



# ITEP Webinar Series – Part 1

# Introduction to ITEP & Funding Eligibility Criteria

July 1, 2020



# Welcome!



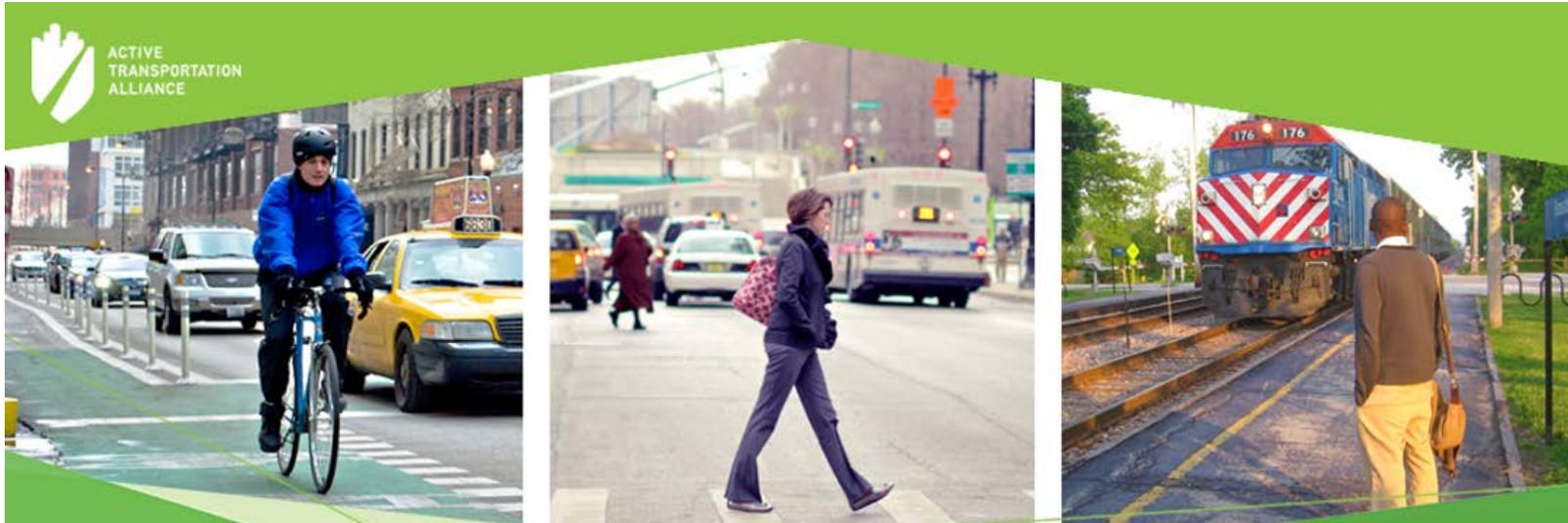
- Webinar will be recorded
- Please mute yourself
- Ask questions via chat



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# Active Transportation Alliance



## Our Mission

To advocate for walking, bicycling, and public transit to create healthy, sustainable, equitable communities.

**Melody Geraci**  
Deputy Executive Director  
&  
**Maggie Melin**  
Advocacy Manager



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# ISPAN - Overview



## BREASTFEEDING

Increase the number of community settings supporting new moms to breastfeed their babies as long as possible.



## EARLY CHILDHOOD EDUCATION

Implement and integrate physical activity and nutrition standards into early childhood education systems.



## BUILT ENVIRONMENT

Connect active-friendly routes to everyday destinations by improving walking, biking, and transit systems to promote physical activity.



## FOOD SERVICE GUIDELINES

Implement food service guidelines in worksites and community settings to increase the availability of healthy foods.

- 5-year initiative to implement physical activity and nutrition interventions
- Focus on low-income and rural areas
- Funded by US Centers for Disease Control and Prevention
- Led by Illinois Public Health Institute
- Active Trans is the built environment technical assistance provider

# ISPAN – Built Environment Goal



- Connect activity-friendly routes to everyday destinations by improving walking, biking, and transit systems to promote physical activity.



# ISPAN – Learning Collaborative



- Partnerships with Illinois Public Health Institute, funded by the CDC
- 3-part ITEP webinar series
- Learning collaborative to provide technical assistance and peer-learning for 15 communities



# ISPAN – Webinar series



- **Part 1 (Wednesday, July 1):** ITEP basics, project eligibility, preparing to apply
- **Part 2 (August):** Application scoring criteria, mapping tool, application walk-through
- **Part 3 (September):** Common issues, best practices, expectations for selected projects



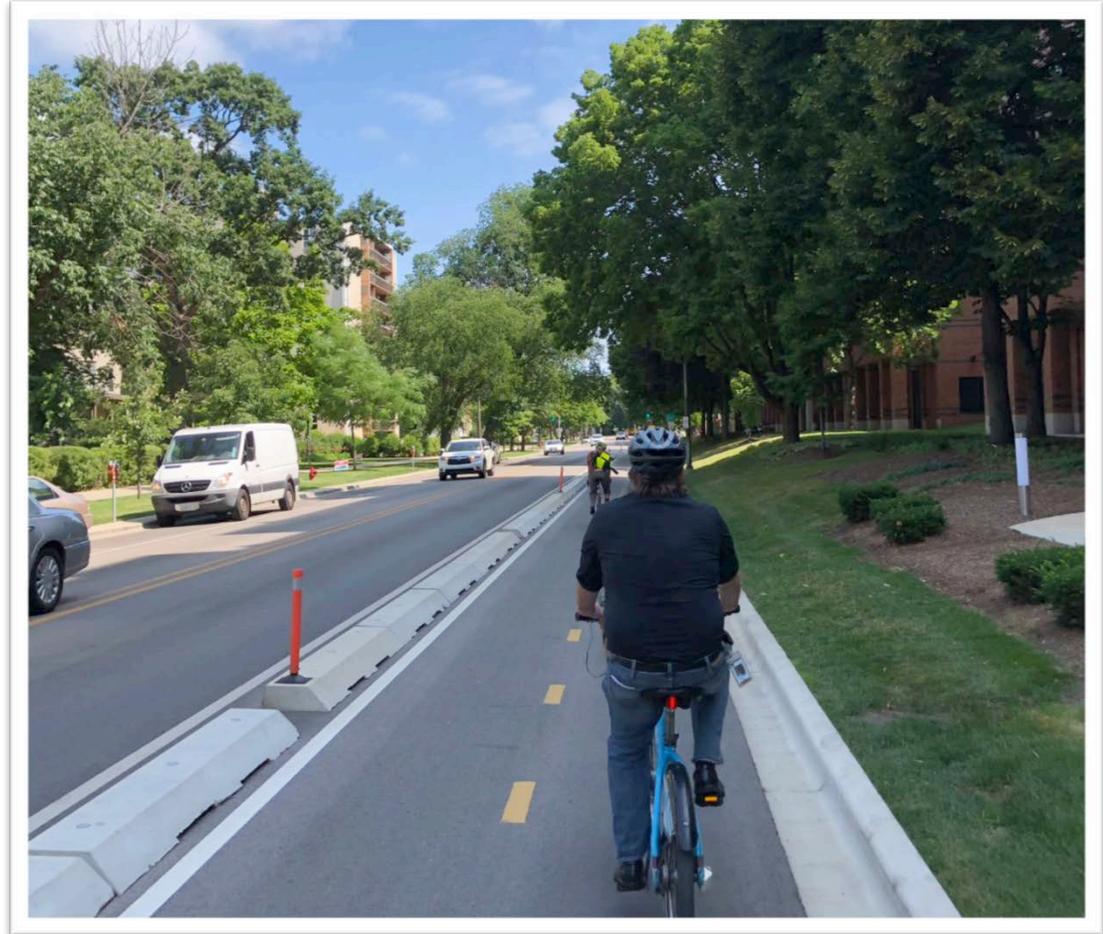
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# Agenda



- What is ITEP?
- What is eligible for funding?
- Getting prepared
  - Selecting a project
  - Pre-award requirements





# What is ITEP?



# What is ITEP?



- Illinois Transportation Enhancement Program (ITEP) is administered and managed by the **Illinois Department of Transportation (IDOT)**.
- Important source of funding for walking, biking, and trail projects.
- Funding cycle every two years:
  - Call for proposals opens **August 21 through November 2, 2020**



**Illinois Department of Transportation**



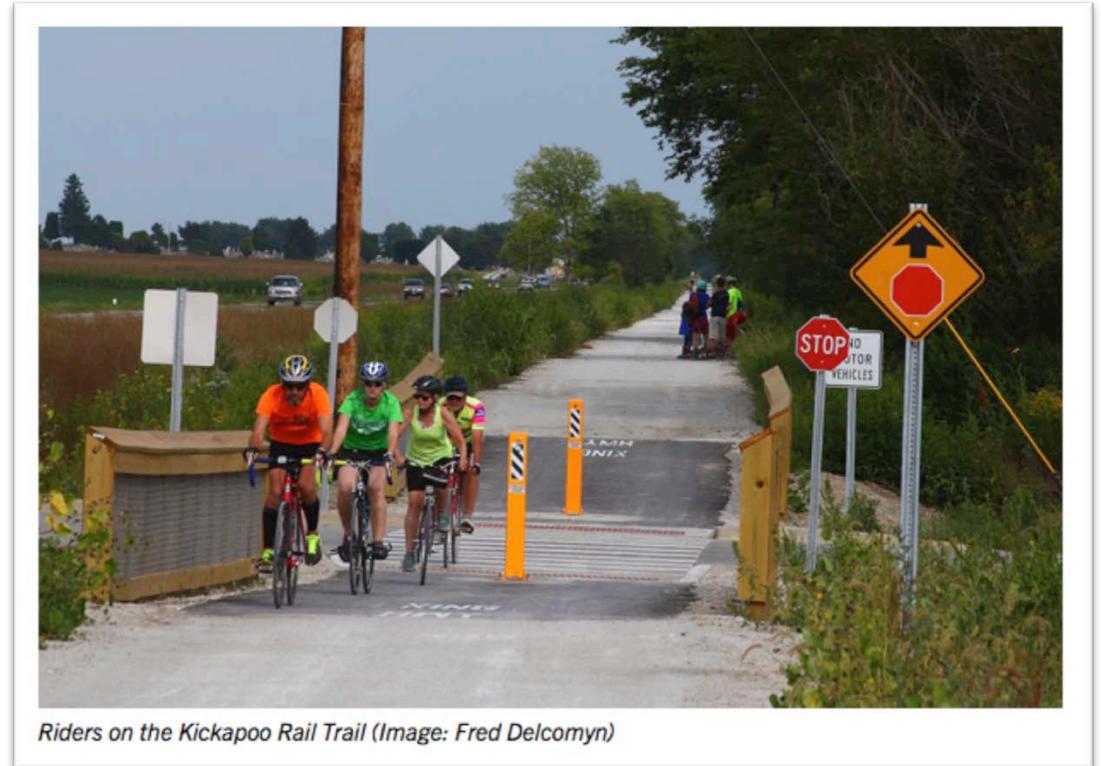
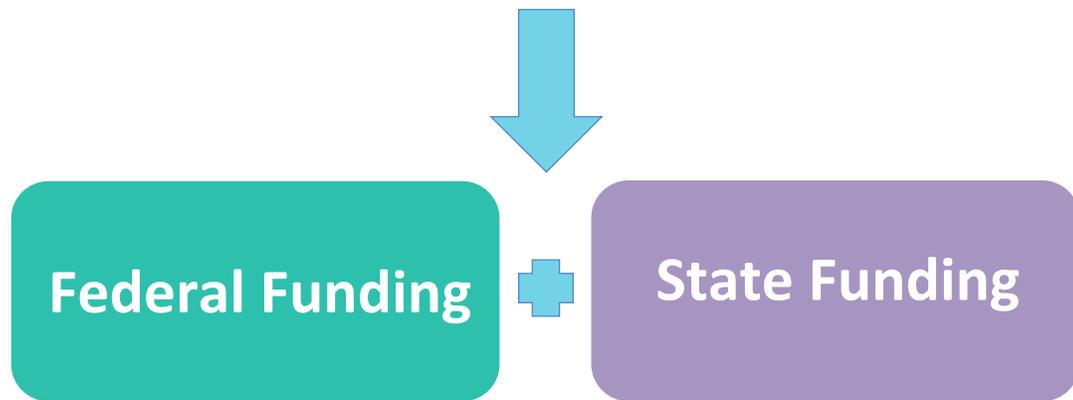
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# What is ITEP?



## IDOT's Illinois Transportation Enhancement Program (ITEP) – Cycle 14



**Program Goal:** Allocate resources to well-planned projects that provide and support alternate modes of transportation and improve quality of life.

# Glossary



- ITEP - Illinois Transportation Enhancement Program
- MPO – Metropolitan Planning Organization
- RPC – Regional Planning Commission
- IDOT – Illinois Department of Transportation
- BDE – IDOT’s Bureau of Design and Environment
- PE I - Phase One Engineering
- PE II - Phase Two Engineering
- ADA – Americans with Disabilities Act



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# What projects are eligible for funding?



# ITEP funding categories



1. Pedestrian/Bicycle Facilities
2. Streetscapes
3. Conversion of Abandoned Railroad Corridors to Trails
4. Historic Preservation/Rehabilitation of Historic Transportation Facilities
5. Vegetation Management in Transportation Rights-of-Way
6. Archaeological Activities Relating to Impacts from Transportation Projects
7. Storm Water Management and Water Pollution Prevention Related to Highway Construction or Runoff
8. Reduce Vehicle-Caused Wildlife Mortality or Restore Habitat Connectivity
9. Construction of Turnouts, Overlooks, and Viewing Areas

[See Section C of ITEP Program Guidelines](#)

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# ITEP funding categories



## Projects funded with both state and federal monies:

- Pedestrian and bicycle facilities
- Abandoned railroad corridors to trails



# ITEP key points



- Projects must enhance the transportation system by **servicing a transportation need** or providing a transportation use or benefit.
- Cannot be solely for **recreation**.
- Projects cannot be routine **maintenance**.
- Capped at **\$2 million** per project.
- **Reimbursable** grant program.

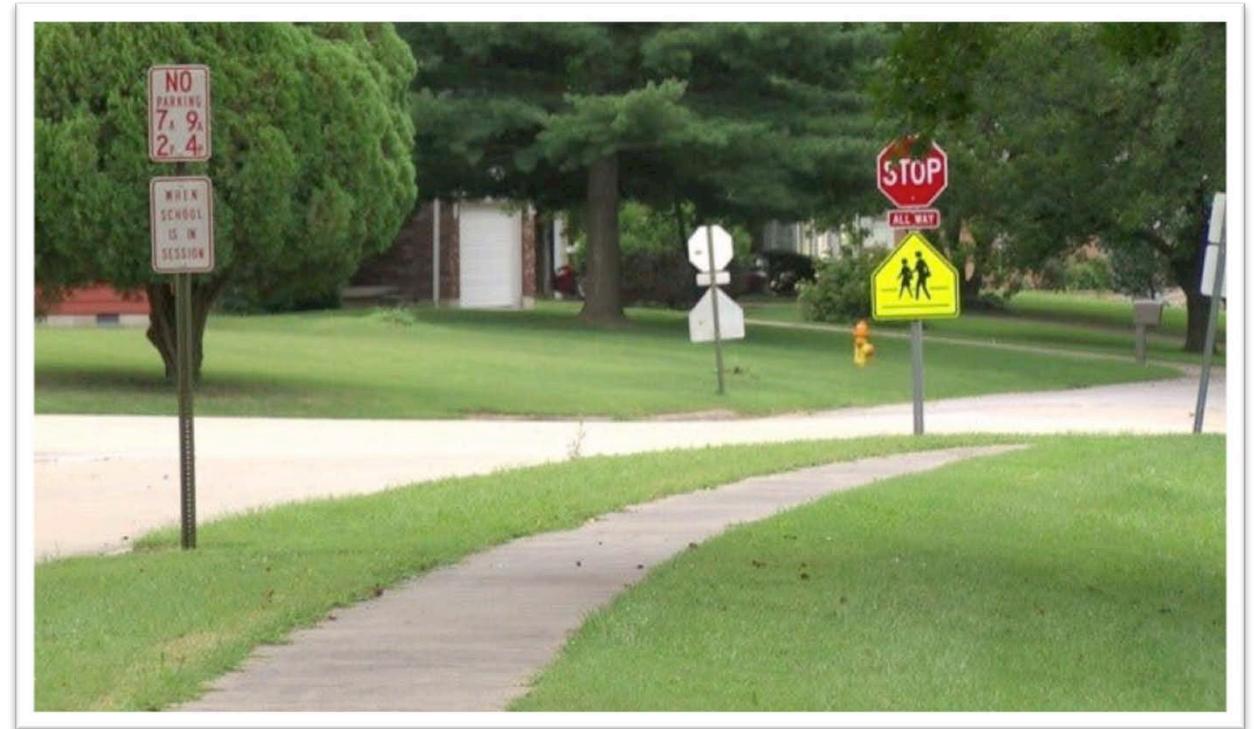


Photo credit: WSIL-TV

# Who is eligible?



## Local entities with taxing authority:

- Local governments;
- Regional transportation authorities;
- Transit agencies;
- Natural resource or public land agencies;
- School districts or schools;
- Tribal governments;
- Non-profits responsible for local transportation safety programs;
- Other local or regional govts with oversight of transportation or trails.
- **Note:** *IDOT, other State agencies and MPOs cannot sponsor a project, but can partner.*

See Section A of ITEP Program Guidelines

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# What costs are covered?



- Preliminary engineering – 80/20 match
  - Phase I
  - Phase II
- Utility relocations – 80/20 match
- Right-of-way – 50/50 match
- Easements – 50/50 match
- Construction engineering – 80/20 match
- Construction (includes materials, labor costs) – 80/20 match

See Section D of ITEP Program Guidelines

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# What costs are covered?



## Phase I Engineering (PE I)

- Design and environmental study
- Determines best overall approach and location
- Prepares estimate of cost
- Defines scope of work

## Phase II Engineering (PE II)

- Preparation of final construction plans, summary of quantities, specifications and final cost estimate

# Local match



## Eligible sources for local match:

- Non-transportation related federal funds
- Illinois Dept. of Natural Resources (IDNR) Grants
- Community Development Block Grants
- Tourism Funds
- Local General Revenue Tax Funds
- Motor Fuel Tax Funds
- Financial donations (private, corporate, non-profit)
- Donations for credit (e.g. land or right-of-way, materials, services)
- Federal Flexible Match Program (e.g. donations of cash, materials, service)



[See Section D of ITEP Program Guidelines](#)

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# NEW: Focus on high-need communities



**25% of total program funds are set-aside for high-need communities**



**Local match requirement for high-need communities will utilize a sliding scale**



[See Section D of ITEP Program Guidelines](#)

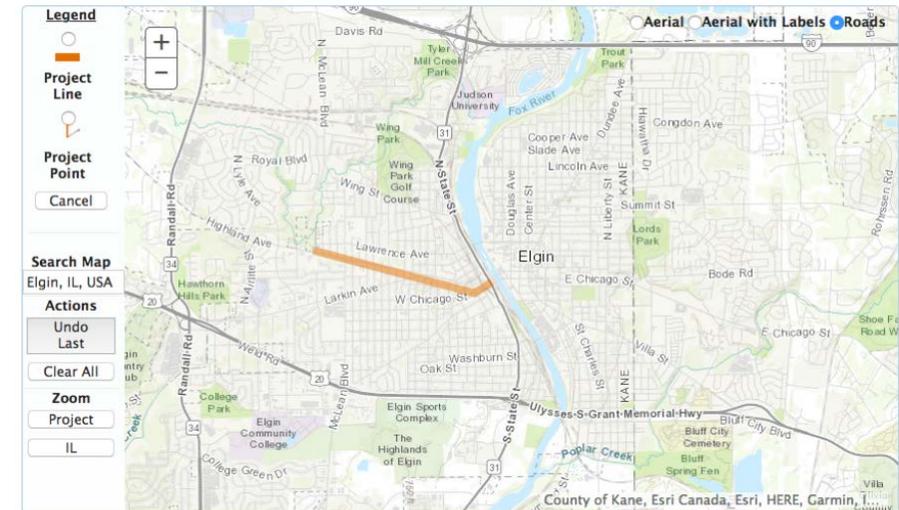
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# NEW: Community mapping tool



- Applicants ‘draw’ the location of proposed project(s) on **interactive map**
- Tool produces a **community score** that determines need based on:
  - community size
  - total property tax base
  - percent below poverty level\*\*
  - median household income\*\*

\*\* highest weight in score calculation



Census Tract	Tax Per Capita	Score	Population	Score	Below Poverty(%)	Score	Median Household Income	Score
Census Tract 8258.03, Cook County, Illinois	994.62	3	5407		19.7	1	49336	4
Census Tract 8259, Cook County, Illinois	620.69	3	3780		24.8	2	42440	4
Census Tract 8260, Cook County, Illinois	361.95	4	2978		25.2	2	42031	4
Census Tract 8261, Cook County, Illinois	545.95	3	6807		22.2	2	51855	4
Census Tract 8262.01, Cook County, Illinois	640.72	3	3323		16	1	32047	5
Census Tract 8511.01, Kane County, Illinois	935.61	3	4204		10.5	1	55259	4
Census Tract 8511.02, Kane County, Illinois	1214.55	3	3649		17.3	1	61563	3
Census Tract 8515, Kane County, Illinois	418.06	4	1091		18.5	1	37361	5
Census Tract 8516, Kane County, Illinois	767.66	3	6706		21	2	47206	4
Census Tract 8519.04, Kane County, Illinois	1506.83	2	7091		9.9	1	65768	3
Census Tract 8519.09, Kane County, Illinois	1512.19	2	4341		8	1	69844	3
Census Tract 8546, Kane County, Illinois	553.73	3	3691		20.5	2	53986	4
Census Tract 8549, Kane County, Illinois	972.34	3	5506		18.2	1	57475	4
<b>Selected Scores</b>		<b>4</b>	<b>58574</b>	<b>6</b>		<b>2</b>		<b>5</b>
<b>Weighted Scores</b>		<b>12</b>		<b>9</b>		<b>14</b>		<b>35</b>

Community Score	Title	
<b>70</b>	Elgin Test	Save and Return

See Section D of ITEP Program Guidelines

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# Proposal scoring



## Project score

- Point-based system
- Scores proposal on merits of the project using set criteria
- Minimum score of 52 out of 100 is required to qualify for funding

## Community score

- Score auto-generated by Community Map Tool
- Will be used to:
  - Ensure that 25% of funds go to qualifying proposals (project score over 52) in high-need communities
  - Determine match requirement for winning projects in high-need communities

See Section I of ITEP Program Guidelines

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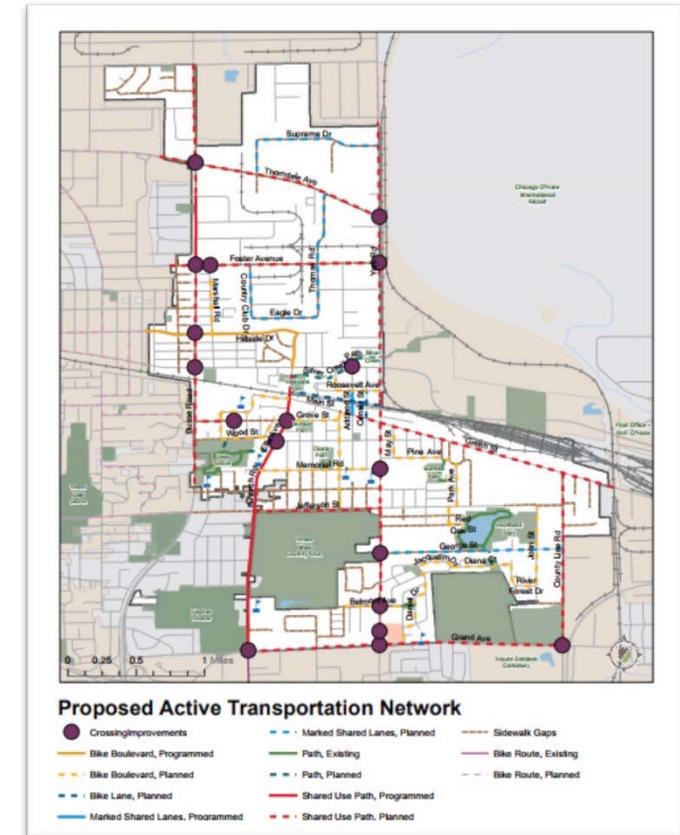


# Pedestrian & bicycle facilities



## General Requirements:

- Provides a mode of **transportation** or makes facility more accessible or accommodating
- Included in a **local, regional or statewide plan** + consistent with MPO plan
- Includes **regulatory signs** in bikeway projects
- Must meet **ADA regulations** and IDOT's BDE requirements



See Section C (page 12) of ITEP Program Guidelines

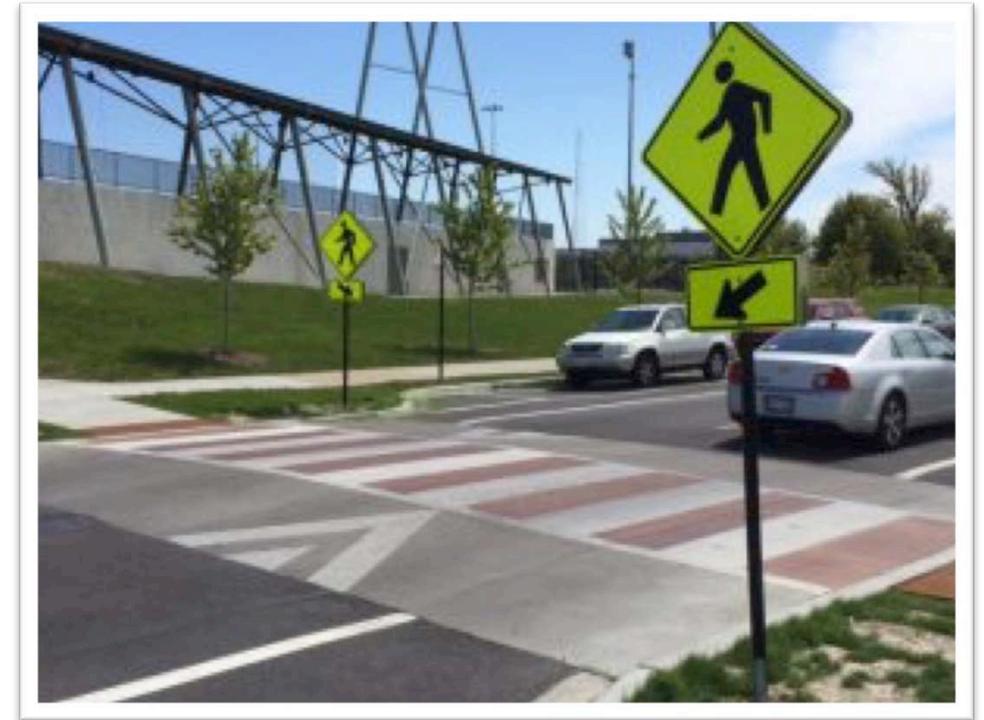
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# Pedestrian & bicycle facilities



## Eligible project elements:

- Install new sidewalks or replace existing sidewalks (ADA compliant)
  - Maintenance and repair are ineligible
- Pedestrian crossings
  - Cannot be a stand-alone project
- Pedestrian signals (per MUTCD)
  - Ped. signal heads, push buttons, etc.
- Pedestrian lighting
  - Must be justified



See Section C of ITEP Program Guidelines

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# Pedestrian & bicycle facilities



## Eligible project elements:

- Bikeways (lane, path, route, trail using durable material)
- Bikeway connections through local communities
- Bicycle lockers/racks
  - Cannot be a stand-alone project
- Pedestrian/bicycle structures crossing rivers, railroads and roadways
- Bike path lighting
  - Must be justified



[See Section C of ITEP Program Guidelines](#)

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# Pedestrian & bicycle facilities



## Eligible project elements:

- Utility relocation
- Directional and regulatory signs
- Planting trees, shrubs as part of larger project
- Permanent benches
  - Must be built-in, bolted or anchored down
- Fencing to address significant safety issue
- Part of trail head project: Parking lots, restrooms, water fountains



See Section C of ITEP Program Guidelines

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# Past ITEP projects



- Algonquin Main Street **protected bike lane**
- Aurora Kautz Road multi-use path extension
- Berwyn **sidewalk** improvements
- Carbondale downtown **multi-use path**
- Champaign County's Kickapoo Trail
- Chicago 43<sup>rd</sup> Street ped/bike **bridge**
- Peoria Rock Island Greenway extension
- Rockford's **Rails to Trails** Rock River Trail



Photo credit: James Steinkamp Photography

# Pedestrian & bicycle facilities



## Ineligible project elements:

- Trails for recreational use only
  - e.g. loop trail within a park
- Equestrian, mountain bike or snowmobile trails
- Trash receptacles
- Campgrounds or picnic tables
- Picnic shelters
- Bus shelters
- Bike shelters



See Section C of ITEP Program Guidelines

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# Pedestrian & bicycle facilities



## Ineligible project elements:

- Installation of new traffic signals
- Routine maintenance
- Trail resurfacing as a stand-alone project
- Planting trees/shrubs as a stand-alone project
- Bike sharing projects
- Road work (i.e. resurfacing)
- Street lighting not with an alternate transportation facility



[See Section C of ITEP Program Guidelines](#)

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# Rails to Trails projects



## Eligible projects:

- Planning, designing, and constructing a multi-use trail
- Purchase unused railroad property for future bike/pedestrian trails
  - Ineligible as stand-alone project



[See Section C of ITEP Program Guidelines](#)

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# Rails to Trails projects



## Key points:

- Trail must be built within 10 years
- Cannot be solely for recreation

## Railroad coordination:

- Requires extensive work with railroad
  - May need to involve Illinois Commerce Commission (ICC)
- Projects farther along in railroad coordination will improve project readiness score



[See Section C of ITEP Program Guidelines](#)

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# Getting Prepared



# Start planning NOW – don't wait!



## How can communities prepare for ITEP application process?

- Find your key contacts
- Select a project
- Complete GATA pre-award requirements

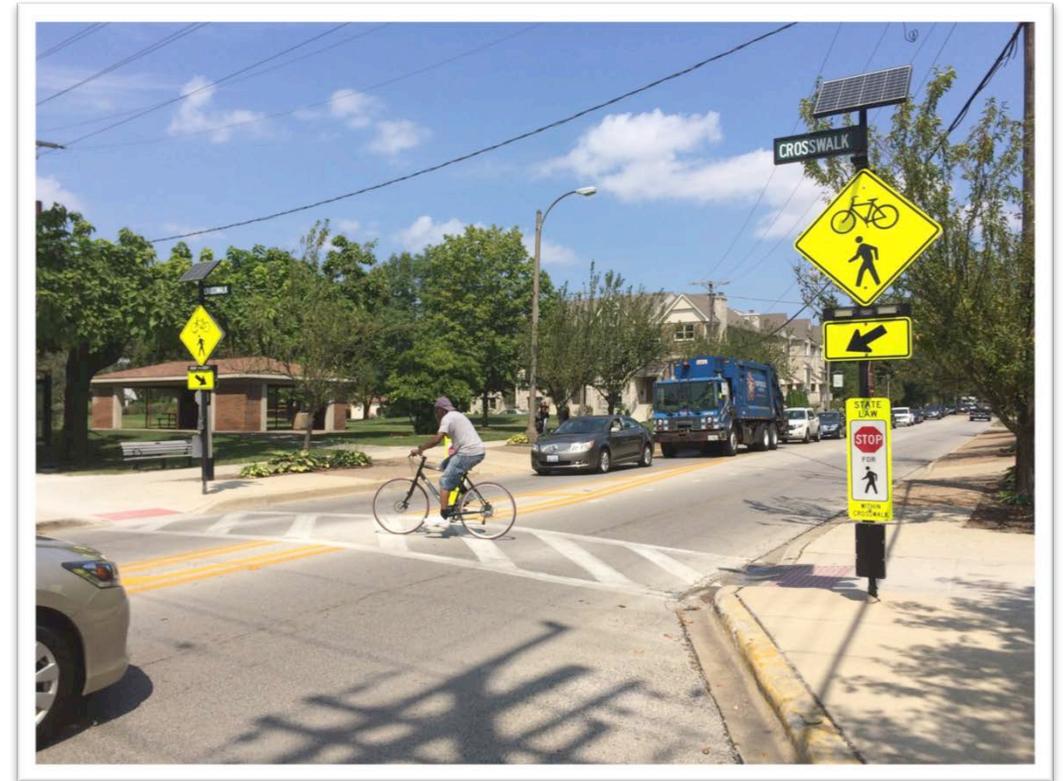


# Key contacts



## Who are your main contacts?

- IDOT District
- Metropolitan Planning Organization (MPO) or Regional Planning Commission (RPC)



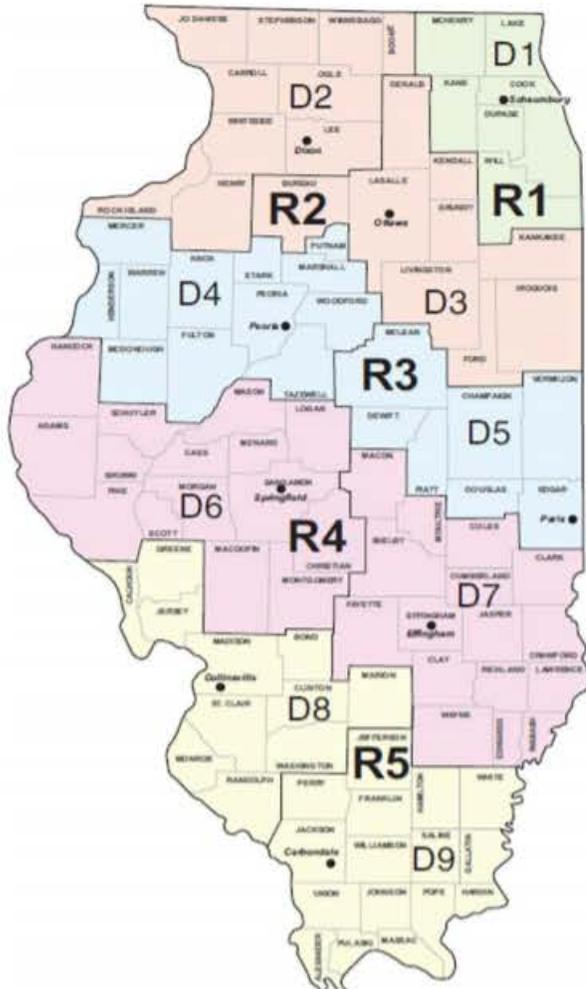
See Appendix 2 & 5 of ITEP Program Guidelines

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# Key contacts - Where is your IDOT District?



## IDOT Region and District Boundaries Map



<p><b>District 1</b></p> <p>Phone: (847) 705-4000</p> <p><b>Counties:</b> Cook, DuPage, Kane, Lake, McHenry, Will</p>	<p><b>District 2</b></p> <p>Phone: (815) 284-2271</p> <p><b>Counties:</b> Boone, Carroll, Henry, JoDaviess, Lee, Ogle, Rock Island, Stephenson, Whiteside, Winnebago</p>	<p><b>District 3</b></p> <p>Phone: (815) 434-6131</p> <p><b>Counties:</b> Bureau, Dekalb, Ford, Grundy, Iroquois, Kankakee, Kendall, LaSalle, Livingston</p>
<p><b>District 4</b></p> <p>Phone: (309) 671-3333</p> <p><b>Counties:</b> Fulton, Henderson, Knox, McDonough, Marshall, Mercer, Peoria, Putnam, Stark, Tazewell, Warren, Woodford</p>	<p><b>District 5</b></p> <p>Phone: (217) 465-4181</p> <p><b>Counties:</b> Champaign, DeWitt, Douglas, Edgar, McLean, Piatt, Vermillion</p>	<p><b>District 6</b></p> <p>Phone: (217) 782-7301</p> <p><b>Counties:</b> Adams, Brown, Cass, Christian, Hancock, Logan, Macoupin, Mason, Menard, Montgomery, Morgan, Pike, Sangamon, Schuyler, Scott</p>
<p><b>District 7</b></p> <p>Phone: (217) 342-3951</p> <p><b>Counties:</b> Clark, Clay, Coles, Crawford, Cumberland, Edwards, Effingham, Fayette, Jasper, Lawrence, Macon, Moultrie, Richland, Shelby, Wabash, Wayne.</p>	<p><b>District 8</b></p> <p>Phone: (618) 346-3100</p> <p><b>Counties:</b> Bond, Calhoun, Clinton, Greene, Jersey, Madison, Marion, Monroe, Randolph, St. Clair, Washington</p>	<p><b>District 9</b></p> <p>Phone: (618) 549-2171</p> <p><b>Counties:</b> Alexander, Franklin, Gallatin, Hamilton, Hardin, Jackson, Jefferson, Johnson, Massac, Perry, Pope, Pulaski, Saline, Union, White, Williamson</p>

**Illinois ITEP  
Coordinator:**

[DOT.ITEP@illinois.gov](mailto:DOT.ITEP@illinois.gov)

217-782-5483

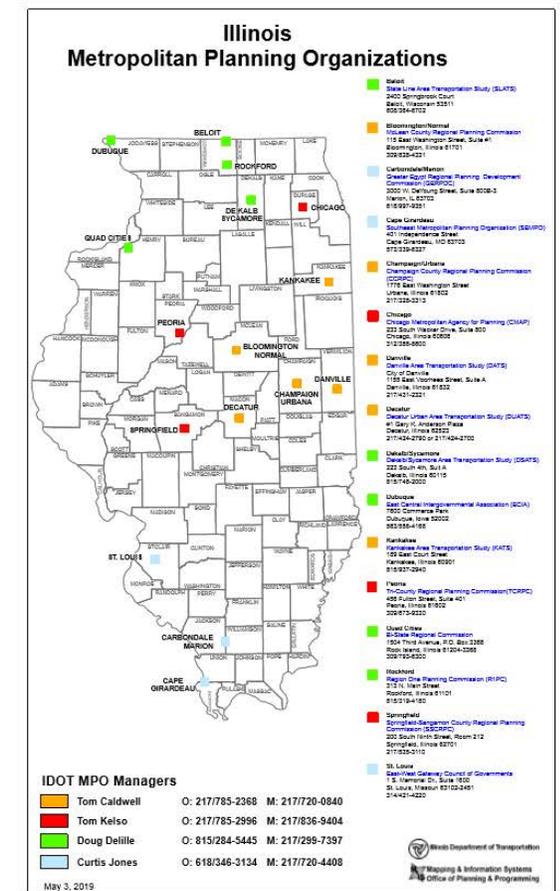
See Appendix 2 of ITEP Program Guidelines

# Key contacts - Who is your MPO or RPC?



## Metropolitan Planning Organizations in Illinois

- **BELOIT:** State Line Area Transportation Study
- **BLOOMINGTON/NORMAL:** McLean County Regional Planning Commission
- **CARBONDALE/MARION:** Greater Egypt Regional Planning Development Commission & Southern Illinois Metropolitan Planning Organization
- **CAPE GIRARDEAU:** Southeast Metropolitan Planning Organization
- **CHAMPAIGN/URBANA:** Champaign County Regional Planning Commission
- **CHICAGO:** Chicago Metropolitan Agency for Planning
- **DANVILLE:** Danville Area Transportation Study
- **DECATUR:** Decatur Urbanized Area Transportation Study
- **DEKALB/SYCAMORE:** DeKalb Sycamore Area Transportation Study
- **DUBUQUE:** East Central Intergovernmental Association
- **KANAKAKEE:** Kankakee County Regional Planning Commission
- **PEORIA:** Tri-County Regional Planning Commission
- **QUAD CITIES:** Bi-State Regional Commission
- **ROCKFORD:** Region One Planning Commission
- **SPRINGFIELD:** Springfield-Sangamon County Regional Planning Commission
- **ST. LOUIS:** East-West Gateway Council of Governments



## Contact information in Appendix 5 of ITEP Program Guidelines

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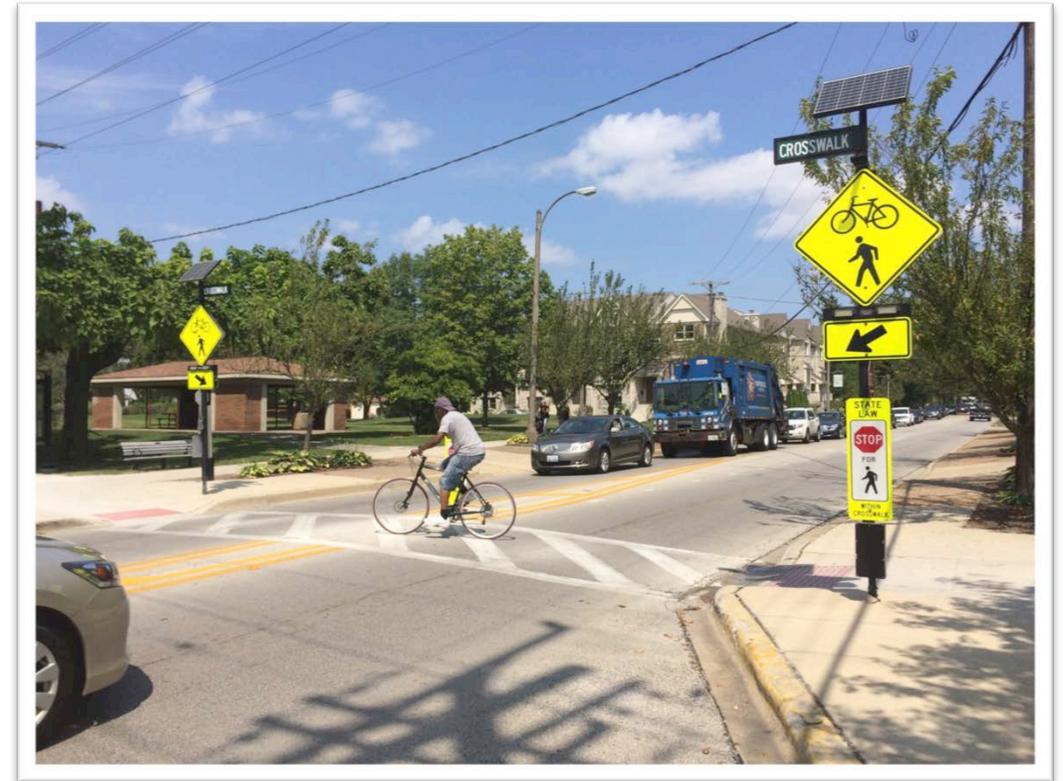


# Selecting a project



## Key questions to ask when selecting a project:

- Is there a transportation need?
- Any walking and biking projects identified in existing plans?
- Any shovel ready projects? Has any project work started?
- Any past ITEP applications rejected?
- Any projects in high need areas? Are improvements wanted?
- Can projects be combined?



# Selecting a project – what are your needs?



- Is there a walking or biking **transportation need** in your community?
- Do you have **input from the community**?



# Selecting a project – any existing plans?



## Use existing plans to identify potential projects

### MUNICIPAL PLANS

- Pedestrian/bike plans
- Comprehensive plans with ped/bike
- Downtown development plan
- Park improvement/green space
- Safe Routes to School plan

### COUNTY, MPO & STATE PLANS

- Long-range transportation plans
- Transportation improvement plans

# Selecting a project - any work started?



Photo credit: IDOT

- Has any work already started?
  - Has **phase I engineering** been completed?
  - If needed, have **right-of-ways** been secured?
  - Project can score higher when PE I and ROW acquisition completed.
- **Shovel-ready** projects score highest.

# Selecting a project – additional questions



- Were there any previous ITEP, SRTS, or other bike/ped **grant applications that were rejected** in the past? Can improvements be made?
- Do any projects benefit **high-need areas** in your community?
- Can several **projects be combined** into one application (i.e. complete sidewalk or bikeway plan for entire community)?

# Additional tips to get prepared



- Seek out options to **identify matching funds**
- Start working on getting **letters of support**
  - Any agency impacted by the project (railroads, utilities, etc.)
  - Groups benefiting from project (health depts, schools, etc.)
- Identify how to **demonstrate community support**
  - Public meetings outputs, letters of support, etc.
- Start crafting a **needs statement**
  - What unique problems will your project solve?
- Gather **collateral data** that could help make your case
  - Health, air quality, etc.
- If needed, **reach out to engineering firms** to see if they can help provide a detailed cost estimate or other support.

# Engineering firm survey



- Developing a list of engineering firms who are offering pro-bono support for cost estimates, scope development, and other grant writing and technical support.
- Help us **share this survey** to engineering firms you know:  
[www.surveymonkey.com/r/ITEPEngineeringsupport](http://www.surveymonkey.com/r/ITEPEngineeringsupport)



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# GATA pre-award requirements



Complete the **Grant Accountability and Transparency Act (GATA)** pre-award requirements (5 steps) before submitting ITEP application. **Get started on this now – it can take time!**



**Grant Accountability  
and  
Transparency Act**

<https://grants.illinois.gov/portal/>



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# GATA pre-award requirements



## Step 1: Authentication

- One-time requirement in Grantee Portal
- Create an account at [grants.illinois.gov/portal](https://grants.illinois.gov/portal)

### Illinois Grant Accountability and Transparency Act Grantee Portal



Welcome to the Illinois GATA Grantee Portal. To access the Portal you must have an Illinois.gov account.

Sign In  
Here

Create  
Account

Account  
Help

[Grant Management System News](#)

#### Frequently Asked Questions

- [How to access the Illinois GATA Grantee Portal.](#)
- [How to create an Illinois.gov public account.](#)
- [How to reset your password.](#)
- [All Grantee Portal FAQs](#)

#### Department of Human Services (DHS) Centralized Repository Vault (CRV) Users

If you have a DHS CRV account or an Illinois.gov partner account in the external domain, you can use it to access the Grantee Portal but you must append "[@external.illinois.gov](#)" to the end of your username.

For example: **John.Doe@external.illinois.gov**

For assistance with your CRV account please [click here](#).



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# GATA pre-award requirements



## Step 2: Registration

- One-time requirement in Grantee Portal
- 'Sign in' to start registration
- Information you may need:
  - DUNS number
  - FEIN
  - Org. type
  - Org. name and address
  - Contact
  - Fiscal year

The screenshot shows a registration form titled "Illinois Grant Accountability and Transparency Act Grantee Portal - Registration". It includes fields for Organization DUNS, Organization FEIN (9-digit Federal Employer ID Number), Organization Type (dropdown menu set to "Corporation - For Profit"), Illinois Secretary of State File ID (with a link to the Secretary of State website), Organization Name, Organization Address 1 and 2 (optional), City, State (dropdown menu set to "IL"), Zip Code, Primary Email, and Primary Phone. There is a checkbox for "Does this organization have 2 or more years experience with Illinois grants?" with "Yes" selected. An important note states: "IMPORTANT: Please enter and validate this organization's correct fiscal year end date. GATA must record the correct date for audit requirements. Upon clicking the 'Save' button, changes to this date can only be done by contacting the state cognizant agency." Below this note are dropdown menus for "Fiscal Year End Month" (set to "June") and "Fiscal Year End Day" (set to "30").

Source: IDCEO Grantee Guide

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# GATA pre-award requirements



## Step 3: Pre-qualification

- Requirement in Grantee Portal (1-3 days)
- Review status:
  - Valid DUNS number?
  - Active [SAM.gov](https://sam.gov) account (annual)?
    - If needed, allow 10-12 business days for activation
  - Not on federal/state excluded parties or stop payment lists

**Pre-Qualification Status**

Your organization not in good standing. Items in red require your action.

Requirement	Status	Remediation
SAM.gov Account	Good	<a href="#">Help</a>
Federal Employer ID (FEIN)	Good	<a href="#">Help</a>
Federal Excluded Parties List	Good	<a href="#">Help</a>
Illinois Secretary of State	Unknown	<a href="#">Help</a>
Illinois Stop Payment List	Good	<a href="#">Help</a>
Illinois DHFS Sanction List	Good	<a href="#">Help</a>

Your organization must remain in good standing in all pre-qualification requirements. The status of these requirements are validated nightly. Notifications when changes occur to the pre-qualification status can be emailed to Grantee Portal Access users by clicking the "Manage" button below.

*The Pre-Qualification Status section of the Grantee Portal displays a summary of an organization's eligibility status.*

Source: Arts.illinois.gov

# GATA pre-award requirements



## Step 4: Fiscal and Admin Risk Assessment Internal Control Questionnaire (ICQ)

- Annual requirement (every fiscal year) in Grantee Portal
- 70 questions ideally completed by someone with financial or accounting experience

## Step 5: Programmatic Risk Assessment

- Complete on ITEP Website towards end of application process
- Grant specific questions
- *Indirect cost rate declaration not required for ITEP*



# Questions?



# Questions?



- Next webinar in **August**
  - Application scoring
  - Mapping tool for community need score
  - ITEP application walk-through
- If you have questions, email [maggie@activetrans.org](mailto:maggie@activetrans.org) and [melody@activetrans.org](mailto:melody@activetrans.org)
- Get in touch with IDOT at [DOT.ITEP@illinois.gov](mailto:DOT.ITEP@illinois.gov)
- Updated ITEP Guidelines will be available at [www.idot.illinois.gov](http://www.idot.illinois.gov)

