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Programming Policies and Procedures

Adopted January 2017

1. **Adoption of Program:** The Transportation Policy Committee at each meeting shall vote on and approve an updated 5-year fiscally constrained STP Program. Each updated program shall include updated prioritization of projects, updated project costs, full schedule changes, and letting dates.
2. **Project Submittals:** Submittals for STP and LAFO projects may be submitted only in response to a specific call for projects announced by the Council. Calls will be held approximately every two years and project types accepted may be limited by the Transportation Policy Committee.
3. **Local Match Ratio:**

Phase	Ratio (Federal Funding/Local Match)
Phase 1 (E1)	No funding
Phase 2 (E2)	50/50
ROW	50/50
Construction & Construction Engineering (CE/E3)	70/30; 75/25 if E2 and ROW funding is not used
LAFO	75/25, no E1 or E2 funding

4. **Funding Increases:** All funding increases above the original approved funding level will require the project sponsor to submit a request for approval to be voted upon at a Transportation Policy Committee meeting. All project cost increases greater than 20% of the cost estimate developed at the time of Phase I engineering approval, will be the sole responsibility of the project sponsor. Funding increase requests for the construction phase of STP projects shall not be considered until Phase I engineering has been approved.
5. **Federal Maximum:** The maximum funding approved for any specific project shall be no more than 50% of that year's total federal allotment, with a maximum limit of \$2,500,000 in federal funding, inclusive of all phases. The maximum percentage and cap may be increased upon approval of the Transportation Policy Committee.
6. **Budget Integrity:** The annual and multi-year budgetary constraints shall be maintained at all times except by vote of the Council to advance fund a project.
7. **Advanced Funding:** The Council will utilize the Advanced Funding process to keep projects moving in the program and will do an annual estimate to determine if/when Advanced Funding may be necessary. The Council will follow the CMAP Committee schedule to ensure requests are made in a timely manner. The Council will not fund a B-List LAFO project outside of the 5% minimum unless a project is moved out of the program.
8. **STP Projects on State Routes:** The policy of the Council shall be to discourage the use of Council STP funds on State jurisdiction routes. The Council shall strictly enforce its policy that municipalities sponsoring projects on State routes must provide one half the local match for all phases that are being funded--50/50 for E2, ROW, Construction Engineering and Construction. Only projects involving an intersection improvement with State routes would be subject to STP funding eligibility. The Council's focus is on its municipalities and County and funding eligible projects. However, it is still the joint responsibility of the Council and the State to move projects forward. The State should be a participant in the project.

9. Flexibility: the Transportation Policy Committee and the Council should at all times remain flexible when approving projects for STP funding. Allowance for non-technical decisions must be maintained. Variances to these rules will be allowed if a majority of the Transportation Policy Committee's members present vote to make an exception for a specific project.
10. KKCOM Staff Approval: If a quarterly KKCOM Transportation Policy Committee meeting is not held and a project needs a minor cost or scope change to stay on schedule, KKCOM staff will review the request. If it recommends the change, an email will be sent out to all voting members of the KKCOM Transportation Policy Committee with one week to respond. If any member replies with disapproval, the project sponsor must wait until the next KKCOM Transportation Policy Committee to bring the change request forward.
11. Deferral: Should a project show no progress in four consecutive quarterly reports, the sponsor must come to the Transportation Policy Committee meeting and present why the project is not moving forward. The sponsor should address the specific issue(s) delaying the project, like ROW, environmental problems, etc. Failure to appear at the Transportation Policy Committee meeting to explain the project delay may result in a Committee vote to remove the project from the program or demote it to a B-List.
12. LAFO projects: Local Agency Functional Overlay projects are not the primary focus of the Council and funding should be used to complete projects that would be completed with or without STP funding.
 - A minimum of 5% and a maximum of 20% of the Council's five year fiscally constrained program shall be allocated to LAFO projects. If no LAFO projects are in the program in any given year, the minimum % requirement may be waived upon approval by the Transportation Policy Committee.
 - The maximum amount of federal funding for a LAFO project shall not exceed \$500,000 per project.