complete the following documents.

Local Public Agency recipients must submit the following information to:

DOT.OPP.GrantApplications@illinois.gov

- [IDOT Uniform Grant Application](#)
- [IDOT GATA Exempt Budget](#)
- [GATA Exempt Risk Assessment](#)
- [BoBS2831 – Conflict of Interest form](#)

State Agency, Universities, and Other recipients must submit the following information to

DOT.OPP.GrantApplications@illinois.gov

- [Grant Accountability and Transparency Act \(GATA\) application](#)
- [GATA Budget Template](#)
- [Programmatic Risk Assessment](#)
- [BoBS2831 – Conflict of Interest form](#)

They must comply with GATA, which includes logging into the [Grantee portal](#) and completing the following for SFY 2025:

- Registration
- Pre-Qualification
- Internal Control Questionnaire (ICQ)
- Indirect Cost Information

The above listed GATA requirements are completed annually per agency. This call is for State Fiscal Year 2025 (SFY25) (7/1/24 to 6/30/25). If your agency has already completed these for SFY25 they do not need to be completed again.

Implementation of Successful Projects

Successful non-IDOT projects will need to enter into an Intergovernmental Agreement with the Department of Transportation. Information provided during the application will be sufficient to draft the intergovernmental agreement.

- **State Agency, Universities, Other:** Prior to receiving the intergovernmental agreement, a notice of state award (NOSA) will be provided indicating specific terms and conditions based on the responses received in the internal control questionnaire and programmatic risk assessment. The NOSA must be accepted, along with the terms and conditions indicated within the NOSA.
- **Local Public Agency (LPA):** LPAs are not required to accept a notice of state award (NOSA).

The intergovernmental agreement will be drafted by IDOT and sent to the successful applicant for local execution. Once the agreement is locally executed, it will be sent back to IDOT for execution.

No work can begin until the agreement is fully executed. The entire process should take approximately 8-12 weeks.

Program Management

Invoicing

Invoicing must begin within the first three months of the execution of the agreement. If it does not, the project will be considered for removal from the program and will not be able to move forward.

Grantees that have had a project identified on FHWA's FIRE report will not be considered for a grant this program cycle.

Accomplishment

The project must be accomplished within the timeframe indicated within the agreement barring any extenuating circumstances. Request for extension of the project must be requested as soon as possible. Requesting an extension can be completed by sending an e-mail to the project's IDOT contact.

Status Reporting

Quarterly reports of status of the project are required. The status reports must include progress made over the last quarter and whether the project is still on track to be accomplished by timeframe outlined within the application.

Additional reporting requirements will be on an agency by agency basis and will be outlined in the NOSA, if applicable, and/or the grant Agreement.

IDOT Participation in Project

IDOT project managers may request involvement in project activities but we do not have the staff to participate in all projects or provide a high level of coordination for project implementation; however, IDOT will be available to provide any advice, data, and assistance upon request. In return, the project sponsor will be responsive to requests of status or data made from IDOT to the project sponsor.

Appendix A – Application

SFY 2025 Statewide Planning & Research Funds Application

Please complete this application by 4/14/24 at 11:59:59 p.m. CDT to be considered for these federal planning funds. Program Guidance is available here: <http://www.idot.illinois.gov/transportation-system/transportation-management/planning/index>

Email *

Valid email

This form is collecting emails. [Change settings](#)

Image title



1. Grantee/Organization Name *

Please provide the sponsor of the project.

Short answer text



2. Type of Entity *

Local Public Agency

State Agency

University

Other...
.....

3. Grantee/Organization Contact Name *

Short answer text
.....

4. Grantee/Organization Contact Phone *

Short answer text
.....

5. Grantee/Organization Mailing Address *

Short answer text
.....

6. Grantee/Organization Contact E-mail *

Short answer text
.....



7. Grantee/Organization Project Number

Add grantee/organization project number for tracking.

Short answer text

.....

8. Project Title *

Please provide a short/concise title for the project. This is how it will be commonly referred to.

Short answer text

.....

9. Project Scope *

Please provide a description of the project. This should include an explanation of the need for the project, the ultimate product of the project (i.e. planning study), and how that ultimate project will be accomplished (i.e. data collection and analysis).

Long answer text

.....

10. Deliverable to be Submitted *

Please describe the product of completion for the project that will be delivered to the Illinois Department of Transportation (IDOT).

Long answer text

.....



11. Total Cost of the Project *

Please indicate the total cost of the project. 20% match is required. Enter data as whole numbers, for example, 125,000.

Short answer text
.....

12. Federal Amount of the Project *

Please indicate the federal amount of the project. At minimum this is 80% of the total project cost.

Short answer text
.....

13. Would you like to request a waiver from providing local (non-federal) match? *

In some cases, especially if the project is assisting a disadvantaged/economically distressed community, the state can provide matching funds for the project. In this instance, the budget template should include all funds (federal and match) in Section A.

Yes

No

14. Please explain why a waiver from providing local match is being requested. *

Limited funds are available to provide local (non-federal) match. Instances where the project benefits a disadvantaged/economically distressed community will receive priority for receiving match assistance.

Short answer text
.....



15. Source of Local (non-federal) Match *

Please add the source of local match. Make sure to indicate if it is already included in your agency's current fiscal year budget. If the request is to receive a waiver from providing local match, please indicate here that state funds are being requested for local (non-federal) match.

Short answer text

.....

16. Time needed to complete the project *

The earliest available start date would be approximately September 1, 2024. Please indicate when you anticipate beginning this project and the projected project completion date. Please be generous in your estimate to avoid unnecessary paperwork extending the project.

Short answer text

.....

17. If the project spans more than one state fiscal year (SFY), please indicate the amount to be spent in each SFY.

State fiscal year is July 1-June 30. This program is for SFY 25. Additionally, indicate the costs for each phase. An example response for this item is: Total project cost \$150,000. Anticipated SFY 25 expenditures for data collection and tool development - \$100,000; Anticipated SFY 25 expenditures for final plan - \$50,000.

Short answer text

.....

18. For Locally sponsored projects, please provide: Name of Individual Authorized to Execute Project Agreement

Long answer text

.....

20. For Locally sponsored projects, please provide: Email of Individual Authorized to Execute Project Agreement

Short answer text

.....

...

21. The Individual Authorized to Execute Project Agreement will receive the agreement through DocuSign. Any concerns with DocuSign signature?

Yes

No

22. For State sponsored projects, will significant staff time be used to prepare for this project, analyze data that comes from this project, or implement this project in any way?

Short answer text

.....

23. Explain how this project assists in meeting the goals of the IDOT Long Range Transportation Plan or one of the Departments modal plans.

Make sure to include if it meets objectives/strategies/performance measures/implementation identified in the LRTP or modal plan. All plans are available here: [Long Range Transportation Plan \(illinois.gov\)](#)

Long answer text

.....

...

24. Explain how this project assists in implementing a performance based program development process.

This could include collecting, purchasing, or analyzing data.

Long answer text

25. Explain how this project helps implement asset management practices.

Explain how this project develops analytical tools or data collection that help prioritize future improvements to existing assets such as transit vehicles, pavement, and bridges, use asset condition data to predict the impact of different improvement strategies on future network conditions, or determine activities that will slow the rate of pavement and bridge deterioration so assets last as long as possible.

Long answer text

26. Explain how this project benefits a disadvantaged/economically distressed community.

Please explain how this project benefits a disadvantaged/economically distressed community. This could include, enhanced mobility for disadvantaged populations, economic development plan for under served communities, or other planning activities that benefit disadvantaged/economically distressed communities.

Please make sure to include why this community is considered disadvantaged or economically distressed.

While difficult to quantify for planning projects, the state has developed the following maps indicating some metrics that could be used to identify disadvantaged/economically distressed communities:

<https://www2.illinois.gov/dceo/ExpandRelocate/Incentives/Pages/UnderservedAreas.aspx>

[https://illinois-epa.maps.arcgis.com/apps/webappviewer/index.html?](https://illinois-epa.maps.arcgis.com/apps/webappviewer/index.html?id=f154845da68a4a3f837cd3b880b0233c)

[id=f154845da68a4a3f837cd3b880b0233c](https://illinois-epa.maps.arcgis.com/apps/webappviewer/index.html?id=f154845da68a4a3f837cd3b880b0233c)

Long answer text

Appendix B – Application Check List

Application Questions				
Item #	Item	Explanation	Is this done?	Required
n/a	e-mail address	This e-mail allows the application to be sent back to the person completing the application.		Yes
1.	Grantee/Organization Name	The agency sponsoring the project, will provide or secure local match, & if non-IDOT, will enter into an agreement with IDOT.		Yes
2.	Type of Entity	Enter the type of entity for the grantee/organization.		Yes
3.	Grantee Organization/Contact Name	The contact at the agency sponsoring the project.		Yes
4.	Grantee/Organization Contact Phone	Enter the phone number of the main contact for the project.		Yes
5.	Grantee/Organization Mailing Address	Enter the mailing address of the main contact for the project.		Yes
6.	Grantee/Organization Contact E-mail	Enter the e-mail address of the main contact for the project.		Yes
7.	Grantee/Organization Project Number	Add grantee/organization project number for tracking, if applicable.		No
8.	Project Title	Enter the title of the project. Keep it concise. This will be how the project is referred to.		Yes
9.	Project Scope	Provide a description of the project. This will work as the scope of services to be included in the agreement if the project is selected for funding. This should include an explanation of the need for the project, the ultimate product of the project (i.e., planning study), and how that ultimate project will be accomplished (i.e., data collection and analysis).		Yes
10.	Deliverable to be Submitted	Describe the product of completion for the project that will be delivered to IDOT		Yes
11.	Total Cost of the Project	This is the total cost to complete the project. A 20% match is required. Enter in cost format. No cents are needed.		Yes
12.	Federal Amount of the Project	This is the amount request for the grant. The maximum that can be requested is 80% of the Total Cost of the Project.		Yes
13.	Request a waiver from providing local (non-federal match)?	In some instances, IDOT will provide match. Generally, this will occur when the project benefits a disadvantaged/economically		Yes

		distressed community, or the project is for an MPO or Rural Planning Organization that is using their state planning funds as match to the federal funds.		
14.	Why waiver for local (non-federal match) is being requested	Explain why this project should be granted a waiver for local (non-federal) match. The two main options would be that this project benefits a disadvantaged/economically distressed community, or the project is for an MPO or Rural Planning organization that is using their state planning funds as match to the federal funds.		Yes
15.	Source of Local Match	At minimum, 20% local match is required for the project. Indicate the source of the local match.		Yes
16.	Time Needed to Complete the Project	If selected for funding, 9/1/2024 is the earliest a project can begin. Indicate the anticipated time necessary and project end date. The agreement with IDOT (for non-IDOT sponsors) will indicate this as the end date for the agreement. Any requests for reimbursement for work completed after this date will not be approved.		Yes
17.	If the project spans more than one state fiscal year (SFY), please indicate the amount to be spent in each SFY.	The state fiscal year is July 1 to June 30. This program is for SFY25. An example response for this item is: Total project cost \$150,000. Anticipated SFY25 expenditures - \$100,000; SFY26 expenditures - \$50,000.		No – only complete if project spans more than one SFY.
18.	For Locally sponsored projects, please provide: Name of Individual Authorized to Execute Project Agreement	Enter the name of the individual in your organization who is authorized to execute the agreement for the project.		Yes, if a locally-sponsored project.
19.	For Locally sponsored projects, please provide: Title of Individual Authorized to Execute Project Agreement	Enter the title of the individual in your organization who is authorized to execute the agreement for the project.		Yes, if a locally-sponsored project.
20.	For Locally sponsored projects, please provide: Email of Individual Authorized to Execute Project Agreement	Enter the email address of the individual in your organization who is authorized to execute the agreement for the project.		Yes, if a locally-sponsored project.
21	The Individual Authorized to Execute Project Agreement will receive the agreement	Answer yes or no.		Yes

	through DocuSign. Any concerns with DocuSign signature?			
22.	For State sponsored projects, will significant staff time be used to prepare for this project, analyze data that comes from this project, or implement this project in any way?	Answer yes or no. If yes, elaborate.		Yes, if a state-sponsored project.
23.	Explain how this project assists in meeting the goals of the IDOT Long Range Transportation Plan or one of the Department's modal plans.	Indicate here how the proposed project moves forward the goals and objectives of the Long Range Transportation Plan or one of the Department's modal plans. All the plans produced by the department include goals and objectives. They should be reviewed and indicated here how this project will move those goals or objectives forward.		Yes
24.	Explain how this project assists in implementing a performance-based program development process.	Indicate here how the project moves forward implementing a performance based program development process. This could include collecting, storing, or analyzing data, creating tools or interfaces for viewing data, or conducting outreach on performance based program development.		Yes, as appropriate
25.	Explain how this project helps implement asset management practices.	Explain how this project develops analytical tools or data collection that help prioritize future improvements to existing pavements and bridges, use asset condition data to predict the impact of different improvement strategies on future network conditions, or determine activities that will slow the rate of pavement and bridge deterioration so assets last as long as possible.		Yes, as appropriate

26.	Explain how this project benefits a disadvantaged/economically distressed community	This could include, enhanced mobility for disadvantaged populations, economic development plan for under served communities, or other planning activities that benefit disadvantaged/economically distressed communities. Please make sure to include why this community is considered disadvantaged or economically distressed. While difficult to quantify for planning projects, the state has developed the following maps indicated some metrics that could be used to identify disadvantaged communities: DCEO ; IEPA		Yes, as appropriate
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