

VILLAGE PRESIDENT
Ray Danford

VILLAGE CLERK
Jerry Menard

VILLAGE TRUSTEES
Rita Baker
Seth Speiser
Charlie Mattern
Ray Matchett, Jr.
Steve Smith
Mike Blaies

VILLAGE OF FREEBURG

FREEBURG MUNICIPAL CENTER
14 SOUTHGATE CENTER, FREEBURG, IL 62243
PHONE: (618) 539-5545 • FAX: (618) 539-5590
Web Site: www.freeburg.com

VILLAGE ADMINISTRATOR
Dennis Herzing

VILLAGE TREASURER
Bryan A. Vogel

PUBLIC WORKS DIRECTOR
Ronald Dintelmann

POLICE CHIEF
Melvin E. Woodruff, Jr.

VILLAGE ATTORNEY
Weilmuenster Law Group, P.C

February 13, 2012

NOTICE

MEETING OF THE PUBLIC PROPERTY COMMITTEE (Streets/Municipal Center/Pool/Parks & Recreation) (Matchett/Baker/Blaies)

A Public Property Committee Meeting of the Village of Freeburg will be held at the Municipal Center, Executive Board Room, on **Wednesday, February 15, 2012 at 6:30 p.m.**

PUBLIC PROPERTY COMMITTEE MEETING AGENDA

SWIMMING POOL:

- A. Old Business
 - 1. Pool
- B. New Business

- A. Old Business
 - 1. Approval of January 18, 2012 minutes
 - 2. Safe Routes to School
 - 3. 709 Saxony Lane request for culvert
 - 4. Welcome to Freeburg sign at north end of town
 - 5. MFT
 - 6. Vacation of streets by high school
 - 7. Procedure to Request Flags to be Displayed
 - 8. Drainage Problem Areas
 - 9. Shady Lane dispute
 - 10. Ditch behind home at 606 W. High
 - 11. Lobby Painting
 - 12. New fogger purchase

- B. New Business
 - 1. Fire Prevention Inspection Report
 - 2. Spring Clean Up April 20th - 23rd.

C. General Concerns

D. Public Participation

E. Adjourn

At said Public Property Committee Meeting, the Village Trustees may vote on whether or not to hold an Executive Session to discuss potential litigation [5 ILCS, 120/2 - (c)(11)]; the selection of a person to fill a public office [5 ILCS, 120/2 - (c)(3)]; personnel [5 ILCS, 120/2 - (c)(1) a.]; or real estate transactions [5 ILCS, 120/2-(c)(5)].

VILLAGE BOARD OF TRUSTEES MEETINGS ARE HELD ON THE FIRST AND THIRD MONDAY OF EVERY MONTH

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Public Property Committee Meeting
Streets/Municipal Center/Pool/Parks & Recreation
(Matchett/Baker/Blaies)
Wednesday, February 15, 2012 at 6:30 p.m.

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The meeting of the Public Property Committee was called to order at 6:30 p.m. on Wednesday, February 15, 2012, in the Municipal Center. Those in attendance were Chairman Ray Matchett, Trustee Mike Blaies, Trustee Rita Baker, Assistant Public Works Director John Tolan, Office Manager Julie Polson and Pool Manager Scott Schulz.

POOL: A. OLD BUSINESS:

1. Pool: Julie said we have received six lifeguard applications. The job opening is posted on the website. She will contact the remaining lifeguards if she hasn't heard back from them in the next week. John said there hasn't been any work done since the last meeting. EWR has sent the revised plans and we are waiting on the permit. Davinroy can't do any new work until it is received. John said our guys have the chlorine room cleaned out and the electric has been switched to underground. Scott asked if we think we are going to open on time and John said if we have good weather we should. John said we will start working on the bath house in March. Scott asked when the lifeguards and managers will be hired and Rita said we will do that in March.

B. NEW BUSINESS: None.

STREETS: A. OLD BUSINESS:

1. Approval of January 18, 2012 minutes: Trustee Rita Baker motioned to approve the January 18, 2012 minutes and Trustee Mike Blaies seconded the motion. All voting aye, the motion carried.
2. Safe Routes to School: John said we have the plans from TWM and have found some discrepancies. He and Dennis will meet with Marsha from TWM shortly to review the plans.
3. 709 Saxony lane request for culvert: Nothing new.
4. Welcome to Freeburg sign: John will try to get some pictures for next meeting.
5. MFT: With Dennis being sick, we didn't get the MFT package in the packet. Dennis will get it done and available for everyone to review before the first board meeting in March.
6. Vacation of streets by high school: Nothing new.
7. Procedure to Request Flags to be Displayed: Nothing new.
8. Drainage Problem Areas: John said Netemeyer has been out surveying from Monroe all the way to the water tower and shed to see how that all drains. We need to find out how the water is getting under the railroad tracks. John said we are working in the 100 block of Alton and will be addressing the culverts and sidewalk. He said Don Gass has offered to

Street Committee Meeting Minutes
Wednesday, February 15, 2012

Page 1 of 2

help share in the cost of replacing these items. He told the committee he would like to oil and chip behind the Green Mill and other high traffic alleys along State Street. The committee agreed.

9. Shady Lane Dispute: John talked to Gale who said he has not worked on this. Gale believes Lockett is on our property.

10. Ditch behind home at 606 W. High: John was able to get concrete from the pool demolition and will get that into the ditch.

11. Lobby painting: Julie passed around the color samples and said we would install a chair rail in the lobby. John said he would like to see that in the board room as well. The committee was in agreement with the colors and gave the go ahead to get the project done.

12. New fogger purchase: John said Clarke quoted \$9500 and the company he currently uses quoted \$7800. He would like to put money in the budget to purchase this.

B. NEW BUSINESS:

1. Fire Prevention Inspection Report: We had one item checked - emergency lighting needs to be fully operational - and John said he will have the guys take care of it.

2. Spring Clean Up April 20th - 23rd: The dates have been set and we will get everything set up.

Rita asked if we could install a light at Countryside Lane and Freeburg/Douglas Road and John said that is the county's jurisdiction. Mike asked if John could look at lighting the area along the curve on Westview Drive.

The 2012 ITEP memorandum was provided to the committee. Eligible projects include pedestrian and bicycle facilities, historic preservation, scenic easements, etc. Depending on the project, it is a 50/50 or 80/20 matching grant. If anyone has any ideas, please let Dennis know.

We received a \$100,000 DCEO grant and the committee was asked to come up with some projects that we might be able to use with this money.

C. GENERAL CONCERNS: None.

D. PUBLIC PARTICIPATION: See above.

E. ADJOURN: *Trustee Mike Blaies motioned to adjourn the meeting at 7:15 p.m. and Trustee Rita Baker seconded the motion. All voting aye, the motion carried.*



Julie Polson
Office Manager

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Ray Danford

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Public Property Committee Meeting
Streets/Municipal Center/Pool/Parks & Recreation
(Matchett/Baker/Blaies)

Wednesday, January 18, 2012 at 6:30 p.m.

VILLAGE ADMINISTRATOR
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The meeting of the Public Property Committee was called to order at 6:30 p.m. on Wednesday, January 18, 2012, in the Municipal Center. Those in attendance were Chairman Ray Matchett, Trustee Mike Blaies, Trustee Rita Baker, Assistant Public Works Director John Tolan, Village Administrator Dennis Herzing, Office Manager Julie Polson and Pool Manager Scott Schulz. Guest present: Michele Bailey.

POOL: A. OLD BUSINESS:

1. Pool: Dennis said Bill Reichert is working on the Illinois Department of Public Health's report of items that need to be addressed with respect to the pool renovation. Dennis said a lot of the comments are correct but are easy to fix. He is concerned about #25, which addresses the number of fixtures not being sufficient to meet the bather load. Dennis said we need one more toilet in the women's side of the bathhouse. He said Bill Reichert is going to request a variance on the posted number of swimmers from the current amount of 527 down to 300. John said it might be a good idea to meet with the Dept. of Health in Springfield and Dennis said he has suggested this to Bill. EWR's statement was addressed and the committee agreed not to pay any outstanding bills at the moment.

Dennis said Bryan is waiting on approval for the pool loan. He confirmed Citizen's rate did not change from the first quote of 4.125% over a 10-year period. We can pay the loan on a monthly basis which will save us some money in interest over the term of the loan. The committee directed Bryan to proceed with securing the loan from Citizens. John said they have started putting the electric underground. It is a Dept. of Natural Resources requirement to do so. John said we are trying to get our work done over the winter so we don't hold the project up. Michelle Bailey questioned if the existing starter blocks can be used and Dennis believes new ones have been included in the pool project. He will confirm this and get back to Michele on that. Julie will work on the lifeguard letters. Both Scott and Michele then left the meeting.

B. NEW BUSINESS:

1. Smithton PTO Request for Donation: Trustee Rita Baker motioned to recommend to the full Board a 10-day pool pass be donated to the Smithton PTO Quarters Auction on March 24, 2012 and Trustee Mike Blaies seconded the motion. All voting aye, the motion carried.

STREETS: A. OLD BUSINESS:

1. Approval of December 21, 2011 minutes: Trustee Rita Baker motioned to approve the December 21, 2011 minutes and Trustee Mike Blaies seconded the motion. All voting aye, the motion carried.

2. Safe Routes to School: Dennis copied everyone on TWM's letter advising they have started working on the electrical design.

Street Committee Meeting Minutes
Wednesday, January 18, 2012
Page 1 of 2

3. 709 Saxony lane request for culvert: Nothing new.
4. Welcome to Freeburg sign: John will try to get some pictures for next meeting.
5. MFT: Dennis will have the packet ready for next month's meeting.
6. Vacation of streets by high school: Dennis hasn't received any response on the easement. John will ask them about it when he talks to them about the street lights.
7. Procedure to Request Flags to be Displayed: Julie will work on this.
8. Drainage Problem Areas: We have not heard from Netemeyer. Dennis will call him. John said we have been working on some drainage problem areas around town.
9. Shady Lane Dispute: Dennis hasn't gotten anything back from Gale on this yet.
10. Ditch behind home at 606 W. High: John will contact Mr. Williams to talk to him about this.

B. NEW BUSINESS:

1. Surface Transportation Program Application: This was the Westview street project that we applied for last year but later withdrew our application due to the cost. The committee decided not to submit an application this year.
2. Lobby Painting: The gals in the office would like to paint the lobby and put up a chair rail. The committee asked for more details and paint samples.

John would like to look for a new fogger to be used during mosquito spraying. He said it will cost about \$6,000 - \$7,000. Dennis said we could apply for a St. Clair County Parks Grant and will look for the spring cycle application.

C. GENERAL CONCERNS: Ray brought up the sewer backup at Terry Marquardt's home and said Terry would like to be reimbursed for his Servpro bill. Dennis advised that claim had been turned over to the insurance company and was denied by them. Terry's insurance company has hired an attorney to handle the claim. The committee directed Julie to check and see what they think about us reimbursing Terry his deductible. Dennis said we will report their response to the Water/Sewer committee meeting. Mike brought up the hydraulic spill in his neighborhood from the Waste Management truck. Dennis said when a resident calls in to report these, we notify Waste Management and if they are really bad, Waste Management will come out and pressure wash the areas.

D. PUBLIC PARTICIPATION: See above.

E. ADJOURN: *Trustee Rita Baker motioned to adjourn the meeting at 7:40 p.m. and Trustee Mike Blaies seconded the motion. All voting aye, the motion carried.*



Julie Polson
Office Manager

FREEBURG FIRE PROTECTION DISTRICT
 410 WEST HIGH STREET
 FREEBURG, ILLINOIS 62243
 OFFICE: (618) 539-3288 FAX: (618) 539-5758

No. 589

Fire Prevention Inspection Report

TYPE OF INSPECTION

Fire Prevention Sprinkler System _____ Construction Partial _____

NAME Village of Freeburg Municipal Center PHONE 539-5545
 ADDRESS 14 Southgate Center CITY Freeburg STATE IL ZIP 62213

VIOLATIONS / FINDINGS NOTED:

- Obstructions need to be removed from the egress ways.
- The exit doors must be openable without special knowledge or effort.
- The emergency lighting needs to be fully operational.
- All means of egress shall be equipped with illuminated "EXIT" signs.
- The "EXIT" signs shall remain illuminated and visible at all times.
- Stored items need to be kept at least 30 inches from the electric panel.
- The non-fused multi-plug adapter(s) need to be removed.
- The extension cord(s) need to be replaced with permanent wiring.
- The extension cord(s) need to be shielded from physical damage.
- Alterations to the circuit breaker panel need to be eliminated.
- Cover(s) need to be placed on open electrical junction boxes.
- Open wiring splices need to be contained in electrical junction boxes.
- Opening(s) in the fire wall(s) need to be closed.
- The fire door(s) need to be repaired.
- Obstructions to the fire door(s) need to be removed.
- The automatic closing fire door(s) need to be tested. Records of the test shall be kept readily available on the premises.
- The automatic fire alarm system needs to remain operative at all times.

 Signature of Person Granting Permission to Inspect
 1/20/12 Date

- The automatic fire suppression system needs to remain operative at all times.
- The fire protection system(s) need to be tested. Written records of the test need to be maintained on the premises.
- The dry chemical extinguishing system needs to be tested.
- Compressed gas cylinders need to be restrained when stored in the upright position. This applies to all cylinders regardless of quantity &/or type of contents.
- A fire extinguisher of a bare minimum 2A:20BC rating 5 pounds is recommended for the building. A larger unit is favorable. The unit shall be wall-mounted in a central location.
- The fire extinguisher(s) need to be kept readily available & free of obstructions. Maintain a maximum travel distance of 75 ft from any point in the building to an extinguisher.
- The fire extinguisher(s) need to be maintained and tagged annually. A company licensed by the State of IL shall perform the service.
- Combustible decorative materials need to be removed.
- Combustible materials stored within 24 inches of the furnace &/or hot water heater need to be removed.
- Housekeeping needs to be improved.
- The building address shall be displayed on the front of the building utilizing a minimum of 4 inch letters.
- Installation of a Knox Box rapid entry system is required.
- Correct keys for the building need to be placed in the Knox Box.
- The flammable liquids need to be stored in a UL approved flammable liquid storage cabinet.
- The flammable liquids dispensed inside the building shall be stored in safety cans.
- The exhaust hood needs cleaning.
- SEE ADDITIONAL FINDINGS LISTED ON THE ATTACHED FORM.

 Name of Inspector
 1/20/12 Date





Illinois Department of Transportation

Office of the Secretary
2300 South Dirksen Parkway / Springfield, Illinois / 62764
Telephone 217/782-5597

RECEIVED

January 24, 2012

MEMORANDUM TO ILLINOIS MAYORS, VILLAGE PRESIDENTS,
AND COUNTY ENGINEERS

SUBJECT: 2012 Illinois Transportation Enhancement Program
Application Process

The Illinois Department of Transportation (IDOT), on behalf of Governor Pat Quinn, is pleased to announce solicitation of projects for the 2012 Illinois Transportation Enhancement Program (ITEP). The on-line application will be available as of Wednesday, February 1, 2012, at 7:00 A.M., Central Standard Time. Approximately \$50 million of ITEP funds are available for this round of projects.

The ITEP program was funded under the SAFETEA-LU federal transportation authorization. The last enhancement project application cycle was in 2010. Any unit of local/state government with taxing authority is eligible to apply for and sponsor an enhancement project. The ITEP Application and 2012 ITEP Guidelines Manual are available on the below listed website.

A new on-line application process has been developed for this application cycle. As in the past, hard copies of the application and related attachments are still required. Please read the on-line application directions carefully. Additional information, including the ITEP Application, Instructions and Guidelines Manual and a Frequently Asked Questions section, can be found on the ITEP website at www.dot.il.gov/opp/itep.html. Assistance with the on-line application will be available once you log onto the application website including an instructional video.

For general questions about the ITEP program, consult the ITEP Guidelines Manual or contact the local IDOT District ITEP Coordinator listed in the ITEP Guidelines Manual under Appendix 2. Questions or problems associated with the on-line application process itself should be e-mailed to itep@dot.il.gov.

The deadline for on-line application submittal is Tuesday, May 29, 2012, at 11:59 P.M., Central Standard Time. You are encouraged to share this information with members of your community and any public entity that may be interested in developing a transportation enhancement project in your area.

Thank you for your interest in the 2012 ITEP.

A handwritten signature in cursive script that reads "Ann L. Schneider".

Ann L. Schneider
Secretary

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 B. 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

Scenic/Historic Highway Programs (tourist and welcome center facilities)

- Located on one of the national scenic byways, historic highways or a multi-state historic highway; must be approved by scenic byway organization or highway committee
- Included in scenic byway or historic highway corridor management plan or overall plan (Scenic Overlooks or Tourist/Welcome Centers)
- Located on publicly owned and operated property
- Provides interpretation for the scenic byway or historic highway

Landscape/Scenic Beautification

- Located on publicly owned and operated property

Historic Preservation

- Related to surface transportation
- Listed on at least one of the five historic designations and located on publicly owned and operated property

Rehabilitation of Historic Transportation Buildings, Structures or Facilities

- Related to an active or inactive transportation system
- Listed on at least one of the five historic designations and located on publicly owned and operated property

Safety/Education activities for Pedestrians/Bicyclists

- Has regional significance and cannot duplicate other efforts

Acquisition of Scenic Easements or Scenic/Historic Sites

- Located on one of the national scenic byways or historic highways and approved by scenic byways organization or highway committee
- Included in Scenic byway or historic highway corridor management plan or overall plan
- Must be maintained for scenic/historic qualities

Preservation of Abandoned Railway Corridors for Conversion to Trails

- Facilitates transportation from one destination to another
- Must be scheduled for construction within the next ten years
- Must be included in a local, regional or statewide plan

Control and Removal of Outdoor Advertising

- Advertising must be non-conforming and on a primary route

Transportation Museums

- Must be owned and operated by a not-for-profit or public agency
- Must be a member of the Illinois Association of Museums
- Demonstrate sponsor's ability to maintain or establish a museum
- Consists predominately of transportation-related materials

Project Category Eligibility Checklist (continued)

- Environmental mitigation to address water pollution due to highway runoff or reduce vehicle-caused wildlife mortality while maintaining habitat connectivity**
 - Demonstrate mitigation benefits beyond what is considered standard environmental mitigation of a project
 - Identifies source of water pollution in the project application
 - Identifies vegetation management strategies used to improve highway water quality
 - 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

- Archeological Planning and Research**
 - Focuses on physical evidence of historic or prehistoric human life or activity relating to surface transportation
 - Demonstrates consistency with the Secretary of the Interior's Standards for Preservation Projects
 - Provides access for the traveling public to ruins, artifacts, structural remains and other physical evidences

Dennis Herzing

From: sid.legrand@rhutasel.net
Sent: Monday, February 06, 2012 3:48 PM
To: Dennis Herzing
Subject: ITEP Funding

Dennis:

It is official now.... IDOT has formally opened the application process for the next round of ITEP Funding!

The last ITEP solicitation came in 2010. IDOT has indicated that the ITEP solicitations will be biannual, so after the current application process we do not expect another round of ITEP funding until 2014. Eligible projects are those which enhance transportation, such as bike trails, street aesthetics, etc...

The deadline for the current round of ITEP applications is **May 29, 2012** so there is a little time to determine how to proceed and which project to prioritize.

We are pleased to offer our services to prepare the ITEP application at no cost to Village of Freeburg in exchange for favorable consideration to provide engineering services should the application be successful and the funding be approved.

Please let us know how we can assist you in this process!

Sid LeGrand, P.E.
sid.legrand@rhutasel.net
Rhutasel and Associates, Inc.
618-539-3178 Office
618-616-2138 Cell
www.rhutasel.net



Illinois Transportation Enhancement Program

Frequently Asked Questions



Application Related

Most Requested ...
State Links ...

OTHER RESOURCES

- Accountability
- Bicycling
- Chief Procurement Office
- County Engineers
- Environment
- Inspector General
- IPASS
- Diversity Matters!
- Motorcycling
- Office of Business & Workforce Diversity
- Office of Quality Compliance & Review
- Planning and Programming
- Procurement Communications
- Public Partners
- Public Transportation
- Traffic Safety
- Safety Information
- Secretary of State
- Truckers

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BUDGET
ILLINOIS.GOV

1. What types of projects are funded by the Enhancement Program?

- There are 12 eligible project categories:
- pedestrian and bicycle facilities
 - historic preservation
 - rehabilitation of historic transportation facilities
 - landscaping and scenic beautification
 - scenic and historic highways
 - scenic easements
 - transportation museums
 - outdoor advertising control
 - safety education for pedestrians and bicyclists
 - rails-to-trails corridor preservation
 - archeological planning and research
 - mitigation for roadway runoff and wildlife connectivity

2. Where do I find more information/examples of projects under the twelve ITEP categories?

Visit the National Transportation Enhancement Clearinghouse website, www.enhancements.org. Additionally, the Federal Highway Administration also provides a fairly comprehensive FAQ list on their website, www.fhwa.dot.gov/environment/te/qa_general.htm. (Note: Each state's policies on enhancement projects vary and some of the examples may not be reflective of Illinois' program)

3. Am I required to hold public meetings for project approval?

Public coordination may be necessary depending upon the type and scope of the proposed project, but is not required as a condition for project selection. Public outreach is strongly encouraged by both FHWA and the department and should be continued throughout the project. Public involvement will be considered in the selection process as a good reflection of public outreach/support and as a measure of project planning and project readiness.

4. Do I need to provide a lot of detailed information?

It is useful to provide as much detail as possible, but often, projects still require feasibility studies, design and environmental studies before construction can proceed. A detailed cost estimate is required with all project submittals. This will help insure that eligible and ineligible items can be defined which will allow the department and the project sponsor to have a clear understanding of the fiscal responsibilities.

5. How can I determine what project elements are eligible and which are ineligible?

Because there is such a vast difference in the types of projects funded under the enhancement program, it is difficult to make one policy that fits all circumstances. Many times eligibility has to be determined on a case by case basis. The ITEP Guidelines Manual lists eligible and ineligible elements for each specific category. Appendix 7 has additional specifics on eligible and ineligible items. Ineligible items can still be part of your project cost estimate but should be separated out. For additional clarification consult the local IDOT enhancement coordinator in your area or submit your question to ITEP@dot.il.gov. **Please note - any ITEP ineligible items will have to be funded by other means.**

6. What is meant by "project scope"?

Project scope is a concise description of the elements and scale of a project that need to be done to accomplish its intended purpose. Some detail is needed to clarify what the project sponsor wants to do so the department can determine what elements are eligible for funding. This is also critical if the proposed project is being done in conjunction with another project.

Project Funding

1. How much funding can I get for my project?

80/20
or
50/50

Individual projects vary in size and costs depending upon the funding category. The average amount of federal funds provided to projects under the last application cycle in 2010 was \$740,000. Some of those projects only received partial funding. For projects exceeding \$1.5 million project sponsors are encouraged to consider ways to phase their projects into logical segments should only partial funding be provided. The federal portion of eligible costs is 80% with the exception of street lighting and land acquisition which is funded at 50 percent for projects selected under the program.

2. What are my chances of getting funding?

ITEP is a very popular program. Since 2006, the amount of funds requested compared to the amount of funds available is approximately 5 to 1.

3. Our community has already received funding for an ITEP project in the past. Does this affect our chances of receiving future ITEP funds?

No. Project selection is based on eligibility and merit.

4. What happens if I don't get all the money I requested from ITEP?

If funding from ITEP is less than the amount requested in the application, the project sponsor has a variety of options:

- The sponsor can seek funds from other public or private sources
- The project can be reduced to fit within the funding provided
- The sponsor can stage the project into logical phases and seek additional ITEP funding during a subsequent statewide solicitation

Project Selection and Implementation

1. If my project is selected, what happens next?

The department will initially contact the project sponsor by mail informing them of the project selection and approved funding amount. The IDOT District Local Roads office in your area is responsible for project implementation and should be the point of contact once you've received your letter. (See Sunset Clause in Guidelines Manual – Section H). The selected project may or may not have received all the funds requested and a scoping meeting (see next question) may be needed to determine which project elements the department has provided funding for or to discuss how to proceed with re-scoping the project to fit within the approved budget.

2. What is a scoping meeting?

The scoping meeting is a point where the project sponsor reviews the project funding with the department to determine what elements of the project are being funded and how that funding will be provided. FHWA and the department's policies and procedures along with the sponsor's responsibilities will be discussed in more detail. Scoping meetings will be held by the IDOT District Local Roads offices (if required) after project selection and notifications are made. Project sponsors are encouraged to contact their local IDOT District Local Roads office shortly after receiving approval notification.

3. What happens if I have a cost overrun on my project?

ITEP is limited in its ability to make up shortfalls for project cost overruns. Following similar steps as outlined in #4 under Project Funding, the sponsor should seek alternatives to manage the project within available funding levels. Funds can be shifted from one phase to another, such as from PE to construction to cover shortfalls. An ITEP Change Request form (Form # OPP 2255) has been developed to simplify the process and is available on IDOT's website (www.dot.il.gov) under 'Doing Business – Forms'.

4. If I have already completed Preliminary Engineering will I be required to do more work before proceeding to construction?

All engineering work must be done in accordance with federal procedures. You may need to adjust accordingly. Contact your local IDOT District enhancement coordinator with any related inquiries.

5. What is the Federal Flexible Match Program (FFM)?

This program allows new flexibility to the Federal-Aid Highway Program's matching requirements by allowing certain public donations of cash, materials, and services to satisfy the local matching requirements. Basically the project sponsor can get 'credits' towards construction and construction engineering to use as part of the local match. **This does not increase your funding level.** See Appendix 6 of the ITEP Guidelines Manual for additional information.

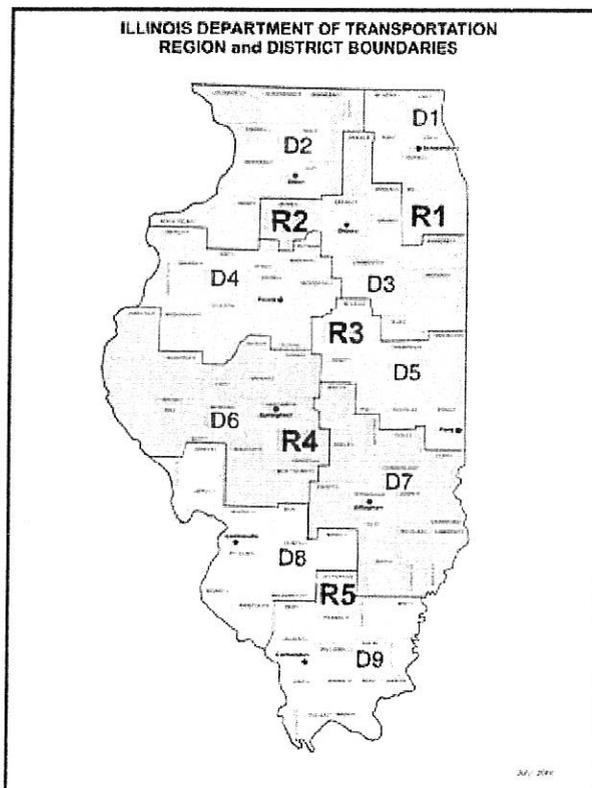
6. What if I am unable to meet the time frame for project implementation as defined under the Sunset Clause?

This policy has been instituted to help reduce the amount of un-obligated ITEP funds which are subject to federal rescissions. If the required time frames cannot be met reasonable justification must be provided to the department. Typically, as long as the project sponsor is making a 'good faith effort' to maintain the schedule the intent of the Sunset Clause has been met. IDOT will continue to monitor projects and project sponsors may be required to submit documentation on the status of their project on a periodic basis.

IDOT District Enhancement Program Coordinators

<u>District</u>	<u>Program Development (state-sponsored projects)</u>	<u>Local Roads and Streets (local-sponsored projects)</u>
1	Brian Carlson (847) 705-4080	Christopher Holt (847) 705-4201
2	Kristine Tobin (815) 284-5444	Jason Nelson (815) 284-5380
3	Tom Magolan (815) 434-8472	Roger Blakely (815) 434-8495
4	Maureen Addis (309) 671-3495	Tony Sassine (309) 671-3690
5	Jeannie Bland (217) 466-7312	Darla Latham (217) 466-7358
6	Sal Madonia (217) 782-7332	Terry Fountain (217) 782-4690
7	Tim Hemmen (217) 342-8242	Maureen Kastl (217) 342-8321
8	Jim Stack (618) 346-3247	Lora Rensing (618) 346-3330
9	Doug Keirn (618) 351-5285	Lance Gribble (618) 351-5264

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Illinois Department of Commerce & Economic Opportunity

Pat Quinn, Governor • Warren Ribley, Director

TO: Dennis Herzing
Village of Freeburg

FROM: Duane Brusnighan, DCEO Grant Management Program

DATE: February 14, 2012

RE: Grant Appropriation

Project No.: SR120142
Amount: \$100,000
Purpose: for all costs associated with infrastructure improvements, roads, sewer and water improvements, and/or sidewalks
Funding Source: Bond Fund

Please be advised that the Department of Commerce and Economic Opportunity has been given the responsibility of administering the above mentioned grant. In order for us to begin the process, you are being asked to complete the enclosed survey form. The information supplied on this form will allow us to develop a formal Grant Agreement (legal document).

Once the Grant Agreement process is completed and all documents are in order, we will begin the payment process. **Be aware that there is no set timeline for grant recipients to receive their funds; however, processing time is largely determined by the accuracy of the information contained in the survey response.** Also, please be aware that if the Grantee has failed to comply with the requirements of any prior grant issued to it by the State, the Department may require that the Grantee cure such deficiencies before the current grant request may be finalized. **The Department's provision of this survey form does not serve as a guarantee of future funding availability.**

Please note that the first page of the survey provides some important points to keep in mind while filling out the survey. If you have questions, feel free to contact me at 217-782-5327.

Completed surveys may be mailed to:

DCEO
Duane Brusnighan
500 E. Monroe St.
Springfield, Illinois 62701
Fax: 217-557-9883

www.ildceo.net