



# Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

September 14, 2016

## **CIRCULAR LETTER 2016-20**

### **FEDERAL LANDS ACCESS PROGRAM**

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

The Federal Highway Administration's (FHWA) Eastern Federal Lands Division has announced they will be accepting applications for funding from the Federal Lands Access Program (FLAP) between September 15 and December 16, 2016. The FLAP provides funding for projects on transportation facilities located on, adjacent to, or that provide access to federal lands. A federal lands access transportation facility is defined as a public highway, bridge, trail, or transit system located on, adjacent to, or that provides access to federal lands for which the transportation facility's jurisdiction or maintenance responsibility is with a state, county, municipality, township, or tribal government.

The FLAP funds are distributed by formula to the states that have federal lands managed by the National Park Service, the U.S. Forest Service, the U.S. Fish and Wildlife Service, the Bureau of Land Management, or the U.S. Army Corps of Engineers.

The FLAP funds may be used for transportation planning, research, engineering, preventative maintenance, rehabilitation, restoration, construction, or reconstruction of federal land access transportation facilities. General information concerning the FLAP guidelines and project eligibility may be found at the following FHWA website: [www.fhwa.dot.gov/map21/guidance/guideflap.cfm](http://www.fhwa.dot.gov/map21/guidance/guideflap.cfm). Also attached to this circular letter are two informational documents: "Frequently Asked Questions" and "Tips for Preparing a Good FLAP Application."

Entities with eligible projects should complete a federal application form which is attached to this circular letter and also available at the following website: <https://flh.fhwa.dot.gov/programs/flap/il/>

In addition, under the Illinois Grant Accountability and Transparency Act (GATA), each candidate project must also complete the "Uniform Application for State Grant Assistance" which is attached.

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Completed applications should be forwarded electronically to the FHWA, Eastern Federal Lands Highway Division, Access Program Manager at [EFL.planning@dot.gov](mailto:EFL.planning@dot.gov)

If you have any questions concerning the Federal Lands Access Program, please contact Thomas Winkelman, Acting Local Program Development Engineer, at (217) 782 – 0675 or [Tom.Winkelman@illinois.gov](mailto:Tom.Winkelman@illinois.gov)

Sincerely,

A handwritten signature in blue ink that reads "Maureen E. Kastl". The signature is fluid and cursive, with the first name being the most prominent.

Maureen E. Kastl, P.E.  
Acting Engineer of Local Roads and Streets

Attachments

cc: Richelle Ellis, FHWA – Eastern Federal Lands Division  
Mike Staggs, FHWA – Illinois Division  
Roger Driskell, IDOT Office of Planning & Programming  
Eric Seibring, Illinois Association of County Engineers  
Joe Schatteman, Illinois Municipal League  
Bryan Smith, Township Officials of Illinois

# Eastern Federal Lands Access Program



U.S. Department of Transportation  
Federal Highway Administration  
Eastern Federal Lands Highway Division



## Federal Lands Access Program (FLAP) Frequently Asked Questions:

### What is the purpose of the program?

The goal of the Federal Lands Access Program is to improve transportation facilities that provide access to, are adjacent to, or are located within Federal lands. The program is managed through the Federal Highway Administration - Federal Lands Highway Divisions. Please note that this is a Title 23 Federal Aid Highway Reimbursable Program and *not* a lump-sum grant program. <http://flh.fhwa.dot.gov/programs/flap/>

### Who is eligible to apply?

Eligible applicants include State, county, tribal, or city government agencies that own or maintain the transportation facility. The term "Transportation Facility" means a public highway, road, bridge, trail or transit system that is located on, is adjacent to, or provides access to Federal lands for which title or maintenance responsibility is vested in a state, county, town, township, tribal, municipal, or local government. Maintenance means the preservation of the entire roadway surface, shoulders, roadside ditches, drainage structures, bridges, and traffic control devices necessary for safe and efficient operations. Vested maintenance responsibility means that the majority of the cost for these activities is borne by the state, county, town, township, tribal, municipal, or local government.

The FLAP program applicant must be the facility owner, have maintenance responsibility or must supply a letter from the facility owner/maintainer indicating that the application is being submitted on their behalf. Early coordination between the appropriate Federal Land Management Agency (FLMA) whose access would be improved by the proposed action and the applicant state/county/local/tribal government is encouraged to ensure adequate time for input and signature of concurrence before the submittal due date.

### What types of projects will be considered?

The Federal Lands Access Program supplements State and local resources for public roads, transit systems, and other transportation facilities, with an emphasis on the improvement of access to federally owned high-use recreation sites and Federal economic generators. Federal Lands Access Program funds are intended for:

**Capital Improvements-** These proposals include rehabilitation, restoration, construction, and reconstruction of roads, bridges, multiuse trails, and other long term transportation system asset improvements. This includes improvements such as safety improvements, widening, realignments, surfacing, culverts, signing, guardrail, walls and associated roadway appurtenances.

**Enhancements-** These proposals are road and trail related improvements such as interpretative signing, kiosks, viewpoints, adjacent vehicular parking areas, roadside rest areas (including sanitary and water facilities), provisions for pedestrians and bicycles, acquisition of scenic easement and scenic or historic sites, trailheads, trails, and improvements that improve public safety and reduce vehicle-wildlife mortality while maintaining habitat connectivity.

**Surface Preservation-** These proposals include surface preservation of roads, trails, and adjacent vehicular parking areas. They include chip sealing, crack sealing, and aggregate courses. FLAP funds are not intended for routine maintenance projects (e.g., potholes, mowing, snow removal, same type guardrail replacement, etc.).

**Transit-** These proposals include construction of transit facilities (e.g. ferry docks, helipads, boat ramps) and limited duration operation/maintenance of transit services and facilities (including vehicles) and the purchase of transit vehicles.

**Planning-** These proposals include engineering feasibility studies, corridor management planning, bicycle/pedestrian planning and alternative transportation system planning that will provide valuable information for future FLAP proposals.

**Research-** These proposals include evaluating solutions that enhance access, safety or sustainability. They address issues such as wildlife-vehicle collision avoidance measures, context sensitive roadside safety features, and congestion management strategies.

# Eastern Federal Lands Access Program

**Safety**— Certain types of Highway Safety Improvement Projects (HSIP) are eligible to be funded at 100 percent of the federal share as provided in Title 23 U.S.C. 120(c) <http://www.fhwa.dot.gov/federalaid/141125.cfm>.

Eligibility of specific projects, strategies and activities generally are based on:

- consistency with a State's Strategic Highway Safety Plan;
- crash experience, crash potential, crash rate, or other data-supported means;
- compliance with Title 23 requirements; and
- State's strategic or performance based safety goals to reduce fatalities and serious injuries on all public roads.

Specific HSIP eligibility questions should be directed to the FHWA Division office in your State. A list of FHWA Division offices is available at <http://www.fhwa.dot.gov/about/field.cfm>.

Please coordinate up front with your State DOT HSIP Safety Manager (or similar title) or the FHWA Division Safety Engineer for eligibility approval of your project's scope. Include the signed Safety Approval form with your application.

## **Are matching funds required?**

The program requires matching funds of approximately 20% of the total estimated project costs. Applicants may also provide additional funds beyond the minimum required matching funds to contribute to the project. Because of limited FLAP funding available in each state in any given federal fiscal year, proposals will receive additional consideration when funding is leveraged from other sources.

Typically, a cash match is preferred by most states. However, the project's preliminary engineering phase (planning, engineering design, NEPA and permitting, etc.), and the right-of-way acquisition and construction phases of the project may use a cash and/or "in-kind matches" such as toll credits, donated property, labor, materials, and CEI services. The use of any such "in-kind matches" are subject to Eastern Federal Lands Highway Division (EFLHD) and State DOT review and approval. Funds authorized under the Tribal Transportation Program and the Federal Lands Transportation Program as well as other Federal funds not authorized under Title 23 or 49 may also be used to satisfy the match requirements. Match must be mutually acceptable to both EFLHD and the proposal applicants.

Additional information regarding match may be found at the following website:

[http://www.fhwa.dot.gov/legsregs/directives/policy/fedaid\\_guidance\\_nfmr.htm](http://www.fhwa.dot.gov/legsregs/directives/policy/fedaid_guidance_nfmr.htm)

## **How would the projects be delivered?**

On the application form you will select from EFLHD, State DOT or Local Public Agency as the preferred delivery organization. EFLHD welcomes the opportunity to provide "cradle to grave" project delivery services under this program. This approach allows State or local resources to be utilized on their other priorities. If you would like to request EFLHD to deliver your project, please coordinate with EFLHD at a minimum of 30 days prior to the closing of the Call for Projects to request development of a cost estimate. Contact Lewis Grimm, EFLHD Planning Team Leader, 703-404-6289 or at [Lewis.Grimm@dot.gov](mailto:Lewis.Grimm@dot.gov).

State DOTs are eligible to deliver their own projects. Local agencies requesting to deliver their own project must be certified by the State DOT or demonstrate prior experience with the use of federal transportation funds (Title 23) to deliver projects in compliance with Federal Highway Administration regulations. Additional information regarding local agency project delivery roles and responsibilities may be found at the following website:

<http://www.fhwa.dot.gov/federal-aidessentials/stateresources.cfm>

## **What happens if my project is selected?**

On submission of a project application, the applicant agrees to provide the match funding portion for the project. After the Programming Decisions Committee (PDC) has reviewed, rated, and ranked the applications, successful applicants will receive a selection notification letter from EFLHD that their project has been "Recommended for Programming". The applicant will then be contacted by EFLHD Programs Office and will enter into a reimbursable Memorandum of Agreement (MOA) stipulating the scope of the project, the specific roles and responsibilities of all signatory parties, the anticipated project schedule and the funding arrangements. Please note that the outreach and execution of the MOA process will be prioritized by the Federal Fiscal Year for which the project is programmed for the receipt of FLAP funds.

# Eastern Federal Lands Access Program (FLAP)



U.S. Department of Transportation  
Federal Highway Administration  
Eastern Federal Lands Highway Division



## Tips for preparing a good FLAP application:

- Review Programming Decision Committee (PDC) documentation materials provided on the website for your state (i.e. state goals and Call for Projects scoring allocation categories). Still have questions? Contact one of the PDC members. <http://flh.fhwa.dot.gov/programs/flap/>
  - Coordinate with the adjacent Federal Land Management Agencies (FLMA) unit(s) for concurrence and to obtain a staff application signature or letter of support for the proposed project; Use these partners to assist with obtaining FLMA information (i.e. visitation, Land Management goals, safety data, etc.).
  - The facility owner must be the applicant (have ownership or a long-term maintenance agreement); include your agency name and title; the benefitting FLMA unit **cannot** be the applicant.
  - Answer the application questions to the best of your ability; be succinct and concise; Use the best data available, include any assumptions.
  - Be practical, “right size” the scope, schedule and budget – include options for scaling/phasing the project if applicable (i.e., a 3 mile resurfacing project broken into 3 separate, 1 mile long segments with associated costs). You could receive partial funding!
  - Include photos and quality maps that show project location, termini and linkage to the Federal Land accessed.
  - Be clear about your match amount (20% of the total estimated project cost) and funding sources (No Title 23 or Title 49 funds, other than Federal Lands Transportation Program funds or Tribal Transportation Program funds, can be used as match). Include resolution for approval of funds (as needed by a local Governing Body such as a city council or county commissioners).
  - Be sure your state allows for in-kind contributions toward match. In-kind match requires justification and approval by the State DOT/FHWA. In-kind match must be utilized or occur only after a FLAP project agreement is executed. (i.e., Right of Way transfer, Engineering/Environmental services, etc.).
  - Delivery agency: When selecting the delivery agency (FWHA, State DOT or Local Agency), be sure that the agency has agreed with the scope and provided their budget for project delivery *prior to submission of the application*. Local Agencies requesting to deliver their own project must be certified by the State DOT to deliver projects in compliance with Federal Highway Administration regulations. <http://www.fhwa.dot.gov/federal-aidessentials/stateresources.cfm>
- If you would like to request FHWA-Eastern Federal Lands (EFL) to deliver your project, please coordinate with EFL *prior to submission* to request development of a cost estimate. Contact Lewis Grimm, EFL Planning Team Leader, 703-404-6289 or at [Lewis.Grimm@dot.gov](mailto:Lewis.Grimm@dot.gov)
- Title 23 U.S.C. Section 120(c)(1) allows certain types of Highway Safety Improvement Projects (HSIP) to be funded at 100 percent. <http://www.fhwa.dot.gov/federalaid/141125.cfm> Please coordinate up front with your State DOT HSIP Safety Manager (or similar title) or the FHWA Federal Aid Safety Engineer for eligibility approval of your project’s scope. Include the signed HSIP approval form with your application.



# Eastern Federal Lands Access Program Project Application

## General Information:

The Federal Lands Access Program was created by the “Moving Ahead for Progress in the 21st Century Act” (MAP-21) and continued in the "Fixing America's Surface Transportation" (FAST) Act of 2015 to improve state and local transportation facilities that provide access to and through federal lands for visitors, recreationists and resource users.

## Instructions:

Proposed projects or studies must be located on a public highway, road, bridge, trail or transit system that is located on, is adjacent to, or provides access to Federal lands for which the facility title or maintenance responsibility is vested with a State, county, city, township, tribal, municipal, or local government. A 20% matching share is required for this program. Other Federal (non-title 23 or 49) funds may be used as match.

All projects must be submitted using this Eastern Federal Lands (EFL) Access Program Application form. The applicant must be the facility owner, have maintenance responsibility or must supply a letter from the facility owner/maintainer indicating the application is being submitted on their behalf. It is the responsibility of the applicant to supply the necessary information to complete the application to the best of their ability.

Project applications must be sponsored by the appropriate Federal Land Management Agency (FLMA) with an application signature and/or letter of support. Attachments such as cost estimates, maps, photos etc. may be included but are limited to 10 pages. Letters supporting the project do NOT count towards the 10 additional pages allowed for application support.

E-mail your completed application package to [Efl.planning@dot.gov](mailto:Efl.planning@dot.gov). If you need assistance in completing this application form or have questions about the program, please contact: Lewis Grimm, PE, FHWA-EFL Planning Team Leader at 703-404-6289 or [Lewis.Grimm@dot.gov](mailto:Lewis.Grimm@dot.gov) or the FHWA PDC member listed on the EFL FLAP web page for the respective state.

## Implementation:

The Programming Decisions Committee (PDC) for each state will review project applications and prioritize them based on weighted selection criteria developed by the PDC. The selection criteria are reflective of needs in that state and Federal regulations and guidelines. Project approval resides with the PDC. The PDC will select a balanced program that maximizes funding and addresses critical needs, in consultation with applicable FLMAs.

Memorandums of Agreement (MOA) will be required for each programmed project. The project MOA will indicate the project delivery method, match requirements, funding sources/limitations, scope, schedule, and responsibilities of the project signatories.

Project delivery with stewardship and oversight will be through FHWA-EFL or State Department of Transportation (DOT). Local public agencies that are certified by the State DOT may be permitted to deliver the projects contingent on the joint approval of the FHWA-EFL and the State DOT.

For partner delivered projects, fund obligations will be requested following an executed MOA by the State DOTs through a standardized PR-2 form. Access program funds will not reimburse work performed prior to execution of the MOA and the PR-2 (i.e. Right of Way transfers or Engineering services).

Program goals, eligible activities, application tips and the Call for Projects Standard Operating Procedures (including the selection criteria) for this application are located under the appropriate state on the Federal Lands Highway website.

<http://flh.fhwa.dot.gov/programs/flap/>

# Eastern Federal Lands Access Program Project Application

Project Name: <input style="width: 95%;" type="text"/>	Route Number: <input style="width: 95%;" type="text"/>
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Facility Owner: <input style="width: 95%;" type="text"/>	Facility Maintainer: <input style="width: 95%;" type="text"/>
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Requested Project Delivery Agency:

Eastern Federal Lands (EFLHD)   
  State DOT   
  Local Agency   
  Other

Functional Classification: <input type="checkbox"/> National Highway System <input type="checkbox"/> Arterial <input type="checkbox"/> Major Collector <input type="checkbox"/> Minor Collector <input type="checkbox"/> Local Road <input type="checkbox"/> Other	Project Design Standards: <input type="checkbox"/> AASHTO <input type="checkbox"/> State DOT <input type="checkbox"/> Local Government <input type="checkbox"/> Federal Lands Highway (FLH)
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Type of Project Proposed: (Check all that apply)  <input type="checkbox"/> New Project <input type="checkbox"/> Rehabilitation <input type="checkbox"/> Expansion/Enhancement <input type="checkbox"/> Other  <input type="checkbox"/> Design <input type="checkbox"/> Preliminary Engineering <input type="checkbox"/> Environmental (NEPA Document) <input type="checkbox"/> Right of Way  <input type="checkbox"/> Construction <input type="checkbox"/> Paving, road base or surface course projects <input type="checkbox"/> Safety enhancements or structures <input type="checkbox"/> Minor drainage <input type="checkbox"/> Major concrete structures <input type="checkbox"/> Bicycle/pedestrian facility <input type="checkbox"/> Construction Contract <input type="checkbox"/> Construction Engineering  <input type="checkbox"/> Planning/Technical Study or Research <input type="checkbox"/> Other (e.g. Intermodal or transit facilities, ITS, HSIP, environmental mitigation)  If Other, specify: <input style="width: 150px;" type="text"/>	<p style="text-align: center;"><u>Estimated Project Budget</u></p> Preliminary Engineering: <input style="width: 100%;" type="text"/> Construction Engineering: <input style="width: 100%;" type="text"/> Construction Cost: <input style="width: 100%;" type="text"/> Right-of-Way: <input style="width: 100%;" type="text"/> Other Costs: <input style="width: 100%;" type="text"/> Total Project Cost: <input style="width: 100%;" type="text"/>  <p style="text-align: center;"><u>Project Funding</u></p> Requested FLAP Funds: <input style="width: 100%;" type="text"/> Estimated Match <input style="width: 50px;" type="text"/> Other: <input style="width: 100px;" type="text"/> Total Project Cost: <input style="width: 100px;" type="text"/> \$0.00 Calculated Match Percent <input style="width: 100px;" type="text"/> 0%  Match Formula: FLAP Funds / Federal Share(80%) - FLAP Funds
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Project Location:  City: <input style="width: 100%;" type="text"/> County: <input style="width: 100%;" type="text"/> State: <input style="width: 100%;" type="text"/> Longitude/Latitude <input style="width: 100%;" type="text"/> Congressional District(s) <input style="width: 100%;" type="text"/>	<p style="text-align: center;"><u>Benefitting Federal Land Unit(s)</u></p> <input style="width: 100%;" type="text"/>  Federal Land Management Agency (FLMA) managing the above unit(s) <input type="checkbox"/> Bureau of Land Management <input type="checkbox"/> Fish and Wildlife Service <input type="checkbox"/> Forest Service <input type="checkbox"/> National Park Service <input type="checkbox"/> U.S. Army Corps of Engineers <input type="checkbox"/> Other (e.g. DOD, )  Specify <input style="width: 100%;" type="text"/>
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Project Applicant:  Name: <input style="width: 100%;" type="text"/> Position: <input style="width: 100%;" type="text"/> Agency: <input style="width: 100%;" type="text"/> Phone: <input style="width: 100%;" type="text"/> E-mail: <input style="width: 100%;" type="text"/> Address: <input style="width: 100%;" type="text"/>	<p style="text-align: center;"><u>FLMA Signature of Project Acknowledgement &amp; Concurrence</u></p> <input style="width: 100%;" type="text"/>  Name: <input style="width: 100%;" type="text"/> Title: <input style="width: 100%;" type="text"/> Phone: <input style="width: 100%;" type="text"/> E-mail: <input style="width: 100%;" type="text"/>
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# Eastern Federal Lands Access Program Project Application

**Prioritization Factors:**

- FLMA, StateDOT, and facility owner agree that the project is an Economic/Visitation Generator.  Yes  No
- FLMA, StateDOT, and facility owner agree that the project is a priority.  Yes  No
- Project is consistent with the metropolitan, statewide and/or regional planning process.  Yes  No
- Project is consistent with currently adopted agency plans.  Yes  No
- If local delivery is requested, the applicant is certified by the State DOT to administer local agency projects following Federal Highway Administration requirements.  Yes  No

Project Development Status

	Not Started	In Progress	Completed	N/A	Completion Date/Comments
Project on TIP/STIP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>
Right of Way	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>
Utilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>
Preliminary Engineering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>
NEPA Document	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>
Permits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>
Anticipated Delivery Calendar Year:	<input style="width: 100%;" type="text"/>				<input style="width: 100%;" type="text"/>
Latest Possible Delivery Calendar Year	<input style="width: 100%;" type="text"/>				<input style="width: 100%;" type="text"/>

**Resource Protection:**

Please identify any impacts to known natural, cultural or physical resources associated with this project. (Check all that apply)

Negative Impact      Positive Impact

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Wetlands/Water Resources                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | Threatened & Endangered Species                              |
| <input type="checkbox"/> | <input type="checkbox"/> | Species of concern/state listed                              |
| <input type="checkbox"/> | <input type="checkbox"/> | Other biological resources (fisheries, rookeries)            |
| <input type="checkbox"/> | <input type="checkbox"/> | Wild & Scenic River (or other state classifications)         |
| <input type="checkbox"/> | <input type="checkbox"/> | Non-attainment areas (air quality)                           |
| <input type="checkbox"/> | <input type="checkbox"/> | Historic & archeological resources                           |
| <input type="checkbox"/> | <input type="checkbox"/> | Native American areas/concerns                               |
| <input type="checkbox"/> | <input type="checkbox"/> | Wilderness or roadless areas                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | Parks & recreation areas/wildlife refuge [Section 4(f) 6(f)] |
| <input type="checkbox"/> | <input type="checkbox"/> | Hazardous materials/contamination site                       |
| <input type="checkbox"/> | <input type="checkbox"/> | Air, noise, and/or visual impacts                            |



# Eastern Federal Lands Access Program Project Application

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## 1. Project Description

Please provide a summary of the purpose and need for the proposed project. Provide a detailed description of the project activities that would be funded with Access Program funds. Describe the overall design concept, any unusual design elements, design standards, and any work affecting structures (bridges and major culverts). Include widths, surfacing type, earthwork needs or roadside safety features. Include options and funding breakdown for scaling/phasing the project, if applicable.

# Eastern Federal Lands Access Program Project Application

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## 2. Safety Benefits

Please describe how this project addresses issues related to safety. Will the project improve safety for all users (pedestrians, bicycles, motor vehicles, etc.)? Will this project improve identified crash sites or hazardous conditions (road safety audits or engineering assessments)?

## 3. Accessibility and Mobility Benefits

Please describe how the proposed project routes are connected to a FLMA inventory route. Describe how the project addresses the need on FLMA plan, State or County Comprehensive Plan. Describe how the proposed project will fill missing links in the network, remove travel restrictions and bottlenecks. How will the plan improve mode choice, explore and enhance transit system (i.e. operation and maintenance of transit facilities, etc.)? Will the plan reduce traffic congestion; enhance visitor mobility and accessibility?

# Eastern Federal Lands Access Program Project Application

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## 4. Preservation Benefits

Will this project improve the National Bridge Inventory System (NBIS) deficient bridge rating? How will the project improve surface conditions? Will the project reduce operating costs? How will the project contribute to the protection of specific natural, cultural, historic, and/or scenic resources?

## 5. Economic Development Benefits

Please describe how this project will attract tourism/visitation. Will the project address more than one Federal Land Management Agency (FLMA) area? How will this project influence economic development? How will this project address visitor mobility, access, and experience?

## 6. Sustainability and Environmental Quality Benefits

Please describe how the proposed project contributes to the environmental goals and objectives of the Federal Land Management Plan or other applicable land management plan. How will the proposed project avoid/minimize/mitigate potential impacts to environmental or cultural resources? Will the project improve fish passage and/or wildlife connectivity? How does the proposed project contribute to the use of sustainable energy sources for transportation?

## Uniform Application for State Grant Assistance

### Agency Completed Section

1.	Type of Submission	<input type="checkbox"/> Pre-application <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed / Corrected Application
2.	Type of Application	<input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation (i.e. multiple year grant) <input type="checkbox"/> Revision (modification to initial application)
3.	Date / Time Received by State	Completed by State Agency upon Receipt of Application
4.	Name of the Awarding State Agency	Illinois Department of Transportation
5.	Catalog of State Financial Assistance (CSFA) Number	494-00-1008
6.	CSFA Title	Federal Lands Access Program
Catalog of Federal Domestic Assistance (CFDA) <input type="checkbox"/> Not applicable (No federal funding)		
7.	CFDA Number	20.205
8.	CFDA Title	Highway Planning and Construction
9.	CFDA Number	XXX
10.	CFDA Title	XXX
Funding Opportunity Information		
11.	Funding Opportunity Number	17-1008-01
12.	Funding Opportunity Title	Federal Lands Access Program
13.	Funding Opportunity Program Field	Highway Planning and Construction
Competition Identification <input checked="" type="checkbox"/> Not Applicable		
14.	Competition Identification Number	
15.	Competition Identification Title	

## Applicant Completed Section

### Applicant Information

16.	Legal Name	Name used for DUNS registration and grantee pre-qualification
17.	Common Name (DBA)	
18.	Employer / Taxpayer Identification Number (EIN, TIN)	
19.	Organizational DUNS number	
20.	SAM Cage Code	
21.	Business Address	Street address: City: State: County: Zip + 4:

### Applicant's Organizational Unit

22.	Department Name	
23.	Division Name	

### Applicant's Name and Contact Information for Person to be Contacted for *Program* Matters involving this Application

24.	First Name	
25.	Last Name	
26.	Suffix	
27.	Title	
28.	Organizational Affiliation	
29.	Telephone Number	
30.	Fax Number	
31.	Email address	

### Applicant's Name and Contact Information for Person to be Contacted for *Business/Administrative Office* Matters involving this Application

32.	First Name	
33.	Last Name	
34.	Suffix	
35.	Title	
36.	Organizational Affiliation	
37.	Telephone Number	
38.	Fax Number	
39.	Email address	

Areas Affected		
40.	Areas Affected by the Project (cities, counties, state-wide)	Add Attachments (e.g., maps)
41.	Legislative and Congressional Districts of Applicant	
42.	Legislative and Congressional Districts of Program / Project	Attach an additional list, if needed
Applicant's Project		
43.	Description Title of Applicant's Project	Text only for the title of the applicant's project.
44.	Proposed Project Term	Start Date: End Date:
45.	Estimated Funding (include all that apply)	<input type="checkbox"/> Amount Requested from the State: <input type="checkbox"/> Applicant Contribution (e.g., in kind, matching): <input type="checkbox"/> Local Contribution: <input type="checkbox"/> Other Source of Contribution: <input type="checkbox"/> Program Income: <div style="text-align: right;">Total Amount</div>
<p><b>Applicant Certification:</b></p> <p>By signing this application, I certify (1) to the statements contained in the list of certifications* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil or administrative penalties. (U.S. Code, Title 218, Section 1001)</p> <p>(* ) The list of certification and assurances, or an internet site where you may obtain this list is contained in the Notice of Funding Opportunity.</p> <p style="text-align: center;"><input type="checkbox"/> I agree</p>		
Authorized Representative		
46.	First Name	
47.	Last Name	
48.	Suffix	
49.	Title	
50.	Telephone Number	
51.	Fax Number	
52.	Email Address	
53.	Signature of Authorized Representative	
54.	Date Signed	



## Grant Accountability and Transparency Act Pre-Award Requirements

In alignment with the Grant Accountability and Transparency Act (GATA) and Federal Uniform Guidance (2 CFR 200), grantee entities must complete the below requirements prior to receiving a Fiscal Year 2017 (FY17) grant award from the State of Illinois. This process went live for the State on Monday, June 27, 2016. Visit the *Grantee Links* tab on [grants.illinois.gov](http://grants.illinois.gov) to learn more.

### There are four (4) Grantee Pre-Award Requirements:

1. **Grantee Registration**
2. **Grantee Pre-Qualification**
3. **Fiscal and Administrative Risk Assessment/Internal Control Questionnaire**
4. **Programmatic Risk Assessment**

Please see below for details on completing each of the requirements.

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#### 1. **Grantee Registration (Required one-time at the organization/entity level)**

**Please note:** Entities with multiple departments, divisions, etc. (primarily affects Local Governments – Counties and Cities) should register and complete the ICQ based upon their fiscal and administrative responsibility and reporting structure. In general this will be at the highest level (i.e. County or City level). However if the various departments or divisions of a local government are *independent* in their fiscal and administrative responsibility and reporting structure (separate audited financial statements, single audit determination, etc.) then each department or division would be requested to register and complete the ICQ. The registrations can use the same FEIN but would require a unique DUNS numbers. In every case, the various departments or divisions will be responsible at the program level of the risk assessment profile (programmatic risk assessment).

All grantee entities must be registered with the State of Illinois. To complete the Grantee Registration,

- Go to the *Grantee Links* tab on [grants.illinois.gov](http://grants.illinois.gov), or
- Click here to access the Grantee Registration form directly: <https://grants.illinois.gov/registration/>
- Complete all required fields
- Click 'Submit'
- Completion of the Grantee Registration triggers the remaining grantee pre-award requirements

#### 2. **Grantee Pre-Qualification (Required one-time at the organization/entity level; periodically validated)**

All grantee entities must be qualified to do business with the State of Illinois. To be qualified for an FY17 grant award, an entity must:

- a) Have a current DUNS number (click [HERE](#) to view instructions on obtaining a DUNS number);
- b) Have a current SAM CAGE Code (click [HERE](#) to view instructions on obtaining a SAM Cage Code);
- c) Not be on the Federal Excluded Parties List (click [HERE](#) to verify utilizing the Quick Search); and
- d) Be in Good Standing with the Illinois Secretary of State (click [HERE](#) to verify).

The pre-qualification status will be verified by a state agency after the Grantee Registration is submitted. If an entity has a pre-qualification issue, a state awarding agency will notify the entity. Entities on the Federal Excluded Parties List are not eligible to do business with the State of Illinois. Entities may remediate all other pre-qualification issues.

#### 3. **Fiscal & Administrative Risk Assessment/ICQ (Required annually at the organization/entity level)**

All grantee entities must complete an Internal Controls Questionnaire (ICQ). The ICQ is completed once, annually. All state agencies will utilize the results of the ICQ. A link to the automated ICQ will be sent to the contact email address provided during the Grantee Registration process (#1).

#### 4. **Programmatic Risk Assessment (Required for each grant application)**

All grantee entities must complete a Programmatic Risk Assessment for each grant application. The grant-specific Programmatic Risk Assessment is administered by the awarding agency. The programmatic risk assessment will be completed during the application process. Additional instructions will be forthcoming.