Illinois Department of Transportation



ITEP

Illinois Transportation Enhancement Program

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Guidelines

Illinois Transportation Enhancement Program Guidelines

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Section A. Program Background and Requirements

A.1. Purpose of Guidelines

The purpose of the guidelines is to assist project applicants and sponsors to understand the Illinois Transportation Enhancement Program (ITEP) purpose, eligibility criteria, project requirements, and the application process.

A.2. About the Transportation Enhancement Program

The goal of the Illinois Transportation Enhancement Program is to allocate resources to well-planned smaller scale, but critically important projects that provide and support connected alternate modes of transportation that are safe for all users, enhance the transportation system through preservation of visual and cultural resources, and improve the quality of life for members of the communities impacted. ITEP requires sponsors to coordinate efforts to develop and build safe, equitable, valuable, and functional facilities in a timely manner.

ITEP funds projects through a bi-annual competitive cycle with the application submittal period opening in the late summer of every even numbered calendar year. The project applications must be submitted through the online application portal and must be complete and accurate. The application timeline is posted on the ITEP website before each cycle.

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

A. The project must have an eligible sponsor.

B. The project must relate to surface transportation.

C. The project must fit within one of the eligible categories.

D. The project must be selected through a competitive process.

A.3. Sponsor vs. Applicant

The sponsor is the eligible entity with taxing authority to guarantee matching funds to carry out the proposed project. Sponsors must be registered through SAM.gov to accept a federal grant (show proof of an active UEI). GATA non-exempt sponsors, e.g., universities/colleges, state agencies, non-for-profit entities must be registered in the Grant Accountability & Transparency Act (GATA) grantee portal. The point of contact for the sponsor must be the senior representative authorized to accept financial liability for the grant. Sponsors must be able to comply with all federal and State laws and regulations, and IDOT policies and procedures. The sponsor has the responsibility and accountability for the implementation of the project. Jointly sponsored projects must identify a lead sponsor. It is the responsibility of the sponsor(s) to obtain support from all affected jurisdictions.

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. The applicant will be a primary point of contact for all communications relating to the application.

Under 23 U.S.C. 133(h)(4)(a), the eligible entities (eligible project sponsors) to receive transportation enhancement funds are:

A. local governments,
B. regional transportation authorities,
C. transit agencies,
D. natural resource or public land agencies,
E. school districts, local education agencies, or schools,
F. tribal governments,
G. MPO that represents an area with a population 200,000 or fewer,
H. Non-profit entities,
I. a State, at the request of an eligible entity, and
J. any other local or regional governmental entity with responsibility for oversight of transportation that the State determined to be eligible, consistent with the goals of this subsection.

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.

A.4. Metropolitan Planning Organization

If project sponsor is in a Metropolitan Planning Organization (MPO) or Regional Planning Commission (RPC), let them know you are applying for ITEP funding and get a letter of support to include in your application.

The project sponsor is responsible for ensuring that awarded projects within an MPO area are included in the most current Transportation Improvement Program (TIP) for that MPO. This is a requirement for any project awarded ITEP funds. Your project doesn't need to be included in the TIP before award announcements are made.

A.5. Transportation Enhancement Program Requirements

The key requirements for the Illinois Transportation Enhancement Program include:

A. Projects must enhance the transportation system by serving a transportation need or providing a transportation linkage, use or benefit. Project funds must be used for public benefit and public use and cannot solely benefit private or commercial businesses or individuals.

B. Projects must have an eligible project sponsor which are entities with taxing authority that can guarantee matching funds to carry out the proposed project. Project sponsors assume responsibility and accountability for the use and expenditure of program funds.

C. If more than one project application is submitted by the same sponsor, each application will be reviewed and scored based on its own merit, regardless of category or relationship to any other application submissions.

D. 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 and local-let construction costs upfront and will be reimbursed as the sponsor submits supporting documentation verifying expenditures. For state-let construction projects, the state will make initial payments to the contractor and invoice the sponsor for their local share.

E. Federally funded projects must follow the requirements of Title II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act (commonly referred to as the Uniform Act) for all right-of-way (ROW) and easement acquisition activities regardless of whether enhancement funding is involved in the acquisition. This may take additional time that should be considered in the project timeline.

F. Projects must be implemented in accordance with the Sunset Clause requirements.

1. For preliminary engineering projects only, **all** work must be completed in 4 (four) years from the award notification letter.
2. For engineering and construction projects, **all** ITEP funds must be obligated in 4 (four) years from the award notification letter.
3. The full project must be completed within 10 (ten) years from the award notification letter or funds will be rescinded.

Projects involving railroad coordination will require additional time and may cause delays to the project timeline.

G. Ineligible activities:

1. Any work done prior to a notice to proceed or executed agreement will not be reimbursed.
2. Operation and maintenance costs, along with contingency and inflation fees, are ineligible for ITEP funds. Road work (e.g., resurfacing) and parking lot improvements that support cars, trucks, and buses are ineligible for ITEP funds.
3. See Section B: Program Categories of these Guidelines for category specific eligibility.

H. **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. **Construction Engineering** – Maximum allowable CE amount is 15% of the total construction cost (based on construction subtotal minus ineligible items). **Utility Relocations** – Cannot be 50% or more of the project's total construction costs.

I. The maximum ITEP award per project is capped at $3 million (2024), including match assistance, if eligible. Any unused ITEP funds remaining after project completion will be returned to the program. Funds cannot be used for additional work or for another project.

J. A letter requesting cost increase must be submitted to the District ITEP Coordinator. Total ITEP funds awarded to a single project will not exceed the maximum award amount allowed for that funding cycle. Project cost increases may be granted upon review and approval by the Bureau of Programming and will not exceed 20% percent of the total awarded amount or no more than $250,000. Cost increases will not be approved for Preliminary Engineering.

K. PRO 2255: ITEP Change Request must be used to request transfer of funds between phases. PRO 2255 must be submitted to the District ITEP Coordinator. The transfer of funds between project phases may be allowed only upon review and approval by the Bureau of Programming. Funds may only be transferred forward, e.g., preliminary engineering to construction and construction engineering and only upon completion of the preceding phase and only unexpended funds.

L. PRO 2255: ITEP Change Request must be used to request project scope changes. PRO 2255 must be submitted to the District ITEP Coordinator. The sponsor must provide a map with new project limits and reason(s) for scope change for all scope changes. Scope changes will not exceed 20 percent change/reduction of the original scope, except in extreme cases, and may be allowed upon review and approval by the Bureau of Programming. If sponsor requests scope changes that are more than 50 percent, the sponsor will be asked to withdraw the project.

M. A Letter requesting project time extension must be submitted to the District ITEP Coordinator. Upon review and approval by the Bureau of Programming, one time extension may be granted for engineering work and one time extension may be granted for construction work. Multiple extensions will not be granted, except in extreme cases, and upon review and approval by the Bureau of Programming. If time extension is granted, a quarterly PRO 2270: ITEP Project Status Update submittal will be required until the project is let. Time extensions will not override original sunset clause date.

N. 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 agreement 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. The maintenance plan for the project does not have to be a separate maintenance plan, rather it can be part of the agency's annual or multi-year maintenance plan for all agency owned and operated facilities. If the facility in question is operated and maintained by someone outside the agency, include language in the agreement(s) for the required minimum 20-year period.

O. Any entity 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 built and maintained in compliance with ADA requirements and must continue to function as designed throughout the facility life.

A.6. Federal Funding

The federal transportation bill, Fixing America's Surface Transportation Act (FAST Act) was signed into law on December 4, 2015. The FAST Act replaced the MAP-21 Transportation Alternatives Program (TAP) with a set-aside of Surface Transportation Block Grant (STBG) program funding for transportation alternatives authorized under Section 11109 of the FAST Act (23 U.S.C. 133(h)). The Infrastructure Investment and Jobs Act (IIJA), Pub. L. 117-58, also known as the "Bipartisan Infrastructure Law" (BIL) took effect on October 1, 2021, and apply to all funding obligated on or after that date, whether carryover or new. It continues the Transportation Alternatives (TA) Set-Aside from the Surface Transportation Block Grant (STBG) program. The BIL establishes federal funding levels through federal fiscal year 2026.

Federal funds will provide reimbursement up to 50 percent for right-of-way (ROW) and easement acquisition costs and up to 80 percent for preliminary engineering, utility relocations, construction, and construction engineering costs. The required match is the responsibility of the project sponsor unless applicant qualifies for the local match assistance funds based on the Community Score. Any work done prior to a notice to proceed or executed agreement will not be reimbursed.

A.7. State Funding

As part of the Rebuild Illinois Capital Program, the Civil Administrative Code of Illinois, Department of Transportation Law, 20 ILCS 2705/2705 was amended (effective June 28, 2019) by adding Section 2705/2705-615, Supplemental funding; Illinois Transportation Enhancement Program. Section 2705/2705-615 requires IDOT to set aside $50 million from the Road Fund for pedestrian and bicycle facilities and the conversion of abandoned railroad corridors to trails projects.

State funds will provide reimbursement up to 50 percent for right-of-way (ROW) and easement acquisition costs and up to 80 percent for preliminary engineering, utility relocations, construction, and construction engineering costs. The required match is the responsibility of the project sponsor unless applicant qualifies for the local match assistance funds based on the Community Score. Any work done prior to a notice to proceed or executed agreement will not be reimbursed.

Additionally, at least 25% of set-aside funds shall be directed towards projects in high-need communities. To satisfy this statutory requirement, ITEP is providing a local match assistance. ITEP is using the Community Score to determine the eligibility and level of the match assistance. The Community Score is generated using U.S. Census Bureau census tract information for that geographic area based on tax per capita, population, percent below poverty level, and estimated median household income.

A.8. Local Matching Funds

Preliminary engineering, utility relocations, construction engineering and construction are eligible for funding at an 80/20 match, i.e., 80 percent of federal Transportation Alternatives Set-Aside or State funds matched by 20 percent local funds. Acquisition of ROW, easements

and street lighting are eligible for funding at a 50/50 match, e.g., 50 percent of federal Transportation Alternatives Set-Aside or State funding matched by 50 percent local funds. The required match is the responsibility of the project sponsor unless they qualify for the match assistance based on the Community Score set on a sliding scale of 0 percent, 10 percent (half of local match), or 20 percent (full local match). The Highway Safety Improvement Program (HSIP) funds can be credited toward the non-federal share of the costs of ITEP safety focused projects. Donations may be used as ROW match.

A.9. Eligible sources for local match

Eligible entities applying for the ITEP funds should contact District ITEP Coordinators to discuss local match options.

A. Local Funds
B. State and Local Motor Fuel Tax (MFT) Funds
C. Non-transportation related federal funds
D. Illinois Department of Natural Resources (IDNR) grants e.g., Bike Path Grant Program
E. Community Development Block Grants (CDBG)
F. Department of Commerce & Economic Opportunity tourism funds
G. Federal programs for youth conservation or service corps
H. Financial donations (private, corporate, non-profit)

Section B. Program Categories

B.1. Categories Eligible for ITEP Funds

A. Pedestrian/bicycle facilities (on-road and off-road), sidewalks

B. Conversion of abandoned railroad corridors to trails

C. Streetscapes (stand-alone landscape projects are ineligible)

D. Historic preservation and rehabilitation of historic transportation facilities

E. Vegetation management in transportation rights-of-way

F. Archaeological activities relating to impacts from implementation of a transportation project

G. Storm water management, control and water pollution prevention or abatement related to highway construction or due to highway runoff

H. Reduce vehicle-caused wildlife mortality or restore and maintain connectivity among terrestrial or aquatic habitats

I. Construction of Turnouts, Overlooks, and Viewing Areas.

B.2. Categories Ineligible for ITEP funds

A. Road work (e.g., resurfacing)

B. Parking lots/parking spaces/striping that support traditional modes of transportation such as cars, trucks, and buses

C. General recreation and park facilities, playground equipment, sports fields, campgrounds, picnic areas and pavilions

D. Recreational trails (funds are available through the Illinois Department of Natural Resources)

E. Equestrian and snowmobile trails

F. Scenic or historic highway programs, including the provision of tourist and welcome center facilities

G. Acquisition of scenic easements and scenic or historic sites

H. Routine maintenance and operation such as re-striping a bicycle/pedestrian or share-use/multi-use facility, cleaning up debris or repairing broken curb

I. Bike/bus/picnic shelters

J. Courthouses

K. Building purchase

L. Establishment of transportation museums

M. Landscape work (as a stand-alone project)

N. Storm sewers (see storm sewers in streetscape category)

O. Trash receptacles

P. Alleyway improvements

Q. Bicycle lockers/racks (as a stand-alone project)

R. Pedestrian crossings (as a stand-alone project)

S. Street lighting (as a stand-alone project, unless in a designated historic district)

T. Pedestrian lighting (as a stand-alone project)

U. Fences (unless addressing a significant safety issue)

V. Benches (unless permanent in nature, limited use)

W. Utility Relocations 50% or more of the project's total construction costs

X. Utility relocation as a result of a Federal-Aid funded roadway improvement such as a widening project

Y. Provision of safety and educational activities for pedestrians and bicyclists

Z. State or MPO administrative purposes

AA. Promotional activities

BB. Feasibility and planning studies

CC. Contingencies and inflation factors

DD. Any work performed before FHWA authorization.

B.3. Category-Specific Information Including Eligible and Ineligible Items

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

B.3.1 Pedestrian / Bicycle Facilities

Bike and pedestrian facilities, multi-use/shared paths, and sidewalks are eligible items in this category. These types of facilities create alternative transportation options and increase safety, accessibility and/or connectivity to the existing transportation system. Bicycle facilities must be principally for transportation, rather than recreation purposes. Projects can be at new locations or can improve existing facilities by providing connections to other regional facilities. Routine maintenance such as striping and repairing cracks are ineligible for ITEP funds.

Projects under this category must:

A. Provide an on-road or off-road mode of transportation from one destination to another or make a transportation facility more accessible, safe, or accommodating for pedestrians, bicyclists or other nonmotorized forms of transportation.

B. Be included in a local, regional, or statewide transportation plan (bikeway, trail, or greenways) and must be consistent with the Metropolitan Planning Organization (MPO) plan.

C. Be constructed in reasonable, useable segments and provide logical termini.

D. Include pedestrian and bicycle signals, traffic calming techniques, lighting, and other safety-related accommodations.

B.3.2 Streetscapes

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

Eligible streetscape projects focus on improving the infrastructure to accommodate the traveling public. Landscaping elements that enhance the aesthetic or ecological value of an area may be eligible as a part of the overall streetscape project. Landscape is not eligible as a stand-alone project.

Streetscape lighting funding eligibility criteria:

A. **Street lighting** is reimbursable at 50 (fifty) percent.

B. **Pedestrian lighting** is reimbursable at 80 (eighty) percent.

C. **Aesthetic lighting**. Street lighting purely for aesthetic purposes will be ineligible. State right-of-way projects that do not provide lighting elements meeting Bureau of Design and Environment (BDE) Manual design standard for an alternate transportation facility will be ineligible.

D. **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: Highway Lighting of the BDE Manual. Pedestrian lighting must meet latest ANSI standards outlined in RP-8. All lighting designs must be evaluated by submitting an AGi32 lighting design for approval during PE II.

B.3.3 Conversion of Abandoned Railroad Corridors to Trails

This category provides for the conversion and use 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. 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. Projects for right-of-way purchase only are ineligible.

A. Projects must be included in a local, regional, or statewide plan (bikeway, trail, or greenways plan).

B. Projects can be new construction or can improve existing facilities by providing connections for users to other main facilities.

C. 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 Manual.

D. 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 before applying.

B.3.4 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.

A. Historic projects must be related to active or inactive transportation systems that enhance the transportation experience. These properties must have been used or are still in use for surface transportation activities.

B. Properties must be publicly owned and operated.

C. Historic projects must follow the Secretary of the Interior's Standards for the Treatment of Historic Properties. For questions, please contact the State Historic Preservation Office within the Illinois Department of Natural Resources (IDNR). Coordination for these projects should go through the IDOT Bureau of Design and Environment, specifically its Cultural Resources Unit.

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

A. Properties included in the National Register of Historic Places (NRHP).

B. Properties contributing to the historic districts designated by a Certified Local Government program that is approved by the Illinois Historic Preservation Division, IDNR.

C. Properties in historic central business districts designated as a Main Street Community pursuant to 20 ILCS 720, Illinois Main Street Act.

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 IDOT's Cultural Resources Unit will be required. The Cultural Resources Unit will perform the necessary coordination with the State Historic Preservation Office, IDNR. Contact your District ITEP Coordinator for guidance as soon as you receive your award letter. A list of District ITEP Coordinators is provided in ITEP Guidelines and on ITEP website.

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 (eighty) percent funding.

B.3.5 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 will address a specific safety issue, it may be eligible as a one-time consideration.

A. 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.

B. 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.

B.3.6 Archaeological Activities Relating to Impacts from Implementation of a Transportation Project under Eligible Category

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.

Examples of eligible planning and research projects include:

A. Research, preservation, planning, and interpretation of archeological artifacts.
B. Curation for artifacts related to surface transportation.
C. Curation for artifacts recovered from locations within or along highway corridors.
D. Extending the limits of an archeological survey beyond what is required for a highway improvement.

B.3.7 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:

A. Retrofitting an existing highway by creating a wetland to filter highway runoff based on the impacts from the road in terms of water pollution.
B. 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.
C. Establishment of permeable sidewalks or related infrastructure to trap and store urban runoff which may require storm water detention areas.
D. Providing vegetation and other related controls to filter pollutants before they enter a stream or other public body of water.
E. Storm drain stenciling and river clean-ups.
F. Detention and sediment basins.
G. 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.

B.3.8 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:

A. Projects designated as wildlife underpasses or overpasses.
B. Bridge extensions to provide or improve wildlife passage and wildlife habitat connectivity.
C. Data collection and monitoring on habitat fragmentation and vehicle-related wildlife mortality.
D. Fencing, markings, and other mitigation techniques associated with movement of wildlife across highway corridors.

B.3.9 Construction of Turnouts, Overlooks, and Viewing Areas

Scenic overlooks shall be located and designed as appropriate to the site and the scenic view with consideration for safety, access, and convenience of the users. The activity may use the criteria described in 23 CFR 762.6: eligible facilities in this category may be equivalent to those provided in safety rest areas described in 23 CFR 752.5.

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:

A. Pedestrian amenities and related lighting
B. Observation decks/facilities
C. Interpretive displays

Examples of ineligible projects include:

A. Construction of visitor centers
B. Marketing or promotional material
C. Staffing, operating or maintenance costs.

Section C. Application Requirements

C.1. SAM and GATA Registration

All eligible sponsors must show proof of an active UEI (Unique Entity Identifier) obtained via registering on System Award Management (SAM). Local Public Agencies are exempt from the Grant Accountability and Transparency Act (GATA) requirements. GATA non-exempt sponsors, e.g., universities/colleges, state agencies, and non-for-profit entities must be registered in the Grant Accountability & Transparency Act grantee portal. See IDOT Grant Accountability & Transparency Act Guide for Grantees for instructions and information.

C.2. ITEP Application Account

All eligible sponsors must create an account in ITEP application portal. ITEP Application Account Setup Instructions provide step by step assistance with creating an account. The instructions publication can be found on ITEP website.

All project applications must be submitted through the ITEP application portal and must be complete and accurate. Applications will be accepted during a set period on even numbered calendar years. Applications that missed the submittal deadline will be deemed ineligible. Applications with incomplete required entries and missing required attachments will be deemed ineligible.

C.3. Community Score

All project applicants must first complete a Community Score through the GIS mapping tool or pick one on the General Information page from Community Score drop down list. The project limits on the Community Score map must match those provided within application description and Detailed Project Location Map. The Community Score will be generated using U.S. Census Bureau census tract information for that geographic area based on tax per capita, population, percent below poverty level, and estimated median household income to determine high-need communities. Score scale is from 0 to 100, with 100 designating the highest need communities. You can create multiple Community Scores to compare different project areas. The Community Score is only used to determine match assistance eligibility and level.

The map will auto populate several fields on the General Information page, such as Congressional, Senate and Representative districts, IDOT districts, and counties.

C.4. Application Sections

The ITEP application portal has built in information entry instructions for each application section/page. Instructions page offers an option to print entry instruction as one document; see button Print Instructions at the bottom of the page. The application consists of the following sections:

A. Instructions
B. General Information
C. Sponsor Information

D. Category Checklist
E. Project Costs
F. Project Description
G. Project Status
H. Maintenance Plan
I. Attachments
J. Finalize and Submit

Section D. Application Attachment Requirements

All eligible project sponsors assume responsibility and accountability for submitting complete and accurate information in their attachments. All required and optional attachments must be uploaded under Attachments section in the application portal.

Resolution of Financial Commitment must state that sponsor commits to fund required local match and all ineligible costs.

Detailed Cost Estimate must be prepared by the professional engineer/engineering firm or professional knowledgeable and experienced with this type of work.

D.1. Attachment Requirements for Local Public Agencies

Local Public Agencies (LPA) include the “units of local government” under Section 1 of Article VII of the Illinois Constitution [Ill. Const. (1970) Art. VII, § 1]. School districts are considered LPAs.

D.1.1 Required Attachments

A. Resolution of Financial Commitment
B. Detailed Cost Estimate
C. Detailed Project Location Map
D. IDOT Allowance Letter (if applicable)
E. BoBS 2831 – Uniform Grant Agreement Affidavit of Disclosure of Conflicts of Interest - Grantee
F. BoBS 2835 - IDOT Subrecipient Risk Assessment
G. Programmatic Risk Assessment

D.1.2 Optional Attachments

1. Public Involvement Documentation
2. Letters of Support
3. Pictures of Project Area

D.2. Attachment Requirements for Universities/Community Colleges, State Agencies, and Non-for-Profit Entities

D.2.1 Required Attachments

1. Resolution of Financial Commitment
2. Detailed Cost Estimate
3. Detailed Project Location Map
4. IDOT Allowance Letter (if applicable)
5. GATA Uniform Grant Application
6. GATA Uniform Budget

7. BoBS 2831: Uniform Grant Agreement Affidavit of Disclosure of Conflicts of Interest - Grantee
8. GATA ICQ – FY25 GATA Fiscal and Administrative Risk Assessment completed in the GATA portal.
9. Programmatic Risk Assessment

D.2.2 Optional Attachments

1. Public Involvement Documentation
2. Letters of Support
3. Pictures of Project Area

Section E. Project Evaluation, Selection, and Approval Process

E.1. Project Evaluation

The ITEP projects are selected through a competitive, merit-based review process. The application score is derived from the merits of the project and is separate from the Community Score. To comply with federal and State requirements, IDOT uses a numerically based scoring process.

After IDOT receives the project applications, an initial review is conducted to determine eligibility. If project is not in eligible category, does not provide direct relationship to surface transportation, there are errors and/or project misrepresentations, missing required attachments, it may be determined that the application is not eligible to be evaluated within the merit-based selection process. All eligible project applications are organized and assigned to statewide reviewers for a more comprehensive review based on established review criteria listed below. The reviewers represent statewide IDOT, FHWA, MPO, and IDNR staff. Each project is independently reviewed by at least seven reviewers. The list of projects, along with scores, is presented to the ITEP Selection Committee for a final review and approval.

E.2. Review Criteria

A. Sponsor capacity

B. Meets category intent, connectivity/linkage

C. Accessibility and public benefit

D. Safety improvements

E. Project support and local commitment

F. Sponsor investment

G. Past performance of the Sponsor

H. Project readiness

I. Land acquisition status and railroad coordination

J. Overall project rating.

E.3. Project Selection and Approval

A. After the ITEP Selection Committee completes a review, a final list of projects is compiled. This list contains the projects recommended for ITEP funding.

B. The recommended project list is forwarded to the Secretary of Transportation for a final approval and to the Governor for the award announcement.

C. After the award announcement, an award notification letter will be sent to ITEP funds recipients. The letter will contain the award amount and deadlines for the project fund obligation and completion deadlines, based on phases of work approved for funding. Letters will also be sent to the unsuccessful applicants/sponsors.

E.4. Kick-off Meeting

District ITEP Coordinator must be contacted, and a mandatory kick-off meeting must be scheduled within 8 weeks of the award notification letter. Contact information will be provided in the award notification letter. A list of District ITEP Coordinators is also provided in Section F of the ITEP Guidelines and on ITEP website. A milestone schedule must be completed by the project sponsor and provided at the kick-off meeting which includes but is not limited to:

A. Initial billing date (withing 9 months of each project phase of federal or state fund authorization)
B. Phase I and Phase II estimated completion dates, if funding is requested
C. Anticipated letting date
D. Anticipated completion date
E. Project reporting/monitoring schedule

Local entity must execute an agreement with IDOT 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 a notice to proceed or executed agreement will not be reimbursed.

E.5. Summary of Project Sponsor Responsibilities

The project sponsor or sponsor's representative is responsible for the following:

A. Secure required sponsor match through cash, right-of-way donations, or other means
B. Coordinate project with IDOT District ITEP Coordinator/staff; conduct kick-off meeting
C. Provide a project milestone schedule
D. Provide project status or timeline upon request
E. Schedule start dates for all types of work according to the award notification letter and Sunset Clause
F. Acquire assurance from the proper authorities to ensure commitment, if applicable
G. Complete environmental documents, clearances, permits and mitigation
H. Ensure necessary environmental studies and sign-off by appropriate federal, state and local agencies
I. Enter into joint funding agreements
J. Complete preliminary engineering
K. Acquire necessary right-of-way and easements (if needed)
L. Prepare contract plans
M. Perform utility relocations (as required)

N. Pay for the cost of all ineligible items
O. Manage, administer, and implement the project; and
P. Maintain the project after completion.

Section F. IDOT ITEP Coordinators

District	Local Roads and Streets Engineer
1	Chad Riddle (847) 705-4406
2	Shawn Ortgiesen (815) 284-5381
3	Steve Chery (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) 342-8321
8	Rebecca Tharp (618) 346-3330
9	Jay Kranz (618) 351-5260

For additional information regarding ITEP you may contact DOT.ITEP@illinois.gov