



Illinois Department of Transportation

Illinois Transportation Enhancement Program

Application *EXAMPLE*

This is an EXAMPLE of an ITEP application. IDOT will not accept this form as a submission for the ITEP program.



General Project Information

Submittal Date: _____ ITEP# (assigned by IDOT): _____

Project Sponsor: _____

Project Title: _____

IDOT District Number(s) (Project Location – refer to Appendix 4): Select district

Project Located In: _____

Mayoral Council(s): _____
(Required only if you have selected IDOT District 1)

Metropolitan Planning Organization (MPO): Select MPO

Transportation Management Area: _____

Note: List all appropriate counties, congressional and legislative districts for the proposed project.
(There may be multiple counties/districts)

County(ies): _____

Congressional District(s): _____

Legislative District(s): _____

Representative: _____

Senate: _____

Sponsor Information

Agency Type: _____

Project Sponsor: _____

Contact Person Details

Position Title: _____

First Name: _____ M.I.: _____ Last Name: _____

Address: _____

City: _____, Illinois Zip: _____

Phone Number: _____ Fax Number: _____

E-mail Address: _____

Co-Sponsor(s) *if applicable*: _____

Mayor/Village President/Head of Agency Details

Please include Mayor, Village President or Head of Agency name and address below if he/she is not listed as the contact person.

Position Title: _____

First Name: _____ M.I.: _____ Last Name: _____

Address: _____

City: _____, Illinois Zip: _____

Phone Number: _____ Fax Number: _____

E-mail Address: _____

Project Category Eligibility Checklist

The eligibility criteria listed under each category must be met to qualify for funding. The program categories are explained in detail in Section C. This check list will be used to determine project eligibility. Your project may fall into more than one category. However, check only the one most relevant category.

- Pedestrian/Bicycle Facilities**
 - Facilitates transportation from one destination to another
 - Included in a local, regional or statewide plan
 - Includes signing of facility
- Landscape/Streetscape and Other Scenic Beautification**
 - Located on publicly owned and operated property
- Preservation of Abandoned Railway Corridors for Conversion to Trails**
 - Facilitates transportation from one destination to another
 - Included in a local, regional or statewide plan
- Historic Preservation and Rehabilitation of Historic Transportation Facilities**
 - Property must be or have been used for surface transportation activities
 - Listed on at least one of the five historic designations and located on publicly owned and operated property
 - Funds are for exterior use only
- Vegetation Management Practices in Transportation Rights-of-Way**
 - Improves roadway safety, prevents against invasive species and provides erosion control
- Archeological Activities Relating to Impacts from Implementation of a Transportation Project**
 - Must focus on physical evidence of historic or prehistoric human life or artifacts recovered from locations within or along highway corridors
 - Demonstrates consistency with the Secretary of the Interior's Standards for Preservation Projects
- Storm Water Management, Control and Water Pollution Prevention or Abatement Related to Highway Construction or Due to Highway Runoff**
 - Identifies source of water pollution in the project application
 - Demonstrate mitigation benefits beyond what is considered standard environmental mitigation of a project
- Reduce Vehicle-Caused Wildlife Mortality or to Restore and Maintain Connectivity Among Terrestrial or Aquatic Habitats**
 - Identifies types of wildlife that would benefit and outline their migration patterns, habitat use and current mortality rates
 - Demonstrates restoration, improvement or maintenance of habitat connectivity
- Construction of Turnouts, Overlooks and Viewing Areas**

Project Costs

It is critical to your project and IDOT's programming to provide the most accurate information possible. Cost estimates should be prepared by someone familiar with the type of work proposed, such as an engineering firm or architectural firm. **In addition to the summary table below, a detailed cost estimate is required for all submittals.**

Cost Estimates Prepared By: _____ Phone No: _____
 Agency/Firm: _____

Type of Work	Federal Share	Sponsor Share (Local Match)	Ineligible Items	Totals
Preliminary Engineering I				
Preliminary Engineering II				
Right-of-Way Acquisition (50/50)				
Street Lighting (50/50)				
Utility Relocations				
Construction				
Construction Engineering				
Total Project Costs				

Do you qualify for credits under the Local Agency Federal Flexible Match Program? *(Refer to Appendix 6 of the Guidelines Manual.)*

Yes No

Anticipated eligible amount: \$ _____

If you have or will be applying for funding through other programs or state agencies for the proposed enhancement project or for the sponsor match, please provide the following information: the agency, type of program and amount of funds.

Project Description

a) Provide a Brief Description of the Project (*maximum of 500 characters*):

b) Project Relationship to Surface Transportation (*maximum of 500 characters*):

c) Project Location (*maximum of 500 characters*):

d) Project Termini (*maximum of 500 characters*):

e) Project Length (*maximum of 100 characters*):

f) Proposed Scope of Work *(maximum of 2,000 characters):*

g) Anticipated Benefits *(maximum of 1,000 characters):*

h) Describe how the project will improve safety for transportation facility users *(if applicable) (maximum of 500 characters):*

Project Status

Project Relationship

What relationship does your project have with other planned improvements?

(Check the box that applies to your project)

- Project is a stand-alone project
- Project is proposed to be developed and implemented with another project
- Project is a part of a larger project (not being implemented at the same time)
- Project is an extension of a completed project
- Project completes a previously ITEP-funded project

Have funds from the ITEP been previously committed to the proposed enhancement project?

Yes No

Amount Received: \$ _____

(If yes, list amount of funds and provide explanation for resubmittal.) Maximum of 200 characters are allowed)

Have funds from the ITEP been previously committed to any projects related to the proposed enhancement project?

Yes No

Amount Received: \$ _____

(If yes, list amount of funds and briefly describe relationship) Maximum of 200 characters allowed)

What is the predicted usage of the facility? *Maximum of 200 characters allowed*

For projects that involve buildings such as a historic train depot, please identify who will own and operate the facility.
Maximum of 200 characters allowed

Project Status (continued)

Land Acquisition and Easements

All applications must have a Right-of-Way/Easement Status box marked

- No additional right-of-way or easements are required for project construction
- Right-of-way or easements will be required. (Please answer the following if this box is checked.)

Who currently owns the property to be acquired or leased? *Maximum of 200 characters allowed*

How much property will be purchased or leased? (List by acreage / number of parcels / square footage as appropriate)
Maximum of 200 characters allowed

Project Readiness

For the proposed project, check all that apply:

- PE I is under way
- PE I has been completed
- PE II is under way
- PE II has been completed
- All ROW secured (if there are parcels not yet secured, do not check box)
- Plans have been approved by appropriate agency
- Local match has been secured

When do you anticipate construction to begin? (Refer to Sunset Clause – Section I)

Month: _____ Year: _____

Public Involvement

Do you have a governmental resolution in support of the project?

- Yes (attach copy) No

Have public meetings been held about this project?

- Yes (attach summary of public involvement) No

Are there any adverse impacts?

- Yes (please describe) No

Maximum of 200 characters allowed

Does this project have a statement(s) of support or letters of recommendation?

- Yes (attach copies) No

Project Maintenance Plan

IDOT requires a maintenance agreement to be included in all enhancement project agreements. To demonstrate project readiness, the following questions must be answered.

Do you currently have a maintenance plan for this project?

Yes No

Do you currently have the proper equipment to provide needed maintenance?

Yes No

Will maintenance be provided by municipal employees or volunteers?

Municipal employees

Volunteers

Other (*please explain*)

How many years does the maintenance plan cover? _____

How is the maintenance plan funded? _____